

Employee Handbook

2024/2025



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INTRODUCTION

Welcome!

Welcome to Kids Unlimited, Southern Oregon's premiere youth enrichment agency, dedicated to creating empowerment opportunities for all local young people, regardless of economic, social and cultural barriers.

On behalf of your colleagues, I welcome you to Kids Unlimited and wish you every success here. We believe that each employee contributes directly to Kids Unlimited growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Kids Unlimited. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Kids Unlimited continues to grow, the need may arise and Kids Unlimited reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Sincerely,

Tom Cole
Executive Director

The Kids Unlimited organization and structure

I. What do we do?

For nearly a decade, we've made it our mission to give young people in Southern Oregon the chance to succeed, no matter what challenges they may face. Poverty, violence, addiction and abuse are only too common in our communities. But at Kids Unlimited, we know that children can transcend even those hurdles with help from caring, committed leaders and structured programs that provide opportunities instead of obstacles. We do this by offering:

- Public charter schools at campuses in Medford and White City
- Pre-K programs at campuses in Medford and White City
- Afterschool homework help at multiple schools, including our own charter schools
- Youth sports leagues
- Middle-school mentoring
- Arts, dance and music programs
- Summer camp
- At-risk outreach and intervention
- Community events
- High school leadership and entrepreneurial programs

We also partner with the Medford and Eagle Point School Districts and provide services at local schools.

III. History and trajectory of Kids Unlimited

Kids Unlimited of Southern Oregon began with a pilot project to offer homework assistance and afterschool childcare in a single West Medford elementary school. Since then, the program has expanded to provide daily services throughout the school year to 10 elementary schools serving over 1,000 children a year. Supervised by on-site teachers and other education professionals, the homework assistance program has been praised as a primary reason enrolled kids have boosted their scores by at least one-third on the state benchmark tests. In addition, the afterschool program provides conflict resolution lessons, life skills training, cultural arts classes, community field trips and just plain fun.

KU summer programs operate for nine weeks during the summer months and provide youth ages 6-15 with 10-hour days filled with fun, education and cultural enhancement. The programs are designed to be affordable yet filled with quality enrichment.

KU's experience in education led to the creation of our own charter school, Kids Unlimited Academy, in 2013. We expanded KUA to White City in 2020. The first charter granted within Medford School District 549C, we are an at-will school that must meet — and hopefully exceed — the standards set by the 549C board and administrators, as well as counterparts in Eagle Point whose district includes White City. This understanding must guide our daily conduct and long-term goals for KUA and its students.

Although free to students eligible to attend Medford and Eagle Point public schools, KUA operates under KU's larger nonprofit umbrella. The reality of funding our programs through competitive grants, private donations and fundraising informs our budget priorities. Staff participation in fundraising reinforces our value of efficient, worthwhile budget allocations that have significant organizational impact and serve the greatest student need. Alongside staff, volunteers play a critical role in KU's ability to serve its participants.

The Kids Unlimited basketball program began in 2003 with a group of middle school students connected to a mentoring project with our after-school program. The program arose from the need to find ways to allow youth to engage in structured recreation and become part of a team. The success of the program has grown from one team in its inception to nearly 300 participants a year.

Many of our community's youth do not get the opportunity to play because of the barriers around money, culture, transportation; just to name a few. Our original efforts targeted 10 kids who had never played before. Today the program is an instructional model created to engage kids of all backgrounds and playing abilities. Some of our kids are moving on to play competitively while others find opportunity in having a team that functions as a recreational pursuit.

Basketball has become a reward system and expansion of our efforts to assert the importance of education. All the youth who participate in our project are also connected with after school efforts designed to promote education. We have begun a system of engaging kids in sports by outreaching to parents, removing financial barriers and providing them with quality opportunities to learn the game through reputable coaching.

IV. Organizational structure

- Governance — The board of directors is responsible to provide overall strategic direction, guidance and controls. The board of directors employs the CEO who implements policies and the mission of the Organization. The KU board oversees the boards of KUA schools in Medford and White City.
- Programs — We believe that the pursuit of higher education is the most important passage of our youth. Although all of our programs are free or of very low cost, we hold our participants accountable to the pursuit of academic success.
- Community matters — Kids Unlimited has nurtured valuable partnerships with civic organizations, government, service groups and faith-based organizations. Community leaders contribute their time and skill to making sure all kids have a chance to succeed. We, the staff, work diligently to put it all together so that participants, volunteers and staff have an enjoyable and rewarding experience.

Important notice

This Handbook has been prepared as a guideline to provide you with an overview of certain aspects of working at Kids Unlimited, Kids Unlimited Academy(s), and all associated programs, referred to collectively as Kids Unlimited or KU. The policies and procedures contained in this Handbook are not intended as an exhaustive statement of expectations or as a contract of employment, either expressed or implied. It serves as a condensed summary of current policies, procedures, expectations and benefits. It does not guarantee an employee will be employed for any specific or minimum period of time. Your employment with Kids Unlimited is “at-will,” and the employment can be terminated at the option of either Kids Unlimited or the employee at any time for any reason that either Kids Unlimited or the employee considers appropriate.

It is each employee’s responsibility to read and familiarize themselves with the contents of this Handbook, for it answers many questions concerning employment at Kids Unlimited.

All of the Kids Unlimited policies, procedures and benefits are subject to change without notice and without regard to what policies, procedures or benefits were in effect at the time of initial employment. Also, policies and procedures in the Handbook may be amended, modified and/or revoked by Kids Unlimited at any time without prior notice. No manager, supervisor or other employees of Kids Unlimited is authorized to enter into any agreement with any employee that is contrary to the provisions of this Handbook unless the agreement is signed by the Executive Director.

The policies contained in this Handbook are effective on the date of publication and supersede any and all previous handbook(s), handbook(s), statements, memos, policies and practices relating to employment and personnel matters.

You are encouraged to offer constructive suggestions for improvement to the policies, employment practices or working conditions. Please read through the Handbook carefully so that you are aware of and understand the policies and procedures contained within. Should you need additional information or have any questions, please talk to your manager who can advise you or refer you to the appropriate resource.

HIRING INFORMATION

Equal employment opportunity

Kids Unlimited has made a commitment to equal employment opportunity. No employee or applicant for employment is discriminated against because of race, color, sex, sexual orientation, marital status, religious creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, military or veteran status or any other status protected under applicable local, state or federal nondiscrimination law.

In support of these policies, Kids Unlimited strives to:

- A. Recruit, hire, train and promote persons in all job classifications without regard to race, color, sex, sexual orientation, marital status, religious creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, genetic information, military or veteran status or any other status protected under applicable local, state or federal nondiscrimination law. We do not discriminate on the basis of national origin or citizenship status as provided under the Immigration Reform and Control Act of 1986 or base employment decisions on genetic information in accordance with the Genetic Information and Disclosure Act (GINA);
- B. Base decisions regarding employment so as to further the principle of equal employment opportunity;
- C. Provide reasonable accommodations to qualified applicants and employees with disabilities, as outlined in the Americans with Disabilities Act.
- D. Base promotion decisions in accord with the principles of equal employment opportunity by imposing only valid requirements for promotional opportunities;
- E. Administer all personnel actions (including but not limited to compensation, benefits, transfers, layoffs, return from layoffs, Organization-sponsored training, education, tuition assistance, social and recreational programs) without regard to race, color, sex, sexual orientation, marital status, religious creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, genetic information, military or veteran status or any other status protected under applicable local, state or federal nondiscrimination law.

Immigration law compliance

Kids Unlimited is committed to full compliance with Federal immigration laws. These laws require Kids Unlimited to verify that all employees are legally authorized to work in the United States. You will not be permitted to begin your employment at Kids Unlimited until appropriate documentation has been provided and a Form I-9 has been completed.

New hire reporting

Kids Unlimited fully supports and complies with the Oregon Employer New Hire Reporting Program, which requires Oregon employers to report information on newly hired and rehired employees to the Oregon Department of Justice, Division of Child Support. The employee's name and social security number must exactly match what is shown on their Social Security Card.

Anniversary date

Your first day of work is considered your “official” anniversary date and may also be referred to as your date of hire. Your anniversary date is used to compute benefits and employment decisions that are based on your first day as an active employee.

Employment and supervision of relatives and relationships

Kids Unlimited strives to hire the most qualified individuals available for all open positions. We will consider relatives of employees only under circumstances where:

- Family members will not supervise, discipline or influence any part of the other's employment directly or indirectly.
- Family members will not evaluate or provide feedback on the work of the other directly or indirectly.
- The working relationship will not create a conflict of interest or interfere with normal business operations.
- For purposes of this policy, employment also includes temporary agency workers, contractual workers, consultants and similar relationships.

For purposes of this policy, relatives include:

Spouse, partner, siblings, parents and grandparents, children and grandchildren, nieces and nephews, aunts, uncles and cousins (step and in-law relationships included), people living in the same household or any relationship substantially comparable to any of the above.

Relationships as described above that develop during employment with Kids Unlimited should be reported to your supervisor and department manager, who will assist you in discussing the available options, if any.

Classifications of employees

Your wages or salary, benefits, and job duties are affected, in part, by your employment category and job title. The following are the employment categories we use.

You may fall into more than one of these categories:

Introductory Employee: An employee who is within the first ninety (90) days of employment.

Regular Employee: An employee who has successfully completed the Introductory Period.

Full-time Employee: An employee who is regularly scheduled to work at least 30 hours per week. Full-time employees generally are eligible for benefits provided they meet the enrollment/ qualification requirements of each plan.

Part-time Employee: An employee who is regularly scheduled to work less than 30 hours per week. Part-time employees are generally not eligible for benefits.

Teachers: An employee who regularly works in a classroom during the school year, which is typically 190 or more days per year or as defined in their Teacher's Agreement. Teachers can be full-time, part time, exempt or non-exempt, as specified in their Teacher's Agreement.

Temporary Employee: An employee who is hired with the expectation that they will be needed for a specific period, or for the duration of a specific project. A temporary employee may be full time or part time and is not eligible for benefits.

Casual Employee: An employee who works on an occasional or as-needed basis. Casual employees are not eligible for benefits.

Exempt: Full-time or part-time employees in positions defined by federal or state law as exempt from the overtime regulations of wage and hour laws.

Non-Exempt: Full-time or part-time employees in positions defined by federal or state law as covered by the minimum wage and overtime regulations of wage and hour laws.

If your employment classification changes from temporary, casual or part-time to full-time status, the effective date of full-time employment for medical benefits eligibility will be the first of the month following the status change effective date.

Orientation

Normally, employees attend a new hire orientation conducted by Human Resources at time of hire. Each department is responsible for in-department orientation.

Introductory Period

The first ninety (90) days of employment are considered the Introductory Period. During this time, you will become familiar with, comfortable, and increasingly more competent with your duties and responsibilities, our products and services and our served population's expectations. You will begin to accrue paid sick leave during the introductory period.

During this time Kids Unlimited evaluates your performance and "fit" in your position as you become acquainted with your new responsibilities, as you evaluate the Organization and your "fit" with us. At the conclusion of the Introductory Period, a performance review will occur.

If at any time during this period, either party is not satisfied with the employment relationship, they may terminate the relationship at will. Completion of the Introductory Period does not change the Organization's at-will employment status.

Job duties

Kids Unlimited is a dynamic, growing organization, so some of your job duties may change, expand and contract based on business needs and operational demands. Because of this, all of us at Kids Unlimited, regardless of our role and responsibilities, must always remember we are here to serve others. It is more than a job duty; it is a core value:

- Be available, adaptable, flexible and responsive in order to satisfy the needs, wants and expectations of our students and co-workers, and support other employees in their efforts to do the same.

What separates us from other organizations is our ability to respond quickly to changes. If you have any concerns or questions about what is being asked of you, it is your responsibility to seek clarity from your supervisor or a manager.

Youth contact outside of Kids Unlimited

Kids Unlimited does not encourage or endorse the use of Kids Unlimited employees or volunteers

for non-Kids Unlimited activities. Such activities are outside of the scope of an employee's or volunteer's duties. Employees and volunteers should not engage in any conduct relating to after-hours childcare unless prior approval is received by the Program Director, Principal or Executive Director.

Service animals and pets

Kids Unlimited is responsible for assuring the health and safety of all employees. In keeping with this objective, Kids Unlimited does not permit employees to bring household pets to work.

Kids Unlimited fully supports bringing service animals into the workplace. An employee who requires the assistance of a service animal (defined by 28 CFR 36.104 as "any animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability") will be permitted to bring a service animal to work, provided the animal's presence does not create a threat or cause harm to others, cause damage to the Organization or other employees' property and does not impose an undue hardship upon the Organization.

All animals must be in the continuous full control and presence of their owners. Owners are expected to clean up, completely and immediately, after their animals and appropriately dispose of any waste.

The employee may be held responsible for any incurred expenses related to injuries or damage to personal or Organization property caused by their animal.

Teachers considering having a "classroom pet" must consider the size requirements and available space for the animal's enclosure, the care, feeding and cleaning obligations, and obtain prior approval from the Leadership team before bringing an animal to live in a classroom.

Kids Unlimited shall not be liable for loss of or injury to any animal on Organization property.

PAYROLL & ATTENDANCE

Workweek, hours and breaks

The workweek extends from 12:01 a.m. Sunday through 12:00 midnight Saturday. Work schedules for employees are set according to department and business needs. You will be advised by your supervisor of the regular work schedule for your position. In order to provide continuity of quality service to our students, as well as to better meet other operational requirements, your hours may be changed, or you may be asked to work additional or less hours or shifts as determined necessary by your supervisor.

Normal business hours are 7 a.m. through 6 p.m. Monday through Friday, based on seasonal and operational requirements. Work schedules may vary by department and can include evenings and weekends. Your supervisor will determine your individual work schedule.

Full-time non-exempt employees with a workday of six (6) hours or longer must take a 30-minute uninterrupted unpaid lunch period. An uninterrupted paid rest break of 15 minutes is provided for

every four consecutive hours worked. All employees are encouraged to take their lunch and rest breaks on time as regularly scheduled, and to work together to provide cross-cover coverage, as needed, so that everyone receives their breaks. Lunch periods and breaks may not be moved, combined, accumulated or “saved” to shorten your workday or account for a late arrival.

Nursing people / Expressing breast milk

Kids Unlimited supports nursing people who request a place to express milk for their newborns 18 months of age and younger. Kids Unlimited will make a reasonable effort to provide a private location other than a toilet stall, restroom or cubicle where the employee may express milk concealed from view and without intrusion by other employees or the public. An employee must provide reasonable written or verbal notice of intent to express breast milk at work.

Nursing employees may use up to 30 minutes of unpaid time during every four-hour work period to express milk until their child(ren) is 18 months old. Paid rest breaks and unpaid meal periods may also be used (flexibility regarding timing of these scheduled breaks, any additional time required or making up unpaid time must be discussed with your supervisor).

Employees are responsible for the storage of expressed milk. You may bring a cooler or other insulated container to store the expressed milk. If storing expressed milk in a community refrigerator, it is recommended the container used to store the milk be well-sealed to prevent possible contamination. If you perceive harassment with respect to expressing breast milk or breast-feeding report it to your manager immediately.

