



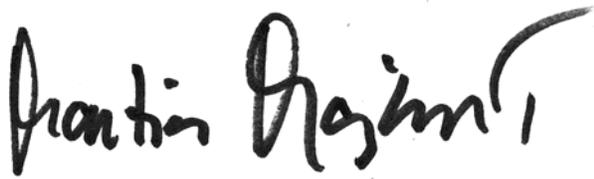
# ROGUE VALLEY SYMPHONY

## Orchestra Handbook 2018-19 Season

A Message from Music Director Martin Majkut:

Welcome to the 2018-19 season of the Rogue Valley Symphony ("RVS"). This orchestra handbook describes the ways we work together and has been developed with an eye to fairness and professionalism. If there are suggestions for future editions, or if there are any issues that concern you, please don't hesitate to discuss them with me or with our Personnel Manager, Bari Frimkess.

Our aim is to support musicians who make up this orchestra and ensure that the musical and non-musical experience for all is as enjoyable and inspiring as possible. Together we continue to make this orchestra a jewel in the cultural life of southern Oregon. Thanks for being part of the RVS!

A handwritten signature in black ink that reads "Martin Majkut". The signature is written in a cursive, flowing style.

Martin Majkut  
Music Director

Greetings to you all, our RVS musicians.

Within these pages you will find information regarding the policies, programs and benefits the organization makes available to you. Please review them carefully. Never hesitate to contact us with any questions you may have.

This season is full of challenges and rewards as we work with Ovation TV to promote our orchestra across the nation as representing one of twelve arts groups in the "Heartland". We are hope that your experience this year will be full of reward as climb this mountain together.

A handwritten signature in black ink that reads "P. Joelle Graves". The signature is written in a cursive, flowing style.

Joelle Graves  
Executive Director

## GENERAL INFORMATION

### Office:

Rogue Valley Symphony Association  
1875 Highway 99 N, Suite 7  
Ashland, OR 97520  
(541) 708-6401

Website: [www.rvsymphony.org](http://www.rvsymphony.org)

Musician information: [www.rvsymphony.org/backstage](http://www.rvsymphony.org/backstage)

### Contact Information:

Music Director: Martin Majkut, [conductor@rvsymphony.org](mailto:conductor@rvsymphony.org), (520) 465-5795

Executive Director: Joelle Graves, [director@rvsymphony.org](mailto:director@rvsymphony.org), (541) 708-6402

Personnel Manager: Bari Frimkess, [personnel@rvsymphony.org](mailto:personnel@rvsymphony.org), (541) 292-6749

Operations Manager: Will Scharen, [office@rvsymphony.org](mailto:office@rvsymphony.org), (541) 708-6401

Librarian: Michael Sorensen, [librarian@rvsymphony.org](mailto:librarian@rvsymphony.org), (541) 890-4642

Development Manager: Anastasia Gambill, [development@rvsymphony.org](mailto:development@rvsymphony.org), (541) 708-6403

Patron & Marketing Services Administrator: Kristin Kessler, [tickets@rvsymphony.org](mailto:tickets@rvsymphony.org), (541) 708-6400

Production Manager: Amie Vaughan, [production@rvsymphony.org](mailto:production@rvsymphony.org)

Stage Manager: Andrew Mustain, [stagemanager@rvsymphony.org](mailto:stagemanager@rvsymphony.org)

### Orchestra Committee Co-Chairs:

- Melissa Orr, [rockcress@gmail.com](mailto:rockcress@gmail.com), (541) 324-1116
- Michael Sorensen, [msorensen6288@gmail.com](mailto:msorensen6288@gmail.com), (541) 890-4642

Chairman of the Board of Directors: Paul Smith, [pbs59@charter.net](mailto:pbs59@charter.net), (541) 618-6408

## THIS HANDBOOK IS NOT A CONTRACT

RVS strives to re-publish this handbook annually to reflect changes in policies and procedures affecting musicians. However, RVS does not intend this handbook to constitute an employment contract, express or implied, or that it be considered to create legally binding rights to continuing employment or to specific terms and conditions of employment. RVS reserves the right to modify these policies and procedures at any time at its sole discretion with or without notice.

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## 101 EMPLOYMENT

RVS employs all core, extra and substitute players. Except during the effective period of a contract for a specified term, all employment is at-will, meaning that it is at the mutual consent of the employee and RVS for an indefinite duration. Each employee or the RVS may terminate the employment relationship at any time, with or without cause or notice. An employee's "at will" status can only be changed by a written agreement explicitly doing so and executed by the Executive Director or the Chairman of the Board of Directors of RVS.

