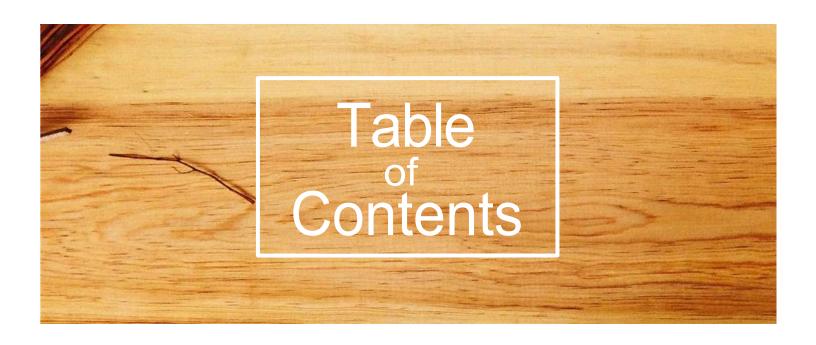


Portland VA Research Foundation Employee Handbook

"We are what we repeatedly do.

Excellence then, is not an act, but a habit."

- ARISTOTLE



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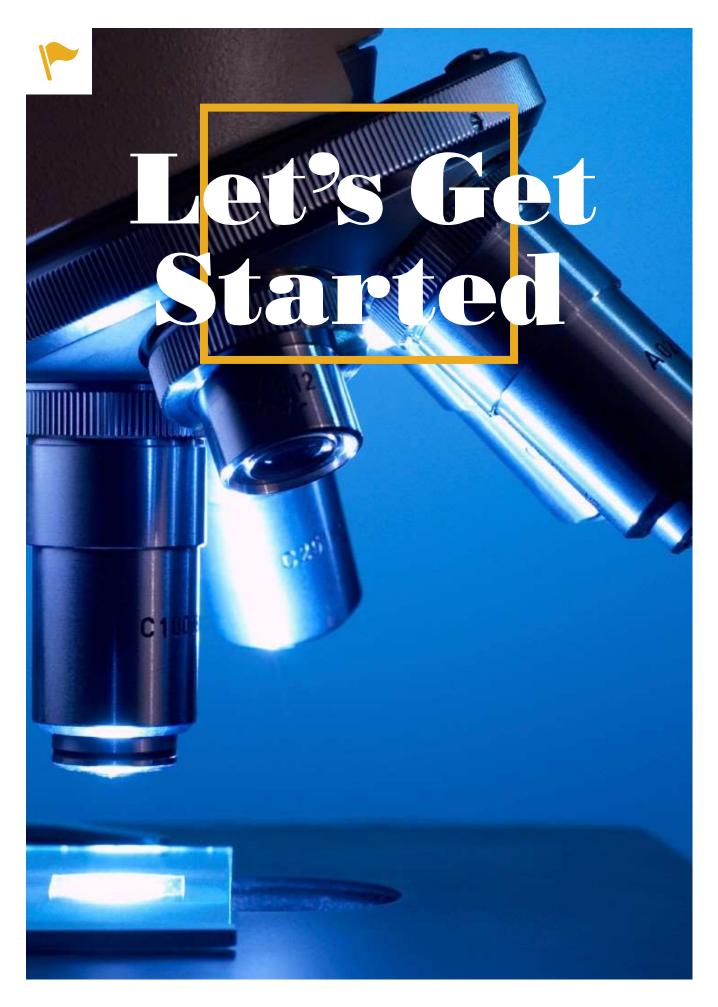


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Let's Get Started

elcome to the Portland VA Research Foundation. Whether you have joined us for a part-time job or a career, we want your experience at the Foundation to be a rewarding one. The Portland VA Research Foundation (PVARF) prides itself on its reputation as both a research and an employee-oriented organization.

As a Portland VA Research Foundation employee, you may be eligible to participate in several benefit options offered by the Foundation. This handbook is designed to be a resource for answering questions relating to employment at PVARF. For any issues not addressed in this handbook, please feel free to contact the HR office.

We are sure you will find our organization to be an open, supportive place to work with a challenging environment that provides opportunities for personal and professional growth. This handbook supersedes all previous statements, memos, policies and practices that are in conflict with its provisions.

We are glad to have you on the team!

Mission

The Portland VA Research Foundation's mission is to facilitate and enhance the research and education programs conducted at the VA Portland Health Care System

PVARF strives to provide outstanding support to scientists and staff in their research, education and training endeavors fostering progress in biomedical, clinical, rehabilitative and health care services programs that benefit our nation's veterans.

About This Handbook

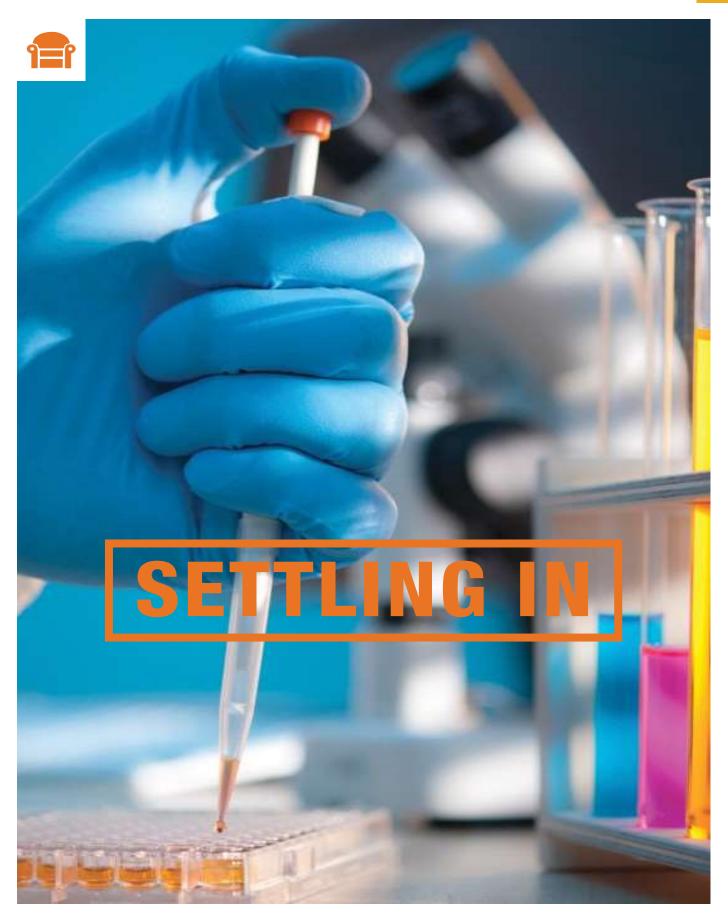
This Handbook is designed to provide you with general information about working for PVARF... and to do so in a way that won't make you wish you were sitting on a plane stuck on the runway or listening to tech support elevator music. You should keep this handbook handy as an ongoing reference.

If you need to know something that isn't covered here, or if you have questions about anything you are about to read, just ask. Reach out to your supervisor or to Human Resources.

Ready? Let's get started.

PVARF







Settling In

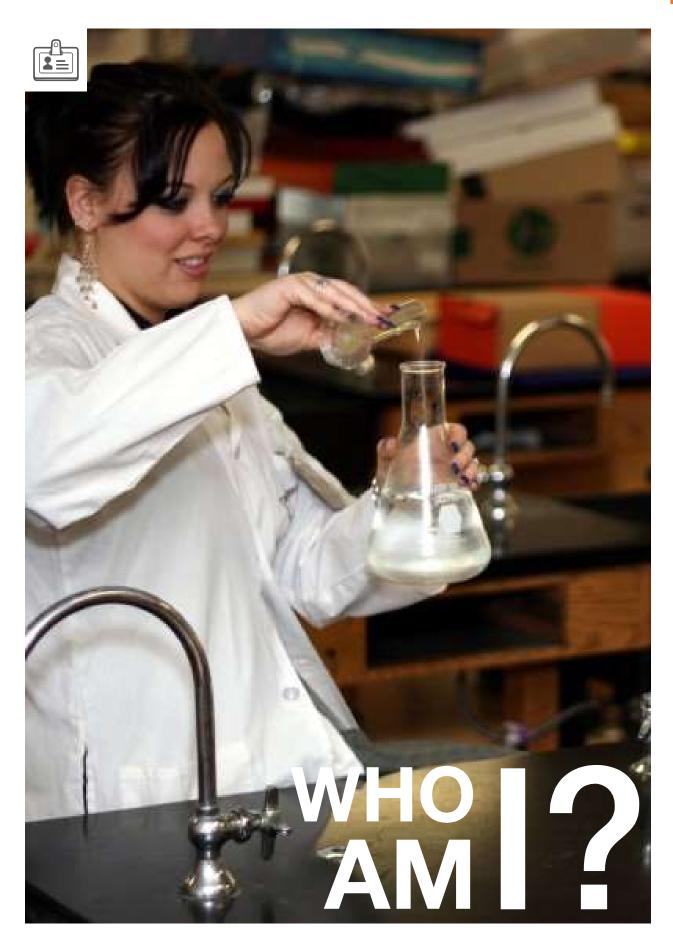
e want you to be comfortable saying "I don't know." There are no dumb questions. At times, we all may run across situations where the right choice is unclear or there is conflicting information. If you are ever not sure about something, always ask before acting. Your supervisor is likely the best person to speak to because he or she knows your assignment best. You may also contact Human Resources to seek guidance regarding any policy in this handbook or to report your concerns.

Sure, we're all about having a great time at work and we're proud of our mission and commitment to veterans. But we have to say it here at least once (and we would rather just state it once instead of repeating it at the end of every policy like a schoolmarm). Violating any policy in this handbook can lead to disciplinary action, up to and including possible separation of employment.

Now let's get started!

Here's a little space if you need to jot down some notes.







Who Am I?

Employment Basics

The mission of the VA Portland Health Care System is to provide health care services to veterans, conduct research that enhances the quality of patient care, and offer education to health care providers. The medical center's Research and Development (R&D) Service consists of over 100 investigators who have active research projects in the areas of biomedical research, health services research, rehabilitation research, and other clinical areas.

The Portland VA Research Foundation, Inc. (PVARF) is a non-profit corporation formed to work in conjunction with R&D Service to support the activities of research and education. Foundations, private citizens, private industry, and other non-profit organizations contribute funds to support various research and education initiatives. The R&D Committee must review and approve all research conducted at the VA Portland Health Care System. Prior to administration of funds by the PVARF the project must have R&D committee approval.

As a member of our research community, you will need some basic information to feel comfortable and confident about your employment in the PVARF. This handbook describes the medical center's organization, including the various areas of research, and how the PVARF staff can assist you with problems, information, and/or suggestions. This is a reference handbook that you should keep at work. It covers work safety, injury reporting, time and attendance, and benefits. The handbook also briefly describes the grant submission process, funding sources, and your salary source. You will receive separate documents describing your position and expected performance from your supervisor.

PVARF employees are not state or federal employees, but they often work side by side with employees of the VA Portland Health Care System and Oregon Health & Science University. Work policies of these employers differ slightly from the PVARF. If questions arise during your employment because of differences in treatment of employees, please refer these questions to the human resources department of your designated employer.

Most PVARF employees work on the premises of the VA Portland Health Care System, but the work site for some employees may be on the campus of the Oregon Health & Science University or in other locations. This

information is not all-inclusive; you will receive additional training throughout your employment at PVARF. Your supervisor will provide training on the various procedures and safety issues that are specific to your assigned research project. The administrative staff of R&D Service also schedules various mandatory training seminars throughout the year.

VA Without Compensation Appointment (WOC)

Because PVARF employees work in a federal facility they must secure a VA Without Compensation (WOC) appointment. The WOC appointment will be facilitated by the Principal Investigator and processed through the R&D office.