Overtime

Occasionally employees may be asked to work overtime. Your manager must authorize all overtime hours in advance. Overtime pay is limited to non-exempt employees, and compensation for overtime work is paid at a rate of 1 1/2 times the employee's straight time regular rate of pay for any actual hours worked in excess of 40 hours the work week. Comp time or time off in trade for overtime hours worked is not allowed. Working unauthorized overtime may result in disciplinary action.

Timekeeping

All non-exempt employees are required to record actual time worked in the timekeeping system. Employees are responsible for their own daily timekeeping records. Lunch breaks, split shifts and other absences during the workday must be accurately correctly recorded in the timeclock devices (iPad). **Do not record hours worked on personal devices/phone apps unless you are specifically approved by your supervisor to do so.** Your supervisor must make any corrections. Accurate records of hours worked will help you to be paid correctly and receive full credit for the work you do. Failure to accurately record or report actual hours worked may result in disciplinary action, including termination of employment.

Making timecard entries for any other employees or allowing co-workers to make time clock entries with your time sheet is not permitted. Recording time worked with another person's time record, altering, falsifying or otherwise tampering with a time record (your own or someone else's) will lead to disciplinary action, including termination, for the employee(s) involved.

Exempt employees may track hours worked for project and job costing, customer and client billing

purposes only. Exempt employees are paid on a salary basis, and as such, tracking hours worked does not impact their weekly salary.

Payday

Paychecks are issued biweekly, every other Friday, for work performed during the previous payroll period. Paychecks may be directly deposited for employees. If the payday falls on a holiday, paychecks will normally be dated the day before the holiday.

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, tell the Finance Manager immediately. The matter will be researched, and any necessary corrections made promptly.

Payroll deductions

Law requires the following deductions:

- Federal Income Tax
- Social Security Tax (FICA)
- Medicare Tax
- State Income Tax (where applicable)
- Paid Leave Oregon
- Oregon Transit Tax
- Worker's Benefit Fund Assessment (WBFA)

Any other mandatory deductions to be made from your paycheck, such as court-order attachments or garnishments, will be made in accordance with the documentation ordering such action. To comply with federal filing status laws, a copy of your Form W-4 will be kept in your personnel file.

Employees may choose to have voluntary deductions made from their paycheck to cover expenses such as medical insurance or other benefits premiums, as appropriate.

Loans and payroll advances

It is the practice of Kids Unlimited that neither the Organization nor its managers are permitted to provide loans or payroll advances to employees. In exceptional circumstances, such as a personal emergency, employees may submit a written request for a pay advance to the Executive Director, indicating the nature of the emergency involved. The Executive Director will evaluate the request and determine whether a pay advance (for earned and unpaid wages) can be granted.

Attendance and punctuality

Employees are expected to report to work on time and be prepared to start work each day as scheduled. If you are unable to come to work on time for any reason, you should **notify your immediate supervisor by phone, text, or email** as soon as possible in advance of any anticipated tardiness or absence, and for unanticipated absences **at least one (1) hour prior to**

your normal starting time.

For you and your co-worker's protection, Kids Unlimited has adopted the recommendations from the Centers for Disease Control (CDC) that the best way to reduce the risk of infection and spread of flu, colds, and other illnesses is to keep sick people away from those who are not sick.

- Employees are to stay home if feeling ill or are sick with a fever until at least 24 hours after any fever is gone without the use of fever-reducing medicines; with a bad cold and/or persistent coughing and/or sneezing; or with vomiting or diarrhea; or after symptoms have improved (at least 4-5 days after flu symptoms start).
- If you come to work sick you will be sent home.
- The CDC or other agencies may provide additional guidance, recommendations, or health mandates to further reduce the risk of infection and spread of illnesses and diseases, which will be provided as it is received.

Kids Unlimited provides paid time off for employees, as described in the Benefits section of this handbook.

If absent due to illness, you will not be rescheduled to work until 24 hours have passed since your last symptoms of fever, vomiting or diarrhea. **For the health and safety of students and co-workers, do not come to work when you are ill or with flu-like symptoms.**

If you must be absent, contact your supervisor at the beginning of the first day of the absence and every day thereafter with an update on your condition unless instructed otherwise. If your supervisor is not available, leave a message stating the reason for your absence, including where/how you can be reached. If you must leave work before the end of your normal workday, authorization from your supervisor is required.

It is your responsibility to know your schedule and arrive to work on time. Failure to report to work as scheduled and without prior notice may result in immediate termination of employment.

Absences place a burden on your co-workers, so we request that you keep them to a minimum. Unreported or excessive absences, tardiness and abuse of sick leave impact your performance and impose a burden on co-workers. These may lead to disciplinary action, including termination.

All staff are required to follow proper absence reporting procedures based on the position and work location. Unauthorized or improper use of leave, or failing to follow proper absence reporting procedures, may result in disciplinary action, up to and including termination.

Kids Unlimited may require supporting documentation, such as a doctor's note, be furnished in connection with any absence(s).

Contact your manager or supervisor immediately if you have any questions or challenges with your work schedule.

GENERAL EMPLOYMENT

Performance reviews

We encourage working relationships that include informal feedback from co-workers and supervisors on individual and team performance. Additionally, supervisors and employees should meet at least annually or on a schedule adopted by your department head to formally discuss job performance. This is an excellent time for you, your supervisor and/or the Department Manager to discuss your contributions, areas with opportunities to improve and to develop mutually agreed upon personal and Organization goals.

Salary and wage reviews

Salaries and wages are typically reviewed annually and adjustments, if any, may be based on a number of factors, including change in employee's responsibilities, employee's performance, Organization performance, the general economic environment and other business factors.

Personnel records

Personnel records are Organization confidential and, therefore, use and access to them is limited to a need-to-know basis. If we receive requests for information by federal, state or local law, we respond to such requests to the extent that we are required to do so. Any other information is released only with a written authorization from the employee. For medical-related records, information will be released only in accordance with ADA and HIPAA regulations.

You may review your personnel records at a mutually convenient time by contacting your manager. If you do not feel that information is accurate or relevant, you may place a written statement of your own in the file. Inspections must occur in the presence of your manager during normal business hours. If you request a copy of a document, it should be provided within a reasonable period of time.

Change in status

If there is a change in your residence, home telephone number or any other personal information, please come to the Business Office to update your records. If there is a change in your marital status, or dependents, you must contact your manager within 30 days, as it may affect your benefits.

Outside employment

While you are employed at Kids Unlimited, we expect that you consider your position here your primary employment. Any outside activities, including other employment (moonlighting), must not interfere with your ability to properly perform your job duties, directly relate to our industry or create a conflict of interest with those duties or with Kids Unlimited. See the section on Conflicts of Interest in this employee handbook for more information.

Any use of Kids Unlimited resources, equipment or material on moonlighting jobs is grounds for

immediate termination.

If you have any questions or concerns, please discuss them with your manager.

Volunteering

Volunteer opportunities for non-exempt/hourly employees should be limited to: 1) parent-child opportunities whereby the employee elects to participate in recreational activities and projects that involve family members; 2) the employee is assisting in special fundraising activities that are unrelated to their job and participation is at the sole discretion of the employee; 3) the work is not the primary function of the employee (for example, a teacher assisting with parking cars.)

Driving record

Employees whose work requires them to operate a motor vehicle must present and maintain a valid driver's license, as well as a driving record acceptable to our insurer. Your driving record may be verified as a condition of employment through the appropriate State Department of Motor Vehicles and may be verified periodically during your employment. Any changes in your driving record must be reported to the Transportation Coordinator immediately. Failure to do so may result in disciplinary action, up to and including termination.

Photo release

Kids Unlimited takes great pride in displaying photos of our employees and organization as part of our marketing. Kids Unlimited has the right to take photographs of employees and property in connection with the business and its operations. This policy authorizes Kids Unlimited to assign, copyright, use and publish the same in print and/or electronically without prior permission. If you choose to opt out of having photos of you used in this manner, or if you have any questions, please contact Human Resources.

Travel time

Daily and weekend home-to-work and work-to-home travel is unpaid time. For non-exempt employees who travel on Organization business, the following generally applies:

- You will be compensated while traveling on Organization business on any day you are traveling, including weekends.
- Actual travel time hours will be considered hours worked, including weekends, and will be included when computing weekly payroll and overtime.
- Kids Unlimited will provide reimbursement for employees for pre-approved travel related expenses, including transportation, hotels and meals. These expenses must be job-related, reasonable and necessary, and must be pre-approved in writing by your manager.
- Kids Unlimited will only reimburse an employee for pre-approved travel-related expenses, including mileage, when the employee provides documentation of the expense with receipts from purchases or other verifiable documentation.
- For employees whose job duties routinely require travel/driving between KU sites, mileage reimbursement will be provided with the submission of appropriate mileage records. The positions authorized for mileage reimbursement include the Program Director, Program

Services Coordinator and Site Managers.

- For employees in a travel status, time spent commuting, such as from the motel to worksite, and worksite to motel, is unpaid and considered the same as-home-to-work and work-to-home travel.
- In most cases there is an expectation as to what is considered to be reasonable travel time. If you have a question about this, please discuss it with the HR Director.
- During waiting time (while not driving, while waiting for a flight, etc.) employees are expected to continue to work to the extent possible.
- Non-working hours while traveling is considered personal time (i.e. after normal working hours while staying in a motel).

Travel guidelines

- All business-related travel must be approved in advance by your department manager. Employees are responsible for making their own travel arrangements and are always expected to spend travel dollars prudently and sensibly. If you need guidance or assistance with travel arrangements, contact your supervisor.
- Expense reimbursement reports should be promptly submitted upon completion of travel.
- Make overnight accommodation as close to the work site as reasonably possible.
- Expenses for spouses will not be reimbursed.
- Air travel: Kids Unlimited will only reimburse coach (economy) fare for all domestic flights.
- Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor.
- Vehicles owned, leased or rented by Kids Unlimited may not be used for personal use without prior approval.
- Meal expenses: You and your supervisor will determine whether travel per diem to cover meal expenses is paid at a predetermined rate per day for overnight travel, and for extended travel without an overnight stay, or whether your expenses will be reimbursed. Reasonable gratuities may be included. Alcohol must be excluded.
- Entertainment: Any entertainment expenses must be pre-authorized.
- Procurement of supplies: At times it may become necessary to procure supplies or equipment to complete the work or project while away from the office. Employees are to exercise reasonable judgment when purchasing supplies and consider the business necessity and cost relative to the importance and scope of the project. Save any related receipts and submit them on your expense report.
- If you intend to make or receive cell phone calls or text messages while driving, pull off the road to a safe location to ensure your safety and the safety of others.
- Abuse of business travel and expenses, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Use of vehicles

Business vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using Organization vehicles, employees are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

Please notify your supervisor if any vehicle appears to be damaged, defective, or in need of repair. Prompt reporting of damage, defects and the need for repairs could prevent deterioration of

equipment and possible injury to employees or others.

The improper, careless, negligent, destructive or unsafe use or operation of vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

If you have any questions about the Organization's expectations and the employee's responsibility for maintenance and care of business owned vehicles used on the job, contact your supervisor.

Time lost due to circumstances beyond Kids Unlimited's control

From time to time, circumstances beyond Kids Unlimited control require us to close or curtail operations. These may include weather-related problems or natural disasters, failure in the public utility services or threats to employees or Organization property. Ordinarily, time lost due to such circumstances is without pay. If requested and approved, accrued paid time off may be used to cover the time off.

Periodically, schools close for weather conditions due to snow and ice. Kids Unlimited will pay full-time administrative and support staff for up to three days per season for school closures resulting from snow and ice. For any school closure days off beyond three per school year, employees may take the time either as PTO, or unpaid time off. School closure time for non-exempt employees and employees working less than full time is unpaid.

Separation from Kids Unlimited

We hope that your employment here will be mutually satisfactory and enjoyable. However, we also recognize that there are many circumstances under which either an employee or Kids Unlimited may choose to terminate the relationship. For this reason, either you or Kids Unlimited may terminate the employment relationship at will, at any time and for any reason. Separations from employment generally fall into one of three categories: voluntary termination, involuntary termination and layoff.

Voluntary termination

You may voluntarily terminate your employment at any time and for any reason. If you do, we ask that you notify your manager and put your resignation in writing. You are also asked, when possible, to give at least two weeks' notice of your intended termination date. We recognize that this is not always possible and ask, in those situations, that you give as much notice as you can. Employees receive their final paychecks in accordance with state wage and hour laws.

In addition to resignation, unless there are extenuating circumstances warranting further consideration, employees may be considered to have voluntarily terminated when they:

- Are absent without required notification to their supervisor,
- Do not return from a leave of absence without notifying the supervisor of an intent to return later or asking for an extension; or
- Leave work before the end of the scheduled workday without the approval of their supervisor.

Involuntary termination

Kids Unlimited may terminate any employee's employment at any time and for any reason. Employees who are involuntarily terminated normally receive their final paycheck on their last day worked. Kids Unlimited reserves the right to be the sole judge of whether termination is appropriate. However, any employee who is involuntarily terminated may ask the Executive Director to review the termination within five business days of the termination date. The decision of the Executive Director is final and binding.

Separation process

Keys, fobs, badges, computers, passwords documents and all other Organization property are to be turned in on or before your last day of work.

Layoff and recall

Should it become necessary, employees may be selected for layoff or recalled from layoff based on the following factors, as considered applicable and appropriate by Kids Unlimited:

- Needs of Kids Unlimited or a particular department;
- Qualifications of the employee(s) for the remaining position(s) or work;
- Relative performance of the employee(s);
- Length of service in a position or with Kids Unlimited; or
- Other factors considered by Kids Unlimited to the particular circumstances of the layoff.

Final Paycheck

When employment with Kids Unlimited ends, employees will receive a final paycheck that includes the following:

- Unpaid regular hours from the most recent payroll period,
- Unpaid overtime hours from the most recent payroll period,
- Any employee authorized deductions.

Final paychecks will be distributed in accordance with Oregon employment law:

- If an employee quits with less than 48 hours' notice, excluding weekends and holidays, the paycheck is due within five business days, excluding weekends and holidays, or on the next regular payday, whichever comes first.
- If an employee quits with notice of at least 48 hours, the final check is due on the final day worked, unless the last day falls on a weekend or holiday. In that case, the check is due on the next business day.
- If an employee is discharged, the final paycheck is due not later than the end of the next business day.

Employment verification/letters of recommendation

Employment verifications and/or references are provided only through the Human Resources Office. We provide only your job title and employment dates unless you specifically authorize us in writing to release additional information. All letters of recommendation are to be reviewed by the Human Resources Director prior to sending it to the employee.

Unemployment insurance claims

If your employment terminates or your hours are reduced, you may be eligible to receive unemployment insurance. Contact your local State Employment Department for more information.

Rehire policy

Employees who were classified as *Eligible for Rehire* when separated from Kids Unlimited may be considered for rehire with other applicants if they apply. Their prior employment record is considered. If rehired, they are considered a new employee and new introductory periods are required. Employees discharged for misconduct may not be considered for rehire.

Child abuse identification, reporting and prevention

Introduction

The following policy is intended to clearly define management practices for Kids Unlimited of Oregon, related to the identification and prevention of child abuse. For this purpose, child abuse is defined as: "The physical or mental injury, sexual abuse or exploitation, negligent treatment or maltreatment of a child for which there is no reasonable explanation." Abuse in Oregon is "actual as well as threatened harm."