Note: INDEPENDENT CONTRACTORS are individuals who are self-employed or employed by other entities, and are not employed by RVS. This category typically includes soloists and guest conductors. They are not eligible for benefits and do not have employment taxes withheld from their pay for services performed for RVS.

## 102 PAYROLL DEDUCTIONS

The law requires RVS to withhold federal and state income taxes as well as social security (FICA) and Medicare contributions from all employees' paychecks. The law also requires RVS to comply with court orders relating to garnishments from payroll for child support and other debts. If you have questions, please contact the Executive Director.

## 103 PERSONNEL DATA CHANGES

Personal mailing addresses, telephone numbers, and other similar information you supply to RVS should be accurate and current at all times. It is your responsibility to promptly notify the Executive Director IN WRITING of any such changes.

In addition, if your mailing address changes, you must send a completed and signed Form W-4 to the RVS office. You may contact the Personnel Manager ([personnel@rvsymphony.org](mailto:personnel@rvsymphony.org)) for a blank W-4 or download the form from the IRS website: <https://www.irs.gov/pub/irs-pdf/fw4.pdf>. Each year the IRS issues a new Form W-4, so be sure to use the W-4 for the current year.

## 104 DISCRIMINATION AND HARASSMENT

RVS is committed to providing a work environment that is free from all forms of discrimination and harassment based on an individual's race, color, gender, national origin, religion, age over 40, sexual orientation, or disability, or any other characteristic protected by law, and in which everyone is treated with respect, dignity, and trust.

RVS will not tolerate under any circumstances harassment or discrimination based on any of the categories listed above. Prohibited harassment includes, for example, offensive language, slurs, banter, and jokes as well as threats, intimidation, and other aggressive acts. Harassment can be blatant or subtle, verbal or written, and can occur through e-mail or use of social media or other means on the internet. Communications that are of a sexual nature, unwelcome touching or inappropriate gestures, sensual pictures or posters, and dirty jokes can create a hostile working environment. Anyone who is found to have engaged in this type of conduct will be subject to severe discipline, up to and including dismissal.

We are all responsible for ensuring that our individual actions contribute to an environment where everyone feels they are treated fairly and with respect. Individuals in leadership positions in particular are accountable for preventing harassment. They are responsible for communicating RVS's commitment to maintaining a harassment-free work environment, for identifying potential concerns, bringing them to the attention of the Executive Director or Music Director, and assisting RVS in carrying out this policy.

Employees are encouraged to voice issues or concerns about their work environment without fear of retaliation. If you become aware of behavior you believe has created or may create a harassing or intimidating workplace, you should contact the Executive Director, Music Director, or Chairman of the Board of Directors. RVS will investigate all complaints promptly and fairly and with attention to maintaining confidentiality to the greatest degree possible consistent with a fair investigation. In the event inappropriate activity is found to have occurred, prompt and appropriate corrective action will be taken. We appreciate your support of our commitment to provide all RVS employees with a work environment free of harassment or discrimination.

## 105 OPEN DOOR POLICY FOR CONCERNS OR GRIEVANCES

Employees are encouraged to discuss grievances or concerns with the Music Director or Executive Director. If the employee feels that such conversations have not been productive, RVS maintains an open-door policy whereby employees or former employees may raise grievances or concerns relating to RVS with the Board of Directors. Please notify the Chairman of the Board in writing of your desire to do so and an appropriate time will be scheduled. The decision of the Board will be final.

## 201 ORCHESTRA MEMBERS-CATEGORIES

A "core" RVS member is a musician who has successfully auditioned for his/her position and who has a signed Musician Agreement on file with the RVS office for the current year in which the musician has committed to at least fifty percent (50%) of the offered services for the season.

"Substitute" and "extra" players are musicians who may be contracted to fill a temporary vacancy or when a need arises for additional players. Substitutes and extras are chosen on a case-by-case basis by the Personnel Manager in consultation with the Music Director and principal players. A player whose ability is not known to the Music Director should contact the symphony office to arrange an audition.

## 202 ATTENDANCE

Strict attendance at all rehearsals and performances is of the utmost importance. Orchestra members are expected to arrive for all rehearsals and concerts at least ten minutes before the appointed hour so that they can be in their chairs and ready to tune when indicated to do so by the concertmaster at the appointed time.

Breaks are 15 minutes only, or as announced by the Music Director. Musicians are expected to return to their chairs promptly.

