

PSR-Policy PNL-600
EEO Statement and Non-Harassment Policy

EEO Statement and Non-harassment Policy

Equal Opportunity Statement

The Phoenix School is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex (including sexual orientation and gender identity), pregnancy (including childbirth, lactation, and related medical conditions), gender, race, religion, color, national origin, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. The Phoenix School is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The Phoenix School will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The Phoenix School will take appropriate corrective action, if and where warranted. The Phoenix School prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your direct supervisor or the Administration.

Policy Against Workplace Harassment

The Phoenix School has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment based upon an individual's age (40 and older), race, color, national origin, ancestry, religion, sex (including sexual orientation and gender identity), pregnancy (including childbirth, lactation, and related medical conditions), gender, race, religion, color, national origin, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws. All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating,

hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Phoenix School or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

Other Harassment

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion toward an individual because of the individual's age (40 and older), race, color, national origin, ancestry, religion, sex (including sexual orientation and gender identity), pregnancy (including childbirth, lactation, and related medical conditions), gender, race, religion, color, national origin, physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories.
 - Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
 - A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.
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Reporting Discrimination and Harassment

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment (including sexual assault), document the conduct and immediately report it to Thomas McGregor, Executive Director, 541 580 7032, tmcgregor@roseburgphoenix.com.

If your concern involves the Executive Director, then document the conduct and immediately report it to *the Phoenix School Board Chair*, Rick Wesenberg via the Executive Assistant, Crissy Lindsey, 541 440 1116, clindsey@roseburgphoenix.com.

The Phoenix School prohibits retaliation against employees who, based on a reasonable belief, provide information about, complain, or assist in the investigation of any complaint of harassment or discrimination.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Phoenix School determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the Phoenix School may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Phoenix School will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

State and Federal Remedies

In addition to the Phoenix School reporting process, if you believe you have been subjected to discrimination or harassment, you may file a formal complaint with the government agencies listed below. Using the Phoenix School complaint process does not prohibit you from filing a complaint with these agencies.

Note that claims must be filed within a certain time frame:

- Complaints against an employer with less than 15 employees must be filed with the Oregon Bureau of Labor and Industries (BOLI) within one year of the alleged discrimination.
- Complaints against an employer with 15 or more employees may be filed with the federal Equal Employment Opportunity Commission or BOLI within 300 days of the alleged discrimination.

If the basis for filing the complaint is covered by both state and federal law, a complaint filed with BOLI is automatically filed with the EEOC.

EEOC Seattle Field Office

Address: 909 First Avenue Suite 400, Seattle, WA 98104-1061

Phone: 800-669-4000

Fax: 206-220-6911

TTY: 800-669-6820
ASL Video Phone: 844-234-5122
Website: <https://publicportal.eeoc.gov/portal/>

BOLI, Civil Rights Division Offices

Eugene

1400 Executive Parkway, Suite #200
Eugene, OR 97401
541-686-7623

Salem

3865 Wolverine St NE, Bldg E-1
Salem, OR 97305
503-378-3292

Portland

800 NE Oregon St., Suite #1045
Portland, OR 97232
971-673-0764

Agreements

The Phoenix School may not, as a condition of employment, continued employment, promotion, compensation, or the receipt of benefits, require or coerce you to enter into an agreement that contains a nondisclosure provision, a non-disparagement provision, or any other provision that has the purpose or effect of preventing you from disclosing or discussing any conduct:

- That constitutes unlawful discrimination or harassment (including sexual assault); and
- That occurred between employees or between the Phoenix School and an employee in the workplace or at a work-related event that is off the employment premises and coordinated by or through the Phoenix School; or
- That occurred between the Phoenix School and an employee off the employment premises.

If you have claimed to be a victim of unlawful discrimination or harassment (including sexual assault), the Phoenix School may only enter a settlement, separation, or severance agreement with you that includes one or more of the following provisions, if you request to enter into such an agreement:

- A nondisclosure provision, a non-disparagement provision, or any other provision that has the purpose or effect of preventing you from disclosing or discussing any conduct as outlined in the previous paragraph.
 - A provision that prevents the disclosure of factual information relating to a claim of discrimination or conduct that constitutes sexual assault; or
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- A no-rehire provision that prohibits you from seeking re-employment with the employer as a term or condition of the agreement.

If the Phoenix School makes a good faith determination that you have engaged in unlawful discrimination or harassment, the Phoenix School may enter a settlement, separation, or severance agreement that includes one or more of the provisions described above.

Any settlement, separation, or severance agreement reached by you and Phoenix School may be revoked within seven days of its execution and the agreement will not become effective until after the revocation period has expired.

Sexual Harassment

Phoenix School is committed to maintaining an environment that is free of sexual harassment. Sexual harassment may include unwelcome sexual advances; requests for sexual favors; and verbal, visual, or physical acts of a sexual nature when any or all of the facts below apply:

1. The employee's submission to the conduct or communication is made a term or condition of employment;
2. The employee's submission to, or rejection of, the conduct or communication is the basis for decisions affecting employment and assignment;
3. The conduct or communication has the purpose or effect of substantially interfering with an individual's work performance;
4. The conduct or communication has the effect of creating an intimidating, hostile, or offensive working environment.

Any staff member who is found to have violated this policy, after official review of said claim, is subject to disciplinary action, up to and including termination of employment.

Any staff member who feels they have been sexually harassed or who feels they have witnessed such harassment should report in writing, using the grievance form, the statements, behaviors, actions, and impact(s) immediately to Administration.

The claim will be responded to seriously, promptly, and as confidentially as possible. Phoenix School follows the process below:

1. When a formal complaint is filed, a conference will be held with the complainant within five (5) working days. A written response will be given to the complainant and respondent within ten (10) working days following the conference.
2. If the complainant is not satisfied with the decision of the Executive Director, they may submit a written appeal to the Phoenix Board of Directors. The Board will meet separately with all parties involved to discuss the complaint and will respond, in writing, to the complainant and respondent within ten (10) working days.
3. If the complainant is not satisfied with the Phoenix School response, they may pursue the complaint through the Office of Civil Rights¹. A complainant is not required by law to use Phoenix School's grievance process before filing a complaint with the Office of Civil Rights.

Allowing for a fair investigation, confidentiality will be maintained for all parties involved and no reprisals or retaliation will be tolerated consistent with the good faith reporting of charges of sexual harassment.

¹ <https://www2.ed.gov/about/offices/list/ocr/docs/howto.html>

PSR-Policy PNL-602
Harassment

Harassment

Phoenix School is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, menacing or bullying, and acts of cyberbullying by students, staff, or third parties is strictly prohibited and shall not be tolerated in the school or on school-sponsored field trips, activities, or work-based learning sites. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by Administration.

Individuals may also be referred to law enforcement officials. Licensed staff will be reported to Teacher Standards and Practices Commission, as provided by OAR 584-020-0041.

The superintendent of Roseburg Public Schools is directed to develop administrative regulations to implement this policy. Regulations shall include descriptions of prohibited conduct, reporting and investigative procedures, and provisions to ensure notice of this policy is provided to students, staff and third parties.

PSR-Policy PNL-603
At-Will Employment

At-Will Employment

Your employment with the Phoenix School is on an "at-will" basis. This means your employment may be terminated at any time, with or without notice, and with or without cause. Likewise, we respect your right to leave Phoenix School at any time, with or without notice, and with or without cause.

Nothing in this handbook or any other Phoenix School document should be understood as creating a contract, guaranteed or continued employment, a right to termination only "for cause," or any other guarantee of continued benefits or employment. Only the Executive Director has the authority to make promises or negotiate with regard to guaranteed or continued employment, and any such promises are only effective if placed in writing and signed by the Executive Director.

If a written employment contract between you and Phoenix School is inconsistent with this handbook, the written employment contract is controlling.

Nothing in this handbook will be interpreted, applied, or enforced to interfere with, restrain, or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

PSR-Policy PNL-604
Professional Expectations and Standards

Professional Expectations & Standards

Phoenix is committed to equal opportunity and nondiscrimination in all of its educational and employment activities. We provide equal opportunity to all people regardless of race, national or ethnic origin, color, religion, age, sex, marital status, familial status, economic status or source of income, veteran status, sexual orientation, gender identity or gender expression, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, military status, or genetic information in accordance with applicable federal, state, and local laws.