Staff recruitment, training and supervision

Reference checks on all prospective employees and program volunteers will be conducted, documented and filed prior to employment.

1. As required by the Medford School District, a criminal records check will be required of all adults who work in afterschool programs as part of the employment process.
2. Photographs will be taken of all staff and attached to personnel records (this includes all volunteers and co-op).
3. All new staff and volunteers, as a condition of employment, must participate in an orientation program. The orientation will include written materials explaining Kids Unlimited policies, procedures and regulations. Staff is required by signature to acknowledge having received and read appropriate policies, standards and codes of conduct. A mandatory staff meeting will be held for existing staff within 90 days of policy approval.
4. Staff and volunteers working directly with children (i.e. after school and summer camp) will be provided information about the signs of possible child abuse. Staff training will include approved procedures for responding to the suspicion of abuse.
5. Administrative staff supervising programs involving the care of children will make unannounced visits to each program site/area at least six times a year to ensure standards, policies, program quality and performance of staff are being maintained. Written reports of these visits will be completed, the Executive Director will be given a copy and the report filed.

Responsibilities to parents

1. Kids Unlimited staff under no circumstances releases children to anyone other than the authorized parent(s), guardian(s) or to an individual authorized by parent(s) in writing, including relatives of children. Sign-in and sign-out logs for children and staff will be maintained on a daily basis and kept on file at each program site.

2. Parents are invited and encouraged to visit program sites at any time. However, they are asked to check in at the office, or with the staff in charge.

Reporting procedures

All citizens have a responsibility to protect those who cannot protect themselves. You ARE a mandated reporter. Oregon state law mandates that you must make a report if you have reasonable cause to suspect abuse or neglect. It is important to be aware of the issues related to child abuse and to know how to make a report. When you file a report, you are saying that you suspect a child has been abused. It is the responsibility of the Oregon Department of Human Services (DHS) to investigate and make a determination about what will be best for the child. You may remain anonymous.

It is important to remember that if a child is being or has been abused, he/she needs help. If you have reason to believe a child in the program has been abused, please talk to your Site Manager before filing a report. The Site Manager will help you determine whether or not a report should be filed and will go through the process with you. Remember this is a confidential issue and should not be discussed with anyone else. If a child wants to tell you something but wants you to promise to keep it a secret, let the child know you cannot keep secrets about children who may be in danger — when someone has or is going to hurt the child, that the child is going to hurt someone else or that the child is going to hurt himself or herself. Tell the child you have a responsibility to tell someone who can help him or her. Call the Child Abuse Hotline Monday through Friday from 8 a.m. 5 p.m. After hours, contact 911 or the local law enforcement agency: Medford Police 541-774-4783. You can get a Child Abuse Reporting Form from your Site Manager.

What should be reported to Children's Services?

Child abuse and neglect occurs when a child is mistreated, resulting in injury or risk of harm. Abuse can be physical, verbal, emotional or sexual.

Physical abuse: Non-accidental physical trauma or injury inflicted by a parent or caretaker on a child. Includes a parent's or a caretaker's failure to protect the child from another person who perpetrated physical abuse on a child. In its most severe form, physical abuse is likely to cause great bodily harm or death.

Physical neglect: Failure to provide for a child's physical survival needs to the extent that there is harm or risk of harm to the child's health or safety. This may include, but is not limited to, abandonment, lack of supervision, life endangering physical hygiene, lack of adequate nutrition that places the child below the normal growth curve, lack of shelter, lack of medical or dental that results in health threatening conditions and the inability to meet basic clothing needs of a child. In its most severe form, physical neglect may result in great bodily harm or death.

Sexual abuse: Any inappropriate sexual contact between an adult and child. Child sexual abuse is also the willful failure of the parent or the child's caretaker to make a reasonable effort to stop child sexual abuse by another person.

Emotional abuse: Verbal assaults, ignoring and indifference or constant family conflict. If a child is degraded enough this can constitute abuse.

If a child is taken into protective custody from school, who notifies the parents?

Whether it is DHS or a law enforcement agency that takes a child into custody, that agency must make a reasonable effort to notify the child's parents and the organization from which the child

was removed (such as a school or daycare). According to the Oregon Attorney General (OP-5957 from 1986), if a child is removed from school, the school staff may only tell the parents: "Personnel from DHS (or law enforcement agency) removed the child from school. You will be contacted by personnel from that office. I am prohibited by Oregon law from providing any further information."

Child abuse prevention

All staff will be required to participate in annual training in the prevention and identification of abuse of a child and the obligations of reporting. Any staff member who has reasonable cause or reasonable suspicion to believe that any child under 18 years of age with whom the employee has come in contact has suffered abuse or neglect, by any adult or by a student with whom the employee is in contact has abused a child, shall immediately orally report to the Oregon Department of Human Services, Community Human Services or local law enforcement agency. The [administrator] is also to be immediately informed. In the event the designated person is the suspected abuser, the [Board chair] shall receive the report of abuse.

Written documentation of this report must be completed and submitted to the Program Director or KUA Principal. Forms are available in the office. Oregon law recognizes these types of abuse:

1. Physical;
2. Neglect;
3. Mental injury;
4. Threat of harm;
5. Sexual abuse or sexual exploitation.

Failure to report a suspected abuse of a child, or to comply with the confidentiality of records requirements, is a violation punishable by law and disciplinary action up to and including dismissal. A staff member who, based on reasonable grounds, participates in the good faith making of an abuse of a child report shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed as provided by law.

A substantiated report of abuse by an employee shall be documented in the employee's personnel file. Intentionally making a false report of abuse of a child is a Class A violation.

Drug and alcohol policy

Kids Unlimited believes that prohibiting the use of and/or being under the influence of alcohol, illegal drugs and controlled substances in the workplace will help to ensure the safety, health and productivity of our students, Kids Unlimited and our employees.

While medical and recreational cannabis/marijuana is legal under Oregon law, it remains illegal under federal law. As Kids Unlimited receives federal funding, we must comply with federal drug laws. Accordingly, the improper use, abuse, possession, purchase, distribution, manufacture, dispensation, transfer or sale of alcohol, cannabis/marijuana, controlled substances, illegal drugs or legal drugs obtained illegally by employees when on duty or on Organization premises is prohibited. Employees must not report for duty, be on or off Organization premises during working hours, operate a Kids Unlimited vehicle or equipment (which includes a personal or rented vehicle being used for Organization-related travel), or represent the Organization while under the influence of alcohol, illegal drugs or controlled substances. This includes but is not limited to

activities such as field trips, athletic events and anytime students are under the responsibility of Kids Unlimited and federal grant funding is involved.

On special occasions and with prior approval, alcohol may be served in very moderate quantities at on-site or off-site Kids Unlimited sponsored social functions or events. At all events hosted by Kids Unlimited where alcohol is served, non-alcoholic beverages also are provided. No level of impairment due to alcohol is tolerated. Under no circumstances shall an employee be legally intoxicated while conducting Organization business, operating a Kids Unlimited vehicle or while on Organization premises. All policies, including harassment and discrimination policy apply during such events. It is illegal for a person under age 21 to drink alcohol, and it is illegal for another person to supply a minor with alcohol or in any way encourage underage drinking. Any physical violence, antisocial behavior, harassment and/or property damage may be referred directly to the police.

An employee's use of certain prescription or over-the-counter medicines can pose a significant risk to the safety of the employee and of others. Employees must report the use of medically authorized drugs or other substances that may impair job performance and/or limit an employee's ability to perform their essential job duties to their immediate supervisor and may be required to provide properly written medical authorization from a physician to work while using such authorized drug. It is the employee's responsibility to determine from the physician whether or not the prescribed drug would impair workplace performance.

No Kids Unlimited employee shall knowingly sell, market or distribute steroid or performance enhancing substances to any kindergarten through grade 12 students, or endorse, encourage or suggest the use of such drugs.

In accordance with Kids Unlimited policy and when applicable, the provisions of the Federal Drug Free Workplace Act, an employee must notify the HR Representative of an arrest and subsequent conviction (if applicable) of any criminal drug statute, within five (5) days of the occurrence.

Kids Unlimited reserves the right to conduct applicant drug testing and employee drug and alcohol testing.

Pre-Employment Drug Testing

All final applicants receiving job offers for positions, including full-time, part-time, and temporary employment, may have the job offer conditioned on satisfactorily passing a drug test. Individuals with positive drug testing results will not be hired.

Reasonable Suspicion/Grounds/Basis Testing

Employee drug and/or alcohol testing may be conducted whenever Kids Unlimited has reasonable suspicion, grounds, or basis for believing that an employee or a group of employees is under the influence of alcohol, illegal drugs, or controlled substances. This can include post-accident testing and involvement in a motor vehicle accident while on Organization travel.

Under no circumstances will the employee be allowed to drive to the testing facility.

A supervisor or someone designated by a supervisor must transport the employee to the testing facility or make arrangements (such as a taxi) for the employee to be transported to the testing facility, then home or to an acceptable and mutually agreed-to location.

Refusal to Cooperate with the Testing Process

Any employee who refuses to consent to drug and/or alcohol testing which includes failing to

show up at the testing facility for a required test, refuses to complete or sign the requested drug testing forms, in any way obstructs the collection or testing process, tampers with a sample, leaves the scene of an accident without a justifiable explanation before a decision to test has been made, or otherwise violates or fails to cooperate with this policy will be placed on leave with or without pay until an appropriate disciplinary action is determined, which may include termination of employment.

Positive Test Results

A positive test result confirmed by a Medical Review Officer designated by the testing facility or laboratory will result in disciplinary action, up to and including discharge. The discipline selected will depend on a variety of factors, including the employee's prior work record, performance, behavior, and conduct, length of employment, prior accident and attendance record, the circumstances that led to the testing, or rehabilitation and treatment.

Retesting

Employees may request a retest of the original sample resulting in their positive test result within five working days after notification of a positive test result. This retest is at the employee's expense unless the original test result is called into question by the retest.

Where the employee believes that the positive test result was affected by taking lawful or prescribed substances not in violation of Organization policy, the employee may be suspended without pay pending substantiation of the employee's claims. Employees will be provided no more than five business days in which to produce this additional information.

Post-accident Drug/Alcohol Testing

Employees are subject to post-accident drug and/or alcohol testing when there is an objectively reasonable basis for doing so. When Kids Unlimited evaluates the reasonableness of drug testing an employee who has reported or been involved in a work-related incident, injury, or illness, we will consider certain factors, including:

- Is there a reasonable basis for concluding that drug use could have contributed to the injury or illness (and therefore the result of the drug test could provide insight into why the injury or illness occurred)?
- Were other employees involved in the incident that caused the injury or illness, and should they also be tested?
- Is there a heightened interest in determining if drug use could have contributed to the injury or illness due to the hazardousness of the work being performed when the injury or illness occurred?

For example, employees may be subject to post-accident testing when they cause or contribute to accidents that result in damage to a Kids Unlimited or other vehicle, machinery, equipment, or property, or that results in an injury to themselves or another employee.

Post-accident drug testing will not be used by Kids Unlimited as a form of discipline against employees who report an injury or illness. However, drug testing may be used as a tool to evaluate the root causes of workplace injuries and illnesses in appropriate circumstances. Employees selected for testing will be suspended without pay pending the test results. Employees with a negative test result will be paid for the work time missed as a result. An employee with a positive test result will be subject to the provisions of Kids Unlimited Substance Abuse and other policies in this handbook, and/or federal regulations, as appropriate.

Failure to report injuries or property damage, or refusal by an employee to be tested will be treated as insubordination and result in immediate suspension pending a review, and possible termination of employment.

Inspections, searches and investigations

Kids Unlimited reserves the right to inspect and/or search all Organization property, as well as any employee's personal property on Organization premises, for alcohol, controlled substances, illegal drugs or related paraphernalia,

Rehabilitation

Kids Unlimited attempts to provide employees the opportunity to deal with drug and alcohol related problems. Any employee who voluntarily requests assistance in dealing with a drug and/or alcohol problem is urged to seek professional counseling for an assessment and, if appropriate, to enter a treatment program. Generally, employees who self-refer to such programs before work performance problems arise will not be disciplined. Professional counseling and treatment programs for drug and/or alcohol problems may be available through Organization-provided health care insurance and employee assistance programs. Any cost not covered by health care insurance or EAP is the employee's responsibility. Generally, discontinuation of any involvement with drugs and/or alcohol is an essential requisite for participating in any treatment program.

Employees who have a problem with alcohol or drugs and who decide to enroll voluntarily in a rehabilitation program will be given unpaid leave to participate in the program, unless it would result in an "undue hardship" on Kids Unlimited to provide the time off. If an employee requests time off to participate in such a program, the employer will make reasonable efforts to keep that knowledge confidential.

As a result of disciplinary action arising from a drug and/or alcohol problem or as a condition of continued employment, an employee with over 12 months of otherwise satisfactory employment history may be required to participate in a drug and/or alcohol treatment program. An employee who is so required would first be evaluated for drug and/or alcohol use by an accredited professional. An employee may be required to participate in follow-up care as part of a comprehensive drug and/or alcohol treatment program. Depending upon the nature of the conduct that led to the employee's mandated participation in a drug and/or alcohol treatment program, the employee may be required to submit to random blood and urine screenings for drugs and/or alcohol for a specified period of time and to meet various performance standards that are imposed as a condition of continuing employment. All associated costs are the employee's responsibility.

Kids Unlimited reserves the right to determine whether reasonable suspicion, grounds or basis exists, the level of discipline to be applied and whether an employee should be given the opportunity to participate in a drug and/or alcohol treatment program.

Definitions

For the purposes of this policy, the following definition of terms is provided:

Alcohol: Means ethyl alcohol (ethanol). References to use or possession of alcohol include use or possession of any beverage, mixture or preparation containing alcohol.

Controlled substances: Means any substance (other than alcohol but including prescription medicine) that has known mind- or function-altering effects that may impair or affect the ability to perform work, the access to which is controlled by law.

Illegal drugs: Any form of drug, narcotic, hallucinogen, depressant, stimulant,

cannabis/marijuana or other substance capable of creating or maintaining impairment or otherwise affecting one's physical, emotional, or mental state; the sale, purchase, transfer, use or possession of which is prohibited by law.

Organization premises: This includes all Organization property, facilities, parking lots, garages, workplaces, fields, customer and client locations, schools and school property, Kids Unlimited sponsored or sanctioned events and activities regardless of location, storage structures and Organization-owned/leased vehicles and equipment.

Under the influence: Level of alcohol, illegal drugs or controlled substances in an employee's blood or urine reported by the laboratory, or use of alcohol, illegal drugs or controlled substances that results in any noticeable or perceptible impairment of the employee's mental or physical faculties or job performance.

Reasonable suspicion/grounds/basis: An observation or observations of an employee's condition or performance that indicates controlled substance, illegal drug or excessive alcohol use that may impair an employee's faculties. Examples include altered work performance, appearance (including, for example, noticeable odor of an alcoholic beverage or marijuana), possession of paraphernalia suspected of containing drug residue, behavior or speech or involvement in or relation to an accident or incident or a "near miss" while in the course and scope of employment, including operation of a motor vehicle, that results in or has the potential to result in physical injury or property damage.

