



Executive Committee Agenda
December 14, 2021 from 8:30am-9:30am
Virtual Meeting Via Zoom or Phone

I. 8:30am: Call to Order - Gary North, Chair

a) Consent Agenda:

- I. Minutes from October Executive Committee Meeting Ratification – vote required
- II. EC Works Employee Handbook Revision Dated 11/01/2021 Ratification – vote required

II. 8:35am: Finances – Jamie Kendellen, Staff

- a) EC Works Unaudited Financials, July 2021 – September 2021 – vote required

III. 8:50am: Potential Funding Updates – Heather Ficht, Staff

- a) EDA – Build Back Better
- b) Youth Employment Program
- c) State ARPA - \$50M
- d) COHC – Central Oregon Health Council
- e) Roundhouse Foundation

IV. 9:05am: Other Updates – All

Attachments:

- Draft October Executive Committee Meeting Minutes
- EC Works Employee Handbook Revision Dated 11/01/2021
- EC Works Unaudited Financials July 2021 – September 2021



DRAFT: Executive Committee Minutes

December 14, 2021 from 8:30am-9:30am

Zoom or Call in ONLY- 1-408-638-0968

Meeting URL: <https://us02web.zoom.us/j/89773299793?pwd=cjdhVVhtSlJLTndkMlEveXpZalg1dz09>

Meeting ID: 897 7329 9793

Passcode: 682196

Board Members Present: Gary North (Chair), Dr. Marta Cronin (Vice-Chair), Martin Campos-Davis (Treasurer)

COWC Members Present: None

Others Present: None

Staff Present: Heather Ficht, Stefanie Siebold, Jessica Fitzpatrick, Jamie Kendellen, Stephanie Tarantino

Board Members Absent:

- **Consent Agenda:** Meeting called to order at 8:34 am by Chair Gary North. The minutes of the October meeting were presented and the Chair asked for a motion to ratify the minutes after the Committee approved unanimously via email vote.

Motion: Martin moved to ratify the minutes as presented, Marta seconded, and the minutes were unanimously ratified.

The EC Works Employee Handbook Revision dated 11/01/2021 was presented and the Chair asked for a motion to ratify the handbook after the Committee approved unanimously via email vote.

Motion: Marta moved to ratify the handbook as presented, Martin seconded, and the handbook was unanimously ratified.

- **EC Works Unaudited Financials:** Jamie shared that we received the first draft of the unaudited financials to the Committee for the time period July 2021 – September 2021 (first quarter of the fiscal year), which auditors have been working on since June. While they are not totally completed, we are once again a low-risk organization showing no findings or weaknesses. Highlights included:
 - Resources: Future Ready - set to expire after this month, our provider is hoping to spend out remaining \$350. It has been challenging to spend-out due to COVID and we've already been granted multiple extensions to redeploy these funds. Youth Career Connect – received additional funding from multiple sources which will be updated in the next financial statement. We also received YDD Grant funding, which is going out to multiple providers and tribes for youth services.
 - Staffing – since the approved Budget Modification 1, the working budget has been reduced slightly because positions were filled later than originally projected, but even after truing up, we underspent in this category.



- Operating Expenses – due to COVID, this line item is still coming up far under budget in staff/board travel, so we may move some of this to other line items that are slightly over budget. Also, WORKing Together Conference 2021 was cancelled, which also contributed to lower expenses.
- Program Expenses – this item is constantly in flux as we receive funds and allocate them to projects. Major changes included helping to staff a Health Services Position at COCC and incumbent worker training, which was revised due to feedback from US Dept of Labor that they do not have policy on Incumbent Worker Training, which then rolls down to local boards so we cannot spend money on this until they resolve the policy issue. Also, our service provider in CO is so busy they have almost served twice as many people as last Program Year, and therefore, they have obligated all training money for entire year in first four months because the need in the community so great. To ensure continuity of services we allocated an additional \$50k to COIC's contract and will backfill this line item when more funds become available. Finally, EDCO's Youth Career Connect Contract – as additional funds come in, this line increased since last Budget Modification.
- Provider Expenses – as mentioned, providers are far more spent out than is normal due to need. Our providers (KCC, CGCC and COIC) are doing an incredible job serving communities right now, so they are busy, with few staff and need additional resources; once carry in funding was clear as the previous fiscal year closed out, we were able to allocate additional funds to our contracted providers in October which will show on the next Budget Modification.
- If anyone wants to dive into details or have questions, contact Jamie.

The Chair asked for a motion to approve the EC Works Unaudited Financials, July 2021-September 2021.

Motion: Martin moved to approve the financials as presented, Marta seconded, and the financials were unanimously approved.

- **Potential Funding Updates:** Stefanie announced the hiring of Shannon McGivney as the new Regional Program Business Manager for EC Works, while Brenda is moving into the new Youth Services position. Shannon has both a public and private sector experience; as a business owner, so she understands both sides.

Heather then presented potential funding updates on the following:

- Economic Development Administration – Build Back Better – Good Jobs Challenge: we are looking at this funding opportunity, which was basically written for local boards as it is everything we do (i.e sector partnerships, creating onramps for underserved communities, etc.). The proposals are due late January, Stef and Heather did a round of prep meetings with colleges and our economic development districts to prepare for this funding opportunity. Additionally, both Klamath and CGCC have signed on to help write the application and be part of the grant, and we also

- engaged the local workforce board on the Washington side of the Gorge are excited to support and help write the application which will focus heavily on diversifying pool of students coming into programs and having a DEI / equal opportunity lens. Specific pieces of the grant proposal include hiring a Regional EO / DEI officer to outreach and engage employers, hiring around instructional staff and building curriculum, and then later support of training and individuals going through training to test to see if we were successful in creating a more diverse candidate pool in the third year. Next meeting is this Thursday, and we would love to have Martin join.
- Youth Employment Program: this is funding that passed last biennium, with roughly \$3million that we can apply for. Stef has been doing outreach in the hope this funding will support shoring up programs in the basin and gorge, and hiring Brenda's new position was extremely important in order to focus on this and get this funding this summer.
 - State ARPA: this is the \$50million ask that Gary hosted for legislators at R&H, where we and partners shared of vision for investing in workforce development. We don't yet know if this will come through a bill or as part of Governor's budget, but we are really hopeful it will pass and will continue to reach out to Board with updates and for support.
 - COHC – Central Oregon Health Council: request for proposals coming in January and this will provide an opportunity to acquire funds to shore-up Adam's work on behavioral health as we are missing resources around supervision. Currently in the consortium, we do not have Licensed Clinical Social Workers to supervise recent graduates to get their licensure.
 - Roundhouse Foundation: Heather was approached and has been in talks with them for 6-8 months now as they want us to support something starting in CO around people who need a driver's license, i.e. people without financial means to practice driving, take the test and get their license. We were awarded an initial \$10k for a pilot that will start in January.
 - Overall, lots of opportunities for funding coming up, and federal legislation is also happening, so we will likely be coming back to Board for support. At minimum, we will see a big uptick in WIOA for next Program Year, which doesn't help us **now**, but will help for the future especially as we continue to grow and diversify.
- **Other Updates:**
 - Heather serves on the State Workforce Development Board and won the Driving Force Award for her work on SB623 and WSET. Congrats, Heather!
 - Per Gary: More celebrating in 2022!!!
 - The meeting was adjourned by Chair Gary North at 9:20 am.

EC Works Handbook Revisions
Effective 11-01-2021

1. Minor wording adjustments throughout – example, inserting CFO for Human Resource functions instead of Executive Director
2. Section II Equal Employment Opportunity (EEO) Policies – clauses added based on recommendation of attorney, including new “Oregon Disclosures” section C.6.
3. Section III Employment Status – clauses added based on recommendation of attorney
4. Section V Time Off and Leave of Absence – updated by attorney based on request from EC Works to separate PTO between two distinct time off banks (vacation and sick leave).
 - a. Amount of time off during the year remains unchanged – the amount is just now split between vacation and sick leave, and amount is still front loaded at beginning of year
 - b. Employees still cannot cash out unused time off, and unused vacation does not roll over to subsequent year.
 - c. Primary change is to sick leave – allows a portion (max 40 hours) to carry over to next year and allows employees to donate sick leave to other employees.
 - d. Attorney added recommended language around voluntary adoption of FMLA/OFLA leave section, and also language around sick child leave for public health emergencies – section D.7
 - e. EC Works updated the “Weather-Related Office Closure” section D.8 – to broaden it now that there are out-of-state employees, as well as to broaden for non-weather-related office closures
5. Section X Workplace Practices – clauses added based on recommendation of attorney, as well as adjusted by EC Works for compliance with Board grievance policy



Employee Handbook

Effective: 11/01/2021

Welcome

To Employment with East Cascades Works

On behalf of everyone at East Cascades Workforce Investment Board, dba **East Cascades Works** (“EC Works” or the “Company”), we want to welcome you to our team. We strive to have a workplace that is both rewarding and challenging. We sincerely hope you will find a great deal of satisfaction working here. Because our success depends upon the dedication of our employees, we are highly selective in choosing new members of our team. You are now an important member of that team!

As an employee of EC Works, you need to know about our vision, mission and values, what you can expect from us, and in turn what we expect from you. This Employee Handbook contains our employment philosophy, workplace practices, and compensation and benefits programs. It is your responsibility to read this handbook, discuss any questions you may have with your supervisor, or the Chief Financial Officer (CFO) who is responsible for Human Resource functions in the Company, and keep it close at hand as a reference.

Our Vision – We envision an East Cascades region with thriving communities where residents have access to education and training which leads to living-wage jobs, and businesses find the qualified talent they need to succeed.

Our Mission – EC Works supports the talent needs of employers and maximizes and aligns investments in the career goals of individuals to fuel a thriving economy.

Our Values –

- We embrace equity and inclusion
- We are trusted experts in workforce development and rigorous stewards of public funds
- We are collaborative neutral conveners
- We inspire a call to action
- We are results-driven
- We are innovative problem solvers
- We are all EC Works Ambassadors

EC Works recognizes that its achievements and outcomes are determined in large measure by your contribution to the organization. In support of this belief, all of us give primary consideration to the well-being of each employee. We believe in providing good working conditions and fair treatment. Equally important is the opportunity for everyone to contribute and provide input to obtain a sense of accomplishment and pride in the work done by each and every person working with us.

Once again, welcome aboard!

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I. Introduction

A. Purpose of Handbook

This handbook has been prepared to inform new employees of the policies and procedures of EC Works and to establish EC Works' expectations of its employees. It is not all-inclusive or intended to provide strict interpretations of our policies but does offer an overview of the work environment. This handbook is not a contract, expressed or implied, guaranteeing employment for any length of time and is not intended to induce an employee to accept employment with EC Works.

EC Works reserves the right to unilaterally revise, suspend, revoke, terminate or change any of its policies, in whole or in part, whether described within this handbook or elsewhere, in its sole discretion. (The only exception to that is our at-will employment policy, below, which allows you or the Company to end the employment relationship for any reason at any time. The employment-at-will policy may not be changed, except in a written agreement signed by EC Works' Executive Director.) Every effort will be made to keep you informed of EC Works' policies, however; we cannot guarantee that notice of revisions will always be provided. Feel free to ask questions about any of the information within this handbook.

You will find a copy of EC Works' policies available to employees on the shared drive, within the "Policies→ECWIB Board Adopted Policies" folder. These policies are subject to change, and employees are expected to access the policies on the shared drive and review the policies on a regular basis.

