

# Work Time, Pay, and Personnel Records

## Employee Classifications

Southern Oregon School of Music classifies all employees as either exempt or nonexempt in compliance with applicable federal, state, and local laws:

- **Exempt employees:** Typically paid a fixed salary and not eligible for overtime.
- **Nonexempt employees:** Entitled to minimum wage and overtime pay.

Employees are also categorized by their scheduled hours:

- **Regular full-time employees:** Normally scheduled to work at least 40 hours per week, excluding approved time off.
- **Regular part-time employees:** Normally scheduled to work 39 hours or less per week.

Currently, most employees are classified as nonexempt, regular part-time employees. Any changes to an employee's classification, status, or responsibilities will be communicated as needed. If you have questions about your classification or status, contact the Office Manager. These classifications do not change your at-will employment status.

## Pay Increases

At the time of this writing, employees may be considered for annual pay adjustments at the beginning of the year, following the first full year of employment. Any adjustments are subject to budgetary considerations and are generally tied to the Consumer Price Index (CPI) to reflect changes in the cost of living. Additional pay adjustments may be made as financial conditions allow. All pay increases are discretionary and do not alter the at-will nature of employment.

## Holidays and School Closures

Southern Oregon School of Music is closed on the following days. With approval from the Director, staff may schedule makeup classes or perform administrative work for normal pay during these closures:

- Spring Break (March)
- Memorial Day (May)
- Independence Day (July)
- Labor Day (September)
- Week of Thanksgiving
- Two weeks for Christmas and New Year's Day

The School is open and holds classes and lessons on all other holidays.

## Recording Your Time

Southern Oregon School of Music is required by law to maintain accurate records of hours worked. Nonexempt team members must record all working time using their Patriot log-in. Teaching hours are

automatically recorded in Opus1; however, all extra-duty hours (non-teaching work) must be recorded in Patriot.

Administrative Staff and Teachers recording extra-duty time should clock in no more than five minutes before beginning work and clock out no later than five minutes after finishing work.

## **Break Schedule (Oregon Law – Meal and Rest Breaks)**

- Rest breaks: Paid, at least 10 minutes, generally taken in the middle of each four-hour work segment.
- Meal periods: Unpaid, at least 30 minutes, uninterrupted.

Meal period timing requirements:

- Shifts of 7 hours or less: Meal period must be taken after the second hour and before the fifth hour. Shifts of 7 hours or less:
- Shifts longer than 7 hours: Meal period must be taken after the third hour and before the sixth hour.

Team members may take breaks in the conference room when it is not in use for meetings.

For teachers, if your schedule has evolved in a way that does not allow for the required rest or meal breaks under Oregon law, please notify the Office Manager.

## **Pay Periods and Paydays**

Staff are paid monthly on the 7th of each month (or the next business day) for hours worked in the previous month. Report any payroll discrepancies promptly to the Office Manager for correction.

## **Direct Deposit**

Southern Oregon School of Music encourages all team members to enroll in direct deposit. To enroll, request instructions from the Office Manager. Direct deposit typically begins within 30 calendar days after submission of a completed application.

Employees enrolled in direct deposit will receive a written statement explaining all deductions on each payday.

## **Paycheck Deductions**

Southern Oregon School of Music is required by law to make certain deductions from employee pay, including federal and state taxes, Social Security and Medicare (FICA), state unemployment taxes, OregonSaves contributions (unless you opt out), and any court-ordered deductions.

For more information about OregonSaves, including how to opt out, visit [www.oregonsaves.com](http://www.oregonsaves.com).

Exempt employees may be subject to additional permissible deductions as allowed by law, such as full-day absences for reasons other than sickness or disability or certain disciplinary suspensions. Employees may also authorize voluntary deductions where permitted by law. All deductions will appear on your wage statement.

Review your paycheck each pay period and report any discrepancies to the Office Manager. Any improper or inadvertent deductions will be reimbursed promptly. The School will not retaliate against employees who report payroll errors.

## **Talking About Wages (Oregon Law – Wage Disclosure Protection)**

Southern Oregon School of Music will not discriminate or retaliate against team members for discussing, disclosing, or inquiring about their own wages or the wages of others, or for participating in a complaint or investigation related to wages.

While team members may freely discuss wages among themselves, the School does not disclose individual employees' pay. Team members may share general information about pay ranges, salary structures, or how compensation is determined for different roles.

Employees who have access to compensation information as part of their job duties may not disclose the pay of specific individuals to anyone without authorized access, except as required in connection with a complaint, charge, or investigation.

Nothing in this policy limits rights under the National Labor Relations Act.

## **Business Expenses**

Business expenses are uncommon and are typically limited to situations where an expense is necessary to support School operations and cannot reasonably be avoided.

Approved business expenses are reasonable and necessary costs incurred to support legitimate School purposes that are not covered through normal procurement processes. All expenses must be pre-approved by the Director.

Submit pre-approved expenses to the Director with a brief description and a copy of the receipt.

## **Access to Personnel Records**

Southern Oregon School of Music maintains personnel files for all team members. Team members may review their own personnel file with reasonable notice and in the presence of a School representative. Requests for certified copies must be submitted in writing to the Director.

When health-related information provided for accommodations, leave, or other protected purposes is included, it is stored in the personnel file in a clearly marked envelope labeled "Confidential — Health Information." Access is limited to the Office Manager and Director.

Requests from outside parties for personnel information must be directed to the Office Manager, who will consult with the Director before responding. Only the Office Manager and Director are authorized to release personnel information.