Any questions about this policy should be referred to Human Resources.

Discrimination and harassment

At Kids Unlimited, one of our core business objectives is to maintain a workplace in which each employee can achieve their full potential without being impeded by discrimination, harassment or retaliation based on race, color, religion, ancestry, national origin, place of birth, gender or sex, sexual orientation, familial status, age, pregnancy, military or veteran status, disability or any other protected status. Our practices and policies are intended to impress upon every employee the seriousness of this commitment and to strongly encourage employees to report any conduct that they perceive to be discriminatory, harassing or retaliatory in nature.

It is critical for all employees to remember that our workplace is fundamentally a place for work; any conduct that interferes with an employee's ability to do their job, including harassment, retaliation or other discriminatory conduct, is detrimental to every one of us and to our business as a whole. Consequently, Kids Unlimited's policy of non-discrimination requires more than Kids Unlimited obeying the law; it requires that all employees at all levels of our business conduct themselves with maturity and professionalism in all that they do at Kids Unlimited. Any employee who engages in harassing, discriminatory, retaliatory or other objectionable behavior is subject to discipline, which may include immediate termination of employment.

While not all forms of harassment are sexual, like other forms of discrimination, sexual harassment is a violation of state and federal law and is strictly prohibited. While sexual harassment sometimes is difficult to define, in general, all employees should be aware that sexual conduct or conversation is inappropriate in the workplace. In addition, sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that may be offensive or intimidating to others are strictly forbidden. Sexually harassing conduct may be verbal, visual or

physical in nature. It may include use of sexually oriented comments, posters, emails and jokes when they contribute to a hostile or offensive working environment.

Conduct meets the legal definition of sexual and other forms of harassment where:

- Submission to any conduct that is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of any conduct which influences employment decisions affecting the individual; or
- Any conduct or language that interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

All employees should be aware that no employee, manager or officer of Kids Unlimited, no matter what position he or she holds, has the authority to engage in sexually harassing conduct or to condition any term or condition of employment on submission to any sexual conduct. Likewise, harassment of any Kids Unlimited employee by a vendor, client or customer of Kids Unlimited also is unacceptable and will not be tolerated.

Harassment and discrimination laws apply to workplaces during a declared public health emergency involving an infectious or contagious disease by protecting high-risk employees from being discharged, permanently replaced, or discriminated against in the workplace for seeking a reasonable accommodation from exposure to an infectious or contagious disease during a public health emergency.

What to do if you feel discrimination or harassment has occurred

If you believe that you or any other employee has been subjected to discrimination, including sexual or other forms of harassment, you should immediately notify your supervisor or manager, or any other member of Kids Unlimited management. Complaints may also be reported to the Human Resources Director. You may also report your complaint to our outside HR Consultant, Fred Holloway, at 541-941-1821, or fred.holloway@kuaoregon.org. Kids Unlimited takes such complaints extremely seriously and investigates promptly so that appropriate corrective action can be taken to eliminate any unacceptable conduct.

It is critically important to our continued success that all employees feel free to come forward with any complaints or concerns regarding inappropriate conduct. Nothing in this policy precludes any person from filing a formal grievance in accordance with the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

Retaliation against any employee for making a complaint or for providing information concerning a complaint is forbidden.

If you believe your complaint or concern has not been handled properly, or that you have been subjected to retaliation for making a complaint or concern, you should notify a higher-level manager than the manager or supervisor to whom you originally brought your complaint or concern. Upper management will review the initial resolution of the complaint and any concerns regarding retaliation to ensure that the concerns are being appropriately addressed. Should you have any questions about this policy, please address them with your manager.

Dress guidelines

For representatives of Kids Unlimited, proper attire is important to promote a positive Organization image. We want you to dress comfortably and, when on the job, dress and groom appropriately to your duties and schedule, consistent with safety rules and considerations. Workplace attire must not serve as a distraction to other employees, customers or visitors.

General appearance:

- All clothing must be neat (pressed or wrinkle-free), clean and in good repair at all times.
- Clothing must provide enough coverage to maintain modesty that is appropriate for interacting with youth.
- Close-toed, non-slip shoes are required for kitchen and custodial teams, or as required by your supervisor in any work areas.
- Jeans must be clean and presentable with a fit and style appropriate for the workplace and interaction with youth. Staff cannot wear any jeans with rips, tears, holes, frayed hems or a generally distressed, patched clothing, or tattered appearance.
- Good personal hygiene, including oral hygiene, is to be maintained at all times.
- For safety, long hair may need to be pulled back while performing certain jobs.
- A separate Summer Program Dress Code will be distributed to all staff members involved with this program.
- Appropriate clothing, such as sun hats and other clothing as approved by your supervisor, may be worn for weather protection when working outside.

Examples of clothing considered too casual or inappropriate include, but are not limited to:

- Except as noted above, hats of any kind, including but not limited to, ball caps and stocking-style caps are not to be worn on Kids Unlimited property.
- Clothing with provocative, gang-related, profane or sexual images or language that could be considered vulgar or offensive by others.
- Attire considered too casual, revealing or provocative for a workplace, including sports bras, halter tops, immodest tank tops or muscle shirts, sheer or see-through clothing and bare midriffs.
- Leggings being worn as pants, bike shorts or regular shorts shorter than mid-thigh.
- Tattered jeans, shorts and shirts.

When in doubt about your appearance, including appropriate footwear, check with your supervisor.

To ensure the comfort and safety of our employees and students, we encourage an environment free from fragrances, scents or unpleasant smells, which can be distracting and may trigger allergic reactions or create health problems for sensitive individuals. This can include noticeable odors from any source, including foods, fragrant personal items, lotions, personal hygiene, and grooming products.

As a general rule, if you have to ask if your appearance, personal hygiene, or clothing, including shoes and scents, are appropriate, they probably are not. Kids Unlimited reserves the right to determine whether your appearance is appropriate for the workplace.

Nothing in this dress code is intended to violate any civil rights or discrimination laws, including but not limited to protections relating to religion, the Americans with Disabilities Act (ADAAA), medical accommodations or any other protected classes. Please discuss any related

accommodation issues with your supervisor.

It is the employee's responsibility to dress responsibly. It is the supervisor's responsibility to respond to employees who dress inappropriately, which may include sending the individual home to change.

Workplace etiquette

Kids Unlimited strives to maintain a positive work environment where employees treat each other with respect and courtesy. Sometimes issues arise when employees are unaware that their behavior in the workplace may be disruptive or annoying to others. Many of these day-to-day issues can be addressed by politely talking with a co-worker to bring the perceived problem to his or her attention. In most cases, common sense will dictate an appropriate resolution. Kids Unlimited encourages all employees to keep an open mind and graciously accept constructive feedback or a request to change behavior or conduct that may be affecting another employee's ability to concentrate and be productive.

The following workplace etiquette guidelines are not necessarily intended to be hard and fast work rules with disciplinary consequences. They are suggestions, and in many cases expectations for appropriate workplace behavior to help everyone be more conscientious and considerate of co-workers and the work environment. Please contact your department manager if you have comments, concerns or suggestions regarding these or other workplace etiquette guidelines.

- All employees are expected to behave professionally while at work. Displaying appropriate behavior and conduct demonstrates your professionalism and commitment to your profession, our students, employees, and Kids Unlimited.
- Refrain from using inappropriate language (swearing, etc.) that others may overhear. Foul language and swearing must never occur in front of a student. It is always good practice to avoid profanity in order not to "slip" at the wrong time and offend a student, co-worker, adult, or child.
- Avoid public (in front of others) accusations, gossip, or criticisms of other employees. Address such issues privately with those directly involved, or your supervisor.
- Try to minimize unscheduled interruptions of other employees while they are working.
- Be conscious of how your voice travels and try to lower the volume of your voice when talking on the phone or to others in open areas.
- Avoid discussions of sensitive or discrete matters, such as your or others personal life/issues in public conversations that can be easily overheard.
- Clean up after yourself and do not leave behind waste or discarded materials.
- Keeping materials and workplaces clean is very important. Please wash your dishes, pick up your coffee cups and clothes, be sure to wash and put away any tools and equipment after you're done with them and pick up any trash when you see it.

Employee relations

Misunderstandings between employees or employees and supervisors often can be resolved through frank and prompt discussion with the employee involved or your supervisor. If such an informal problem-solving procedure is unsuccessful or not feasible, you may bring the complaint either in writing and/or discuss it with the manager at the next higher level. If your problem is not resolved at that level, you should bring the complaint to HR, stating the facts on which it is based, when the action(s) occurred, your objections to the action(s) and the remedy sought. All

complaints submitted in good faith will be treated objectively and without prejudice or retaliation toward the complainant.

Disciplinary actions

Kids Unlimited employees are expected to maintain high standards in their performance, to follow all policies and procedures and to conduct themselves in a professional manner at all times. If disciplinary action or performance counseling becomes necessary, disciplinary action may occur depending on the determination of the seriousness of the infraction. Among other things, disciplinary action may take the form of counseling, verbal or written warnings, forfeiting merit, performance or other increases, shift reductions, suspension, demotion or termination.

Some infractions may be of such a serious nature that warnings may not be appropriate and immediate termination may occur.

Examples of misconduct include, but are not limited to, the following:

- Intentional violation of Organization policy, federal or state laws, rules or regulations.
- Breach of confidentiality or HIPAA regulations.
- Falsification or misrepresentation of application or resume for employment regardless of when or how it is discovered.
- Falsification, misrepresentation or alterations of any Organization document such as, but not limited to, reports, time records, expense reports, etc.
- Theft, destruction, defacement or misuse of Organization property or of another employee's or student's property.
- Working under the influence of alcohol, illegal or mind- or performance-altering substances while at work.
- Possession, distribution, sale, transfer or use of alcohol, illegal or mind- or performance-altering substances in the workplace, while on duty or while operating Organization-owned vehicles or equipment or while operating personal vehicles or equipment on Organization business.
- Acts of violence against the Organization or any person.
- Possession of firearms or other weapons on Organization property.
- Engaging in any form of sexual or other harassment.
- Comments or conversations that may be considered inappropriate, offensive and/or overheard by youth.
- Insubordination or refusal to follow instructions or to perform designated work.
- Knowingly providing false or misleading information to a person(s) whose job is to collect accurate information.
- Failure to adhere to or follow any Kids Unlimited policies, procedures or instructions.
- For any other reason which Kids Unlimited determines to be misconduct or failure to perform.

Kids Unlimited reserves the right to discipline and to terminate employees whenever the employee's performance or behavior fails to meet management expectations. The Organization alone has the right to determine whether discipline or termination is appropriate.

BENEFITS

Kids Unlimited offers a comprehensive benefits package to employees. Complete descriptions of the programs are contained in the plan documents or insurance contracts. In the event of any contradiction between the information appearing in any plan summaries and the information that appears in the master document, the master documents govern in all cases. The Organization may amend, terminate, or add to any of these programs at any time. For more information regarding any benefit programs, please contact your manager.

Medical, dental and vision insurance

Health insurance benefits are available for regular employees who work an average of 30 hours per week over a 12-month period. Kids Unlimited will continue to pay the employer portion of the medical premiums during the time an employee is laid off as long as the layoff is part of the employee's normal program year schedule. If the layoff period occurs during the summer break between two program years' continued premium payment is contingent upon the staff member signing an intent to return form for the following program year. Kids Unlimited reserves the right to collect the employer portion of the medical premiums for the months of July and August in the event a staff member does not return to work on the date indicated on the intent form. Kids Unlimited pays a portion of the premium for eligible employees, and employees pay a portion of the premium each month. Any premiums for dependent medical coverage, as well as employee and dependent coverage, are paid by the employee. Coverage for eligible employees normally begins the 1st of the month 30 days following the effective date of your full-time employment.

Changes in insurance coverage may only be made as a result of a qualifying event. Contact Human Resources for details. If there is a change in your family status, you must contact Human Resources within 30 days as it may affect benefits.

Group life insurance

Kids Unlimited of Oregon provides life insurance for full-time employees who work a minimum of 30 hours per week. Employees are eligible for this benefit on the first of the month following the effective date of your full-time service. The life benefit is equal to an employee's annualized base rate or \$50,000 whichever is less. The cost of this coverage is paid for in full by Kids Unlimited.

Long-term disability insurance

Long-term disability benefits are offered to full-time employees working a minimum of 30 hours per week. If an employee becomes totally disabled and cannot work for an extended period of time, this coverage pays 60 percent of the employee's salary, up to the policy limits. The cost of this coverage is paid for in full by the Organization.

Long-term disability benefits will run concurrently with FMLA leave and/or any other leave when permitted by state and federal law.

401(k) plan

Kids Unlimited of Oregon recognizes the importance of saving for retirement and offers eligible employees a 401(k) plan. Eligibility, vesting and all other matters relating to these plans are explained in the SPD that can be obtained from Human Resources.

Continuation of benefits

Upon termination of employment, you may elect to continue your health insurance coverage under COBRA, at your own expense. Contact Human Resources for more information.

Education/training

We believe in continuous learning and may arrange both informal and formal training programs for employees through the year. This may include in-house training classes and on-the-job training as well as outside seminars, courses or self-paced instruction. If you are selected to attend a training program, you are paid your regular wage for training time that coincides with your regular workday. If you are aware of a training program that is directly related to your job or that may help prepare you for another Kids Unlimited position, please talk to your manager.

Paid time off (PTO), Sick leave, Oregon Sick Leave and holidays

It is important for employees to be able to take paid time away from work for vacation, personal reasons, personal illness, or to care for family members. In support of this, Kids Unlimited has vacation and sick leave time to provide time off.

PTO time may be taken for scheduled and approved vacation time, or personal reasons. Sick Leave may be taken consistent with the Sick Leave provisions of this Policy. However, regardless of how many hours of PTO or Sick Leave an employee may have, up to forty (40) hours per year are subject to the Oregon Sick Leave law provisions.

PTO and sick leave accrual

New Non-exempt employees will receive PTO (based on benefit/job code) on their first day of employment and become eligible to request and use paid time off after 30 days of employment. New employees will begin to accrue Sick Leave on day one (accrual based on benefit/job code). Sick Leave may be used as it accrues.

New Exempt employees will receive PTO (based on benefit/job code) on their first day of employment and become eligible to request and use paid time off immediately. New employees will begin to accrue Sick Leave on day one (accrual based on benefit/job code). Sick Leave may be used as it accrues.