Orchestra members who are going to be tardy for a rehearsal must notify the section leader and the Personnel Manager.

Authorization for any absence may only be given by the Music Director.

Any unauthorized absence or excessive tardiness is grounds for immediate termination of the musician's services.

## 203 EMPLOYMENT DECISIONS AFFECTING MUSICIANS

The Music Director is responsible for determining, selecting and approving playing personnel, conducting auditions, hiring and dismissing musicians, selecting principal players, and determining seating within each section.

The Personnel Manager reports to the Music Director. S/he is responsible for carrying out or implementing personnel decisions such as hiring musicians and securing musician's contracts. S/he assists the Music Director in the audition process, produces seating charts, and keeps attendance records. S/he also provides program and payroll information to employees and the RVS administrative office.

Termination Procedure for Core Members: If the Music Director is dissatisfied with a core player's performance on their instrument, he will notify that player verbally with specific observations about what improvements need to be made. The Music Director may choose to advise a musician that he/she will be required to re-audition. The re-audition shall not be required to occur sooner than one month after notice is given. The musician will re-audition in front of a Review Committee composed of the Music Director, the principal of that section and a principal of another related

section. If the musician being re-auditioned is a principal, the Review Committee will be composed of the Music Director and two other principals from related sections. If the musician is performing with the RVS in the next concert series, the audition will consist of music from that series and, if needed, some auxiliary material from the RVS audition repertoire for that instrument. If the musician is not performing with the RVS in the next concert series, the audition will consist of music from the RVS audition repertoire for that instrument. After hearing the audition, the Review Committee will discuss the renewal or termination of the musician's contract. The final decision will rest with the Music Director. Except in cases of clear inability to fulfill the requirements of the position, the musician will be allowed to complete the term of that season's contract. Decisions regarding a musician's retention or dismissal for reasons other than his/her skills or performance are not subject to this procedure.

String seating is determined by the Music Director in consultation with the appropriate section principal. Should a musician feel that his/her seating is not appropriate, s/he is encouraged to bring his/her concern to the principal's attention.

The Concertmaster serves at the sole discretion of the Music Director and may be re-seated without notice or appeal.

## 204 AUDITION PROCEDURE

Musician vacancies for core members of RVS will be filled through the Audition Process. Musicians on an approved leave of absence not exceeding one season will not be required to re-audition.

The Audition Committee shall consist of the Music Director plus all available core orchestra members listed below with no fewer than three attendees including the Music Director:

String Audition Committee: Concertmaster, and Principal Violin II, Principal Viola, Principal Cello, Principal Bass.

Woodwind Audition Committee: Principal Flute, Principal Oboe, Principal Clarinet, Principal Bassoon, Principal Horn.

Brass Audition Committee: Principal Horn, Principal, Trumpet, Principal Trombone, Principal Tuba, Concertmaster.

Percussion Audition Committee: Principal Timpani, Principal Percussion Principal Trumpet, Principal Trombone, Principal Horn.

Harp/Keyboard Audition Committee: Principal Harp or Principal Keyboard, Concertmaster, Principal Violin II, Principal Cello, Principal Flute.

The first round of the audition process shall be blind.

A repertoire list for auditions will be available on the RVS website and will include standard excerpts and a solo piece.

The Music Director will consult with the Audition Committee in selecting musicians, but the final decision rests with the Music Director.

## 205 CONCERT DRESS

Except when the Music Director instructs otherwise for a special or themed concert, Concert Dress for all RVS concerts shall consist of the following:

Women: Black dress, mid-calf or longer or full-length dressy black pants.  
Black top (dress or with pants) with long sleeves covering shoulders.  
No sleeveless tops. Black hose and black dress shoes, no sandals.  
No bright jewelry.

Men: Black pants, black cummerbund (if worn), black tuxedo, white shirt, black bow tie. Black socks and black dress shoes. No bright jewelry.

Players who do not have proper dress should contact a member of the Orchestra Committee. Donations of tuxedos and dresses have been made for loan. Musicians are responsible for cleaning borrowed clothing before it is returned.

DO NOT wear ANY of the following during rehearsals and concerts:  
Perfumes – Oils – Colognes

## 206 ORCHESTRA COMPENSATION

An orchestra service is defined as one rehearsal (3 hours) or a concert.

Orchestra members are paid per service according to their specific category as specified in their contract. Substitute players are paid, at a minimum, for the position for which they substitute.