The VA considers WOC's to be federal employees for most purposes except pay and benefits. A WOC appointment allows PVARF employees to have access to VAPORHCS facilities. Since PVARF employees work in a VA facility, employees receive the same mandatory yearly training required of VA employees. PVARF employees must complete all required training as a condition of their continued WOC appointment at the VAPORHCS

VA employees who work for PVARF during their non- VA duty hours must also have a WOC appointment. Such work must be different from the VA employee's official VA duties.

Employment Classifications

Each employee is designated as either NONEXEMPT (typically hourly) or EXEMPT (typically salaried) according to federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed

only upon written notification by PVARF Management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work PVARF's full-time schedule of 30-40 hours per week. Generally, they are eligible for PVARF's benefit package, subject to the terms, conditions and limitations of each benefit program.





REGULAR PART-TIME employees are those who are not assigned to a seasonal or intermittent status and who are regularly scheduled to work less than 30 hours per week. While they do receive all legally mandated benefits (such as workers' compensation insurance, Oregon Sick Leave and Social Security), they are eligible for some of PVARF's other benefit programs.

INTERMITTENT employees do not work a set number of hours each week but will work as needed and are not eligible to participate in most of PVARF's benefit programs, apart from Oregon Sick Leave.

SEASONAL employees are those who are hired as interim replacements, to temporarily supplement the work force or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration not to exceed 90 days. Employment beyond any initially stated period does not in any way imply a change in employment status. Seasonal employees retain that status until notified of a change. While seasonal employees receive all legally mandated benefits (such as workers' compensation insurance, Oregon Sick Leave and Social Security), they are ineligible for PVARF's other benefit programs with the exception of 401(K) benefits.

Introductory Period

The introductory period for all employees is 90 days of actual work within a 12-month period. During the introductory period, you will have an opportunity to evaluate whether the work for which you were hired, the people with whom you work, and the general atmosphere and conditions at Portland VA research foundation meets your expectations. At the same time, we will evaluate your performance. The attitude and aptitude you show in your work habits during the introductory period, including your attendance, punctuality, ability to learn, and ability to get along with people, will be primary factors used in determining whether you will be retained beyond the introductory period.

Portland VA research foundation has no obligation to retain you as an employee for the entire introductory period if, in our determination, your performance or other business considerations warrant termination of your employment. The organization also reserves the right to extend an employee's introductory period by giving written notice of the intent to do so. Although successful completion of the introductory period may result in

eligibility for benefits as outlined in this Handbook, it is not intended to provide you with any guarantee of continued employment.

New Employee Orientation

As a new employee of PVARF, you will receive general information by reviewing this handbook. An appointment will be scheduled for you within the first three days of work to meet with PVARF Human Resources. At this time you will be given an overview of benefits available and review PVARF policies and procedures. Your supervisor, the Principal Investigator, will work with you and the VA's Research and Development department to obtain your VAPORHCS WOC appointment, for your appointment at the PVARF, which may include a background check, physical and several training requirements.

Your PI is responsible for covering the following items that are pertinent to your employment at PVARF:

- Lab clothing: Lab coats, lab shoes, aprons, masks, glasses or goggles, and respirators.
- Laboratory sanitation: Overall neatness, regular trash, red bag wastes, separation of glass, and sharps disposal.
- · Regulatory organizations.
- Location of safety, chemical hygiene, emergency preparedness, infection control manuals and Material Safety Data Sheets (MSDS).
- Lifting, handling of dangerous materials and disposal through the drain or special methods, and bottle protection and labeling.
- Safety in the proper use of hoods, and other laboratory equipment.
- · Safety in chemical or acid disposal and storage.
- · Chemical labeling, liquid transfer, and gas tank safety.
- Accidents: How to report medical emergencies through the use of employee health, emergency room, and first aid.
- Use of safety equipment such as showers, eye washes, and spill stations.



- How to complete an accident report and who needs to process it.
- Fire safety: Location of alarms, extinguishers, exits, fire bell codes, and fire drills.
- Security of doors to the laboratory through the key system, security of the laboratory areas through proxy card readers, and how to report a problem.

Personnel Files

Your contributions and records are captured within your personnel file. This file includes such information as your job application, resume, records of training, documentation of performance appraisals, salary increases and other employment records.

Personnel files are the property of PVARF. Only supervisors and management personnel of PVARF who have a legitimate reason to review information in a file are allowed to do so.

With reasonable advance notice, you may review your own personnel files in PVARF's offices and in the presence of an individual appointed by PVARF to maintain the files.

Reference Checks

All inquiries pertinent to verification of your employment should be referred to Human Resources. This will help expedite the verification more effectively and efficiently.

Personnel Data Changes

Please promptly notify PVARF of any changes in personnel data. Personal mailing addresses, telephone numbers, marital status, number and names of dependents and individuals to be contacted in the event of an emergency, should always be accurate and current.

Performance Evaluation

As you know, performance management is an ongoing process and supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis.

What You are Encouraged to Do at Any Time:

- Inquire about your performance. Ask questions. Raise concerns.
- · Accept additional responsibilities and show initiative

- · Ask for assistance in setting goals
- Learn about additional training opportunities that might be available
- Let your manager know if something isn't working from your perspective.

Resignation/Termination

Resignation is a voluntary act initiated by you to terminate employment. We hate to lose you but if you really must go, we ask that you notify your supervisor immediately with at least two weeks written notice. Leaving a job on great terms can open doors for you in the future and build profitable relationships.

Your supervisor will notify the PVARF Human Resources office and let them know what your last day of employment will be. The PVARF Human Resources will in turn notify you when you will need to submit your final timesheet. You will also need to obtain an "VA R&D WOC Employee Clearance From Indebtedness" form from the VA R&D office listing the various medical center departments to visit and "clear" from indebtedness. These signatures are a necessary part of the termination process. When they have been obtained, you will be able to pick up your final paycheck from the PVARF Human Resources office on your last day of work. Prior to your departure, an exit interview will be scheduled to discuss the reasons for resignation. At that time you will also be given information on the status of your employee benefits. We value your honest feedback.

Return of Property

Employees are responsible for all PVARF and/or VAPORHCS property, materials, or written information issued to them or in their possession or control. On or before their last day of work, employees must return all PVARF and/or VAPORHCS property. PVARF and/or VAPORHCS may take all action deemed appropriate to recover or protect its property.





Your Benefits

We are proud to offer a competitive and comprehensive benefits package to promote work/life balance and overall wellness.

PTO, jury duty, and bereavement benefits are paid at your base rate at the time of absence. Paid time off does not include overtime or any special forms of compensation such as incentives, commissions, bonuses or shift differentials. You must complete a minimum of 30 days of service in an eligible employment classification to request PTO, jury duty or bereavement benefits.

Paid Time Off (PTO)

PVARF recognizes that employees have diverse needs for time off from work. Our PTO policy promotes a flexible approach to time off by combining vacation, sick and personal leave. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves if there is a need to cover vacation, illness, disability, appointments, emergencies or other situations that require time off from work.

PTO is accrued upon hire. Regular employees scheduled to work at least 15 hours per week on a regular basis will accrue PTO at a rate that is determined by their length of employment and the number of hours worked per pay period.

Employees working less than 15 hours per week on a regular basis, seasonal and intermittent employees will accrue PTO at 5% of each hour worked.

Availability

PTO accruals are available for use in the pay period following completion of 30 days of employment. All hours thereafter are available for use in the pay period following the pay period in which they are accrued.

Accrual and Payment of PTO

Accruals are based upon paid hours up to 2080 hours per year, excluding overtime. Regular employees working less than 40 hours per week and at least 15 hours per week will earn PTO hours on a prorated basis. Length of service determines the rate at which the employee will accrue PTO. PTO does not accrue on unpaid leaves of absence or PTO cash outs upon termination. Employees become eligible for the higher accrual rate on the first day of the pay period in which the employee's anniversary date falls.

• During the first 3 years of employment, employees

- · will earn PTO at a rate of 10% for each hour worked.
- During the 4th through 14th year of employment, employees will earn PTO at a rate of 12.5% for each hour worked. Employees with 3 years combined service between VAPORHCS and PVARF will accrue at the 4th -14th yearrate.
- Employees with 15 years or more years of employment with PVARF will earn PTO at a rate of 15% for each hour worked.

Use and Scheduling of PTO

Employees are required to use available PTO when taking time off from work. PTO may be taken in increments of as low as one-quarter hour.

Whenever possible, PTO must be scheduled in advance. PTO is subject to supervisory approval, department staffing needs, and established departmental procedures.

- Unscheduled absences will be monitored. An employee will be counseled when the frequency of unscheduled absences adversely affects the operations of the department.
- When PTO is used, an employee is required to use their PTO hours according to his or her regularly scheduled workday. For example, if an employee normally works a six-hour day, they will request six hours of PTO when taking the day off.
- PTO is paid at the employee's straight time rate. PTO is not part of any overtime calculation.
- Employees may not borrow against their PTO banks; therefore, no advance leave will be granted.
- An employee may rollover up to 280 hours of unused PTO from one calendar year to the next.

Payment upon Termination

Regular employees will be paid upon resignation, separation or retirement for all PTO hours accumulated but not used. However, if PVARF, in its sole discretion terminates employment for willful disregard of company policy or standards of behavior, forfeiture of unused PTO time may result.

Concurrent Leave

Your use of PTO may run concurrent with other leave under state or federal law. For example, PTO may run concurrently with family medical leave under the Oregon Family Leave Act (OFLA), or the Federal Family Leave Act (FMLA). You may use PTO leave while receiving worker's



compensation time loss benefits up to the amount of your regular base pay.

Oregon Sick Leave Law

We hope you don't get sick. But if you do, we happily comply with the Oregon Sick Leave Law so that you can take time off to get better. PVARF's PTO policy is in substantial compliance with the Oregon Sick Leave Law and meets the legal minimums for sick time for all employees.

Employee Documentation

If you use more than three consecutive sick days, we may request reasonable documentation showing you are out for a qualifying reason.

No employee will suffer discrimination or retaliation for requesting, using, or complaining that they are not receiving sick leave. You may file a complaint if you feel sick leave has been denied or if you believe you have suffered retaliation for requesting or taking sick leave. You are also encouraged to bring any concerns to HR or your supervisor about the use of sick leave or possible retaliation.

In the event of any conflict between this policy and applicable law, applicable law will be followed. For any questions about sick leave, please see HR, your supervisor or the posted Notice.

Unused sick time will not be paid to you upon termination, resignation, retirement or other separation from employment.

Jury Duty

We encourage you to fulfill your civic responsibilities by offering paid leave for required jury duty.

Employees who have completed a minimum of 30 calendar days of service as a regular full-time employee may request paid jury duty leave.

Unless otherwise permitted by applicable law, exempt employees will receive their full salaries for any work week in which they perform jury duty and also work.

Please show the jury duty summons to your supervisor and the PVARF Human Resources office as soon as possible so that they may make arrangements to accommodate your absence. The employee is required to submit their jury stipend to the PVARF Human Resources office. Of course, you are expected to report for work whenever the court schedule permits.

Either PVARF or you may request an excuse from jury duty if, in PARF's judgement, your absence would create serious operational difficulties. We recognize your right to serve on a jury as an important civic duty, and will not retaliate or discriminate against employees taking paid or unpaid jury duty leave. PTO will continue to accrue during

paid jury leave.

Holidays

We will grant holiday time off to all regular employees working at least 15 hours per week on the holidays listed below:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

Holiday pay will be calculated based on 20% of the employee's usual weekly hours. For example, an employee who works 40 hours per week would receive 8 hours of paid leave for a holiday, while an employee who works 15 hours per week would receive 3 hours of paid leave for a holiday. Intermittent employees will not receive any paid leave for holidays. Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

If a recognized holiday falls during your paid absence (such as annual or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at half of their straight-time rate for the hours worked on the holiday.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Health Insurance

We are pleased to provide regular full-time employees and their dependents access to medical, dental and vision care insurance benefits. You may participate in the health insurance plan on the first of the month following 30 days of employment.