This handbook summarizes the policies, practices, rules, regulations, and employment benefits of EC Works in effect at the time of publication. It supersedes all previously issued handbooks and any policy or benefit statements or memoranda that are inconsistent with the policies described herein. Your supervisor or the CFO will be happy to answer any questions you may have.

If any separately stated Board-approved policy conflicts with a policy in this Handbook, the separately stated Board-approved policy will supersede the policy in this Handbook.

B. At-Will Employment

Employment with EC Works is strictly at-will, which means that employees are free to leave EC Works' service at any time and that any employee can be terminated at any time with or without notice and with or without stated cause or reason, except as prohibited by law. No person other than the Executive Director has the authority to grant an employee any contractual rights of employment or to enter into a binding agreement with the employee regarding his or her employment. No employment agreements shall exist between an individual and EC Works unless

they are in writing and signed by EC Works' Executive Director (and no oral or other written representation by any staff member or manager at the Company constitutes, nor may be construed to constitute, a contract of continued employment). The policies and procedures contained in this Handbook are guidelines to employment with EC Works, but they do not create contractual rights or obligations.

II. Equal Employment Opportunity (EEO) Policies

A. No-Discrimination Policy

Employment decisions at EC Works are based on merit, qualifications, and abilities. EC Works provides equal employment opportunity to all qualified employees and applicants without regard to race, color, national origin, religion, sex, sexual orientation, gender identity, transgender status, age, disability, veteran or marital status, genetic information or any other characteristic protected by applicable law. This EEO policy applies to all aspects of the employment relationship – including but not limited to, recruitment, hiring, compensation, promotion, demotion, transfer, disciplinary action, layoff, recall, and termination of employment. For example, EC Works has long been committed to the concept of “equal pay for equal work,” and does not tolerate differences in pay or total compensation based on any legally-protected class status. Inquiries about an applicant’s salary history are prohibited, as is screening applicants or determining compensation based on the applicant’s compensation history. Employees are free to choose to discuss or disclose their wages with one another, and the Company prohibits any retaliation against employees who do so.

All employees are expected to comply with EC Works' EEO policies. Any employee's failure to do so may result in discipline, up to and including, termination. Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to promptly bring those issues to the attention of their supervisor, or by following the reporting process in the No-Harassment Policy, below.

Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination, harassment or retaliation will be subject to disciplinary action, up to and including termination of employment.

B. Disability, Religious, and Pregnancy Accommodation Policy

EC Works is committed to complying fully with applicable disability discrimination laws. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities.

The Company also provides reasonable accommodations for either the practices of an employee's sincerely held religious beliefs or any known limitations related to pregnancy,

childbirth or a related medical condition, so long as the accommodation will not cause an undue hardship on the Company.

1) Accommodations

EC Works will make reasonable accommodations for qualified individuals with known disabilities, sincerely held religious beliefs, or any known limitations related to pregnancy, except where doing so would result in an undue hardship to the Company or where a direct threat to the health or safety of the employee or others is involved. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

A reasonable accommodation can be any change or adjustment to a job or work environment that does not cause an undue hardship on EC Works and which permits a qualified applicant or employee to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by others (such as by employees without disabilities). For example, a reasonable accommodation may include providing or modifying equipment or devices, job restructuring, allowing part-time or modified work schedules, reassigning an individual, adjusting or modifying examinations, modifying training materials or policies, providing readers and interpreters or making the workplace readily accessible to and usable by people with disabilities.

2) Requesting an Accommodation

Employees should request an accommodation as soon as it becomes apparent that a reasonable accommodation may enable the employee to perform the essential duties of a position or participate in the employment process. All requests for accommodation should be made with the employee's immediate supervisor or the CFO and should specify which essential functions of the employee's job cannot be performed without a reasonable accommodation. For most medical-based requests, an employee will need to secure medical verification of their need for a reasonable accommodation; and some verification may be required for other forms of accommodation requests, as well.

Employees can raise accommodation requests without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination, harassment or retaliation will be subject to disciplinary action, up to and including termination of employment.

C. No-Harassment Policy

EC Works is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered unlawfully harassing or coercive, including sexual harassment. Actions, words, jokes, or comments based on an individual's race, color, national origin, religion, sex, sexual orientation, gender identity, transgender status, age,

disability, veteran or marital status, genetic information or any other characteristic protected by applicable law will not be tolerated.

This policy extends to prohibit harassment of any kind in the workplace, or even harassment outside of the workplace that violates its employees' right to work in a harassment-free environment. EC Works strongly disapproves of and will not tolerate harassment of employees by Managers, Supervisors, or co-workers. Similarly, EC Works will not tolerate harassment of its employees by non-employees with whom EC Works employees have a business, service, or professional relationship.

1) Sexual Harassment

As an example of the type of conduct prohibited by this policy, sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. Sexual harassment also includes unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

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

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

2) Other Forms of Prohibited Harassment

Other forms of prohibited harassment under EC Works' policy and Federal and Oregon law include harassment against an individual based on the individual's race, color, religion, national origin, age, gender, sexual orientation, marital status, disability, protected activity, or any other status protected by applicable law.

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

3) Complaint Procedure

Each member of management is responsible for creating an atmosphere free of discrimination and harassment, sexual or otherwise. Further, all employees are responsible for respecting the rights of their coworkers and strictly adhering to the letter and spirit of this policy. All employees are encouraged to discuss this policy with their immediate supervisor, any member of the management team, or the Executive Director, at any time if they have questions relating to the issues of discrimination or harassment. All employees (as well as supervisors/managers) are encouraged to document and report any incidents involving discrimination, harassment, or sexual assault as soon as possible.

Please report it: If you believe that you have experienced any harassment or discrimination, you are expected and required to bring the matter to the attention of your immediate supervisor as soon as possible. If you believe that it would be inappropriate to discuss the matter with your immediate supervisor or if you are uncomfortable discussing the issue with your supervisor, you may bypass your immediate supervisor and report the matter directly to any manager or supervisor, including the Executive Director.

In addition, any employee who observes any conduct that they believe constitutes harassment or discrimination, or who receives information about incidents of harassment or discrimination that may have occurred, must immediately report the matter to their supervisor, any supervisor or manager, or the Executive Director.

Additional instructions for reporting and filing a complaint can be found in the EC Works' Grievance Policy provided to you with a copy of this Handbook.

4) Investigation and Confidentiality

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

5) Protection Against Retaliation

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

6) Oregon Disclosures

On behalf of EC Works, we sincerely hope you take advantage of our reporting channels. Again, please report it, and work with us to promptly address any concerns regarding workplace discrimination of any kind. The Company is required, however, to provide the following notices.

Notice regarding statute of limitations: Nothing in this policy precludes any person from filing a formal grievance with the Bureau of Labor and Industries' Civil Rights Division or the Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct prohibited by ORS 659A.030 (relating to discrimination based on sex and other protected classes), ORS 659A.082 (relating to discrimination based on uniformed service), ORS 659A.112 (relating to discrimination based on disability)) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing. Different time limits (as short as one year or less) may apply to different claims or depending on the particular circumstances of the case, what is alleged, and where the complaint is filed. Consult an attorney to determine the statute of limitations applicable to any particular case.

Notice regarding nondisclosure or nondisparagement agreements: 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. 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. And a no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.

The company will not require or coerce an employee to enter into any agreement (nondisclosure, nondisparagement, or otherwise) if the purpose or effect of the agreement is to prevent the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault. An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure,

nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

D. Open-Door Policy

EC Works' Open Door Policy is based on our belief that employee suggestions for improving EC Works are welcome at any time. If you have a recommendation, suggestion, or question about your job, working conditions, or the treatment you are receiving from anyone in EC Works, please raise them first with your immediate supervisor. If you are not satisfied with the response from your immediate supervisor, request to have the facts/situation reviewed by the CFO (or the Executive Director if the CFO is your supervisor).

III. Employment Status

A. Employee Classification

EC Works classifies employees as follows:

Regular Employee: Employment in an established position requiring a minimum of 30 to 40 hours or more of work per week. Regular employees are eligible to participate in EC Works' benefit programs. Like all employees described in the handbook, regular employees have an at-will relationship with EC Works.

Part-time: Employment requiring less than 30 hours of work per week. Normally a part-time schedule, such as portions of days or weeks, will be established. Occasional workweeks of over 30 hours will not constitute a change in status from Part-time to Regular. Part-time employees are eligible to participate in certain benefit programs as noted throughout the Employee Handbook. Part-time employees will have a designated FTE status (ex. quarter-time or half-time) which will affect the eligibility and/or amount of certain benefits.

Temporary: Employment in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments. Participation in benefits programs for temporary employees is limited to eligibility for the Employee 401k Retirement Savings Plan if other eligibility criteria are met, and workers' compensation. Temporary employment can either be full-time or part-time.

Exempt/Nonexempt: All employees are defined as either "exempt" or "nonexempt," in accordance with state and federal law, which determines whether the employee is eligible for overtime. Employees will be instructed as to whether they are exempt or non-exempt at the time of hire or when a promotion or demotion occurs. All employees, regardless of employment classification, are subject to all EC Works' rules and procedures.

B. The Workweek

For purposes of scheduling and calculating any overtime payments due, EC Works' work week is Sunday at 12:00am through Saturday at 11:59pm.

C. Meal Periods and Rest Breaks

In accordance with applicable laws, EC Works provides meal and rest periods to non-exempt employees. Meal periods and rest breaks are mandatory and an employee may not legally waive their rights to receive required rest and meal periods. Employees are prohibited from adding a rest period to a meal period, or from deducting rest periods, to add time to the beginning or end of the employee's work shift. Meal periods and rest breaks may not be "skipped" in order to leave early. EC Works requires all non-exempt employees to take all mandated breaks. An employee who fails to abide by these policies and laws may be subjected to discipline, up to and including termination.

Meal and break periods will be scheduled and must be taken in accordance with applicable law. For example, there are special rules for employees who are minors, for employees who work less than a full day, and more. Also, nursing employees may take reasonable unpaid rest periods to express milk; to the extent feasible, those breaks should coincide with the meal or rest periods described in this policy, but additional breaks may be taken as needed. A private room will be provided for expression for those who need it. If you have any questions about meal and rest periods after reading this policy, please contact your supervisor or the CFO.

1) Meal Periods

Nonexempt employees are required to take at least a 30-minute unpaid meal period when the work period is six hours or greater. The law requires an uninterrupted period in which the employee is relieved of all duties. No meal period is required if the work period is less than six hours. If, because of the nature or circumstances of the work, an employee is required to perform any work during the meal period, the employee must inform their supervisor before the end of the shift so that EC Works may pay the employee for that work.

Additional meal periods are required to be provided to employees who work 14 hours or more. Employees ages 15-17 must receive an unpaid 30-minute meal period during shifts in excess of five hours.

Each employee's timekeeping records must be accurate, and show that they have received their required meal period each day (assuming they received it). Again, employees should let their supervisor know if they miss a meal period or have one interrupted for work.

2) Rest Periods

Nonexempt employees are required to take a paid, uninterrupted 10-minute rest break for every four hour segment or major portion thereof in the work period. The rest break should be taken in the middle of each segment, whenever possible. Whenever a segment exceeds two hours, the employee must take a rest break for that segment. This time must be taken in addition to and separately from required meal periods. For example, an employee who works from 8:00 AM to 5:00 PM, should receive one rest break at approximately 10:00 AM, and another at approximately 3:00 PM.