This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Staff Interactions

1. Language – Appropriate use of language by teachers provides an example which will aid students in their efforts to improve their communication skills. Teachers are expected to encourage and model appropriate language, and provide appropriate intervention for use of foul, obscene, threatening, or harassing language.
 2. Physical Contact – The profile of the students attending Phoenix School makes it critically important that staff remain aware of the impact of any physical contact with students. Staff members are encouraged to use appropriate, non-threatening, demonstrations of encouragement and caring toward students, staff, and community members. Use of defensive physical contact may only be employed when a situation which threatens one's personal or a student's safety exists. If a staff person uses defensive physical contact to ensure the safety of themselves or others, they will document that contact in an incident report as soon as the learning environment has been restored and submit that report to the Principal or Executive Director. At the latest, a written report must be completed prior to leaving the workplace on the day of the incident. Subsequent to any intervention following a major incident of violent nature, staff members must report the incident, in writing, to the Principal or Executive Director.
 3. Safety – It is expected that staff members will actively maintain a safe emotional and physical environment for all individuals in the school or during off-campus school activities. This includes, but is not limited to, the following:
 - A. Adherence to any State or Federal laws germane to minor; i.e., seatbelts, possession and use of tobacco, illegal use of drugs.
 - B. Appropriate classroom management techniques and strategies.
 - C. Adherence to Phoenix School policy regarding student conduct.
 - D. Classrooms and work area will remain free of clutter and hazardous obstructions.
 - E. Adherence to equity/nondiscrimination policy.
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4. FERPA² / Confidentiality – The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Most Phoenix School employees have access to academic and personal information about students. It is illegal for employees to share this information (written or verbal) with anyone outside of Phoenix School. This includes students, relatives, parents, or employees from other agencies. The only exception to maintain the confidentiality of student information is in cases where a legal release of information has been approved by the party(s) legally responsible for the student or if there is dire and immediate threat to the safety of the student(s).

Maintaining student privacy is integral to building trust and fostering autonomy. Staff are encouraged to acquire student permission prior to sharing any personal information amongst Phoenix School staff, when appropriate in the context of maintaining the learning environment.

Within Phoenix School, information concerning students will be shared on a need-to-know basis. Information about students shared through gossip or storytelling is considered a breach in confidentiality and will be addressed as a personnel issue.

5. Modeling – All Phoenix School, employees will model the behaviors that we expect students to demonstrate as caring, committed, and productive citizens.
6. Duty of Care – All Phoenix School employees have a “duty of care” to act as a responsible parent would act. Staff members are provided the academic freedom to best meet the needs of their students. However, the judgment of staff shall not supersede that of the parent. Parental permission must be first obtained for learning activities which occur outside of the regularly scheduled day, normal classroom activities, or approved curriculum. Staff shall consult with the Principal and/or Executive Director prior to implementing activities off campus and where parental permission should first be attained.
7. Dress Code – All Phoenix School employees have a duty to set an example for students in dress and grooming that reflects a level of professionalism. Our philosophy at Phoenix School is that staff will dress appropriately for the daily activities ahead and will be mainly attired in clothes that are considered “business casual”. All staff on duty shall:
 - A. Be physically clean, neat, and well groomed;
 - B. Dress in a manner consistent with their assigned duties;
 - C. Dress in a manner that communicates to students a pride in personal appearance;
 - D. Be groomed in such a way that does not disrupt the educational process nor cause a health or safety hazard;
 - E. Be allowed to wear religious attire in accordance with the employee’s sincerely held beliefs, while maintaining religious neutrality and refraining from endorsing religion in the educational environment.
 - F. Follow Roseburg Public Schools’ dress code³.

² <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

³ <https://www.roseburg.k12.or.us/board/board-policies/sec-g/gbca>

8. Punctuality and Attendance – Phoenix School employees are expected to model appropriate examples for workplace conduct by reporting to their assigned workplace, prepared to work, at the expected time, to take timely breaks, and to stay through the completion of their workday.
9. Mandatory Reporting Requirements – All Phoenix School employees are mandatory reporters of child abuse. *By law, mandatory reporters must report suspected abuse or neglect of a child regardless of whether or not the knowledge of the abuse was gained in the reporter's official capacity. In other words, the mandatory reporting of abuse or neglect of children is a 24-hour obligation.*⁴

PSR-Policy PNL-605
Minimum Requirements of Phoenix School Staff

Minimum Requirements of Phoenix School Staff

1. Background checks - A criminal background check that meets current Oregon Department of Education requirements is required of all staff. Newly hired employees shall commit in writing to undergo a criminal history background check as a condition of employment. An appointment must be made prior to beginning employment activities that will put the employee into direct contact with students. Failure to initiate or complete the requirements for a background check shall, at the employer's discretion, be cause to a.) withdraw an offer of employment or b.) restrict employment.

 2. Qualifications – Phoenix School employees shall be deemed capable of and fit for employment commensurate with their job description. Additionally, the minimum requirements for an Alternative Teacher is a Bachelor's Degree from an accredited college or university, and successful work experience with youth who have barriers to academic and personal success. Phoenix Charter School Teachers must meet the requirements of the Every Student Succeeds Act to teach designated courses. Licensure from the Oregon Teacher Standards and Practices Commission and successful experience with students in alternative learning environments and/or students with barriers to academic and personal success is preferred. Minimum qualifications for a Teacher Aide (working under the direct supervision of a Teacher to assist the Teacher in classroom learning activities) is an Associate's Degree from an accredited college and successful work experience with youth from alternative learning environments and/or with academic and personal barriers to success. All staff shall have earned a high school diploma or be in process to earning a high school diploma.
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PSR-Policy PNL-606
Communications

Communications

1. Internal Communication – We strive to maintain a safe, inclusive, and equitable work environment in which each employee feels valued, respected, and heard. Therefore all employees will use positive and constructive means to solve the everyday problems that might arise in the workplace, and that they will avoid gossip and negative comments about others. General informational notice regarding changes of policy or procedure will be communicated to employees through written or verbal means by the Principal and/or Executive Director. Given the small size of the Phoenix School staff, it is critical that clear communication between individuals take place. We hope to facilitate shared responsibility in creating a safe and dignified work environment. Employees are encouraged to collaborate and communicate with Administration and each other for the advancement of a healthy, trauma-informed and safe workplace culture.

 2. External Communication - All communication with parents, guardians, community members, and Phoenix School stakeholders should always be courteous and professional. Employees who do not feel comfortable responding to difficult questions or complaints by parents, guardians, community members, and stakeholders may refer those individuals to Administration. To provide coordination and consistency in release of information, all public relations and fund-raising activities must receive prior authorization from Administration.
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PSR-Policy PNL-607
General Personnel Information

Personnel

1. Employee Records - A primary personnel file is kept for each employee. This file includes application information, tax deductions, work performance data and appraisals, and other relevant documentation. An employee, upon request, may inspect the contents of their file, with the exception of confidential reports from previous employers. Access to the personnel files will be limited to the employee, immediate supervisor, the Executive Director, employees responsible for the file maintenance, and legally authorized agencies upon presentation of lawful request.

All medical records related to employees are kept in separate location and organized by employee. All federal immigration related documents for all employees are kept in an additionally separate location. Copies of identification for immigration verification are not to be stored by the agency.

No information reflecting critically upon an employee shall be placed in the personnel file without review by the employee. Information proven to be incorrect can be removed from the file. Documentation of disciplinary action, warnings, or plans of assistance shall be retained in the personnel file for an intended retention schedule of three years. Files shall be periodically reviewed and revised to meet this standard. Prior to an evaluation of a file, this standard shall be enforced.

2. Performance Appraisal – Phoenix School adheres to a policy of respecting competence, effort, and improvement in employees. Appraisals will be one factor for renewal of employee contracts. Each staff member will receive a copy of their appraisal when one is conducted, and they are expected to sign it. In cases where the employee protests the appraisal, the employee may file a grievance in accordance with the grievance procedure (PSR-Policy PNL-630). A copy of performance appraisal will be given to the employee at the time of completion.
3. Phoenix School is committed to equal opportunity and nondiscrimination in all of its educational and employment activities. We provide equal opportunity to all individuals regardless of race, national or ethnic origin, color, religion, age, sex, marital status, familial status, economic status or source of income, veteran status, sexual orientation, gender identity or gender expression, citizenship status, pregnancy, childbirth, physical disability, mental and/or intellectual disability, military status, or genetic information in accordance with applicable federal, state and local laws.
4. Phoenix School employees are subject to all applicable Roseburg School District policies⁵ and procedures unless specified in Phoenix School policies or procedures.

⁵ <https://www.roseburg.k12.or.us/board/board-policies>

PSR-Policy PNL-608
Performance Appraisal

This policy is under development.



PSR-Policy PNL-609
Equal Opportunity and Non-Discrimination

Equal Opportunity and Non-Discrimination

This policy addresses Phoenix School's commitment to providing equal opportunity employment for all employees and applicants and to promoting diversity and inclusion in the workplace. Phoenix complies with all federal and state equal employment opportunity laws and in all hiring and employment practices, the school does not discriminate against employees and applicants.

Promoting Diversity

Phoenix School values and promotes diversity in its workplace. Diversity refers not only to race and gender, but also to an array of human differences, including culture, socio-economic background, experience, background, and perspective that exist in the workforce and the wider community. Phoenix believes that promoting diversity plays an essential role in its educational mission, fostering greater innovation and creativity, attracting the widest pool of qualified applicants to its work force, and enhancing our communication and relationships with the community.