Job Classification Table

Benefit/ Job Code	Classification	PTO	Sick Leave	Medical Dental Vision Life STD LTD	*401k	Holidays
1A	Exempt; Contracted Teaching Staff	5 days (based on scheduled working hours per working day)	Accrual up to 96 hours per year. Accrual based on hours worked**	Eligible	Eligible to participate and receive match*	Contracted Martin Luther King Day, Presidents Day, Memorial Day, Labor Day, Veterans Day, Thanksgiving and Day After, Summer Break, Winter Break, and Spring Break (<i>number of working days defined on working letter</i>)
1E	Full-Time Exempt (<i>Confidential Staff, Site Managers, Department Managers and Directors, etc.</i>)	10 Days	Accrual up to 96 hours per year. Accrual based on hours worked**	Eligible	Eligible to participate and receive match*	Paid New Year's Eve, New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Eve and Christmas Day
1F	Full-Time Exempt Executive level staff (<i>Senior Directors and Managers, etc.</i>)	15 Days	Accrual up to 96 hours per year. Accrual based on hours worked**	Eligible	Eligible to participate and receive match*	Paid New Year's Eve, New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Eve and Christmas Day
1H	Full-time Non- Exempt	10 Days	Accrual up to 96 hours per year. Accrual based on hours worked**	Eligible	Eligible to participate and receive match*	Paid New Year's Eve, New Year's Day, Martin Luther King Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, Day after Thanksgiving, Christmas Eve and Christmas Day
1J	Part-Time and Sub/Temp Non- Exempt	Not Eligible	Accrual up to 40 hours per year ***	Not Eligible	Not Eligible	Unpaid

* All staff must be at least 21 to participate in the plan. All match contributions are subject to plan rules as outlined in the 401k summary plan description.

**Sick leave accrual begins at time of hire. Sick leave balance cannot exceed 96 hours at any given time. Accrual is based on hours worked. May only be used for a qualifying sick leave event.

***Sick leave accrual begins at time of hire. Sick leave balance cannot exceed 40 hours at any given time. Accrual is based on hours worked. May only be used for a qualifying sick leave event.

PTO is based on a calendar from July 1 through June 30 each year.

- *Full time Exempt and Non-Exempt staff (1E and 1H): Unused PTO at year end may be rolled into next year. A full time exempt or non-exempt staff member may not carry more than 20 PTO days total at any given time. Any unused PTO that puts the employee over the PTO carry limit will be lost July 1 each year.*
- *Full time Exempt Executive staff (1F): Unused PTO at year end may be rolled into next year. A full-time exempt executive staff member may not carry more than 30 PTO days total at any given time. Any unused PTO that puts the employee over the PTO carry limit will be lost July 1 each year.*
- *Exempt teaching staff (1A): Unused PTO at program year end may be rolled in the next program year beginning July 1 each year. An Exempt teacher may not carry more than 15 PTO days total at any given time. Any unused PTO that puts the employee over the PTO carry limit will be lost July 1 each year.*

Holiday Pay

Holiday pay is limited to eight hours' pay for full-time employees and will be prorated for part-time employees, regardless of the normal shift length. To receive holiday pay you must have worked or requested and received approved paid time (such as PTO) in advance of the scheduled workday before and after the holiday. If the holiday occurs during your scheduled PTO it will be paid as a holiday rather than a PTO day. Holiday pay does not count toward overtime for non-exempt employees.

PTO scheduling and use

PTO must be taken in one-hour increments. All time off must be requested and approved by your department manager in advance of the time off being requested. Occasionally, and dependent on workload demands and scheduling, flex time within the same work week for non-exempt employees may be approved by your supervisor.

PTO hours taken are not counted toward overtime hours.

Providing direct services to children is our number one priority. Depending on operational demands and staffing, PTO requests, and requests for unpaid time off made during specific dates may be delayed or denied, depending on the impact to children and services. Be sure to check with your supervisor or department manager prior to scheduling vacation or making travel plans that may impact any time off requests.

PTO days cannot conflict with PD days.

Unused PTO is not paid out at the end of employment.

Oregon Sick Leave

Up to forty (40) hours of your sick leave each year is eligible to be used in accordance with the Oregon Sick Leave law. For employees who earn more than forty (40) hours of sick leave each year; the additional leave is eligible for use under the provisions of this section.

• **Eligible reasons for using sick leave and Oregon Sick Leave**

- Your health condition: For your own illness, injury, or health condition, including the need for medical diagnosis, care, or treatment of your illness, injury or health condition. Also includes preventative medical care.
- Family member's health condition: For care of a covered family member's illness, injury, or health condition, including the need for medical diagnosis, care or treatment of an illness, injury or health condition. Also includes preventative medical care. *Covered family members* include: your spouse, Oregon registered same-sex domestic partner, child, child of your Oregon registered same-sex domestic partner, parent, parent-in-law, parent of your Oregon registered same-sex domestic partner, grandparent or grandchild.
- OFLA/PLO reasons: For any reason covered by the Oregon Family Leave Act (OFLA), or to provide wage replacement for Paid Leave Oregon benefits up to your current wage.
- Domestic violence, harassment, sexual assault or stalking: Time off to address a situation in which you, your child (under 18 or adult disabled dependent) or someone for whom you are a guardian is the victim of domestic violence, harassment that is criminal under Oregon state law, sexual assault or stalking.
- Public health emergency: Closure of our business, or of your child's school or care provider due to a public health emergency; decision by a public health official.
 - For employees who are not first responders: an emergency evacuation order of level 2 (SET) or level 3 (GO) issued by a public official with the authority to do so, if the area subject to the order includes EITHER the employer's place of business OR the employee's home address;
 - A determination by a public official with the authority to do so that the air quality index or heat index are at a level where continued exposure to such levels would jeopardize the health of the employee;
 - When an employee feels ill or is concerned about their health resulting from elevated air quality or heat indexes.

Notice Requirements for Oregon Sick Leave

If you need to take sick leave, you must notify your supervisor as soon as possible. Please provide at least 10 days' notice before leave begins, or as soon as possible if you don't know of the need for leave that far in advance. For unforeseeable leave, you must comply with our call-in policy. During your leave, you must report periodically to your supervisor regarding your status and intent to return to work. Please follow the regular call-in policy unless we mutually agree to a different schedule. When requesting time off for personal reasons, please provide at least 30 days' notice prior to your sick leave start date.

Sick leave must be taken in at least one-hour increments, and all time off must be requested and approved by your supervisor in advance of the time off being requested, or as soon as possible after an absence related to an unplanned event. For planned leaves, please provide at least 10 days' notice before leave begins, or as soon as possible if you don't know of the need for leave that far in advance. For unforeseeable leave, employees must comply with our call-in policy. Sick leave hours taken are not counted toward overtime hours.

Kids Unlimited may request medical certification or other appropriate documentation if the need for sick time is foreseeable and is projected to last more than three consecutively scheduled workdays; an employee commences sick time without providing at least 10 days' notice for foreseeable use of sick time; not following the Kids Unlimited call-in procedures in the event of an unforeseeable use of sick time; or if the organization has sufficient evidence to suspect that an employee is abusing sick time, including engaging in a pattern of absenteeism, regardless of whether the employee has used sick time for more than three consecutive days. We will not require you to explain the nature of the illness or details related to domestic violence, sexual assault, harassment, or stalking.

Your sick leave accrual balance may not, at any time exceed 96 hours or 12 days based on the employee's average hours worked. Job code 1J employees may not exceed 80 hours accrual balance. Once your accrual balance reaches this amount you will stop accruing sick leave until some sick leave is taken to reduce your accrual balance.

An employee will not be paid for any unused sick leave balance at the time of termination of employment. If you are rehired within 180 days of separation your unused sick leave balance will be restored.

Kids Unlimited may require supporting documentation, such as a doctor's note, be furnished in connection with any absence(s).

You are required to use PTO or sick time when you are absent from work unless you have received advance approval for unpaid time off. If you have any questions, please talk with your supervisor.

If you have questions, please talk with your supervisor or your manager.

Paid Leave Oregon (PLO)

Paid Leave Oregon (PLO) makes it easy for you to take time off to care for yourself or loved ones when you need it most. Employees and Kids Unlimited both contribute to PLO.

Who is eligible for Paid Leave?

- If you're an employee who made at least \$1,000 the year before applying for Paid Leave, and qualifies for benefits, you may be eligible. Learn more about qualifying below.
- Whether you work full-time, part-time or for more than one job or employer, it counts.

Time off with pay

- You can take up to 12 weeks of paid time off in a year.
- If you're pregnant, have given birth or have health issues related to childbirth, you may be able to take up to two more weeks, for a total of 14 weeks.
- You can take leave for a week or a single day at a time.

Job protection

- By law, your job is protected while you are on leave if you have worked at least 90 days for your employer.
- By law, your employer cannot fire you or threaten you for taking time off if you are eligible. They must give you time off.
- By law, if you have worked for your employer for at least 90 days, and you take Paid Leave, you have the right to the same job position you had when you left. This means you do not lose your job title or role.

Leave Entitlement

NOTE: PLO requests and payments for KU employees are made by Mutual of Omaha. Do not apply for benefits through the Paid Leave Oregon (Frances) website. Contact KU Human Resources for more information.

Eligible employees can take up to 12 weeks of paid leave per year for the following qualifying reasons:

- **Family Leave:**
 - Bonding with a new child within the first year after birth, adoption, or foster care placement.
 - Caring for a family member with a serious health condition.
- **Medical Leave:**
 - Recovering from a serious health condition that renders the employee unable to perform their job.
- **Safe Leave:**
 - Leave related to domestic violence, bias crimes, harassment, sexual assault, or stalking, including seeking legal or law enforcement assistance, counseling, medical treatment, or relocating.

Who is a “family member?”

A “family member” is any of the following:

- Your spouse or domestic partner.
- Your child or the child's spouse or domestic partner.
- Your parent or your parent's spouse or domestic partner.
- Your sibling or stepsibling or their spouse or domestic partner.
- Your grandparent or your grandparent's spouse or domestic partner.
- Your grandchild or your grandchild's spouse or domestic partner.
- Anyone you are related to by blood or anyone who lives with or is connected to you like a family member.

How much will it cost?

Paid Leave Oregon is a program that both employers and employees pay into and benefit from. Paid Leave Oregon used data to forecast that a 1 percent contribution rate would make sure the program would have enough funds to both meet the legal requirement and pay benefits for Oregon workers. Here's what you need to know:

- The cost of the program is figured out before the year begins but will never be more than 1% of your gross wages.
- You will pay 60% of the contribution rate and your employer will pay 40%.
- Your payment will be taken out of your paycheck.

Plan Ahead

- **30-day notice:** If you know you will need to take Paid Leave, you need to let your employer know 30 days before taking leave.
- **24-hour emergency notice:** In an emergency, you must tell your employer within 24 hours. And then, give them written notice within three days of starting leave.

For more information about additional leaves that may apply to you, review the Leaves of Absence section in this handbook.

For more information about Paid Leave Oregon and how to apply, notify your supervisor and contact Human Resources.

Veterans Day

Out of respect for our veterans, those who paid the ultimate price for our freedom, and those serving in our armed forces, Kids Unlimited has authorized this day as an organization-wide closure.

Leaves of absence

Circumstances may arise in which an employee needs to be away from work for an extended period of time. In some cases, either at the discretion of Kids Unlimited or as required by applicable state or federal law, an employee may be granted an authorized leave of absence. If you are considering such a request you must give written notice to your manager at least 30 days before you wish to take such leave. If conditions preclude being able to give 30 days' notice, it must be given as soon as you know it is needed.

Effective July 1, 2024, leave taken under OFLA is in addition to, and may not be taken concurrently with any leave taken under Paid Leave Oregon. However, no changes were made to Paid Leave Oregon's concurrence with leave taken under the FMLA for the same purpose.

Family and Medical Leave of Absence (FMLA); Oregon Family Leave Act (OFLA)

Kids Unlimited provides unpaid family medical leave for up to twelve (12) weeks within a 12-month rolling year subject to the following terms and conditions. For purposes of this policy, a "year" is a one-year period of 52 consecutive weeks beginning on the Sunday immediately preceding the

date on which family leave commences.

Covered employers

Federal Family and Medical Leave Act (FMLA) — Covers employers who employ 50 or more employees within 75 miles of the employee’s worksite during 20 or more calendar workweeks in the preceding calendar year.

Oregon Family Leave Act (OFLA) — Covers employers who employ 25 or more employees in Oregon during 20 or more calendar workweeks in the preceding calendar year.

Eligibility

OFLA: Employees are eligible for an OFLA unpaid leave of absence after 180 calendar days of employment averaging 25 hours per week during the 180 days prior to taking leave.

- For OFLA parental leave, employees are eligible after 180 calendar days, without regard to the number of hours worked.

OFMLA: For Oregon Military Family Leave, employees are eligible after being employed for 180 calendar days and must have worked at least an average of 20 hours per week during the 180 day period.

FMLA: To be eligible for FMLA leave, employees must:

Have worked at least 12 months for Kids Unlimited in the preceding seven years (limited exceptions apply to the seven-year requirement).

1. Have worked at least 1,250 hours for Kids Unlimited (not necessarily consecutive), over the 12 months preceding the date the leave would commence.
2. Currently work at a location where there are at least 50 employees within 75 miles.

All periods of absence from work due to or necessitated by service in the uniformed services are counted in determining FMLA eligibility.

Applying for leave

If the need for leave is foreseeable, the employee must apply for the leave at least 30 days in advance of when the leave will begin. In the case of a medical emergency or an unforeseeable event, the request for leave must be submitted as soon as practicable. Upon verification that a leave qualifies under FMLA/OFLA, the Organization will notify the employee that the leave will be counted toward the employee’s FMLA/OFLA entitlement. All employees on leave under this policy will be required to communicate their return-to-work status on a weekly basis, unless instructed otherwise.

An employee seeking OMFLA must provide notice of the intent to take leave within five (5) business days of receiving official notice of an impending call or order to active duty or a leave from deployment, or as soon as practicable when official notice is provided less than five days from the commencement of leave.

Reasons for leave

Unpaid leaves of absence will be granted to eligible employees for the following reasons:

FMLA

- Employee's own serious health condition (including pregnancy disability);
- Serious health condition of family member (spouse, child or parent);
- Birth, care of newborn, or placement with the employee of child under 18 for adoption or foster care.

OFLA

- Sick child leave to provide home care for a child (including home care for a child with a serious health condition);
- To care for a child of the employee or spouse or domestic partner whose school or childcare provider has been closed in conjunction with a declared public health emergency;
- Bereavement leave up to four weeks per year;
- Pregnancy-related disability leave (this leave is in addition to other leave available under OFLA and Paid Leave Oregon); and
- Leave to set up the legal process required for placement of a foster child or the adoption of a child (child placement leave) for a total of two weeks.

Serious health condition

- A serious health condition or illness under FMLA generally includes an illness, injury, impairment or physical or mental condition that involves an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or prevents the qualified family member from participating in school or other daily activities.
- Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity for more than three (3) consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, in childbirth or a period of absence for prenatal care, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.
- A serious health condition or illness under OFLA generally means an illness, injury, impairment, or physical or mental condition which requires inpatient care in a hospital or other overnight facility, or that is terminal in prognosis or requires constant care, or any period of disability due to pregnancy, in childbirth or period of absence for prenatal care, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment as well as a serious health condition.

Bereavement leave (OFLA)

Oregon employees may take up to four weeks of leave, up to two weeks per occurrence, four weeks per year, for the death of a family member (as defined by OFLA) to make arrangements necessitated by the death, to attend the funeral or memorial service, or to grieve.

To be eligible for OFLA bereavement leave, employees must be otherwise eligible for an OFLA leave of absence as explained elsewhere in this policy.

An employee who wishes to take bereavement leave must do so within 60 days of receiving notification of a family member's death.