An employee who works a work shift longer than 10 hours is entitled to a third rest break. Employees ages 15-17 must receive paid, uninterrupted 15-minute rest breaks for every four-hour segment or major portion thereof in the work period.

D. Timekeeping Requirements

All non-exempt employees must accurately record time worked each day on a timecard for payroll purposes. Employees are required to record their own time at the beginning and end of each work period, including before and after the meal period.

It is a violation of EC Works policy for anyone to instruct or encourage another employee to work “off the clock,” to incorrectly report hours worked, or to alter another employee’s time records. If anyone directs or encourages you to incorrectly report your hours worked, or to alter another employee’s time records, you should report the incident immediately using the reporting procedure described in the No Harassment Policy, above.

E. Overtime

Non-exempt employees should not work any time that is not authorized by the Executive Director. Do not start work early, finish work late, work during a rest or meal break, or perform any extra, or overtime, work unless you are directed to do so. If you have any questions about when or how many hours you are expected to work, contact your supervisor. Exempt employees are not eligible for overtime pay.

1) Time-and-a-half

EC Works pays one and one-half times a non-exempt employee’s hourly rate for all hours worked over 40 in any workweek. As described above, EC Works’ workweek begins each Sunday at 12:00am.

2) Limitation on Overtime Pay

Overtime pay (premium rates) shall not be paid twice for the same hours (pyramiding). Paid hours not actually worked (for example **sick leave or vacation**, holidays, etc.) will not be counted toward

the 40 per hour workweek required to receive overtime pay. Only actual hours worked in a given workday or workweek can apply in calculating overtime.

3) Assignment of Overtime Work

When overtime work is required by EC Works on a particular job on a shift commencing on a day other than Saturday, Sunday, or a holiday, the non-exempt employee performing that job at the conclusion of their straight-time hours will normally be expected to continue to perform the job on an overtime basis.

When overtime is required by EC Works on a Saturday, Sunday or on a holiday, EC Works will endeavor to give the employees required to work notice of their assignment during their last shift worked prior to such Saturday, Sunday or Holiday.

F. Employee-Incurred Expenses and Reimbursements

Please see the *Staff Travel Reimbursement Policy* and the *Procurement Policy* provided to you with a copy of this Handbook. Copies of the policies can also be found on DropBox, within the “Policies → ECWIB Board Adopted Policies” folder.

IV. Payment of Wages

A. Payday

Paychecks are normally direct deposited on the 5th and 20th of each month, unless these dates fall on a weekend or banking holiday. In such cases, the payday will fall on the Friday before the weekend or the last business day before the holiday.

1) Review Your Pay Stub

EC Works strives to ensure that all employees are paid correctly, but mistakes can happen. When mistakes occur and are called to EC Works’ attention, EC Works will promptly make any corrections necessary. Please review each paycheck and pay stub when you receive it to make sure that you were paid correctly for all hours worked, as well as your deductions, and personal identifying information.

2) Contact Procedure

If you have found errors in your paycheck, or have questions about your deductions or pay, or regarding any of the procedures described herein, please promptly report the matter to the Executive Director or the CFO. Every report by an employee of problems with their pay or paycheck will be quickly and fully investigated. EC Works will make every effort to ensure that you receive the pay to which you are entitled.

B. Payroll Deductions

EC Works is required by law to withhold certain deductions from your paycheck. EC Works will withhold the following taxes as prescribed by State and Federal laws:

- Federal Income Tax
- Social Security Tax
- Medicare Tax
- State Income Tax (if applicable)
- Local Tax(es) (if applicable)
- State Disability Tax (if applicable)

In addition, EC Works is required to recognize court orders, liens and wage assignments. If EC Works receives notification that such payroll deductions are required, withholdings will begin immediately. You may request certain payroll deductions for medical insurance coverage, credit union deposits, etc. Please see the CFO regarding any limitations on our ability to process these deductions.

V. Time Off and Leaves of Absence

A. Sick Leave

EC Works provides all employees with paid sick leave. Sick leave can be used for any purpose allowed under Oregon's Sick Leave ("OSL") law. Those purposes include, for example, leave for: an employee's own mental or physical illness, injury, or health condition, or that of certain family members; any purpose covered by the Oregon Family Leave Act (such as leave for the birth of the Employee's child or placement of a child for adoption or foster care; to care for a family member with a serious health condition or the employee's own health condition; for pregnancy disability or prenatal care; to care for either a sick child, or a child whose school or childcare provider is closed on account of a statewide public health emergency; and for bereavement leave); domestic violence, stalking, harassment or sexual assault; preventive health and dental care; or public health emergencies.

For workers' compensation reporting purposes, employees will be required to accurately note on their timecards the type of leave being taken (for example: sick vs. vacation, bereavement, jury duty, holiday, etc...)

Accrual Rate: Regular employees receive 96 hours of sick leave each year. Part-time employees receive a pro-rated portion of the 96 hours based on their FTE status. (For example, a ".5 FTE" part-time employee receives 48 hours of sick leave each year.) The entire bank of leave is "front-loaded" into the employee's account at the beginning of the calendar year.

Regular and part-time employees who start mid-year receive a pro-rated portion of their year's worth of sick leave upon hire calculated on a 365 day calendar year. Temporary employees receive 40 hours of sick leave upon hire. No employee may use accrued sick leave, however, until after the employee has completed 30 calendar days of employment with the Company.

Additional sick leave is granted for employees taking Family Medical Leave/Oregon Family Leave. Please see the FMLA/OFLA section of the employee handbook for details.

Carry Over, Maximum Accrual, and Donation: Employees may carry over up to 40 hours of accrued sick from one year to the next year up to a maximum of 136 total hours of accrued sick leave. Any accrued sick leave in excess of 136 total hours of accrued sick leave will lapse at the end of each year. Employees may, however, elect to donate their accrued sick time to another employee if the other employee uses the donated sick time for an OSL-covered purpose. (Any such donation must be purely voluntary, and it is never required and must never be coerced by anyone.) Please notify the CFO if you wish to donate any time to another employee.

Requesting Sick Leave: Sick leave requests should be made as soon as practicable and, except in the case of an unforeseeable need for leave, no later than ten days in advance of the date on which the leave is to begin.

For foreseeable uses of sick leave, employees must make a reasonable attempt to schedule their use of sick leave in a manner that does not unduly disrupt the Company's operations. When possible, sick leave requests are granted, taking into account operating requirements. Length of employment may determine priority in scheduling sick leave requests that exceed the requirements of the OSL. Requests for sick leave where the employee has accrued sick leave remaining and where the request is covered by OSL, however, shall not be denied. (Please keep in mind that OSL only covers or applies to the first 40 hours of sick leave used in a given year.)

The Company understands that, from time to time, situations arise in which meeting the requirements for advance notice is not possible and will make exceptions as needed and as the Company is able to do so. Consistent or other failure to meet these notice requirements, however, may lead to disciplinary action with respect to the employee.

No Sick Leave "Cash Out": Sick leave cannot be "cashed out" by an employee. Similarly, accrued but unused sick leave will not be paid to employees upon the termination of their employment, regardless of whether the termination was voluntary or involuntary.

No Retaliation: The Company strictly prohibits retaliation toward any employee for inquiring about the employee's entitlement to leave that is covered by the OSL, submitting a request for such leave, taking leave pursuant to OSL to which the employee is entitled, participating in an investigation, proceeding, or hearing relating to OSL, or invoking, in good faith, any provision of the OSL law. Employees who believe they have witnessed or experienced any such retaliation or

discrimination should promptly report it by following the procedures in the No-Harassment policy, above.

B. Vacation

EC Works provides regular part- and full-time employees with paid vacation time, which is intended to provide time away for rest and relaxation. Vacation can also be used for personal reasons, religious observances, and other absences as either required by applicable law or approved by EC Works.

For workers' compensation reporting purposes, employees will be required to accurately note on their timecards the type of leave being taken (for example: sick vs. vacation, bereavement, jury duty, holiday, etc...)

Accrual Rate: Regular, full-time employees receive a full 144 hours of vacation each year. Part-time employees receive a pro-rated portion of those hours based on their FTE status. (For example, a ".5 FTE" part-time employee receives 72 hours of vacation each year.) The entire bank of leave is "front-loaded" into the employee's account at the beginning of the calendar year.

Regular and part-time employees who start mid-year receive a pro-rated portion of their year's worth of vacation upon hire calculated on a 365 day calendar year. Temporary employees do not receive vacation. No employee may use accrued vacation, however, until after the employee has completed 30 calendar days of employment with the Company.

Carry over: Vacation is meant to be used! Accrued but unused vacation at the end of each calendar year of employment with the Company does not carry over into the following year.

No Vacation "Cash Out": Vacation cannot be "cashed out" by an employee. Similarly, accrued but unused vacation leave will not be paid to employees upon the termination of their employment, regardless of whether the termination was voluntary or involuntary.

C. Holidays

EC Works recognizes 14 paid holidays each year and will be closed for business on those days. All employees will receive their regular straight-time compensation for each holiday, which does not count toward weekly overtime. Part-time employees receive pay for each designated holiday in accordance with their designated FTE status as noted in the Employee Classification section. The paid holidays are as follows:

Day	Dates
New Year's Day	January 1 st
Martin Luther King's Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	1 st Monday in September
Veterans' Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day After Thanksgiving Day	4 th Friday in November
Christmas Day	December 25 th
Day After Christmas to New Year's Eve	December 26 – 31

In accordance with federally-recognized holidays and unless management announces otherwise: if the official holiday falls on a Saturday, the holiday will be observed on the Friday before; if the official holiday falls on a Sunday, the holiday will be observed the Monday after.

D. Leaves of Absence

Requests for a leave of absence will be considered on a case-by-case basis and approved by the Executive Director.

1) Jury Duty

EC Works will grant employees time off for mandatory jury duty and/or jury duty orientation. An employee called for service on a jury will receive regular pay provided that payment made to the employee for jury service is remitted to EC Works. The supervisor shall remit the jury's payment to the CFO and authorize the employee's regular pay. Part-time employees receive pro-rated pay in accordance with their designated FTE status.

The employee is expected to report for work when doing so does not conflict with court obligations. It is the employee's responsibility to keep their supervisor informed about the amount of time required for jury duty. Employees must provide a copy of the jury duty summons to their supervisor, to verify the need for such leave, and should do so as soon as possible so that EC Works may make arrangements to accommodate the absence.

EC Works prohibits any retaliation against employees who serve on jury duty. Employees who believe they have witnessed any such retaliation should follow the reporting procedures described in the No-Harassment policy, above.

2) Religious Observances Leave and Accommodation Policy

EC Works respects the religious beliefs and practices of all employees. EC Works will make, upon request, a reasonable accommodation for such observances or practices when available, and where the time off or accommodation does not create an undue hardship on EC Works' business.

3) Crime Victim Leave Policy

Any Oregon employee who has worked an average of at least 25 hours per week for 180 days is eligible for reasonable, unpaid leave to attend criminal proceedings if the employee or their immediate family member (defined below) has suffered financial, social, psychological or physical harm as a result of being a victim of certain felonies, such as kidnapping, rape, arson, and assault.

"Immediate family member" includes a spouse, registered same-sex domestic partner, parent, sibling, child, stepchild or grandparent.