Eligible employees and their eligible dependents may participate in the health insurance plan subject to all terms and conditions of the agreement between PVARF and the insurance carrier.

Details of the health insurance plan are described in the Plan



Overview and Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided to you in advance of enrollment. Contact Human Resources for more information about health insurance benefits.

Short-term Disability

PVARF has a short-term disability plan which provides participants an income equal to 60% of their salary with a maximum benefit of \$1000 per week for a maximum of 25 weeks. This coverage is provided free of charge to eligible employees who work 20 hours or more per week.

Long-term Disability

PVARF has a long-term disability plan which provides participants an income equal to 60% of their salary, up to \$4,000 per month. Benefits begin after 180 days of disability. This coverage is provided free of charge to eligible employees who work 20 or more hours per week.

Life and Accidental Death & Dismemberment Insurance

PVARF also offers life and AD&D insurance. The first \$50,000 of coverage is provided to employees working at least 20 hours per week, free of charge.

Consolidated Omnibus Budget Reconciliation Act (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under our health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment (with the exception of gross misconduct), or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, you or your beneficiary pays the full cost of coverage at our group rates plus an administration fee. Contact the Human Resources office for more information about COBRA.

401(k) Savings Plan

Our employees (except seasonal or intermittent employees) who are age 21 and older can participate in a traditional 401(k) program and/or a Roth 401(k) program on the first day of any quarter following their date of hire. We match employee contributions according to the schedule below. In addition, PVARF employees will

receive an annual 2% contribution at year end.

Contact the Human Resources office to learn more about this awesome benefit. It's never too early to start planning for retirement.

Employee Deferral (gross wages)	Employer Contribution	Total
0%	0%	0%
1.0%	1.0%	2.0%
2.0%	2.0%	4.0%
3.0%	3.0%	6.0%
4.0%	3.5%	7.5%
5.0%	4.0%	9.0%

For all employee deferrals above 5.0%, PVARF will contribute 4.0%

Bus Passes

PVARF endorses public transportation as a means of commuting to work. Employees who do not have parking privileges at the VAPORHCS may request reimbursement for the cost of Tri-Met bus passes. Employees who work three or more days per week and desire such reimbursement should purchase monthly bus passes from Tri-Met or C-Tran and submit the original receipt with a check request form to the Human Resources office.

Reimbursement will be made on a monthly basis for a pass covering the number of zones between the employee's home and the VAPORHCS. Employees who work less than 3 days per week should purchase daily bus passes and submit the receipts with a check request form to the Human Resources office.

Verification that the employee has neither a VA parking card nor participation in a carpool will be performed prior to the reimbursement.





Compensation and Timekeeping

Pay Schedule

All employees are paid bi-weekly, every other Friday. Our work week is from Sunday to Saturday. Timesheets are due on the Tuesday preceding payday. Each paycheck will include earnings for all work performed through the end of the previous payroll period. In the event that a regularly scheduled payday falls on a day off such as a holiday, you will receive pay on the last day of work before the regularly scheduled payday.

"All I've ever
wanted was an honest
week's pay for an
honest day's work."

—Steve Martin

PVARF encourages employees to sign up to be paid electronically via direct deposit. This means your money will be in your bank account on pay day (times may vary depending upon banking systems). If you choose not to be paid by direct deposit, you will need to make arrangements to pick up your check at the PVARF Human Resources office, otherwise it will be mailed to your home.

Work Schedules/Rest & Meal Periods

Your brain performs better when in a positive vs. neutral or stressful state. So we DON'T want you to work all the time. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Each workday, nonexempt employees who work six or more hours in one work period are provided with two rest periods of ten minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, you must not be absent from your work station beyond the allotted rest period time.

All regular full-time employees are provided with one meal period of 30 minutes in length each workday. You will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

Break Time for Nursing Mothers

We support and recognize the importance of breastfeeding. PVARF will provide nursing mothers with reasonable rest periods to express milk when needed for up to 18 months after the child's birth.

PVARF will make reasonable efforts to provide a room in close proximity to your regular work area to allow you to express milk in private.

We ask that mothers who intend to express milk give reasonable advance notice to their supervisor or the Human Resources office before returning to work.

Attendance and Punctuality

Being on time, every time, conveys far more than just a good sense of timing. It tells people that you're on top of things, that you're organized, that you can be counted on, that you value them and your work, and, ultimately, that you value yourself. In the rare instances when you cannot avoid being late to work or are unable to work as scheduled, you should notify your supervisor as soon as possible in advance of the anticipated tardiness or absence. If your direct supervisor is unavailable, the employee should leave a voicemail stating the reason for being late or absent and a phone number where s/ he may be reached. Your direct supervisor must also be contacted on each additional day of absence.

If you are absent for three or more consecutive days due to illness or injury, a physician's statement may be requested verifying the reason and its beginning and expected ending dates. Such verification may be requested for other paid and unpaid leaves that are used for illnesses and injury as well and may be required as a condition to receiving paid leave benefits. Additionally, before returning to work from an absence of three calendar days or more, you may be asked to provide a physician's verification that you can safely return to work.



If an employee fails to report to work for three (3) consecutive workdays without notification to the supervisor, s/he will be deemed to have voluntarily resigned.

Timekeeping

Accurately recording time worked is the responsibility of every nonexempt employee. It is our intent to pay each employee, exempt or nonexempt, the proper and appropriate pay.

We encourage every employee to immediately report any pay or benefit inaccuracies to your supervisor or the Human Resources office. We will not tolerate retaliation against those who report pay or benefit inaccuracies in good faith.

The following essential information must be included on all timesheets:

- The pay period worked
- Actual hours worked
- Appropriate Pay Code
- Time rounded to the nearest ¼ hour
- Your supervisor's approval

Nonexempt Employees

Nonexempt (typically hourly) employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. You should also record the beginning and ending time of any departure from work for personal reasons. You are also responsible for accurately recording whether you have received all paid rest breaks.

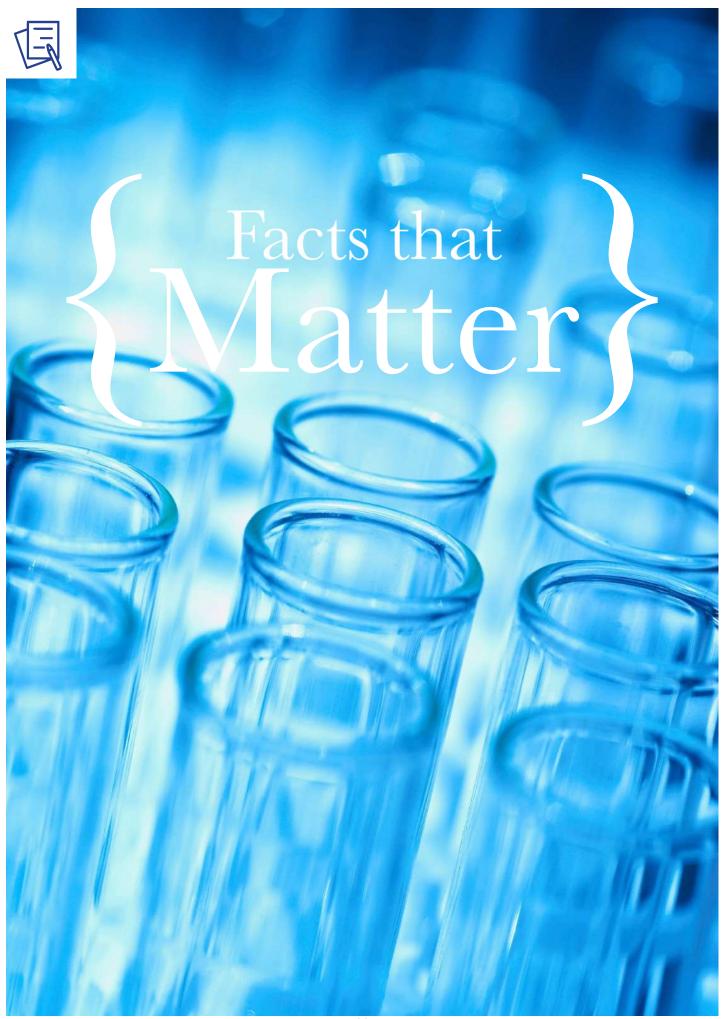
Exempt Employees

In general, salaries of exempt (typically salary) employees are not subject to reduction because of the quality of work performed or the quantity of work performed. An exempt employee will usually receive his or her full salary (including any annual leave or other accrued leave taken during that week) for any week in which they perform any work. There are certain exceptions to this rule. If you have a concern of an improper deduction please contact your supervisor immediately.

Overtime

Occasionally, we all need to chip in. There will be busy seasons when operating requirements or other needs cannot be met during regular working hours. This means employees may be required to work overtime. All overtime work must be approved by your supervisor in advance.

Overtime compensation is paid to all nonexempt employees who work more than 40 hours in a workweek in accordance with federal and state wage and hour laws. Overtime pay is based on actual hours worked. Time off on sick leave, annual leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations. Certain administrative, professional, executive and outside sales personnel are exempt from the overtime provisions of the Fair Labor Standards Act. If you have any questions regarding your status, discuss this with your supervisor.





Facts that Matter

Employment At-Will

Your Handbook is a general guide to PVARF's current employment policies, forms, procedures and your benefits as an employee of PVARF at time of publication. It is informational only, and is not intended to be, and should not be, construed as a contract of employment or a promise of specific treatment in specific situations. From time to time, we review our policies, procedures and benefits and make revisions based on the need for and desirability of changes, so be sure your copy is updated and maintained. We may at any time change, alter, modify, interpret, apply, add to or delete any provision of this Handbook.

Employment with the PVARF is at-will which means the employment relationship may be terminated with or without cause and with or without notice at any time by you or PVARF. In addition, PVARF may alter an employee's position, duties, title or compensation at any time, with or without notice and with or without cause. Nothing in this Handbook or in any document or statement and nothing implied from any course of conduct shall limit PVARF's or employee's right to terminate employment at-will.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PVARF will be based on merit, qualifications and abilities. PVARF does not discriminate in employment opportunities or practices on the basis of race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or any other characteristic protected by applicable law.

PVARF will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or Human Resources. Our anti-harassment policy is described in more detail later in this handbook.

Pay Transparency

PVARF will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the Organization's legal duty to furnish information.

Immigration Law Compliance

The Immigration Reform and Control Act of 1986 prohibits PVARF from employing any person not legally authorized to work in the United States. As a condition of employment, you must complete the USCIS Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. PVARF also utilizes E-Verify to confirm eligibility for employment.

Sexual and Other Unlawful Harassment

Our desire is to create a work environment where every employee feels productive and comfortable. It's our policy that all employees be able to work in a setting free from all forms of unlawful discrimination and retaliation.

Harassment

Harassment is verbal or physical conduct that demeans or shows hostility or aversion toward an individual because of his/her race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or that of his/her relatives, friends or associates and that:

- Has the purpose or effect of creating an intimidating, hostile or offensive working environment
- Has the purpose or effect of unreasonably interfering with an individual's work performance



 Otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to the following: (1) epithets, slurs, negative stereotyping, demeaning comments or labels, or threatening, intimidating or hostile acts that relate to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information; and (2) written or graphic material that demeans or shows hostility or aversion toward an individual or group because of race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information and that is placed on walls, bulletin boards, computers or elsewhere on the employer's premises, or circulated in the workplace.