Phoenix School is committed to enhancing our diversity and demonstrating that commitment to our faculty, staff, students, and community. Phoenix promotes diversity by developing policies, programs, and procedures that foster a work environment in which differences are respected and valued. Valuing diversity is one of Phoenix School's greatest strengths.

Non-Discrimination Pledge

Phoenix Schools is committed to providing equal employment opportunity for all employees and applicants regardless of race, color, religion, sex, sexual orientation, gender identity and/or expression, marital status, age, national origin, citizenship status, disability, genetic information, military, or veteran status. Phoenix maintains and supports affirmative action plans for its workplace in compliance with federal law.

Equal opportunity extends to all aspects of the employment relationship, including hiring, promotions, training, working conditions, compensation, and benefits.

Phoenix School's policies and practices reflect our commitment to nondiscrimination in all areas of employment.

PSR-Policy PNL-610

Required Training and Professional Development

Required Training and Professional Development

1. Phoenix School employees are required to complete and follow all trainings assigned via Safe Schools and/or additional trainings determined by Administration to comply with Oregon regulations and the needs of the organization, this includes annual in-service and on-going training related to Sanctuary Model, Trauma-Informed Practice, Positive Behavioral Interventions & Supports, Restorative Justice, QPR, and others as assigned.
 2. Phoenix School employees are encouraged to pursue professional development opportunities related to their licensure and in order to provide more effective instruction, intervention, advocacy, and support of Phoenix School students.
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PSR-Policy PNL-611
Staff Evaluations

Staff Evaluations

Staff evaluations are conducted on an on-going basis and comprised of four components:

1. Formal Classroom and/or Learning Activity Observation(s). [All Faculty]
2. The employee's direct supervisor's on-going verbal and written feedback, action planning, and implementation of strategies to meet worker expectations. [All Employees]
3. Performance Improvement Plans, conducted by the direct supervisor, to formally address unsuccessful and adverse workplace behaviors and to support employees so that they might meet employee workplace standards.
4. When necessary, the Board of Director's Human Relations Committee findings. This component is only relevant to the Grievance Procedure. (PSR-Policy PNL-630).

Staff evaluations will be considered by Administration prior to making annual staffing recommendations to the Phoenix School Board of Directors via annual budget recommendation processes.

PSR-Policy PNL-612
Evaluation Process & Standards

Evaluation Process & Standards

Evaluations are both summative and formative. In addition to informal and formal observations by the employee's direct supervisor, information from students, parents, school officials, and community members are taken into consideration and included in the evaluation process when relevant.

The standards for each employee are determined by the state standards for their profession and by the agency. For Teachers, Counselors, and Administrators, professional standards are further defined by the Teachers Standards & Practices Commission.

The school standards and expectations for each employee are further defined in the Staff and Student Policy Handbooks, the Phoenix School Mission Statement, the employee's job description, and established by supervisor(s).

Formal classroom observations of teachers are conducted annually by the Principal.

An employee's direct supervisor will meet with each employee to define workplace goals and targeted outcomes. The employee is encouraged to meet with their supervisor on an on-going basis such as a weekly meeting or monthly coaching session. The supervisor will advise Administration on a regularly prudent basis of workplace issues, recommendations for staff development and accommodations, and (when advised) to implement a Performance Improvement Plan.

PSR-Policy PNL-613
Performance Improvement Plan Process

Performance Improvement Plan

An employee demonstrating difficulty meeting the established standards and expectations of their employment may be asked to participate in an individualized plan of assistance, intended to provide guidance, direction, and support for success. The Performance Improvement Plan will be implemented following a negative performance appraisal or at the discretion of the direct supervisor. Performance Improvement Plans are seen as a positive action empowering the employee to improve performance and avoid termination. They are not intended to be punitive or retaliatory.

PSR-Policy PNL-614
Termination of Employment

Termination of Employment

Phoenix School has a small and closely interrelated staff; each member is a compliment to the group as a whole. Each member is also a professional and is expected to conduct themselves as such. Staff members demonstrating a lack of these qualities may be subject to termination of employment. Specific grounds for termination include, but are not limited to, the following:

- A. Unprofessional or unethical conduct, especially in regard to staff/student relationships.
 - B. Any act or conduct that is discriminatory in nature toward another person based on that person's identity (see Equity / Non-Discrimination Statement, Policy 24).
 - C. Material misrepresentation in applying for employment.
 - D. Failure to improve performance following evaluation or performance appraisal.
 - E. Failure to submit to required standards of punctuality.
 - F. Abuse of or damage to Phoenix School property including both fixed and mobile assets.
 - G. Breach of the FERPA / confidentiality policy.
 - H. Discussing personnel grievance with Phoenix School students.
 - I. Failure to document and report confrontation with or between students.
 - J. Failure to document and report actual or suspected abuse of students.
 - K. Failure to comply with the staff or student Alcohol and Other Drug policies (PSR-Policy PNL-629).
 - L. Failure to report to work following granted leave or vacation.
 - M. Failure to document and report an injury or accident to self or others as required by policy.
 - N. Failure to report to work without contacting direct supervisor on the first day of absence; absence not to exceed three days (abandonment of position).
 - O. Failure to comply with Phoenix School or Roseburg Public School District policies.
 - P. Failure to comply with federal, state, and local regulations/laws.
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PSR-Policy PNL-615
Compensation Processes and Items

Compensation

- A. Payroll – Payroll checks will be available at 4:00 PM on the fifteenth (15th) and thirtieth (30th) of each month except in February, which shall be issued on the twenty eighth (28th); and when the 30th falls on a weekend, checks shall then be issued on the preceding Friday.
 - B. Travel Reimbursement – Staff members using personal vehicles for school related business will receive a mileage stipend dependent upon prior administrative approval. Travel reimbursement will be paid based on round-trip mileage from the work site.
 - C. Professional Development – Staff members will be reimbursed for fees and tuition for pre-approved professional development events. No reimbursement will be made to employees unless an original receipt accompanies the request.
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Leave Policies

- A. Sick Leave – The employment contract specifies the number of paid sick days allowed within the contract period. Sick leave may be used for reasons of personal injury or illness, medical/dental appointments, or necessary care of immediate family as defined by the Executive Director or the employee’s direct supervisor. Whenever possible, employees should give twenty four (24) hour notice of intent to use sick leave. Sick leave is not cumulative from year to year. Emergency sick leave, without pay, can be granted by the Executive Director.
 - B. Personal Leave – The employment contract specifies the number of paid personal leave days allowed per year. Leave shall be based on a written request submitted to the Administration at least one day in advance. Personal leave days are not to be used to extend a vacation or a holiday.
 - C. Leave of Absence – In extreme emergencies, staff members can request an extended unpaid leave of absence from the Executive Director. Requests shall be made by the employee at their earliest convenience.
 - D. Return from Extended Leave – At the conclusion of extended leave, every effort will be made to return an employee to their former position. However, Phoenix School cannot guarantee that a position will be held open longer than thirty (30) days, except for parental or on-the-job injury leave. A returning employee may be offered an alternate position if the original job is not available. Failure to return to work upon expiration of leave as described under law will be considered a voluntary resignation and employment will be terminated.
 - E. Family Medical Leave – In compliance with the Family Medical Leave Act Phoenix employees are eligible for up to 12 weeks of unpaid leave. Requests for leave should be submitted to the Administration with as much advanced notice as possible. Upon return of the birth of a child, children may not be brought on premises until they have had their six-week immunizations due to potential risk of exposure. (Exceptions to this item may be made by the Executive Director when concerning nursing mothers who seek their child for related milk expression needs related to medical concerns.) Phoenix does not have a licensed daycare facility onsite, so alternate arrangements must be made for parents for childcare offsite. Phoenix will provide an appropriate location to have a private, healthy, and safe environment for breastfeeding mothers to express and store milk. This allowance is only available for one year following the birth of the employee’s child. The employee shall create a routine schedule for such an allowance with the direct supervisor in order to schedule ‘coverage’ for the employee’s duties.
 - F. Jury Duty – In the event that an employee is called for jury duty they should inform the Administration at the earliest possible time so that a substitute can be found. Any compensation given for jury duty remains the property of the employee.
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PSR-Policy PNL-617
Emergency Paid Sick Leave Policy (COVID-19)

Emergency Paid Sick Leave Policy (COVID-19)

The Phoenix School provides eligible employees with emergency paid sick leave under certain conditions between April 1, 2020 and December 31, 2020 under the Emergency Paid Sick Leave Act, which is part of the Families First Coronavirus Response Act (FFCRA).

Eligibility

All employees are eligible for emergency paid sick leave.