Employees who are eligible for crime victim leave must:

- Use **sick leave or vacation** during the leave period, if approved;
- Provide as much advance notice as is practicable of their intention to take leave (unless giving advance notice is not feasible); and
- Submit a request for the leave in writing to their supervisor as far in advance as possible, indicating the amount of time needed, when the time will be needed, and the reason for the leave.

In all circumstances, EC Works may require certification of the need for leave, such as copies of any notices of scheduled criminal proceedings that the employee receives from a law enforcement agency or district attorney's office, police report, a protective order issued by a court, or similarly reliable sources.

4) Domestic Violence Leave and Accommodation Policy

Any employee is eligible for a reasonable amount of leave to address domestic violence, harassment, sexual assault, or stalking of the employee or their minor dependents. This leave is generally unpaid, but the employee may use any **sick leave or vacation**, if approved, while on this type of leave.

Reasons for taking leave include the employee's (or the employee's dependent's) need to: seek legal or law enforcement assistance or remedies; secure medical treatment for or time off to recover from injuries; seek counseling from a licensed mental health professional; obtain services from a victim services provider; or relocate or secure an existing home.

When seeking this type of leave, the employee should provide as much advance notice as is practicable of their intention to take leave, unless giving advance notice is not feasible. Notice

of need to take leave should be provided by submitting a request for leave in writing to the employee's supervisor as far in advance as possible, indicating the time needed, when the time will be needed, and the reason for the leave. EC Works will then generally require certification of the need for the leave, such as a police report, protective order or other evidence of a court proceeding, or documentation from a law enforcement officer, attorney, healthcare professional, member of the clergy, or victim services provider.

If more leave than originally authorized needs to be taken, the employee should give EC Works notice as soon as is practicable prior to the end of the authorized leave. When taking leave in an unanticipated or emergency situation, the employee must give oral or written notice as soon as is practicable. When leave is unanticipated, this notice may be given by any other person on the employee's behalf.

Finally, employees who are victims of domestic violence, harassment, sexual assault or stalking may be entitled to a "reasonable safety accommodation" that will allow the employee to more safely continue to work, unless such an accommodation would impose an "undue hardship" on EC Works. Please contact your supervisor or the Executive Director immediately with requests for reasonable safety accommodations.

5) Military Leave

EC Works complies with all applicable state and federal military leave laws. A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. The leave generally will be unpaid. However, employees may use any available paid time off (sick leave or vacation) for the absence.

Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must timely apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Contact the CFO for information about their rights before and after such leave.

6) Veterans' Day Leave

Currently, as of the adoption of this handbook, Veterans' Day is recognized as a paid holiday for all employees. Future handbook revisions changing paid holiday time for Veterans' Day may change this policy.

Veteran-employees scheduled to work on Veterans' Day

EC Works honors veterans and complies with applicable veterans' leave laws. Eligible veterans who would otherwise be scheduled to work on the day on which Veterans' Day is observed (November 11th) and who provide proper notification will be granted that day off, in recognition of the holiday and in gratitude for their service, subject to the requirements described below. Veteran-employees who would otherwise be scheduled to work but elect to take Veterans' Day off must notify the Company at least 21 calendar days in advance of their intent to take that day off. Employees may be required to provide the Company with documentation showing that they are qualified for this benefit as a "veteran" under applicable law. Employees should provide their request and supporting documentation to their supervisor. EC Works reserves the right, in its sole discretion and subject to applicable law, to deny an employee's request to take Veterans' Day off in the event that the Company determines allowing the time off will cause a significant economic or operational disruption, or an undue hardship on the Company. In the event that EC Works determines that it cannot allow time off to an eligible veteran-employee due to disruption or hardship, the Company will honor the employee's service by allowing another day off (subject to notice/approval requirements) within the year following the Veterans' Day on which the employee worked. Employees should contact the CFO with any questions relating to Veterans' Day leave or eligibility.

7) Family Leave (FMLA and OFLA)

EC Works is too small of an employer to be covered by the Oregon Family Leave Act, or the federal Family Medical Leave Act ("FMLA") law. As an additional benefit to its staff, however, EC Works has chosen to adopt the benefits of the federal FMLA and Oregon Family Leave Act ("OFLA") for its staff, as summarized in this policy. Please keep in mind: although EC Works has voluntarily adopted the benefits of FMLA and OFLA, EC Works cannot and is not hereby submitting to the jurisdiction of those laws for enforcement (whether in court, before a government agency, or otherwise), unless of course it grows to the appropriate size. If this policy varies from the current state of OFLA or FMLA, this policy will generally control (so long as EC Works is still not subject to those laws).

The following provisions apply to all eligible employees, who generally may take up to 12 weeks of unpaid family medical leave in a 12-month period in accordance with this policy. To be eligible for family leave, the employee must have been employed by EC Works for at least twelve 12 months and have worked at least 1,250 hours during the twelve 12 months preceding commencement of the leave.

Family leave is provided to eligible employees for the following purposes:

- For the birth of a child or for the placement of a child under 18 years of age for adoption or foster care;

- To care for a family member with a serious health condition or the employee’s own serious health condition.

*For purposes of this policy, “family member” means the spouse, same-gender domestic partner, custodial / non-custodial / adoptive / foster or biological parent, parent-in-law, parent of same-gender domestic partner, grandparent or grandchild of the employee, or a person with whom the employee is or was in a relationship of in loco parentis. It also includes the biological, adopted, foster or stepchild of an employee, or the child of an employee's same-gender domestic partner. For the purposes of OFLA, an employee's child in any of these categories may be either a minor or an adult at the time serious health condition leave is taken;

- For a pregnancy disability or prenatal care;
- To care for a sick child who does not have a serious health condition, but who requires home care. “Sick child” leave includes an absence to care for an employee's child whose school or child care provider has been closed in conjunction with a statewide public health emergency, as declared by a public health official; but it is not to be used for routine medical or dental appointments, and may not be available if another family member, including a non-custodial biological parent, is willing and able to care for the child; and/or
- For up to two weeks of bereavement leave. This means leave to deal with the death of a “family member,” as described above, by either (a) attending the funeral or alternative event, (b) making arrangements necessitated by their passing, or (c) grieving the loss of the family member. Bereavement leave, however, must be completed within 60 days of the date on which an eligible employee receives notice of the death.

A “serious health condition” generally means a condition that: requires inpatient care; poses an imminent danger of death; requires constant care; involves a period of incapacity, episodic periods of incapacity requiring periodic visits for treatment, or long-term incapacity; or multiple treatments. A serious health condition also includes a patient’s disability due to pregnancy, childbirth or a period of absence for prenatal care. Not all medical conditions are serious health conditions. Generally, routine illnesses such as colds or flu that can be treated with nonprescription drugs or bed rest will not be considered serious health conditions.

Generally, eligible employees are entitled to 12 weeks of leave in a 12-month period. (Bereavement leave is limited, however, to no more than two weeks per death, and counts toward the 12 week total.) The 12-month period is on a “rolling backward” period from the date the employee requests leave. Usually all other types of leave (but not workers’ compensation leave) will run concurrently with family leave.

In certain situations, employees may be eligible for more than 12 weeks of leave. For example, employees taking family leave for a pregnancy-related disability are entitled to an additional 12 weeks of family leave for other purposes. Additionally, a parent taking family leave to care for a newly born, adopted, or placed child are entitled to an additional 12 weeks of family leave for the purpose of caring for a child suffering from an illness, injury, or condition that requires home care.

Notice and Certification to the Company. Normally an employee requesting leave must provide 30 days' advance notice to EC Works of the need for leave. If the employee learns of the need for leave less than 30 days before commencement of leave, they should notify EC Works as soon as is practicable. If the reason for leave is unforeseeable, the employee or someone acting on the employee's behalf must give EC Works oral or written notice within 24 hours of the commencement of the leave and the employee must provide written notice within 3 days of return to work. Failure to provide notice as set forth above may cause EC Works to reduce the period of unused family leave by an amount no greater than the number of days of leave the employee has taken without providing timely notice of leave, by up to three weeks in a one-year leave period. (This reduction does not apply to bereavement leave, but eligible employees must still provide notice of bereavement leave as soon as is practicable.) The employee may also be subject to disciplinary action under EC Works' normal policies or practices, as applied to similar violations.

For leave involving an employee's own serious health condition or that of a family member, employees will be required to provide certification from a health care provider to support the request for leave under certain circumstances:

For family leave where sick leave is not available: Where the need for leave is anticipated, the employee must provide the certification in advance of the leave when possible. Where the need for leave is not anticipated, the employee must provide medical certification within 15 days of EC Works' request for the certification. If the family leave is for the employee's own serious health condition, the employee will also be required to furnish a medical release certification from the health care provider clarifying that the employee is fit for duty.

For family leave where the employee intends to use sick leave: The employee should comply with the requirements for providing certification provided in EC Works' sick leave policy above.

Employees taking family leave for the purpose of caring for a child requiring home care, other than for a serious health condition, are not required to provide medical certification for the first three days of such leave in a 12-month period, but are required to provide a doctor's note confirming the need for leave for every subsequent incident of sick child leave during the year.

Using Paid Leave. Family leave is unpaid. EC Works, however, requires an employee to use any accrued paid leave during the otherwise unpaid portion of the leave. At the time leave is

approved, the employee should receive information about what paid leave may be used during the family leave.

EC Works shall continue to pay premiums for insurance coverage during family leave, to the same extent it would if the employee were on paid leave. If the employee is required to terminate their own employment upon the expiration of the family leave due to the continuation, recurrence or onset of the serious health condition or other circumstances beyond the employee's control, no action to recover premiums is taken. However, if the employee fails to return from leave for any other reason, EC Works may recover from the employee the insurance premiums paid during the period of unpaid leave.

An additional two weeks of **sick leave** is granted for employees requesting time off for family leave. This time must be used concurrently with the family leave. Additionally, if all available **sick leave** (including the additional two weeks) **and vacation** is utilized for family leave, EC Works will grant up to 40 additional hours of sick leave to be used by the end of the calendar year. Please see the **Sick Leave** section of the employee handbook for rules on allowable uses for sick time. This additional 40 hours may not be used to extend the family leave.

Returning to Work. When an employee returns to work, normally they will be reinstated to either their former or an equivalent job with equivalent benefits (unless the position has been eliminated and the employee would have been laid off or terminated if they were at work instead of on leave). An equivalent position is one that is the same as the former position in as many aspects as possible and generally has equivalent pay, benefits and hours, but not necessarily the same exact responsibilities. An employee's right to return to work may also be affected by any transfer, layoff, or termination action that would have occurred for business reasons unrelated to the family leave absence.

Employees are expected to promptly return to work when the circumstances that necessitated the leave end. If the circumstances change during the leave and the necessary leave period is shorter than originally expected, the employee must give EC Works reasonable notice (i.e. within 2 business days) of the changed circumstances where foreseeable and request reinstatement. With the exception of employees who are off work as a result of a qualified industrial injury or illness, employees lose their reinstatement rights when the period of leave exceeds the maximum allowed.

No Retaliation. EC Works prohibits any retaliation or discrimination against employees who inquire about family leave, submit a request for family leave or invoke any provision of FMLA/OFLA. Employees who believe they have witnessed any such retaliation or discrimination should follow the reporting procedures described in the No-Harassment policy, above.

