



Employee Handbook

Oregon Labor Candidate School

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Table of Contents

Introduction.....	3
Employment Policies.....	4
Flexible Workplace Policy.....	7
Salaries and Wages.....	8
Benefits.....	9
Leave Benefits.....	10
Professional Development.....	12
Leaving OLCS.....	13
Other General Policies.....	14

Introduction

The **Oregon Labor Candidate School** trains and supports union members and labor advocates to run successfully for public office.

Our Story

The Oregon Labor Candidate School (OLCS) was created in 2012 by a coalition of public and private sector unions to train and support union members to run for public office. It is a 501c4 nonprofit organization with 10-12 board of directors from participating unions guiding the work of the organization. Board members are from unions that represent nurses, firefighters, teachers, school bus drivers, electricians and other building trades, public employees, direct care providers, professors and many more workers.

The training and support offered from OLCS are available to all union members who desire to create and pass policies that positively impact the lives of workers in our state.

We have developed as an organization with strong operating values. These core values are:

- collective action
- economic fairness
- empowerment
- solidarity
- respect
- democracy
- justice

Purpose of Handbook

This Employee Handbook has been developed to provide general guidelines about OLCS's policies and procedures for employees. It sets forth the general employment policies applicable to all full-time, part-time, and temporary employees, as well as volunteers. With the exception of state-mandated policies, these guidelines are subject to modification, amendment or revocation by OLCS at any time, without advance notice. This is at-will employment.

Employment Policies

Definition of Terms

Place of Employment

Your regular place of employment will be at the AFL-CIO office at:

3645 SE 32nd Avenue
Portland, Oregon 97202

Temporary Employees

Employees who work for limited duration periods. Temporary employees are not eligible for all benefits.

Probationary Employee

You are in a probationary period for three months from your date of hire. This introductory period is a time for becoming familiar with our team, the tasks/goals involved in your job position, and with the goals and priorities of the organization. This time allows you to decide if the job is right for you and gives OLCS a chance to evaluate your skills and ability to perform the responsibilities. We encourage you to communicate with your supervisor to establish goals and assess performance. Probationary employees can be terminated with or without cause. Probationary employee status does not affect access to benefits.

Regular Employees

Full-time or part-time staff who are hired indefinitely. Regular employees are eligible for benefits. They are at-will employees.

Exempt and Non-Exempt Employees

You will be classified as an exempt or non-exempt employee when you are hired. Exempt employees are paid on a salary basis and meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA"). Non-exempt employees are paid an hourly rate and do not meet the qualifications for exemption from the overtime requirements of the Fair Labor Standards Act ("FLSA").

Family Member

Any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

Equal Employment Opportunity

OLCS provides Equal Opportunity Employment (EEO) to all qualified employees and applicants without unlawful regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, pregnancy or any other status protected by applicable federal, state, or local law. This EEO policy applies to all aspects of the employment relationship – including but not limited to recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment.

As part of its commitment to EEO, OLCS is committed to providing reasonable accommodations for employees with disabilities. If you believe you would benefit from an accommodation for a possible disability, please tell your supervisor what your needs are and what you think would be a good accommodation. OLCS will work with you to try to find an accommodation that meets everyone's needs. If you are not satisfied with the results of this process, you can use the grievance procedure described below.

All employees are expected to comply with OLCS's EEO policy. Any employee's failure to do so may result in discipline, up to and including termination.

Anti-Harassment Policy

Sexual harassment

Sexual harassment has been defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made either implicitly or explicitly a term or condition of employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; and/or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment

Some examples of conduct that could give rise to sexual harassment are unwanted sexual advances; demands for sexual favors in exchange for favorable treatment or continued employment; sexual jokes; flirtations; advances or propositions; verbal abuse of a sexual nature; whistling, touching; assault; sexually suggestive, insulting, or obscene comments or gestures; displays in the workplace of sexually suggestive objects or pictures; or discriminatory treatment based on sex. The foregoing list is not exhaustive.

Other forms of harassment

This policy covers and prohibits other forms of harassment as well. Other forms of prohibited harassment include harassment against an individual based on the individual's race, color,

religion, national origin, age, sexual orientation, marital status, disability, protected activity, gender identity, familial status or any other status protected by applicable law.