Reason for Leave

You may take emergency paid sick leave if you are unable to work (or telework) because:

1. You are subject to a federal, state, or local quarantine or isolation order related to COVID-19;
2. You have been advised by a health care provider to self-quarantine because of COVID-19;
3. You are experiencing symptoms of COVID-19 and are seeking a medical diagnosis;
4. You are caring for an individual or are advised to quarantine or isolate;
5. You are caring for a child whose school or place of care is closed, or whose childcare provider is unavailable, due to COVID-19 precautions; or
6. You are experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Potential Exemption

The Phoenix School, as a small business with fewer than 50 employees, under certain circumstances, may need to deny emergency paid sick leave under this policy if granting such leave would jeopardize the viability of Phoenix School's business as an ongoing concern. Phoenix School is exempt from the requirement of providing emergency paid sick leave to care for your son or daughter whose school or place of care is closed, or whose child care is unavailable, for COVID-19 related reasons when:

- Such paid leave would cause Phoenix School's expenses and financial obligations to exceed available business revenue and cause Phoenix School to cease operating at a minimal capacity;
 - The absence of those requesting such leave would pose a substantial risk to the financial health or operational capacity of Phoenix School because of their specialized skills, knowledge of the business, or responsibilities; or
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- Phoenix School cannot find enough other workers who are able, willing, and qualified and who will be available at the time and place needed, to perform the labor or services those requesting leave provide, and these labor and services are needed for Phoenix School to operate at a minimum capacity.

Duration/Compensation

Full-time employees are entitled to up to 80 hours of paid sick leave for qualifying events. Part-time employees are entitled to take the number of hours they would normally be scheduled to work during a two-week period.

For employees with varying hours, one of the following methods for determining the number of hours paid will be used:

- If the individual has worked six months or more, the average number of hours that the individual was scheduled per day over the six-month period ending on the date on which the individual takes leave, including hours for which they took leave of any type.
- If the individual has worked less than six months, the expected number of hours to be scheduled per day at the time of hire.

The rate of your pay depends on your reason(s) for taking leave. If you:

- Are subject to a federal, state, or local quarantine or isolation order related to COVID-19, pay is at the greater of your regular rate or the applicable minimum wage, capped at \$511 per day.
 - Have been advised by a health care provider to self-quarantine because of COVID-19 concerns, pay is at the greater of your regular rate or the applicable minimum wage, capped at \$511 per day.
 - Choose to obtain a medical diagnosis because you are experiencing symptoms of COVID-19, pay is at the greater of your regular rate or the applicable minimum wage, capped at \$511 per day.
 - Caring for or assisting an individual who is subject to an order or recommendation as described in bullet 1 or 2 above, pay is at two-thirds of the greater of your or the applicable minimum wage, capped at \$200 per day.
 - Are caring for your child because of school or daycare closure, or because the child care provider is unavailable, due to COVID-19, pay is at two-thirds of the greater of your regular rate or the applicable minimum wage, capped at \$200 per day.
 - Are experiencing any other substantially similar condition specified by the Secretary of Health and Human Services, pay is at two-thirds of the greater of your regular rate or the applicable minimum wage, capped at \$200 per day.
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Leave Rules

You may elect to use emergency paid sick leave before using any accrued paid leave. Phoenix School will coordinate any interaction between local, state, and federal leave laws, including emergency paid sick leave laws, to the extent necessary and consistent with those laws.

No leave provided by Phoenix School before April 1, 2020 may be credited against your leave entitlement. In addition, no unused emergency paid sick leave can be carried over after December 31, 2020 or paid to you.

Requesting Leave

If you need to take emergency paid sick leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

Intermittent Use of Leave

If the Phoenix School directs or allows you to telework, but you are unavailable to do so because of one of the qualifying reasons for emergency paid sick leave, Phoenix School may agree to allow you to take paid sick leave intermittently, in any agreed increment of time. If you normally report to work at a School worksite, Phoenix School may agree to allow you to take paid sick leave in any agreed increment of time to care for your son or daughter whose school or place of care is closed, or child care provider is unavailable, because of a COVID-19 related reason.

Documentation

When requesting emergency paid sick leave, you must provide the following information (in writing as soon as is reasonable):

- Your name;
- Date(s) for which leave is requested;
- Qualifying reason for the leave; and
- Written statement that you are unable to work because of the qualified reason for leave.

To take emergency paid sick leave for a qualifying COVID-19 related reason under bullet 1 above, you must additionally provide the name of the government entity that issued the quarantine or isolation order.

To take emergency paid sick leave for a qualifying COVID-19 related reason under bullet 2 above, you must additionally provide the name of the health care provider who advised you to self-quarantine due to concerns related to COVID-19.

To take emergency paid sick leave for a qualifying COVID-19 related reason under bullet 3 above, you must additionally provide either:

- The name of the government entity that issued the quarantine or isolation order to which the individual being cared for is subject; or
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- The name of the health care provider who advised the individual being cared for to self-quarantine due to concerns related to COVID-19.

To take emergency paid sick leave for a qualifying COVID-19 related reason under bullet 5 above, you must additionally provide:

- The name of the child being cared for;
- The name of the school, place of care, or child care provider that has closed or become unavailable; and
- A representation that no other suitable person will be caring for the child during the period for which you take emergency paid sick leave.

Phoenix School may also request you to provide such additional material as needed to support a request for tax credits pursuant to the FFCRA. Phoenix School is not required to provide leave if materials sufficient to support the applicable tax credit have not been provided.

Retaliation

Phoenix School will not retaliate against employees who request or take leave in accordance with this policy.

Expiration

This policy expires on December 31, 2020.

PSR-Policy PNL-618
Extended FMLA (COVID-19)

Extended Family and Medical Leave Policy (COVID-19)

The Phoenix School provides eligible employees with up to 12 weeks of expanded family and medical leave for a qualifying need related to a public health emergency between April 1, 2020 and December 31, 2020 under the Families First Coronavirus Response Act (FFCRA).

Eligibility

Expanded family and medical leave is available to all employees that have been employed by Phoenix School for at least 30 calendar days. You are considered to have been employed by Phoenix School for at least 30 calendar days if:

- You were on Phoenix School's payroll for the 30 days immediately prior to the day your leave would begin; or
- You were laid off or otherwise terminated by Phoenix School on or after March 1, 2020 and were rehired or otherwise re-employed by Phoenix School on or before December 31, 2020, provided that you had been on Phoenix School's payroll for leave upon reinstatement if you had been previously employed by Phoenix School for 30 or more of the 60 calendar days prior to your layoff or termination.

Reason for Leave

Leave under this policy is limited to circumstances where you are unable to work (including telework) due to your need to care for your son or daughter whose school or place of care has been closed, or whose child care provider is unavailable, for reasons related to COVID-19. **Son or daughter** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under 18 years of age or is 18 years of age or older and is incapable of self-care because of a mental or physical disability.

Your need for leave under this policy is qualifying only if no suitable person is available to care for your child during the period of such leave.

Requesting Leave

If you need to take expanded family and medical leave, provide notice as soon as possible. Normal call-in procedures apply to all absences from work.

Duration of Leave

You will have up to 12 weeks of leave to use from April 1, 2020 through December 31, 2020 for the reason stated above.

Intermittent Use of Leave

If Phoenix School directs or allows you to telework, but you are unavailable to do so because you need to care for your son or daughter whose school or place of care is closed, or child care

provider is unavailable, because of a COVID-19-related reason, Phoenix School may agree to allow you to take extended FMLA leave intermittently, in any agreed increment of time. If you normally report to work at a Phoenix School worksite, Phoenix School may agree to allow you to take extended FMLA leave in any agreed increment of time to care for your son or daughter whose school or place of care is closed, or child care provider is unavailable, because of a COVID-19 related reason.

Compensation

The first 10 days (two weeks) of expanded family and medical leave are unpaid. However, during this period, you may use accrued paid vacation, sick, or personal leave and will receive the full amount of such accrued leave. You may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, which provides pay up to a maximum of \$200 per day. After the first two workweeks of expanded family and medical leave, leave will be paid at two-thirds of your regular rate of pay for the number of hours you would otherwise be scheduled to work. Pay will not exceed \$200 per day and \$10,000 in total, or \$12,000 in total if using emergency paid sick leave for the first two weeks. Any unused portion of this pay will not carry over to the next year.

Phoenix School will coordinate any interaction between local, state, and federal leave laws, including emergency paid sick leave laws, to the extent necessary and consistent with those laws.

For employees with varying hours, one of the following methods for determining the number of hours paid will be used:

- If the individual has worked six months or more, the average number of hours that the employee was scheduled per day over the six-month period ending on the date on which the individual takes leave, including hours for which they took leave of any type.
- If the individual has worked less than six months, the expected number of hours to be scheduled per day at the time of hire.

Employees may also supplement the two-thirds pay with accrued paid time off, not to exceed 100 percent of regular pay.

Documentation

When requesting expanded family and medical leave, you must provide the following information (in writing as soon as is reasonable):

1. Your name;
 2. Date(s) for which leave is requested;
 3. Qualifying reason for the leave;
 4. Verbal or written statement that you are unable to work because of the qualified reason for leave;
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5. The name of the child being cared for;
6. The name of the school, place of care, or child care provider that has closed or become unavailable; and
7. A representation that no other suitable person will be caring for the child during the period for which you take expanded family and medical leave.