8) Office Closure

We value the safety of our employees. Official office closures may occur for various reasons including but not limited to severe winter weather driving conditions and public health emergencies and/or disaster declarations. The Executive Director maintains discretion over official office closures. Weather-related office closures will be tied to the Bend-LaPine School District (BLSD) weather-related closures. In addition, employees living outside of the BLSD may be excused from commuting and traveling for work when their local school district is closed for weather-related reasons. Other guidance used to determine office closures may come from national or state declared emergencies. During an official office closure, if an employee is set up to work remotely, it is the expectation of EC Works that the employee work remotely during the closure. While we encourage working remotely when possible, employees will be paid holiday time based on their FTE status when excused from work as a result of this policy.

VI. Employee Benefits

EC Works is committed to sponsoring a comprehensive benefits program for all eligible employees. A good benefits program is a solid investment in EC Works' employees. EC Works will periodically review the benefits program and will make modifications as appropriate to the performance of the plan(s). EC Works reserves the right to modify, add or delete the benefits it offers.

This portion of the Handbook includes a very general description of the benefits to which you may be entitled, subject to eligibility requirements. It is not intended to and does not provide all details about benefits, and does not change or interpret the terms of the official plan documents. Your rights can be determined only by referring to the full text of the official plan documents, which are available from the Company. To the extent any information in this Handbook is inconsistent with official plan documents, the official plan documents control.

A. Insurance Coverage

EC Works is dedicated to the health and well-being of both you and your family. A comprehensive, quality insurance program is available. If you are a Regular employee working at least 30 hours per week, you become eligible to enroll for coverage on the 1st of the month following your date of hire.

The following benefits are provided as of the date of publication of the employee handbook, but are subject to change at any time:

- Medical Coverage
- Dental Coverage
- Vision Coverage
- Group Disability Insurance, both Short and Long Term

- Section 125 Cafeteria Plan or Limited Section 125 Cafeteria Plan with a Health Savings Account
- Medical Reimbursement Account
- Dependent Care Reimbursement Account

Officially you have 31 days to enroll or decline to enroll by signing a waiver if you have other coverage. Enrollment materials will be provided at your new hire orientation.

1) Health Insurance

EC Works offers medical insurance for all of its Regular employees who work at least 30 hours per week and their dependents on the first of the next month after their start date. The group insurance policy and the summary plan description issued to employees sets out the terms and conditions of the health insurance plan. These documents govern all issues relating to employee health insurance. The EC Works CFO will provide all healthcare insurance provider contact information and steps for registrations at time of employment.

Upon separation of employment, employees eligible for medical, dental and vision insurance, and their covered dependents, **may be** offered the opportunity to temporarily extend their health benefits at group rates for a period of time, up to 9 months through State of Oregon continuation coverage. The cost of the extension of benefits generally is the responsibility of the employee.

2) Section 125 Cafeteria Plan (FSA) or Limited FSA with a Health Savings Account

Our Section 125 Cafeteria Plan offered in conjunction with the low deductible health insurance plan provides two optional programs that may help reduce your taxable income. These include:

Dependent Care Reimbursement Account allows you to make pre-tax payroll deductions to pay dependent care costs. Any unused portion cannot be returned to you, so please carefully estimate what you spend per year.

Medical Reimbursement Account allows you to make pre-tax payroll deductions for many out-of-pocket medical expenses. Read the plan document for terms regarding rollover of unspent amounts to the subsequent year.

If employees choose the high deductible health insurance plan, a Limited FSA plan is available for certain expenses in addition to the pre-tax Health Savings Plan. Please see the Health Insurance Summary of Benefits for more information.

3) Long-Term Disability (LTD) Insurance

If you are a Regular (not temporary) employee of EC Works who works at least 30 hours per week, you are covered by our Long-Term disability plan.

4) Short-Term Disability (STD) Insurance

If you are a Regular (not temporary) employee of EC Works who works at least 30 hours per week, you are covered by our Short-term disability plan.

B. Employee 401(k) Retirement Savings Plan

EC Works offers a 401(k) Plan to eligible employees to save money for their retirement. All Regular and Part-time, and Temporary employees are eligible to participate in the Plan. Entry into the plan can begin the first of the month following one month of service.

EC Works will make safe harbor matching contributions, dollar for dollar, up to 6% of elective deferrals. You are 100% vested in these contributions.

Please see the most recent Summary Plan Description provided to you (also located in the “Retirement” folder in DropBox) for additional information regarding the Plan including your rights under the Employee Retirement Income Security Act (ERISA). The CFO will provide enrollment materials shortly before you become eligible to participate.

C. Worker’s Compensation and Safety on the Job

You are protected by Workers' Compensation Insurance under state law. This insurance covers you in case of occupational injury or illness by providing, among other things, medical care and compensation and temporary or other disability benefits.

Steps to Take if You are Injured on the Job

To ensure that you receive any workers' compensation benefits to which you may be entitled, you must do all of the following:

1. Immediately report any work-related injury to your supervisor. You must report the injury at the time it happens, not several days later.
2. Seek medical treatment and follow-up care if required.
3. Promptly complete the employee section of the Workers Compensation Form 801 and return it to the CFO.

Failure to follow these steps in a timely manner may negatively affect your ability to receive benefits.

Return to Work

If you require workers' compensation leave, you will – under most circumstances – be reinstated to the same position that you held at the time your leave began, or to an equivalent position, if available. However, you must first submit an approved medical certificate demonstrating your ability to return to work.

When returning from a workers' compensation leave you have no greater right to reinstatement than if you had been continuously employed rather than on leave. For example, if you would have been laid off had you not been on leave, or if your position is eliminated, and no equivalent or comparable positions are available, then you may not be entitled to reinstatement. These are only examples. EC Works does not discriminate against employees who suffer a workplace injury or illness, or retaliate against employees who invoke the workers' compensation system in good faith. Employees who believe they have witnessed any such retaliation or discrimination should follow the reporting procedures described in the anti-harassment policy, above.

Overlap with Other Laws

EC Works will account for other leave laws and workplace disability laws that might also apply to your situation. If, after returning from a workers' compensation leave, it is determined that you are unable to perform the essential functions of your position because of a qualifying disability, you may be entitled to a reasonable accommodation, as governed by applicable Oregon laws covering disabilities in the workplace.

D. Safety and Health

All employees are responsible for their own safety, as well as that of others in the workplace. To help us maintain a safe workplace, everyone must be safety-conscious at all times. Report all work-related injuries or illnesses immediately to your supervisor or to the CFO.

Employee Rights

1. You have the right to know what chemical and physical hazards you are working around and how to safeguard against them.
2. You have the right to have the proper personal protective equipment and/or request it if needed.
3. You have the right to file a complaint, concerning the safety & health of a workplace location and/or process. The steps to be followed are:

Step 1: Notify your supervisor and the CFO of the concerns and/or hazards. If complaints aren't being addressed then;

Step 2: Notify the Executive Director of the concerns and/or hazards. If complaints aren't being addressed then;

Step 3: Notify EC Works Executive Committee immediately of all safety concerns; all complaints/concerns are immediately investigated.

Step 4: Notify OSHA (Occupational Safety and Health Administration) if your complaints have not been addressed to your satisfaction.

4. You, as an employee, have the right to work in a safe work environment free of hazards that could result in serious harm and/or death.

Employee Responsibilities

1. As an employee, you will comply with all occupational safety standards, rules and regulations while on the job.
2. You will also adhere to all EC Works policies and procedures including the job site location rules and regulations regarding safety and health policies.
3. You will not work outside the scope of your experience or assignment, including areas that are not authorized by EC Works.
4. You are to report all unsafe acts, assignments, injuries and complaints to EC Works immediately.

In keeping with EC Works' intent to provide a safe and healthy work environment and in compliance with Oregon's Smokefree Workplace Law, EC Works is a smoke- and vape-free work environment. There shall be no smoking or vaping in EC Works' offices or vehicles, or within 10 feet of all entrances, exits, windows and air intake vents. Employees violating this policy will be subject to disciplinary action, up to, and including termination of employment. This policy applies to all employees, customers, and visitors.

E. Workplace Violence Prevention

EC Works is committed to preventing workplace violence and to maintaining a safe work environment. EC Works has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of EC Works without proper

authorization. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated.

All threats of (or actual) violence, both direct and indirect, must be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by customer, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. All suspicious individuals or activities should be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your work station, do not try to intercede.

EC Works will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, EC Works may suspend employees, either with or without pay, pending investigation. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

EC Works encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the CFO (or the Executive Director if there is concern in bringing your issue to your supervisor and the CFO) before the situation escalates into potential violence. EC Works is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

VII. Drug Free Workplace Policy

A. Purpose and Goal

EC Works has a responsibility to our employees and to the general public to ensure safe operating and working conditions. To satisfy our drug free workplace objective and meet these responsibilities, we must establish a work environment where employees are free from the effects of drugs, alcohol, and other impairing substances.

The policy applies to all employees (except where noted in this policy or where it is inconsistent with applicable law) and applicants for employment.

As a recipient of grant funds requiring compliance with the Federal Drug-Free Workplace Act of 1988, EC Works will:

1. Provide this policy to all covered employees informing them that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace.

2. Inform employees to make them aware of a) the dangers of drug abuse in the workplace; b) the policy of maintaining a drug-free workplace; c) any available drug counseling, rehabilitation, and employee assistance programs; and d) the penalties that may be imposed upon employees for drug abuse violations.
3. Notify employees that as a condition of employment on a Federal contract or grant, the employee must a) abide by the terms of this policy statement; and b) notify the employer, within five calendar days, if they are convicted of a criminal drug violation in the workplace.
4. Notify the contracting or granting agency within 10 days after receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.
5. Impose a penalty on—or require satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is convicted of a reportable workplace drug conviction.
6. Make an ongoing, good faith effort to maintain a drug-free workplace by meeting the requirements of the Act.

Employees of EC Works will be subject to discipline up to and including termination for use, manufacture, possession, sale, attempted sale, purchase, attempted purchase, transfer, attempted transfer or being “under the influence” of alcohol or other controlled substances while conducting Company business or on Company property.

EC Works is committed to protecting the safety, health and wellbeing of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol and drug-free environment.

This organization encourages employees to voluntarily seek help with drug and alcohol problems.

B. Covered Workers

Any individual who conducts business for EC Works, is applying for a position or is conducting business on EC Works’ property is covered by our drug-free workplace policy. Our policy includes, but is not limited to executive management, managers, supervisors, full-time employees, part-time employees, off-site employees, contractors, volunteers, and interns.

C. Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for EC Works or on EC Works property. Therefore, this policy applies during

all working hours, whenever conducting business or representing EC Works, while on EC Works property, or at Company-sponsored events.

D. Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants. While conducting business or representing EC Works, on or off EC Works property, and at any time while on EC Works property, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs, except in accordance with this policy.

EC Works recognizes that there may be officially sanctioned events at which alcohol will be served, including, without limitation, social and networking events on or off EC Works property. On such occasions, employees may consume alcohol responsibly and in moderation only with prior approval from the Executive Director. Employees must refrain from excessive consumption of alcohol, which includes any consumption that would inhibit an employee's ability to carry out their professional responsibilities. During these sanctioned events, Oregon liquor laws must be observed and minors must not be served alcohol. No Company funds may be used to purchase alcohol where such purchases are a disallowed cost or without prior approval from the Executive Director.

