

# **Onion River Community Access Media Employee Handbook**



[www.orcamedia.net](http://www.orcamedia.net)

November 2012



## ***INTRODUCTORY STATEMENT***

This handbook is designed to acquaint you with ORCA Media and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by ORCA Media to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As ORCA Media continues to grow, the need may arise and ORCA Media reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or ORCA Media to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

## ***NATURE OF EMPLOYMENT***

This handbook is intended to provide employees with a general understanding of our personnel policies. Employees are encouraged to familiarize themselves with the contents of this handbook, for it will answer many common questions concerning employment with ORCA Media.

However, this handbook cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor ORCA MEDIA is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, ORCA Media reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this handbook. The only recognized deviations from the stated policies are those authorized and signed by the chief executive officer of ORCA Media.



***EMPLOYEE ACKNOWLEDGEMENT FORM***

The employee handbook describes important information about ORCA Media, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook. I have entered into my employment relationship with ORCA Media voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or ORCA Media can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of ORCA Media has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

DATE \_\_\_\_\_

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE

\_\_\_\_\_  
EMPLOYEE'S NAME (TYPED OR PRINTED)



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## ***STATEMENT OF NONDISCRIMINATION***

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at ORCA Media will be based on merit, qualifications, and abilities. ORCA Media does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law.

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

## ***HIRING OF RELATIVES***

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by ORCA Media may be hired only if they will not be working directly for or supervising a relative. ORCA Media employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide, unless management is involved.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood, marriage, civil union partner or whose relationship with the employee is similar to that of persons who are related by blood, marriage or civil union partner.

## ***CONFLICTS OF INTEREST***

Employees have an obligation to conduct business within guidelines that

prohibit actual or potential conflicts of interest. This policy establishes only the framework within which ORCA Media wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Executive Director for more information or questions about conflicts of interest.

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

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to an officer of ORCA Media as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which ORCA Media does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving ORCA Media.

### ***EMPLOYMENT CATEGORIES***

It is the intent of ORCA Media to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and ORCA Media.

Each employee is designated as either NONEXEMPT or EXEMPT from 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 ORCA Media 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 ORCA Media's full-time schedule. Generally, they are eligible for ORCA Media's benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work 29 or less hours per week. While they do receive all legally mandated benefits (such as Social Security and workers' compensation insurance), they are ineligible for some of ORCA Media's other benefit programs.

INTRODUCTORY employees are those whose performance is being evaluated to determine whether further employment in a specific position or with ORCA Media is appropriate. Employees who satisfactorily complete the introductory period will be notified of their new employment classification.

TEMPORARY 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. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. Temporary employees are ineligible for ORCA Media's benefits programs.

CASUAL employees are those who have established an employment relationship with ORCA Media but who are assigned to work on an intermittent and/or unpredictable basis. They are ineligible for all of ORCA Media's benefits programs.

### ***EMPLOYMENT REFERENCE CHECKS***

To ensure that individuals who join ORCA Media are well qualified and have a strong potential to be productive and successful, it is the policy of ORCA Media to check the employment references of all applicants.

The Executive Director will respond in writing only to those reference check inquiries for present and former employees that are submitted in writing. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

### ***INTRODUCTORY PERIOD***

The introductory period is intended to give new employees the opportunity to

demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. ORCA Media uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or ORCA Media may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

All new and rehired employees work on an introductory basis for the first three months after their date of hire. Any significant absence will automatically extend an introductory period by the length of the absence. If ORCA Media determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law. After becoming regular employees, they may also be eligible for other ORCA Media - provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

### ***PERFORMANCE EVALUATION***

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the fiscal-year end.

Merit-based pay adjustments may be awarded by ORCA Media in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process as well as corporate financial considerations.

## ***EMPLOYEE BENEFITS***

Eligible employees at ORCA Media are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Auto Mileage
- Bereavement Leave
- Family Leave
- Jury Duty Leave
- Health Insurance
- Medical Leave
- Personal Leave
- Paid Time Off (PTO) Benefits
- Retirement Contributions

Some benefit programs require contributions from employees, but most are fully paid by ORCA Media. The benefit package for regular full-time employees represents an additional cost to ORCA Media of approximately 30% percent of wages.

## ***PAID TIME OFF (PTO) BENEFITS***

Paid time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Regular full-time employees are eligible to earn and use PTO as described in this policy. PTO Benefits are in lieu of vacation, sick/personal and holiday benefits

Regular Full-Time employees scheduled to work 40 hours per week start accruing PTO hours at a rate of 23 days per year. Accrual rates are pro-rated if the employee is scheduled for less than 40 hours per week. For each year worked at ORCA Media another day is added until the rate is capped at ten years and 33 days. The following chart shows the accrual rate per two-week pay cycle for each year.