The RVS workweek covers the period Monday through Sunday and pay periods are semi-monthly, ending on the 15<sup>th</sup> and 30<sup>th</sup>/31<sup>st</sup> day of the month. For concert series, RVS strives to issue paychecks as soon as possible following the end of the series. All other checks payable to orchestra members are issued on the next regular payday following the end of the workweek in which services are performed.

## 207 DOUBLING PAY

Orchestra members who are asked to play more than one instrument will be paid an additional 25% of the per-service rate plus an additional 10% for each additional instrument.

The Music Director determines which instruments qualify for doubling pay.

## 208 TRAVEL REIMBURSEMENT

Musicians employed by RVS may be required to travel out of town to attend rehearsals and performances, or to perform other work authorized by RVS. The purpose of this policy is to ensure that travel and other expenditures are appropriate, and provide a uniform and consistent approach for the timely reimbursement of authorized expenses. It is the policy of RVS to reimburse only reasonable and necessary expenses actually incurred. Commuting expenses from your home to the workplace are not reimbursable unless the travel exceeds 20 miles each way (considered "out of town" travel by RVS). Mileage Reimbursement Guidelines available from the Executive Director

provide further guidance on commuting expenses and examples in cases where musicians travel to more than one work location in a day.

Standard Mileage Allowance. Based on travel time from the musician's home, each musician will receive the following **per Masterworks Series and Holiday Series**. The standard mileage allowance will be calculated based on the musician's home address on file with RVS and paid upon completion of the series rehearsals and performances. A separate Expense Reimbursement request will not be required.

- From Ashland, Talent, Medford, Central Point, White City and areas approximately 20 or fewer miles from Southern Oregon University (SOU) \$ 0
- From Rogue River, Grants Pass and areas approximately 20 to 50 miles from SOU \$ 75.00
- From Klamath Falls, Roseburg and areas approximately 50 to 150 miles from SOU \$125.00
- From Eugene, Springfield and areas more than 150 miles from SOU \$175.00

Musicians contracted for concerts with fewer than four rehearsals and performances, such as the Link Up and Discovery concerts, will receive travel reimbursement at 50% of the rates set forth above.

Expenses Requiring Expense Report. Musicians who travel from out of town for Masterworks Series, the Holiday Concert or another RVS performance, and who are contractually promised a travel allowance in excess of the Standard Mileage Allowance above must submit all of their travel expenses on an RVS Expense Reimbursement form. The Expense Reimbursement form must be submitted at least monthly and no later than the last Tuesday of the month for expenses incurred that month. Mileage will be reimbursed only to the owner of the vehicle or other individual who actually incurs the expense. For mileage reimbursement, the form must include actual miles driven which will be reimbursed at the RVS approved rate (in 2018-19, \$.52 per mile). Receipts are required for all other eligible expenses such as airfare. To be reimbursable, the expenses must be no greater than the amount authorized by RVS contract or policy. Contractually required payments that are not timely submitted with proper documentation for expense reimbursement will be paid as wages subject to payroll tax and other withholdings as required by law.

Other Travel Expenses Musicians performing work other than orchestral services such as educational services (LinkUp, Classical Coaches, Chamber Players) are eligible for mileage reimbursement for travel in excess of personal commuting expenses (defined as commuting from home to the workplace more than 20 miles one way) and between multiple workplaces during a workday. Actual mileage is recorded on time sheets and reimbursed at the RVS approved rate (in 2018-19, \$.52 cents per mile). See Mileage Reimbursement Guidelines for additional information.

## 209 SICK LEAVE (UNPAID)

Attached as an Addendum to this Handbook is a notice of the Requirements of the Oregon Sick Leave Law. This notice is also posted at the Symphony office.

RVS uses the fiscal year (July 1-June 30) to calculate hours of sick leave.

Each employed musician accumulates sick leave at the rate of 1 hour for every 30 hours worked. Musicians who are paid on a per service basis (3 hours per service) will accumulate 1 hour of sick leave after 10 services worked. Sick leave accumulation and use will be reflected on employee pay stubs. Accrued sick leave will carry over from year to year up to a maximum of 80 hours of accumulated sick leave, at which time the employee will stop accumulating sick leave until the balance is reduced below the 80-hour cap. Employees are limited to using 40 hours of sick leave each year. Unused sick leave is not paid out upon termination, layoff, resignation, or other separation from employment. Musicians who separate from employment but return to work within 180 days of separation will have unused sick leave as of the date of separation restored to them.

Musicians are eligible to use accrued sick leave after they have at least 90 days of employment with RVS. Sick leave is unpaid.