At all other times, while conducting business or representing EC Works on or off EC Works property, no employee may use, possess, sell, trade, offer for sale, and/or be under the influence of alcohol or illegal drugs. NOTE: While its legal status may be evolving under state law, marijuana remains illegal under federal law, and marijuana use remains subject to this policy. For example, testing positive for marijuana and being under the influence of marijuana at work are each bases for termination. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner.

E. Reasonable Suspicion/Right to Test

If EC Works believes it has a reasonable suspicion that an employee has reported to work with the suspicion of alcohol or illegal drugs present in their system, the Company may require that the employee who has the suspicion of alcohol or illegal drugs submit to legal and appropriate drug and alcohol tests to detect the existence, if any, of such alcohol or drugs in the employee's system. Costs for such testing will be paid for by the employer. Circumstances calling for "reasonable suspicion" testing may include, without limitation, slurred speech, abnormal behavior, or significant or repeated errors that suggest drug or alcohol use or abuse to EC Works.

For employees who are incapacitated or otherwise in need of urgent medical attention, the Company's first concern will, of course, be obtaining medical treatment. Costs for such treatment may be reimbursable through employee's benefit plan. However, such employees will be

required later to authorize the release of appropriate medical records to reveal whether the suspicious drugs or alcohol were in their system, upon the Company's request. The tests must be authorized by the Executive Director when suspicion relates to EC Works' staff, and by an Executive Committee member when suspicion relates to the Executive Director. Failure to promptly permit testing upon EC Works' request, or to otherwise cooperate in good faith with these requirements shall be grounds for disciplinary action, up to and including immediate termination.

F. Notification of Convictions

Any employee who is convicted of a criminal drug violation in the workplace must notify EC Works in writing within five calendar days of the conviction. EC Works will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

G. Consequences

One of the goals of our drug-free and safe workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, it has been proven that the employee has violated the policy, the consequences could be serious.

In the case of applicants, if they violate the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may reapply after one year and must successfully pass a pre-employment drug test. If an employee violates the policy, they will be terminated from employment.

H. Assistance

EC Works recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

I. Confidentiality

All information received by EC Works through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

J. Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment
- Support fellow workers in seeking help
- Report dangerous behavior to their supervisor

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy
- Observe employee performance
- Investigate reports of dangerous practices
- Document negative changes and problems in performance
- Counsel employees as to expected performance improvement
- Clearly state consequences of policy violations

K. Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program, all employees will receive a written copy of the policy upon receipt of their copy of the Employee Handbook.

VIII. Termination of Employment

A. Prohibited Conduct

The following conduct is prohibited and will not be tolerated by EC Works. Any violation of this policy may result in discipline up to and including termination. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, employee welfare and EC Works' operations are also be prohibited.

- Use of alcohol or illegal drugs while at work.
- Falsification of employment or other records provided to EC Works.
- Recording of work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time sheets, either your own or another employee's.
- Theft or the deliberate or careless damage or destruction of any EC Works property, or the property of any other employee, person, or business, who works with EC Works.
- Unauthorized use of EC Works equipment, materials, or facilities.
- Provoking a fight or fighting during work hours or on EC Works property.
- Carrying firearms or any other dangerous weapon on EC Works premises at any time regardless of carry permits.
- Any illegal activity or conduct which seriously affects the ability to conduct assigned work
- Causing, creating, or participating in a significant or substantial disruption of work during working hours on EC Works property.
- Insubordination including, but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of management, or the use of abusive or threatening language toward another EC Works employee, customer, or vendor.
- Failure to notify a supervisor when unable to report to work, or when leaving work during normal working hours without permission from a supervisor to do so.
- Failure to observe work schedules, including rest and meal periods.
- Failure to provide a physician's note when requested to do so.
- Sleeping or malingering on the job.
- Excessive personal communication including, but not limited to telephone calls, texting, emailing, and use of social media during working hours.
- Unauthorized overtime or refusing to work assigned overtime.
- Unprofessional appearance during normal business hours.
- Violation of any safety, health, security, or EC Works policy, rule, or procedure.
- Unlawful harassment or discrimination, or harassment or discrimination that violates EC Works policy.
- Deliberate concealment of any conviction of unlawful activity
- Repeated and/or serious problems with performance
- Violation of EC Works Conflict of Interest Policy. A copy of this policy can be found on DropBox, within the "Policies → ECWIB Board Adopted Policies" folder.

This statement of prohibited conduct does not alter EC Works' policy of at-will employment. Either you or EC Works remains free to terminate the employment relationship at any time, with or without cause or notice.

B. Discipline Policy

Employees are expected to perform to the best of their abilities at all times. There will be occasions, however, where employees perform at an unsatisfactory level, violate a policy, or commit an act that is inappropriate. When performance or conduct does not meet EC Works standards, EC Works will endeavor, when it deems appropriate, to provide the employee a reasonable opportunity to correct the deficiency. This can be accomplished through forms of discipline short of termination, such as verbal warnings, written warnings, suspensions, and demotions (in no particular order).

In all cases, EC Works retains sole discretion to determine the nature and extent of any discipline based upon the circumstances of each individual case. Accordingly, EC Works reserves the right to proceed directly to a written warning, demotion, or termination for misconduct or performance deficiency, without any prior disciplinary steps, when EC Works deems such action appropriate. And at all times, EC Works retains the right to terminate any employee's employment at any time and for any reason, with or without advance notice or other prior disciplinary action.

C. Resignation

If you choose to terminate your employment, it is anticipated that you will give your manager as much notice as possible – preferably a minimum of two weeks. When giving your two weeks' notice, **sick leave or vacation** should not be used in lieu of notice. If you do not give two weeks' notice of your intent to leave EC Works, you will not be eligible for re-employment at a later date.

If the employee's decision to terminate is based on a situation that could be corrected, the employee is encouraged to discuss it with their supervisor, **the CFO**, or the Executive Director before making a final decision. Employees must return all EC Works property, including phones, computers, identification cards, keys, and manuals, to their supervisor or the CFO upon request, and no later than their last day of work.

Terminating employees are responsible for making arrangements for the extension of medical benefits under the State of Oregon continuation, **if applicable**. These benefit extensions should be discussed with the CFO.

D. References

All requests for references or recommendations must be directed to the Executive Director. No supervisor or employee is authorized to release references for current or former employees without prior approval from the Executive Director.

E. Severance

The Executive Director (E.D) may authorize severance pay to an individual employee or group of employees in the event of an involuntary termination due to a reduction in force/downsizing, change in organizational direction, job elimination or termination for performance. This does not apply to terminations for cause, refusal to be reassigned or refusal to be relocated.

The E.D may authorize up to the following amounts:

- Gross wages not to exceed eight (8) weeks of pay at the rate of pay on date of separation, calculated on base pay only, and paid only in lump sum
- Health insurance, dental, and vision benefits (if currently offered as a benefit to all EC Works employees at time of agreement) that come due up to eight (8) weeks from separation of employment (for example, if the employee is terminated on the 31st of May, the premiums for June and July could be paid in full as they are due and payable at the 1st of each month which falls within the eight (8) weeks from separation).
- Employees separating from service within the first 90 days of employment are not eligible for a severance package.
- The E.D may not authorize their own severance pay. Any authorized severance pay for the E.D. shall be either approved by the EC Works Board and included in a signed pay rate authorization form or included in the employment agreement as authorized by the EC Works Board.
- Any exceptions to these limitations must be approved by the EC Works Board, or a committee of the Board with responsibility for such matters.

Executive Committee approval is required only if, at the time of the agreement(s), the total expense for staff wages, taxes and benefits including the severance payment(s) for the fiscal year is projected to exceed authorized budget.

The employee shall be required to sign a Confidential Separation and Release Agreement as prepared by EC Works in consultation with an attorney in exchange for the offer, acceptance and payment of the severance package.

This policy gives the Executive Director discretion to offer severance pay packages, and is not intended to guarantee benefits to any employee involuntarily terminated from employment or to set precedence. One employee in a particular circumstance or event may be offered severance while another employee in a similar circumstance or event is not offered severance due to several possible reasons, including but not limited to budgetary constraints. In all instances where a severance package is or is not offered when an employee is involuntarily terminated for the eligible reasons outlined previously, the Executive Director shall note contemporaneously the justification for the decision and amounts offered in the employee's file.

The rate of pay for the employee for the year, including the severance, must comply with Federal and State regulations regarding maximum annual payment amounts to an employee.

IX. Work Place Practices

A. Outside Employment

Generally, EC Works has no objection to employees holding other jobs or being self-employed as long as:

- The employee is able to meet the performance, attendance, overtime and other requirements of your position with EC Works.
- Off-duty work activities do not create a conflict of interest or perceived conflict of interest with your EC Works position.
- Off-duty work activities do not interfere with or negatively reflect on the interests or reputation of EC Works.
- Off-duty work activities do not directly or indirectly compete with EC Works or its interests.

B. Flexible Work Environment

EC Works recognizes the value of offering a flexible working environment to employees. At your immediate supervisor's sole discretion, employees may be granted flexible working hours and/or the ability to work remotely. Planned off-site work must be requested a minimum of 24 hours in advance. Employees may either work remotely or use **sick leave or vacation**, if approved, for unplanned time off due to illness or other emergency.

Keep in mind this flexibility is a privilege, not a right. EC Works' normal workplace policies apply to off-site work, and EC Works may revoke permission for flexible hours or remote work if this policy is abused or if required for business reasons.

C. Appearance

It is important that all employees present a neat and proper appearance to the public. A well-groomed employee immediately creates a favorable impression of the services we perform. Therefore, while EC Works generally leaves the choice of dress and grooming to the discretion of the individual, an employee's appearance should always be appropriate for our business environment and contribute to a positive EC Works image. Management has the discretion to determine appropriate dress. Good personal hygiene habits are required.

D. Care of Equipment and Tools

EC Works has invested significantly in equipment and tools designed to enable the employee to do work more efficiently and effectively. Cooperation in caring for and using this equipment is

needed to maintain it in good operating condition. If any equipment is defective or is not at its best for the job, please notify your supervisor immediately. Personal use of EC Works equipment, tools and property is not allowed.

If EC Works equipment is lost or damaged, other than routine wear and use, you must notify your supervisor as soon as possible. The supervisor is responsible for investigating the loss or damage to determine if negligence was involved. If negligence is found, you may be asked to pay for EC Works' cost to replace it and disciplinary action may be taken.

E. Computers, Internet, E-mail, Telephones, Voice Mail and Other Technology

All computers, Internet access, electronic mail, telephones, voice mail and other technological systems are the property of EC Works, including the data stored and transmitted. EC Works has the right to review every message, any user history or similar logs, and all data stored or transmitted through its equipment or systems. Employees have **no expectation of privacy** with regard to Company equipment and resources. We encourage only business uses of our electronic and communication systems. Use of the Internet, email, phone and other systems for personal use should be minimal and limited to break periods. Under no circumstances may the systems be used for review or forwarding of material that could be deemed offensive, illegal or discriminatory, or that otherwise violates EC Works' policies. For example, employees may not under any circumstances use EC Works systems for political activities, including influencing the result of an election or nomination for office, or soliciting support for political purposes.

