**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.

**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, and traits historically associated with race, such as hair texture and protective hairstyles 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.

**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 (5th) 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 (6th) 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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