Phoenix School may also request that you provide additional materials as needed to support a request for tax credits pursuant to the FFCRA. Phoenix School is not required to provide leave if materials sufficient to support the applicable tax credit have not been provided.

Restoration

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

Retaliation

Phoenix School will not retaliate against employees who request or take leave in accordance with this policy.

Potential Exemption

Phoenix School, as a small business with fewer than 50 employees, may need to deny otherwise qualifying leave under this policy if granting such leave would jeopardize the viability of Phoenix School's business as an ongoing concern. Phoenix School is exempt from the requirement of providing expanded family and medical leave when:

- Such leave would cause Phoenix School's expenses and financial obligations to exceed available business revenue and cause Phoenix School to cease operating at a minimal capacity;
- The absence of those requesting such leave would pose a substantial risk to the financial health or operational capacity of Phoenix School because of their specialized skills, knowledge of the business, or responsibilities; or
- Phoenix School cannot find enough other workers who are able, willing, and qualified and who will be available at the time and place needed, to perform the labor or services those requesting leave provide, and these labor and services are needed for Phoenix School to operate at a minimum capacity.

Expiration

This policy expires on December 31, 2020.

PSR-Policy PNL-619
Military Leave

Military Leave (USERRA)

The Phoenix School complies with applicable federal and state law regarding military leave and re-employment rights. Unpaid military leave of absence will be granted to members of the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA; with amendments) and all applicable state law. You must submit documentation of the need for leave to the Business Manager. When returning from military leave of absence, you will be reinstated to your previous position or a similar position, in accordance with state and federal law. You must notify your direct supervisor of your intent to return to employment based on requirements of the law. For more information regarding status, compensation, benefits, and reinstatement upon return from military leave, contact the Executive Director.

PSR-Policy PNL-620
Family Military Leave

Family Military Leave

The Phoenix School provides up to 14 days of job-protected, unpaid leave to employees who are a spouse or registered domestic partner of a service member who has been called to active duty, or has been notified of an impending call to active duty, or is on leave from active duty during a period of military conflict.

To be eligible for family military leave you must:

- Work an average of 20 or more hours per week; and
- Be the spouse or registered domestic partner of a member of the U.S. Armed Forces, National Guard, or Reserves who:
 - Has been notified of an impending call to active duty;
 - Has been ordered to active duty; or
 - Has actually been deployed.

Notify your direct supervisor of your need for leave within five days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

Upon returning to work at the conclusion of leave, you will be restored to your previous position or a position with equivalent pay and benefits. Except for benefits used during the period of leave, you will not lose any benefit that accrued before the date on which leave commenced.

An employee who takes leave is entitled to be restored to a position of employment and to the continuation of benefits as provided under state law. Phoenix School will not discriminate or retaliate against employees who request or take leave in accordance with this policy.

PSR-Policy PNL-621
Accommodations for Disabilities

Disability Accommodation

The Phoenix School complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, and all applicable state and local fair employment practices laws and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the Phoenix School will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require an accommodation because of your disability, it is your responsibility to notify your direct supervisor. You may be asked to include relevant information such as:

- A description of the proposed accommodation.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the Phoenix School will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the Phoenix School in connection with a request for accommodation will be treated as confidential.

The Phoenix School encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the Phoenix School is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on the Phoenix School.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The Phoenix School will not discriminate or retaliate against employees for requesting an accommodation.

PSR-Policy PNL-622
Religious Accommodations

Religious Accommodation

The Phoenix School is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the Phoenix School dress code or the individual's schedule, basic job duties, or other aspects of employment. The Phoenix School will consider the request but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will Phoenix School question the validity of a person's belief.

If you require a religious accommodation, please schedule an appointment with the Administration.

PSR-Policy PNL-623
Accommodations for Nursing Mothers

Accommodations for Nursing Mothers

The Phoenix School will provide nursing mothers reasonable rest periods to express milk for their infant child(ren), each time the need arises, for up to 18 months following the child's birth.

The Phoenix School will make reasonable efforts to provide a private room, other than a restroom, in close proximity to your work area, to express milk. The room will be clearly designated and either have a lock or a sign on the door to indicate when the room is in use.

Expressed milk can be stored in company refrigerators or in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

The rest periods should, if feasible, run concurrently with any other meal and rest periods already provided. You are encouraged to discuss the length and frequency of these breaks with your direct supervisor.

If you are nonexempt, the rest periods under this policy are unpaid unless federal or state law require otherwise. If you are nonexempt, the Phoenix School may allow you to work before or after your normal shift to make up the amount of time used for the unpaid rest period(s).

If you are required to record your work time, you must accurately record the start and end time of such rest breaks in accordance with the Phoenix School timekeeping policy.

Phoenix School will not retaliate or discriminate against you for requesting or obtaining rest breaks in accordance with this policy.

PSR-Policy PNL-624
Paid Sick Leave

Paid Sick Leave (Lump Sum Method for Contracted Salary Employees)

In accordance with Oregon law, Phoenix School provides employees with up to 40 hours of paid sick leave per year. Employees should refer to their contract to learn the number of days awarded for the year.

Eligibility

All employees are eligible for paid sick leave benefits.

Reasons for Leave

You may use paid sick leave for the following purposes:

- For your own illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care.
- To care for a family member with an illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care ("family member" has the same definition as under the Oregon Family Leave Act (OFLA)).
- For any purposes allowed under the OFLA, such as bereavement leave, caring for a newborn child or newly adopted/foster child, or sick child leave.
- For any purpose allowed under Oregon's domestic violence, harassment, sexual assault, or stalking law.
- During a public health emergency, including a general or specific public health emergency, or when employees must be excluded from the workplace by law or rule for health reasons.

Grant and Use of Leave

You will be provided up to 40 hours of sick leave at the beginning of each benefit year. For purposes of this policy, the benefit year is the 12-month period starting July 1st annually. The smallest amount of sick leave you may take is one hour.

Notice

For planned paid sick leave, including but not limited to medical appointments, notify your direct supervisor at least 10 days prior to beginning leave or as soon as practicable. You must make reasonable efforts to schedule planned paid sick leave in a manner that does not unduly disrupt business operations and should attempt not to schedule paid sick leave during peak work hours, when work is time-sensitive, or when mandatory meetings are scheduled.

When paid sick leave is unforeseeable, notify your direct supervisor before the start of the scheduled work shift, or as soon as reasonable.

Certification

Phoenix School may require you to submit documentation to support your use of sick leave under the following circumstances:

- Your leave exceeds three consecutive days on which you are scheduled to work;
- Your need for leave is foreseeable and is projected to last more than three consecutively scheduled workdays;
- You began leave without providing notice required by this sick leave policy; or
- Phoenix School has sufficient evidence to suspect that you are abusing sick leave, including engaging in a pattern of absenteeism, regardless of whether you have used sick leave for more than three consecutive days.

Payout of Sick Leave

You will not be paid for accrued unused sick leave at termination.

Interaction with Other Leave

Where applicable, paid sick leave will run concurrently with other federal and state leaves (federal Family and Medical Leave Act, OFLA, domestic violence leave, etc.).

Retaliation

Phoenix School will not retaliate against employees who request or take leave in accordance with this policy.

Paid Sick Leave (Accrual for Hourly Employees)

In accordance with Oregon law, Phoenix School provides employees with up to 40 hours of paid sick leave per year.

Eligibility

All employees are eligible for paid sick leave benefits.

Reasons for Leave

You may use paid sick leave for the following purposes:

- For your own illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care.
 - To care for a family member with an illness, injury, or health condition, including time off for medical diagnosis, care, treatment, and preventive care ("family member" has the same definition as under the Oregon Family Leave Act (OFLA)).
 - For any purposes allowed under the OFLA, such as bereavement leave, caring for a newborn child or newly adopted/foster child, or sick child leave.
 - For any purpose allowed under Oregon's domestic violence, harassment, sexual assault, or stalking law.
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- During a public health emergency, including a general or specific public health emergency, or when employees must be excluded from the workplace by law or rule for health reasons.

Accrual and Use of Leave

You will begin accruing paid sick leave on your first day of employment. Sick leave accrues at a rate of one hour for every 30 hours worked or one and one-third hours for every 40 hours worked, up to a maximum of 40 hours per benefit year. For purposes of this policy, the benefit year is the 12-month period starting July 1st annually. The smallest amount of sick leave you may take is one hour.

Notice

For planned paid sick leave, including but not limited to medical appointments, notify your direct supervisor at least 10 days prior to beginning leave or as soon as practicable. You must make reasonable efforts to schedule planned paid sick leave in a manner that does not unduly disrupt business operations and should attempt not to schedule paid sick leave during peak work hours, when work is time-sensitive, or when mandatory meetings are scheduled.