Employees should keep in mind that any internet or e-mail related activity could have consequences for the Company and for their employment, regardless of when/where the activity occurs (on your personal time or otherwise). Use good judgment when posting online. For example, using your home computer to post harassing messages to another employee through Facebook or another online service could cause an impact in the workplace and/or be in violation of EC Works' anti-harassment policy. Creating a blog where the employee incorrectly purports to represent the views of EC Works or shares confidential Company information could also be in violation of this policy. Nothing about this policy or any other Company policy, however, is to prevent or discourage employees from engaging in protected, concerted activity; discussing terms and conditions of employment; or from acting together for mutual aid and protection.

F. Cell Phones

Employees who routinely require confidential, remote and on-demand communication and data access in order to conduct allowable EC Works staff activities will be assigned a cellular phone, provided and paid for by EC Works. Unless otherwise authorized, company provided cell phones must be used only for business purposes. Employees incurring non-business long distance and over limit fees may be required to reimburse the company in full.

G. Confidentiality

All information acquired by an employee during the course of employment which is not readily available to the general public is considered confidential. This information includes, but is not limited to, job information, employee information, customer lists, marketing plans, pricing, contracts, bids and financial information. Employees are required to maintain strict confidentiality of all such information. Information relating to EC Works' business is to be used only for EC Works' benefit. The use of confidential information for any type of personal advantage, or disclosure of such information to others for any reason, is strictly prohibited.

H. Training and Education

EC Works supports the continued learning and training of its employees. If you are interested in a specific training or educational opportunity, you should notify your supervisor and discuss the benefits of the program. The supervisor must approve the training program prior to registration.

I. Whistleblower Protection Policy

EC Works requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of EC Works, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations, and proactively take steps to address any issues that could involve a failure to meet those responsibilities.

1) Reporting Responsibilities for All

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that EC Works can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about: (1) violations of EC Works' code of ethics or other policies; (2) suspected violations of applicable laws or regulations; and (3) suspected improprieties regarding accounting, internal controls, auditing matters, theft or fraud.

2) No Retaliation

It is contrary to the values of EC Works for anyone to retaliate against any board member, officer, employee or volunteer who in good faith reports any type of concern described in this policy—no one at EC Works is authorized to engage in such retaliation, and it is expressly prohibited in the strongest possible terms. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. Any employee who suspects they have experienced or witnessed such retaliation should follow the reporting procedures outlined in EC Works' anti-harassment policy.

3) Reporting Procedure

EC Works has an open door policy and suggests that employees share their questions, concerns, suggestions or complaints with their supervisor. If you believe that it would be inappropriate to discuss the matter with your immediate supervisor or if you are uncomfortable discussing the issue with your supervisor, you may bypass your immediate supervisor and report the matter directly to any manager or supervisor, including the Executive Director. Supervisors and managers are required to report complaints or concerns about suspected ethical and legal violations in writing to EC Works' Executive Director, who has the responsibility to ensure that an investigation of all reported complaints occurs.

4) Executive Director's Responsibilities

EC Works' Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director advises the Company's Executive Committee of complaints and their resolution, and may periodically report to the Company's Executive Committee on compliance activity relating to any accounting or alleged financial improprieties. EC Works' Executive Director shall immediately notify the Executive Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved. If the Executive Director is associated in any way with allegations, the report should be made to the Board Chair and/or an Executive Officer.

Where such grievances or complaints allege a violation of the Workforce Innovation and Opportunity Act (WIOA) regulations, grants or activities under the Act, the Executive Director shall refer to the Company's Grievance Policy.

5) Acting in Good Faith

Anyone making a complaint concerning a violation or suspected violation must be acting in good faith, based on their genuine belief that the information disclosed may indicate a violation. Of course, any allegations that prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

6) Confidentiality, and Handling of Reported Violations

Violations or suspected violations may be submitted on an anonymous basis by the complainant in writing following the reporting procedures noted above (but EC Works encourages providing your name when possible and if needed to help enable its investigation). Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation and EC Works' business needs. The Executive Director will provide notification to the complainant acknowledging receipt of the reported or suspected violation. Reports are promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

J. Evaluations

Please refer to HR04 Employee Evaluation and Compensation policy regarding evaluations, cost of living increases and other compensation adjustments.

X. Employee Acknowledgement

I acknowledge that I have received and will read a copy of EC Works' Employee Handbook and related policies. I also understand that a copy of the Handbook and related policies is available to me at any time to review in the EC Works office.

I understand that EC Works has adopted the Employee Handbook only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in EC Works' sole discretion. I acknowledge that the Employee Handbook and related policies are not an employment contract and not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either EC Works or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice. I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I understand that EC Works complies with all applicable laws regarding equal employment opportunity and provides a workplace free from unlawful harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to my supervisor, the Executive Director or any trusted manager or supervisor.

During my employment with EC Works, I understand that it is my responsibility to remain informed about the Handbook and policies as revisions, updates and new policies are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Signature

Date

Employee Name (Print)

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

**EAST CASCADES WORKS
BUDGET VS. ACTUAL
JULY 1, 2021 THROUGH SEPTEMBER 30, 2021**

UNAUDITED							
Funding Expiration	RESOURCES	ADOPTED BUDGET MOD1	WORKING BUDGET	FUNDS DRAWN/ RECEIVED	REMAINING FUNDS AVAILABLE	BALANCE REMAINING %	NOTES
<i>Carry In Resources</i>							
12/31/2021	WIOA - Future Ready	21,896	21,896	1,740	20,156	92%	
6/30/2022	WIOA Adult	627,960	627,960	253,286	374,674	60%	
6/30/2022	WIOA Dislocated Worker	470,028	470,028	257,777	212,251	45%	
6/30/2022	WIOA Youth	621,175	621,175	285,741	335,434	54%	
6/30/2022	WIOA - HCEY	11,250	11,250	1,806	9,444	84%	
6/30/2022	Admin - Formula	342,485	342,485	66,152	276,333	81%	
3/31/2022	DOL - DWG Disaster & Employment	49,370	49,370	2,806	46,564	94%	
6/30/2022	DOL - COVID Response	88,410	88,410	-	88,410	100%	
12/31/2023	State - HowTo	992,488	992,488	37,356	955,132	96%	
7/31/2022	Local - COHC Health Careers	68,776	68,776	-	68,776	100%	recognized in PY
n/a	Local - Lake County	3,319	3,319	-	3,319	100%	recognized in PY
<i>Current Year Resources</i>							
6/30/2023	WIOA Adult	915,446	915,446	-	915,446	100%	} target 20% carry in of each to next year
6/30/2023	WIOA Dislocated Worker	787,792	787,792	-	787,792	100%	
6/30/2023	WIOA Youth	968,681	968,681	-	968,681	100%	
6/30/2023	WIOA - HCEY	7,500	7,500	-	7,500	100%	
6/30/2023	Admin - Formula	296,879	296,879	-	296,879	100%	target - as much as poss
6/30/2023	State - TANF Summer Jobs	169,476	169,476	31,979	137,498	81%	
6/30/2023	State - Workforce Strategies (Board)	218,279	218,279	30	218,249	100%	
6/30/2023	State - WorkEx (formerly TWIP)	298,317	298,317	14,717	283,600	95%	
6/30/2023	State - Industry Eng (Sectors)	221,034	221,034	37,214	183,820	83%	
6/30/2023	State - Youth Dev Division (YDD)		240,000	625	239,375	100%	
n/a	Local - YCC (BLPD, HDESD, Jeff Co SD)	107,636	117,636	107,636	10,000	9%	+\$10k HDESD
12/31/2021	Local - PGE Project Zero		2,500	2,500	-	0%	
n/a	County - Lake County	14,500	14,500	14,500	-	0%	
	Program Income	-	-	371	(371)	0%	
	Unrestricted Inc - Interest & Misc	-	-	252	(252)	0%	
TOTAL AVAILABLE RESOURCES		7,302,697	7,555,197	1,116,487	6,438,710	85%	

BOARD EXPENSES	ADOPTED			YTD SPENDING		as a % of REVENUE
	BUDGET MOD1	WORKING BUDGET	YTD SPENDING	BALANCE REMAINING	BALANCE REMAINING %	
Staffing						
Salaries	893,450	869,213	185,005	684,208	79%	16.57%
Taxes & Benefits	330,577	325,955	55,528	270,427	83%	4.97%
Total Staffing	1,224,027	1,195,168	240,533	954,635	80%	21.54%
Operating Expenses						
Professional services	42,000	42,000	579	41,421	99%	0.05%
Legal services	6,000	6,000	216	5,784	96%	0.02%
Audit services	21,110	21,110	13,300	7,810	37%	1.19%
Fees/taxes	10,000	10,000	1,974	8,026	80%	0.18%
Phone & internet	18,500	18,500	4,042	14,458	78%	0.36%
Insurance	20,448	20,448	4,566	15,882	78%	0.41%
Facilities	26,000	26,000	6,690	19,310	74%	0.60%
Office supplies/expenses	19,200	19,200	1,842	17,358	90%	0.17%
Memberships	13,000	13,000	3,509	9,491	73%	0.31%
Printing	2,500	2,500	494	2,006	80%	0.04%
Staff/Board travel	18,500	18,500	1,830	16,670	90%	0.16%
Meetings	2,500	2,500	190	2,310	92%	0.02%
Staff development	13,000	13,000	4,803	8,197	63%	0.43%
Miscellaneous Expense	-	-	-	-	0%	0.00%
Total Operating Expenses	212,758	212,758	44,035	168,723	79%	3.94%
<i>Board Exp as % of Revenue</i>			25.49%			
Program Expenses						
I-Trac	27,262	27,262	4,958	22,304	82%	0.44%
WSO Exp - Leases, Phone, Tech	48,631	48,631	11,916	36,715	75%	1.07%
One Stop Operator	30,000	30,000	7,391	22,609	75%	0.66%
Program General Expenses	709,761	731,276	32,043	699,233	96%	2.87%
Program Outreach	-	-	-	-	0%	0.00%
Total Program Expenses	815,654	837,169	56,307	780,862	93%	5.04%
TOTAL BOARD EXPENSES	2,252,439	2,245,095	340,875	1,904,220	85%	30.53%

Contract Expiration	PROVIDER EXPENSES	ADOPTED BUDGET MOD1	WORKING BUDGET	YTD SPENDING	BALANCE	BALANCE %	% of REVENUE
6/30/2022	WIOA Adult	881,481	881,481	192,451	689,030	78%	17.24%
6/30/2022	WIOA Dislocated Worker (incl COVID \$)	907,161	907,161	197,239	709,922	78%	17.67%
6/30/2022	WIOA Youth	1,057,889	1,057,889	247,076	810,813	77%	22.13%
	WIOA Youth - program income exp	-	-	-	-	0%	0.00%
6/30/2022	WIOA HCEY	11,250	11,250	1,806	9,444	84%	0.16%
3/31/2022	DOL - Disaster/Employment DWGs	44,000	44,000	-	44,000	100%	0.00%
6/30/2022	Lake County - WSO Center	13,319	13,319	1,146	12,173	91%	0.10%
6/30/2022	State - Work Experiences (TWIP)	134,243	134,243	12,520	121,723	91%	1.12%
12/31/2021	Future Ready - Warm Springs	11,542	11,542	1,740	9,802	85%	0.16%
6/30/2022	State - PY21/22 TANF	149,139	149,139	28,919	120,220	81%	2.59%
6/30/2022	State - YDD	-	212,390	-	212,390	100%	0.00%
					-		0.00%
TOTAL PROVIDER EXPENSES		3,210,024	3,422,414	682,898	2,739,516	80%	61.16%
CONTINGENCY		10,000	10,000	-	10,000	0%	0.00%
GRAND TOTAL EXPENSES		5,472,463	5,677,509	1,023,773	4,653,736	82%	91.70%
UNEXPENDED FUNDS		1,830,234	1,877,688	92,714	1,784,974	95%	8.30%