Sexual Harassment

Sexual harassment is a form of gender (sex) discrimination. The Equal Employment Opportunity Commission has defined sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Sexual assault is also a form of gender (sex discrimination). This includes unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat or intimidation.

Harassment, sexual assault, or other forms of discrimination will not be tolerated in our workplace. It is against the policies of PVARF for any employee to harass or sexually assault another employee. This includes acts between managers and employees; it also includes acts between one employee and another or inappropriate workplace conduct between a third party (such as a visitor, vendor, customer or independent contractor) and an employee.

Complaints of Harassment

If you believe that you have been harassed, report the harassment immediately. The report should be either:

- 1. To your Supervisor
- 2. To Human Resources
- 3. The Executive Director

You may report an incident to Human Resources without first contacting your manager. PVARF will not retaliate against an employee who in good faith reports discrimination, sexual assault or harassment to the Company or participates in an investigation. Retaliation will not be tolerated in our workplace. Reports of discrimination, sexual assault, harassment or retaliation will be investigated fairly. All employees are encouraged to report and document any acts of discrimination, sexual assault or harassment. PVARF will attempt to maintain confidentiality, consistent with the Company's need to conduct an adequate investigation, and to take prompt corrective action in response to any discrimination, sexual assault, harassment or retaliation.

PVARF cannot require or coerce any employee to enter a nondisclosure or non-disparagement agreement provision related to reports of violations of this policy. A nondisclosure agreement provision is any contractual obligation which has the intended purpose or effect of prohibiting the disclosure of information, except as provided by the agreement. A non-disparagement agreement is any contractual obligation which has the intended purpose or effect of prohibiting disparaging, or negative comments of any nature against a party. If an employee voluntarily requests to enter a nondisclosure or non-disparagement agreement with your employer after experiencing harassment, discrimination, or sexual assault, the employee will have seven days to revoke the agreement prior to its effective date.

The applicable statute of limitations to alleged violations occurring under Oregon laws prohibiting (1) Discrimination because of race, color, religion, sex, sexual orientation, national origin, marital status, age, or expunged juvenile record, (2) Discrimination against person for service in uniformed service, and (3) Discrimination because of disability is five years from the date of the occurrence.

Domestic Partner Statement and Policy

PVARF seeks to promote acceptance of diversity in all its dimensions. Considering this goal, the benefits provided to domestic partners, as much as possible, are the same benefits as provided to spouses of legally married employees.

Registration of a domestic partnership is not required for the employee to be able to take advantage of this policy's provisions, with the exception of insurance benefits, including medical, dental and vision.

Domestic partners are persons who:

- Are at least 18 years of age.
- Are competent to contract at the time the domestic partnership statement is completed.
- Are not legally married to or legally separated from any person.
- Are not related in any way that would prohibit marriage in Oregon State.
- Have been each other's sole domestic partner for the past six months and intend to remain so indefinitely.
- Are engaged in a committed relationship of mutual caring and support and are jointly responsible for their common welfare and living expenses.
 - Share permanent residence.

Completion of an Affidavit of Domestic Partnership (ADP) will be required for coverage under the group medical, dental, and vision insurance benefits. Please see Human Resources for information and the ADP form.

Upon receipt of a properly completed ADP form, PVARF will consider the partnership registered as of the date on the signature on the form. Children of domestic partners are eligible for benefits under the same conditions as are the children of employees' legal spouses.

Enrollment of domestic partners and eligible dependent children is subject to the same rules as enrollment of other dependents.

Under the current medical, dental, and vision plans, domestic partners and their enrolled dependents receive the same or equivalent benefits as spouses and their enrolled dependents receive for group continuation health coverage through the Consolidated Omnibus Budget Reconciliation Act (COBRA) and/or individual conversion.

An employee may terminate a domestic partnership by notifying Human Resources in writing of the termination of the domestic partnership within 30 days of its termination. (The same guideline exists for married couples that divorce.) The employee must then wait six months from the date of the notice before registering another domestic partnership, except in either of the following cases:

- The employee is registering the same domestic partnership within 30 days of notification of the termination of that domestic partnership, or
- The employee's former domestic partnership was dissolved through the death of the employee's domestic partner.

The tax consequences of a domestic partnership are the responsibility of the employee, not the company. Under the Internal Revenue Code (IRC), an employee is not taxed on the value of benefits provided by an employer to an employee's spouse or dependent. However, the Internal Revenue Service (IRS) has ruled that a domestic partner does not qualify as a spouse. The value of benefits provided to an employee's domestic partner (and the domestic partner's eligible children, if any) is therefore considered part of the employee's taxable income, unless the employee's domestic partner qualifies as a dependent under Section 152 of the IRC.





Keeping it Real

Reporting of Workplace Concerns

When we say we want to hear from you, we really mean it. Our Reporting Procedure has been developed to assist employees in resolving all types of disputes no matter how small. Use this procedure to voice concerns regarding work rules, working conditions, disputes with other employees, unfair practices and any type of harassment. Concerns filed will be held in confidence and information will only be released on a "need to know" basis for the purpose of conducting an investigation.

Step 1:

Bring your concern to your immediate supervisor. This should be done within 72 hours of the situation causing the concern. Explain the complaint in detail and offer any solutions you may have. If applicable, outline what actions you would like management to consider to correct the situation. Your supervisor will provide an answer to you immediately or within ten calendar days (depending on the severity of the complaint) from the date the complaint was filed.

Note: If for some reason you feel that you cannot take your complaint to your immediate supervisor, take it to Human Resources. Again the complaint should be presented within 72 hours.

Step 2:

You have the right to appeal the decision to Human Resources. All appeals must be filed in writing within ten calendar days of the date you received your supervisor's decision. Human Resources will respond to your appeal within ten calendar days of receipt of your appeal. If it is found that an organization policy has been violated, appropriate disciplinary action will be taken.

Step 3:

If you are still not satisfied with the results from Step 2, you may appeal to the Executive Director. To appeal, you must present the grievance in writing to the Executive Director within ten calendar days after the Step 2 discussion. PVARF will answer your appeal within ten calendar days of receipt. All decisions made at this level are final and binding upon both the Organization and employees.

Whistleblower Protection

A whistleblower is an employee of PVARF who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting.

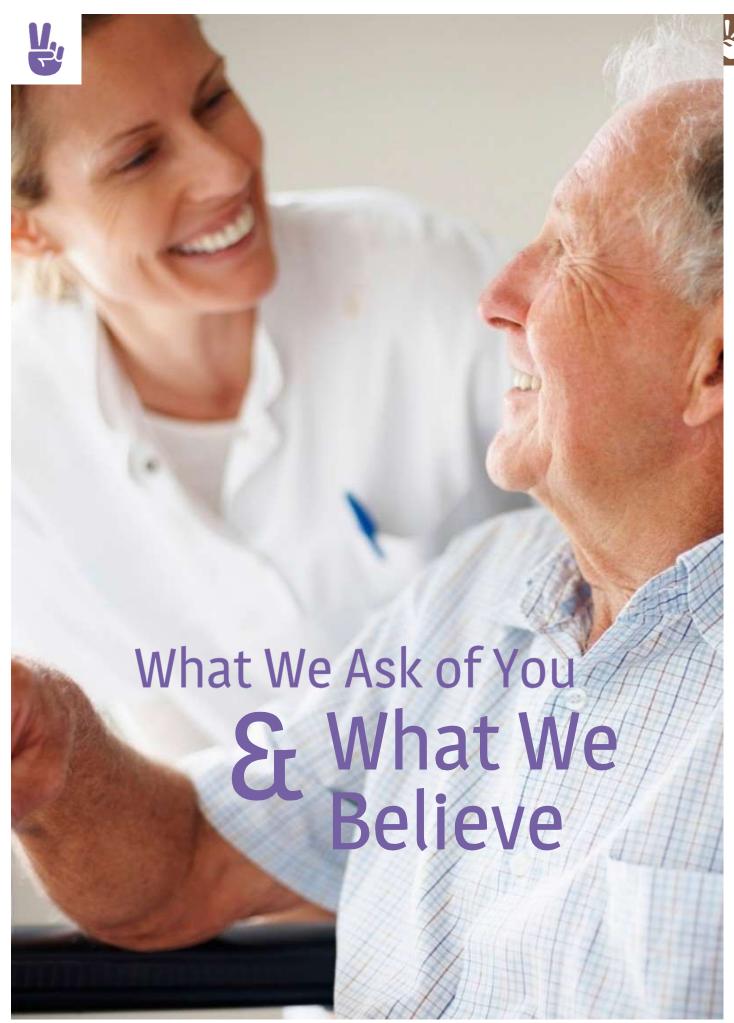
If you have knowledge of or a concern of illegal or dishonest fraudulent activity, you should contact your supervisor or Human Resources. Please exercise sound judgment to avoid baseless allegations.

Whistleblower protections are provided in two important areas—confidentiality and anti-retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

We will not retaliate against a whistleblower who makes a report in good faith. Any whistleblower who believes he/she is being retaliated against must contact Human Resources immediately. The right of a whistleblower to protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to Human Resources who will be responsible for investigating and coordinating corrective action.

Don't be shy.. when we say we want to hear from you, we really mean it!





What We Ask of You & What We Believe

Identification Badges

All PVARF employees are required to wear their VA issued identification badges. This badge is particularly important to employees who work non-traditional hours, as the need may arise to request assistance from Medical Center Security to access certain areas. They will always request to see identification.

Emergency Closings

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt organization operations. In extreme cases, these circumstances may require the closing of a work facility.

When operations are officially closed due to emergency conditions, the time off from scheduledwork will be unpaid if the decision to close is made before the workday has begun. However, with management approval, you may use available paid leave time, such as unused sick leave. If you are instructed to leave work because of an emergency closing, the time off is paid.

In cases where an emergency closing is not authorized, employees who fail to report for work will not be paid for the time off. You may request available paid leave time such as unused annual leave benefits. Non-exempt employees who are late because of weather conditions will be given a chance to make up their missed time if work schedules and conditions permit.

Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, those who work will receive regular pay.

Performance Improvement & Corrective Action

We seek to manage and administer equitable and consistent corrective action and coaching for unsatisfactory performance in the workplace. The best corrective measure is one that does not have to be enforced and comes from good leadership at all employment levels.

PVARF's own best interest lie in ensuring fair treatment of all employees and in making certain that corrective actions are prompt, uniform and impartial. The major purpose of any corrective action is to correct the problem, prevent recurrence and prepare you for success.

Although employment with PVARF is based on mutual consent and both the employee and employers have the right to terminate employment at will, with or without cause or advance notice, PVARF may use corrective action and coaching at its discretion.

Corrective action may call for any of four steps - verbal warning, written warning, suspension with or without pay or termination of employment—depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed and management at their discretion may use any corrective step they determine is warranted.

Corrective action means that, with respect to most disciplinary problems, these steps will normally be followed: the first offense may call for a verbal warning; the second offense may be followed by a written warning; the third offense may lead to a suspension; and the fourth offense may then lead to termination of employment.

PVARF recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or depending on the circumstances, termination of employment, without going through the usual progressive discipline steps.

By using corrective action, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and PVARF.

We base our work culture on a foundation of mutual trust & respect.

Work Conduct

We base our work culture on a foundation of mutual trust and respect. As such, we expect employees to conduct themselves with a high regard of professionalism and respect in all workplace interactions. If we feel that your conduct or behavior is not reflective of our cultural values, we will discuss our concerns with you and outline necessary behavior shifts for alignment with our organization values.