	Hours/Pay Cycle	Days/Year
Year 1	7.08	23
Year 2	7.39	24
Year 3	7.69	25
Year 4	8.00	26
Year 5	8.31	27
Year 6	8.62	28
Year 7	8.92	29
Year 8	9.23	30
Year 9	9.54	31
Year 10	9.85	32
Year 11	10.15	33

The length of eligible service is calculated on the basis of a "benefit year". This is the 12-month period that begins when the employee starts to earn paid time off. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information)

Once employees enter an eligible employment classification, they begin to accrue paid time off. Once an employee has PTO accrued they may use it as they see fit, with the following exceptions – Regular Full-Time employees must use PTO hours for regularly scheduled hours not worked per pay period and PTO hours and hours worked may not exceed a Regular Full-Time employees regularly scheduled hours.

Pre-scheduled PTO should be brought to the attention of the employee's supervisor to ensure adequate staffing of facilities. Employees should request advance approval for any pre-scheduled PTO in excess of two days (or sixteen hours) from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

PTO is paid at the employee's base pay rate at the time the hours are taken. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

In the event that available PTO is not used by the end of the benefit year, the unused PTO will carry forward to the next benefit year. If the total amount of unused vacation time reaches a "cap" equal to eight weeks (40 days/320 hours) for Regular Full-Time employees regularly scheduled for 40 hours per week and pro-rated for employees scheduled for less than 40 hours per week, further PTO accrual will stop. When the employee uses PTO hours and brings the available amount below the cap, accrual will begin again.

Upon termination of employment, employees will be paid for unused PTO time that has been earned through the last day of work.

ORCA Media has regularly scheduled holiday closings listed below.

New Year's Day  
Martin Luther King, Jr Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving  
Christmas

Scheduled holidays are included in employees PTO accrual and employees must use PTO for regularly scheduled hours not worked due to holidays. If an employee would like work on a scheduled holiday they must get prior approval from their supervisor in order to discuss tasks for work hours.

From time to time ORCA Media may close due to unforeseen reasons, i.e. weather, special functions. Employees who are regularly scheduled to work during these closings will be paid for their regularly scheduled hours without drawing from their PTO accrued hours.

### ***HEALTH INSURANCE***

ORCA Media will provide adequate health and dental insurance to eligible employees. Employees must be regularly scheduled for 30 or more hours per week in order to be eligible for health and dental insurance benefits. ORCA Media will pay 80% of the employee's premium and 80% of any additional premium for coverage of spouse, civil union partner or dependents.

### ***WORKERS' COMPENSATION INSURANCE***

ORCA Media provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital

treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

### ***SICK/PERSONAL LEAVE BENEFITS***

ORCA Media's paid sick/personal leave benefits are included in the PTO accruals available to all regular full-time employees for periods of temporary absence due to illnesses, injuries or personal matters.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement may be requested verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Before returning to work from a sick leave absence of five calendar days or more, an employee may be asked to provide a physician's verification that he or she may safely return to work.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits can be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or ORCA Media -provided disability insurance programs, at the employee's discretion. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

### ***BEREAVEMENT LEAVE***

Employees who wish to take time off due to the death of an immediate family



member should notify their supervisor immediately.

Up to three days of paid bereavement leave will be provided to regular full-time employees.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Employees may, with their supervisors' approval, use any available paid leave for additional time off as necessary.

ORCA Media defines "immediate family" as the employee's spouse, civil union partner, parent, grandparent, child, grandchild, sibling, the employee's spouse's or civil union partner's parent, grandparent, child, grandchild or sibling.

### ***JURY DUTY***

ORCA Media encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to two weeks of paid jury duty leave over any two year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence minus the amount paid by the court for service on the jury. Regular full-time employees qualify for paid jury duty leave.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available accrued PTO hours or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either ORCA Media or the employee may request an excuse from jury duty if, in ORCA Media's judgment, the employee's absence would create serious operational difficulties.

### ***CONTRIBUTION TO RETIREMENT ACCOUNT (SIMPLE IRA)***

ORCA Media regular employees may elect to participate in ORCA Media's Simple IRA retirement benefit. Regular employees who elect to participate may choose between a two percent of pay contribution from ORCA Media or an up to three percent matching contribution.

