



JANUARY 30, 2024

## Oregon Wine Board Meeting Agenda **FINAL**

Time	Topic	Documents	Leader
1:30 p.m. (5 minutes)	<b>Public Board Meeting</b> <ul style="list-style-type: none"><li>Open meeting &amp; welcome guests</li></ul>		G. Jones
1:30 – 1:35 p.m. (5 minutes)	<b>Board Meeting Minutes</b> <ul style="list-style-type: none"><li>December 1 meeting minutes</li><li>December 18 meeting minutes</li><li>December 22 meeting minutes</li></ul>	<a href="#">Dec. 1 minutes</a> <a href="#">Dec. 18 minutes</a> <a href="#">Dec. 22 minutes</a>	G. Jones
1:35 – 1:40 p.m. (minutes)	<b>Marketing Committee</b> <ul style="list-style-type: none"><li>Vote on the Marketing Committee Charter</li></ul>	<a href="#">MarComm Charter</a>	G. Jones N. Ferguson
1:40 – 1 :45 p.m. (5 minutes)	<b>OWB Operations</b> <ul style="list-style-type: none"><li>Approve the updated OWB Employee Handbook</li></ul>	<a href="#">Employee Handbook</a>	S. Crawford

### ATTENDEES

#### Board

Greg Jones, Tiquette Bramlett, Justin King, Gary Mortensen, Cristina Gonzales, Dionne Irvine, Austin Kraemer, Maria Ponzi, Adam Ramirez

#### Staff

Sally Crawford, David DeWitt, Celine Fauveau, Neil Ferguson, Stacey Kohler, Bree Stock



DECEMBER 1, 2023

## Board meeting minutes **DRAFT**

### ATTENDEES

#### Board

Justin King, Greg Jones, Donna Morris, Tiquette Bramlett, Dennis O'Donoghue, Bob Morus, Cristina Gonzales, Dionne Irvine, Gary Mortensen

#### Staff

Tom Danowski, Sally Crawford, David DeWitt, Celine Fauveau, Neil Ferguson, Stacey Kohler, Sarah Murdoch (contractor)

#### Guests

Austin Kraemer, Adam Ramirez, Gina Bianco (RVV), Morgen McLaughlin (WVWA), Suzanne Shultz (Willamette Valley Vineyards), Elisa Ford (NWCSFR)

### MEETING OPENING

- Chair J. King called the Oregon Wine Board public meeting to order at 11:15 a.m.

### Review of meeting minutes

- The Board reviewed the meeting minutes from September 19, 2023.  
**MOTION:** T. Bramlett moved that the September 19 meeting minutes be approved.  
C. Gonzales seconded. The motion carried 9-0.

### Finance Committee & Administration

- S. Crawford updated the Board on the OWB Biannual Financial Review performed by Moss Adams.
- S. Crawford presented the Financial Reports from the 1<sup>st</sup> quarter of the fiscal year 2023-24. Quarterly Financials will be reported to the Board effective with FY23-24
- S. Crawford reported that the year's revenue and expenses are on target to date and reiterated the budget is spending down surplus funds from 2022-23.
- Community Benchmark requires \$17,400 to fully fund activities from Nov., 2023-June 2024, which is \$6,200 more than originally allocated in the August version of the budget.
- S. Crawford reported that after receiving some quotes from shared office spaces for staff, \$2,000 per month would be a reasonable amount to budget.
- S. Crawford reminded the Board that there is \$40,000 in the budget for strategic planning.

**MOTION:** B. Morus moved to approve the Financial Reports for Q1 of the fiscal year 2023-24. G. Mortensen seconded. The motion carried 9-0.

**MOTION:** G. Jones made a motion to approve moving \$6,200 from the 2023-24 DEI budget to the Community Benchmark line item. J. King seconded. The motion carried 9-0.



- S. Crawford spoke about the revised Employee Handbook. The Board said they would like more time to read the handbook and provide feedback. This is in addition to having the Oregon Department of Administrative Services review the revised edition.
- S. Crawford also reviewed with the Board the fiscal year 2023-24 budget process and timeline of reporting to the Board and the industry.

### International Marketing Committee

- S. Crawford reviewed with the Board the international marketing program working with the Northwest Wine Coalition, Bryant Christie, and the USDA grant funding opportunities.
- B. Morus agreed to continue serving as the International Marketing Committee Chair.
- B. Morus also talked to the Board about the Fund Matching Program through WUSATA (Western United States Agricultural Trade Association) that is available for participants.

### Education Committee

- S. Crawford updated the Board on the scheduling of DEBI training for staff and available Board Directors with Diamond Strategies.
- S. Crawford discussed the creation of a DEBI committee in the coming months.
  - Board Director C. Gonzales offered to Chair the DEBI committee.
- S. Crawford presented to the Board the current ticket sales and sponsorships for the 2024 Oregon Wine Symposium (OWS).

### Research Committee

- Vice Chair, G. Jones updated the Board on the 2024-25 Viticulture and Enology RFP.  
**MOTION:** T. Bramlett moved to approve the 2024-25 V&E RFP. D. Morris seconded. The motion carried 9-0.

### IPC Committee

- C. Fauveau presented the Board a year in review of the creation of the Industry Partnership Committee.
  - The discussion included IPC achievements, deep dives, and goals for the following year.

### Marketing Committee

- N. Ferguson discussed the establishment of a Marketing Committee, its Charter, and Chair/Co-Chairs.
- The Board asked for more time to consider the Charter and discuss establishing the Committee.



## Election of OWB's 2024 Executive Officers

- **MOTION:** D. Morris moved to approve Greg Jones (Chair), T. Bramlett (Vice-Chair), G. Mortensen (Treasurer), and J. King (Chair Emeritus) as Executive Officers in 2024 as proposed. C. Gonzales seconded. The motion carried 9-0.

## Election of the 2024 Committee Chairs

- J. King lead a discussion around 2024 OWB committee chairs.
  - **MOTION:** T. Bramlett moved to approve C. Gonzales interim Chair for the Education Committee and Chair of the DEBI Committee, Dr. G. Jones as the Chair for the Research Committee, G. Mortensen and M. Ponzi as Co-Chairs for the Marketing Committee, B. Morus as the Chair of the International Marketing Committee, and D. Irvine and G. Bianco as Co-Chairs for the IPC Committee. G. Mortensen seconded. The motion carried 9-0.

## Industry Grant Requests

- The Board reviewed two Industry Grant Requests
  - The Board approved the Eastern Oregon Visitors Association's \$2,000 request for the Eastern Oregon Media Tour before Hospice du Rhône Walla Walla
  - The Board approved the McMinnville Winegrowers Association request for help with a McMinnville AVA Passport program with a grant award for \$500

## Vote on the 2024 Oregon Wine Industry Awards

- The Board asked for more time to recommend the industry award nominations and come back in the next week with a Board vote.

## Other business

- S. Kohler presented the proposed 2024 Board meeting schedule.
  - The Board asked for a doodle poll to select availability on the proposed dates.

## MEETING FINALIZATION

- Chair J. King adjourned the Oregon Wine Board public meeting at 2:15 p.m.

## DECEMBER 1, 2023

### Executive Session

10– 11 a.m.

The Oregon Wine Board Directors met in Executive Session and discussed:

- OWB Executive Director Search
- Interim Executive Director
- Oregon Wine Industry Awards
- Chartering a DEBI Committee
- Review the proposed slate of 2024 Executive Officers



**DECEMBER 18, 2023**

## **Board meeting minutes Part 1 DRAFT**

[Recording link](#)

### **ATTENDEES**

#### **Board**

Justin King, Greg Jones, Donna Morris, Tiquette Bramlett, Dennis O'Donoghue, Bob Morus, Cristina Gonzales, Dionne Irvine, Gary Mortensen

#### **Staff**

Sally Crawford, David DeWitt, Celine Fauveau, Neil Ferguson, Stacey Kohler, Sarah Murdoch (contract), Bree Stock, Margaret Bray (contractor)

#### **Guests**

Sam Zeigler (DOJ), Marissa Karras & Dennis Karras (Karras Consulting), Anna Maria Ponzi, Erica Landon (Walter Scott)

### **MEETING OPENING**

- Chair J. King called the Oregon Wine Board public meeting to order at 1:05 p.m.

### **Executive Director Search**

- The Board reviewed the hiring criteria and desired competencies for the new OWB Executive Director position.  
**MOTION:** G. Mortensen moved that the Executive Director hiring criteria and desired competencies documents be approved. D. O'Donoghue seconded. The motion carried 9-0.

### **MEETING FINALIZATION**

- Chair J. King adjourned the Oregon Wine Board public meeting at 1:10 p.m.

**DECEMBER 18, 2023**

#### **Executive Session**

1:10 – 6:35 p.m.