To ensure orderly operations and provide the best possible work environment, we expect employees to follow rules of conduct that will protect the interests and safety of all employees and the business.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- · Falsification of timekeeping records
- Working under the influence of alcohol or illegal (under either state or Federal law) drugs
- Possession, distribution, sale, transfer or use of alcohol or illegal drugs in the workplace, while on duty or while operating employer-owned vehicles or equipment
- · Fighting or threatening violence in the workplace
- · Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or client-owned property
- Insubordination or other such disrespectful conduct
- · Violation of safety or health rules
- Smoking in prohibited areas
- · Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from your workstation during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or proprietary business information (as defined elsewhere in this Handbook)
- Violation of personnel policies
- Unsatisfactory performance or conduct.
- Excessive personal conversations or "gossip" which negatively impacts civility and decorum in the workplace.

Nothing in this policy is intended to prevent employees from discussing their wages, hours, and working conditions and is not intended to prohibit any communication otherwise allowed by law.

Clinical Work Performed by PVARF Employees

While PVARF administers clinical research projects, it does not serve as a provider of medical care. All clinical care administered by PVARF employees as part of their duties on clinical research projects must be through the auspices of the VA Portland Health Care System. This coordination is accomplished by:

- Review and approval of the clinical protocol by the medical center's institutional review board (IRB), or the OHSU-VA joint IRB if warranted, and research & development committee.
- Completion by research staff of all necessary credentialing and privileging requirements by the appropriate medical center offices. Service Chief approval for the proposed project is required.
- Coordination of the project's clinical activities with the clinical units at which the clinical care will be performed (such as outpatient clinic sites, the medical center's short-stay care unit, or inpatient bed services).

Malpractice coverage for clinical care delivered as part of a research project is provided by the federal tort claims system. If appropriate approval of clinical activities for research projects has not been obtained from the VA Portland Health Care System then this coverage may not apply.

No clinical care of any kind may be provided by a PVARF employee if the recipient of the care is not an enrolled subject in a research project approved by all applicable committees/subcommittees of the VA Portland Health Care System If clinical care related to an approved research project will be performed at a location other than the premises of the VA Portland Health Care System prior approval and appropriate credentialing at the other site must be obtained prior to initiating the clinical care.

Veterinary Medical Unit (VMU)

The Veterinary Medical Unit is an important part of conducting research. Use of animals to test theories and behavior has important applications for subsequent trials in humans. A full-time veterinarian supervises the



activities in the VMU. There is a staff of employees who care for the animals to ensure proper and humane treatment.

If you are assigned to work in a laboratory that uses animal models, the veterinarian will provide you with special training, before you will be allowed access to the VMU. Your PI is responsible for your training in the ethical and humane treatment of animals in your research.

Computer and E-mail Usage

VA Portland Healthcare System and OHSU are the owners of the Organization's computer system, software and Internet account. Any material or message put into the system should not be considered a private communication. We retain the right to access and review any E-mail activity or documents utilizing organization property at any time, with or without notice.

We caution that all communications via our electronic communications network systems, as well as any other document or file created or stored via the Organization's computer systems, may be subject to discovery in connection with legal proceedings involving the Organization or its employees. Communications systems should not be used to solicit or proselytize for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations. Nothing in this policy is intended to prevent employees from discussing their wages, hours, and working conditions and is not intended to prohibit any communication otherwise allowed by law.

If you perceive a potential of a violation of this policy, you may contact Human Resources.

Telecommuting

PVARF considers telecommuting to be a possible alternative work arrangement in cases where individual, job and managerial considerations are best suited to such an arrangement. Telecommuting allows an employee to work at home, on the road, or in a satellite location for part of their regular workweek. Working off-site is a voluntary work alternative that may be appropriate for some employees and some jobs as determined by the PVARF management. It is not an entitlement; it is not a PVARF-wide benefit; and it does not change the terms and conditions of "at-will" employment with PVARF. Please contact your manager and the PVARF HR department to discuss the feasibility and telecommuting arrangement.

Internet Access on PVARF Equipment

Internet access is provided by VA Portland Healthcare System and OHSU to assist employees in communication and accessing work related information. While Internet usage is intended for job-related purposes, incidental and occasional brief personal use are permitted within reasonable limits.

Data that is composed, transmitted, accessed, or received via the Internet must NOT contain content that is malicious, obscene, threatening, intimidating, or that constitutes harassment.

Examples of activities that fall outside acceptable use of the Internet at PVARF include:

- Downloading or viewing material containing sexually explicit or obscene comments or images.
- Sending or posting material that violates our harassment policy or offensively addresses someone's age, sexual orientation, race, disability, or any other protected status under applicable law.
- Sending or posting material that is obscene, threatening, or maliciously false and meant to intentionally harm someone's reputation.
- Copying, pirating or downloading software and electronic files without permission.

Social Media, Networking & Electronic Communications

We recognize the immense potential of social media to facilitate and enhance the performance of our business. We also realize that social media presents a significant opportunity for abuse, reduced employee productivity and potential liability for both PVARF and individual employees. In general, the same principles and guidelines found in our other policies apply to your activities online, and each employee is ultimately responsible for ensuring that your social media activity is consistent with these policies.

"Social Media" includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room.



Employees' Use of Social Media at Work

Please refrain from using social media during working time or on equipment provided by PVARF, unless such use is work-related as authorized by your supervisor. Do not use PVARF's email addresses to register on social networks, blogs or other online tools utilized for personal use.

Employees' Personal Use of Social Media

Personal use includes your use outside of working time and/or on personal technology and/or personally obtained Internet service providers.

Employees making use of social media to discuss matters via social media related to PVARF, and who identify themselves as PVARF employees, should be clear that the employee's statements do not represent the views of PVARF. One way to make this clear is to include a disclaimer such as: "The postings on this site are strictly my own and do not necessarily represent PVARF's positions, policies, strategies, and/or opinions." Employees are reminded that as employees of PVARF they are professionals. Always be fair and courteous to fellow associates, clients, members, or suppliers. If posting comments on a social media site, please avoid using statements, photographs, video or audio that are malicious, obscene, threatening or intimidating, or that constitute harassment. Examples of such conduct would include maliciously false posts meant to intentionally harm someone's reputation or posts that violate our harassment policy.

No employee should suggest or represent that the employee is authorized to comment on an organization legal matter on behalf of PVARF unless the employee has been specially designated in writing by PVARF's President to do so. Employees may not post on social media information regarding PVARF that is protected by the attorney-client privilege, or that constitutes a trade secret, protected proprietary or confidential information about the organization's business (e.g. marketing plans and strategies, product preparation or client service techniques, or non-public organization financial data), or confidential client information.

Electronic information is increasingly being collected, aggregated, stored and used in various ways, including through electronic discovery in legal actions. There may be legal implications to an employee's social media use that outlast the employee's viewpoint, and the effects of a particular social media statement may not be felt for

months or even years. As such, please consider some of the risks and consequences that are involved in social media use before creating online content.

Nothing in this policy is intended to prevent employees from discussing their wages, hours, and working conditions and is not intended to prohibit any communication otherwise allowed by law.

Workplace Monitoring

Workplace monitoring of E-mail, Internet use, telephone calls and voice mail may be conducted with or without notice at any time by VAPORHCS to ensure quality control, employee safety, security and client satisfaction. We will conduct workplace monitoring consistent with system and applicable law. We are not obligated to monitor employee communications.

Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by PVARF may not solicit or distribute literature in the workplace at any time for any purpose.

We recognize that employees may have interests in events and organizations outside the workplace. However, you may not solicit or distribute literature concerning these activities during working time. (Working time does not include lunch periods, work breaks or any other periods in which employees are not on duty.)

Organization/Personal Property

You are expected to treat all organization property, property belonging to fellow employees, or any other third-party property with care and respect. Be a good friend - theft, misappropriation, misuse or willful destruction of property or unauthorized removal of such is prohibited.

You are responsible for the custody and care of any organization property that has been issued or assigned to you. If you are terminated, whether voluntarily or involuntarily, you are required to return such property immediately.

In accordance with applicable law, PVARF at its sole discretion, may request that you consent to and permit an inspection of including, but not limited to: personal property brought onto or taken from the premises, any



work, rest or storage area, all organization vehicles, desks, lockers, computers, etc. that are within your possession or control.

Before you remove organization products, samples or any other items belonging to the Organization from the premises, you must obtain a signed receipt or an authorization form from your supervisor.

Confidentiality/Non-Disclosure

As Portland VA Research Foundation employees, it is our responsibility to maintain the confidentiality of information obtained in the performance of our duties. This responsibility extends to all employees and not only to those who provide actual patient care or maintain medical records. Any patient information, whether overheard, noticed at a copy machine or desk, read during hand-carry, seen in correspondence, etc., must be kept confidential by all employees. Our patients and research subjects have a legal right to privacy and we, as their caregivers, have a legal and moral responsibility to protect that right.

We may not discuss patient or research subject information with anyone when off-duty. When on-duty, we must refrain from discussing our patients or research subjects with anyone, including other patients, research subjects, visitors, and other employees who do not need to know the information in order to carry out their official duties. Increased diligence must be exercised in protecting patient and/or research subject information in cases where patients and/or research subjects have sensitive medical conditions where the inappropriate disclosure of information could be medically, psychologically, socially or economically harmful.

The Privacy Act and other Federal statutes provide penalty and fine provisions for the knowing and willful misuse or disclosure of confidential information to any person or agency that is not entitled to receive it.

Such confidential information includes; but is not limited to, the following examples: computer programs and codes, intellectual property, pending projects and proposals, proprietary production processes and research and development strategies.

Employees who improperly use or disclose trade secrets or confidential business information will be subject to potential disciplinary action, even if they do not actually benefit from the disclosed information.

Inappropriate disclosure of information to people outside the Organization could cost us competitive advantage and thousands of dollars. As you work at PVARF, you may become aware of information that is considered proprietary to PVARF. Because of this new PVARF employees will be provided a copy of PVARF's Non-Disclosure policy and asked to sign a Non-Disclosure agreement as part of their orientation process.

Business Ethics & Conflicts of Interest

PVARF will comply with all applicable laws and regulations and expects its Directors, Officers and employees to conduct business in accordance with the letter, spirit and intent of all relevant laws and to refrain from any illegal, dishonest or unethical conduct.

In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct.

Transparency is the key to avoiding conflicts of interest. When in doubt, ask your supervisor for guidance to assess the potential for a conflict of interest and determine how it can be resolved.

Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks and other windfalls designed to ultimately benefit the employer, the employee or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when you are in a position to influence a decision that may result in a personal gain for an employee or for a relative as a result of PVARF business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with you is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if you have any influence on transactions involving purchases, contracts or leases, it is imperative that you disclose to an Officer of PVARF as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Relatives and Individuals Involved in Dating Relationships

For purposes of this policy, a relative is any person who is related by ancestry, or whose relationship with you is similar to that of persons who are related by ancestry or marriage and includes roommates. A dating relationship is defined as a relationship that may be reasonably



expected to lead to the formation of a consensual "romantic" or sexual relationship. This policy applies to all employees without regard to the gender (sex), gender identity or sexual orientation of the individuals involved.

Relatives of current employees and individuals involved in dating relationships may not occupy a position that will be working directly for or supervising their relative or the individual with whom they have a dating relationship.

If a relative or dating relationship is established after employment between employees who are in a reporting situation described above, it is the responsibility and obligation of the supervisor involved in the relationship to disclose the existence of the relationship to management. The individuals concerned will be given the opportunity to decide who is to be transferred to another available position. If that decision is not made within 30 calendar days, management will decide who is to be transferred or, if necessary, terminated from employment.

Employees involved in a close personal relationship should refrain from public workplace displays of affection and excessive personal language.