Musicians will not be required to find a substitute as a condition of using accrued sick leave, or to work an alternative shift to make up for the use of sick leave. By mutual consent of RVS and the musician, a service may be rescheduled to a different date. In that case, sick leave will not be deducted for the canceled service.

Musicians are expected to provide reasonable notice of an absence by e-mail to the Personnel Manager and Music Director. If the reason is foreseeable in advance, notice should be given as soon as possible prior to the absence. Musicians are expected to schedule absences so as to not unduly disrupt RVS rehearsals or concerts. If the reason for the absence is unforeseeable, such as an accident or sudden illness, the musician should provide notice before the start of their work time or as soon as possible. In accordance with Oregon laws, RVS reserves the right to require verification of the reason for the absence.

Sick leave may be used for the following reasons specified in the Notice attached to this Handbook. In general, these reasons are:

- The employee's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition, or need for preventative medical care;
- Care of a family member with a mental or physical illness, injury or health condition, care of a family member who needs medical diagnosis, care or treatment of a mental or physical illness, injury, or health condition or care of a family member who needs preventative medical care;
- For a purpose specified in ORS 659A, notwithstanding 659A.153 (relating to family and medical leave);
- For a purpose specified in ORS 659A.272, notwithstanding ORS 659A.270(1) (relating to domestic violence, harassment, sexual assault, or stalking);
- In the event of a public health emergency, including closure of RVS's workplace, or the school or place of care of the employee's child, by order of a public official, a determination

by a lawful public health authority or a health care provider that the presence of the employee or family member of the employee in the community would jeopardize the health of others such that the employee must provide self-care or care for the family member, or the exclusion of the employee from the workplace under any law or rule for health reasons.

## 210 LEAVES OF ABSENCE – MEDICAL AND PERSONAL

Musicians who require a leave of absence for medical reasons should apply in writing to the Music Director with as much advance notice as is possible. A medical leave of absence should be requested for any absence due to an illness or incapacity that will involve more than three services and requires treatment by a health care provider.

Forms are available through the Personnel Manager or RVS office. You will be expected to provide documentation of the medical necessity for the leave and its duration. The Music Director or Executive Director will respond to the request in writing and advise of any expectations relating to your return to work.

Musicians may request a personal leave for reasons unrelated to health. Such a request may be for one concert, one concert series or a full concert season. Personal leaves are granted at the discretion of the Music Director and must be confirmed in writing and maintained in the office's files

## 211 WORKERS COMPENSATION

RVS provides a comprehensive workers compensation insurance program for all employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment.

No matter how minor an injury appears, it is important that you inform the Executive Director immediately if you sustain a work-related injury or illness. This enables you to qualify for coverage as quickly as possible.

### 300 ORCHESTRA COMMITTEE

The Orchestra Committee includes seven RVS members.

- Each member serves a two-year term. The terms are staggered, so that three (or four) members will retire each year.
- Should a member resign before serving a full term, the resigning member will find a replacement from their section (“Strings” or “Winds/Percussion”) to serve the remainder of the term.
- Committee membership shall include three string players and a total of four players from the brass, woodwinds, and/or percussion sections
- The chair of the committee is elected by a majority vote of the committee, and serves as the orchestra representative to the RVS Board.
- The outgoing members serve as a nominating committee for new members. All new members will be confirmed by an anonymous survey vote open to all musicians. The survey will include a question to identify people interested in serving on the committee in the future.

See section 302 for current Orchestra Committee Members.

### 301 ORCHESTRA COMMITTEE DUTIES

- Maintains direct communication with the RVS Board through the Committee chair, who, while chairperson, serves as an ex officio member of that Board.
- Acts as an intermediary between the orchestra members and the Board.
- Recommends suggested procedures to govern general matters of the orchestra musicians.
- Represents the point of view of orchestra members in decisions made by the Board and its committees.
- Acts as an advocate for the orchestra members.
- Is available as a resource to the Music Director and the Executive Director.