The Oregon Wine Board Directors met in Executive Session to interview the OWB Executive Director candidates.

- Guests included Marissa & Dennis Karras (Karras consulting) and Sam Zeigler (DOJ)



**DECEMBER 22, 2023**

## **Board meeting minutes **DRAFT****

[Recording link](#)

**DECEMBER 22, 2023**

### **Executive Session**

10 a.m. – 12:57 p.m.

The Oregon Wine Board Directors met in Executive Session to deliberate on the final candidate for the new OWB Executive Director role.

Guests included Marissa and Dennis Karras (Karras consulting), Sam Zeigler (DOJ)

## **PUBLIC BOARD MEETING**

### **ATTENDEES**

#### **Board**

Justin King, Greg Jones, Donna Morris, Tiquette Bramlett, Dennis O'Donoghue, Bob Morus, Cristina Gonzales, Dionne Irvine, Gary Mortensen

#### **Staff**

Sally Crawford, David DeWitt, Celine Fauveau, Neil Ferguson, Stacey Kohler, Sarah Murdoch (contractor), Bree Stock, Margaret Bray (contractor)

#### **Guests**

Sam Zeigler (DOJ), Marissa Karras & Dennis Karras (Karras Consulting), David Adelsheim, Rob Alstrin, Gina Bianco, Julie Dalrymple, Michelle Kaufmann, Megan Markel, Morgen McLaughlin, Kate Norris, Emily Petterson, Anna Maria Ponzi

### **MEETING OPENING**

- Chair J. King called the Oregon Wine Board public meeting to order at 12:57 p.m.

### **Executive Director Search**

- The Board took a vote on the final OWB Executive Director candidate.

**MOTION:** D. O'Donoghue made a motion to appoint Gina Bianco as the new OWB Executive Director. C. Gonzales seconded. The motion carried 9-0.

### **MEETING FINALIZATION**

- Chair J. King adjourned the Oregon Wine Board public meeting at 1:01 p.m.



DECEMBER 18, 2023

## Board meeting minutes **Part 2 DRAFT**

[Recording link](#)

### ATTENDEES

#### Board

Justin King, Greg Jones, Donna Morris, Tiquette Bramlett, Dennis O'Donoghue, Bob Morus, Cristina Gonzales, Dionne Irvine, Gary Mortensen

#### Staff

Sally Crawford, David DeWitt, Celine Fauveau, Neil Ferguson, Stacey Kohler, Sarah Murdoch (contractor), Bree Stock, Margaret Bray (contractor)

#### Guests

Sam Zeigler (DOJ), Marissa Karras & Dennis Karras (Karras Consulting), Anna Maria Ponzi, Erica Landon (Walter Scott), Gina Bianco, Morgen McLaughlin, Erica Landon, Andy Steinman, Julie Dalrymple, Courtney Cunningham, Ashley Cates, Eugenia Keegan, Barbara Gross, David Adelsheim, Grehson Smith, Ben Casteel, Pat Dudley

### MEETING OPENING

- Chair J. King called the Oregon Wine Board public meeting to order at 6:35 p.m.

#### Executive Director Search

- The Board decided it needed more time to review the final OWB Executive Director candidates. The Board will meet in the next few days to hold another Executive Session and Public Board meeting.
- **MOTION:** G. Jones made a motion to appoint Sally Crawford as the Interim Executive Director effective January 3, 2024. D. O'Donoghue seconded. The motion carried 9-0.

### MEETING FINALIZATION

- Chair J. King adjourned the Oregon Wine Board public meeting at 6:36 p.m.

## **OWB MARKETING COMMITTEE CHARTER**

### **I. Purpose of the Committee**

Primary objective: Elevate Brand Oregon through unified strategies, tactics, and programming aligned with OWB's Marketing pillars, within the Oregon wine industry and key partners.

### **II. Committee Responsibilities**

**The Marketing Committee** makes recommendations to OWB's Board of Directors, as well as to the industry at large, about marketing-related programming and budgeting. Committee recommendations will support the pillars established in the OWB Strategic Marketing Plan, which support the OWB's Strategic Plan and its mandate to serve the broad Oregon wine industry, including industry members not represented by an association. The committee is a forum for conceiving, planning, and executing industry-wide marketing programs and initiatives. Program examples include Oregon Wine Month, Bounty & Vine, and Cellar Season. The committee must ensure its projects benefit grape growers and wineries alike.

The Committee may make recommendations, develop programming and tactics, and coordinate execution in the following areas:

- Year-round grant cycle planning, including grants from Travel Oregon and ODA
- Campaign planning: sharing insights and tactics around Oregon Wine Month, Bounty & Vine, Cellar Season, etc
- Wine tourism: sharing and implementing tactics that increase visitation and tasting room sales throughout the state
- Digital advertising
- DtC programming and tactics
- Coordination with wholesale marketing programs
- Event planning
- Educational opportunities

### **III. Committee Membership & Structure**

Committee members and Co-Chairs are expected to attend every meeting. Like OWB board directors, Marketing Committee members are expected to approach the committee's work with an industry-wide perspective, seeking outcomes that support wineries and growers of all profiles and regions. Committee membership will consist of 9-15 members who are directly involved in marketing efforts in their respective industry roles. OWB will recruit committee members through its own industry contacts, as well as through industry referrals and recommendations. Committee members should primarily be marketers working with wineries, regional associations, or distributors. Additional consideration will be given to tourism groups such as Travel Oregon or other DMOs, as well as retailers. Potential members will be





required to complete an application that will include brief questions about their connection to the wine industry as well as their experience in marketing.

**Co-Chairs:**

The Co-Chairs will preferably be from different regions and be appointed by the OWB of Directors. The positions will be held by an Oregon Wine Board Director.

**OWB staff**

- OWB Director of Marketing will handle the management and administration of the Committee. OWB will communicate the Marketing Committee’s work to the statewide industry to ensure all are represented.
- OWB Trade Marketing Manager
- OWB PR Director

**Special guests**

- The Committee will invite marketing experts for presentations, creative work, information sharing and discussion.

**IV. Meeting Cadence and Agenda**

Meetings are held quarterly. The committee will endeavor to meet in-person whenever possible and will meet via video conference when required. The goal of each meeting will be to discuss, learn, and plan marketing efforts that benefit the state’s wine industry and to coordinate or assist each other with execution of the committee’s marketing plans.

**I. DRAFT Committee Structure and Sample Meeting**

**INDUSTRY LEADERSHIP**

**Co-Chair**  
(Director of the OWB)

**Co-Chair**  
(Director of the OWB | or a Senior Marketing Executive Industry member)

**OWB MANAGEMENT LEADERSHIP**

**OWB Executive Director**

**Marketing Director (process management lead)\* and coordinates with**



## **Trade Marketing Manager and MarCom Manager**

### **Industry Makeup**

3 Working Groups:

#### **Consumer/DTC Marketing**

6 - 8 Industry or Association Consumer/DTC Marketing Managers

#### **Trade Sales & Marketing**

4 - 6 Industry or Association National or Trade Marketing Managers

#### **PR/Marketing Comms**

3 - 4 Industry or Association PR Managers

#### **“Ancillary/Support Members”**

Industry Researchers and Analysts | Key Distributor Partners | Others TBD

## **II. SAMPLE MEETINGS | Quarterly Meetings | Preferably 3 are in-person**

Meeting Length | 3 Hours (tbd)

### **Hour 1 to 1.5 | State of the Industry**

1. These ‘state of the industry’ topics would rotate and focus on different aspects of the wine business. These could include “state of Travel”; state of Consumer/DTC market and sales; state of Wholesale Distribution; state of Retail; state of Restaurants; etc. All are invited and encouraged to attend and participate in the first hour “state of the industry” sessions.

### **Hours 2 - 3 | Working Group Sessions**

1. Working groups break into their disciplines for deeper dives into their main topics, work, report backs etc. for the meeting.

### **Other Thoughts and Considerations**

A. Ancillary/Support Members are invited to stay and attend working group sessions as needed, or may just attend the ‘state of the industry’ sessions.

B. Some of the working groups may not need to meet 4 times per year. The Industry Chairs, working with the ED and OWB Working Group Managers, can put together a schedule and agendas that address the needs of each working group. So, although there might be 4 meetings each year, each working group may only need to attend 3 of the 4 meetings as working groups. Any can attend the “state of the industry” sessions.

C. These quarterly state of the industry sessions could be of interest to a larger group. Members of the IPC could be invited to the state of the industry sessions that kick off each meeting.