How We Keep You Safe

afety is based on knowledge, skill and an attitude of care and concern. Each employee must:

- Comply with safety policies and supervisor instructions
 - · Report unsafe conditions or equipment
- Report all injuries and "close calls" to their supervisor immediately
- Refrain from unsafe behavior or endangering other employees
 - · Assume responsibility for their conduct and actions
- Ask questions when unsure of safe work procedures
- Use all safety equipment/devices provided for their protection
- Report activities occurring in the workplace when considered unsafe or illegal
- Not jeopardize their safety through drug or alcohol use
- Demonstrate a positive verbal and visual example for other employees to follow.

All accidents, including those resulting in injury, must be reported to your supervisor or to PVARF immediately. In most cases this must be done in writing using the appropriate state-required form.

Please properly notify your supervisor of any job- related illness or injury, otherwise your workers' compensation claim could be jeopardized. Notify your supervisor promptly of any job-related accident or injury to you or to any of your teammates. In all cases, do this on the day the accident occurs; never wait until the next day!

Work Related Injuries

Work-related injuries and/or illnesses are covered under PVARF's workers' compensation insurance policy. Any onthe-job injury involving an employee must be reported immediately to the PVARF Human Resources office, regardless of severity.

For any life, limb or "sensory" (e.g. eye) threatening work related emergencies, PVARF employees should go directly to the VA Emergency Department.

Exposure to human blood or body fluid is an emergency requiring stabilizing care and is time sensitive. During business hours, from M-F 7:30-4:00, PVARF employees suffering an exposure should go directly to VA Employee Health. At all other times, after business hours and on the weekend, employees should report to the VA Emergency Department.

For a work-related urgent injury that is not life/limb/sensory threatening or an exposure, all Research Service employees have the option of going to the provider/location of their choice, or to VA Employee Health (during business hours), or to the VA Emergency Department (after business hours).

An employee returning from an absence due to a work-related injury and/or illness must present a doctor's certificate showing clearance to return to work.

Safety Issues

Research Service has many unique safety issues that include chemical safety, air quality, radiation safety, infection control, and hazardous materials use and disposal. The safety staff within the Facilities Safety office, the Facilities Management Service and the Engineering team work very closely with Research Service to monitor, educate, and correct safety violations. Facilities management, the Safety Office and the Engineering Service have staff that deal withthe many issues facing a large medical center in creating a safe work environment. They may also provide protective

devices and training to teach employees safe practices.

Employees who will handle radioactive materials will receive additional training on these substances by their PI, and must complete research service radiation safety training. The training is mandatory, and before work can begin with radioactive material the Radiation Safety Officer must enroll the employee in the radiation monitoring program and must issue a radiation badge.

Safety Equipment

In order to assist in providing a safe and healthy work environment, we provide safety equipment and training programs necessary to perform your job effectively. It is the responsibility of your PI to ensure you are appropriately trained to use and operate lab equipment.



It is your responsibility to ensure you are using all equipment properly and to notify your supervisor if you need additional training or replacement of equipment. Your PI will provide detailed information on specific safety procedures that apply to his/her scientific project. Additional information is available on videotapes, handouts and manuals.

Orientation Videos and Annual Training

The PI is responsible for ensuring that the employee receives orientation to the assigned research area and that the employee completes the applicable safety training modules available through the Research and Development office prior to beginning work. Annual safety training is mandatory for all research personnel.

The R&D administrative office maintains staff training records and will notify staff and their supervisors of training module due dates via email.

Laboratory Security

The laboratory contains many hazardous materials including chemicals and radioisotopes that must be secured from the patients and the public. Laboratory security is also critical since PI's store confidential information in laboratories and offices. The VA ID badge is to be used to gain access to the prox doors for entrance into bldg. 6, 101, 103 and 104. Laboratory/ office keys will be provided to you by your PI, and you will be expected to take responsibility for the keys and return them to your PI when you leave your position. You may be charged a fee if the keys are lost or stolen. If your keys are lost or stolen you are responsible to immediately notify your PI. Your PI will train you on their expectations for locking of lab and/or office doors when you are not present.

Workplace Violence Prevention

All employees should always be treated with courtesy and respect. You 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 PVARF without proper written authorization.

Conduct that threatens, harasses or bullies another employee, a client 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) should 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 clients, vendors, solicitors or other members of the public. When reporting a threat of violence, please be as specific and detailed as possible. All suspicious individuals or activities should also be reported to a supervisor as soon as possible. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

PVARF will promptly and thoroughly investigate all reports of threats of, or actual violence, and of suspicious individuals or activities.

PVARF encourages employees to bring their disputes or differences with other employees to the attention of their supervisors before the situation escalates into potential violence. PVARF is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

Smoking

In keeping with state law and our intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is also prohibited outside of the buildings within ten feet of all entrances, exits, ventilation systems and windows that can open.

This policy applies equally to all employees, clients and visitors.

Weapons

Possession of dangerous or deadly weapons including, but not limited to, any firearms or other weapons; explosive devices and/or hazardous materials on organization premises or off organization premises while performing job-related duties is strictly prohibited.



Alcohol & Drug-Free Workplace

We are committed to maintaining an alcohol and drug-free workplace and have a zero-tolerance policy with respect to drugs and alcohol impacting work performance. Drug and alcohol abuse impair an employee's ability to perform his or her job, as well as to provide the highest quality of service the members, clients and clients of PVARF have learned to expect. Employees who work under the influence of intoxicating beverages or controlled or illegal substances or who are impaired by such beverages or substances in the workplace may also be a danger to themselves and others.

Accordingly, while on our premises or work time, including breaks and lunch periods, you are prohibited from being under the influence of alcohol or any substance that is controlled or illegal under federal or state law (including marijuana, which is illegal under federal law). For purposes of this policy, under the influence means (a) having any detectable level of alcohol or an illegal or controlled drug under federal or state law in one's system while covered by this policy, or (b) a noticeable or perceptible impairment of your mental or physical faculties while covered by this policy.

This policy also prohibits the sale, possession, use, consumption or distribution of alcohol or illegal or controlled drugs on PVARF premises or while on duty or in a PVARF vehicle or engaged in PVARF activities. Where we have a reasonable basis to believe that an employee is in violation of this policy, the employee will be required to submit to testing to determine presence of, use of, or involvement with alcohol or drugs. We reserve the right to determine whether a reasonable basis exists.

Employees medically authorized to use prescription drugs or over-the-counter medications in the workplace are responsible for ascertaining from a physician whether such use can impair workplace safety. If it can impair workplace safety, you must report the use to your immediate supervisor and provide proper written medical authorization from a physician to work while using such drugs.

Employees who voluntarily request assistance in dealing with a personal drug and/or alcohol problem may do so without jeopardizing employment as long as this assistance is requested before work performance

is affected or disciplinary problems have begun, or a violation of this policy occurs. Treatment programs may be available through our insurance coverage. Employees are responsible for any treatment costs not covered through health insurance. No employee will be discriminated or retaliated against for seeking assistance; however, performance issues that arose before assistance was requested will continue to be addressed.





Time Away

FMLA/OFLA Leave

PVARF recognizes that there are times when you may require a leave of absence from work. Certain reasons for absence will qualify for job protection and benefit continuation under the Family and Medical Leave Act (FMLA) and the Oregon Family and Medical LeaveAct (OFLA). Even though these legal leaves are an unpaid benefit, you will be eligible to access your PTO accruals to continue your pay. Even if you run out of PTO, PVARF paid health and

life insurance coverage may continue. -

Please see the Human Resources bulletin board for more information regarding FMLA and OFLA benefits (a copy of the FMLA/OFLA poster is provided at the end of this handbook). A FAQ guide explaining these benefits in more detail is also available from Human Resources.

To apply for one of these leaves, please submit the Leave Request form at least 30 days before your leave begins unless it is an emergency situation. Depending on the type of leave, you may be required to submit one of the applicable certification forms from your healthcare provider.

We use a "rolling forward year" to determine an employee's FMLA and OFLA leave entitlement. This means that we look forward on the calendar for one year from the first day of your leave. This method tells us if you are eligible for FMLA and/or OFLA leave and how much of this job-protected time you have available to use. If you are entitled to paid leave under another benefit plan or policy, you must take the paid leave first and your FMLA/ OFLA leave entitlement will run concurrently.

If you are on an unpaid leave of absence, you will not accrue annual leave, sick and holiday benefits during your leave. Your accrual will resume when you return to work. You will continue to accrue these benefits when you are on paid leave (e.g. PTO and holidays). We understand that all this information is complicated and sometimes is difficult to understand. Please do not hesitate to contact Human Resources if you have questions, for the applicable forms or to help you through the process.

Family and Medical Leave of Absence

FMLA General Provisions

We will provide a leave of absence for up to 12 workweeks (or up to 26 workweeks of military caregiver leave) to eligible employees for certain family or medical reasons and in accordance to the Family and Medical Leave Act. The function of this policy is to provide you with a general description of your FMLA rights. In the event of any conflict between this policy and the applicable law, you will be afforded all rights required by law.

FMLA Eligibility

Employees eligible for leave of absence under the Family and Medical Leave Act (FMLA) must have worked for the Organization for 12 months (or 52 weeks) or more and have at least 1250 hours of service during the 12 months immediately preceding the leave of absence.

The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break.

The provisions of this policy shall apply to all FMLA leaves; however, if you are entitled to paid leave under another benefit plan or policy, you must take the paid leave first, before taking unpaid leave. Your total available leave time may still be limited to 12 workweeks (or 26 workweeks to care for an injured or ill service member) in the given 12-month period, unless the you are entitled to state family leave.

Types of Leave Covered Under FMLA

You may request federal Family and Medical Leave for:

- The addition of a child to the family through birth, adoptions or placement by foster care
- · A serious health condition of your spouse, child or parent
- A serious health condition that prevents you from performing your job
- Qualifying exigency leave for families of active duty service members



 Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member, including veterans who were injured any time during the five years preceding the date of treatment.

You may take leave because of a serious health condition that makes you unable to perform the functions of your position.

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents you from performing the functions of your job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to 12 workweeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: 1) short-notice deployment, 2) military events and activities,

- 3) childcare and school activities, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation,
- 7) post-deployment activities and 8) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward your 12-week maximum of FMLA leave in a 12-month period.

Military caregiver leave may extend to up to 26 workweeks in a single 12-month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty or on active duty.

This caregiver leave also includes veterans who are undergoing medical treatment, recuperation or therapy for serious injury or illness that occurred any time during the five years preceding the date of treatment. Next of kin is defined as the closest blood relative of the injured or recovering service member.

Amount of Leave While on FMLA

An eligible employee can take up to 12 weeks for any FMLA circumstance under this policy during any 12-month period. We will measure the 12-month period as a rolling 12-month period measured forward from the date you use any leave under this policy. Each time you take leave, we will compute the amount of leave you have taken under this policy in the last 12 months and subtract it from the 12 weeks of available leave, and the balance remaining is the amount you are entitled to take at that time.

An eligible employee can take up to 26 weeks for military caregiver leave during a single 12-month period. For this military caregiver leave, we will measure the 12-month period as a rolling 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

Employee Status and Benefits During FMLA

Employees on leave are entitled to continue health benefits on the same terms and conditions as active employees for up to 12 workweeks in a leave calculation year. We will recover premiums paid on behalf of an employee who does not return to work for reasons other than a serious health condition of the employee or family member or other circumstances beyond the control of the employee.

If you pay a portion of the premium for your group insurance coverage, you are advised to continue paying these contributions during the period of unpaid leave in order to retain your group insurance coverage. You shall make these arrangements with your supervisor. The payment must be received in a timely manner. If the payment is more than 30 days late, your health care coverage may be dropped for the duration of the leave. We will provide 15 days' notification prior to your loss of coverage.

Employee Status After FMLA

An employee who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be



included in our response to the FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions. We may choose to exempt certain key employees from this requirement and not return them to the same or similar position.

