

2025



Donate Life Northwest

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I. Introduction

1. Welcome!

It's a pleasure to welcome you to the Donate Life Northwest team! To help you succeed here, we are pleased to share our Employee Handbook. While you are required to read it as a Donate Life Northwest employee and reference it in your work, we also hope you will find it informative and a useful tool during your tenure.

This handbook is effective March 19, 2025. It supersedes all previous handbooks, statements, memos, policies, and practices that were issued before that date. No manager, supervisor, or other Donate Life Northwest employee is authorized to enter into an agreement contrary to the provisions of this handbook unless that agreement is in a written document signed by the Executive Director.

This handbook contains general information about Donate Life Northwest, (referenced throughout as DLNW,) its employment policies, and the benefits you receive as an employee. It is not a guarantee of employment for any particular duration, does not guarantee any particular terms or conditions of employment, and does not provide you with any contractual rights. Instead, it is intended to provide general information.

Like any other compilation of general information, this handbook and its provisions are subject to change from time to time at DLNW's sole discretion. Each new edition of this handbook is up to date at the time it is issued, and it supersedes all previous handbooks and other documents related to personnel matters and policies. The handbook does not include employee benefit plan documents and is subject to federal, state, and local laws and regulations.

If you have any questions at all about the contents of this handbook or anything else related to your important work with Donate Life Northwest, please ask your supervisor, seek out our Operations Director, or come chat with me!

Most importantly, thank you for your commitment to Donate Life Northwest and for continuing to make this a great place to work. We hope that your experience here will be enjoyable and rewarding. Again, welcome! We look forward to working with you.



Laura Ellsworth
Executive Director
Donate Life Northwest

2. About Donate Life Northwest

History

In 1975, responding to medical advances in transplantation, local healthcare professionals formed Oregon Donor Program by bringing together organ, eye, and tissue procurement agencies to collaboratively increase the local donor pool. For fifty years, Oregon Donor Program has successfully advocated for improved donation laws, developed educational programs, and conducted awareness campaigns to enlist the help of organizations, clubs, faith groups, and businesses.

In 2007, Oregon Donor Program changed its name to Donate Life Northwest, reflecting the organization's commitment to educate people in Oregon and SW Washington about the importance and impact of organ, eye and tissue donation and to increase the number of people signed up on the Oregon and Washington donor registries.

Donate Life Northwest, currently housed in OHSU space, is incorporated as a private nonprofit organization with 501(c)(3) tax status. Funding sources include grants, corporate sponsorships and contributions, individual gifts, and member agency support.

Mission Statement

To save lives and improve health through the promotion of organ, eye, and tissue donation.

Vision Statement

A world where no one waits for an organ, eye, or tissue transplant.

Values

Integrity

In order to be the best stewards of the gifts of organ, eye, and tissue donation, we believe in operating with integrity, trust, honesty, and transparency.

Community

As the face of the transplant and donation community, DLNW strives to foster unity, connection, and support through programs and education that inspire organ, eye, and tissue donation.

Generosity and Gratitude

We celebrate the generosity and gratitude of our community, and empower them to share and inspire others.

Leadership

We work to inform, inspire, and empower through innovative, effective, and timely programs

Equity and Inclusion

We seek to eliminate existing health and education inequities so that all people will have the choice to give and the opportunity to receive. We strive to include diverse voices and experiences to inform this work.

Team Cultural Agreements: How we strive to communicate

1. Be kind. Give others the benefit of the doubt. Forgive others mistakes, apologize for your own.
2. Communicate needs and concerns as promptly and directly as possible. Trust others to do the same.

3. Work to de-escalate conflict situations and look for solutions with the highest of intentions for co-workers and the organization.
4. Acknowledge co-workers. Make efforts to strengthen relationships and build trust.
5. Celebrate successes. Give professional and positive recognition and feedback.
6. Practice inclusive and transparent communication and decision-making. Ask for feedback and clearly communicate processes.
7. Emphasize teamwork. Be engaged and involved in the work of Donate Life Northwest.
8. Practice active listening, offering your full attention when others speak. If you do not fully understand what is said, paraphrase before responding.

3. About This Handbook

This Employee Handbook (the “Handbook”) is designed to acquaint you with DLNW and to provide you with important information about working conditions, employee benefits, and some of the policies affecting your employment. You should read and understand the entire Handbook, as it describes many of your responsibilities and outlines programs developed by DLNW to benefit employees.

The standards of conduct described in the Handbook apply to all employees of DLNW and are intended to help us all get along in a friendly, inclusive and productive atmosphere. Our policies are also designed to promote productivity and career advancement.

Of course, no employee handbook can anticipate every circumstance or question. As DLNW continues to grow, the need may arise, and DLNW reserves the right to revise, supplement, or rescind any policies or portions of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. No oral statements or representations can in any way change or alter the provisions of this Handbook.

The Handbook contains only general information and guidelines. It is not intended as an exhaustive statement of your responsibilities. The Handbook does not include detailed employee benefit plan documents. To the extent an issue or procedure is not found in this Handbook, or if any policies are unclear to you, you are encouraged to consult with your supervisor or the Operations Director who will be glad to help you.

The Handbook is not a contract or an agreement for continued employment or employment for a particular length of time. Neither any provision in the Handbook, nor any oral or written representation by any manager should be construed or understood by you to be a contract of continued employment or to limit DLNW’s freedom to make policy changes. Similarly, nothing in the Handbook should be construed to affect DLNW’s employment-at-will policy, which permits you or DLNW to end our relationship for any lawful reason at any time. This Handbook is effective as of July 1, 2019; it supersedes all previous memos, policies and practices that are in conflict with its provisions.

4. Management Rights

The meeting of Donate Life Northwest’s mission and goals depends on the efficient operation of Donate Life Northwest activities and personnel. The monitoring of procedures is charged to the Executive Director. Donate Life Northwest has the exclusive right to manage its activities and personnel at its discretion. For example, Donate Life Northwest reserves the exclusive rights including but not limited to:

- Establish, abolish or change practices and procedures at any time for the regular conduct of business.
- Determine the working hours of Donate Life Northwest and staff.
- Determine the number and type of employees required to support Donate Life Northwest.
- Establish and change work schedules and assignment of employee.
- Promote, demote, layoff or terminate any employee.
- Establish and enforce rules of conduct and to take disciplinary action when necessary for the orderly conduct of business.

II. General Employment Policies & Practices

1. At-Will Employment Status

We hope that your employment with us will be ongoing and rewarding. However, your employment with Donate Life Northwest (DLNW) is at-will and not for any specific time. This means that the employment relationship may be terminated by either you or DLNW at any time, with or without notice or reason, unless expressly prohibited by law. Nothing in this Handbook limits the right to terminate employment at will. In fact, every aspect of your employment relationship with DLNW is on an at-will basis.

As part of your at-will employment, DLNW expressly reserves its inherent authority to manage and control its nonprofit enterprise and to exercise its sole discretion to determine all issues pertaining to your employment, including all matters concerning promotion, job reassignment, size of the workforce, demotion, transfer, and disciplinary action. **No one other than the Executive Director has the authority to alter this at-will employment arrangement, to enter into an agreement for employment for a specified period, or to make any agreement contrary to this at-will employment policy, and no such agreement will be valid except an express written agreement executed by the Executive Director**

2. Equal Employment Opportunity (EEO) & Anti-Discrimination Policy

DLNW is an equal opportunity employer and actively seeks to achieve the greatest possible diversity and community representation in its staff, board members and volunteer corps. DLNW strictly prohibits unlawful discrimination by any employee, including management, supervisors and co-workers.

Employment opportunities at Donate Life Northwest are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employees and applicants for employment are extended equal employment opportunities without regard to:

- Race
- Color
- Religion
- Sex
- National origin
- Age (individuals 18 years of age or older)
- Status as a member of the Uniformed Services
- Veteran status
- Disability
- Genetic information
- Sexual orientation
- Gender identity or transgender status
- Marital status
- Credit history
- Application for workers' compensation benefits
- A family member who is currently working or has worked for DLNW
- One's status as a victim of domestic violence, harassment, sexual assault or stalking
- Unemployment status (with respect to job advertisements)
- Lawful activity outside the workplace during non-work hours, such as the use of tobacco products
- Pregnancy, childbirth or related medical conditions
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, layoff, access to benefits and training, and all other conditions and privileges of employment.

DLNW strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such a report. DLNW will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

Reasonable Accommodations:

DLNW will provide reasonable accommodations for an employee's disabilities and sincerely held religious beliefs as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. If you would like to request an accommodation, or have any question about your rights and responsibilities, contact the Operations Director, Sara Lewis. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

Discrimination and Harassment Complaint Procedure

If you believe you have been subjected to any form of discrimination or harassment (as defined below) by any person or entity, you should immediately make a written complaint and submit it to your supervisor. If your supervisor is unavailable, or if you feel it would be inappropriate to report to your supervisor for any reason, you may report to the Executive Director or the Operations Director. You will be asked to provide specific information about the behavior at issue, including dates, times, places, and witnesses. Be assured that you can raise concerns and make reports without fear of reprisal. Upon receiving a report of discrimination or harassment, DLNW will provide you with a copy of its anti-discrimination policy.

Any supervisor who becomes aware of possible discrimination or harassment must immediately advise the Operations Director or Executive Director so that the matter can be investigated in a timely manner.

Complaint Investigation and Confidentiality

DLNW takes complaints of discrimination and/or harassment extremely seriously and will promptly undertake an effective, thorough, and objective investigation of your complaint. Such an investigation may include interviewing individuals believed to have information regarding the alleged discrimination or harassment. The identity of the employee making the complaint, as well as the identity of the individual accused of discrimination or harassment, will be kept confidential to the extent possible. However, often an investigation, by its nature, will reveal information through which the identity of involved individuals can be deduced.

It is the obligation of all employees to cooperate fully in a harassment investigation process.

Disciplinary action will be taken against any employee(s) who attempts to discourage or prevent an employee from reporting harassment or taking part in a harassment investigation.

If DLNW determines that unlawful discrimination or harassment has occurred, effective remedial action will be taken commensurate with the severity of the offense, and appropriate action will be taken to prevent future discrimination or harassment.

The results of the investigation will be communicated to the appropriate parties, including the complaining employee. When discrimination or harassment is found to have occurred, appropriate disciplinary action, up to and including termination, will be taken.

Non-Retaliation

It is strictly against DLNW policy for a supervisor or any other employee to retaliate against any person who reports potential discrimination, or who participates in a discrimination investigation. Employees have a duty to report any retaliatory conduct to a supervisor or member of the management team immediately. DLNW will promptly investigate and take appropriate corrective action. Any employee found to be engaging in any type of unlawful retaliation will receive appropriate disciplinary action, up to and including termination of employment.

Discipline

Discrimination and retaliation are serious offenses. Any employee found to have engaged in conduct in violation of this policy is subject to disciplinary action, up to and including termination.

Likewise, if DLNW determines that an employee has provided false information in the course of a harassment investigation, such employee is subject to disciplinary action, up to and including termination.

3. Anti-Harassment

General Harassment

DLNW is committed to a workplace free of unlawful harassment, in which all employees can achieve their full potential. Our practices and policies are intended to impress upon every employee at every level of DLNW the seriousness of this commitment and to strongly encourage employees to report any conduct they perceive to be harassing in nature.

It is critical for all employees to remember our workplace is fundamentally a place for work. Any conduct that interferes with an employee's ability to do their job, including harassing conduct, is detrimental to every one of us and to our organization as a whole. We expect every employee to help create a working environment in which the dignity of each individual is respected. This requires more than just obeying the law; it requires that all employees conduct themselves in a mature and appropriate way in all that they do. No employee may engage in discriminatory or harassing conduct. Supervisors who know of inappropriate conduct are expected to act to stop such behavior.

Unlawful harassment is defined as threatening or offensive conduct directed toward a person because of that person's sex, race, color, age, disability, religion, national origin, marital status, sexual orientation, gender identity, veteran or military status, or any other protected status under federal, state or local laws, where such conduct substantially interferes with an employee's work performance or creates an intimidating, hostile, or offensive work environment.

DLNW actively enforces its policy against harassment. The policy applies to all unwelcome conduct by any supervisor, coworker, subordinate, volunteer, vendor, contractor, customer, or guest that affects an employee's work environment. DLNW considers a violation of this policy a serious offense that will lead to disciplinary action, up to and including termination.

Inappropriate conduct which does not rise to the level of unlawful harassment but which otherwise violates DLNW's expectations about respectfulness and proper workplace conduct may also lead to disciplinary action, up to and including termination.

Sexual Harassment

Sexual harassment can differ from other types of harassment. Unwelcome advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either an explicit or implicit condition of employment.
2. Submission to or rejection of the conduct is used as the basis for employment, salary, or other benefit changes affecting the harassed employee; or
3. The harassment unreasonably interferes with an employee's work performance or creates an intimidating, difficult, hostile, or offensive work environment.

Sexual harassment is defined as unwanted sexual advances or visual, verbal, or physical conduct of a sexual nature. Sexual harassment includes many forms of unwanted offensive behavior. Examples of the sort of conduct that could constitute sexual harassment include, but are not limited to:

- Making unwanted sexual advances or verbal propositions including notes, invitations, and letters
- Making or threatening reprisals after a negative response to sexual advances
- Verbal conduct of a sexual nature, such as making or using derogatory comments, epithets, slurs, and jokes
- Offering employment benefits in exchange for sexual favors
- Visual conduct such as leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Using sex-based words to describe an individual's body
- Physical conduct such as touching, impeding or blocking movements, and assault
- Showing sexual images to someone on an electronic device or phone.

Sexual assault is similarly prohibited. Sexual assault includes unwanted conduct of a sexual nature that is inflicted upon a person or compelled through use of physical force, manipulation, threat, or intimidation.

Any messages or communications sent or received through our electronic communications systems are subject to our anti-harassment and anti-discrimination policy. The use of information systems (including email and the Internet) for the display or transmission of sexually explicit images, messages, off-color jokes, or anything that may be construed as harassment or as showing disrespect for others is prohibited.

Complaint Procedures

If you believe you have witnessed harassment, whether it was against you or someone else, please follow the procedures listed above under Discrimination and Harassment Complaint Procedures. If you have any questions or concerns, please contact your supervisor or the Operations Director immediately

Non-Retaliation

DLNW strictly prohibits any supervisor or any other person from retaliating against any employee who makes a complaint of harassment, or who participates in a harassment investigation. Employees should report any retaliatory conduct immediately to a supervisor or member of the management team. Appropriate measures will be taken to protect those who make a complaint of harassment from further acts of harassment, coercion, or intimidation, and from retaliation due to their reporting an incident or participating in an investigation.

Discipline

Harassment and retaliation are serious offenses. Any employee found to have engaged in conduct in violation of this policy is subject to disciplinary action, up to and including termination.

Likewise, if DLNW determines that an employee has provided false information in the course of a harassment investigation, such employee is subject to disciplinary action, up to and including termination.