**Qualifications for membership:**

- Must work in or adjacent to the Oregon wine industry
- Able and willing to dedicate at least a half day 3-4 times per year
- Work in one or more of the following areas:
  - Marketing: DtC, tourism, social media and digital advertising, executive marketing role
  - PR/Communications
  - Trade: distribution, sales, marketing, retailer
- Ability to act as the eyes and ears for their respective region for providing input to the OWB’s marketing planning and willingness help to spread the word about the OWB’s marketing programs
- Possess a diverse marketing / management experience across a variety of components of the marketing mix
- Capability and willingness to put Oregon needs above the needs of individual business or AVA



# **Employee Handbook**

Updated January 2024

v2024.01.11

## Table of Contents

Acknowledgement of Receipt.....	4
Welcome .....	5
Introduction.....	6
Work General Policies.....	7
Employee Privacy Policy.....	7
Dress Code and Public Image Policy.....	8
Workspace Policy .....	8
Office Equipment Policy .....	8
Personnel Records Policy .....	9
Performance Reviews, Salary Reviews Policy .....	9
Promotions and Transfers Policy.....	10
Complaint Resolution Procedure Policy.....	10
Equal Employment Opportunity Policy.....	11
Employment Classifications Policy.....	11
Conflict of Interest Policy.....	12
Technology .....	13
Email Policy.....	13
Social Media Policy.....	13
Safety and Substance Abuse.....	14
Smoking Policy.....	14
Drug-Free Workspace Policy .....	14
Alcohol and Substance Abuse Policy .....	14
Workplace Fairness & ADA.....	15
Workplace Fairness Policy .....	15
Americans With Disabilities Act Policy.....	17
Work Hours, Attendance, Payroll.....	18
Hours of Work Policy .....	18
Flex Time Policy.....	18
Telecommuting Policy.....	18
Attendance and Punctuality Policy .....	18
Payroll Practices Policy .....	18
Salary Deductions and Withholding Policy.....	19
Direct Deposit Policy.....	19
Time Off, Leave and Separation.....	20
Paid Time Off (PTO) (OR).....	20
Holiday Pay Policy .....	20
Family and Medical Leave Act (FMLA).....	21
Paid Leave Oregon .....	23
Statutorily Required Leaves with and without Pay .....	24
Military Service Leave Policy .....	24
Federal Military Leave .....	25
Bereavement Leave Policy .....	26
Termination.....	26
Resignation .....	26
Layoffs.....	26
Exit Interview .....	26
Final Pay .....	26
COBRA State Continuation Rights .....	27

Employee benefits .....	28
General.....	28
Medical Plan .....	28
Dental Plan.....	28
Life Insurance Plan .....	28
Long-term and Short-term Disability Plans.....	28
Health Care Flexible Spending Account .....	28
Retirement Savings Plan.....	28
Employee Assistance Plan.....	29
Expenses, Reimbursements and Contracts .....	30
General.....	30
Company-Issued Credit Cards Policy.....	30
Mobile Devices.....	30
Personal Vehicle Usage .....	30
Rental Cars and Other Transportation .....	31
Meals and Entertainment .....	31
Air Travel.....	31
Accommodations .....	32
Non-Reimbursable Expenses Policy.....	32
Miscellaneous Expenses .....	32
Travel Reimbursable via USDA Grant Programs .....	32
Expense Reports .....	33
Contracts .....	33

# Acknowledgement of Receipt

I acknowledge that I have received a copy of the Oregon Wine Board Employee Handbook (“Handbook”). I understand that I am responsible for reading and abiding by all policies and procedures in this Handbook, as well as all other policies and procedures of the OWB.

I also understand that the purpose of this Handbook is to inform me of the OWB's policies and procedures, and that it is not a contract of employment. Nothing in this Handbook provides any entitlement to me or to any OWB employee, nor is it intended to create contractual obligations of any kind.

I understand that the Company has the right to change any provision of this Handbook at any time and that I will be bound by any such changes.

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Signature

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Date

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Full Name (please print)

Please sign and date one copy of this acknowledgement and return it to the Finance & Administration. Retain a second copy for your reference.

# Welcome

It is our privilege to welcome you to Oregon Wine Board. We wish you every success in your new job, and we hope that you quickly feel at home. This Handbook was developed to describe some of the expectations we have for all our employees and what you can expect from us.

The Oregon Wine Board is a semi-independent government agency created to assist with the promotion, research, and industry education of Oregon wine.

Oregon Wine Board firmly believes that a rising tide lifts all boats. In its unique statewide position, the Oregon Wine Board is a critical partner to the Oregon wine industry, working to raise the tide by cultivating an environment in which our grapes and wines are coveted, winegrowers and producers are well-equipped to compete, all people are treated with equal respect, and our industry's collective success buoys all.

Together we will build a diverse, equitable, and inclusive Oregon Wine Board within which all employees, stakeholders, and residents feel that they belong.

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



# Introduction

This Employee Handbook (“Handbook”) is a compilation of personnel policies, practices, and procedures currently in effect at Oregon Wine Board (“OWB”). The Handbook is designed to introduce you to our OWB, familiarize you with OWB policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

This Handbook is not a contract of employment and does not create a contract of employment. Like most American companies, Oregon Wine Board generally does not offer individual employees formal employment contracts with the OWB. This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period. The purpose of the Handbook is to present policies and practices at the OWB. This Handbook cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to Finance & Administration or the Executive Director.

The OWB reserves the right to modify any of our policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means. However, such a notice is not required for changes to be effective.

# Work General Policies

## Employee Privacy Policy

In this age of the Internet where privacy has become an increasing concern, we take your privacy very seriously. The privacy and security of your personal data (“Personal Information”) which we collect from you is important to us. It is equally important that you understand how we handle this data. The OWB will not knowingly collect or use Personal Information in any manner not consistent with this policy, as it may be amended from time to time, and applicable laws.

### Collection of Information

While conducting our business and complying with federal, state, and local government regulations governing such matters as employment, tax, insurance, etc., we must collect Personal Information from you. The nature of the information collected varies somewhat for each employee, depending on your employment responsibilities, the location of the facility where you work, and other factors. We collect Personal Information from you solely for business purposes, including those related directly to your employment with the OWB, and those required by governmental agencies.

### Use of the Information Collected

The primary purposes for collection, storage and/or use of your Personal Information include, but are not limited to:

- **Human Resources Management.** We collect, store, analyze, and share (internally) Personal Information to attract, retain, and motivate a highly qualified workforce. This includes recruiting, compensation planning, succession planning, reorganization needs, performance assessment, training, employee benefit administration, compliance with applicable legal requirements, and communication with employees and/or their representatives.
- **Business Processes and Management.** Personal Information is used to run our business operations including, for example, scheduling work assignments, managing OWB assets, reporting and/or releasing public data (e.g., annual reports, etc.), and populating employee directories. Information may also be used to comply with government regulation.
- **Safety and Security Management.** We use such Personal Information as appropriate to ensure the safety and protection of employees, assets, resources, and communities.
- **Communication and Identification.** We use your Personal Information to identify you and to communicate with you.

### Limited Disclosure

The OWB acts to protect your Personal Information and ensure that unauthorized individuals do not have access to such information by using security measures to protect Personal Information. We will not knowingly disclose, sell, or otherwise distribute your Personal Information to any third party without your knowledge and, where appropriate,

your express written permission, except where disclosure is reasonably necessary to comply with the law.

## **Security of Personal Information**

We employ reasonable security measures and technologies, such as password protection, encryption, physical locks, etc., to protect the confidentiality of your Personal Information. Only authorized employees have access to Personal Information. If you are an employee with such authorization, it is imperative that you take the appropriate safeguards to protect such information. Paper and other hard copy containing Personal Information (or any other confidential information) should be secured in a locked location when not in use. Computers and other access points should be secured when not in use by logging out or locking. Passwords and user IDs should be guarded and not shared. When no longer necessary for business purposes, paper and hard copies should be immediately destroyed using paper shredders or similar devices. Do not leave copies in unsecured locations waiting to be shredded or otherwise destroyed. Do not make or distribute unauthorized copies of documents or other tangible mediums containing Personal Information. Electronic files containing Personal Information should only be stored on secure computers and not copied or otherwise shared with unauthorized individuals within or outside of the OWB.

The OWB will make reasonable efforts to secure Personal Information stored or transmitted electronically from hackers or other persons who are not authorized to access such information.

Any violation or potential violation of this policy should be reported to your immediate supervisor, designated manager, or Finance & Administration. The failure by any employee to follow these privacy policies may result in discipline up to and including discharge of the employee. Any questions or suggestions regarding this policy may also be directed to your immediate supervisor, designated manager, or Finance & Administration.

## **Dress Code and Public Image Policy**

As an employee of the OWB, we expect you to present a clean and professional appearance when you represent us, whether you are in or outside of the office. You are, therefore, required to dress in appropriate business attire and to behave in a professional, businesslike manner. It is essential that you act in a professional manner and always extend courtesy to co-workers, visitors, vendors, industry members and industry associations.