When paid sick leave is unforeseeable, notify your direct supervisor before the start of the scheduled work shift, or as soon as practicable.

Certification

Phoenix School may require you to submit documentation to support your use of sick leave under the following circumstances:

- Your leave exceeds three consecutive days on which you are scheduled to work;
- Your need for leave is foreseeable and is projected to last more than three consecutively scheduled workdays;
- You began leave without providing notice required by this sick leave policy; or
- Phoenix School has sufficient evidence to suspect that you are abusing sick leave, including engaging in a pattern of absenteeism, regardless of whether you have used sick leave for more than three consecutive days.

Payout of Sick Leave

You will not be paid for accrued unused sick leave at termination.

Interaction with Other Leave

Where applicable, paid sick leave will run concurrently with other federal and state leaves (federal Family and Medical Leave Act, OFLA, domestic violence leave, etc.).

Retaliation

Phoenix School will not retaliate against employees who request or take leave in accordance with this policy.

PSR-Policy PNL-625
Crime Victim Leave Policy

Crime Victim Leave Policy

The Phoenix School will permit eligible employees to take time off to attend a criminal proceeding, a juvenile proceeding, or any other proceeding at which a crime victim has the right to be present.

To be eligible for crime victim leave, you must:

- Have worked an average of more than 25 hours per week during the 90 days immediately prior to the leave; and
- Be a crime victim. A **crime victim** is a person who has suffered financial, social, psychological, or physical harm as a result of a personal felony or is the spouse, domestic partner, parent, sibling, child, stepchild, or grandparent of the victim.

Time off under this policy is unpaid; however, exempt employees will be paid when required under applicable law. You may use accrued vacation or other paid leave, though Phoenix School may determine the order in which such leave must be used.

Phoenix School reserves the right to limit the amount of leave eligible employees may take, if the leave creates an undue hardship on School business.

You must provide reasonable advance notice of your intent to take leave under this policy, as well as a copy of any notices of scheduled criminal proceedings provided by a law enforcement agency.

All records and information retained by Phoenix School regarding your leave, including the fact that you requested or obtained such leave, will be treated as confidential to the extent possible and will not be released without your express permission, unless otherwise required by law.

Phoenix School will not retaliate against employees who request or take leave in accordance with this policy.

PSR-Policy PNL-626
Jury Duty Leave

Jury Duty Leave

The Phoenix School encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your direct supervisor as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will not be compensated for time spent on jury duty. You may opt to use paid leave in place of unpaid leave.

Phoenix School reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

Phoenix School will not retaliate against employees who request or take leave in accordance with this policy.

PSR-Policy PNL-627

Leave for Victims of Domestic Violence, Harassment, Sexual Assault or Stalking

**Leave for Victims of Domestic Violence,
Harassment, Sexual Assault, or Stalking Policy**

The Phoenix School will provide employees who are the victim, or the parent or guardian of a minor child or dependent who is a victim, of harassment, domestic violence, sexual assault or stalking time off from work in order to:

- Seek legal or law enforcement assistance or remedies;
- Seek medical treatment for or to recover from injuries caused by harassment, domestic violence, sexual assault, or stalking;
- Obtain or assist a minor child or dependent in obtaining counseling related to an experience of harassment, domestic violence, sexual assault, or stalking;
- Obtain services from a victim services provider; or
- Relocate or take steps to secure an existing home.

Time off under this policy is unpaid; however, exempt employees will be paid when required under applicable law. Where applicable, time off under this policy will run concurrently with time off under the Oregon Family Leave Act and the federal Family and Medical Leave Act.

You must provide reasonable advance notice of the intent to take leave under this policy, unless providing advance notice is not feasible. In cases of emergency, you or a person acting on your behalf must give notice as soon as reasonable. You may also be required to provide certification that you or your minor child is a victim and that the leave is being taken for a permissible purpose. Such certification may take the form of a police report, protective order, or documentation from a health care professional, clergy, attorney, victim advocacy center employee, or law enforcement officer.

Phoenix School reserves the right to limit the amount of leave if the leave creates an undue hardship on School business.

Leave may be taken on an intermittent or reduced work schedule basis. If you take leave on intermittent or a reduced work schedule basis, Phoenix School may transfer you to an alternate position with the same or different duties to accommodate the leave, provided that the transfer is temporary and voluntary and there is no other reasonable option available that would allow you to use intermittent or reduced schedule leave. You will be returned to your former position upon giving notice of your readiness to return.

While on leave, you may be required to, periodically report your status to your direct supervisor, including the date you intend to return to work.

Upon request, Phoenix School will provide reasonable safety accommodations needed because of actual or threatened domestic violence, harassment, sexual assault, or stalking, unless such accommodations impose an undue hardship on School operations. Examples of safety accommodations include a transfer, reassignment, modified work schedule, unpaid leave,

changed work telephone number, changed workstation, installed lock or any other adjustment to the job structure, work place facility, or work requirement in response to actual or threatened domestic violence, harassment, sexual assault, or stalking.

All records and information obtained by Phoenix School regarding your leave will be treated as confidential and will not be released without the express permission of the employee, unless required by law.

Phoenix School will not retaliate against employees who request or take leave in accordance with this policy.

PSR-Policy PNL-628
Meal and Rest Periods

Meal and Rest Periods

The Phoenix School strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods.

Nonexempt Employees

If you are nonexempt, you will be provided unpaid meal periods and paid rest periods as follows, depending on the length of your work period:

Length of Work Period	Number of rest periods	Number of meal periods
2 hrs or less	0	0
2 hrs 1 min – 5 hrs 59 min	1	0
6 hrs	1	1
6 hrs 1 min – 10 hrs	2	1
10 hrs 1 min – 13 hrs 59 min	3	1
14 hrs	3	2
14 hrs 1 min – 18 hrs	4	2
18 hrs 1 min – 21 hrs 59 min	5	2
22 hrs	5	3
22 hrs 1 min – 24 hrs	6	3

Meal periods are unpaid and will be at least 30 continuous, uninterrupted minutes. Rest periods are paid and will be at least 10 continuous, uninterrupted minutes. You will not be required to work during your meal or rest periods unless otherwise permitted under applicable law. Rest periods are in addition to and separate from meal periods. Rest periods will not be added to a meal period and may not be deducted from the beginning or end of your work shift.

A non-exempt employee may choose to work through their shift without an unpaid lunch break, provided they have received approval from their direct supervisor to do so in advance. Changes to agreed upon work schedules must also be communicated in advance with their direct supervisor.

If the work period is seven hours or less, the meal period is to be taken after the end of the second hour worked and must be finished before the fifth hour of work begins. If the work period is more than seven hours, the meal period must be taken after the end of the third hour worked and must be finished the sixth hour of work begins.

As the nature of your work allows, you will be given a rest period approximately in the middle of each segment of four hours, or major part thereof, worked in a work period.

Check with your direct supervisor regarding procedures and schedules for meal and rest periods. Phoenix School requests that employees accurately observe meal and rest periods. If you know in advance that you may not be able to take your scheduled meal or rest period, let your direct supervisor know; in addition, notify your direct supervisor as soon as possible if you were unable to take or were prohibited from taking a meal or rest period.

Licensed Employees

If you are a licensed employee, you will be provided a time for a 30-minute continuous duty-free lunch period during the regularly scheduled lunch hours per ORS 342.608.

PSR-Policy PNL-629

Alcohol, Drug, and Tobacco Free Workplace

Alcohol, Drug, and Tobacco Free Workplace

In order to accomplish our mission and to ensure the safety of all employees and students, Phoenix School is an Alcohol, Drug, and Tobacco Free Workplace.

The key elements of this policy are:

- A. A staff manual that contains the policy and procedure for implementation of an alcohol, tobacco, and drug free workplace.
- B. A yearly staff in-service training session on the Phoenix School's Alcohol, Drug, and Tobacco Free Workplace policy.
- C. An Alcohol & Drug Counselor will be made available for confidential consultation for all employees.

Policy and Procedure

1. Purpose – The Phoenix School Alcohol, Drug, and Tobacco Free Workplace policy provides the procedures for the maintenance of an alcohol, drug, and tobacco free workplace that applies to all staff, as well as all events (unless otherwise determined by the Executive Director, i.e., the Phoenix School Annual Fundraising Auction) which occurs on Phoenix School property or during school-sponsored events with students present.
2. Policy Statement – As a mandatory condition of continued employment, employees must abide by this Alcohol, Drug, and Tobacco Free Workplace policy and inform the Principal or Executive Director within five (5) days of any criminal drug statute conviction that is based on events that occurred in the workplace.

The Administration shall provide notification of an alcohol, tobacco, and drug free awareness program annually. The program shall include information about the dangers of alcohol, tobacco, and/or drugs in the workplace, a copy of this policy and administrative rules, as well as address the consequences of violating the Alcohol, Drug, and Tobacco Free workplace policy.