Oregon Workplace Fairness Act

Oregon law provides that employees who believe they have been subjected to unlawful harassment, sexual assault, or discrimination should document those incidents in writing. Employees have five years from the alleged harassment, assault, or discrimination to bring legal action. Employees may not be required to enter into a no-rehire, non-disclosure, or non-disparagement agreement in connection with the resolution of such legal action. In other words, DLNW may not condition any settlement of a legal action on the employee: not seeking reemployment with DLNW; refraining from discussing conduct that constitutes harassment, sexual assault, or discrimination; or refraining from making negative statements related to harassment, sexual assault, or discrimination about DLNW. Oregon law provides that employees may, however, request such provisions and that if an employee makes such a request, the employee has seven days to revoke the agreement.

4. Disability and Reasonable Accommodation

DLNW does not discriminate against any applicant or employee in hiring or in the terms, conditions, and privileges of employment due to physical or mental disability, as defined by applicable laws. DLNW complies with the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments Act of 2008 (ADAAA), and related state and local laws covering applicants and employees with disabilities.

DLNW's hiring procedures provide qualified persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's skills, training, experience, and ability to perform the essential functions of the position in question. DLNW also strictly prohibits discrimination against any qualified applicant or employee because the individual is related to or associates with a person with a disability.

An otherwise qualified applicant or employee with a disability who requires a reasonable accommodation must inform a supervisor or member of the management team of the nature of the disability and the accommodation requested. When DLNW becomes aware of any disability which prevents an otherwise qualified applicant or employee from performing their job, DLNW and the disabled individual will work together in an interactive process to identify possible reasonable accommodations that will allow the individual to perform the essential functions of their job. Accommodations that impose an undue hardship on DLNW may be denied. An individual in need

of an accommodation may be required to provide medical certification verifying the need for an accommodation and/or to medically approve an accommodation.

Information about an employee's disability, need for accommodation, and related medical information will be kept confidential, except that information may be shared on a need-to-know basis, including in the following circumstances:

- Supervisors involved in the accommodation process may be informed regarding restrictions on work duties and any accommodations needed;
- Safety personnel may be informed if/when the employee's condition requires first aid or emergency treatment;
- Government officials investigating legal compliance may be informed of the disability.

When DLNW has a job-related reason consistent with business necessity, current employees may be required to provide medical certification or complete medical evaluations to determine their fitness for work. If an exam is required, it will be scheduled at a reasonable time and interval and at DLNW's expense. Information about medical conditions or history is treated as highly confidential and maintained separately from other personnel information. Access to this information is limited only to persons who have a legitimate need to know.

This policy is neither exhaustive nor exclusive. DLNW is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA, the ADAAA, and all other applicable federal, state, and local laws.

In addition to disability, Donate Life will make reasonable accommodations for known physical or mental disabilities of an applicant or employee as well as known limitations related to pregnancy, childbirth or a related medical condition, such as lactation, unless the accommodation would cause an undue hardship. Among other possibilities, reasonable accommodations could include:

- Acquisition or modification of equipment or devices;
- More frequent or longer break periods or periodic rest;
- Assistance with manual labor; or
- Modification of work schedules or job assignments.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation. For this reason, Donate Life NW will **not**:

- Deny employment opportunities on the basis of a need for reasonable accommodation
- Deny reasonable accommodation for known limitations, unless the accommodation would cause an undue hardship.
- Take an adverse employment action, discriminate or retaliate because the applicant or employee has inquired about, requested or used a reasonable accommodation.
- Require an applicant or an employee to accept an accommodation that is unnecessary.
- Require an employee to take family leave or any other leave, if the employer can make reasonable accommodation instead.

To request an accommodation or to discuss concerns or questions about this notice, please contact your supervisor or the Operations Director.

5. Post-Offer Pre-Employment Background Check

DLNW requires that after a contingent employment offer, all applicants complete a Criminal and Sex Offender Registry search and an SSN search prior to employment. Employment will be contingent on the findings of these searches. However, a conviction is not an automatic bar to

employment, and individual circumstances are considered in each case.

6. Immigration Law Compliance

DLNW is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. We do not discriminate because of a person's citizenship or national origin.

Because we comply with the Immigration Reform and Control Act of 1986, every new employee at DLNW is required to complete the U.S. Citizenship and Immigration Services Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If you leave DLNW and are rehired, you must complete another Form I-9 if the previous I-9 with DLNW is more than three years old, or if the original I-9 is not accurate anymore, or if we no longer have the original I-9.

7. Employee Complaint Procedure

DLNW believes that the working conditions, wages, and benefits offered to employees are competitive with those offered by other employers in this area and in this industry. If you ever have concerns or grievances about working conditions, policies or compensation, we strongly encourage you to express these concerns openly and discuss them directly with your supervisor, the Operations Director or the Executive Director. If requested, DLNW will treat the information you provide as confidential, to the extent possible. However, because investigation of your concerns may be necessary, complete confidentiality cannot be guaranteed. DLNW will not retaliate against you for raising concerns and grievances and will strictly prohibit retaliation by management, supervisors or co-workers.

Open Door Policy

DLNW endorses an “open door” policy in order to minimize the potential for conflict, and to resolve disagreements in a straightforward manner. This policy recognizes that misunderstandings between employees or employees and supervisors often can be resolved through frank, respectful, and prompt discussion with the employees involved and/or your supervisor. If such an informal problem-solving procedure is unsuccessful or not feasible, an employee is encouraged to address the complaint to their supervisor, the Operations Director or Executive Director.

8. Code of Ethics & Conduct / Whistleblower Policy

Donate Life Northwest, because of its volunteer leadership and voluntary public contributions, is a trustee for the public. Donate Life Northwest utilizes contributions in educating the public on the value of organ, eye and tissue donation. Our methods and practices are therefore subject to public scrutiny. This then creates special responsibilities on the part of staff. Acceptance of employment with Donate Life Northwest therefore requires acceptance of these responsibilities.

General Responsibilities

1. Observing high standards of business and personal ethics in the conduct of one's duties and responsibilities. As employees and representatives of DLNW, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.
2. Performing the duties of employment in a manner that will reflect favorably on DLNW.
3. Avoiding any activity which does, or could, create a conflict of interest. (See the conflict of interest policy below.)

4. Keep all “confidential” information, which may be received in the course of an employee’s duties confidential. (see Confidentiality Agreement in the Appendix)

Reporting Responsibility

It is the responsibility of all directors, officers, and employees to comply with the Code and to report violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer or employee who in good faith reports a violation of the Code shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against an individual who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within DLNW

Reporting Violations

The Code addresses DLNW’s open door policy and suggests that employees share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee’s supervisor is in the best position to address an area of concern. However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor’s response, you are encouraged to speak with the Executive Director or Operations Director. Supervisors are required to report suspected violations of the Code of Conduct to DLNW’s Compliance Officer, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following DLNW’s open door policy, individuals should contact the Compliance Officer directly.

Compliance Officer

Donate Life Northwest’s Compliance Officer, (the Member at Large on the Executive Committee,) is responsible for investigating and resolving all reported complaints and allegations concerning violations of the Code and, at their discretion, shall advise the Executive Director and the Executive Committee. The Compliance Officer has direct access to the Executive Committee of the Board of Directors and is required to report to the Executive Committee whenever compliance activity arises.

Accounting and Auditing Matters

The Executive Committee of the Board of Directors shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. The Compliance Officer shall immediately notify the Executive Committee of any such complaint and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Handling of Reported Violations

The Compliance Officer strives to respond to the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports are promptly investigated and appropriate corrective action shall be taken as warranted by the investigation.

9. Conflict of Interest Policy

This Conflict of Interest Policy governs the activities of the board and staff of Donate Life Northwest. Questions about the policy should be directed to the Executive Director. It is the duty of all board members and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/ conflicts/ or potential conflicts to (i) the employee's supervisor (ii) the executive director, (iii) the Chair of the Board or (iv) the Compliance officer, or other designated person, as appropriate. This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist Donate Life Northwest manage conflicts of interest and situations that may result in the appearance of a conflict.

What is a conflict of interest?

A conflict of interest arises when a board member or staff member has a personal interest that conflicts with the interests of Donate Life Northwest or arise in situations where a board/staff member has divided loyalties (also known as a "duality of interest"). The former can result in situations that result in inappropriate financial gain to persons in authority at Donate Life Northwest which can lead to financial penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in Donate Life Northwest's decision-making process. Both results are damaging to Donate Life Northwest and are to be avoided.

- *Example #1:* A person in a position of authority over the Organization may benefit financially from a transaction between the Organization and the board/staff member; or others closely associated with the board/staff member may be affected financially. Family members, or their businesses, or other persons or the businesses of persons with whom the board/staff member is closely associated, could benefit from similar transactions.
- *Example #2:* A conflict of interest could be a direct or indirect *financial interest* such as those described above, or a *personal interest* such as the situation where a board member of Donate Life Northwest is also a board member of another nonprofit or for-profit entity in the community with which Donate Life Northwest collaborates or conducts business.

Who might be affected by this policy?

Typically, persons who are affected by a conflict of interest policy are the Organization's board members, officers, and senior staff. In some cases, a major donor could also be in a conflict situation. Donate Life Northwest takes a broad view of conflicts and board/staff are urged to think of how a situation/transaction would appear to outside parties when identifying conflicts or possible conflicts of interest.

Disclosure of Conflicts

Board members and senior staff will annually disclose and promptly update any disclosures previously made to the Chairperson of the board on an Annual Conflict Disclosure Questionnaire form provided by the Organization that requests them to identify their interests that could give rise to conflicts of interest, such as a list of family members, substantial business or investment holdings, and other transactions or affiliations with businesses and other organizations or those of family members as well as other nonprofit organizations.

Board and staff are also urged to disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Staff should disclose to their supervisor or Executive Director, and board members should disclose to the board/chairperson of the board as soon as the person with the conflict is aware of the conflict/potential conflict or the appearance of a conflict.

A conflict of interest disclosure can be completed annually and confidentially via our online webform (<https://www.donatelifenw.org/forms/conflict-interest-disclosure>).

10. Internal Communication

Effective and ongoing communication within Donate Life Northwest is essential. As such, the Organization maintains systems through which important information can be shared among employees and management.

Bulletin boards are posted in designated areas of the workplace to display important information and announcements. In addition, Donate Life Northwest uses the Intranet, a shared X drive, Microsoft Teams and email to facilitate communication and share access to documents.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

11. Outside Employment

Donate Life Northwest (DLNW) respects the right of employees who engage in activities outside their employment. However, employees must avoid situations that could present a conflict of interest, or adversely affect the employee's ability to fulfill their job duties. Employees must obtain advance approval for outside employment from their supervisor or the Executive Director to make sure that it will not pose a conflict for the above reasons.

DLNW's property, office space, equipment, materials, trade secrets, and any other confidential information may not be used for any purposes relating to outside employment.

III. Employment Status & Record Keeping

1. Employment Classifications

Understanding the definitions of the employment classifications at DLNW is important because your classification is one of the factors that determine your employment status and benefit eligibility. If you have questions about, or are not sure what your employment classification is, see your supervisor. These classifications do not guarantee employment for any specified period of time.

Depending on your position, you are designated as either exempt or nonexempt from certain provisions of state and federal wage laws, as follows:

Exempt Employee:

Exempt employees are those employees who are classified by DLNW as exempt from the minimum wage and overtime provisions of the federal Fair Labor Standards Act and applicable state wage and hour laws. Such employees include those who are qualified as exempt supervisory (executive), administrative, professional, or outside salespersons, and who are generally paid on a salary basis, and as such are not entitled to overtime pay. Exempt employees may be full-time or part-time.

Exempt employees will receive their full salary for any workweek in which work is performed. However, deductions from pay are permissible when an exempt employee: is absent from work for one or more full days for personal reasons other than sickness or disability; for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing compensation for salary lost due to illness; to offset amounts employees receive as jury or witness fees, or for military pay; or for unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions. Also, Donate Life Northwest is not required to pay the full salary in the initial or terminal week of employment; or for penalties imposed in good faith for infractions of safety rules of major significance. In these circumstances, either partial day or full day deductions may be made.

It is our policy to comply with the salary basis requirements of the Fair Labor Standards Act (FLSA) and Oregon law. Therefore, we prohibit making any improper deductions from the salaries of exempt employees. Donate Life Northwest wants employees to be aware of this policy and that Donate Life Northwest does not allow deductions that violate the law. If you believe that an improper deduction has been made to your salary, you should immediately report this information to your supervisor, or to the Human Resources Department. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed for any improper deduction made.

Non-Exempt Employee:

Nonexempt employees include hourly wage employees and those who do not meet the duties tests for exempt status under the above-referenced laws. Employees in this category are entitled to overtime compensation for work in excess of 40 hours in a seven-day workweek. Nonexempt employees must accurately record and report their daily and

weekly work hours so that DLNW can provide all earned overtime pay. Nonexempt employees may be full-time or part-time.

Your exempt or nonexempt classification may be changed only with written notification by DLNW.

In addition to the exempt and nonexempt categories, you also belong to one of the following employment categories:

Regular Full-Time Employee:

You are a regular full-time employee if you are regularly scheduled to work at least 30 hours per week year-round. In most cases, regular full-time employees are eligible for all DLNW benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time Employee:

You are a regular part-time employee if you are regularly scheduled to work fewer than 30 hours per week. Regular part-time employees are eligible for some DLNW benefit programs, subject to the terms, conditions, and limitations of each benefit program. Part-time employees receive all legally mandated benefits, such as Social Security, workers' compensation insurance, and Oregon Paid Sick Leave (if eligible based on hours worked), but are either ineligible or eligible at a prorated level for most other DLNW benefits.

Temporary Employee:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by Donate Life Northwest Management, of a change. Temporary employees are not eligible for most benefit programs.

2. Personnel Data Changes

It is important that DLNW have certain personal information about you in our records. You are responsible for immediately notifying us as soon as there is a change in your personal information. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important DLNW information.

- Change in your mailing address or telephone numbers
- Change in your name or marital status
- Change in the number of income tax withholding exemptions you claim
- Adding or deleting a dependent or dependents
- Changing the beneficiary on any insurance benefit
- Changing your emergency contact information
- Making any other change that affects your employment status

You may change your personal information by submitting the information directly to the Operations Director. If you have questions about what information is required, contact the Operations Director.

3. Personnel Files

DLNW maintains personnel files and records for each employee. The personnel files include such information as the employee's job application, resume, related hiring documents, training records, performance documentation, disciplinary notices, salary history, and other employment records.

Personnel files are the property of DLNW, and access to the information they contain is restricted. Personnel files are deemed confidential and accessible only to authorized individuals on a need-to-know basis. Except as permitted or required by law, or as authorized in writing by an employee, DLNW will not release confidential personnel information.

If you wish to review your own file, contact the Operations Director. You will need to give advance notice if you wish to see your file. DLNW will provide, within 45 days, a reasonable opportunity at a mutually convenient time for you to inspect your personnel records in the presence of an authorized representative of DLNW. You may not alter or remove any document from your personnel file. If you request a copy of personnel records, DLNW will provide a copy within 45 days of your request. Employees who wish to submit a rebuttal statement related to any item in the personnel file are welcome to do so.

4. Release of Information / Employment References

It is the policy of Donate Life Northwest to respond to outside inquiries from financial institutions, landlords, prospective employers, or the like, with only the following information:

- Employee's name
- Job title
- Dates of employment

Employees may elect to sign the Employment Reference Release form (found in the Appendix of this handbook), authorizing the Organization to provide additional employment-related reference information.