The current OWB dress code is business casual. Generally, clean, neat clothing is acceptable. As always, please use common sense in your choice of business attire.

It is the intent of this policy to comply with applicable state, local and federal laws prohibiting discrimination based on color, race, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, and any other status protected under such laws.

## **Workspace Policy**

Employees are responsible for maintaining the workspace assigned to them. A clean, orderly workspace provides an environment conducive to working efficiently. Employees should keep in mind that their workspace is part of a professional environment that portrays the OWB's overall dedication to providing quality service to its clients. Therefore, your workspace should be clean and organized with any confidential information secured and out of sight.

## **Office Equipment Policy**

Certain equipment is assigned to staff depending on the needs of the job, such as a personal computer and access to a printer. The OWB expects that you will treat this equipment with care and report any malfunctions immediately to staff members equipped to diagnose the problem and take corrective action.

## **Personnel Records Policy**

It is important that the OWB maintain accurate personnel records at all times. You are responsible for updating the information in the payroll software and notifying your immediate supervisor or the Finance & Administration of any change in name, home address, telephone number, immigration status, or any other pertinent information. By promptly notifying the OWB of such changes, you will avoid compromise of your benefit eligibility, the return of W-2 forms, or similar inconvenience.

## **Performance Reviews, Salary Reviews Policy**

### **Job Description and Goal Setting**

The Executive Director or your direct manager is responsible for providing each employee with a clearly directed job description. The Executive Director will work with each employee individually to set goals for the coming year. The goals will be used for performance evaluations at the end of the year. The Executive Director shall set the wage and salary rate for each employee and determine eligibility for benefits.

The Board shall provide the Executive Director with a clearly directed job description. The Executive Director may be involved in the process of establishing the job responsibilities and duties. The Board and the Executive Director shall meet in executive session each year to establish goals for the coming year. These goals will be used to help evaluate performance at the end of the year. Goal setting may be timed with the annual Strategic Planning Session of the board. The Board shall review and determine compensation and benefits for the Executive Director on an annual basis.

### **Performance Appraisals**

The Executive Director or your direct manager is responsible for providing each employee with performance appraisals.

An employee's first year of employment is considered an orientation period. During this time your performance will be evaluated several times and a decision made about regular employment. New employees will generally be evaluated after six months and one year. If your performance is satisfactory or better, you will become a regular employee. If your performance is unsatisfactory, we may decide to end your employment or extend your period of orientation to further evaluate your performance and suitability for the position.

After the one-year orientation period, performance reviews will normally be conducted annually, typically in June or July. All performance reviews will be completed in writing by the Executive Director or your manager on the form designated by the OWB and reviewed during a conference with you. Each employee is provided the opportunity to provide a written response to their evaluation. Factors considered in your review include the quality of your job performance, your attendance, meeting the requirements of your job description, dependability, attitude, cooperation, compliance with OWB employment policies, any disciplinary actions, and year-to-year improvement in overall performance. It is the intent of this policy to comply with applicable state, local and federal laws prohibiting discrimination based on color, race, religion, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, and any other status protected under such laws.

The manager and the employee will sign the appraisal and it will be included in the employee's personnel file. Compensation increases are given by the OWB at its discretion in consideration of various factors, including your performance review.

### **Review of the Executive Director**

The Executive Director shall be reviewed annually by the Executive Committee of the Board of Directors. The review will be held to set appropriate goals for the coming year. The suggested schedule for the review shall be as follows:

- May - Board drafts and approves the Executive Director review form. Each Director completes the review form and returns it to the Chair by May 31.
- June - Executive Committee conducts Executive Director Review.
- July - The Executive Committee provides the report of the review to the full Board.

The review will consider the job responsibilities and duties assigned the Executive Director as defined in the job description and will take into account the goals set jointly by the Board and Executive Director. The Executive Director will be given the opportunity to provide written self-evaluation in advance of the meeting for review by the Executive Committee. The Executive Director shall have an opportunity to read all written evaluations from Board members at the time of the review. The review should be used constructively for the overall development of the Executive Director and the position.

### **Promotions and Transfers Policy**

To match you with the job for which you are most suited and/or to meet the business and operational needs of the OWB, you may be transferred from your current job, or your Responsibilities and Job Description updated for your current role; pay may also be adjusted based on responsibilities. This may be either at your request or because of a decision by the OWB.

Reasons for changes may include, but are not necessarily limited to, fluctuations in department workloads or production flow, a desire for more efficient utilization of personnel, increased career opportunities, personality conflicts, health, other personal situations, or other business reasons. Temporary transfers may be made at the discretion of the OWB management.

An employee is eligible to request a transfer and to be considered for a promotion upon completion of 12 months of satisfactory job performance. (However, a transfer may take place within the first six (6) months of employment if the management of the OWB believes that it is in the best interest of the OWB to make an exception to this guideline.) Your eligibility is also dependent, of course, on your having the needed skills, education, experience, and other qualifications that are required for the job.

### **Complaint Resolution Procedure Policy**

In a perfect world, every employment relationship would be smooth and harmonious. However, there are times when employees and employers disagree.

#### ***Preliminary Step***

You must first address your complaint or grievance with your immediate supervisor. This may be done orally in informal discussion. If your informal attempts to resolve the matter are not successful, you may implement the formal complaint process.

### ***Step 1***

You must first submit your complaint in writing to your immediate supervisor. Ideally, complaints should be submitted within thirty (30) calendar days following the date you first knew of the grievance.

Your supervisor will respond in writing within ten (10) days following receipt of your complaint. All complaints and replies in Step 1 must be in writing. If the complaint is not settled in Step 1, then you may proceed to Step 2.

### ***Step 2***

Within ten (10) days following your receipt of the written answer to your Step 1 from your supervisor, you may appeal the disposition of your complaint by your supervisor to the Executive Director or a member of the Board of Directors who will then undertake an investigation of your complaint or grievance and the underlying facts. Within 15 business days following receipt of your complaint, the Executive Director or a member of the Board of Directors will meet with you to discuss and will then provide a written response within 15 business days following the date of your meeting.

We recognize that not everyone is comfortable presenting a grievance to their employer, but we encourage our employees to take advantage of this procedure. We are committed to preventing any retaliation against persons who do so. Taking the time to ask and answer questions, state, and resolve workplace concerns, makes an important contribution to the overall performance and growth of our organization.

## **Equal Employment Opportunity Policy**

The OWB is an equal opportunity employer. We will extend equal opportunity to all individuals without regard to race, religion, color, sex (including pregnancy, sexual orientation, and gender identity), national origin, disability, age, genetic information, or any other status protected under applicable federal, state, or local laws. Our policy reflects and affirms the OWB's commitment to the principles of fair employment and the elimination of all discriminatory practices. Details of our equal employment opportunity policies are further explained in Anti-Discrimination & Harassment.

## **Employment Classifications Policy**

### **At-Will Employer**

The OWB is an at-will employer. The employee or the OWB may terminate the employment relationship at any time.

### **Hiring and Termination of Employees**

The Board shall have the responsibility for hiring and termination of the Executive Director.

The Executive Director shall have the responsibility for hiring and termination of all other staff. The Board may share or appoint an officer to share in the responsibility of selecting candidates for certain key positions. In the absence of an Executive Director, the Board shall have full oversight of staff including hiring and termination.

The following terms will be used to describe employment classifications and status:

## **Exempt Employees**

Exempt employees are individuals not subject to overtime pay laws. In general, overtime laws require that exempt employees:

- Receive a pre-determined monthly salary that is not subject to change based on the employee's work quality or quantity.
- Receive a salary that is at least equal to the salary level set by law; and
- Meet the requirements of an exempt job classification.

The federal Fair Labor Standards Act (FLSA) sets the most common set of overtime exemption standards. Under the FLSA, the salary level is \$684 per week (\$35,568 per year) and exemptions exist for administrative, professional, or management positions.

## **Non-Exempt Employees**

Salaried employees who do not meet all criteria for an overtime exemption and many hourly employees are generally not exempt from overtime pay requirements.

## **Full-Time Employees**

Full-time employees work an average of at least 30 hours per week for more than 120 days in a year.

## **Temporary or Seasonal Employees**

Temporary or seasonal employees are hired for an interim period, usually to fill in for vacations, leaves of absence, or projects of a limited duration typically less than six months. Temporary or seasonal employees that work an average of at least 30 hours per week for more than 120 days (six months) in a year are eligible for OWB-paid benefits including insurance and PTO.

## **Conflict of Interest Policy**

We expect employees to avoid situations that might cause personal interests to conflict with the interest of the OWB or to compromise its reputation for integrity. A conflict of interest, or the appearance of one, occurs when an employee, or a member of their immediate family, uses the employee's position for personal benefit through an investment, association or business relationship that interfere with the employee's ability to exercise independent judgement on the behalf of the OWB.