Prior notice is not required, but oral notice must be provided within 24 hours of beginning leave. Written notice must be provided to your manager within three days of returning to work. Unlike other types of leave under OFLA, an employer may not reduce the leave time if the employee fails to give notice.

If more than one family member dies during a one-year period, the leave periods will not run concurrently. If an employee's spouse or domestic partner works for Kids Unlimited, the employees may take bereavement leave at the same time.

While OFLA bereavement leave is unpaid, KU Bereavement Leave provides for up to two days of paid leave, or you may use sick leave or any available PTO.

Military Caregiver Leave (FMLA only)

- Leave to care for an injured service member who is the employee's parent, child, or spouse or for whom the employee is the next of kin. Such leave may be taken for up to 26 workweeks in any single 12-month period. Leave to care for a military service member, when combined with all other FMLA leave may not exceed 26 workweeks in a single 12-month period.

Qualifying Exigency Leave (FMLA only)

- Leave for a qualifying exigency arising out of the fact that the employee's parent, child or spouse is on active military duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

Oregon Military Family Leave Act (OFMLA)

- Leave for a spouse or domestic partner of a member of the Armed Forces, the National Guard, or military reserve who has been called to active duty or notified of impending call to active duty, or who is on leave from active duty. An eligible employee may take a total of 14 calendar days' leave per call or order to active duty or notification of a leave from deployment.

Leave amount

- Unless specifically described elsewhere in this policy, generally, the leave period under FMLA and OFLA is a maximum of 12 weeks (480 hours based on a 40-hour work week) in a 12-month period. Leave is pro-rated for eligible employees working less than 40 hours per week.
- Under OFLA only, an additional 12 weeks of leave may be granted in very specific and qualifying situations:
- An employee who takes a pregnancy-related leave under OFLA may have additional leave time available under PLO.
- Under FMLA only, eligible employees may use the 12 weeks for a qualifying event arising from the fact an immediate family member in the military is on active duty or has been notified of an impending call or order to active duty, or 26 weeks to care for an injured or ill covered service member of the employee's immediate family.

- Leave for a compensable injury does not count as leave under OFLA (unless the employee refuses a bona fide offer of light duty) but does count leave under FMLA.

Medical verification

For any leave other than parental leave, the employee must provide medical certification of the need for the leave as follows:

- At least 30 days prior to the leave, if the leave is foreseeable, within 15 days after the leave starts for a serious health condition which is not foreseeable.
- Medical verification may be requested of an employee requesting parental leave under the following circumstance:
- Within 15 days after the leave starts for sick child leave where the employee has already taken more than three days leave for a sick child.
- The Organization reserves the right to require a second or third medical opinion, at Organization's expense, as permitted by law.

Paid / unpaid leave

Leaves of absence under FMLA and OFLA are unpaid leaves. Employees with any accrued sick leave will be required to use all accrued leave benefits while on leave under FMLA and OFLA. Therefore, some portion of a leave of absence under this policy may be paid.

Scheduling leave

Under circumstances described in the applicable laws, a leave of absence may be taken:

- As a continuous block of time;
- On a “reduced leave schedule”; or

Intermittent Leave

- A reduced leave is defined as a leave schedule that reduces the number of hours per work week or hours per workday. Intermittent leave allows a few hours off, or a day or a week off at intervals as required.
- If a leave request is for a serious health condition of an employee, including as a result of birth, or a member of the employee’s family as defined by law, or for a sick child (OFLA only), the leave may be taken on a reduced or intermittent basis if it is medically necessary.
- A leave of absence for birth, adoption or foster placement of a child must be taken in one continuous block of time and must be taken within 12 months of the date of birth, adoption, or placement of a foster child.

Continuation of benefits

- When leave is covered under FMLA and OFLA and the employee is covered by a KU sponsored group health plan, coverage will continue during the leave, and the employee must continue to make his/her portion of the premium payments, and any premiums for dependent coverage. If payment of the employee’s portion of the premium is not made on a regular, timely basis, coverage under the group health plan will be canceled as of the end of the last month for which a payment was received.
- The employee may request to have Kids Unlimited pay the employee’s share of any premiums on their behalf during the period of leave. If approved, the Organization will deduct the employee’s portion of the benefits cost from the employee's pay upon the

employee's return to work, subject to a ten percent maximum of the employee's gross pay in each pay period.

Should the employee not return at the end of the requested leave period, Kids Unlimited will bill the employee to the extent permitted by law for the cost of the group health insurance (less employee contributions, if any) paid on behalf of the employee.

Return from leave of absence

The Organization will comply with all federal and state laws when returning an employee to work at the end of an approved leave. Key employees may be denied reinstatement in certain circumstances from leaves taken under FMLA. KU will provide written notice to key employees when the Organization becomes aware that denial of reinstatement may occur.

When returning from a leave of absence longer than five days due to the employee's own medical illness or condition, the employee must present a statement from the treating physician verifying the employee's ability to return to work.

If an employee fails to return to work at the end of the approved leave period, the employee will be considered to have voluntarily quit and will be terminated as of the last day of the approved leave period.

Should an employee be unable to return to work at the end of the applicable maximum leave period, the employee will be terminated.

If the leave was granted for a condition that is also a disability under the Americans with Disabilities Act (as amended) and Oregon disability law, Kids Unlimited will reasonably accommodate an employee's disability if it does not create an undue hardship. If an employee's family leave entitlement has been exhausted for a serious health condition that is also a disability, the reasonable accommodation obligation still remains.

The information related to OFLA and FMLA leaves described here is provided as a summary. For any questions or more details relating to leaves of absence and leave of absence forms, please contact Human Resources.

Pregnant employees

In addition to family leave, pregnant employees may request, if reasonably necessary, a temporary transfer to a less strenuous or hazardous position for the duration of the pregnancy. The Organization may require a medical opinion regarding the need for transfer.

Pregnant employees who do not qualify for OFLA or FMLA leave may also take a leave of absence due to pregnancy for a reasonable period of time if the leave is reasonably necessary, the employee requests the leave in writing, and the Organization can reasonably accommodate the request. Pregnant employees may also use any accrued time off.

No employee benefits accrue during the leave, and employees may continue any medical benefits under COBRA, if desired. Upon return, the Organization will endeavor to return the employee to her former job or its equivalent.

If the Organization's circumstances have changed to the extent the employee cannot be reinstated to the former or an equivalent job, the employee shall be reinstated to any position which is available and suitable. However, the Organization is not required to discharge or move another employee in order to reinstate the employee to any other job other than her former job. If any issue arises as to the employee's physical capacity to return to work, the Organization may request a medical opinion.

Other leaves of absence

Personal leave

Under certain conditions, Kids Unlimited may grant regular employees an unpaid personal leave of absence for a specified period of time. All regular full and part-time employees may apply. In addition, the requesting employee must have a satisfactory work record, approval of their supervisor and a valid reason for requesting the leave.

Requests should be made through your manager using a Leave Request form. All personal leave must be approved by the Executive Director. The circumstances determine the length of the leave, but the leave generally may not extend beyond the end of the program year in which the leave begins (the program year runs July 1 through June 30). Depending on the nature of or reason for the leave, additional documentation may be required to support the leave request. An employee returning from a personal leave normally is returned to their former job, but there is no guarantee that the position will be available. If the employee's former position is not available, but a different position is available for which the employee is qualified, they may be considered for that opening. If no suitable position exists, the employment will be considered terminated. If an employee fails to report to work at the expiration of the approved personal leave, Kids Unlimited will assume that the employee has voluntarily resigned.

Bereavement leave (Non-OFLA)

Regular full-time and part-time employees are eligible for paid bereavement leave of up to two workdays (prorated for part-time employees) in the event of a death in the employee's immediate family. An employee should request leave from their supervisor as soon as possible before the anticipated leave date, using a Time Off Report. Up to 14 days of unpaid OFLA bereavement leave may also be available, if eligible, to make arrangements necessitated by the death, to attend the funeral or memorial service, or to grieve. See the OFLA policy for more information.

For purposes of bereavement leave, "immediate family" includes spouse, domestic partner, child, parent, parent-in-law, stepparent, sister, brother, sister-in-law, brother-in-law, grandchild and grandparent. Special circumstances will be considered on a case-by-case basis.

Military leave

Military leave is granted to employees who enlist in the U.S. military, are members of a Reserve or National Guard Unit who are called to active duty or are otherwise legally entitled to leaves to perform military duties. Employees are required to provide advance notice to Kids Unlimited of this leave, unless giving notice is precluded by military necessity or is otherwise impossible or unreasonable. Military leave is unpaid.

An employee returning from leave will be reinstated to employment in accordance with the requirements of applicable federal and state law.

In accordance with applicable federal and state laws, leave also is available for regular annual reserve duty for reservists and National Guard members during the employee's regular workdays. Annual reserve duty leave is unpaid. In all cases, a copy of the military orders and a completed Request for Time Off form must be submitted to your manager prior to the start of leave. Military members on active duty over 30 days may continue medical coverage for self and dependents under COBRA, if otherwise eligible.

Contact your manager for more detailed information about military leaves and reinstatement rights.

Bone marrow donor leave

Eligible employees are entitled to use accrued sick leave to undergo a medical procedure to donate bone marrow. Sick leave may be used to the extent it is available. Otherwise, other accrued paid leave may be used.

The total length of the paid leave shall be determined by the employee but shall not exceed the amount of already accrued paid leave or 40 work hours, whichever is less, unless prior arrangements with Kids Unlimited are made before the leave begins.

Kids Unlimited may require verification by a physician of the purpose and length of the leave requested by the employee to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not affected. If you have any questions regarding this policy, contact your manager.

Crime victim leave

An employee who has been the victim of a crime, or whose immediate family member has been the victim of a crime, may be entitled to a leave of absence to attend criminal proceedings related to that crime, under the terms of this policy and applicable law.

The law considers an employee to be a "crime victim" when he or she "has suffered financial, social, psychological or physical harm as a result of a personal felony." The law treats immediate family members of the employee as crime victims as well and defines "immediate family" to include a spouse, domestic partner, father, mother, guardian, sibling, child, stepchild or grandparent.

To be eligible, an employee must have worked for Kids Unlimited at least 180 days and have worked an average of 25 hours or more per week in the 180 days prior to the request for leave. Employees must provide reasonable notice of their intention to take leave under this policy, complete a Time Off Request form, discuss the approximate length of the leave with your Department Manager and provide copies of scheduling notices upon request.

Crime victim leave is unpaid; however, employees may use any accrued sick leave during the leave period.

If the employee's leave would create an undue hardship on the Organization, the leave may be limited. The employee may request that the prosecutor and/or court consider the employee's work schedule when scheduling the proceedings. The Organization will not discharge, discriminate or retaliate against any employee who is entitled to take time off for a permitted reason under this policy. If you have any questions regarding this policy, contact the Business Office.

Workplace protections for victims of domestic violence, sexual assault or stalking

An employee who is a victim of or at risk of domestic violence, sexual assault or stalking is protected from any job discrimination or termination based on their status as a victim and may request a reasonable safety accommodation to allow the employee to more safely continue to work. For instance, a safety accommodation might be a transfer, reassignment, modified schedule, unpaid leave from work, changed work telephone number, changed workstation, installed lock, change in office policy, or any other adjustment to a job structure, workplace facility, or work requirement in response to actual or threatened domestic violence, sexual assault, or stalking.

Leave may be taken by the victim, by a parent or guardian of a minor victim, or by any other person who has suffered related harm. Advance notice of the leave should be provided when possible, or as soon thereafter as is practicable.

Kids Unlimited will grant a request for a reasonable safety accommodation unless it would impose an "undue hardship" on the Organization.

Kids Unlimited may require certification of the need for a safety accommodation. Certification can be a document from law enforcement or the courts, such as a police report or restraining order, a letter or other document from an attorney, counselor, domestic violence or sexual assault victim service provider, health care professional, or clergy member. Any of these forms of documentation is sufficient. Unless otherwise required by law, any documents provided as certification of the victim's status will be kept confidential and may not be released without the express permission of the employee.

Because the victim knows the circumstances of his or her situation, he or she is usually best able to determine both what threats to safety exist as well as what steps can be taken to increase safety. Thus, when a victim employee makes a request for a reasonable safety accommodation, Kids Unlimited will rely considerably on the victim's judgment as part of the interactive process to ensure the safety of the victim and all Kids Unlimited employees.

Except where disclosure is required by law, any information obtained about an employee's circumstances relating to these types of leaves will be kept confidential. If you have any questions regarding this policy, contact HR.

While this leave is unpaid, employees may use any accrued sick leave during the leave period. If you have any questions regarding this policy, contact your manager.

Jury, court proceedings and witness duty

We encourage you to carry out your civic responsibility as a juror or witness when summoned. You may be excused from work for required jury, court proceedings or witness duty when they present the jury or witness summons to your manager. Your manager should be notified at least two weeks prior to the start of jury or witness duty or as soon as the employee receives the summons, and with a note from the court upon completion, showing that the employee participated in jury duty or the court proceeding.

An employee is expected to continue to work during jury duty to the extent possible. Jury, court proceedings and witness duty time is unpaid.

Emergency Responder Leave

Kids Unlimited provides unpaid leave to eligible employees who are volunteer firefighters, members of rural fire protection districts, firefighters employed by a city or private firefighting service, reserve peace officers, first responders, or emergency rescue personnel so that these employees may respond to a call to emergency duty. Additionally, the organization provides unpaid leave, up to 14 days per calendar year, to these employees to engage in scheduled fire, law enforcement or emergency rescue training.

Eligibility

Employees should notify their supervisor of their status as a volunteer firefighter, reserve peace officer or emergency search & rescue personnel. Additionally, employees should provide as much advanced notice as practicable of the need for leave under this policy when they are called to emergency service or scheduled training.

Employees may use accrued, unused paid time off during the leave. The notice and eligibility requirements for any such paid time off will generally apply to an employee's request for use of paid time off under this policy.

1. As soon as practicable after hire, or on becoming designated as a volunteer firefighter, reserve peace officer or emergency rescue personnel, employees should notify HR of their status.
2. When called to emergency service or scheduled training, an employee should notify their supervisor as soon as practicable of the need for leave and provide information regarding the start and end dates for the requested leave.
3. When returning from leave, the employee should provide your supervisor with appropriate written documentation confirming that during the leave the employee was actively engaged in responding to an emergency or participating in scheduled training.
4. On returning from leave, employees will typically be restored to their positions, or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions.

Employees with questions regarding this leave should contact their supervisor.

ETHICS AND CONDUCT

Conflicts of interest

A conflict of interest arises when your personal dealings or interests conflict or appear to conflict with the Organization's interests. Such conflicts can influence the normal exercise of sound, ethical business judgment in doing your job. Simply put, you can take away the ability to be objective or the appearance of objectivity in making decisions on behalf of the Organization.