Such harassment may include verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of any protected status, such as epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to a protected class or written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of their protected status.

Grievance Procedure

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, employees are responsible for respecting the rights of their coworkers and strictly adhering to the letter and spirit of this policy. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or the President of the Board, at any time if they have questions relating to the issues of discrimination or harassment.

If you believe that you have experienced any harassment or discrimination, you are expected and required to bring the matter to the attention of your immediate supervisor as soon as possible. If you believe that it would be inappropriate or uncomfortable to discuss the matter with your immediate supervisor, you may bypass your immediate supervisor and report the matter directly to any manager or supervisor, including the President of the Board. You may bring this to your supervisor or a manager's attention verbally at first, but then a grievance in writing needs to be submitted.

In addition, any employee who observes any conduct that he or she believes constitutes harassment or discrimination must immediately report the matter to his/her supervisor, any supervisor or manager, or the President of the Board.

Investigation

All complaints and reports will be promptly and impartially investigated and will be kept confidential to the extent possible, consistent with the organization's needs to investigate the complaint and address the situation. If discrimination or harassment in violation of this policy is found to have occurred, OLCS will take prompt, appropriate corrective action, and any employee found to have violated this policy will be subject to disciplinary action, up to and including termination of employment.

Protection against retaliation

OLCS prohibits retaliation in any way against any employee because the employee has in good faith: made a complaint pursuant to this policy, reported harassing or discriminatory conduct directed at others, or participated in an investigation of such conduct. Any employee who is found to have retaliated against another employee in violation of this policy will be subject to disciplinary action up to and including termination of employment.

Confidentiality

All complaints under this policy will be treated as confidentially as is possible under the circumstances and as is consistent with OLCS's need to investigate and respond to the complaint.

Flexible Workplace Policy

Commitment to Flexibility

At OLCS, we are committed to providing a work environment in which employees can achieve a balance between their work and outside interests. Flexible workplace practices help us meet our organizational goals of building a healthy and sustainable workforce.

We recognize that at different life stages, employees may seek to balance their work and outside interests (e.g. study, family, community involvement) by using flexible work practices. We also recognize that over the life course those interests may vary, and the type of flexibility desired may also vary. We are committed to accommodating an employee's need for flexibility, subject to reasonable business needs.

We offer flexibility but we expect that while being flexible you will be mindful of organizational needs, including managing workflows and the impact on other team members. It is important to remember that in order to make this work, we take a results-oriented approach, in that you are expected to meet your goals by the deadlines set.

Definition

By flexible work practices, we mean arrangements that vary from the standard working day and week of 9am to 5pm, Monday to Friday. Flexible work practices include: variations to working days (e.g. working part-time and job-sharing), working location (e.g. working from home), working hours (e.g. working 8am to 4pm, instead of 9am to 5pm; and/or working condensed hours)- This list is intended to be inclusive and not exhaustive and we expect that variations will arise in practice.

Breastfeeding Breaks

If you are breastfeeding, you will have access to unpaid breaks for milk expression and/or breastfeeding as needed. You are welcome to develop your schedule around your breastfeeding needs. OLCS will provide you with a private location for expression of breast milk and/or breastfeeding. The private location could include an empty/unused office or conference room near the work area. The private location will not be a bathroom or cubicle.

Salaries and Wages

Pay Determination

We value the skills, time and talent you bring to your work. Salaries are offered within a range, with part-time salaries that are based on an established full-time salary. Salaries will be reevaluated annually.

Hours and Work Expectations

It is OLCS's intention for employees to maximize flexibility *and* manage workloads so that the work is doable within assigned FTEs. It is our expectation that you will work the hours for which you are hired. However, we understand that given the nature and seasonality of our work, there may be times when there is more work than hours assigned. If you work an extraordinary number of hours in a given week, with supervisor approval you may take some extra paid time off within that month's timesheet reporting period.

Getting Paid and Timekeeping

You are paid twice monthly on the sixth and twenty-first of the month. If payday falls on a weekend or holiday, you will be paid on the preceding business day. You have the option of receiving your paycheck via direct deposit or live check.