Potential conflicts from employment or volunteer service outside of OWB must be reported and will be reviewed by the Executive Director to determine if a conflict of interest exists. Any additional employment or volunteer service should be reviewed on at least an annual basis during performance reviews.

# Technology

## Email Policy

The email system is the property of the OWB. All emails are archived on the server in accordance with our records retention policy, and all emails are subject to review by the OWB. You may make limited use of our email system for personal business matters, so long as such use is kept to a minimum and does not interfere with your work.

The OWB email system is OWB property, and as such, is subject to monitoring. System monitoring is done for your protection and the protection of the rights or property of the provider of these services. Please consider this when conducting personal business using OWB hardware and software.

Electronic mail is like any other form of OWB communication and may not be used for harassment or other unlawful purposes. Your email account is an OWB-provided privilege and is OWB property. Remember that when you send email from the OWB domain, you represent the OWB whether your message is business-related or personal.

## Confidentiality of Electronic Mail

As noted above, electronic mail is always subject to monitoring, and the release of specific information is subject to applicable laws and OWB rules, policies, and procedures on confidentiality. Existing rules, policies and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software.

## Social Media Policy

The term “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 website, social networking or affinity website, web bulletin board, or a chat room, whether associated or affiliated with the OWB, as well as any other form of electronic communication. The same principles and guidelines found in the OWB rules, policies and procedures apply to an employee’s social media activities online.

Any conduct that adversely affects an employee’s job performance or the performance of fellow employees, or otherwise adversely affects the OWB’s legitimate business interests, may result in disciplinary action, up to and including termination. Similarly, inappropriate postings, including but not limited to discriminatory remarks, harassment, and threats of violence, or similar inappropriate or unlawful conduct, will not be tolerated and may result in disciplinary action, up to and including termination. However, this restriction will not apply to any postings made in the exercise of any rights granted to an employee by federal law.



# **Safety and Substance Abuse**

## **Smoking Policy**

To provide a safe and comfortable working environment for all employees, smoking and vaping are strictly prohibited at all times inside any OWB office and/or meeting location or within 20 feet of any building entrance, window, or ventilation system.

## **Drug-Free Workspace Policy**

The OWB is committed to providing a substance abuse-free workplace for its employees. Abuse of alcohol or drugs while performing OWB work is inconsistent with the behavior expected of our employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines our ability to operate effectively and efficiently. The OWB has adopted a formal policy related to substance abuse. A copy of the complete policy is contained in this Handbook.

## **Alcohol and Substance Abuse Policy**

The OWB recognizes alcohol and drug abuse as potential health, safety, and security problems. Compliance with this substance abuse policy is made a condition of employment, and violations of the policy may lead to discipline and/or discharge.

The OWB understands that its employees may, as a part of their job, consume small amounts of wine at industry and public events, in conformance with state laws regulating the use and where relevant, the serving of alcohol. Excessive use of alcohol at such events can affect the reputation of OWB as well as the well-being of the employee and is prohibited.

All employees are prohibited from engaging in the unlawful manufacture, possession, use, distribution or purchase of illicit drugs, alcohol, or other intoxicants, as well as the misuse of prescription drugs on OWB premises or at any time and any place during working hours or work-related events. While we cannot control your behavior off the premises on your own time, we certainly encourage you to always behave responsibly and appropriately. All employees are required to report to their jobs in appropriate mental and physical condition, ready to work.

Substance abuse is an illness that can be treated. Employees are encouraged to seek appropriate professional assistance. You may ask your immediate supervisor, designated manager, or Finance & Administration for assistance in seeking help to address substance abuse. They can also help you determine coverage available under the OWB's medical insurance plan or protected leaves (FMLA/OFLA/Paid Leave Oregon or the ADA).

Any violator of this alcohol and substance abuse policy will be subject to disciplinary action up to and including termination of employment.

# Workplace Fairness & ADA

## Workplace Fairness Policy

The OWB prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

### Discrimination and Workplace Harassment

It is OWB's policy to provide a work environment free from unlawful discrimination or harassment based on race, color, religion, sex, sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.

It is our policy that all employees, customers, clients, contractors, and visitors to the work site are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The "workplace" includes when employees are on company premises, at a company-sponsored off-site event, traveling on behalf of the company, or conducting company business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment, or for participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, gender identity, or gender expression. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Sexual harassment is a form of workplace harassment and includes, but is not limited to, the following types of conduct:

Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.

Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.

### Sexual Assault

Unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

## **Prohibited Conduct**

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding, or blocking movement, or any physical interference with work.
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting, and derogatory insults.
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering or whistling.
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings, or cartoons that reflect disparagingly upon a class of persons or a particular person.
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

## **Penalties**

We will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary action up to, and including, dismissal. The company may also subject managers and supervisors who fail to report known harassment – or fail to take prompt, appropriate corrective action — to disciplinary action, including potential dismissal.

## **Retaliation Protections**

OWB prohibits retaliation against any employee for filing a complaint regarding conduct in violation of this policy. OWB will not tolerate retaliation against any employee for raising a good faith concern, for providing information related to a concern, or for otherwise cooperating in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary action, up to and including dismissal.

## **Reporting Procedure**

Any employee aware of or experiencing discrimination, harassment or sexual assault in the workplace should report that information immediately to a company designee. Specifically, an employee may make the report verbally or in writing to the employee's immediate supervisor or higher management, if the employee prefers. As an alternative, an employee may report the harassment to the company's human resource office. Employees may report to any of the persons listed above, regardless of any chain of command. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

## **Nondisclosure or Nondisparagement Agreements**

Under this policy, a **nondisclosure agreement** is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault, including the amount or terms of a settlement.

A **nondisparagement agreement** is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.

## **Americans With Disabilities Act Policy**

The federal Americans with Disabilities Act (ADA) prohibits discrimination against qualified individuals with disabilities in job application procedures, hiring, firing, advancement, compensation, fringe benefits, job training, and other terms, conditions, and privileges of employment. The ADA does not alter the OWB's right to hire the best-qualified applicant, but it does prohibit discrimination against a qualified applicant or employee because of their disability, or because of a perceived disability. As a matter of OWB policy, the OWB prohibits discrimination of any kind against people with disabilities.

### **Disabled Defined**

An employee is considered disabled if they (1) have a physical or mental impairment that substantially limits one or more major life activities; (2) have a record or past history of such an impairment; or (3) are regarded or perceived (correctly or incorrectly) as having such impairment.

An employee with a disability is an individual who satisfies the requisite skill, experience, education and other job-related requirements of the position held or desired, and who, with or without reasonable accommodation, can perform the essential functions of that position.

### **Reasonable Accommodation**

A reasonable accommodation is any change in the work environment (or in the way things are usually done) to help a person with a disability apply for a job, perform the essential duties of a job, or enjoy the benefits and privileges of employment.

Qualified applicants may ask for accommodations to apply/interview/compete for a position. Employees who are disabled should request reasonable accommodation from the OWB to allow them to perform a particular job. If you are disabled and you desire such reasonable accommodation, contact your immediate supervisor, designated manager, or Finance & Administration. On receipt of your request, we will meet with you to discuss your disability. We may ask for information from your health care provider(s) regarding the nature of your disability and the nature of your limitations or take other steps necessary to help us determine viable options for reasonable accommodation. We will then work with you to determine whether your disability can be reasonably accommodated, and if it can be accommodated, we will explore alternatives with you and endeavor to implement a mutually agreeable accommodation.

Reasonable accommodation may take many forms and it will vary from one employee to another. Please note that according to the ADA, the OWB does not have to provide the exact accommodation you want, and if more than one accommodation works, we may choose which one to provide. OWB is committed to engaging in the ADA interactive

process to explore all possibilities of an accommodation to allow the employee to perform all the essential functions of their position.

# **Work Hours, Attendance, Payroll**

## **Hours of Work Policy**

The workweek is generally from 8:00 am through 5:00 pm, with normal operating hours from Monday to Friday, with one 30-minute break for lunch and two 10-minute rest breaks. Employees occasionally work outside of standard days and hours to participate in industry related events.

## **Flex Time Policy**

The OWB recognizes that many employees need flexibility in work schedules to meet childcare and other needs. Core hours are 9 am to 3 pm and all employees should be at work during those hours. Within the structure of the core hours, you may schedule your 8-hour workday as you choose if the nature of your job permits such flexibility, and your supervisor approves your schedule.

## **Telecommuting Policy**

The OWB also offers employees the opportunity to telecommute. Not all jobs are suitable for telecommuting. You may telecommute as agreed with the approval of your supervisor. Work is currently remote but is subject to change.