Carry In Notes
\$640k carry in HowTo
#369k two year state funds
\$850k carry in A/DW/Y/WIOA Admin

**Program General Exp account tracking
acct # 8185**

	Adult	DW	Youth	Sectors	State/Fed funds other
Target Population	15,000.00	15,000.00	15,000.00		
YCC Data System			22,989.00		
Sponsorships	2,500.00	2,500.00	2,500.00		
Field Training (Super LLT \$6k)	4,750.00	4,750.00	4,750.00		
Sectors projects - other	34,636.25	34,636.25	30,727.50	5,000.00	
COHC & Match - COCC				78,854.67	
Ranemaker Institute	9,466.00		4,734.00		
Future Ready - COCC 10/31/21					
Incumbent Worker	133,442.05				
Project Orange - cohort	5,000.00				
Project Waterfall - KCEDA EcDev	15,000.00				
EDCO - YCC 06/30/22			25,000.00		
WorkSource Branding	15,000.00				
HowTo - Direct Expenses					
Website Build	10,000.00				
Employer Appreciation					2,000.00
BIPOC focus groups					1,050.00
Reserve for Future Projects	6,666.00		3,334.00		
Starting Balance	251,460.30	56,886.25	109,034.50	83,854.67	3,050.00

**Program General Exp account tracking
acct # 8185**

	YCC	HowTo	Future Ready	Totals	Spent YTD	Balance
Target Population				45,000.00		45,000.00
YCC Data System	9,411.00			32,400.00	8,100.00	24,300.00
Sponsorships				7,500.00		7,500.00
Field Training (Super LLT \$6k)				14,250.00		14,250.00
Sectors projects - other				105,000.00		105,000.00
COHC & Match - COCC				78,854.67	20,979.08	57,875.59
Ranemaker Institute				14,200.00		14,200.00
Future Ready - COCC 10/31/21			10,354.07	10,354.07		10,354.07
Incumbent Worker				133,442.05		133,442.05
Project Orange - cohort				5,000.00		5,000.00
Project Waterfall - KCEDA EcDev				15,000.00		15,000.00
EDCO - YCC 06/30/22	108,225.00			133,225.00		133,225.00
WorkSource Branding				15,000.00		15,000.00
HowTo - Direct Expenses		99,000.00		99,000.00	2,933.46	96,066.54
Website Build				10,000.00		10,000.00
				-		-
Employer Appreciation				2,000.00	30.00	1,970.00
BIPOC focus groups				1,050.00		1,050.00
Reserve for Future Projects				10,000.00		10,000.00
				-		-
				-		-
				-		-
				-		-
Starting Balance	117,636.00	99,000.00	10,354.07	731,275.79	32,042.54	699,233.25

East Cascades Works

Balance Sheet - Unaudited

As of September 30, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1005 Petty Cash	0.00
1011 General Checking	966,116.88
1025 Special Events Checking	30,221.30
1030 Checking - ACH deposits	46.26
Total Bank Accounts	\$996,384.44
Accounts Receivable	
1200 Accounts Receivable (A/R)	289.08
Total Accounts Receivable	\$289.08
Other Current Assets	
1202 Grants Receivable	34,087.43
1209 Other Receivable	715.64
1405 Prepaid Expenses	28,838.94
1410 Pay Advance	0.00
1999 Interfund Advances	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$63,642.01
Total Current Assets	\$1,060,315.53
Other Assets	
1505 Deposits	0.00
Total Other Assets	\$0.00
TOTAL ASSETS	\$1,060,315.53
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2011 Accounts Payable (A/P)	500,555.05
Total Accounts Payable	\$500,555.05
Other Current Liabilities	
2015 Other Accrued Expenses	6,887.33
2020 Wages Payable	19,378.46
2025 Payroll Taxes Payable	11,818.98
2030 Benefits Payable	7,300.35
2040 Deferred Revenue	292,862.32
Total Other Current Liabilities	\$338,247.44
Total Current Liabilities	\$838,802.49
Total Liabilities	\$838,802.49
Equity	
3103 Fund Balance	128,798.95
Opening Balance Equity	0.00
Net Income	92,714.09
Total Equity	\$221,513.04
TOTAL LIABILITIES AND EQUITY	\$1,060,315.53

East Cascades Works

Statement of Revenue and Expenditures - Unaudited

July - September, 2021

	TOTAL
Income	
4501 Federal WIOA	869,308.09
4530 State Grants	121,920.45
4590 Local Revenue	124,636.00
4600 Program Income Subrecipient	0.00
4625 Donation	6.41
4690 Miscellaneous Revenue	225.00
4800 Interest Income - ECW	17.49
4805 Program Income - ECW	371.00
Total Income	\$1,116,484.44
GROSS PROFIT	\$1,116,484.44
Expenses	
5000 EC Works Board Administrative Expenses	
5100 Salaries	185,004.71
5150 Employer Taxes	15,129.30
5160 Employee Benefits	40,399.07
5211 Professional Services	579.35
5214 Legal Services	215.99
5217 Audit Services	13,299.99
5218 Fees / Taxes	1,973.65
5234 Phone / Internet	4,041.52
5235 Insurance	4,566.41
5236 Office Lease	5,898.32
5261 Office Supplies	1,842.30
5263 Memberships	3,508.98
5264 Printing	494.35
5280 Travel	1,829.84
5281 Meetings	189.71
5282 Staff Training	4,802.79
5999 Miscellaneous Expense	788.95
Total 5000 EC Works Board Administrative Expenses	284,565.23
8100 EC Works Program Expenses	
8170 ITrac Database	4,958.33
8175 WSO Leases	10,847.67
8178 WSO Phone / Internet	1,068.00
8180 One Stop Operator	7,390.60
8185 Program General Expense 1099 MISC	23,942.54
8186 Program General Expenses 1099 NEC	8,100.00
Total 8100 EC Works Program Expenses	56,307.14

East Cascades Works

Statement of Revenue and Expenditures - Unaudited

July - September, 2021

	TOTAL
8200 Subrecipient Expenses	
8201 Sub Program Admin Comp	13,772.35
8210 Sub Professional Services	5,518.70
8213 Sub Insurance	902.45
8216 Sub Program Outreach	53.17
8219 Sub Office Supplies	1,967.38
8222 Sub Tech/Office Equip	1,285.09
8225 Sub Phone/Internet	3,338.75
8231 Sub Facilities	17,235.24
8237 Sub Travel	3,190.92
8240 Sub Staff Training	4,250.00
8251 Sub Program Delivery Compensation	370,390.16
8260 Sub Licenses & Certifications	866.49
8263 Sub Training/ITA	49,176.28
8264 Sub On-the-Job Training	17,879.12
8266 Sub Support Services - Training Related	1,235.83
8267 Sub Support Services - non Training Related	2,076.26
8271 Sub Work Experience	0.00
8272 Sub Occupational Skills	4,142.00
8275 Sub Incentives	594.43
8281 Sub WEX - Staff Compensation	80,308.92
8283 Sub WEX - Incentives	600.00
8286 Sub WEX - Participant Pay	54,410.61
8295 Sub Indirect Expenses	49,703.83
Total 8200 Subrecipient Expenses	682,897.98
Total Expenses	\$1,023,770.35
NET OPERATING INCOME	\$92,714.09
NET INCOME	\$92,714.09

East Cascades Works
Statement of Revenues and Expenditures by Fund - Unaudited
 July - September, 2021

	Total 11 WIOA Admin	Total 12 WIOA Adult	Total 13 WIOA DW	Total 14 WIOA Youth	Total 15 WIOA NEG	Total 18 State DHS	Total 44 State Funds
Income							
4501 Federal WIOA	66,151.73	255,026.19	257,776.88	287,546.81	2,806.48	0.00	0.00
4530 State Grants	0.00	0.00	0.00	0.00	0.00	31,978.50	38,010.84
4590 Local Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4625 Donation	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4690 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4800 Interest Income - ECW	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4805 Program Income - ECW	260.01	3.26	3.26	2.44	3.34	4.16	38.52
Total Income	\$ 66,411.74	\$ 255,029.45	\$ 257,780.14	\$ 287,549.25	\$ 2,809.82	\$ 31,982.66	\$ 38,049.36
Expenses							
Total 5000 EC Works Board Administrative Expenses	\$ 65,739.89	\$ 50,706.50	\$ 50,706.50	\$ 36,165.92	\$ 2,809.82	\$ 3,063.45	\$ 35,085.90
Total 8100 EC Works Program Expenses	\$ 671.85	\$ 10,131.99	\$ 9,834.38	\$ 2,501.38	\$ 0.00	\$ 0.00	\$ 2,963.46
Total 8200 Subrecipient Expenses	\$ 0.00	\$ 194,190.96	\$ 197,239.26	\$ 248,881.95	\$ 0.00	\$ 28,919.21	\$ 0.00
Total Expenses	\$ 66,411.74	\$ 255,029.45	\$ 257,780.14	\$ 287,549.25	\$ 2,809.82	\$ 31,982.66	\$ 38,049.36
Net Income	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

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East Cascades Works
Statement of Revenues and Expenditure
 July - September, 2021

	Total 45 State Sectors	Total 51 State WorkEx	Total 85 Lake County	Total 90 Special Events	Total 95 Local Funds	Total 99 Unrestricted General Fund	TOTAL
Income							
4501 Federal WIOA	0.00	0.00	0.00	0.00	0.00	0.00	869,308.09
4530 State Grants	37,214.04	14,717.07	0.00	0.00	0.00	0.00	121,920.45
4590 Local Revenue	0.00	0.00	14,500.00	0.00	107,636.00	2,500.00	124,636.00
4625 Donation	0.00	0.00	0.00	0.00	0.00	6.41	6.41
4690 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	225.00	225.00
4800 Interest Income - ECW	0.00	0.00	0.00	0.55	0.03	16.91	17.49
4805 Program Income - ECW	53.10	2.91	0.00	0.00	0.00	0.00	371.00
Total Income	\$ 37,267.14	\$ 14,719.98	\$ 14,500.00	\$ 0.55	\$ 107,636.03	\$ 2,748.32	\$ 1,116,484.44
Expenses							
Total 5000 EC Works Board Administrative Expenses	\$ 37,267.14	\$ 2,199.49	\$ 0.00	\$ 0.00	-\$ 3.00	\$ 823.62	\$ 284,565.23
Total 8100 EC Works Program Expenses	\$ 20,979.08	\$ 0.00	\$ 1,125.00	\$ 0.00	\$ 8,100.00	\$ 0.00	\$ 56,307.14
Total 8200 Subrecipient Expenses	\$ 0.00	\$ 12,520.49	\$ 1,146.11	\$ 0.00	\$ 0.00	\$ 0.00	\$ 682,897.98
Total Expenses	\$ 58,246.22	\$ 14,719.98	\$ 2,271.11	\$ 0.00	\$ 8,097.00	\$ 823.62	\$ 1,023,770.35
Net Income	-\$ 20,979.08	\$ 0.00	\$ 12,228.89	\$ 0.55	\$ 99,539.03	\$ 1,924.70	\$ 92,714.09

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