None of us should, directly or indirectly, benefit improperly because of our status as employees. It is impossible to list all possible conflicts, but some examples of how conflicts might arise, include, but are not limited to:

- Having a personal interest in a transaction with a Kids Unlimited entity. (For example, your spouse will receive a commission on a sale of property to a Kids Unlimited entity.)
- Giving a loan to, borrowing from or having a material interest in a competitor, supplier or customer of a Kids Unlimited entity. (For example, you, your child, your sibling or your parent, owns a material interest [i.e., more than 5 percent] in a Kids Unlimited supplier.)
- Having a material interest in an organization that has, or seeks to have, business dealings with a Kids Unlimited company. (For example, you are a partner in a company that is trying to sell a new vehicle or service to a Kids Unlimited company.)
- Serving as an officer, director, employee or consultant or in any management capacity in an organization that has, or seeks to have, business dealings with a Kids Unlimited company or is in competition with a Kids Unlimited company.
- Participating in a venture where Kids Unlimited has expressed an interest. (For example, you or family members buy stock in a company that a Kids Unlimited company has identified as a potential acquisition.)
- Acquiring an interest in property (such as real estate, patent rights, securities or other properties) where a Kids Unlimited company has, or might have, an interest. (For example, after a tip from you, your brother buys land adjoining a Kids Unlimited facility that you believe the company intends to buy.)

We expect you to use common sense and good judgment in deciding whether a conflict could arise. You must promptly disclose any potential conflict or appearance of conflict to your manager.

Dealing with our contractors, suppliers and customers

Our long-term success depends on building good relationships with our contractors, suppliers and customers. These relationships are based on integrity, ethical behavior and mutual trust. As employees, none of us may benefit personally from any purchase of goods or services for any Kids Unlimited company.

These guidelines can help you make the right decision in certain difficult situations:

Buying goods and services

We base our purchasing decision on merit, consistent with our standards of quality, delivery and cost. We deal with existing or potential contractors and suppliers solely on the basis of our needs and the value of materials or services our contractors and suppliers offer.

Gifts and favors

We cannot act or appear to act improperly in our relations with our contractors and suppliers or customers. We should never solicit gifts or favors of any kind from our contractors and suppliers, potential contractors or customers. You may accept unsolicited gifts or favors only if the gift is not money and only if it is of nominal value (generally less than \$50) or if the gift is advertising or promotional material. Many experienced employees use this rule of thumb: Don't accept any gift that would embarrass the Organization or you if it were publicly disclosed. Notify the Business Office of any gift you receive.

We may only offer gifts that are of nominal value (generally less than \$50) (for consistency, keep the two amounts the same) to our contractors, suppliers, potential contractors or customers. Beyond this rule, you may only accept or give special gifts of more than nominal value if protocol, courtesy or other extraordinary circumstances require you to do so. However, you must report all such gifts to your manager. Under no circumstances should you offer a gift of any value to a government official without prior authorization from your manager.

“Kickbacks,” rebates or other compensation

All Kids Unlimited companies deal with its contractors, suppliers or customers fairly and equitably. The Organization does not tolerate receiving or providing kickbacks, rebates (not to be confused with “contracted” rebates), gifts or other improper compensation in return for buying or selling goods on behalf of the Organization. If you ever have knowledge of any such activities, report the facts to your manager for review.

Confidential/proprietary information and non-solicitation

Confidential or proprietary information about products, markets, customers, contractors, suppliers, consumers and technologies is the lifeblood of most companies. We all have a role in protecting that information — within as well as outside the Organization — during and after our employment. Everyone who deals with confidential or proprietary information, including trade secrets protected under the Oregon and other State-specific Trade Secrets Acts, the Uniform Trade Secrets Act and the Federal Defend Trade Secrets Act, must limit disclosure to fellow employees who have a clear need to know, both during your employment and for a period of one year following the end of your employment with Kids Unlimited. In fact, we are all responsible to ensure that we proactively secure and protect the confidentiality of such information. This includes but is not limited to information about student information, products, financial data, business strategies, operating plans, processes, technologies, systems, procedures, donor lists, pricing plans, training materials, forecasts, formulae, personnel information, passwords, etc.

Nothing in this policy or handbook is intended to impede or restrain an employee's rights to engage in any type of concerted activity regarding wages, hours or working conditions provided for under the National Labor Relations Act. The purpose and intent of this policy is to protect the

Organization's confidential and proprietary intellectual property rights. Any specific questions or concerns you may have regarding your NLRA rights should be discussed with the Business Office or our outside HR Consultant at 541-941-1821.

People outside the Organization, including spouses, friends and family members, should never learn about or have access to the Organization's confidential information. If you perceive a business need to disclose such information outside the Organization, ask your manager for direction. You should also consult your manager before entering into any agreements to get confidential information about other businesses. Do not disclose confidential or proprietary information to anyone unless you are specifically authorized by a manager to do so.

If you previously worked for another Organization, you must not disclose to Kids Unlimited, including its officers and employees confidential and proprietary information you gained during your course of employment at the other Organization.

Any applicant, vendor, consultant or customer that has access to any confidential or proprietary information may be required to sign a non-disclosure agreement. Your manager will maintain these agreements.

Whistleblower protections

An employee will not be disciplined or retaliated against for making a good faith report regarding violations of this or any Kids Unlimited policy, or for reporting any illegal, unethical or fraudulent practices at Kids Unlimited.

Non-solicitation

An employee will not, without the express written consent of the Executive Director, either during employment with Kids Unlimited or at any time during a one (1) year period after termination of your employment, by yourself or in conjunction with or through any other person or Organization, directly or indirectly solicit, entice or divert any employee, customer or vendor of the Organization or any of its affiliates, joint ventures or other related entities from working for or doing business with Kids Unlimited.

ASSETS AND PROPERTY

Organization assets and property

Organization assets and property, including equipment, supplies and facilities should be used in a reasonable and prudent way for Kids Unlimited business purposes. Excessive, unnecessary or unauthorized use of equipment, supplies or facilities is inappropriate. Disposal or sale of Organization assets is subject to the approval of the Executive Director. Injury to others or damage to Organization property because of deliberate misuse, recklessness or negligence on the part of an employee may subject the employee to personal liability and disciplinary action. Organization equipment, supplies and facilities normally are not available to employees for personal use. Personal phone calls and faxes should be kept to a minimum and, whenever possible, should be

taken care of during breaks or lunch periods.

Unfortunately, Kids Unlimited cannot ensure the safety of any personal equipment brought onto Organization premises and is not responsible for any damage or loss. Please take care to safeguard your own property.

Cell phones

Personal cell phones should be limited during working hours and their usage primarily confined to breaks and meal periods. Personal texting is prohibited during work hours. Exceptions will be made for emergencies with prior approval.

Oregon law requires the use of a hands-free device when using a cell phone while driving, regardless of the purpose of the call.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

INFORMATION TECHNOLOGY (IT)

Email/phone/voicemail

Email, phone and voicemail systems are not private and confidential and are provided for employees to conduct Kids Unlimited related business. Kids Unlimited reserves the right to monitor all email, phone, cell phone, voicemail and text messages and transmissions as needed, to determine if they are being used other than for legitimate business reasons and to protect Kids Unlimited against fraud, copyright infringement, loss of trade secrets, sabotage, legal violations or other business policy violations. Kids Unlimited may also record and disclose to others all electronic communications at any time, with or without notice. The employee has no personal privacy right in anything created, received or sent on or from the Organization email/phone/voicemail systems.

All electronic communications, whether sent within the Organization or to persons outside the Organization, should be courteous and professional in all respects and should not contain any statements that would embarrass Kids Unlimited, any of its employees, customers or may violate any Kids Unlimited harassment policies.

Our harassment policy is fully applicable to electronic communication, and we expressly prohibit the transmittal of messages which may constitute intimidating, hostile or offensive material on the basis of race, color, sex, sexual orientation, marital status, religious creed, age, national origin, citizenship status, workers' compensation status, physical or mental disability, veteran status or any other status protected under applicable local, state or federal nondiscrimination law.

Employees should exercise extreme caution before sending anything through the email or

voicemail system because messages are not private and can be intercepted by other parties. Furthermore, merely deleting an email message does not mean the message disappears. Email messages can be monitored and recorded at all times, as well as resurrected from the system even if the message has been deleted. To conserve system space and maintain performance, emails should be deleted frequently, including from the “deleted email” folder.

Internet policy

The use of the Internet and its components shall be limited to business-related activities. At no time should the Organization-provided access to the Internet be used for personal gain or profit.

- Confidential information should not be transmitted via the Internet due to the lack of security on the Internet and the unreliable nature of the Internet traffic. If the transfer of information via the Internet is required, the information must first be encrypted by an approved method.
- Be cautious in responding to requests for information. Remember that your response is a response from the Organization and not just your email address.
- It is the responsibility of each employee who utilizes electronic communications to safeguard Organization information by understanding and complying with this policy and the related guidelines, as well as other related policies.

Other guidelines

- Employees may not disclose, via the Internet, confidential or inappropriate information regarding the Organization, services, products or employees. Employees must comply with all policies focused on employee behavior while on the Internet.
- Periodically, Internet activity may be audited for policy compliance, unauthorized access and growth trends for capacity planning.
- The display of any kind of sexually explicit image or document on any Kids Unlimited system is a violation of our sexual harassment policy. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.

Examples of inappropriate employee Internet use include, but are not limited to, the following:

- Conducting illegal activities
- Accessing, transmitting or downloading pornographic material
- Gambling
- Soliciting for personal gain or profit
- Revealing or publicizing proprietary or confidential information
- Representing personal opinions as those of the Organization
- Making or posting indecent remarks and proposals
- Knowingly uploading or downloading commercial software in violation of its copyright
- Downloading any software or electronic files without reasonable virus protection measures in place
- Intentionally interfering with the normal operation of any Organization Internet gateway
- Playing interactive games on the Internet.

Only those employees who have been previously authorized and whose normal business activities include talking to the public, analysts or media regarding the Organization may participate in newsgroups, blogs, social sites, forums or chat rooms as representatives of the Organization. Any exceptions must be approved by the Executive Director.

Employees with Internet access may not upload any Organization data without the explicit authorization from your manager.

User IDs and passwords help in maintaining individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource must keep that password confidential. Organization policy prohibits the sharing of user IDs or passwords obtained for access to the Internet or email.

Other information

You may not install or modify any software or passwords on computers at Kids Unlimited without the express written permission of the IT Manager. Violation of this provision is grounds for immediate termination of employment.

Social media

Kids Unlimited has established the following guidelines regarding social media in order to protect employee privacy and employees' reputations, Organization assets, intellectual property, Kids Unlimited's reputation, employee's and customer's reputations and to avoid real or perceived incidents of workplace harassment and/or inappropriate conduct. Where no policy or guideline exists, employees should use their professional judgment and take the most prudent action possible. Additional, related information can be found elsewhere in the Kids Unlimited Employee Handbook, including the IT policy. Consult with your manager if you are uncertain about any part of this policy or any other Kids Unlimited policy or procedure.

“Social media” includes but is not limited to, blogs, forums and social networking sites such as Twitter, Facebook, LinkedIn, Instagram, Reddit, TikTok, YouTube and Pinterest. The absence or lack of explicit reference to a specific site does not limit the extent of the application of this policy.

Use of social media: In general, Kids Unlimited considers social media activity to be personal endeavors that employees may choose to use to express their thoughts or promote their ideas as long as they do not conflict with Kids Unlimited's policies or business. Employees may maintain personal websites or blogs on their own time using their own facilities. However, employees should be mindful of how their social media activities, even on their “off” time, have the potential to influence students and other staff who encounter employees' online profiles. Employees must ensure that social media activity does not interfere with their work and does not identify, reference or disclose information considered to be confidential or proprietary.

Monitoring: Kids Unlimited may monitor use of Organization computers and the Internet, including employee blogging and social networking activity.

Respect: It is important to demonstrate respect for Kids Unlimited and our employees. Kids

Unlimited employees should avoid embarrassing readers, Kids Unlimited employees, students or customers. Do not use ethnic slurs, personal insults, sexually offensive material, obscenity or language that may be considered inflammatory. Even if a message is posted anonymously, it may be possible to trace it back to the sender.

Confidentiality: Disclosure of confidential and proprietary information is prohibited. Use of Organization or vendor logos or trademarks is also strictly prohibited. All information posted on forums, blogs or social networking sites should be in compliance with both Kids Unlimited's Confidentiality and Non-Disclosure Agreements and policies outlined in this Handbook. For safety and confidentiality, posting photos of KU students on personal sites or any location without prior authorization is not permitted. Employees may write about their jobs in generalities but may not disclose any confidential or proprietary information. Refer to the "Confidential, proprietary information and non-solicitation" section of this handbook for more guidance.

Use of disclaimers: If an employee identifies him or herself as a Kids Unlimited employee or discusses matters at all related to Kids Unlimited and/or a customer or vendor on a social media site, the site must include a personal disclaimer on the front page stating that he/she does not express the views of the Organization and that the employee is expressing his or her personal views only.

- For example "The views expressed on this website/blog/forum are mine alone and do not reflect the views of my employer." Place the disclaimer in a prominent place and repeat it for each posting expressing an opinion related to the Organization or Organization's business. Employees must keep in mind that if they post information on a social media site that is in violation of Organization policy and/or federal, state or local law, the disclaimer will not shield them from disciplinary action.

Competition: Employees should not use a social media channel to criticize Kids Unlimited's competition nor use it to compete with Kids Unlimited.

Account ownership: All social media postings on Organization social media accounts and websites is the property of the Organization, as are the accounts, names, passwords, lists and all materials, blogs, texts, emails, chats, followers, photos, graphics, technology and any other materials and language associated with the accounts, and not the individual(s) who created, posted on, used or managed the account(s). When an employee leaves employment with the Organization, all account information and communications, including all details relating to followers, subscribers, data and related information must be transferred to the Organization.

Nothing in this policy is intended to impede or restrain an employee's rights to engage in any type of protected concerted activity regarding wages, hours or working conditions provided for under the National Labor Relations Act. The purpose and intent of this policy is to protect the Organization's confidential and proprietary intellectual property rights. Any specific questions or concerns you may have regarding your NLRA rights should be discussed with the Business Office.

Kids Unlimited has the right to mandate what it deems to be inappropriate content to be immediately removed from a website. Kids Unlimited also has the right to discipline employees who violate this policy. If you have any questions related to social media contact your manager.

Security: electronic communications

An employee shall not use a code, access a file or retrieve any stored communications other than those to which the employee has specifically authorized access.

Software licenses

General policy statement

Kids Unlimited respects computer software copyrights and shall adhere to the terms of software licenses to which Kids Unlimited is a party. Unauthorized duplication of software is not permitted and may subject users and/or Kids Unlimited to both civil and criminal penalties. Unauthorized copies of software are not permitted.

Transfer of software

No user shall give software to anyone including vendors, customers and others without pre-authorization from the IT Manager.

Acquisition of software

All software acquired for Kids Unlimited must have the IT Manager's approval before purchase. Software acquisition channels are restricted to ensure that Kids Unlimited has a complete record of all software purchased for Kids Unlimited use and can register, support and upgrade such software accordingly. This includes software that may be downloaded and/or purchased from the Internet. Any exceptions must have the IT Manager's approval.

Software on home and Organization computers

Kids Unlimited's computers are Organization-owned assets and must be kept both software legal and virus-free. Only software purchased through the procedures outlined above may be used on Kids Unlimited's machines. Users are not permitted to bring software from home and load it onto Organization-owned computers.