The individual providing the reference must provide direct supervision or management oversight to the employee or must have done so at the time the individual's employment with DLNW ended.

Employees who receive a request for a reference for a current or former employee should first refer the request to the Executive Director or Operations Director to confirm a Reference Release form has been signed. Violations of this policy may lead to discipline up to and including termination.

5. Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

- **Resignation** - Voluntary employment termination initiated by an employee.
- **Termination** - Involuntary employment termination initiated by DLNW. In most cases, DLNW will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
- **Layoff** - Involuntary employment termination initiated by DLNW for non-disciplinary reasons.
- **Retirement** - Voluntary employee termination upon eligibility for retirement.

Since employment with Donate Life Northwest is based on mutual consent, either you or Donate Life Northwest has the right to terminate employment at-will, with or without cause or advanced notice, at any time.

Notice of Voluntary Separation:

Employees who intend to terminate employment with Donate Life Northwest, shall ideally provide Donate Life Northwest with at least two weeks of written notice. Such notice is intended to allow the Organization time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Final Pay:

DLNW will provide employees with their final pay in accordance with applicable federal, state and local laws.

Return of Company Property:

Any employee who terminates employment with Donate Life Northwest shall return all files, records, keys, and any other materials that are the property of Donate Life Northwest prior to their last date of employment.

Benefits Upon Termination:

- All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state and local laws.
- Certain benefits, such as healthcare coverage, may be continued at the employee's expense, if the employee elects to do so.
- DLNW will notify employees of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If you have any questions or concerns regarding this policy, direct them to the Executive Director or Operations Director.

6. Employee Rehire Policy

It is the policy of DLNW to consider rehire of former employees who voluntarily left employment or were laid off due to business needs. This policy outlines the rules regarding eligibility for re-employment and bridging of service (service recognition), where appropriate.

Eligibility for Rehire

Employees who were part of an involuntary reduction in force, as well as those employees who voluntarily resigned, will be eligible for rehire if they had a satisfactory work record while employed by DLNW.

Ineligibility for Rehire

Former employees who had a less-than-satisfactory work record will not be considered for rehire. This includes employees with a less-than-satisfactory rating on their most recent performance evaluation and/or employees who terminated employment with an unresolved performance improvement plan.

Employees who were involuntarily terminated by DLNW or were selected for layoff due to less-than-satisfactory work performance will not be considered for rehire.

Service Restoration Rules for Eligible Employees

1. If a former employee with less than one year's prior service is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefit plan participation purposes.
2. If a former employee with more than one year's prior service is rehired, the employee's seniority and eligibility to participate in company benefits plans will be bridged if the employee is rehired and the period of prior company service exceeded the duration of the period of absence. Service recognition will include prior service recognition for accrued leave plans.
3. If a former employee with more than one year's prior service is rehired and the duration of the period of absence exceeded the period of prior company service, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefits plan participation purposes.

Example: if an employee worked for DLNW for three years but was absent for four years, they'll be considered 'new hires.' If, however, they were absent for only two years, they'll be eligible for prior service recognition for seniority or certain benefits plan participation purposes.

Rehire Service Date Adjustment & Affected Benefits

When recognition of prior service is granted, a rehired employee's company service date will be adjusted in accordance with the service restoration rule for purposes of seniority and paid time off (PTO) accrual. See below for the specific rehire rules applied to Extended Illness Bank hours and Sabbatical Leave.

Paid Time Off (PTO): rehired employees who meet the criteria for service restoration will begin accrual of PTO at the appropriate rate recognizing their prior service.

Example: Marcus is hired on September 3, 2012, and is involuntarily laid off on March 12, 2020. Marcus is rehired on October 15, 2022, and is credited with seven years and six months of prior service. Marcus' adjusted hire date is April 15, 2015 and his PTO accrual rate will be adjusted accordingly.

Extended Illness Bank (EIB): accumulated EIB hours are not paid out at termination of employment. In the event an employee with accumulated EIB hours is rehired within one year of termination, previously accumulated EIB hours will be reinstated. If the period of absence is greater than one year, previously accumulated EIB hours will NOT be reinstated.

Sabbatical Leave: this benefit is available every 5 yrs of continuous employment. Termination of employment automatically resets eligibility and is not eligible for prior service recognition.

IV. General Working Standards

1. Business Hours & Workweek

Donate Life Northwest's standard business hours are from 9 a.m. to 5 p.m., five days a week (Monday through Friday). This excludes holidays recognized by Donate Life Northwest. The standard workweek is 37.5 hours and comprised of 7.5 hours of work a day, plus .5 for lunch (unpaid). Some positions may require occasional evening and weekend hours.

2. Alternative Work Schedules for Full Time Employees

As a benefit to most regular full-time employees, Donate Life Northwest offers four options which allow qualified employees to choose from a variety of hours to perform their job. This reflects the management's commitment to employees and the organization's mission. It is our goal to provide a positive work environment to accomplish the goals of the organization. Management approval is required, and the decision is at the sole discretion of management. Approval considerations include, but are not limited to, adequate office and program coverage. Some full-time positions do not qualify.

For Employees Working 37.5 hour Work Weeks:

Option A: 5 days per week, 37.5 working hours, 30 minute lunch

- | | |
|--------------------|--------------------|
| 1. 8:00am – 4:00pm | 3. 9:00am – 5:00pm |
| 2. 8:30am – 4:30pm | 4. 9:30am – 5:30pm |

Option B: 4 days per week, 37.5 working hours, 37.5 minute lunch

1. 7:30am – 5:30pm
2. 8:00am – 6:00pm

Day off: Monday or Friday to be determined by the supervisor or the executive director. Consideration will be given to board committee requirements, job responsibilities, work performance and department needs.

Holidays: Paid holidays are based on a 7.5hr workday and 37.5hr work week. To meet the required 37.5 hours in a workweek, certain holiday weeks will necessitate working an additional 1.875 hours per paid holiday day during the holiday pay period or using Paid Time Off (PTO) to make up the difference. When a holiday falls on a regularly scheduled day off, it may be taken on the day either proceeding or following the regular weekend, and should be discussed and approved by your supervisor.

For Employees Working 30 hour Work Weeks:

Option C: 4 days per week, 30 working hours, 30 minute lunch

- | | |
|--------------------|--------------------|
| 1. 8:00am – 4:00pm | 3. 9:00am – 5:00pm |
| 2. 8:30am – 4:30pm | 4. 9:30am – 5:30pm |

Day off: Monday OR Friday to be determined by the supervisor or the executive director. Consideration will be given to board committee requirements, job responsibilities, work performance and department needs.

Holidays: Paid holidays are based on a 7.5hr workday and 37.5hr work week. 30hr/work week employees will receive paid holiday hours pro-rata, or at an 80% rate equal to 6hrs of paid holiday leave. Employees working this schedule will get the entire day off with the option to work an additional 1.5 hours per paid holiday day during the holiday pay period or using Paid Time Off (PTO) to make up the difference. When a holiday falls on a regularly scheduled day off, it may be taken on the day either proceeding or following the regular weekend, and should be discussed and approved by your supervisor.

Option D: 3 days per week, 30 working hours, 30 minute lunch

1. 7:30am – 6pm

Day off: Monday AND Friday. This option must be approved by the supervisor or the executive director. Consideration will be given to board committee requirements, job responsibilities, work performance and department needs.

Holidays: Paid holidays are based on a 7.5hr workday and 37.5hr workweek. 30hr/work week employees will receive paid holiday hours pro rata, or at an 80% rate equal to 6hrs of paid holiday leave. Employees working this schedule will accrue 6hrs of holiday pay after each holiday, which will be stored in a separate holiday hour bank.

Employees will get the entire day off when a holiday falls on their **regular workday**. Employees must first use accrued holiday hours to cover this day off, after which they have the option to work an additional 4 hours per paid holiday day during the holiday pay period or use Paid Time Off (PTO) to make up the difference. For holidays that fall on a regular day off, employees can save the accrued hours and use them towards a future scheduled holiday or a floating holiday. Accrued holiday hours must be used by December 31st each year. They are not paid out at termination of employment and do not roll over at the end of the calendar year.

With management approval, regular full-time employees are eligible to begin alternative work schedules for 3 and 4-day work weeks on **the first day of employment**. Alternative work schedule options are based on a quarterly cycle and subject to continued approval of management. Individuals are able to change alternative work schedules at the end of each quarter with management's approval.

Accountability and Performance

It is critical that all employees keep their appointments and complete their work assignments on a timely basis. If this becomes a concern, an employee's work schedule will be reviewed and possibly changed.

3. Telecommuting / Work from Home

Donate Life Northwest is committed to meeting the needs of our employees and will support flexible work arrangements where possible. As such, telecommuting arrangements may be made on an as needed basis or established as part of a regular schedule.

All telecommuting arrangements require written approval from the employee's supervisor. A Telework Approval Form must be completed collaboratively with a supervisor and the guidelines listed below as well as on the form should be followed.

Although we promote flexible working arrangements, being in the workplace is an essential function of most positions and DLNW expects and encourages employees to spend time working in the office as much as possible to help maintain teamwork, collaboration, and easy accessibility to community members. Working remotely is not a right, and some positions, duties, operational needs, or other circumstances may make this inappropriate. Even after approval, DLNW reserves the right to withdraw approval, should circumstances change, or for any reasonable needs.

Required Home Working Conditions:

Approval for working from home will only be considered when the following conditions are met:

- The employee must obtain prior agreement for home working from their supervisor, with specific hours, location, and projects or tasks outlined in the request.
- Employees must provide contact information and remain easily accessible during scheduled work hours.
- Employees are expected to be focused on DLNW business throughout the workday and perform with efficiency, to the same extent as when they report to the DLNW office.
- Employees must complete their work assignments, and communicate with their supervisor and others regularly and as needed, to the same extent as when they report to the DLNW office.
- The employee is responsible for supplying and maintaining their own internet service needed to work from home. DLNW may be able to provide some equipment (office chairs, laptops, webcams etc.) and technological tools (Webex, MS Teams, etc.) to help make teleworking successful.
 - All hardware (laptops, tablets, other) provided for remote work is the property of Donate Life Northwest. Wherever possible, DLNW hardware should not be taken out of an employee's remote work location, nor should it be lent to, or accessed by, anyone but the employee.
- Employees must contact their manager as soon as possible when losing internet connectivity.
- Employees must have a dedicated space for work that is free of safety hazards and distractions.
 - For example, an employee should not work from home while providing dependent care to a child who needs constant close supervision. As another example, while an employee might work from home to provide access for a service person (letting the service person into the home during a permitted break from the agreed upon work), the employee should not work from home during noisy construction, or while overseeing ongoing service.
- Employees are required to comply with DLNW's Safety & Health policies while working from home, maintain their own workspace free from health and safety hazards, and immediately report any work-related illness or injury. Employees working from home are also discouraged from sharing their home address with, or meeting with volunteers, vendors or other non-staff. Should an employee feel the need to meet with non-staff in their home, supervisor approval must be obtained in advance.
- Employees who work remotely are expected to abide by the same rules that apply to the workplace during work hours, including rules that apply to alcohol and drug use.
- During Virtual meetings, employees are:
 - Expected to follow the dress code that would apply if they worked at the worksite.
 - Encouraged to use video and to mute audio when not speaking.
 - Discouraged from eating while their video or audio is turned on.

- Confidentiality and security must be ensured. Any DLNW equipment and all electronic and paper files should only be accessible to the employee, and must be safeguarded from others in the home. Whenever possible equipment and files should not be left unattended in any vehicle. At times, when it cannot be avoided, (i.e. before or after events or during work related travel,) equipment and files should be kept out of sight and vehicles should always be locked.

Timekeeping Guidelines:

DLNW's timekeeping guidelines and rules apply to remote work as they do for work at the worksite. For employees who work remotely more than 50% of their time, the wage and hour laws of the state in which the home office is located will apply.

Employees who primarily work remotely will be required to visit or work at the DLNW office or other locations for meetings, training classes, seminars and events as required by their managers. They may also be required by their managers to work periodically at the DLNW office (or other location) to meet business requirements. Failure to report to the office or other assigned locations as required could result in revocation of the remote work arrangement and/or discipline, up to and including termination of employment.

This policy is not intended to diminish or replace any entitlement employees have to a flexible work arrangement under federal, state or local laws. While Donate Life Northwest does not guarantee that your telecommuting request will be granted, the organization will abide by all applicable laws when reviewing telecommuting requests.

Questions regarding this policy should be directed to your immediate supervisor or to Sara Lewis.

4. Attendance and Absence Notification

DLNW expects employees to report to work on time. An employee who is unable to report to work at the designated time is required to notify their supervisor as soon as practicable but no later than the scheduled starting time. In circumstances in which it is not possible to provide this notice in advance, an employee should do so as soon as it is possible or, under emergency circumstances, make arrangements for another person to contact DLNW to provide this notice. **Employees who fail to report to work for three consecutive business days without notifying DLNW of the absence will be considered as having voluntarily resigned as a result of job abandonment.**

If the employee is unable to contact DLNW for any absence, they should ask a representative (such as a family member or friend) to do so on the employee's behalf. If the employee or a representative is unable to contact DLNW due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or their representative from contacting DLNW within three days), the employee or their representative must contact DLNW as soon as practicable to explain the situation. In extreme circumstances, DLNW will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

For planned absences of 3 or more consecutive days, a Vacation Request Form (see appendix) must be completed and submitted for supervisor approval. Absences of less than 3 days do not require a form, but should be communicated to a supervisor and marked on the Employees personal outlook calendar.

While it is generally not permitted to make month-to-month or week-to-week changes to work schedules, DLNW seeks to provide greater flexibility to its employees when unforeseen circumstances arise. An employee may make **occasional and small** adjustments to their schedule (i.e. start late/stay late) in cases of tardiness due to public transportation, traffic or personal appointments. These adjustments must be communicated to their supervisor in timely manner/as soon as possible. Abuse of this allowance will not be tolerated.

An employee who must be absent from work should inform their supervisor of the anticipated length of the absence, to allow time to coordinate coverage for the absence with other employees. Unapproved, unreported or excessive absences or tardiness may result in disciplinary action, which may include termination of employment.

5. Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require closing the DLNW office or impact employees ability to work safely at remote worksites. The decision to close or delay regular operations will be made by DLNW management.

When a decision is made to close the office or cease work at other remote locations, employees will receive official notification from DLNW.

Note: In a declared state of emergency that prohibits travel, employees shouldn't report to work outside of their home.

Pay:

If DLNW closes the office/ceases remote work, all exempt and non-exempt employees scheduled to work at the time of the closure will not be required to use PTO for the missed work time. Non-exempt employees will be paid for their regularly scheduled work hours and exempt employees will receive their full salary.

If you have questions about emergency closing or pay, please contact the Operations Director.

6. Appearance

In keeping with our business conduct standards, it is the responsibility of all employees to wear appropriate attire during work hours and at all work functions, events and virtual meetings.

Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Safety should be considered when choosing appropriate footwear – for example, when an employee will be needing to lift/carry/move heavier boxes and materials/supplies, flip flops would be inappropriate. Employees are urged to use their discretion when determining what is appropriate to wear to work, **including virtual meetings**. Employees who wear inappropriate attire may be asked to change their clothing.