Each employee must abide by the terms of the Phoenix School's policy and administrative rules for a drug free workplace. Violation of this policy and/or administrative rules shall result in appropriate action up to and including termination of employment.

3. Administrative Rules – The following definitions and standards of conduct are considered to be Administrative Rules intended to implement Phoenix School's Alcohol, Drug, and Tobacco Free Workplace Policy.
 - A. Definitions

Drugs – Shall mean any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other illegal drug or controlled substance (except as prescribed by a physician and used as directed), as defined in Schedule I

through V of section 202 of the Controlled Substance Act (21 U.S.C 812) and as further defined by regulation 21 C.F.R 1300.11 through 1300.15 and as further defined by ORS 475.005 through 475.997. Employees who are under the treatment of a physician who must bring prescription medicines to the workplace shall carry the medicines in the original container bearing the name of the drug, the name of the physician, and the prescribed dosage.

Workplace – Shall mean the site for the performance of work done for Phoenix School. This includes any school building or any school building premise; any school owned vehicle or any other school approved vehicle (including employee's own vehicle) while used to transport students or fellow employees; as well as any school sponsored or school approved activity, event or function where students are under the jurisdiction of Phoenix School.

4. Standards of Conduct – The following Administrative Rules (AR) describe conduct that is strictly prohibited and will subject an employee to immediate discipline, up to and including termination.

AR1 – The buying, selling, transportation, possession, providing, or use of alcohol or drugs as defined by law and policy while on Phoenix School property, or within 1000 feet of Phoenix School property, during working hours, including meal periods, and breaks, and while assigned extra duty or special projects and activities including those held after or in addition to regular school hours is strictly prohibited.

AR2 – Reporting to work while having the presence of alcohol and/or illicit drugs in their system is prohibited.

AR3 – If Phoenix School supervisory staff have reasonable suspicion (as defined in AR8 below) to believe that an individual has the presence of alcohol and/or drugs in their system while at work, Phoenix School may require the individual to immediately submit to alcohol and/or drug testing.

AR4 – Phoenix School reserves the right, under current law, to conduct searches on school property of employees and/or their personal property which is on the school premises. Phoenix School also reserves the right to conduct searches of school property, vehicles, or equipment at any time, without notice. A refusal to submit to a search may result in disciplinary action, up to and including dismissal.

AR5 – Any employee of Phoenix School who is aware of the use or the presence of drugs and/or alcohol on school property at any time, or off school property in school vehicles or a school sponsored activity shall bring such information to the attention of their immediate supervisor or the person in charge (faculty, kitchen coordinator, crew leader, etc.) of the workplace activity.

AR6 – Each employee must abide by the terms of this Phoenix School policy and administrative rules establishing a drug free workplace. Violations of this policy and/or administrative rules shall result in appropriate action, up to and including termination.

AR7 – Any applicant/employee who refuses to take a drug screen test or whose test is positive for the presence of drugs will not be hired and/or dismissed from employment.

AR8 – Reasonable suspicion of employee use of a drug shall be based upon any of the following:

1. Observed abnormal behavior or impairment in mental or physical performance. This may include, but not be limited to, such things as slurred speech, difficulty walking, dilated pupils, peculiar odors, and unsteady balance.
2. Direct observation of use in the workplace, the reliability of any such information shall be determined by the Phoenix School Administration.
3. The opinion of a medical professional.
4. Reliable information concerning use in the workplace, the reliability of any such information shall be determined by the Phoenix School Administration.
5. A work-related accident resulting in substantial property damage or injury to an employee for which medical treatment is required.

AR9 – Annual notification to employees of the Alcohol, Drug, and Tobacco Free Workplace policy may be made by distributing copies of this policy and administrative rules at a staff meeting and/or publishing this policy and related materials in a staff handbook or other communication to all staff members. In addition, the Administration annually will provide Phoenix School employees with the following information:

1. The dangers of drug, tobacco, and alcohol abuse, in and outside of the workplace.
 2. The terms of the Phoenix School policy to maintain a drug free workplace.
 3. Referral options for drug counseling, rehabilitation, and employee assistance programs.
 4. The penalties an employee can incur for alcohol, tobacco, and/or drug abuse violations occurring in the workplace.
 5. A description of legal sanctions for drug use violation.
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PSR-Policy PNL-630
Employee Grievance Procedure

Employee Grievance Procedure

Should any member of the staff have a grievance for which they would like to seek redress, the following procedure should be followed:

1. The staff member should confer with their immediate supervisor concerning the grievance.
2. If the supervisor's response does not resolve the grievance, the employee will forward the matter to the Human Resources/Business Manager and Executive Director, and include documentation related to the grievance.
3. The grievance must be presented in writing to the Executive Director within ten (10) working days of the initial complaint to the supervisor.
4. The Executive Director and Human Resources/Business Manager will investigate the matter and will respond to the staff member's grievance within 10 business days. A conference with the employee, the Executive Director, and if need be, an administrative team, will be arranged. The employee is welcome to bring an appropriate advocate to such a conference. (If the employee seeks to decide to have legal representation at this venue, then there shall be prior notification to Administration by the employee to exercise this decision in order for Administration to determine if legal representation is required by Phoenix School of Roseburg.)
5. The Executive Director will make a recommendation regarding action to be taken to resolve the grievance. At that time, the employee will be informed of the decision and actions to be taken. However, the employee will not be informed of any disciplinary actions related to other employees and/or their direct supervisor, as those matters are confidential.
6. All staff members have the right to appeal decisions to the Phoenix School Board of Directors. Any appeal begins with the employee-initiated communication to the Phoenix School Board of Director's President in writing within ten (10) working days after the decision communication by the Executive Director during the scheduled conference.

If the Executive Director's response does not resolve the grievance, the employee may appeal the matter to the Phoenix School Board's President, who will appoint an ad hoc Human Relations Committee comprised of Phoenix School Board members and (if necessary) at least 1 external, unbiased community member. The Human Relations Committee will investigate the matter and will respond to the staff member's grievance within 20 business days from notification of the Phoenix School Board's President.

The Human Relations Committee will schedule a conference with the employee, the Executive Director, and the Board President and communicate their recommended actions to resolve the grievance. At that time, the employee and Executive Director will be informed of the decision and actions to be taken to resolve the grievance.

In the event that the immediate supervisor is the Executive Director, the staff member must begin the grievance process with the Phoenix School Board's President, who will investigate and respond to the matter. The only appeal option in this situation will be to an ad hoc Human Relations Committee consisting of one Phoenix School Board member and at least two external, unbiased community members. They will be selected by a Board member other than the President, to ensure impartiality.

7. The decision of the Human Relations Committee is final.
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PSR-Policy PNL-631
Recording Time for Hourly Compensation

Recording Time

The Phoenix School is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. To ensure that Phoenix School has complete and accurate time records and that employees are paid for all hours worked, nonexempt employees are required to record all working time using Phoenix's timekeeping application. Exempt employees may also be required to track days or time worked. Speak with your direct supervisor for specific instructions.

You must accurately record all of your time to ensure you are paid for all hours worked and must follow established School procedures for recording your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work, before your meal period.
- Immediately before resuming work, after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Notify your direct supervisor or the Business Manager of any pay discrepancies, unrecorded or mis recorded work hours, or any involuntarily missed meal or break periods.

Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to leadership any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock.

In general, recording of time for compensation is reported in whole and half hours. Work with your Direct Supervisor to ensure scheduling can best align with this guidance. Accuracy of recording time with fidelity is primary goal of any coaching with a Direct Supervisor for recording time.

PSR-Policy PNL-632
Family Leave Policy (OFLA)

Family Leave Policy (OFLA)

The Phoenix School provides eligible employees with unpaid leave in accordance with the Oregon Family Leave Act (OFLA).

Eligibility

To be eligible for OFLA parental leave, you must have worked for Phoenix School for at least 180 days. For all other OFLA leave benefits, you must be employed at least 180 days and also work at least an average of 25 hours per week during the 180 days before leave begins.