Generally, Organization-owned software cannot be taken home and loaded on a user's home computer if it also resides on an organization-owned computer. If a user is to use software at home, Kids Unlimited will purchase a separate package and record it as an organization-owned asset in the software inventory register. However, some software companies provide in their license agreements that home use is permitted under certain circumstances. To request home use of software, contact your manager.

Shareware

Shareware software is copyrighted software that is distributed via the Internet. It is the policy of Kids Unlimited to pay shareware authors the fee specified for use of their products. Acquisition and registration of shareware will be handled the same way as for commercial software products.

Penalties and reprimands: electronic communications

Violation(s) of any electronic communications / software policy may subject employees to

discipline, up to and including termination.

SAFETY & HEALTH

Safety program

Kids Unlimited is committed to providing a safe and healthy workplace and to complying with all applicable federal and state occupational health and safety laws. The Safety Committee and OSHA Representative holds regular meetings to discuss and improve any unsafe working conditions.

Accident prevention

All employees are responsible for conducting themselves in a safe manner. This includes following appropriate safety precautions, using proper body mechanics when lifting and operating instruments, equipment or machinery according to guidelines. Any hazardous, unsafe conditions should be reported to your supervisor immediately. Where applicable, employees are required to wear protective eyewear, headgear and/or any other personal protective equipment.

It is the employee's responsibility to inform their supervisor if they are taking any medication that may cause drowsiness or other side effects that could impair their performance or cause a safety or health risk to themselves or to others.

Safety rules

The following safety rules apply Organization-wide. They are for your protection, for those who work around you and all Kids Unlimited employees. We consider these rules so important that violations can result in immediate discipline, up to and including termination:

- Work in compliance with all Federal, State and Kids Unlimited safety rules and regulations.
- Follow instructions. Never use or operate any instruments, machinery, equipment or tools until you have been authorized or properly trained to do so.
- Report any injury or accident to your supervisor immediately.
- Report all unsafe conditions, hazards, missing safety devices or equipment or an employee working in an unsafe manner immediately to your supervisor.
- Properly use all safety devices for your job. Never operate machines unless all guards and safety features provided are in place.
- Use proper lifting techniques at all times; bend your knees, keep your body erect, then push up with your legs. Get help when lifting or moving heavy or bulky items/boxes, anything beyond your ability to lift or move on your own or anything weighing over 40 pounds, such as dough tubs and kegs, for example.
- Always wear appropriate and proper personal protection, i.e., safety glasses, gloves, earplugs, etc. in an area requiring such protection. All personal protective equipment shall

be maintained in a sanitary and reliable condition and worn as instructed by your supervisor.

- Maintain good housekeeping in all work areas at all times, including keeping the area you work clean and putting trash in an appropriate container.
- Acquaint yourself with the location of fire extinguishers in your area. Report any used or missing extinguisher to your supervisor and have them replaced immediately. In addition, be familiar with the fire exit routes for your location.
- Acquaint yourself with the placement of first aid kits and spill kits.
- Know the chemicals you work with. Read the label or refer to the applicable Safety Data Sheet(s)/SDS.
- Store chemicals in designated areas and in accordance with manufacturer's instructions.
- Be familiar with the first aid procedures for chemicals you are using.
- All electrical boxes will be properly labeled, covered, supported and closed. Three feet of clearance must be maintained in front of all electrical boxes.
- Employees shall not remove, deface or destroy any warning, danger sign or barricade, or interfere with any other form of accident prevention device or practice provided which they are using or which any other employee is using.
- Do not use defective tools or equipment. No tool or piece of equipment should be used for any purpose for which it is not suited, or none should be abused by straining beyond its safe working load.
- Engaging in any unsafe acts or horseplay of any nature will not be tolerated. Report any observations of these acts/activities to your manager or supervisor.

On-the-job injuries

If you are injured on the job, even if you consider it a minor injury, you must notify your supervisor immediately. You will be required to complete an incident report within 24 hours of the injury. Forms are available from your supervisor or Department Manager.

If the injury requires medical attention, contact Human Resources to complete the required Form 801. This form must be completed and returned to Human Resources no later than 24 hours following a work-related incident/accident.

Workers' compensation

In the event that you become injured on the job, the cost for medical treatment of an injury or illness that occurs in the course and scope of your employment usually is covered by workers' compensation insurance. If medical treatment is required, you will be sent to a designated doctor or hospital, depending on the nature of the injury. Contact Human Resources to complete the required 801 form. This form must be completed and returned to Human Resources no later than 24 hours following a work-related incident/accident (except in cases of emergency).

Kids Unlimited has an Early-Return-To-Work Program for returning employees with workers' compensation claims to employment at the earliest date following injury or illness. Employees may be offered light duty or modified work temporarily to accommodate restrictions while

recovering from an on-the-job injury or illness. Each case will be assessed individually based on need.

Neither Kids Unlimited nor its insurance carrier will be liable for payment of workers' compensation benefits for any injury that arises out of an employee's voluntary participation in any off-duty recreational, social activity which is not part of the employee's work-related duties.

Heat illness prevention

The purpose of the heat illness prevention plan is to implement and provide effective and safe work practices to prevent both indoor and outdoor heat-related illnesses for employees working in both indoor and outdoor workplaces and to comply with Oregon OSHA's Heat Illness Prevention rules.

The procedures describe the minimum essential heat illness prevention steps applicable to our work settings. During weather conditions where there is a higher risk for heat illness (such as during a heat wave or other severe working or environmental conditions), we must exercise greater caution and employ greater protective measures such as cool down rest periods, shade and water, as needed to protect our employees.

A copy of this plan shall be made available to all employees. The plan will be reviewed annually and updated as necessary. Please direct any questions to Human Resources.

Wildfire smoke prevention

The purpose of the wildfire smoke prevention plan is to implement and provide effective and safe work practices to protect employees who are or will be exposed to wildfire smoke where the ambient air concentration for fine particulate matter (PM_{2.5}) is at or above 35.5 µg/m³ (Air Quality Index value of 101 for PM_{2.5}) and to comply with Oregon OSHA's Protection from Wildfire Smoke rules.

In support of this, NIOSH approved respirators will be available for voluntary use when the AQI is at or above 101. Whenever employee exposure is at or above AQI 251, employers must ensure that employees wear NIOSH-approved respirators. When the AQI equals or exceeds 501, employers must ensure that employees wear NIOSH-approved respirators and implement a complete Respiratory Protection Program in compliance with 29 CFR 1910.134 or OAR 437-004-1041: Respiratory Protection. Please direct any questions to Human Resources.

Hazard communication program

Employees will receive training so they may work safely with hazardous chemicals found in their workplace.

Bloodborne pathogens exposure control program

OSHA's standard for reducing exposure to bloodborne pathogens is based on the adoption of these universal precautions as a method of infection control. Hazards can be minimized or eliminated using a combination of engineering and work practice controls, personal protective clothing and equipment, training, signs and labels, hepatitis B vaccination and other provisions. Universal precautions are based on the assumption that all human blood and body fluids are potentially infectious for HIV, HBV and other blood borne pathogens.

Bloodborne pathogens are identified as certain pathogenic microorganisms found in the blood of infected individuals which may be transmitted to other individuals by blood or certain other body fluids such as semen, vaginal secretions, saliva and in any body fluid that is visibly contaminated with blood, as well as in all body fluids where it is difficult or impossible to differentiate between body fluids. Feces, nasal secretions, sputum, sweat, tears, urine and vomit are not infectious unless they contain visible blood.

OSHA gives primary attention to the two most significant bloodborne pathogens: hepatitis B virus (HBV) and human immunodeficiency virus (HIV), the virus that causes AIDS. Blood spill kits and biohazard bags should be located around the building, including the front desk. Paper towels and disinfectant (universal disinfectant is 10 parts water to 1 part bleach) are available for cleanup.

You may be confronted with an emergency, and handling blood-contaminated materials or the cleanup of blood on surfaces will require you to do the following:

- If you are administering first aid, always wear disposable rubber gloves. If you are administering CPR, always use a disposable resuscitation mouth to mouth airway.
- Always use disposable rubber gloves, lay down paper towels on the spill to prevent splashing and apply disinfectant to the paper towels when cleaning up a blood spill.
- Dispose of blood contaminated materials in a specially marked red, plastic bag for hazardous waste.
- Immediately wash your hands after the incident with soap and water. If water and soap are not available, use the disinfectant and wipes from the first aid kit.
- Do not touch your face, eyes or other parts of your skin while wearing rubber gloves.
- IF YOU ARE EXPOSED, wash the exposed area immediately with soap and water; report the contamination exposure to your supervisor. Your supervisor will ask you to go to a physician for a blood test, a vaccination for hepatitis B (HBV) and counseling. If possible, your supervisor will have the source blood tested and the results made available to you.
- You and your supervisor must make documentation of the exposure and the circumstances related to the incident on a report.

Any Kids Unlimited employee who has an exposure incident while on School District property must immediately report the incident to the School's or District's Safety Officer, in addition to their direct supervisor.

Smoking and smokeless tobacco products

As part of our safety and health efforts, we have a policy limiting the use of tobacco products to

scheduled breaks and meal periods. If you must use tobacco products, including E-cigarettes and similar, related appliances, please do so in the designated smoking areas only — not in the parking lots. Managers in some work areas have the authority to request employees to smoke only in their vehicles or not to smoke at all on Organization premises. Discharge tobacco product refuse, including smokeless tobacco refuse in the appropriate trash receptacles to keep all areas free of refuse and to limit any fire hazard.

Workplace violence

Kids Unlimited strives to maintain a work environment free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons or other dangerous devices onto Organization property or any other act which is inappropriate to the workplace. Please report any incident to your supervisor immediately.

Weapons policy

As an employee, you are not permitted to carry, possess or use any guns or other dangerous weapons or devices for any purpose at any time on Kids Unlimited property, or at any time you are considered in a “working” status. Weapons and other dangerous devices also are prohibited off Organization property while an employee is on Organization business or at Organization sponsored events. Weapons include but are not limited to handguns, rifles, automatic weapons, knives, mace, tear gas, stun guns and any similar device including hunting firearms. Violation of this policy may lead to immediate termination of employment.

Workplace searches

Out of concern for the safety of all who are on our premises, the security of Kids Unlimited property and the maintenance of a drug-free workplace, we reserve the right to conduct workplace searches and investigations at our discretion and in the manner considered appropriate to the circumstances.

You should be aware that searches and investigations could include, but are not limited to, the following: searches of Organization premises, vehicles and equipment, including employee’s desks, offices, files, computer and computer files or other Organization property; questioning of employees and other personnel on Kids Unlimited premises; and inspection or search of packages, vehicles or other personal property or articles brought onto Organization premises.

Media and emergency communication procedures

All staff should become familiar with the following Emergency Procedures as the safety and wellbeing of our staff and program participants could depend on them. Staff required to be CPR and/or First Aid certified must keep their certification current.

Crisis communication — media and the press

When Kids Unlimited experiences an accident, missing person, drowning, death or child abuse allegation — anything unexpected and detrimental — follow these procedures:

DO NOT make any statements regarding the incident. The response to the media is: “*Our Executive Director will respond to all of your questions.*” Do not respond with “*No Comment.*”

The Executive Director is the official spokesperson. Notify the Executive Director if you are contacted by the media.

Take down the reporter’s name, station or newspaper and telephone number to assist the Executive Director. Be courteous and helpful to the media if they need assistance in contacting this person.

All program participants and spectators should be kept away from the scene of the accident. ONLY IF you are authorized to speak to the media:

- Be sure you know the facts and relate only facts. Do not give any opinions or elaborate on the facts.
- Answer only the questions asked and do not withhold facts. Do not be evasive.
- If you need to check a fact, feel free to tell the reporter you will call back in a few minutes. Just make sure you do call the reporter back. To a reporter, deadlines are everything.
- Be concise and defuse negatives.
- Treat all media (newspaper, television, radio) the same.
- Make no statement of policy, unless you are absolutely positive of accuracy.
- Do not reveal confidential data, place or accept blame.
- Remember that nothing is “off the record” to a reporter. Even if reporters have put away their pen and notebook, they are still on the job and have a right to quote you. Do not engage in casual conversation about the incident.

Internal communication and notification procedure

Emergency numbers on a contact list should be posted at the reception desk and other important areas of the facility. Key staff are not always readily available and may need to be notified of an emergency at any time, day or night. The list should not only include the Executive Director, but Directors and Coordinators, or anyone else who may need to be contacted after normal working hours.

ADDITIONAL INFORMATION TO KNOW

Communication

Open, consistent communication is essential to our business. Clearly, our ability to communicate with each other to do our jobs and stay abreast of organizational changes is critical to our success. We are committed to open, honest and fact-based communication at all levels. Communications within Kids Unlimited take many forms including:

Staff meetings: Supervisors may conduct departmental meetings to keep staff informed, provide information and maintain open communication and good working relations. Your manager should notify you of scheduled meetings.

Bulletin boards: Bulletin boards are used for posting only Organization information, such as required notices, job postings, Organization activities, policy changes or other Organization communications.

As appropriate, announcements, letters and updated policies and procedures are distributed to keep employees fully informed about important developments.

In the event that issues arise, informal communication between you and a co-worker is sometimes the best way to work toward a solution. If issues cannot be resolved, your manager is available to assist you if needed. Their role is not to take “sides” but rather to help work toward “win-win” solutions.

Contracts, leases and agreements

The Executive Director only can sign contracts. No one else in the Organization has that authority, unless the Executive Director has specifically delegated that authority. All contracts and lease agreements should be forwarded to the Executive Director to be reviewed for insurance, payment terms and other fiscal or legal implications.

Organization-owned equipment

All tools, equipment, office supplies, medical supplies and office equipment is to be used for Organization business only. Personal use of Organization resources is not authorized. Office and medical supplies are not to be removed for personal home use.

Intellectual property and inventions

During your employment it must be understood that any work produced while employed for Kids Unlimited is the property of Kids Unlimited, and that you will assign all rights to such work to the Organization. For your protection, be sure to identify any personal work in progress when first employed by Kids Unlimited that will not be subject to this policy.

Contributions, donations and fundraisers

The Executive Director makes all decisions regarding contributions, donations and fundraisers. Please do not make any commitments about contributions but refer all such requests in writing and with specifics to the Executive Director. The Executive Director makes all decisions regarding how fundraiser earnings are allocated.

Solicitations and distributions

To reduce interference with work and imposition on others, employees may not solicit or distribute literature or products on behalf of commercial (“for-profit”) enterprises (their own or others) at any time or anywhere on Organization premises. People who are not employees are not permitted to solicit or distribute literature or products for any purpose anywhere on Kids Unlimited property. In addition, employees may solicit other employees for non-commercial causes only during the lunch or break time of any employees involved. Employees may not distribute advertising, political or other solicitation material of any kind in work areas at any time. Bulletin boards are only for official government notices and Kids Unlimited communications. Employees may not post anything on these bulletin boards without prior approval from your manager.

Welcome aboard!

All of us at Kids Unlimited welcome you to the team. We hope your experience here will provide you with the professional challenge and opportunity you are seeking, as together we continue our journey toward excellence. After carefully reading this Handbook, keep it for easy reference.

Kids Unlimited is committed to providing exceptional service to our customers. We take pride in our products, services and our staff. We hope you will share in that pride and commitment to quality as you become a part of the Kids Unlimited team.