Staff with appointments in or outside the office should use good judgment in choosing the appropriate attire. **For special functions, Donate Life Northwest expects staff to dress in clothing appropriate for the occasion.**

DLNW understands that in certain situations, the Organization may need to make exceptions to this policy based on an employee's religion, disability, or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the Organization will make every effort to provide reasonable accommodation as necessary unless doing so would cause an undue hardship on DLNW.

Questions regarding appropriate workplace attire should be directed to your supervisor or the Operations Director.

7. Job Descriptions

DLNW tries to maintain accurate job descriptions for all positions. A job description provides a summary of the position's duties and purpose, describes essential job functions and responsibilities; supervisory responsibilities; qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required); physical demands; and work environment.

DLNW uses the job descriptions to help new employees understand their jobs and their responsibilities. DLNW also uses job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

An employee's job description may be changed at the discretion of the Executive Director. Management reviews existing job descriptions and updates them when a job changes. Employees can help by making sure their job description is accurate and describes their job duties.

Job descriptions do not necessarily cover every task or duty that an employee might be assigned. Employees may be assigned additional responsibilities as necessary. An employee with questions or concerns about a job description should consult with their supervisor.

8. Performance Management

Discipline

Satisfactory performance and behavior are critical requirements for all employees. In addition to performance information communicated through informal or formal performance feedback, supervisors may use a number of performance management measures to respond to unsatisfactory performance or unacceptable behavior depending upon the factors and actions considered by DLNW to be relevant to the problem. These include oral or written counseling, warning, probation, performance improvement plans, suspension, or termination. Donate Life Northwest need not follow any disciplinary step(s) and can terminate for any action the Executive Director deems inappropriate, even for a first offense.

Performance Review

Donate Life Northwest conducts regular reviews of the job performance of all regular employees. Generally, the immediate supervisor is responsible for providing a written performance review after 90 days of employment and annually at the start of the fiscal year. Performance reviews may also occur at other times during the year when performance warrants or at the discretion of the Executive Director, immediate supervisor or request of the employee. Annual performance reviews may include feedback from coworkers, supervisors, supervisees, board members, volunteers, or other individuals outside of Donate Life Northwest with a significant working relationship with an employee. An employee may

prepare written comments or rebuttal to their review within thirty (30) calendar days of receiving the review, which shall be maintained with the review. Employment is at will and may be terminated by either the employee or the organization at any time.

9. Safety & Health

DLNW is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. DLNW and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey DLNW specific safety rules and exercise caution and common sense in all work activities. DLNW works closely with individuals who are severely immune compromised. These individuals are more likely to experience severe COVID and hospitalization. With the wellbeing of these disproportionately impacted community members in mind, all DLNW employees are encouraged to keep up to date on COVID mitigation tactics, including getting boosted with the most current COVID vaccine.

All DLNW Employees share responsibility for:

- Exercising care and good judgment to prevent accidents and injuries;
- Helping to protect coworkers, volunteers and other community members from contagious illnesses (cold, flu, COVID, etc.) by **NOT coming to work when sick**.
- Promptly reporting injuries to an injured employee's supervisor and/or the Operations Director and immediately seeking first aid;
- Reporting to supervisors any conditions, equipment, or practices believed to be a safety hazard or potential hazard;
- Appropriately using safety equipment provided by DLNW;
- Observing all safety rules and regulations; and
- Notifying supervisors and the Operations Director in advance of taking any prescription or over-the-counter medication that may cause drowsiness or other side effects that could impair the employee's performance or cause a safety or health risk to the employee or others.

COVID Policy & Vaccine Requirement

COVID is a respiratory illness with a wide constellation of symptoms. The purpose of this policy is to ensure the health and safety of our employees, volunteers, visitors, and vendors.

In order to protect our employees and our community, DLNW has a mandatory COVID vaccination policy, in compliance with, and subject to exceptions required by federal, state, and local law. The purpose of this policy is to mitigate the risk of COVID transmission between DLNW employees, volunteers and community members – and to establish a process to verify the vaccination or exemption status of our employees. Except where prohibited, DLNW requires all its employees to be fully vaccinated and up to date on the latest booster as defined by the CDC at time of hire. New hires will need to be fully vaccinated, (or obtain an approved exception) prior to starting work, and need to provide proof of vaccination (or approved exception) within 10 days of starting work.

Medical exemptions:

Employees must provide a written certification by a licensed, treating medical professional confirming one of the following:

- The employee cannot receive any COVID vaccine due to contraindications recognized by the Food and Drug Administration (FDA) or the Center for Disease Control and Prevention (CDC).
- The employee has a medical or physical condition that prevents them from receiving any COVID vaccine.

Religious exemptions:

Employees must sign a COVID vaccination exemptions form stating under the penalty of perjury that they have a sincerely held religious belief, practice, or observance that prohibits them from receiving any COVID vaccine.

For the health and safety of our entire community, we encourage volunteers and event participants to be vaccinated. We also encourage individuals to mask or socially distance themselves as makes them personally comfortable. Donate Life Northwest will provide masks and space at our offices. For events occurring outside of our offices, Donate Life Northwest requires that staff and volunteers follow the guidelines set forth by the location (e.g. if volunteering at a high school, staff and volunteers must follow any specific rules regarding vaccination, negative tests, or masking as outlined by that school at the time of the event).

As an important corollary to these recommendations, Donate Life Northwest requests that employees, volunteers, visitors and vendors stay home if they are experiencing any symptoms of cold or flu.

Illnesses & Working While Sick

The nature of DLNW's work involves interaction with immune compromised individuals. It is therefore particularly important that employees **do not come to work while sick**. Even the common cold could be life threatening to an immune suppressed individual. Generally speaking, employees should be symptom free for at least 24 hours before coming back to work after experiencing a fever, diarrhea, vomiting, or other symptoms indicating they may be experiencing a contagious illness.

Employees should use PTO to cover illness related absences. When an employee feels able to work but believes they are contagious, they should work from home. A working while sick task plan/schedule should be communicated to and approved by a supervisor.

Fire Alarms

Unless previously notified of a test, all employees shall treat every fire alarm as an emergency. When a fire alarm sounds, employees shall not use the elevator, but should quickly proceed to the closest emergency exit (from the DLNW office, the closest exit is down the hall just past the men's restrooms.) Every employee is required to exit the building during an emergency evacuation.

Complaint and Reporting Procedure

Employees should immediately report any unsafe conditions to their supervisor without fear of reprisal. In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor. If you believe it would be inappropriate to report the matter to your supervisor, you can report it directly to:

Operations Director: Sara Lewis / lewissa@ohsu.edu / 503.418.4034

Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited

DLNW expressly prohibits retaliation against anyone who reports unsafe working conditions or work-related accidents, injuries or illnesses. Any form of retaliation will be subject to disciplinary action, up to and including termination of employment. Questions or concerns regarding this policy should be directed to your supervisor or the Operations Director.

10. Security

Donate Life Northwest is obligated to ensure the health and safety of employees at work, protect Organization assets, and to eliminate or minimize risks. Employees also have an obligation to take reasonable care at work.

Facility Access

All regular DLNW employees will be issued a key code and key to gain access to DLNW facilities. The main entrance on the 2nd floor should remain locked at all times unless it is being actively monitored in anticipation of arriving visitors. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from DLNW, and at any other time upon DLNW's request, all keys must be returned to your supervisor.

Threats of Personal Safety at Work

Employees must report threats or violent incidents to their supervisor or any other manager as soon as reasonably possible. This includes threats by employees as well as threats by guests, vendors, solicitors, or anyone else. When reporting a threat of violence, you should be as specific and detailed as possible. This is a legitimate and positive contribution to workplace well-being and safety. No staff member will be adversely affected by reporting a threat or violent incident. DLNW takes threats of violence seriously, investigates them promptly, and will take all necessary steps to prevent acts of violence.

Personal safety may be threatened in situations which could include but are not limited to:

- shouting
- a display of anger, agitation or threatening behavior
- suspicious, evasive or other unusual behavior
- actual threat of harm
- threatening communications

In the event of an actual or perceived threat of occupational violence, either the staff member involved or the supervisor should:

- contact OHSU Public Safety: Emergency phone – x44444 / Non-Emergency – x47744 / email – pubsafe@ohsu.edu
- contact the police (911 or the non-emergency police line at: 503-823-3333)

- in the case of dealing with a threatening or potentially threatening individual physically in the office, keep conversation in the reception area and enlist coworkers to be present.

Best Practices

- notify coworkers when expecting visitors at the office
- keep valuables in a drawer or cabinet
- keep door locked and put up sign to use the doorbell during times when there is no one working near the front door or when only one person is in the office.

11. Tobacco-Free Policy

DLNW recognizes that exposure to smoking and tobacco use may adversely affect the health and work performance of its employees. In the interest of establishing a comfortable work environment for all employees, DLNW complies with the Oregon Smoke free Workplace Law (also known as the Oregon Indoor Clean Air Act), as amended in 2007. Smoking, including electronic cigarettes, and use of tobacco is prohibited in the office and building.

Smokers and tobacco users are encouraged to call Oregon's toll-free TOBACCO QUIT LINE at 800-QUIT-NOW (800-784-8669), or for Spanish, 877-2NO-FUME (877-266-3863). Additional resources can be found here: [online resources](#).

12. Automobile Liability Insurance

Donate Life Northwest carries a Non-Ownership Liability Insurance policy that covers all employees' vehicles used on Donate Life Northwest business. This policy protects Donate Life Northwest in the event of an accident. It does not provide personal liability or property damage coverage for the employee or their vehicle. It is not a substitute for or replacement of personal liability or collision coverage. **It is required that all staff members driving their personal vehicles on Donate Life Northwest business have a valid driver's license and [submit proof of insurance](#).**

13. General Office Etiquette & Maintenance

It is important that the office look neat and clean at all times. All areas of the office must be maintained. If you come across any items or issues that need attention, talk to the person responsible for the issue or inform your supervisor so the problem can be addressed as soon as possible.

Break Room

The office break room is a place for all employees to store, prepare and enjoy their lunch and/or food for events and trainings. The break room is shared with employees from other departments and organizations within OHSU. All employees are responsible for break room upkeep.

- **Clean up after yourself.** Don't leave wrappers, empty cups or other trash on the counter. Wipe up spills, splatters, crumbs and condensation on surfaces and kitchen equipment (microwave, coffee pot, fridge, etc.)
- **Wash your dishes!** Never leave them in the sink overnight.
- **The refrigerator is for short-term storage of items meant for human consumption only.** If you put something in the refrigerator, remove the items before they have gone bad. Do not store things unsafe for human consumption.

Scent Sensitivity

Recognizing that employees and visitors to our offices may have sensitivity and/or allergic reactions to various fragrant products, DLNW is a Scent Sensitive workplace. Employees who use personal fragrant products (perfumes, colognes, lotions, powders and other similar products) that are perceptible to others are asked to consider refraining from use of these products. If you must use them, please do so sparingly and refrain from using them when scheduled to meet with a colleague or guest with a known fragrance sensitivity or allergy.

Other fragrant products (scented candles, potpourri, and other similar items) are not permitted in the workplace.

Any employee with a concern about scents or odors or who may require an accommodation should contact the Operations Director.

V. Compensation, Timekeeping & Payroll

1. Compensation Philosophy and Compensation Review

DLNW's policy is to pay fairly, recognizing demonstrated differences in individuals' ability, productivity and results and comply fully with Oregon's Equal Pay law and other applicable federal and state laws. DLNW's reputation for outstanding work is accomplished by employing strong performers; therefore, the expectations on performance are high. Our compensation program is designed to:

- Maintain fair and equitable pay relationships among jobs within DLNW.
- Strive to be sure that wages compare favorably in the marketplace so that we can continue to attract and retain capable, well-qualified staff members.
- Reward performance and results.

Salary adjustments are solely within the discretion of Donate Life Northwest and dependent upon various factors in addition to performance, as described above.

Salary adjustments usually occur on or near **the start of each fiscal year** and follow completion of a performance appraisal. They combine both "cost-of-living" increases with job performance or advancement. The Executive Director, working in collaboration with an employee's supervisor, may grant salary adjustments within the approved budget and policy guidelines.

2. Pay Periods and Payroll Reporting

DLNW has two pay periods for reporting payroll: the 1st through the 15th of the month and the 16th through the end of the month. Pay days are five (5) days following the end of the preceding pay period, on the 5th and 20th of the month. If the payroll date falls on a weekend or a holiday, payroll is distributed on the preceding workday.

Employees must submit a signed and completed time record to their supervisor for each pay period at least **3 working days prior to each payday** indicating hours worked, paid time off (PTO) hours taken, PTO hours accrued, and accrual balances.

Reporting Hours Worked / Timecards

State and federal laws require employers to maintain a record of the hours their employees worked. To ensure the accuracy of such records, ALL employees must complete a timecard indicating their hours worked (including overtime for nonexempt employees), and any non-worked time, i.e., vacation, sick time, personal time, etc.

If you are a nonexempt employee, you must accurately record the time you begin and end your work, as well as the beginning and ending time of any meal periods, or if you leave the workplace for personal reasons. Also, you always need to receive advance approval from your supervisor before working any overtime hours.

Each employee is responsible for their own time record on a daily basis. No one else is authorized to record your time. We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, or tampering with time records, or otherwise recording another employee's time record. If there is an error on your time record, be sure to notify your supervisor or the Operations Director immediately. Your time record is your bill to DLNW for services rendered. If you neglect to turn in your time record, this may result in a delay in payment to you.

3. Overtime

Certain employees are exempt from laws governing overtime and breaks. However, some employees (those classified as “non-exempt” employees) must receive overtime pay for hours worked in excess of forty (40) in a workweek and must take rest periods and meal breaks as required by law. It is critically important that all overtime is recorded and paid and that all breaks and rest periods are taken. Any non-exempt employee who works overtime and is not paid at the overtime rate or who is denied rest periods or breaks must immediately notify the Operations Director in writing so that the issue can be addressed and corrected.

Nonexempt employees receive overtime pay in accordance with federal and state wage and hour regulations, at time-and-one-half the regular hourly rate for hours worked in excess of 40 in a single workweek. **For purposes of calculating the overtime entitlement, DLNW’s seven-day workweek is Saturday 12:01 a.m. to Friday midnight.**

Overtime pay is based on actual hours worked. For this reason, time off for sick leave, vacation, and other paid or unpaid leaves of absence is not considered hours worked for the purpose of calculating overtime pay.

All overtime must be authorized in advance by your supervisor, and your supervisor may require you to work overtime when needed. If you work overtime without obtaining your supervisor's prior authorization, or you fail to work overtime when required by your supervisor, you may be subject to disciplinary action, up to and including possible termination of employment. Compensatory time off (“comp time”) in lieu of overtime pay is not permitted for nonexempt employees, although approval may be granted in certain cases for flexing of work hours within a given seven-day workweek.

