

3 Getting Started in Your Role at Southern Oregon School of Music

Employment Authorization (Form I-9)

New team members complete Section 1 of the federal Form I-9 on their first day of paid employment. You'll need to provide documents approved by the U.S. Citizenship and Immigration Services (USCIS) that prove your identity and eligibility to work in the U.S. within three business days of starting.

If you're already employed and haven't completed this requirement—or if your work authorization changes—please notify our Office Manager.

For team members with time-limited work authorization, updated proof must be submitted before it expires to remain employed with Southern Oregon School of Music.

At-Will Employment

Under Oregon law, your employment with Southern Oregon School of Music is at will. This means that either you or the School may end the employment relationship at any time, with or without notice or cause. Neither this handbook nor any other School document creates a guarantee of continued employment or benefits. If you have a written agreement with the School, that agreement will control if it differs from this handbook. Only the Director may enter into or modify such agreements, and they must be in writing and signed by the Director.

Academic Year Commitment

In order to support continuity for students and families, Southern Oregon School of Music asks instructors to make a good-faith commitment to the full academic year when accepting a teaching assignment. Employment with the School is at-will and may be terminated by either the instructor or the School at any time, with or without notice and with or without cause. If circumstances arise that affect an instructor's ability to fulfill this commitment, instructors are asked to provide timely notice so that appropriate arrangements may be made.

Your Job Description

Southern Oregon School of Music strives to maintain a current job description for every position. If you do not have a copy of your job description, please request one from the Director.

Job descriptions are intended as guides rather than exhaustive lists. Depending on business needs, you may be asked to perform duties that are not listed in your job description. Similarly, the School may revise, add, or remove duties as needed. Occasionally, job descriptions may be updated with or without advance notice to reflect changes in business needs.

If you have any questions about your job description or the scope of your responsibilities, please speak with the Director.

Your Introductory Period

The first 60 days of employment are considered an introductory period. This time allows you to become familiar with Southern Oregon School of Music and your role, while giving us the opportunity to review your performance and make any appropriate adjustments to your duties or responsibilities.

Completion of the introductory period does not guarantee continued or permanent employment and does not alter the at-will nature of employment, including any academic year commitment request outlined elsewhere in this handbook. Employment may be ended at any time by either you or Southern Oregon School of Music, with or without cause or notice, as permitted by law.

Training and Support

We provide individualized training to help each team member learn our procedures and the responsibilities of their role. Even with prior experience, this training ensures you understand the mission of our school community, are refreshed on best practices for your role, and feel confident, prepared, and ready to succeed while embracing and applying our core values.

We encourage questions and ongoing learning—if you ever need extra guidance or support, just reach out. Our goal is to help you grow, feel capable, and thrive as part of our team.

[Click for Section 4](#)