## **Attendance and Punctuality Policy**

It is important for you to report to work on time and to avoid unnecessary absences. The OWB recognizes that illness or other circumstances beyond your control may cause you to be absent from work from time to time. However, frequent absenteeism or tardiness may result in disciplinary action, up to and including discharge. Excessive absenteeism or frequent tardiness puts an unnecessary strain on your co-workers and can have a negative impact on the success of the OWB.

You are expected to report to work when scheduled. Whenever you know in advance that you are going to be absent, you must notify your immediate supervisor or the designated manager. If your absence is unexpected, you must attempt to reach your immediate supervisor as soon as possible, but in no event later than one hour before you are due at work. In the event your immediate supervisor is unavailable, you must speak with a manager. If you must leave a voicemail, you must provide a number where your supervisor may reach you if need be.

Please note that some, but not all, absences are compensated under the OWB's leave policies.

Regular delays in reporting to work will result in disciplinary action up to and including discharge.

## **Payroll Practices Policy**

Employees are paid semi-monthly on the 15th and last day of the month. When a payroll date falls on a weekend or holiday, employees will be paid on the last business day prior to the weekend or the holiday.

## **Salary Deductions and Withholding Policy**

The OWB will withhold the following from your paycheck:

### **Taxes**

Federal, state, and local taxes, as required by law, required FICA (Social Security and Medicare) payments, and Paid Leave Oregon contributions.

### **Insurance**

Your contribution, if any, to health insurance or other insurance premiums for yourself and any eligible family members or to other contributory benefit programs.

### **Other Deductions**

Other deductions which you authorize, including 457(b) Deferred Compensation Plan.

## **Direct Deposit Policy**

Your paycheck will be deposited directly into your bank account. You will complete the authorization form for deposit via the payroll software.

# Time Off, Leave and Separation

## Paid Time Off (PTO) (OR)

Rather than allocating employees separate amounts of time off for sick, vacation, and personal days, the OWB provides Paid Time Off (PTO) to give employees greater flexibility to meet their personal needs. Employees will accrue PTO days each year to use however they want, up to a certain amount each year. You are entitled to use any accrued PTO during unpaid family and medical leave, or any other leave of absence. This policy does not replace the OWB's holiday schedule and employees will continue to have designated paid holidays each year in accordance with this section.

### PTO Accrual

You will begin accruing PTO on your first day of employment. The rate of accrual is based on years of service:

- 0-3 years: 20 days/year at 6.67 hours/pay period.
- 3-5 years: 25 days/year at 8.33 hours/pay period.
- 5 + years: 30 days/year at 10 hours/pay period.
- Executive Director: 30 days/year at 10 hours/pay period.

### Carryover and Maximum Accrual

You may carry over up to 160 hours (20 days) of unused PTO from one year to a subsequent year. However, you may not accrue more than 320 total hours of PTO.

### Use of PTO

You are eligible to use PTO beginning on the 91st calendar day of employment and may then use PTO as it is accrued.

### Procedure

Upon your request via payroll software, the OWB will allow you to use PTO. You are not required to give any specific reason for using your PTO. If the need to use PTO is foreseeable, please attempt to provide 10 days' notice before the PTO is to begin (or as soon as otherwise practicable). Additionally, the OWB asks that you make a reasonable attempt to schedule the use of PTO in a manner that does not unduly disrupt the OWB's operations. If the need to use PTO is unforeseeable, please attempt to provide notice as soon as practicable.

## Holiday Pay Policy

Full-time employees are entitled to the following 13 paid holidays: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve

# Family and Medical Leave Act (FMLA)

## A note about leave benefits

Employees may be entitled to leave benefits under federal, state, and local laws. Additional benefits may apply during public emergencies and health crises. The policies in this handbook are based on established federal and state requirements. **Employees should contact Finance & Administration to learn more about short-term leave benefits provided by temporary, emergency laws.**

OWB employees may be eligible to take unpaid family and medical leave under the federal Family and Medical Leave Act (FMLA). This policy provides an introduction to the rights and provisions of the federal FMLA. If you have questions about the FMLA, more information can be found at [dol.gov/fmla](http://dol.gov/fmla) to by calling 1-866-487-9243, or by contacting Finance and Administration.

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with job-protected leave for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take up to 12 workweeks of FMLA leave in a 12-month period for:

- The birth, adoption, or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child, or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness may take up to 26 workweeks of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in one block of time. When it is medically necessary or otherwise permitted, you may take FMLA leave intermittently in separate blocks of time, or on a reduced schedule by working less hours each day or week.

FMLA leave is not paid leave, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave. The Family and Medical Leave Act (FMLA) provides eligible employees up to 12 workweeks of unpaid leave a year and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. Employees are also entitled to return to their same or an equivalent job at the end of their FMLA leave.

## Eligibility

You are an eligible employee if all the following apply:

- You work for a covered employer,
- You have worked for your employer at least 12 months,
- You have at least 1,250 hours of service for your employer during the 12 months before your leave, and
- Your employer has at least 50 employees within 75 miles of your work location. Airline flight crew employees have different "hours of service" requirements.



You work for a covered employer if one of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year,
- You work for an elementary or public or private secondary school, or
- You work for a public agency, such as a local, state, or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

## **Request for FMLA**

Generally, to request FMLA leave you must:

- Follow your employer's normal policies for requesting leave,
- Give notice at least 30 days before your need for FMLA leave, or
- If advance notice is not possible, give notice as soon as possible.

You do not have to share a medical diagnosis but must provide enough information to OWB so we can determine whether the leave qualifies for FMLA protection. You must also inform OWB if FMLA leave was previously taken or approved for the same reason when requesting additional leave.

OWB may request certification from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

## **Benefit Continuation During Leave**

The OWB will maintain your group health plan coverage and certain other employment benefits (such as group life insurance, AD&D insurance, and health and dependent flexible spending accounts) during your FMLA leave on the same terms as if you had continued to work, if these benefits were provided to you before the leave was taken. You will be required to pay your regular portion of premiums. Contact Finance & Administration for an explanation of your options.

Benefits that are accumulated based upon hours worked will not accumulate during the period of FMLA leave.

In some instances, the OWB may recover premiums it paid to maintain health plan coverage for an employee who fails to return to work from FMLA leave.

## **Returning to Work**

If the reason for FMLA leave is for your own serious health condition, you will be required to present a fitness-for-duty certification immediately upon return to work.

If you wish to return to work before the scheduled expiration of FMLA leave, you must notify the OWB of the change in circumstances as soon as possible, but no later than two working days prior to your desired return date.

If you exhaust all leave under this policy and are still unable to return to work, you must notify the OWB as soon as possible. Your situation will be reviewed to determine what rights and protections might exist under other OWB policies.

## **Rights upon Return from Leave**

Upon return from family or medical leave, you will be returned to the position you held immediately prior to the leave, if the position is vacant. Certain exceptions exist for key employees, as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits and other terms and conditions of employment.

The law provides that an employee on leave has no greater rights than the employee would have had if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

## **Substitution of Paid Leave for Unpaid Leave**

Under the FMLA, employees may choose, or employers may require use of accrued paid leave while taking FMLA leave. Contact Finance & Administration for further information.

## **Other Types of Leave**

If you do not qualify for the types of leave described in this policy, the OWB may approve a personal leave of absence, depending on your circumstances. Except where mandated by law, we cannot guarantee that benefits will continue or that your position will remain open in your absence.

## **Paid Leave Oregon**

Oregon's statewide paid family and medical leave program is funded through a mandatory payroll contribution on employees and employers with more than 25 workers, starting in 2023. The program allows eligible employees to take up to 12 weeks of protected paid leave per year for certain family and medical reasons, also starting in 2023. Employees who experience a pregnancy-related serious health condition that results in incapacity are eligible for up to 14 weeks of paid family and medical leave.

Paid Leave Oregon is a new program starting in 2023 that ensures individuals, employers, and families of every kind have the time and support they need to care for themselves and their loved ones when they need it most. As this is a new program, it will evolve. Refer to <https://paidleave.oregon.gov/> for the most up to date and detailed information including definitions, eligibility, notification requirements, certification requirements or contact the Oregon Employment Department (OED) to learn about the details and requirements of this program.

## **Qualifying Life Events**

Oregon employees may use paid family and medical leave for the following life events:

- Family Leave - Caring for members of your family: and bonding with a child in the first year after birth, adoption, placed in your home through foster care or to care for a family member that has a serious health condition.
- Medical Leave – To care for yourself when you have a serious health condition as defined by Paid Leave Oregon.

- Safe Leave – To care for yourself or your child if you or your child are a survivor of sexual assault, domestic violence, harassment, or stalking.