4. Rest Breaks and Meal Periods

DLNW complies with the applicable Oregon regulations on rest breaks and meal periods. All non-exempt employees whose work period is six hours or greater are provided with one unpaid meal period

of 30 minutes in length each workday. A meal period is not required for a work period shorter than six hours. The meal period must be taken between the second and fifth hour of the shift when the work period is between six and seven hours in length. The meal period must be taken between the third and sixth hour of the shift when the work period is more than seven hours.

Non-exempt employees are also entitled to a 10-minute paid break period for every four hours (or major part thereof) of work. When possible, supervisors will schedule breaks in the middle of the four-hour work shift.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during meal periods. If for any reason a non-exempt employee does not take the applicable meal period that they are provided, the employee must notify their supervisor immediately. For non-exempt employees, the meal period is unpaid. Non-exempt employees must record the beginning and ending of the meal period using DLNW's timekeeping system.

The following chart lists the number of meal and break periods that are provided to employees based on the length of their shift:

Length of work period	Number of break periods	Number of meal periods
2 hrs. or less	0	0
2 hrs. 1 min - 5 hrs. 59 min	1	0
6 hrs.	1	1
6 hrs. 1 min - 10 hrs.	2	1
10 hrs. 1 min - 13 hrs. 59 min	3	1
14 hrs.	3	2
14 hrs. 1 min - 18 hrs.	4	2
18 hrs. 1 min - 21 hrs. 59 min	5	2

Non-exempt employees are allowed flexibility in the exact timing of when they take their rest breaks and meal periods each day as long as they remain in accordance with the regulations defined above. Full time, non-exempt employees must take their meal periods between the hours of 11:30a – 2:30p on a regular 7.5 hour workday. While on breaks, it is unacceptable to disturb other employees who are working.

Employees are responsible for taking their rest breaks and meal period. If you ever feel you are unable to take the required rest breaks or meal period, notify your supervisor or member of the management team immediately so that appropriate coverage or other arrangements can be made to allow the proper breaks.

5. Rest Periods for Employees Who Express Breast Milk

Donate Life Northwest accommodates employees who wish to express breast milk during the workday by providing reasonable unpaid rest periods for this purpose. DLNW will provide a designated room, other than a public restroom or toilet stall for to express breast milk.

To the extent possible, lactation breaks should run concurrent with employees' regularly scheduled break and meal periods and will be paid consistent with the policies regarding such meal and break periods.

When possible, employees should give DLNW reasonable oral or written notice that they intend to express milk upon returning to work after a child's birth. This will allow the organization sufficient time to make the necessary preparations.

Questions regarding this policy should be directed to Sara Lewis, the Operations Director.

Realizing the importance of breastfeeding to the infant and the parent, staff should provide an atmosphere of support for breastfeeding employees by respecting their privacy and recognizing the need for special accommodations.

6. Pay Calculations for Salaried NON-EXEMPT Employees

Most regular, full-time, non-exempt employees will be paid as “salaried non-exempt” employees, using the following salary calculation standards (pro-rated for part-time salaried non-exempt employees):

- For each semi-monthly pay period, the salaried non-exempt employee generally receives a flat semi-monthly salary (1/2 of the monthly salary indicated in the job offer letter or subsequent compensation documentation provided to the employee).
- Although the regular weekly work schedule is 37.5, the salary is meant to compensate the employee for all work hours up to 40 hours per week. Note, however, that certain semi-monthly pay periods are longer or shorter than others because more or fewer work days fall within them, and the base semi-monthly salary remains the same regardless of whether the employee is scheduled to work more or fewer than the average 81.25 hours in a semi-monthly pay period.
- The employee will be compensated at 1.5 times the regular hourly rate, determined by dividing the equivalent weekly salary (monthly salary times 12, divided by 52) by 37.5, for all hours worked over 40 per workweek.
- An employee who works fewer than 37.5 hours per workweek must account for the absence with paid leave, and if no paid leave is available, the salary will be reduced using the regular hourly rate for all scheduled work time missed.

7. Payroll Disbursement

Donate Life Northwest encourages employees to use direct deposit for payroll to a bank account of the employee's choice. A copy of the direct deposited check is accessible to employees on or before each payday through the payroll company's (ADP) online employee access portal.

If opting out of direct deposit, employees must pick up their own paychecks at DLNW's office. Checks are available for pick-up no later than 4:00pm on payday. Employees are responsible for keeping their own check stubs for future reference. Paychecks are not mailed. In case of an emergency, an employee can request, in writing, that another individual pick up their paycheck.

Report any error problem with your paycheck to the Operations Director immediately, so that the matter can be promptly investigated and corrected as appropriate.

8. Payroll Deductions

DLNW is legally required to make certain deductions from every employee's compensation. Among these legally required withholdings are federal, state, and local taxes as appropriate. We are also legally required to deduct Social Security taxes on your earnings up to a maximum amount, which is

called the Social Security "wage base." DLNW contributes to your Social Security by matching the amount of Social Security taxes deducted from your compensation. DLNW is also required to honor writs of garnishment and child support orders that we may receive.

If you have questions concerning why a deduction was made from your paycheck or how your paycheck is calculated, consult with the Operations Director.

9. Pay Advances

Donate Life Northwest does **not** provide payroll draws.

10. Administrative Pay Corrections

DLNW takes all reasonable steps to ensure that you receive the correct amount of pay in each paycheck and that you are paid on the scheduled payday.

In the unlikely event that there is an error in the amount of pay you receive, you should promptly advise the Operations Director so that any discrepancy can be corrected as quickly as possible.

11. Expense Reimbursement

Donate Life Northwest reimburses authorized business expenses associated with conducting Donate Life Northwest business outside of the main office, including mileage, parking, supplies, meals and in some cases cell phone use; advance approval for the expense should normally be received from a supervisor or the Executive Director.

When submitting expenses for reimbursement, receipts or a signed statement for those expenses must accompany the reimbursement request. It is preferred, though not required, that employees wait until their reimbursement requests total \$20 or more before submitting for reimbursement. Requests for reimbursement must be received within 90 days of date of the expense.

In addition, all reimbursement requests must be submitted within five business days of termination of employment or the reimbursement request will be void and not reimbursable.

Meals

Reimbursement will be made for actual cost when meals are directly related to DLNW business and when such costs are reasonable. An itemized receipt showing what was purchased and any additional tip/tax amount must accompany the reimbursement request. All individuals included in the meal should be noted on the receipt. DLNW does not reimburse staff members for coffee and/or meals for individual (non-business related) lunch meetings.

Mileage/Work Related Driving

Donate Life Northwest reimburses actual miles traveled for authorized personal vehicle use while on Donate Life Northwest business at the rate established by the IRS at the start of each calendar year. A mileage record must be maintained outlining the purpose and mileage per trip. Mileage involved in a normal commute to or from work does not qualify for mileage reimbursement, therefore employees must subtract the amount of miles involved in their normal work commute from any requested reimbursement for out-of-office events at the start of or end of their work day. For actual work travel: from work at the office to work at an off-site location; between off-site work locations; or from work at an off-site location to work at the office, 100% of the miles can be claimed for reimbursement. When

traveling to/from a work event on the weekends (days you normally would not have a commute), you do not have to subtract “normal commute” miles.

Example: An employee’s normal commute to/from the office is 5 miles each way.

- Said employee has a work meeting first thing in the morning that is 15 miles away from their home. The employee would subtract 5 miles from the 15 miles to the meeting, and could request reimbursement for the remaining 10 miles of their extended commute to work.
- If the employee then travelled from the meeting to work in the office, they could also request reimbursement for all of the mileage between the meeting and the office (and could not request reimbursement for their normal commute home from the office).
- If, instead, that employee’s entire workday was spent at that off-site meeting location, the employee could also request reimbursement for their excess mileage to commute home. They would subtract 5 miles (their normal commute home) from the 15 actual miles from the meeting to their home, and could request reimbursement for the remaining 10 miles of their travel home.

Calculating Mileage While Working Remotely: Though actual mileage from one work location to another is generally reimbursable, travel during a workday that includes working from home can be an exception. For any work travel: from working from home; to working from home; and/or between other workplaces in a work day that includes working from home, the employee should subtract the mileage of their entire two-way normal work commute from any mileage reimbursement request.

OVERNIGHT TRIPS & TRAVEL MORE THAN 100 miles: Employees must get manager approval to use their personal vehicle (rather than a rental car) for travel more than 100 miles away from the office. In such cases where this is allowed and it involves an overnight stay, employees may request reimbursement for all work related miles, including their commute to/from their hotel and work related activities.

NOTE: DLNW’s mileage reimbursement policy differs somewhat from its travel time policy. While MILES in excess of an employee’s normal commute may be submitted for reimbursement, TIME in excess of an employee’s normal commute time cannot be counted as hours worked (at least for any “alternate” commutes of less than 30 miles.) Please see the travel time policy for more details.

Parking fees while on DLNW business, in reasonable amounts, are reimbursable expenses. Moving, traffic, or parking violations are not reimbursable expenses. **Note: If a position warrants driving, the employee must possess a valid driver’s license and provide proof of insurance.** Employees are prohibited from using handheld cell phones, including text messaging, while driving on DLNW business. The use of cell phones with hands-free attachments is permissible. If you need to use your cell phone, you are required to pull your vehicle over to the side of the road – when safe to do so – prior to using the phone.

Employees are required to submit requests for travel reimbursement within 3 months of the date the expenses were incurred. Travel expenses not submitted within 3 months of the month’s end will be void and not reimbursable.

Cell Phone / Home Internet Stipends

Employees / positions requiring the regular use of a cell phone for work purposes because of regular participation in external meetings or activities during the work week and/or on weekends are eligible to receive a \$20 monthly cell phone allowance. This benefit is determined at the time of hire and re-

evaluated periodically. An employee, who is only periodically required to use their cell phone for work purposes (i.e. during the month of a special event,) is eligible for the cell phone allowance during the month(s) of high cell phone use.

With the transition to a hybrid work environment, where most employees are required to regularly work from home, DLNW offers a monthly internet/utilities stipend of \$30/mo. Employees are expected to maintain an internet service which provides them with sufficient speeds to work effectively and efficiently.

VI. Employee Conduct

1. Guidelines for Appropriate Conduct

Employees are expected to follow acceptable business and professional principles in the way they work, to accept responsibility for the appropriateness of their own conduct, and to show personal and professional integrity at all times.

It is impossible to list all forms of conduct that might be considered inappropriate. Certain behavior (such as theft, fighting, insubordination, dishonesty, falsification of records, bribery, or threats of violence) is clearly unacceptable at any time in any workplace. Other conduct (such as failure to cooperate with other employees, harassing or intimidating others, or rudeness to co-workers, customers, or vendors), while often subtler, is also inappropriate and a violation of DLNW policy.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on DLNW property or while participating in Donate Life Northwest activities off-site will be removed from the premises as quickly as safety permits and shall remain off DLNW premises pending the outcome of an investigation. These actions will be reported to the proper authorities.

DLNW expects all employees to observe high standards of professionalism at all times, to comply with all laws applicable to DLNW business, and to treat others (customers, vendors, co-workers, and others with whom we do business) with dignity and respect. Unsatisfactory performance, work habits, attitude, conduct, or demeanor; violation of DLNW policies, practices, procedures, or guidelines, or any other behavior or conduct deemed by DLNW to be inappropriate, may result in disciplinary action, which may include termination of employment.

2. Disciplinary Action

Disciplinary action at DLNW is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. DLNW reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

DLNW recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of DLNW property
- Indiscretion regarding personal work history, skills, or training
- Divulging DLNW business practices or any other confidential information
- Any misrepresentation of DLNW to a volunteer, contributor, the general public, or an employee

3. Workplace Etiquette and Communications

DLNW expects all employees to treat one another with dignity and respect so that its employees may perform their best work. Communications between employees at all levels should be courteous, respectful and professional. When employees are talking about each other, words and tone are very important. Keep in mind that gossip about individuals and rumors of any kind are contrary to DLNW's standards for communication.

Sometimes issues can arise when employees are unaware that their behavior at work is disruptive or annoying to others. Very often, an employee can address these day-to-day issues by politely talking with the co-worker to bring the perceived problem to their attention.

In most cases, common sense will dictate an appropriate resolution. DLNW encourages all employees to keep an open mind and graciously accept constructive feedback or another employee's request for change in behavior because it may be affecting that person's ability to concentrate and be productive. The following are team cultural agreements that we hold each other accountable to.

Team Cultural Agreements: How we strive to communicate

- a) Be kind. Give others the benefit of the doubt. Forgive others their mistakes, apologize for your own.
- b) Communicate needs and concerns as promptly and directly as possible. Trust others to do the same.
- c) Work to de-escalate conflict situation and look for solutions with the highest of intentions for co-workers and the organization.
- d) Acknowledge co-workers. Make efforts to strengthen relationships and build trust.
- e) Celebrate successes. Give professional and positive recognition and feedback.
- f) Practice inclusive and transparent communication and decision-making. Ask for feedback and clearly communicate processes.
- g) Emphasize teamwork. Be engaged and involved in the work of Donate Life Northwest.
- h) Practice active listening, offering your full attention when others speak. If you do not fully understand what is said, paraphrase before responding.

If you have comments or suggestions about workplace etiquette, contact your supervisor, the Operations Director or the Executive Director.

4. Donate Life NW Assets and Property

Use of DLNW Resources

DLNW assets and property, including equipment, supplies, and facilities, should be used in a reasonable and prudent way for DLNW business purposes. Excessive, unnecessary, or unauthorized use of DLNW equipment, supplies, or facilities is inappropriate. This includes the office telephones, fax machine, copy machine, US Postal Service and United Parcel Service (UPS) accounts, which are major business tools of DLNW.

DLNW 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 on breaks or during lunch periods. Personal long distance calls shall not be charged to DLNW. Internet usage is intended for job-related activities. Short, occasional personal use is allowed within reasonable limits.

Employees are prohibited from using DLNW's information systems in any way that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to others, including, but not limited to, the transmission of sexually explicit messages, cartoons, ethnic or racial slurs, comments which may offend on the basis of age, national origin, sexual orientation, disability, or religious or political beliefs, or anything that may be construed as harassment or disparagement of others.

Personal Privacy

DLNW's voicemail, electronic mail and computer network systems are provided for the use of its employees and selected other persons solely in and for the performance of their job duties and related activities. The systems and the messages, documents and information stored and processed by the system are and remain the property of DLNW. All system access codes must be available to DLNW and employees may not use access codes that are unknown to the employer. Employees are prohibited from unauthorized access or attempted access of confidential areas of the systems, such as personnel files, accounting information, etc.

Notwithstanding the unauthorized access prohibition, the files, messages, documents and other information stored or created by an employee are not confidential, and employees do not have any expectation of privacy in using these systems. Computer backup files may be made and retained at any time at DLNW's discretion. Generally, computer disks, hard drives, and backup files must be accessible to DLNW at any time. DLNW reserves the right to access, review and use for any purpose, any and all messages and/or information on its systems at any time without notification, on a regular or random basis, without regard to:

- the use of passwords or access codes or
- who composed, or placed, or received the information, document, or message.

Confidentiality

DLNW takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, organization account passwords, manuals, individual organ donor registry information, contributor and vendor lists, contributor personal information, budgetary information, DLNW financial data, marketing and fundraising strategies or plans, proprietary processes, technical or operational information, databases, cost data, writings about methods, techniques, or processes of DLNW, technology, and any confidential or proprietary information or trade secrets given to DLNW by clients, sponsors, donors, volunteers, and partners or service providers.