Reasons for Leave

Eligible employees may take OFLA leave for any of the following reasons:

- **Parental leave** during the year following the birth of a child or adoption or foster placement of a child under 18, or a child 18 or older if incapable of self-care because of a mental or physical disability. Parental leave includes leave to effectuate the legal process required for foster placement or adoption.
 - **Serious health condition leave** for your own serious health condition or to care for a spouse, same-gender domestic partner, custodial parent, noncustodial parent, adoptive parent, foster parent, biological parent, stepparent, parent in law, parent of same-gender domestic partner, grandparent, grandchild, or a person with whom you are or were in a relationship of in loco parentis; your biological, adopted, foster, or stepchild; or the child of your same-gender domestic partner.
 - **Pregnancy disability leave** (a form of serious health condition leave) taken for an incapacity related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care.
 - **Sick child leave** taken to care for your child with an illness or injury that requires home care but is not a serious health condition. Sick child leave includes an absence between March 18, 2020 and September 13, 2020 to care for your child whose school or place of care has been closed in conjunction with a statewide public emergency declared by a public official.
 - **Bereavement leave** to deal with the death of a family member.
 - **Donor leave** taken to donate a body part, organ, or tissue (this includes pre-operative or diagnostic services, surgery, post-operative treatment, and recovery).
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As used in this policy:

- **Family member** for purposes of serious health condition leave, sick child leave, or bereavement leave means your spouse, same-gender domestic partner, custodial parent, noncustodial parent, adoptive parent, foster parent, biological parent, stepparent, parent-in-law, parent of same-gender domestic partner, grandparent, or grandchild, or a person with whom you are or were in a relationship of in loco parentis. It also includes your biological, adopted, foster, or stepchild or the child of your same-gender domestic partner.
- **Child** includes a biological, adopted, foster, or stepchild, the child of a registered same-sex domestic partner, or a child with whom you are in a relationship of in loco parentis. For purposes of serious health condition leave, the child can be any age; for all other types of leave under this policy, the child must be under the age of 18 or over 18 and incapable of self-care.

Leave Rules

With limited exceptions, eligible employees may generally take up to a total of 12 weeks of OFLA leave in any one-year period. The one-year period is determined by a rolling 12-month period measured backward from the date you use any OFLA leave. Each time you take OFLA leave, the remaining leave entitlement would be any balance of the 12 weeks that has not been used during the immediately preceding 12 months.

Exceptions

Pregnancy Disability Leave (Women)

Eligible female employees may take up to 12 weeks of pregnancy disability leave and an additional 12 weeks of leave in the same leave year for any other qualifying OFLA purpose, for a total of up to 24 weeks. You need not exhaust either type of leave in order to use the other.

You may take up to 36 weeks of OFLA leave in one year that includes up to 12 weeks of pregnancy disability leave, 12 weeks of parental leave, and up to 12 weeks of sick child leave.

Parental Leave

If you take the entire 12 weeks of parental leave, you may take an additional 12 weeks of sick child leave within the same leave year, for a total of up to 24 weeks. However, if you use less than 12 weeks of parental leave, no additional sick child leave is available. The balance of the 12 weeks of OFLA leave may be used for sick child leave or any other qualifying OFLA leave purpose.

You may take up to 24 weeks of OFLA leave in one year if you take 12 weeks of parental leave followed by up to 12 weeks of sick child leave.

Unless Phoenix School approves otherwise, parental leave must be taken in one uninterrupted period and be completed within 12 months of the birth, adoption, or placement of the child. Exceptions will be made:

- To allow intermittent parental leave to effectuate adoption or foster placement of a child. Parental leave taken to effectuate adoption or foster placement of a child is part of the total amount of parental leave available to the employee, but need not be taken in one, uninterrupted period with any remaining parental leave taken after the actual placement of the child.
- To allow parental leave to attend the birth of or give birth to your child. Such leave need not be taken in one, uninterrupted period with any remaining parental leave taken after the birth of the child.

The birth, adoption, or foster placement of multiple children at one time entitles you to take only one 12-week period of parental leave.

Bereavement Leave

Eligible employees are entitled to a total of two weeks of leave for the death of each family member (up to a maximum of 12 weeks) within any one-year period. Bereavement leave must be completed within 60 days of the date you received notice of the family member's death. All bereavement leave taken counts toward the total OFLA leave.

Intermittent Leave

Intermittent or reduced schedule leave may be taken when medically necessary due to your serious health condition or that of a covered family member. You must make reasonable efforts to schedule planned medical treatments so as to minimize disruption of business operations, including consulting your direct supervisor prior to the scheduling of treatment in order to work out a treatment schedule that best suits the needs of both Phoenix School and you. Intermittent leave for parental leave is not available.

Interaction with Other Leave

OFLA leave and Family and Medical Leave Act (FMLA) leave will run concurrently where the reasons for leave meet the requirements of both laws.

Notice

You must provide at least 30 days' notice before family medical leave is to begin if the reason for leave is foreseeable based on an expected birth, placement for adoption or foster care, or for planned medical treatment for your own serious health condition or that of a family member. If 30 days' notice is not practicable, such as because of a lack of knowledge of approximately when leave will be required to begin, a change in circumstances, or a medical emergency, notice must be given as soon as reasonable.

Whether leave is to be continuous or is to be taken intermittently or on a reduced schedule basis, notice need only be given one time, but you must notify your direct supervisor as soon as reasonable if dates of scheduled leave change, are extended, or were initially unknown.

If circumstances change during the leave and the leave period differs from the original request, notify your direct supervisor within three business days, or as soon as possible.

Regardless of the reason for leave, or whether the need for leave is foreseeable, you will be expected to comply with the normal call-in procedures. If you fail to comply with the call-in procedures, you may be disciplined or may have your period of OFLA leave reduced.

Certification

In general, you must provide sufficient information for Phoenix School to determine if the leave may qualify for OFLA protection and the anticipated timing and duration of the leave. Sufficient information may include that you are unable to perform job functions, a family member is unable to perform daily activities, or the need for hospitalization or continuing treatment by a health care provider.

When requesting serious health condition leave for yourself or to care for a family member, you will be required to provide certification from your health care provider or the covered family member's health care provider to support the request.

When requesting sick child leave, you may be required to submit, at a minimum, a note from a doctor or health care provider if you have requested to use more than three days (for example, one three-day occurrence or three separate instances) of sick child leave within a one-year calculation period.

Provide any requested medical certification information within 15 calendar days after such information is requested. In some cases (except for leave to care for a sick child), Phoenix School may require a second or third opinion, at our expense. You may also be required to submit subsequent medical verification.

You will not be asked for, and you should not provide, any genetic information about yourself or a family member in connection with a medical certification.

Fitness-for-Duty Certification

If OFLA leave is for your own serious health condition, you must furnish, prior to returning to work, medical certification (fitness-for-duty certification) from your health care provider stating that you are able to resume work.

Substitution of Paid Leave for Unpaid Leave

All employees are required to use accrued paid leave, including floating holidays, vacation, compensatory time, and sick leave prior to a period of unpaid leave of absence on OFLA leave. Use of accrued paid leave will run concurrently with OFLA leave. If you have no accrued paid leave available to use during an OFLA leave, the leave will be unpaid.

Benefits

Phoenix School will continue your health coverage under any group health plan through the end of the month in which the OFLA leave began. If you wish to maintain health insurance during a period of approved OFLA leave, you will be responsible for bearing the cost of coverage you paid prior to the beginning of the OFLA leave.

Reinstatement

You will be reinstated to your former position upon return from OFLA leave. If your position has been eliminated, you may be reassigned to an available equivalent position. Reinstatement is not guaranteed if the position has been eliminated under circumstances where the law does not require reinstatement.

You are expected to promptly return to work when the circumstances requiring OFLA leave have been resolved, even if leave was originally approved for a longer period. With the exception of leave as the result of an on-the-job injury or illness or otherwise required by law, reinstatement may not be considered if the leave period exceeds the maximum allowed.

The use of OFLA leave will not result in the loss of any employment benefit that accrued prior to the start of leave.

If you work for other employers during a serious health condition leave, you may be subject to discipline up to and including termination. Additionally, if you use family medical leave for reasons other than the reason for which leave was granted, you may be subject to discipline up to and including termination.

Abuse of Leave

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

Retaliation

Phoenix School will not retaliate against employees who request or take leave in accordance with this policy.

PSR-Policy PNL-633
Employee Travel During COVID-19 Pandemic

COVID-19 Travel Policy

Travel Policy

Phoenix School of Roseburg has a travel policy based on the travel restrictions and guidance provided by federal, state, or local governments. Administration will also conduct its own analysis of travel risks during the COVID-19 pandemic. **This travel policy does not apply to your usual work commute.** Personal travel out of state or areas within the state (determined by and previously communicated by Administration) with high COVID-19 infection rates, may require quarantine for up to 14 days upon employees return.

This policy is only in effect while Oregon's Travel Advisory is in place (see: <https://www.oregon.gov/newsroom/Pages/NewsDetail.aspx?newsid=53708>). A violation of this policy is considered a failure to provide accurate information regarding personal travel during an employee's break or paid time off. A violation may result in discipline, up to and including termination.

Administration will work with any employee to support their personal travel decisions. Notification and creation of a plan with Administration, in-advance, may allow for acquisition of tools and resources to assist the employee if remote work is required upon return of personal travel. During Comprehensive Distance Learning (CDL), at-home or remote work options are available for most employees.

Notification of Travel

Employees are required to notify Administration if traveling out of state or areas within the state (determined by Administration) with high COVID-19 infection rates. Any travel during the COVID-19 pandemic such as during breaks, weekends, or weekdays will require notification due to Oregon's Travel Advisory.

Areas Determined by Administration with High COVID-19 Infection Rates

The initial adoption of the policy only requires notification of out-of-state travel at this time, additional areas of travel requiring notification will be communicated by Administration via email, as needed.