An employee’s **family member** includes the employee’s:

- Your spouse or domestic partner
- Your child (biological, adopted, stepchild, or foster child), your spouse or domestic partner’s child, or the child’s spouse or domestic partner
- Your parent (biological, adoptive, stepparent, foster parent, or legal guardian), the parent of your spouse or domestic partner, or your parent’s spouse or domestic partner
- Your sibling or stepsibling or their spouse or domestic partner
- Your grandparent or your grandparent’s spouse or domestic partner
- Your grandchild or your grandchild’s spouse or domestic partner
- Any person you are connected to like a family member

## **Duration of Paid Leave**

The paid family and medical leave program provides the following leave amounts per benefit year:

- **Paid Family and Medical Leave:** Up to 12 weeks (any combination of family leave, medical leave, and safe leave)
- **Pregnancy Disability Leave:** Up to 2 additional paid weeks (up to 14 total weeks) if you are pregnant, have given birth, or have health needs because of childbirth.

## **Employer Notice for Paid Leave**

If you know you will need to use Paid Leave, you need to let your employer know at least 30 calendar days before you take leave, unless giving advance notice is not possible for you. In an emergency, you must tell your employer (this does not have to be in writing) that you plan to use Paid Leave within 24 hours. Follow up with a written notice to your employer within 3 days after starting leave.

## **Statutorily Required Leaves with and without Pay**

The OWB follows State HR Policy 60.000.12 for certain leave with and without pay. Leaves with pay include Court, Legislative Committee or Quasi-Judicial Body Witness Leave, Jury Service Leave, and Leave to Address Domestic Violence, Harassment, Sexual Assault, Stalking and Human Trafficking. Leaves without pay include Crime Victim Leave, Court Appearance, and Peace Corps. Refer to State HR Policy 60.000.12 for detailed definitions, eligibility, notification requirements, certification requirements. <https://www.oregon.gov/das/Policies/60-000-12.pdf>

## **Military Service Leave Policy**

The OWB provides military leave to eligible employees in compliance with federal and state laws, including the federal Uniformed Services Employment and Reemployment Rights Act (USERRA). Questions regarding the Company’s military leave policy should be directed to Finance & Administration.

Employees should notify their managers as soon as they become aware of a military service obligation.

# Federal Military Leave

## Leave for Annual Training

For initial active duty for training and for all periods of annual active duty for training as a member of the National Guard, National Guard Reserve or of any reserve component of the Armed Forces of the United States or of the United States Public Health Service, any OWB employee is entitled, upon application therefor, to a leave of absence from duties for a period not exceeding 15 days in any one training year (federal fiscal year for any particular unit of the National Guard or a reserve component), without loss of time, pay or regular leave and without impairment of performance rating or other benefits to which the employee is entitled.

Unless the employee has been employed by the OWB for a period of six months next preceding application, no employee is entitled to receive pay for any period during which the employee is on military leave.

## Leave for Military Service

If you are a permanent employee who performs service in the uniformed services, you may be granted leaves of absence for the purpose of participating in military service. Under USERRA, “uniformed services” consists of the U.S. Army, Navy, Marine Corps, Air Force and Coast Guard and their Reserve components, U.S. National Guard and Air National Guard, the Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or emergency.

You will be granted leave as required to complete the military service, for up to five years of cumulative uniformed service-related absences. Some special categories of military service are exempt from this five-year limit.

Please note that:

- Employees with leaves of less than 31 days must report back to work by the beginning of the first regularly scheduled work period after the end of the last calendar day of service, plus the time required to return home safely and have an eight-hour rest period.
- Employees with leaves between 31 and 180 days must apply for re-employment no later than 14 days after completion of uniformed service. Employees with leaves longer than 180 days must apply for re-employment no later than 90 days after completion of uniformed service.

These reporting or application deadlines can be extended for persons who are hospitalized or convalescing because of an injury or illness incurred or aggravated during the performance of military service.

Returning service members will be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority (escalator position). The OWB will make reasonable efforts (such as training or retraining) to enable returning service members to refresh or upgrade their skills to help them qualify for reemployment. However, certain exceptions apply, and service members may be placed in an alternative reemployment position if they cannot qualify for the escalator position.

Reemployed service members are entitled to the seniority and rights and benefits based on seniority that they would have attained with reasonable certainty had they remained continuously employed.

During a period of military service, employees will be treated as if they are on a furlough or leave of absence. Consequently, during their period of service they are entitled to participate in any rights and benefits not based on seniority that are available to employees on comparable nonmilitary leaves of absence.

If your health plan coverage would terminate because of an absence due to military service, you may elect to continue the health plan coverage for up to 24 months after the absence begins or for the period of service (plus the time allowed to apply for reemployment), whichever period is shorter. You may be required to pay up to 100% of the full premium for the coverage. However, if the military service is for 30 or fewer days, you cannot be required to pay more than the normal employee share of any premium.

## **Bereavement Leave Policy**

Employees will receive up to 5 days of paid time off in the event of the death of a member of their immediate family. Immediate family includes spouses, domestic partners, children, grandchildren, parents, parents-in-law, grandparents, brothers or sisters, and brothers-in-law or sisters-in-law or other person with whom you have a close personal relationship.

## **Termination**

To ensure the Oregon Wine Board meets its mission, all employees must adhere to the standards of our organization. Employment can be terminated if any employee does not meet performance requirements or any of the specific guidelines outlined in this Employee Handbook.

## **Resignation**

An employee should provide the OWB with a written resignation letter describing the position resigned, the reasons for the resignation, and the last day of work with at least two weeks' notice, if possible.

## **Layoffs**

It may become necessary to lay off employees due to changing business or market conditions, reorganization resulting in the elimination or modification of a job, or changes in job functions or technology. The OWB will provide two weeks' notice if a layoff becomes necessary.

## **Exit Interview**

OWB will conduct an exit interview before an employee's final workday. The purposes of the exit interview include:

- reviewing final pay, accrued vacation, classification of separation for purposes of employment, benefits, and similar items
- reviewing the reasons for the termination, layoff, or resignation
- identifying ways to improve the Oregon Wine Board
- any rights to continued benefits coverage

## **Final Pay**

OWB will pay final wages per Oregon law requirements. Your final wages will include any unused PTO with deductions for any wage or expense advances made but unearned.

Employees shall not destroy or take possession of any OWB files or documents upon resignation or termination.

Departing employees shall turn in the following items to the Executive Director upon leaving:

- Computer, cell phone, and all accessories issued by the OWB
- Office access key/card
- Passwords required for accessing computer and online accounts
- Any other OWB property acquired during employment

## **COBRA State Continuation Rights**

Oregon law generally requires employers with fewer than 20 employees to give employees, spouses, and dependent children the right to continue group health benefits for limited periods of time under certain circumstances, such as termination of employment, reduction in hours worked, death, divorce, and other life events. Under Oregon law, employees ordinarily may continue their health coverage for up to nine months when their employment is terminated.

You will be responsible for 100% of the premiums if you continue coverage. If you do not choose coverage continuation within the required time frame, your group health insurance coverage will end.

# Employee benefits

## General

The OWB pays 100% of premiums for employee and family member health and dental insurance. The OWB pays 100% of employee premiums on the provided life, short- and long-term disability insurance plans.

Employees are eligible for benefits the first of the month after 30 days of employment.

## Medical Plan

The OWB offers a medical plan to all eligible employees. Details of the plan(s) may be found on the payroll website. The OWB offers medical coverage for eligible employees and their eligible dependents. Your Summary Plan Description (SPD) contains more details. In the event of any conflict between the information contained in this Handbook and in the OWB's SPDs, the SPDs shall govern. The plan(s) is subject to change at the OWB's discretion.

## Dental Plan

The OWB offers a dental plan for eligible employees. Please refer to the dental Summary Plan Description for an explanation of the plan benefits and limitations. Details of the plan(s) may be found on the payroll website.

## Life Insurance Plan

Eligible employees may enroll in a group term life insurance program. Enrollees may designate or change the beneficiary for this policy at any time. The OWB pays the premium for this program. For details, please refer to the plan SPD.

## Long-term and Short-term Disability Plans

Long-term and short-term disability coverage is a voluntary benefit that is available to employees. The OWB pays the premiums for this coverage. Please refer to the Summary Plan Description for an explanation of the plan benefits and limitations.

## Health Care Flexible Spending Account

The OWB offers a health care Flexible Spending Account (FSA) that eligible employees can use to pay for certain out-of-pocket health care costs. Please refer to the health care FSA Summary Plan Description for an explanation of benefits and limitations available via the payroll software.

## Retirement Savings Plan

The OWB offers a 457(b)-retirement savings plan that offers tax advantages to participants. The OWB matches 1:1 up to 3% of your salary with an annual matching maximum of \$6,000. The plan is managed by Oregon Growth Savings Plan.

