OREGON STATE ADDENDUM

This addendum to the MCAD Handbook (the "Oregon Addendum") applies to all eligible employees working in the state of Oregon. The Oregon Addendum modifies and supersedes some, but not all, of the policies set forth in the Handbook. To the extent there are any inconsistencies between the Handbook and the Oregon Addendum, the terms of the Oregon Addendum shall control. If you have any questions regarding the application of the Oregon Addendum, please contact Human Resources.

The College will provide employees with all required state notices and posters.

Equal Opportunity Employment

In addition to the protected classifications outlined in our general Equal Employment Opportunity policy, the College also prohibits any form of discrimination or harassment based on military status and an individual's juvenile record that has been expunged in accordance with state law.

Personnel Files

The College will provide, not more than forty-five (45) days after receipt of a written request from a current or former employee, an opportunity to inspect and a certified copy of the employee's personnel records that have been used to determine the employee's qualification for employment, promotion, additional compensation, employment termination or other disciplinary action and time and pay records of the employee. The employee may be charged a reasonable fee for costs incurred in providing the employee with the personnel records.

Retaliation

No employee who, in good faith and with no reasonable alternative, refuses to do work that would expose them to serious injury or death arising from a hazardous condition will be subject to retaliation or adverse employment consequences because of such refusal. Moreover, a stakeholder who retaliates against someone who refuses to do work that would expose them to serious injury or death arising from a hazardous condition is subject to disciplinary action, including possible termination.

Paid Leave Oregon

Paid Family Medical Leave (also known as Paid Leave Oregon or "PLO") is an insurance program available to eligible Oregon employees that provides paid time off to give or receive care for Qualifying Events as defined by the PLO law. The program is funded by premiums paid by employees and employers, and it is administered by the Oregon Employment Department ("OED").

To qualify, employees must:

- Work in Oregon.
- Have earned $1000 in wages in their base year.
- Have contributed to PLO in either the year benefits are requested, or the year prior.
- Have experienced a Qualifying Event.

Qualifying Events. If you qualify, this program will allow you to take up to twelve (12) weeks of paid leave, as needed, for Qualifying Events. Qualifying Events fall into three categories: Family, Medical, and Safe Leave. If you are pregnant, have given birth, or experience health issues or limitations related to pregnancy, childbirth, or a related medical condition, you may be eligible to take an additional two (2)

weeks of leave, for a total of fourteen (14) weeks. PLO will run concurrently with FMLA and other state or federal leaves as permitted by law.

Benefits. While on PLO, you are entitled to wage replacement. That means you will receive all, or a portion of, your average weekly pay from the OED. To learn more or to acquire an estimate of your weekly benefits, visit: https://paidleave.oregon.gov/employees/benefits-calculator.

Supplemental Leave. You are entitled to use any accrued paid sick leave, accrued vacation leave, or any other paid leave offered by the College alongside PLO to replace your wages up to 100% of your average weekly wage. If more than one type of paid leave is available to you, the College may choose which type of paid leave must be used first.

Ineligibility. PLO may not be used concurrently with workers' compensation time loss benefits or unemployment benefits. PLO may not be used concurrently with leave under the Oregon Family Leave Act.

Requesting PLO. The OED determines your eligibility and qualification for this leave. To apply for benefits, you must submit an application to the OED. However, you should give as much notice to the College as possible. Failure to provide adequate notice may result in the OED reducing your benefit amount.

If your need for leave is foreseeable, you must provide the College with written notice at least 30 days before your first day of leave. If the need for leave is unforeseeable, you must provide the College with oral notice within 24 hours of commencement of leave, and written notice within three days of commencement of leave.

The College will provide notice of employees' rights under PLO under separate cover.

Sick Time

The Sick Time policy in the Handbook meets or exceeds the requirements of Oregon's Sick Time law, and Oregon employees may utilize sick leave in a manner consistent with Oregon state law.

Firefighters' Leave Policy

Employees are permitted an unpaid leave of absence to serve as a volunteer firefighter of a rural fire protection district or firefighter employed by a city or private firefighting service for protection of life and property from fire in case of emergency.

Meals and Breaks

Employees are provided an unpaid meal period of no less than thirty (30) minutes when they work more than six (6) consecutive hours during which they are relieved of all duties. Employees working seven (7) hours or less are required to take meal breaks at least two (2) hours after the start of their shift and no later than the fifth (5^{th}) hour of their shift. Employees working more than seven (7) hours are required to take meal breaks at least three (3) hours after the start of their shift and no later than the sixth (6^{th}) hour of their shift.

Employees are provided ten (10) minute breaks in accordance with the following schedule:

Work Hours	Rest Periods
2 or fewer	0

Over 2, and up to 6	1
Over 6, and up to 10	2
Over 10, and up to 14	3
Over 14, and up to 18	4
Over 18, and up to 22	5
Over 22	6

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