Confidential Information also includes the Organization's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, creative works, websites, trademarks, and inventions developed through the course of your employment with DLNW and as a direct result of your job responsibilities with DLNW. *Wages and other conditions of employment are not considered to be Confidential Information.*

No employee may take confidential or proprietary information of any sort or use any such information in any way except as required in the course of their work responsibilities.

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Organization to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Organization, and not otherwise available to persons or companies outside of DLNW, may result in disciplinary action, up to and including termination of employment. If you leave the Organization, you may not take, disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

5. Return of Property

Employees may be issued or given temporary possession of DLNW property, materials or written information as part of their job. During the course of employment, employees may need to develop additional information.

Employees are expected to be responsible for and maintain control of any DLNW property in their possession. If employment ends, all DLNW property must be returned on or before an employee's last day of work.

6. Social Media

In the rapidly expanding world of electronic communication, *social media* can mean many things. *Social media* includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with DLNW, as well as any other form of electronic communication.

DLNW understands that social media can be a fun and rewarding way to share one's life and opinions with family, friends and co-workers around the world. However, given the public-facing nature of our business, an employee's use of social media also can present certain risks for the organization and therefore carries with it certain responsibilities. The below guidelines have been established to assist employees in the appropriate use of social media. **Ultimately, DLNW employees are solely responsible for what they post online.** Before creating online content, consider some of the risks and rewards that are involved.

Keep in mind that any of your conduct (whether during business hours or after hours) that adversely affects your job performance or otherwise adversely affects employees of DLNW will not be tolerated. In establishing this policy, we are mindful of your rights to engage in concerted and protected activities. We respect these rights. Nothing in this Social Media Policy is intended to interfere with or "chill" your legal rights to engage in such activities, including discussing your wages and working conditions, and any part of this policy that tends to do so will not be enforced.

GUIDELINES for Posting to Personal Social Media Accounts

- **Representing DLNW.** Express only one's own personal opinions. Never represent yourself as a spokesperson for DLNW. Make it clear that your views do not represent those of DLNW. If you do publish a blog or post online related to the work you do or subjects associated with your employment or employer, make it clear that you are not speaking on behalf of the employer. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of DLNW."

- **Respect.** Always be fair and courteous to fellow staff, guests, vendors or people who work on behalf of DLNW. DLNW employees are more likely to resolve work-related complaints by speaking directly with co-workers or by utilizing DLNW's complaint procedures than by posting complaints to a social media outlet. Avoid using statements that might constitute harassment or bullying. Examples of such conduct might include posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or DLNW policy.
- **Honesty and Accuracy.** Post honest and accurate information or news, and correct mistakes, quickly. Be transparent about any previous posts that have been altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that could be false about DLNW or fellow employees.
- **Confidentiality.** Maintain the confidentiality of DLNW trade secrets and private or confidential information of its staff, vendors, and guests. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures, addresses, phone numbers, and email addresses, or other internal business-related confidential communications.
- **Good Judgment.** Exercise good judgment and common sense. Information posted online is available for all to see, and comments are subject to libel, defamation and slander laws.
- **Linking to the Business.** An employee should not create a link from their blog, website or other social networking site to DLNW website without identifying oneself as a DLNW employee. Employees may not utilize any of DLNW logos, drawings, trademarks, copyrights or other images typically associated with DLNW in conjunction with such activities.
- **Using social media at work.** Refrain from using personal social media accounts while on work time or on DLNW provided equipment, unless it is work-related as authorized by your manager or consistent with agreed-upon job duties. Do not use DLNW email addresses to register on social networks, blogs or other online tools utilized for personal use. If an employee logs on to access a personal social media account from any DLNW network or systems, they should have no expectations of privacy as to any information input or reviewed, including passwords, codes, or other information that enables access to the social media channel.
- **Non-retaliation.** DLNW prohibits employees from taking negative action against any employee for reporting a possible violation of this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

7. Alcohol & Drug Use Policy

It is the policy of DLNW to promote a workplace free from the influence of drugs and alcohol. Working under the influence of alcohol, marijuana, illegal drugs, or misused prescription drugs and other related conduct threatens the safety of other employees and undermines effective and efficient business operations. DLNW recognizes that the state of an employee's health affects their performance and that drug and alcohol abuse ranks as one of today's major health problems. DLNW further recognizes that a successful approach to problems attendant to alcohol or drug use requires an interaction of education, counseling, assistance, deterrents, and discipline. A compassionate, confidential, and uniform approach, consistent with legal, safety, and security considerations, is also fundamental to this policy.

Drugs

It is the policy of DLNW to promote a drug-free workplace. The manufacture, distribution, dispensation, possession, sale, purchase, offer to buy or sell, or use of an illegal drug or related paraphernalia, marijuana or related paraphernalia, and the illegal use of any drugs (including misuse of prescription drugs) in the workplace or while engaged in DLNW business are strictly prohibited. DLNW also prohibits such conduct during nonworking time to the extent that, in the judgment of DLNW, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of DLNW.

Employees who use prescription drugs should follow the prescribing physician's directions for use. If use of a prescription drug may impair performance or affect safety on the job, you must notify your supervisor or Human Resources immediately so DLNW can take whatever action it finds appropriate to protect your safety and that of co-workers. DLNW reserves the right to request medical certification to determine whether a prescription or over-the-counter drug impairs judgment, coordination or other functions or senses important to the safe and productive performance of work. Any medical certification obtained will be treated as confidential in compliance with all applicable laws.

Alcohol

DLNW prohibits employees from being intoxicated or under the influence of alcohol during working time and from bringing or using alcoholic beverages on DLNW premises, except as stated in this policy. Responsible consumption of alcohol at events or other business-related functions on or off DLNW premises is permitted. However, employees are responsible for drinking moderately and appropriately and demonstrating professional behavior at all times in connection with such events.

Responsible Alcohol Consumption & Storage

DLNW expects its employees to engage in responsible, safe behavior when handling or consuming alcohol. Employees who choose to drink alcoholic beverages at DLNW functions are expected to behave in accordance with usual business standards and all DLNW policies. Food must be available with the service of alcohol. Alcohol is not to be served to minors or anyone who appears to be impaired. Sealed alcohol may be stored in a lockable cabinet in a Supervising Director's office and should be locked at night.

Policy Violations

An employee who violates this policy is subject to discipline, including immediate termination of employment, in addition to possible legal and criminal liability. At its discretion, DLNW may allow an employee who violates this policy, in lieu of termination, to participate in a substance abuse assistance or rehabilitation program, conditioned on successful completion of the program and an agreement in writing to specific conditions for continued employment.

Rehabilitation

An employee in need of assistance with a drug or alcohol related problem is encouraged to bring the matter to the attention of their supervisor or manager or the Human Resources Department before the problem negatively impacts the employee's job with DLNW. In such circumstances, DLNW will support an individual's desire to obtain treatment for alcohol and/or drug related problems and will provide an explanation of any benefits that may be available under DLNW's medical insurance plan for eligible employees. All information will be kept confidential in accordance with applicable laws.

VII. Benefits

Each regular employee's compensation package includes DLNW-sponsored benefits in addition to wages. This section of the handbook is intended to provide an overview of some of those benefits. Details and specific information about DLNW's benefit plans is set forth in the applicable plan documents such as the Summary Plan Document (SPD) corresponding to those benefits. The information provided in this handbook is only intended as a general description. In case of any conflicts, the terms of the SPD govern. DLNW reserves the right to amend, modify, and delete plan provisions and benefits at its sole discretion, with or without notice.

Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation, unemployment insurance, and Oregon Paid Sick Leave.

There are several factors that determine whether you are eligible for a benefit. One important factor is your employment classification where regular full-time employees are generally eligible for all DLNW benefits. See the Operations Director to find out which benefit programs you are eligible for.

1. Health & Dental Insurance

A regular full time and part time employee becomes eligible for insurance coverage on the first day of the month following thirty days of regular employment. For purposes of determining benefits eligibility, and subject to the terms of the applicable plan, the hire date for regular employees will ordinarily be their first day of work.

Donate Life Northwest currently pays a percentage of Employee Only Coverage for regular full-time employees. Regular part-time employees working a minimum of 20 hours per week currently receive a smaller percentage contribution towards health and dental premiums. For details on the current percentage of premium paid by the Donate Life Northwest, see the Operations Director.

Additional written information and enrollment forms regarding the health and dental insurance is available once the regular employee is eligible for coverage. Donate Life Northwest, at its sole discretion, may make changes to the health and dental insurance programs from time-to-time. In all cases, the insurance plan documents shall be controlling.

2. Health Coverage for Dependents

Regular Employees currently have the option of getting health coverage for their dependents, spouses and domestic partners. The employee paid portion of this additional health coverage is paid through payroll deduction with a Section 125 Premium Only Plan. For details on the current percentage of premium paid by the employee, see the Operations Director. The Section 125 plan allows the employee to pay for health premiums pretax. If the employee's payroll is not sufficient to cover the cost of the premium, the employee must pay the remaining balance prior to the monthly insurance premium payment due date. As with all benefits plans offered by Donate Life Northwest, the plan may change from time to time at the discretion of the Organization.

3. State Continuation Coverage

Upon separation from employment with Donate Life Northwest, the employee's employer paid insurance coverage will continue to the end of the month in which the employee's employment is terminated. Oregon state insurance law requires that group medical (not dental) policies allow people whose coverage would ordinarily end under their group plan to continue coverage for up to nine months

at their own expense. In order to qualify for State Continuation coverage, employees must have been covered under the group plan for at least 3 months and must request continuation coverage within 10 days of termination of employment or notice of continuation right. Employees are responsible for paying 100% of their insurance premium and it must be paid two weeks prior to the month of coverage in order to continue coverage.

4. Paid Holidays & Office Closures

Donate Life Northwest recognizes the following seven (7) paid holidays plus all regularly worked business days in the last week of December (12/25-12/31) and gives two (2) floating holidays in addition to accrued PTO to all Regular FT/PT employees. Paid holidays are based on a 7.5hr workday and 37.5hr/work week. Regular full-time employees working an alternative work schedule may need to work additional hours the week of a holiday day or use PTO to make up the difference. Refer to the “Alternative Work Schedules” section of this handbook for details on how they impact holidays.

- | | |
|---|---|
| 1. New Year’s Day | January 1 st |
| 2. Memorial Day | Last Monday in May |
| 3. Juneteenth | June 19 th |
| 4. Independence Day | July 4 th |
| 5. Labor Day | 1 st Monday in September |
| 6. Thanksgiving | 4 th Thursday in November |
| 7. Day after Thanksgiving | 4 th Friday in November |
| 8. December Break | December 25 th thru 31 st |
| 9. Two (2) floating holiday days each calendar year | |

Floating Holiday Days

These paid holiday days are meant to make our benefits more inclusive of holiday celebrations not otherwise reflected above. They can be used much like PTO and require communication and planned coordination with a supervisor. Unused floating holiday days do not roll over each year and will not be paid out at the termination of employment. Every January 1st, the annual floating holiday bank will reset back to two (2). Regular employees hired in the first half of the calendar year will receive two floating holidays, while regular employees hired in the second half of the calendar year will receive only one until the floating holiday bank resets for everyone in January.

In addition to the above holidays, DLNW recognizes Martin Luther King Jr. Day (3rd Monday in January) as a national day of service. DLNW will organize a group community service project/activity in lieu of a regular workday.

Whenever a holiday falls on Sunday, the following Monday shall be recognized as a holiday, and whenever a holiday falls on Saturday, the preceding Friday shall be recognized as a holiday.

A regular part-time employee working a minimum of 20 hours per week shall receive a paid day off for each of the above specified holidays that falls on their regularly scheduled workday. Temporary employees also qualify for specified paid holidays that fall on their regularly schedule workday. Holiday pay will be for the total number of regularly scheduled work hours for each qualified holiday day. Regular part-time employees are also eligible for two floating paid 4hr holiday days each year. Temporary employees do not qualify for the floating holiday benefit.

A holiday, which occurs during PTO leave, shall not be charged against such leave.

5. Retirement / 401k

Regular employees become eligible for DLNW's 401(k) plan after three months of continuous employment. This benefit is not available for temporary employees. To participate the employees must be 18-years-of-age or older. The Board of Directors is solely responsible for determining the percentage value of the employer contribution.

DLNW is committed to making a contribution to all eligible employees and offering a matching opportunity. The specifics of the benefits and information about investment opportunities will be provided upon eligibility for the 401(k) plan.

All eligible employees will receive a 3% contribution from DLNW. In addition, employees electing to make personal contributions of 2% or more will be eligible for a match of an additional 1% from DLNW.

For Example, DLNW will match \$.50 to every dollar up to 2%.

Annual Salary:	\$45,000
Employer annual contribution:	\$1350 (3% of \$45,000)
Matching opportunity:	
Employee's contribution 2%:	\$900 (2% of \$45,000)
Employer match of 1%:	\$450 (1% of \$45,000)

Total: **\$2700**

The Board of Directors is committed in providing benefits to each employee and encourages participation in the matching opportunity to receive additional benefits.

The 401(k) plan may be revised from time to time at the discretion of DLNW. In all cases, the 401(k) plan documents shall be controlling as to the details of the plan.

6. Short Term Disability Insurance

Effective 2024, all short term (up to 12 week) disability benefits are provided through Paid Leave Oregon (PLO) or Washington State's Paid Family & Medical Leave. DLNW does not carry any additional short term disability insurance for its employees, but it does aim to cover 100% of the employee contribution of PLO. For more information and details on this program, please see the Paid Leave Oregon section of this handbook under "Leaves of Absence".

7. Life & ADD Insurance

DLNW offers basic Life & ADD Insurance to all active, full-time employees at no cost. Seasonal, temporary or contract employees aren't eligible. Details of the current policy will be provided during the enrollment process. Speak with the Operations Director about policy specific questions.

8. Paid Time Off (PTO)

DLNW recognizes the importance of rest, relaxation, and personal pursuits, and encourages its employees to maintain a healthy balance between work and play. DLNW also understands that employees have diverse needs for time off from work. We have established this PTO policy for regular full-time and regular part-time employees working at least 20 hours per week to meet those needs.

Part-time employees who work less than 20 hours per week and seasonal or temporary employees are not eligible for and not awarded PTO, but are eligible for Oregon Paid Sick Time as described below.

The benefit of PTO is that it promotes a flexible approach to time off. PTO is designed to be used not only for normal vacation time, but also for personal illness, family illness, family activities, and personal business time.

This PTO policy is intended, and should be construed, to fully comply with Oregon's Sick Time Law, and PTO accrued under this policy may be used by regular full-time and regular part-time employees working a minimum of 20 hours per week and less than 30 hours per week for all of the purposes allowed under the Law. (See below in the "Paid Sick Leave" section for a detailed list of allowances under the law)

Accrual Rate

PTO is accrued by a regular employee at a starting rate of 6.25 hours per pay period of full-time work, or the equivalent of 20 days per year (based on a 37.5 hour workweek). Regular, part-time employees working a minimum of 20 hours per week shall receive pro-rated accruals, based on hours worked relative to a 37.5-hour workweek, subject to the rules stated below.