## **Employee Assistance Plan**

The OWB offers an Employee Assistance Plan at no cost to employees. The plan is provided through Public Employee Benefits Board (PEBB).



# Expenses, Reimbursements and Contracts

## General

You may incur expenses on behalf of OWB business. Such expenses may include mileage for use of your personal vehicle, other transportation charges, parking, meals, and lodging.

Significant travel and expenses such as airfare and hotel costs must be approved in advance by the Executive Director or your direct supervisor.

The Executive Director is required to keep the Chair of the Board of Directors informed in advance of all domestic and international travel requiring the purchase of airfare or extended travel.

The OWB will reimburse other expenses (such as meals, parking, rideshares, etc.) without prior approval so long as they are reasonable.

## Company-Issued Credit Cards Policy

The OWB issues company credit cards to employees for business use as necessary in connection with the employee's job duties. Use of company-issued credit cards is a privilege, which the OWB may withdraw at any time.

Any credit card issued to an employee by the OWB must be used for business purposes only. Cash advances and personal purchases of any type are not allowed and will be charged back to the employee.

Employees are expected to exercise discretion and good judgment when incurring business expenses and to report expenses on a timely basis with appropriate documentation. If there is any question as to whether a particular purchase qualifies as a business expense, the employee should consult his or her manager before incurring the expense. Employees are responsible for any unauthorized purchases deemed by the OWB to be for personal use.

Expense reports are to be reported in a timely manner at least monthly.

## Mobile Devices

The OWB will reimburse employees who utilize personal mobile devices for business purposes up to \$50/month for mobile device usage plus any international calling plans for use during OWB related travel. A detailed invoice from the service provider detailing monthly charges must be included in the expense report.

OWB does not reimburse for the purchase of personal mobile devices.

OWB provides a mobile phone and covers the monthly charges for the Executive Director. The phone is the property of the OWB.

## Personal Vehicle Usage

The OWB will reimburse mileage for the use of your personal vehicle for work purposes at the prevailing federal rate for mileage and for actual mileage and reasonable parking expenses that exceed normal personal commuting costs.

Mileage to and from OWB office location is not reimbursable.

## **Rental Cars and Other Transportation**

Employees are encouraged use a cost-effective method of local transportation at their destination: rental car, taxi, rideshares, public transit or airport shuttles.

Employees should book a standard or mid-sized class car for short stays when traveling alone unless a better rate can be obtained for a larger vehicle or if a special vehicle is required for weather conditions, such as a four-wheel drive vehicle for snow. When traveling with three or more, a full-size car may be rented. Insurance should be purchased including Collision Damage Waiver (CDW) and Liability Damage Waiver (LDW). The car should be returned with a full gas tank to avoid excess charges from the rental agency.

Local transportation charges for rideshares, taxis, airport transportation, commuter trains, and other related travel expenses are reimbursable if incurred for a business purpose.

## **Meals and Entertainment**

OWB will reimburse employees for meals, including tips and incidentals, within reasonable limits. A reasonable amount for personal meals with no client/customer entertainment is \$75-\$100/day (\$10-\$20 for breakfast and lunch, \$20-\$50 for dinner).

Meals that include non-OWB employees (industry or industry partners) are reimbursable if the cost is reasonable and appropriate.

Meals with other OWB employees (including team lunches) are reimbursable if the meal is for an appropriate business purpose.

In all instances, the following elements of a business meal are required by the IRS. They should be included in the expense report: a copy of the detailed receipt (not the credit card summary), date, names and affiliations of all persons attending, business purpose, and amount (including gratuity at approx. 20%).

Entertainment, other than meals, should be pre-approved by the Executive Director or your supervisor. Entertainment expenses, including meals taken with clients and events, are reimbursable, providing a business discussion takes place during, preceding, or following the event that will benefit the mission of the OWB. The business purpose of any entertainment expense must be clearly stated in the expense report.

The most senior person from the OWB attending any business event should claim the cost of the meal or entertainment.

## **Air Travel**

Airfare for all staff, including the Executive Director, should be booked as far in advance as possible to take advantage of advance purchase discounts. Airfare should be booked in economy class at the best available fare for the route and times conducive to the business purpose of the trip. Upgrades at the expense of the OWB are not permitted.

## **Accommodations**

Employees are strongly encouraged to use standard accommodations at reasonably priced mid-market hotels. Expenses for these accommodations are eligible for reimbursement if properly documented.

## **Non-Reimbursable Expenses Policy**

Non-reimbursable expenses include:

In-room entertainment  
Dry cleaning on trips less than 7 days.

## **Miscellaneous Expenses**

Miscellaneous expenses related to business travel are reimbursable. Examples include toll charges, reasonable tips, and parking.

The OWB allows occasional purchases of wine to support our industry and for personal and team education. Purchases are made typically during visits with wineries or as a thank-you for the winery hosting the OWB management team. We anticipate these purchases to not exceed \$75/month on average.

## **Travel Reimbursable via USDA Grant Programs**

Most international travel, and occasionally some domestic travel, by OWB employees and contractors is made in conjunction with the Export program funded by USDA grants.

Travel approval for all persons traveling via this program should coincide with the international calendar and budget planning by the Executive Director and International Committee Chairperson. Travel for the Executive Director should be made in consultation with the International Committee Chairperson and approved by the Chair of the Board during the budget process.

Travel expenses must follow grant reimbursement protocol for these programs and include all backup documents. Highlights of this program include:

- Staff Travel is defined as 50 miles outside of the traveler's home or regular place of business and outside of official station for more than 12 hours.
- Eligible Expenses include airfare, lodging, meals, ground transportation, personal cell phone/internet charges, international credit card fees, passports, visas, and vaccinations.
- Airfare is reimbursable up to a full fare economy class ticket rate (Y-class rate) and must comply with Fly America Act. This is the maximum airfare; other fares may be lower in cost and can be booked with proper documentation. Air-miles, award-miles, and upgrades are not eligible for reimbursement.
- Lodging must comply with per diem rates per US Department of State or GSA.
- Meals and Incidental Expenses (M&IE) are reimbursable via US Department of State or GSA M&IE per diem rates. Full M&IE amount or expenses by itemized receipts will be reimbursed up to 75% of per diem for the first and last day of the trip and 100% for days in between.

Any expenses not qualifying for grant reimbursement may qualify for reimbursement via OWB funds. These expenses should be identified during the budget process or approved by the Management Lead of the International

Committee or Finance and Administration. The Executive Director must seek approval from the Chair of the Board of Directors for expenses to be reimbursed by OWB.

Additional information and training are required for any employees traveling under these programs. See Finance and Administration for further details.

## Expense Reports

All backup support and copies of detailed receipts must be attached to the relevant expense report. Expenses are to be documented via the expense reimbursement software. This includes copies of detailed receipts, business reasons for expense, other attendees, and business relationships. Reports must be submitted at least once per month by the 5<sup>th</sup> of the month, covering all expenses from the preceding month.

Expense reports will be approved by the Executive Director or your immediate supervisor, then reviewed by Finance and Administration and reimbursed by the Accounting Assistant.

Executive Director expense reports are approved by the Chair of the Board of Directors, then reviewed by Finance and Administration, and reimbursed by the Accounting Assistant.

Employees should complete detailed training for the expense reimbursement software and appropriate expense categories with Finance and Administration during the first month of employment.

## Contracts

Below is a summary of appropriate steps to purchase products and services. Additional details can be found at the Oregon Department of Administrative Services: <https://www.oregon.gov/das/OPM/Pages/method.aspx>

**Small Procurement:** Purchases/contracts less than or equal to \$10,000. Procurement of products and services may be obtained by a direct purchase or other non-competitive process. Refer to the full section on [Small Procurement](#) for more information.

**Intermediate Procurement:** Purchases/contracts between \$10,000 and \$150,000. An agency has the authority to conduct competitive solicitations for intermediate procurements for products and services and must advertise them using OregonBuys. Refer to the full section on [Intermediate Procurement](#) for more information.

**Competitive Sealed Proposals or Competitive Sealed Bidding:** These methods of solicitation use a Request for Proposal (RFP) or Invitation to Bid (ITB) document. Contracts with a value exceeding \$150,000 must receive legal sufficiency approval from DOJ. This review is intended to ensure contracts contain all the elements to make the agreement legally binding.

**Competitive Sealed Proposals (RFP):** This method should be used for an award based on any factors other than price. The RFP process is typically used when seeking personal or professional services. Awards are based upon a variety of evaluation factors that are listed in each respective RFP document. Refer to the full section on [Competitive Sealed Proposal \(RFP\)](#) for more information.

**Competitive Sealed Bidding (ITB):** The basis for award in this process is a responsive bid at the best price. Refer to the full section on [Competitive Sealed Bidding \(ITB\)](#) for more information.