## ***BENEFITS CONTINUATION (COBRA)***

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under ORCA Media's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, 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, the employee or beneficiary pays the full cost of coverage at ORCA Media's group rates plus an administration fee. ORCA Media provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under ORCA Media's health insurance plan. The notice contains important information about the employee's rights and obligations.

## ***TIMEKEEPING***

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require ORCA Media to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor will review and then sign the time record before submitting it for payroll processing.

## ***PAYDAYS***

All employees are paid on the Friday following each two week pay period. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

If a regular payday falls during an employee's vacation, the employee may receive his or her earned wages before departing for vacation if a written request is submitted at least one week prior to departing for vacation.

Employees may have pay directly deposited into their bank accounts if they provide advance written authorization to ORCA Media. Employees will receive an

itemized statement of wages when ORCA Media makes direct deposits.

### ***EMPLOYMENT TERMINATION***

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.

RETIREMENT - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

ORCA Media will generally schedule exit interviews at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to ORCA Media, or return of ORCA Media-owned property. Suggestions, complaints, and questions can also be voiced.

Since employment with ORCA Media is based on mutual consent, both the employee and ORCA Media have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

### ***ADMINISTRATIVE PAY CORRECTIONS***

ORCA Media takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Executive Director

so that corrections can be made as quickly as possible.

### ***SMOKING***

In keeping with ORCA Media's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

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

### ***OVERTIME***

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity to volunteer for overtime work assignments. All overtime work must receive the supervisor's prior authorization.

Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off utilizing PTO benefits or any other leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Employees who work overtime without receiving prior authorization from the supervisor may be subject to disciplinary action, up to and including possible termination of employment.

### ***USE OF EQUIPMENT AND VEHICLES***

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Compensation for use of employee's personal vehicle will be paid at the

current mileage rate standard as established by the Internal Revenue Service.

### ***COMPUTER AND E-MAIL USAGE***

Computers, computer files, the E-mail system, and software furnished to employees are ORCA Media property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication unless given authorization to do so. Employees should not share passwords.

ORCA Media strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, ORCA Media prohibits the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

ORCA Media purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, ORCA Media does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. ORCA Media prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Executive Director or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

### ***MEDICAL LEAVE***

ORCA Media provides medical leaves of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Regular full-time employees are eligible to request medical leave as described in this policy.

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to ORCA Media. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, ORCA Media will continue to provide health insurance benefits for the full period of the approved medical leave.

Benefit accruals, such as PTO, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide ORCA Media with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the medical leave, ORCA Media will assume that the employee has resigned.

### ***FAMILY LEAVE***

ORCA Media provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, civil union partner or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or

mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Regular full-time employees are eligible to request family leave as described in this policy.

Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, civil union partner or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, it's beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than ten calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family leave.

Subject to the terms, conditions, and limitations of the applicable plans, ORCA Media will continue to provide health insurance benefits for the full period of the approved family leave.

Benefit accruals, such as PTO, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide ORCA Media with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, ORCA Media will assume that the employee has resigned.

### ***LEAVES OF ABSENCE***

ORCA Media provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. Regular full-time employees are eligible to request leave of absences as described in this policy.

As soon as eligible employees become aware of the need for a leave of

absence, they should request the leave from their supervisor.

Leave of absences may be granted for a period of up to 30 calendar days every two years. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than ten calendar days. With the supervisor's approval, an employee may take any available sick/personal leave or vacation leave as part of the approved period of leave.

Requests for leaves of absences will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Benefit accruals, such as PTO, will be suspended during the leave and will resume upon return to active employment.

When a leave of absence ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, ORCA Media cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, ORCA Media will assume the employee has resigned.

### ***PREGNANCY-RELATED ABSENCES***

ORCA Media will not discriminate against any employee who requests an absence for medical disabilities associated with pregnancy. Such leave requests will be evaluated according to the medical leave policy provisions outlined in this handbook and all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth, such as bonding and child care, not related to medical disabilities for those conditions will be considered in the same manner as other requests for unpaid family leave.

### ***SEXUAL AND OTHER UNLAWFUL HARASSMENT***

ORCA Media is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful



harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Executive Director or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Executive Director or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

### ***RESIGNATION***

Resignation is a voluntary act initiated by the employee to terminate employment with ORCA Media. Although advance notice is not required, ORCA Media requests at least two weeks' written notice of resignation from nonexempt employees and four weeks' notice from exempt employees.

Prior to an employee's departure, an exit interview will be scheduled to discuss the reasons for resignation and the effect of the resignation on benefits.