For salaried employees OLCS will not reduce your pay if you work less than your FTE in a given pay period. Often the work at OLC is variable, with some times requiring more hours and some less. However, all employees are responsible for working the FTE for which they are paid overall.

Meal and Rest Breaks

If you are not exempt from statutory meal and/or rest break requirements then you are required to take all statutory breaks. Other employees are strongly encouraged to take meal and rest breaks.

Expense Reimbursement

OLCS will reimburse you for approved business expenses. Expenses should be reviewed and approved by your supervisor in advance of purchase. All employees requesting reimbursement for approved expenses should submit receipts to the Executive Director (ED), and the Board Treasurer approves expenses for the ED. Reimbursement will be provided as a check separate from your paycheck.

Benefits

Health Insurance

We currently offer a stipend of \$250 to cover your healthcare expenses.

Retirement Plan

Our retirement plan is a SEP 401k at Vanguard. OLCS puts 15% x salary into your SEP account monthly.

Life and Disability Insurance

OLCS provides life and disability insurance for its employees.

Sabbatical Policy

OLCS offers paid sabbaticals as a way for long-term staff members to rejuvenate on a personal and professional level, and to bring fresh ideas and perspectives to their work.

1. Eligibility for Sabbatical Leave.

Staff are eligible for sabbatical leave when they have completed 7 consecutive years of employment. After taking a sabbatical, a staff person would be eligible again after another 5 consecutive years of employment.

However, it is not a given that the organization will approve a sabbatical leave. In all cases, approval is subject to the ability of OLCS to accommodate the leave.

Sabbatical leave cannot be paid out if unused.

2. Duration of Sabbatical Leave.

Qualifying staff may receive up to 8 weeks of sabbatical leave.

3. Compensation and Benefits During Sabbatical Leave.

You will receive your current full pay during the sabbatical leave.

4. Scheduling Sabbaticals.

You must submit a written request to the Executive Director or Board Chair or their designee at least 6 months prior to your expected leave.

5. Returning Commitment.

You are required to work for one year beyond the end of the sabbatical. If you work less than one full year, you will need to reimburse OLCS for the same proportion the paid sabbatical.

Leave Benefits

OLCS offers competitive leave benefits. There will be times when, because of our unique workflow, we will be extremely busy. However, our intent is to balance the busy times with flexible workplace policies and ample leave benefits. We encourage you to take time off, be well rested, and take time to enjoy life outside of work.

Paid Holidays

The paid holidays are:

- New Year's Day
- MLK Day
- President's Day
- Memorial Day
- July 4
- Labor Day
- November Election Day (even years)
- Veteran's Day
- Thanksgiving
- The Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Paid Time Off Policy

OLCS does not track paid time off. All employees are expected to take time off when sick. Vacations are encouraged and should be reported to the board at least one month prior.

Family and Medical Leave

While OLCS is not required to abide by the Family Medical Leave Act (FMLA) or Oregon Family Leave Act (OFLA) due to our size, we offer the benefits provided for in those laws to our employees. All employees are eligible for 12 weeks family and medical leave regardless of length of employment or FTE status. Up to two weeks will be paid and 10 weeks unpaid leave. Employees may request family and medical leave for the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care ("parental leave");
- To care for a family member with a serious health condition ("family member leave");
- For a serious health condition that prevents the employee from performing his or her job;
- To care for an injured service member (Armed Forces, National Guard and Reserves) who is the employee's spouse, child, parent or next of kin, with a serious injury or illness incurred on active duty ("military caregiver leave");
- For a qualifying exigency arising out of the employee's spouse, child or parent's active duty, or call to active duty in the National Guard or Reserves ("qualifying exigency military leave"); or
- To care for a minor child who is ill and requires home care, and does not have a serious health condition ("sick child leave").
- In the event of the death of a family member.

The leave calculation year for family medical leave is 12 months starting with the first day family leave is taken by the employee.