Regular employees begin accruing PTO time on the first day of employment. New employees must wait three 3 months after being hired before using PTO hours for the purposes of vacation.

PTO accrual increases incrementally based on completed years of employment as shown in the chart below. The first increase takes effect after one year of employment. The next is after three years, then after five, nine, and 11 years. PTO accrual caps out after 14 years of employment at a rate of 10.92 hours per pay period or 35 days per year. Rehired employees who meet prior service recognition requirements, will start PTO accrual at an adjusted rate. See Rehire Policy (pg25) for more details and contact the Operations Director with any questions.

Years of Employment*	Accrual Rate: hrs/pay period	# of Days / Year**	Total Hrs / Year
0-1	6.25	20	150
2-3	6.88	22	165
4-5	7.83	24	180
6-9	8.13	26	195
10-11	9.38	30	225
12-14	10.00	32	240
15 and over	10.92	35	262

*An employee moves to the next highest accrual rate during the first full pay period following their anniversary date.

**Based on a 37.5 hour work week. Accrual rate is prorated for part-time employees working at least 20 hours per week and full-time 30-hour per week employees based on hours worked per pay period.

The supervisor and Executive Director must approve the scheduling of vacation leave in writing. Employees are urged to provide as much advance notice as possible of their PTO request. In general, DLNW asks that employees give their immediate supervisors two weeks' notice if they plan to be absent for a full week or longer, and one week's notice for shorter planned absences. Please use the

vacation request form in the Appendix of this manual. After receiving approval for a vacation request, **employees are responsible for updating the shared staff calendar and returning the vacation request form to the Operations Director.**

PTO time may not be taken prior to being earned, nor may employees receive PTO pay in lieu of time off, except in the case of separation of employment, where accrued PTO will be paid in the final paycheck. PTO is paid at your base pay rate in effect at the time the PTO is used. It does not include overtime or any other special forms of compensation. PTO is not considered to be time worked for purposes of calculating overtime.

Except as otherwise required by law, when an employee is on unpaid leave of absence or any other non-active status, PTO accrual ceases. Upon return to work, accrual resumes. Employees who are on an unpaid leave of absence for longer than three months will have their dates of hire moved forward one month for each additional month of leave (starting with the fourth month) for purposes of determining the PTO accrual rate unless the continuing leave is provided pursuant to a statutory or other legal requirement.

PTO Carry Over & Payout

A maximum of 80 PTO hours may be carried over as of September 30th of each year. Hours in excess of 80 are transferred to an employee's Extended Illness Bank (EIB). Accrued but unused PTO hours are compensated upon separation of employment. EIB hours will not be paid upon separation of employment.

Extended Illness Bank (EIB)

The Extended Illness Bank (EIB) is available for employee and immediate family member illnesses or injuries after meeting the eligibility criteria. DLNW applies similar guidelines to Paid Sick Leave for the use of EIB, noting that EIB is only available after it has been accrued/banked:

- For the medical diagnosis, care or treatment of an employee's or a family member's mental or physical illness, injury or health condition, or for preventive medical care
- For any of the purposes specified in the Oregon Family Leave Act
- If the employee is a victim of domestic violence, sexual assault, harassment, stalking; or absences that are covered by Washington state's Domestic Violence Leave Act
- A closure at their workplace or their child's school due to a public health emergency

EIB hours may be used beginning the 3rd day off for illness or the 2nd day off for injury. With supervisor and ED approval, EIB may also be used starting on the 1st day off for pre-planned extended leave such as Sabbatical Leave or Family Medical Leave (i.e. planned surgeries, paternity leave, etc.) For more details, see Sabbatical Leave section below.

9. Leaves of Absence

From time to time, employees may need to arrange for a leave of absence from work. Certain types of leave are governed by federal, state, or local law, and DLNW complies fully with all applicable leave laws. All of an employee's available paid leave must be used before any unpaid leave of absence will be granted. Employees will not accrue PTO leave while on an unpaid leave of absence. The following is an overview of the types of leave offered by DLNW. Please contact the Operations Director or Executive Director for questions regarding your individual situation.

Paid Sick Leave (Oregon & Washington Employees)

Temporary employees and employees working less than 20 hours per week and therefore not covered by DLNW's PTO policy are entitled to up to 40 hours of paid sick leave per year as outlined in this policy. This policy complies with both Oregon and Washington Paid Sick Leave law. If you are a regular employee working more than 20hrs per week, this policy does NOT apply to you – instead reference the Paid Time Off policy.

Basic Leave Entitlement:

After their 90th day of employment, eligible employees may use accrued paid sick leave for:

- For the medical diagnosis, care or treatment of an employee's or a family member's mental or physical illness, injury or health condition, or for preventive medical care
- For any of the purposes specified in the Oregon Family Leave Act
- If the employee is a victim of domestic violence, sexual assault, harassment, stalking; or absences that are covered by Washington state's Domestic Violence Leave Act
- A closure at their workplace or their child's school due to a public health emergency

Accrual and Carry Over:

Employees accrue sick leave at a rate of one hour for every 30 hours worked. However, employees may not use more than 40 hours of sick leave per year. Employees may generally carry over up to 40 hours of accrued sick leave into the following year.

DLNW caps accrual at 80 hours. Once this cap is reached, employees must use a portion of their accrued sick time before they can continue to accrue additional sick time.

Upon separation from DLNW, employees are not entitled to compensation for accrued, but unused sick days.

Notice:

To the extent possible, employees must provide 10 days advance notice of their need for leave under this policy, as well as the anticipated duration of the leave. If the need for leave is not foreseeable, employees must provide notice as soon as practicable.

Covered Family Members:

Covered family members include:

- A child (biological, adopted, foster, stepchild, etc.), regardless of age or dependency status, or the child's spouse
- A parent (biological, adoptive, foster, stepparent, etc.), or the parent of the employee's spouse or registered domestic partner
- A spouse or registered domestic partner
- The employee's grandparent
- The employee's grandchild
- A sibling
- An individual who depends on the employee for care
- An individual who regularly lives in the employee's home with an expectation of care

Pay, Benefits Continuation & Job Restoration:

During paid sick leave, employees will be compensated at the minimum wage or their normal hourly wage, whichever is greater.

Leave under this policy will not constitute a break in the employee's continuous service for the purpose of DLNW benefits and seniority.

Upon expiration of the leave, an employee will generally be reinstated to their position with equivalent seniority, benefits, pay, and other terms and conditions of employment.

Nonretaliation:

Use of paid sick leave time will not be counted as an absence that leads to, or results in, discipline or retaliation

Relationship with Other Leave Policies:

For questions regarding the interplay between your entitlement to leave under other laws, regulations, or DLNW policies, and your entitlement to leave under this policy, please contact the Operations Director, Sara Lewis.

Paid Family & Medical Leave: Oregon & Washington

Oregon

Starting September 2023 Paid Leave Oregon serves most employees in Oregon by providing paid leave for the birth or adoption of a child, a serious illness of an employee or their loved one, or if an employee experiences sexual assault, domestic violence, harassment, or stalking.

Benefits and Eligibility

Employees in Oregon that have earned at least \$1000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, Paid Leave Oregon pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the prior year. An employee's job is protected while taking paid leave if they have worked for DLNW for at least 90 consecutive days and DLNW will continue the same health benefits as when working normally.

Cost: Employee vs. Employer

Paid Leave Oregon requires employees and employers to contribute through payroll taxes. Contributions are calculated as a percentage of wages and the employee portion is deducted from each paycheck. DLNW aims to cover 100% of the employee portion whenever budget allows. This will be determined and communicated to Employees annually during the benefits open enrollment process.

Notifying DLNW about taking leave

If leave is foreseeable, employees are required to give notice at least 30 days before starting paid family, medical or safe leave. If an employee does not give the required notice, Paid Leave Oregon may reduce the first weekly benefit by 25%.

Applying for leave

Employees can apply for leave with Paid Leave Oregon online at paidleave.oregon.gov or request a paper application from the department. If the application is denied, employees can appeal the decision with the Oregon Employment Department.

Washington

Employees in Washington may be eligible for paid family and medical leave.

Employee Eligibility

Employees are eligible for benefits after completing 820 hours of employment during the “qualifying period.” The qualifying period is the first four of the last five completed calendar quarters or, if eligibility is not established, the last four completed calendar quarters immediately preceding their application for leave.

The state of Washington will determine whether you are eligible for benefits, including the amount of benefits you may receive. Your entitlement to benefits is subject to the terms and conditions established by the state of Washington.

Contributions

Paid family and medical leave is an insurance program that is run by the state. The premiums will be funded via payroll deductions.

Employee Notice

Employees must generally provide at least 30 days' written notice to DLNW of their need for leave. If the need for leave is not foreseeable, notice must be provided as soon as practical.

Basic Leave Entitlement

Employees may use family and medical leave insurance:

- To care for their own, or a family member's, serious health condition;
- To bond with their child within 12 months of the child's birth or placement in adoption or foster care; or
- Because of any qualifying exigency arising out of the fact that the spouse, domestic partner, child, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the armed forces of the United States.

An employee has 12 months from the date he or she files an application for benefits, or from the date of their child's birth or placement, to take leave.

Family member is defined as a:

- Child;
- Spouse or registered domestic partner;
- Parent;
- Grandparent or grandchild; or
- Sibling; or
- Any individual who regularly resides in the employee's home and where the relationship creates an expectation that the employee care for the person, and that individual depends on the employee for care.

Waiting Periods:

Except for when leave is taken for the birth or placement of a child, eligible employees are subject to a seven calendar day waiting period before receiving paid family and medical leave benefits.

Maximum Duration of Leave:

The maximum duration of leave an employee can take in a 12-month period depends on the reason for leave as shown below:

Reason for Leave	Maximum Duration
Family leave (including qualifying exigencies)	Up to 12 weeks
Medical leave for a serious health condition	Up to 12 weeks (up to 14 weeks if the serious health condition is related to pregnancy)
Combined family and medical leave	Up to 16 weeks (up to 18 weeks if the serious health condition is related to pregnancy)

Job Restoration:

Employees who are returning from paid family and medical leave may be entitled to be reinstated to the position they held before the start of the leave, or to a comparable position with comparable pay, benefits, and other terms and conditions of employment.

Generally, to be entitled to reinstatement:

- DLNW must have had 50 or more employees for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year'
- The employee must have been employed by DLNW for 12 months or more; and
- The employee must have worked for DLNW for at least 1,250 hours during the 12 months immediately preceding the date on which leave will commence.

Otherwise, Washington Paid Family and Medical Leave does not provide employees with job protection. Rather, eligible employees are entitled to receive certain paid benefits from the state of Washington if the employee is absent from work for the reasons stated above.

Relationship with Federal FMLA and Other Leave Laws:

Family and medical insurance leave and leave taken under the federal Family and Medical Leave Act (FMLA) must be taken concurrently. Such leave is in addition to any leave for sickness or temporary disability because of pregnancy or childbirth.

Retaliation Prohibited:

will not retaliate against an employee for requesting or using leave under this policy.

Questions Regarding Paid Family and Medical Leave:

For more information about paid family leave benefits, contact the Operations Director, Sara Lewis.

Bereavement Leave

Bereavement leave provides paid time off for eligible employees in the event of a death in their immediate family. Regular full-time employees will be granted up to three days of leave with pay in the event of the death of (1) a spouse, domestic partner or (2) father, mother, child, grandchild, grandparents, or sibling. Relatives in category (2) may be biological, step, foster, or adopted relatives of the employee or their spouse. Regular part-time employees working at least 20 hours per week receive

pro rata bereavement time off. Subject to prior approval, one day with pay may be granted for other family members not listed above. Because of the deep impact that death can have on an individual or a family, additional unpaid time off may be granted on a discretionary basis. Such arrangements must be approved by the employee's supervisor and the Executive Director.

Jury Duty

An employee is permitted to report for jury duty if called upon, and will be excused during regular work hours for the time needed to serve. A copy of the subpoena should be submitted to the employee's supervisor and the Executive Director as soon as possible. Employees may request, through the Executive Director or supervisor, that the court excuse or reschedule them if their absence would seriously disrupt work vital to the office.

DLNW reimburses regular employees working a minimum of 20 hours per week the difference between jury duty pay and their regular earnings up to a maximum of one month's salary provided the employee returns to work at any time they are excused from jury service. Employees are expected to promptly inform DLNW how much jury duty pay they received so the difference may be calculated and adjusted on their paycheck. An employee will continue to accrue PTO leave up to a maximum of one month's accrual while on jury duty.

Personal Leave

A personal leave of absence is a temporary absence not mandated by any leave law, for which an employee may or may not receive pay but during which they remain associated with Donate Life Northwest.

Regular employees may request a discretionary leave of absence at any time after they have been continuously employed by Donate Life Northwest for at least 90 days. A discretionary leave request will be considered for employees who face medical and family situations similar to those covered by the Family and Medical Leave Act (FMLA) or the Oregon Family Leave Act (OFLA), including the birth or adoption of a child, or who present other compelling personal reasons for a discretionary leave of absence. The reasons for a discretionary leave of absence must be justifiable and the time requested must be reasonable. A discretionary leave typically will not exceed three months within a given fiscal year.

A leave of absence may be granted for a specified period of time and must have the written approval of the Executive Director, as far in advance as possible. Extension of a leave beyond the specified period may be granted under special circumstances with the written approval of Executive Director.

If discretionary leave is requested due to the employee's own health condition or the health condition of a family member, the employee is required to provide medical certification supporting the need for the requested leave. Additional medical opinions may be required. Employees may also be required to provide medical certification during the course of a discretionary leave, and, if the leave is due to their own condition, certification that they are fit to return to work.

Donate Life Northwest will continue to pay the employer portion of health, dental and short term disability coverage during a leave while they are in a paid status (i.e. while using accrued EIB or PTO). If in an unpaid status, employer paid insurance coverage continues to the end of the month in which non-paid status begins. An employee on a discretionary leave and in a non-paid status may continue

coverage at the employee's own expense, pursuant to the terms of applicable plans, by making arrangements with the Executive Director.

In cases where unpaid discretionary leave is requested due to the employee's own health condition and the leave does not exceed three months, the employer portion of medical, dental, and short term disability benefits will continue to be paid by DLNW during the approved leave.

Should an employee voluntarily terminate employment without returning or within three (3) months of returning to work, the employee will be required to repay the cost of medical and dental insurance premiums paid by DLNW during the unpaid months of discretionary leave.

Donate Life Northwest typically grants discretionary leaves only in circumstances in which it expects to return the employee to the same or similar position, with equivalent pay, benefits and other terms and conditions of employment. However, an employee's return to work after a discretionary leave will be determined at the sole discretion of Donate Life Northwest.

An employee will be considered to have voluntarily resigned as of the later of the last day worked or the last day of paid leave if any of the following conditions occur:

- The employee does not submit a proper request and receive approval for a leave of absence;
- The employee applies for unemployment benefits while on leave;
- The employee continues on leave after the purpose for which a leave was granted no longer exists;
- The employee does not report to work on the first scheduled work day following the expiration of the leave; or

The employee declines to accept a position of comparable status and pay to the one vacated at the time the leave began.