Use of Paid and Unpaid Leave on FMLA

An employee who is taking FMLA leave because of their own serious health condition or the serious health condition of a family member must use all paid leave (PTO) prior to being eligible for unpaid leave

Disability leave for the birth of the child and for your serious health condition, including workers' compensation leave (to the extent that it qualifies), will be designated as FMLA leave and will run concurrently with FMLA. For example, if we provide six weeks of pregnancy disability leave, the six weeks will be designated as FMLA leave and counted toward your 12-week entitlement. You may then be required to substitute accrued (or earned) paid leave as appropriate before being eligible for unpaid leave for what remains of the 12-week entitlement. An employee who is taking leave for the adoption or foster care of a child must use all PTO or family leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all PTO prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all PTO prior to being eligible for unpaid leave.

PTO and holiday benefits will not accrue during the unpaid portion of leave and will resume upon return to active employment

Intermittent Leave or a Reduced Work Schedule for FMLA

You may take FML A leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hour

schedule. In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

We may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the Organization and the employee must mutually agree to the schedule before the employee may take the leave intermittently or work a reduced hour schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If you are taking leave for a serious health condition or because of the serious health condition of a family member, you should try to reach agreement with the Organization before taking intermittent leave or working a reduced hour schedule. If this is not possible, then you must prove that the use of the leave is medically necessary.

Certification for a FMLA Serious Health Condition

We will require a medical certification of serious health conditions. You will be required to provide the certification in a timely manner. We will require returning employees to provide a certification of fitness to return to work.

The Organization will require certification of the qualifying exigency for military family leave and for the serious injury or illness of the covered service member.

You must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave.

Requesting FMLA Leave

When the need for leave is foreseeable, such as the birth or adoption of a child, or planned medical treatment, you must provide reasonable prior notice of 30 days. In cases of planned medical treatment, you must make every effort to schedule leave so as not to disrupt organization operations. For emergency treatment or hospitalization, you or your family member



is to notify your supervisor as soon as possible. In cases of illness, you will be required to report periodically on your leave status and intention to return to work. If during FMLA leave you decide not to return to work, you must immediately notify your supervisor.

Contact your supervisor or Human Resources for further information about your eligibility for this, or any other form of family leave. If there are greater rights under state law, they will apply.

Oregon Family Medical Leave of Absence

The Oregon Family Medical Leave Act is a state law which allows you to take up to 12 workweeks of unpaid, job-protected leave within a 12-month period. To be eligible for OFLA, you must have been employed by the Organization for at least 180 days and worked an average of 25 hours per week in the previous 180 days. The minimum of 25 hours worked requirement does not apply to OFLA used for the birth, adoption or foster placement of a child. Only an average of 20 hours worked per week needs to be met to qualify for Military Family Leave.

In addition to leave for the reasons provided by FMLA, OFLA may be granted for any of the following reasons:

- For your own serious health condition (includes pregnancy disability)
- To care for a family member with a serious health condition
- To care for a minor child who is ill and requires home care, even if the child does not have a serious health condition, provided another family member is not willing and able to care for the child (sick child leave). Employees who use sick child leave on more than three occasions in a 12-month period may be required to provide medical documentation from the child's doctor to verify that the child was ill and required home care for all subsequent uses of sick child leave in the 12-month period
- To deal with the death of a family member by attending the funeral (or alternative type of service) of the family member, plan arrangements

necessitated by the death of a family member or to grieve the death of a family member

- The addition of a child to the family through birth, adoption or placement by foster care (parental leave)
- A period of absence for the donation of a body part, organ or tissue

During times of military conflict, an employee with a spouse in the military may take up to 14 days of unpaid leave to spend with their spouse while their spouse is on leave from deployment, or prior to and up to the time of deployment (Oregon military leave) "Family member" means the spouse, same-gender domestic partner, custodial parent, noncustodial parent, adoptive parent, foster parent, 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.

OFLA Notice and Certification Requirements

In addition to the basic 12-week family leave entitlement, Oregon employees may qualify for additional state family leave in the following circumstances:

- 12 weeks of leave for an illness, injury or condition related to pregnancy or childbirth that disables the employee
- Employees who take 12 weeks for parental leave are entitled to an additional 12 weeks of leave to care for a sick child; and
- A maximum of two weeks of leave per death of a family member, up to a maximum of 12 weeks per leave year and must be completed within 60 days after the date on which the employee receives notice of the death of the family member.

You may be required to give a 30-day written notice in advance of leave, unless the leave is taken for an emergency. In an emergency, you must give verbal notice within 24 hours of starting a leave. You can provide oral notice by having someone else provide the notice on your behalf. However, you must provide written notice within three days of returning to work.

An employee who intends to take military family leave must provide the Organization with notice of their intention within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

OFLA runs concurrently with FMLA in most circumstances. We use a "rolling forward year" to determine an employee's OFLA leave entitlement. This means that we look forward on the calendar for one year



from the first day of your leave. This method tells us if you are eligible for OFLA leave and how much of this job- protected time you have available to use.

In the event of any conflict between this policy and the applicable law, you will be afforded all rights required by law.

OFLA Pay

The provisions of this policy shall apply to all OFLA leaves; however, if you are entitled to paid leave under another benefit plan or policy, you must take the paid leave first. Your total available leave time may still be limited to 12 weeks in the given 12-month period. In the event of any conflict between this policy and the applicable law, you will be afforded all rights required by law.

OFLA Benefits Continuation

PTO and holiday benefits will not accrue during the unpaid portion of leave and will resume upon return to active employment.

Effective January 1, 2016, employers must continue an employee's group health insurance coverage while the employee is on leave under OFLA, on the same terms as when the employee is not on leave. The employeemust continue to make any regular contributions to the cost of the health insurance premiums. This has already been the requirement for leave covered under FMLA, but as of 2016 the requirement applies even to leaves that are covered under OFLA only.

Worker's Compensation Leave

Time off for a workers' compensation injury or illness does not reduce your OFLA leave entitlement. Generally, reinstatement following OFLA is to your former position, unless the position has been eliminated, in which case you may be entitled to reinstatement to an available equivalent job. An employee who takes leave under this policy may be asked to provide a release for duty clearance from the health care provider. Please consult Human Resources for other information

Please consult Human Resources for other information regarding leaves of absence, or you may contact your supervisor.

Oregon Domestic Violence Leave

We provide a domestic violence leave of absence without pay to Oregon employees who wish to taketime off from work duties if he/she is a victim of domestic violence, sexual assault or stalking or is a parent or guardian of a minor child or dependent who is a victim. Eligible employees may choose to use accrued PTO or sick during this leave so the leave will be paid.

All information and documentation pertaining to the leave, including the fact you requested or obtained leave, will be kept strictly confidential.

We also provide reasonable safety accommodations to employees who are victims of domestic violence, sexual assault or stalking, including but not limited to transfer, reassignment, a modified schedule or unpaid leave, unless to do so creates an undue hardship forus.

Please see the posted requirements on the employee bulletin board or contact your supervisor for further details or to request leave.

Oregon Crime Victims' Leave

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

In order to be eligible to take this leave, you must have worked for the Organization at least 25 hours per week for the 180 days immediately preceding the leave. You must also be the victim of the crime.

Please provide no less than three days notice of the intention to take leave to attend a court hearing. Please also provide a copy of any hearing notice prior to taking the leave.

Military Leave

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. Discrimination and retaliation in employment based on your military service is prohibited, and you will retain all your legal rights for continued employment under USERRA.



Witness Duty

We encourage employees to appear in court for witness duty when subpoenaed to do so.

If you have been subpoenaed or otherwise requested to testify as a witness by PVARF, you will receive paid time off for the entire period of witness duty.

You will be granted unpaid time off to appear in court as a witness when requested by a party other than PVARF. You are free to use any available paid leave benefit (such as annual leave) to receive compensation for the period of this absence.

The subpoena should be shown to your supervisor immediately after it is received so that operating requirements can be adjusted, where necessary, to accommodate your absence. You are expected to report for work whenever the court schedule permits.

Bereavement Leave

One of the difficult certainties of life is that, at various times, we are touched by loss. Employees who wish to take time off due to the death of an immediate family member should notify their supervisor immediately. The use of PTO or unpaid leave will be granted to allow you to attend the funeral and make any necessary arrangements associated with the death.

Bereavement leave will normally be granted unless there are unusual business needs or staffing requirements. For employees eligible for Oregon Family Leave, up to two weeks of bereavement leave per family member may run concurrently with, and qualify as, OFLA. You may, with your supervisors' approval, use any available paid leave for additional time off as necessary.

For purposes of bereavement leave, we define "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

Personal Leave

We recognize that there will be times when an employee needs extended time off due to personal matters. Regular fulltime employees are eligible to request an unpaid personal leave as described in this policy.

As soon as you become aware of the need for a personal leave of absence, you should request a leave from your supervisor.

Personal leave may be granted for a period of up to 30 calendar days every one year. With a supervisor's approval, you may take any available PTO as part of the approved period of leave. Consideration will be given to requests for extensions to the maximum period for a personal leave of absence.

Requests for personal leave will be evaluated based on a number of factors, including anticipated workload requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions and limitations of the applicable plans, health insurance benefits will be provided by PVARF until the end of the month in which the approved personal leave begins. At that time, you will become responsible for the full costs of these benefits if you wish coverage to continue. When you return from personal leave, benefits will again be provided by PVARF according to the applicable plans.

PTO accruals and holiday benefits will be suspended during the leave and will resume upon return to active employment.

When a personal leave ends, every reasonable effort will be made to return you to the same position, if it is available, or to a similar available position for which you are qualified. However, we cannot guarantee reinstatement in all cases.

If you fail to report to work promptly at the expiration of the approved leave period, we will assume you have resigned.



Commonly Used Abbreviations

AO	Administrative Officer
ACOS	Associate Chief of Staff
A&MM	Acquisition & Material Management
EEO	Equal Employment Opportunity
ECU	Emergency Care Unit
HRMS	Human Resources Management Ser- vice
HSR&D	Health Services Research &
	Development Service
IMP	Injury Management Program
JCAHO	Joint Commission Accreditation of Healthcare Organizations
OPC	Outpatient Clinic
OHSU	Oregon Health & Science University
OSHA	Occupational Safety & Health
	Administration
PI	Principal Investigator
PVARF	Portland VA Research Foundation,
RR&D	Rehabilitation Research &
	Development Service
R&D	Research & Development
VACO	Veterans Administration Central Office
VAPORHCS	VA Portland Health Care System
VMU	Veterinary Medical Unit

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- · for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition".

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

*Special hours of service eligibility requirements applyto airline flight crew employees.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.





Bureau of Labor and Industries

Brad Avakian, Commissioner





FAMILY LEAVE ACT

NOTICE TO EMPLOYEES

The Oregon Family Leave Act (OFLA) requires employers of 25 or more employees to provide eligible workers with protected leave to care for themselves or family members in cases of death, illness, injury, childbirth, adoption and foster placement.

ORS 659A.150-659A.186

When can an Employee take Family Leave?

Employees can take family leave for the following reasons:

- Parental Leave during the year following the birth of a child or adoption or foster placement of a child under 18, or a
 child 18 or older if incapable of self-care because of a mental or physical disability. Parental leave includes leave to
 effectuate the legal process required for foster placement or adoption.
- Serious health condition leave for the employee's own serious health condition, or to care for a spouse, same-gender
 domestic partner, custodial parent, non-custodial parent, adoptive parent, foster parent, biological parent, step parent,
 parent in law, parent of same-gender domestic partner, grandparent, grandchild, a person whom the employee is or was a
 relationship of in loco parentis, biological, adopted, foster or step child of an employee or the child of an employee's
 same-gender domestic partner.
- Pregnancy disability leave (a form of serious health condition leave) taken by a female employee for an incapacity related to pregnancy or childbirth, occurring before or after the birth of the child, or for prenatal care.
- Sick child leave taken to care for an employee's child with an illness or injury that requires home care but is not a serious health condition.
- . Bereavement leave to deal with the death of a family member.
- Oregon Military Family Leave is taken by the spouse or same gender domestic partner of a service member who has
 been called to active duty or notified of an impending call to active duty or is on leave from active duty during a period of
 military conflict.