Up to two weeks (FTE equivalent) of family and medical leave is paid at your regular salary. After the two weeks of paid leave, you can take the further family leave unpaid. When possible, employee should provide advance notice of their need for leave. Each case will be reviewed on an individual basis, though the basic principle of 12 weeks of job-protected leave remains. OLCS may require documentation of the reason for family and medical leave.

Parental Leave

If you are a regular employee who becomes a parent through the birth or adoption of a child, you are eligible for up to a maximum of twelve (12) weeks total of unpaid parental leave, in addition to time taken for family leave.

All regular employees are eligible for this leave, regardless of length of employment. You must give at least sixty (60) days notice of intent. Each case will be reviewed on an individual basis, though the basic principle of 12 weeks of job-protected leave remains.

Jury Duty

Leave of absence, with up to 2 weeks of pay, is allowed for jury duty and court appearances over which you have no control. Your pay will only be for the hours you normally work, not the number of hours spent on jury duty. You will continue to receive any fringe benefits you are entitled to during any period of jury duty. After 2 weeks you may continue your leave of absence unpaid. You must turn any compensation over to OLCS. This is an agreement that you will not waive your jury duty fees under ORS 10.061.

Military Leave

Regular employees attending National Guard or military exercises, or called to active duty, are provided unpaid leave for the duration of their military service. The employee may elect to collect unused vacation accruals or have the accrual retained. Policies governing this leave are designed according to the Uniformed Services Leave and Re-employment Act and applicable state regulations. No employee who has taken military leave can be discharged as a consequence of taking the leave.

Professional Development

Supervision

The ED oversees the work of OLCS staff and holds regular check in meetings to review the workload and alignment with the board approved strategic plan. The Board Chair oversees the work of the Executive Director and holds regular check in meetings to review the workload and alignment with the board approved strategic plan.

Probationary Work Review

You will have a 90 day probationary period when you begin employment. This time period will allow both you and the organization to determine the suitability and satisfaction of you and the agency to your position. You will receive a performance review from your supervisor at the end of your probationary period. If it is determined that further evaluation or training is required for you to be able to function satisfactorily in your position, the probationary period may be extended up to an additional 180 days. If it is determined that an extension of the evaluation

period is warranted, employees will be reviewed again at the end of the extended evaluation period.

Annual Work Plan and Performance Review

Performance reviews will be conducted as needed and are typically conducted near the end of the fiscal year.

Trainings

We believe that continuing education is essential to the work we do. For the purpose of staff development, employees may be authorized to attend appropriate conferences and training from time to time. Staff time and expenses will be paid for these conferences and training only when authorized in advance by the employee's supervisor. Educational leave without pay may also be granted at the discretion of the employee's supervisor and with the approval of the Executive Director.

Leaving Oregon Labor Candidate School

Voluntary Resignation

We understand that you may need to resign your position to pursue other opportunities. We ask that you provide at least two weeks written notice of your intent to leave. This will give us time to make necessary organizational adjustments. As part of your severance you will be paid for 2 weeks of every year of service to the organization, with a cap of 8 weeks paid.

Involuntary Discharge

Please note that your employment can be terminated with or without cause and with or without notice at any time at the option of you or OLCS. In addition, discharge may occur out of a need to reduce the workforce.

Layoffs

Should the OLCS Board of Directors determine that OLCS should no longer have employees, the same policy as Voluntary Resignation applies.

Returning OLCS Property

You must return all OLCS property, including keys and other property, in your possession by your last day of employment.

Other General Policies

Mileage Reimbursement

Employees can be reimbursed for miles driven in the course of their job. We reimburse at the Federal rate. Employees must fill out a mileage reimbursement form by the end of the month in which the travel occurred.

Use of personal cell phones and computers

A computer is a required tool for OLCS employees. Employees can use a computer owned by OLCS, or can use their own computer. OLCS provides tech support.

OLCS will reimburse employees \$60 per month for personal cell phones that they use for work.

Use of OLCS email and technology

OLCS may provide you an email address, computer, phone and other resources for your use at work. You can make incidental personal use of these items. However, please remember that they are the property of OLCS and your use of them is not private. For example, OLCS might need to read emails in your work email account without your permission. Also, please make sure your use of them complies with OLCS policies. For example, harassing or discriminatory use of your work email account is unacceptable.