Involuntary termination of employment with Donate Life Northwest will result if an employee on leave of absence accepts and performs duties associated with other employment while on leave.

Crime Victims' Leave

Employees who are the victim of a crime may be eligible for leave in order to assist in the prosecution and trial of the accused. This leave is unpaid leave. Employees taking qualifying Crime Victims' Leave may choose to use PTO during this leave so the leave will be paid.

In order to be eligible to take this leave, the employee must have worked for the organization at least 25 hours per week for the 180 days immediately preceding the leave. The employee must also be the victim of the crime, or an immediate family member of the victim. For purposes of this category of leave, "immediate family member" means spouse, domestic partner, father, mother, sibling, child, stepchild and grandparent.

Employees must provide no less than three days' notice of the intention to take leave to attend a court hearing, when possible. The employee must also provide a copy of any hearing notice to the employer prior to taking the leave.

Domestic Violence Leave

An employee may be entitled to a reasonable amount of leave if the employee, or employee's family member, is a victim of domestic violence, sexual assault, or stalking. Such leave may be taken on a continuous, intermittent, or reduced schedule basis.

Domestic violence leave may be used to:

1. Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or employee's family members including, but not limited to, preparing for, or participating in, legal proceedings related to or derived from domestic violence, sexual assault, or stalking;
2. Seek treatment by a health care provider for physical or mental injuries caused by domestic violence, sexual assault, or stalking, or to attend to health care treatment for a victim who is the employee's family member;
3. Obtain, or assist a family member in obtaining mental health counseling or services from a domestic violence shelter, rape crisis center, or other social services program for relief from domestic violence, sexual assault, or stalking; or
4. Participate in safety planning, temporarily or permanently relocate, or take other actions to promote the safety of the employee or his or her family members.

Domestic violence leave is unpaid; however, employees may use accrued paid time off for this purpose.

Notification

Except in cases of imminent danger to the health or safety of the employee or his or her family member, an employee requesting domestic violence leave must inform his or her supervisor of the need for leave as soon as practical. When advance notice cannot be given because of an emergency or unforeseen circumstance, the employee or his or her designee must give notice no later than the end of the first day that the employee takes such leave.

Certification

Employees must be prepared to provide DLNW with certification to verify the employee's eligibility for the leave requested, such as a police report, court order, or documentation from a victim's advocate, an attorney, a member of the clergy, or a medical or other professional.

Reinstatement

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Military / Reserve Leave

Donate Life Northwest grants employees unpaid time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Operations Director, Sara Lewis.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Donate Life Northwest complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to Sara Lewis.

Bone Marrow & Organ Donation Leave

DLNW employees may be eligible to take leave to undergo a medical procedure to donate bone marrow or an organ. The total length of leave shall be determined by the employee, but shall not exceed three (3) months, unless otherwise agreed to by DLNW.

To be eligible, employees must work for DLNW an average of 20 hours per week and have been continuously employed by DLNW for at least 90 days.

To the extent possible, employees must provide advance notice of their need for leave under this policy. Employees must submit verification by a physician for the purpose and length of each requested leave to donate bone marrow or an organ. If there is a medical determination that the employee does not qualify as a bone marrow or organ donor, any leave of absence granted to the employee prior to that medical determination will not be forfeited.

This leave is unpaid. Employees may choose to use accrued PTO and/or extended illness bank (EIB) hours, so that this leave will be paid. Employees taking unpaid leave may be able to receive short term disability (STD) benefits by filing a claim with DLNW's STD insurance provider. DLNW recommends that employees interested in utilizing STD for this type of leave, review current policy provisions and reach out to DLNW's benefits broker or the Operations Director to clarify specific coverage and claim requirements.

In cases where this discretionary leave is requested and will be **unpaid**, as long as the leave does not exceed 3 months, the employer portion of medical, dental and short term disability benefits will continue to be paid by DLNW. However, should an employee voluntarily terminate employment without returning or within three (3) months of returning to work, the employee will be required to repay the cost of medical and dental insurance premiums paid by DLNW during the unpaid months of leave.

Sabbatical Leave

After each five-year period of continuous employment at DLNW, full-time employees in good standing and with no intent to leave the organization may be granted a one-month leave to pursue an interest or activity that will assist the employee in professional or personal improvement. Such leave is without pay, and the Executive Director must approve such leave.

Employees and their supervisors, in consultation with the Executive Director, should select a period that is most compatible with their normal work cycle and coordinate around any planned leaves of absence of other coworkers. Upon qualifying for sabbatical leave, an employee has a two (2) year window to plan and take a sabbatical. A properly planned sabbatical and work-coverage process will demonstrate good delegation skills and provide growth opportunities for other employees at DLNW.

Ordinarily a sabbatical leave will carry with it a right to reinstatement. An employee will not accrue PTO leave while on a sabbatical leave of absence. The employer portion of medical and dental benefits will continue to be paid by DLNW during the approved leave. In cases where an employee has accrued EIB hours, they may apply these hours to Sabbatical Leave.

Should an employee voluntarily terminate employment without returning or within three (3) months of returning to work, the employee will be required to repay the cost of medical and dental insurance premiums and any used EIB hours paid by DLNW during the sabbatical leave.

Sabbatical leave is not intended to be an extension of PTO, Personal Leave, short-term disability leave or any other current benefit provided by DLNW. This policy does not constitute a guarantee of continued employment. Rather, employment with DLNW is on an at-will basis.

10. Workers' Compensation

Donate Life Northwest carries workers' compensation insurance as required by state law. The purpose of this insurance is to provide protection to employees in the event that they are injured on the job. All employees, regardless of classification, are covered by workers' compensation.

It is very important that employees tell the Operations Director or Executive Director immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that you qualify for coverage as quickly as possible and allows DLNW to investigate the matter promptly. Authorized medical and hospital expenses are paid by workers' compensation.

If the employee is unable to work due to an on-the-job-injury, a weekly benefit will be paid by workers' compensation. Employees receiving these weekly benefits may, at their option, charge absences due to such injuries to any EIB time that is accrued. In such cases, EIB time is charged on a pro-rated basis, determined by the weekly benefit. The pro-rated EIB plus the weekly benefit shall not exceed the employee's base pay.

11. Parking & Transit

All employees receive a parking code they may use to reimburse them for parking while at the office. All regular full-time employees and part time employees working at least 20 hours per week are eligible to receive an annual Tri-Met pass. This benefit is reviewed and updated periodically.

DLNW will also reimburse staff for parking expenses for work-related meetings/events occurring off-site.

12. Employee Assistance Program

DLNW recognizes that a wide range of problems - such as marital or family distress, alcoholism, and drug abuse - not directly associated with an individual's job function can be detrimental to an employee's performance on the job. We believe it is in the interest of employees and the Organization to provide an effective program to assist employees and their families in resolving problems such as these as the need arises.

DLNW provides an Employee Assistance Program (EAP) for employees and their eligible family members. The EAP is designed to provide voluntary, confidential and professional counseling outside the workplace for personal problems. Employees are assured that all use of the EAP is confidential and issues discussed will not be disclosed to DLNW. For more details on the EAP offered, see specific benefit plan documents or contact the Operations Director.

Participation in the EAP does not excuse employees from otherwise complying with Organization policies or from meeting normal job requirements during or after receiving assistance. Nor will participation in our employee assistance program prevent the Organization from taking disciplinary action against any employee for performance problems that occur before or after the employee's seeking assistance through the program.

13. Professional Development & Career Advancement

Donate Life Northwest is committed to supporting the career advancement of its employees despite limited budget and room for vertical advancement. Success in the workplace is recognized and rewarded through annual reviews, increased responsibility and autonomy appropriate to the employee's position, work that builds the employee's strengths and supports opportunities for personal and professional growth, possibility for a title change, and increased involvement in planning/management.

Employees are encouraged to explore and request relevant continuing education workshops, classes and publications of interest, as well as serve on non-profit boards and participate in professional organizations. Donate Life Northwest strives to designate funds for professional development in the annual budget. All professional development requests must be approved by a supervisor.

14. Social Security

Donate Life Northwest has waived its exemption from the Social Security Act so that its employees shall participate in the Social Security Benefits program of the United States Government. Employees shall contribute to their social security accounts at a rate established by Congress by means of payroll deductions. Donate Life Northwest contributes an amount equal to that contributed by the employee.

15. Unemployment Compensation

Employees are covered by Unemployment Compensation Insurance. Donate Life Northwest pays the State Unemployment Compensation tax. This program provides weekly unemployment benefits to unemployed persons as determined by the State. Payment means that Donate Life Northwest employees are eligible to apply for these benefits.

Appendix / Forms

Receipt of Employee Policies Handbook

I acknowledge that I have received a copy of Donate Life Northwest's (DLNW) Employee Handbook (the "Handbook"). The Handbook describes important information about DLNW, and I understand and agree that it is my responsibility to read and familiarize myself with the provisions of the Handbook and any revisions made to it and to abide by the rules, policies and standards set forth in the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand or if I have any question not answered in the Handbook, I will seek clarification from a supervisor, a manager or the Executive Director (ED). I acknowledge that this Handbook and its contents supersede all other previous employee handbooks.

I understand that the Handbook is not a contract of employment and does not guarantee employment for any particular term. I acknowledge that my employment with DLNW is "at will," meaning that either DLNW or I can terminate the relationship at any time, with or without cause, for any lawful reason.

I also acknowledge that, except for the policy of "at-will" employment, the terms and conditions set forth in this Handbook may be continually evaluated, amended, modified or rescinded at any time, provided such changes are in writing and approved by the ED. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. No contract of employment may be created between DLNW and any employee, except as may otherwise be provided by express written agreement signed by the ED. In addition, I understand that this Handbook summarizes DLNW policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with DLNW for benefits or for any other purpose.

I have read, understand and support DLNW's anti-discrimination and anti-harassment policies. I recognize that all employees, supervisors and managers are prohibited from engaging in discriminatory, harassing or retaliatory conduct. I acknowledge that if I witness or am a victim of misconduct, there is a complaint procedure, and I will report such misconduct to a supervisor, a manager, or a member of the management team.

I understand that I have a duty as an employee to maintain the confidentiality of all proprietary records and business information of DLNW, that I may not disclose such information unless authorized to do so, and that this confidentiality obligation extends beyond the period of my employment with DLNW.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

Confidentiality Agreement

It is the policy of Donate Life Northwest that the board of directors, employees, volunteers and contractors of Donate Life Northwest may not disclose, divulge, or make accessible Confidential Information to any person, including relatives, friends, and business and professional associates, other than to persons who have a legitimate need for such information and to whom Donate Life Northwest has authorized disclosure.

“Confidential Information” includes, but is not limited to, organization account passwords, manuals, individual donor information, contributor and vendor lists, contributor personal information, budgetary information, DLNW financial data, marketing and fundraising strategies or plans, proprietary processes, technical or operational information, databases, cost data, writings about methods, techniques, or processes of Donate Life Northwest, technology, and any confidential or proprietary information or trade secrets given to Donate Life Northwest by clients, sponsors, donors, volunteers, and partners or service providers. Confidential Information also includes Donate Life Northwest’s intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, trade secrets, ideas, discoveries, writings, creative works, websites, trademarks, and inventions developed through the course of your employment with Donate Life Northwest and as a direct result of your job responsibilities with Donate Life Northwest. *Wages and other conditions of employment are not considered to be Confidential Information.*

Board members and employees shall use such Confidential Information solely for the purpose of performing services as a board member or employee for Donate Life Northwest. This policy is not intended to prevent disclosure where disclosure is required by law or to limit the rights of employees to discuss their wages, hours and working conditions.

Members of the board, employees, volunteers and contractors must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of Confidential Information. Conversations in public places, such as restaurants, elevators, and public transportation, should be handled delicately in regards to any Confidential Information. In addition, directors and employees should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving Confidential Information on desks or otherwise in plain view and refrain from the use of speaker phones to discuss Confidential Information if the conversation could be heard by unauthorized persons.

At the end of a board members term or upon the termination of an employee's, volunteer's or contractor's relationship with Donate Life Northwest, they shall return, shred or delete all documents, papers, and other materials, regardless of medium, which may contain or be derived from Confidential Information, in their possession. This includes, without limitation, information on contributors, registered organ donors, or other associates of Donate Life Northwest, correspondence, records, processes, methods, and correspondence lists, all of which is to remain the exclusive property of Donate Life Northwest.

The undersigned individual understands that Donate Life Northwest has no adequate remedy at law for a breach of this Confidentiality Agreement (“Agreement”). Therefore, the undersigned stipulates that any breach of the Agreement authorizes Donate Life Northwest to take appropriate action to protect its confidential information through court proceedings including, but not limited to, seeking an injunction from further breaches of the Agreement. The undersigned further understands that they may be liable for all damages which shall arise from any breach herein, together with interest, costs and attorney’s fees. Any lawsuit filed pursuant to this Agreement shall be brought in Multnomah County, Oregon.

(Signed)

(Date)

(Print clearly)

Time Off Request Form

Date: _____

Name: _____

1. I am requesting the following days off:

From: _____ To: _____

I will return to work on: _____

Login/password form was last updated (mm/yy): _____

Employee's initials: _____

2. I am requesting the following hours off:

From: _____ To: _____

Date: _____

3. CPL hours at time of vacation: _____ (actual or estimate)

☐ This vacation request is approved by direct supervisor: _____(initials)

☐ This vacation request is not approved for the following reasons:

☐ This vacation request is approved and can be added to the all staff calendar:

Executive Director's initials: _____ Date: _____

☐ Added to the all staff calendar

☐ Approved time off request form returned to the Operations Director to accompany payroll

Employment Reference Release

I acknowledge that I have been informed that it is Donate Life Northwest's general policy to disclose in response to a prospective employer's request only the following information about current or former employees: (1) the dates of employment, (2) descriptions of the jobs performed, and (3) salary or wage rates.

By signing this release, I am voluntarily requesting that Donate Life Northwest depart from this general policy in responding to reference requests from any prospective employer that may be considering me for employment. I authorize Donate Life Northwest to disclose to such prospective employers any employment-related information that Donate Life Northwest, in its sole discretion and judgment, may determine is appropriate to disclose, including any personal comments, evaluations, or assessments that Donate Life Northwest may have about my performance or behavior as an employee.

In exchange for Donate Life Northwest's agreement to depart from its general policy and to disclose additional employment-related information pursuant to my request, I agree to release and discharge Donate Life Northwest and Donate Life Northwest's successors, employees, officers, and directors for all claims, liabilities, and causes of action, known or unknown, fixed or contingent, that arise from or that are in any manner connected to Donate Life Northwest's disclosure of employment-related information to prospective employers. This release includes, but is not limited to, claims of defamation, libel, slander, negligence, or interference with contract or profession.

I acknowledge that I have carefully read and fully understand the provisions of this release. I further acknowledge that I was given the opportunity to consult with an attorney or any other individual of my choosing before signing this release and that I have decided to sign this release voluntarily and without coercion or duress by any person.

This release sets forth the entire agreement between Donate Life Northwest and me, and I acknowledge that I have not relied upon any representation or statement, written or oral, not set forth in this document.

Signature: _____
(Employee)

Date: _____

Signature: _____
(Supervisor / Executive Director)

Date: _____