Who is Eligible?

To be eligible for leave, workers must be employed for the 180 day calendar period immediately preceding the leave and have worked at least an average of 25 hours per week during the 180-day period.

Exception 1: For parental leave, workers are eligible after being employed for 180 calendar days, without regard to the number of hours worked.

Exception 2: For Oregon Military Family Leave, workers are eligible if they have worked at least an average of 20 hours per week, without regard to the duration of employment.

Exception 3: For compensable Workers Compensation injuries, for certain Workers Compensation injuries involving denied and then accepted claims and for certain accepted claims involving more than one employer.

Exception 4: When an employee is caring for a family member with a serious health condition and the same family member dies, the employee need not requalify with the 25 hour per week average to be eligible for bereavement leave.

How much Leave can an Employee take?

- . Employees are generally entitled to a maximum of 12 weeks of family leave within the employer's 12-month leave year.
- A woman using pregnancy disability leave is entitled to 12 additional weeks of leave in the same leave year for any
 qualifying OFLA purpose.
- A man or woman using a full 12 weeks of parental leave is entitled to take up to 12 additional weeks for the purpose of sick child leave.
- Employees are entitled to 2 weeks of bereavement leave to be taken within 60 days of the notice of the death of a covered family member.
- A spouse or same gender domestic partner of a service member is entitled to a total of 14 days of leave per deployment
 after the military spouse has been notified of an impending call or order to active duty and before deployment and when
 the military spouse is on leave from deployment.

What Notice is Required?

Employees may be required to give 30 days notice in advance of leave, unless the leave is taken for an emergency. Employers may require that notice is given in writing. In an emergency, employees must give verbal notice within 24 hours of starting a leave.

Is Family Leave paid or unpaid? Benefits?

- · Although Family Leave is unpaid, employees are entitled to use any accrued paid vacation, sick or other paid leave.
- Employees are entitled to group health insurance benefits during family leave as if they continued working.

How is an Employee's job Protected? Employers must return employees to their former jobs or to equivalent jobs if the former position no longer exists. However, employees on OFLA leave are still subject to nondiscriminatory employment actions such as layoff or discipline that would have been taken without regard to the employee's leave.

FOR ADDITION AL INFORM ATION:

 Employer Assistance
 ...971-673-0824

 Portland
 ...971-673-0761

 Eugene
 ...541-686-7623

 Salem
 ...503-378-3292

BOLI Civil Rights Division 800 NE Oregon, #1045 Portland, OR 97232

www.oregon.gov/BOLI

This is a summary of laws relating to Oregon Family Leave Act. It is not a complete text of the law.

January 2016

Employees who have been denied available leave, disciplined or retaliated against for requesting or taking leave, or have been denied reinstatement to the same or equivalent position when they returned from leave, may file a complaint with BOLI's Civil Rights Division.

State of Oregon

Workplace Accommodations Notice

The Portland VA Research Foundation (PVARF) is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, disability, veteran status, sexual orientation, gender identity, gender expression or any other classification protected by law.

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

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

Employees and job applicants have a right to be free from unlawful discrimination and retaliation

For this reason, PVARF will not:

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

To request an accommodation or to discuss concerns or questions about this notice, please contact your PI or supervisor, or PVARF human resources department at 503-273-5228.

Equal Employment Opportunity is

Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

DISABILITY

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

AGE

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

SEX (WAGES)

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

GENETICS

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

RETALIATION

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at www.eeoc.gov or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at www.eeoc.gov.

"EEO is the Law" Poster Supplement

Employers Holding Federal Contracts or Subcontracts Section Revisions

The Executive Order 11246 section is revised as follows:

RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, NATIONAL ORIGIN

Executive Order 11246, as amended, prohibits employment discrimination based on race, color, religion, sex, sexual orientation, gender identity, or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

PAY SECRECY

Executive Order 11246, as amended, protects applicants and employees from discrimination based on inquiring about, disclosing, or discussing their compensation or the compensation of other applicants or employees.

The Individuals with Disabilities section is revised as follows:

INDIVIDUALS WITH DISABILITIES

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals with disabilities from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship to the employer. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

The Vietnam Era, Special Disabled Veterans section is revised as follows:

PROTECTED VETERANS

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits employment discrimination against, and requires affirmative action to recruit, employ, and advance in employment, disabled veterans, recently separated veterans (i.e., within three years of discharge or release from active duty), active duty wartime or campaign badge veterans, or Armed Forces service medal veterans.

Mandatory Supplement to EEOC P/E-1(Revised 11/09) "EEO is the Law" Poster.

If you believe that you have experienced discrimination contact OFCCP: 1-800-397-6251 | TTY 1-877-889-5627 | www.dol.gov.





REQUIREMENTS OF OREGON'S SICK TIME LAW

Effective January 1, 2016, employers that employ employees in the state of Oregon are required to implement sick time policies and provide sick time to employees. Employers are also required to provide employees with a notice of the law's provisions. This notice is intended to summarize the major provisions of the law, but should not be relied upon as a full and complete summary of the law. The full text of the law and administrative rules adopted by the bureau are available at www.oregon.gov/boli.

How much sick time does the law require? Employees begin accruing sick time on the first day of employment and earn one (1) hour of sick time for every 30 hours worked or 1 1/3 hours for every 40 hours worked. Employees may use accrued sick time on the 91st calendar day of employment and may use sick time as it is accrued.

Employers may choose to simply give employees ("front load") 40 hours of sick time at the beginning of the year rather than track the number of sick time hours accrued. Employers may also select the 12-month period to be used as the designated "year", e.g., calendar year, fiscal year, employee anniversary date, etc.

Employees may carry over up to 40 hours of unused sick time from one year to the next; however, employers may adopt policies that limit employees to accruing no more than 80 hours of sick time or using no more than 40 hours of sick time in a year.

Paid time off (PTO) policies that include time off for other purposes (such as vacation and other personal time off) comply with the sick time law as long as the policy is substantially equivalent to or more generous than the requirements of the law. "Substantially equivalent" means that employees are allowed to use at least the same number of hours for the same purposes under the same or more generous rules as outlined in this notice.

Employees must use accrued sick time in hourly increments unless to do so would pose an undue hardship to the employer, in which case the employer may require sick time to be taken in minimum increments of four hours if the employer allows employees to use at least 56 hours of paid leave per year for absences covered by this law.

When must sick time be paid? Employers with 10 or more employees in the state (6 or more if the employer maintains a location in Portland) must pay employees for sick time taken at the employee's regular rate of pay. All other employers must provide unpaid sick

The number of all employees employed by the employer in Oregon must be counted - including fulltime, part-time and temporary employees.

Notices and Verification: In addition to providing a notice to employees of the requirements of the law, employers are required to provide quarterly notifications to employees of the amounts of accrued and unused sick time

Employers may require employees to provide notices, verifications and certifications for using sick time under certain circumstances. For example, if the need for sick time is foreseeable, employers may require employees to provide up to 10 days' notice of the need to use sick time. Refer to the law and rules for more information.

Discrimination/Retaliation Prohibited: unlawful for an employer to deny, interfere with, restrain or fail to pay for sick time to which an employee is entitled; or retaliate or in any way discriminate against an employee because the employee has inquired about the provisions of the law, submitted a request for or taken sick time. Complaints may be filed with the Bureau of Labor and Industries.

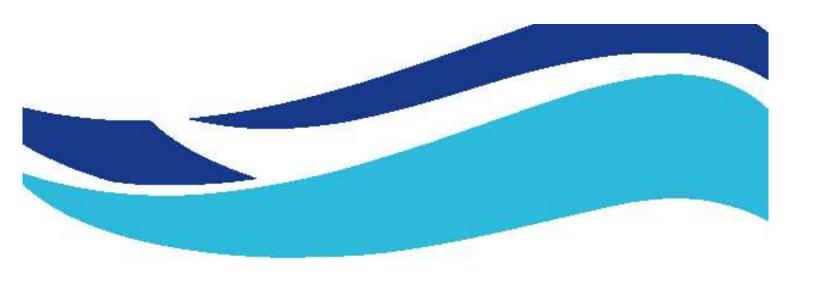
Collective Bargaining Agreement Exception: The sick time law does not apply to certain employees who are covered by a collective bargaining agreement, employed through a hiring hall and whose benefits are provided by a joint multi-employer-employee trust or benefit plan.

For what purposes may sick time be used?

Employees are entitled to use sick time for the following purposes:

- · For an employee's or family member's mental or physical illness, injury or health condition or need for medical diagnosis of these conditions or need for preventive medical care.
- . To care for an infant or newly adopted child under 18, or for a newly placed foster child under 18, or for a child over 18 if the child is incapable of self-care because of mental or physical disability.
- . To care for a family member with a serious health condition.
- . To recover from or seek treatment for a serious health condition that renders the employee unable to perform at least one of the essential functions of the employee's job.
- . To care for a child of the employee who is suffering from a non-serious illness, injury or condition.
- . To deal with the death of a family member by attending the funeral or alternative, making arrangements necessitated by the death of a family member, or grieving the death of a family member.
- · To seek medical treatment, legal or law enforcement assistance, remedies to ensure health and safety, or to obtain other services related to domestic violence, sexual assault, harassment or stalking incidents to the employee or employee's minor child or dependent.
- · To donate sick time to another employee for qualifying purposes if the employer has a policy allowing such donations
- · For certain public health emergencies including closure by a public official of the employee's place of business, school or place of care of the employee's child, or a determination by a public health authority or health care provider that the presence of the employee or a family member presents a health risk to others.

Provision of this notice to employees complies with the requirement in the sick time law for employers to provide written notice of the requirements of the law to employees. For more information, visit our website at www.oregon.gov/boli, or contact us at 971-673-0761 or mailb@boli.state.or.us.



PAY TRANSPARENCY

NONDISCRIMINATION PROVISION

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c)

If you believe that you have experienced discrimination contact OFCCP 1.800.397.6251 | TTY 1.877.889.5627 | www.dol.gov/ofccp



200 CONSTITUTION AVENUE NW WASHINGTON, DC 20210 tel: 1-800-397-6251 TTY: 1-877-889-5627 www.dol.gov/ofccp



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Receipt of Employee Handbook

This acknowledges I have received a copy of the PVARF) Employee Handbook and Alcohol & Drug Free Workplace Policy. As an employee of PVARF, I agree to read this Handbook, and to ask my supervisor about any portion of this Handbook I do not understand. I understand and agree that PVARF has the right to add, delete or otherwise modify the policies, procedures or other information provided in this Handbook at any time. I also understand and agree that PVARF has the right to interpret and apply the policies and procedures in this Handbook in their discretion. I agree to abide by these policies, procedures and other requirements of this Handbook. I understand that my failure to do so will lead to disciplinary action, up to and including immediate termination for the first offense.

I understand that neither this Employee Handbook nor any verbal statements made by PVARF constitute an agreement or promise of continued employment and that the provisions of this Handbook may be changed at any time. I understand that I am employed at will and that PVARF reserves the right to terminate my employment at any time for any reason, with or without cause or notice, and that I also reserve the right to terminate my employment at any time for any reason, with or without cause or notice. Only the President of PVARF is authorized to modify this at-will employment policy or enter into an agreement contrary to this policy. Any such modification must be in writing and signed by me and the President.

If I have any questions about this employment relation	nship, I understand that I can contact my supervisor.	
Print name	Employee's signature	
Date		