### 302 ORCHESTRA COMMITTEE

Melissa Orr, Co-Chair, First Violin: [rockcress@gmail.com](mailto:rockcress@gmail.com); (541) 324-1116

Michael Sorensen, Co- Chair, Principal Viola: [msorensen6288@gmail.com](mailto:msorensen6288@gmail.com); (541)890-4642

Jim Impara, Horn\*: [jim.impara@gmail.com](mailto:jim.impara@gmail.com); (541) 324-3710

(Substitute Committee Member for Kelsi McGlothlin in 1819 Season)

Kristin Kessler, Second Oboe: [koboekessler@aol.com](mailto:koboekessler@aol.com); (541) 601-2335

Mike Knox, Principal Tuba: [mikexnox@bisp.net](mailto:mikexnox@bisp.net); (541) 488-3258

Dan Kocurek, Co-Principal Trumpet: [dkocurek@gmail.com](mailto:dkocurek@gmail.com); (541)227-3787

David Miller, Principal Bass: [davidl.miller@yahoo.com](mailto:davidl.miller@yahoo.com); (541) 512-9632

## ADDENDUM:

### REQUIREMENTS OF OREGON SICK LEAVE LAW

Effective January 1, 2016, employers that employ employees in the state of Oregon are required to implement sick time policies and provide sick time to employees. Employers are also required to provide employees with a notice of the law's provisions. This notice is intended to summarize the major provisions of the law, but should not be relied upon as a full and complete summary of the law. The full text of the law and administrative rules adopted by the bureau are available at [www.oregon.gov/boli](http://www.oregon.gov/boli). Provision of this notice to employees complies with the requirement in the sick time law for employers to provide written notice of the requirements of the law to employees. For more information, visit the government's website at [www.oregon.gov/boli](http://www.oregon.gov/boli), or contact them at (971) 673-0761 or [mailb@boli.state.or.us](mailto:mailb@boli.state.or.us). Brad Avakian, Commissioner.

When must sick time be paid? Employers averaging 10 or more employees in the state during 20 work weeks of the year (6 or more employees if the employer maintains a location in Portland) must pay employees for sick time taken at the employee's regular rate of pay. All other employers must provide unpaid sick time. The number of all employees employed by the employer in Oregon must be counted – including full time, part-time, and temporary employees.

For what purposes may sick time be used? Employees are entitled to use sick time for the following purposes:

- For an employee's or family member's mental or physical illness, injury, or health condition or need for medical diagnosis of these conditions or need for preventive medical care.
- To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
- To care for a family member with a serious health condition.
- To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job.
- To care for a child of the employee who is suffering from a non-serious illness, injury, or condition.
- To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
- To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment, or stalking incidents to the employee or employee's minor child or dependent.
- To donate sick time to another employee for qualifying purposes if the employer has a policy allowing such donations.
- For certain public health emergencies, including closure by a public official of the employee's place of business, school, or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others.

Notices and Verification: In addition to providing a notice to employees of the requirements of the law, employers are required to provide quarterly notifications to employees of the amounts of accrued and unused sick time. Employers may require employees to provide notices, verifications, and certifications for using sick time under certain circumstances. For example, if the need for sick time is foreseeable, employers may require employees to provide up to 10 days' notice of the need to use sick time. Refer to the law and rules for more information.

Discrimination/Retaliation Prohibited: It is unlawful for an employer to deny, interfere with, restrain, or fail to pay for sick time to which an employee is entitled; or retaliate or in any way discriminate against an employee because the employee has inquired about the provisions of the law,

submitted a request for, or taken sick time. Complaints may be filed with the Bureau of Labor and Industries.

How much sick time does the law require? Employees begin accruing sick time on the first day of employment and earn one (1) hour of sick time for every 30 hours worked or  $1\frac{1}{3}$  hours for every 40 hours worked. Employees may use accrued sick time on the 91st calendar day of employment and may use sick time as it is accrued. Employers may choose to simply give employees (“front load”) 40 hours of sick time at the beginning of the year rather than track the number of sick time hours accrued. Employers may also select the 12-month period to be used as the designated “year,” e.g., calendar year, fiscal year, employee anniversary date, etc. Employees may carry over up to 40 hours of unused sick time from one year to the next; however, employers may adopt policies that limit employees to accruing no more than 80 hours of sick time or using no more than 40 hours of sick time in a year. Paid time off (PTO) policies that include time off for other purposes (such as vacation and other personal time off) comply with the sick time law as long as the policy is substantially equivalent to or more generous than the requirements of the law. “Substantially equivalent” means that employees are allowed to use at least the same number of hours for the same purposes under the same or more generous rules as outlined in this notice. Employees must use accrued sick time in hourly increments unless to do so would pose an undue hardship to the employer, in which case the employer may require sick time to be taken in minimum increments of four hours.

Orchestra Handbook revised annually by Orchestra Committee Members  
Content acknowledged and approved by: Executive Director, Joelle Graves; Music Director, Martin Majkut; and Personnel Committee Chair Lynn Thompson