

Eugene Figure Skating Club, Inc.

EMPLOYEE HANDBOOK

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GENERAL

Introduction

Welcome to Eugene Figure Skating Club, Inc. (“EFSC”). EFSC is a United States Figure Skating affiliated club, dedicated to creating and supporting ice sports in Eugene and the surrounding communities. We provide skating lessons for all ages and levels, figure skating programs, performance opportunities and competitive training.

We believe that it is important for you to understand our policies and practices as well as your duties and responsibilities. This handbook has been prepared to convey that information. While we have tried to be comprehensive, this handbook does not include a policy for every situation that may occur, and it is not intended as a formal or complete statement of an employee’s rights and responsibilities. Please ask your supervisor any questions you may have that are not answered by this handbook. Employees must comply with all of EFSC’s policies, procedures and guidelines whether or not they are covered in this policy handbook.

This handbook is not a contract of employment. EFSC reserves the right to make changes, additions or deletions to this handbook as needed without prior notice. This handbook supersedes all prior policy statements, summaries and understandings on those subjects.

Equal Employment Opportunity

EFSC’s policy is to grant equal employment opportunities to all qualified persons. It is against that policy for any employee to discriminate against an applicant for employment or an employee on the basis of race (including physical characteristics historically associated with race), religion, color, age, sex (including pregnancy), national origin, veteran status, disability, marital status, genetic information, sexual orientation, gender identity, pregnancy-related conditions, or any other classification protected by applicable federal, state or local laws. In addition, EFSC will not tolerate harassment of any applicant or employee on those bases.

Reasonable Accommodation

When EFSC has six or more (non-contract) employees, EFSC will make reasonable accommodations as required by law, for religions, 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;
- A reasonable period of leave; or

- Modification of work schedules or job assignments.

Employees and job applicants have a right to be free from unlawful discrimination and retaliation, including because of religion, pregnancy, childbirth, and related medical conditions. For this reason, EFSC will not:

- Deny employment opportunities because 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 policy, please contact the President at efsc.president@gmail.com or the main EFSC email account at sk8eugene@gmail.com.

At-Will Employment Statement

Your employment with EFSC is voluntary and subject to termination by you or EFSC at will, with or without cause and with or without notice, at any time. Nothing in these policies shall be interpreted to be in conflict with, eliminate or modify in any way the employment-at-will status of EFSC's employees.

This policy of employment-at-will may not be modified by any officer or employee and shall not be modified in any publication or document. The only exception to this policy is a written employment agreement approved at the discretion of the President with the approval of the Board of Directors.

COMPENSATION

Work Week and Overtime

The work week extends from 12:01 a.m. Monday through 12:00 a.m. Sunday. Employees may be required to work overtime. Non-exempt employees are paid at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 in a single workweek or as required by law. Exempt employees do not receive overtime pay.

Break Periods

At the mid-point of every continuous four hours worked, a 10-minute break will be provided for employees. Employees are responsible for scheduling and taking their break periods as required. Breaks are not optional.

Meal Period

While we do not anticipate shifts requiring meal breaks due to the part-time nature of the work, all non-exempt employees who work six or more hours a day will be provided an unpaid meal period of at least 30 continuous minutes during which they are completely relieved of all duties. If an employee is not relieved of all duties during the full 30-minute meal period, the meal period will be paid.

Lactation Accommodation

Upon reasonable notice, the Organization will provide a location for lactating employees to express milk for children 18 months or younger. For employers with ten or fewer employees, unless it is an undue hardship, the lactating employee shall be provided a reasonable rest period during the workday for the purpose of expressing milk. If feasible, employees are expected to combine this break with a regularly scheduled meal or rest period. When the lactation break is combined with a required break, the employee will be paid for that portion of the lactation break that the employee would normally take. The remainder of the break will be unpaid time. At EFSC's discretion, the employee may make up the unpaid portion of the break period. If the unpaid portion of the break period is not made up, EFSC is not required to compensate the employee for that time. Lactation breaks occurring during meal periods are always unpaid.

Telework, Flexible Work Arrangements, and Working From Home

EFSC employees may be eligible to work from home for all or part of their workweek depending on several conditions. The Organization considers working from home to be a flexible work option when both the employee and position requirements are suited to it. Working from home may be appropriate for some employees and positions but not others. The opportunity to work from home is not an entitlement, Organization-wide benefit, or guaranteed perquisite, and it in no way changes an employee's terms and conditions of employment with the Organization.

Management is responsible for determining if positions are eligible for telework based on the Organization's operational and business needs. Either an employee or a supervisor can suggest working from home as a possible work arrangement. A request to work from home is not guaranteed to be approved, and the privilege to work from home may be rescinded at any time with or without explanation.

Employees and supervisors must work together to establish clear expectations about work schedules, including in-office days and remote days. Decisions regarding scheduling and attending meetings in person or virtually should be based on optimizing outcomes and not on personal preferences. There may be times when an employee's presence in the office

is unexpectedly required. In that event, employees working from a remote location should be available and able to report to the office within a reasonable amount of time.

EFSC employees are expected to attend Learn to Skate classes and rehearsals on Tuesdays and Saturdays as part of their job requirement. These scheduled hours are in addition to the work from home hours.

Unless required by law, employees are responsible for costs related to the setup of their remote workspace (including their own computer and internet access and excluding any Organization-supplied equipment). Employees are also responsible for compliance with any tax implications of a remote workspace.

Consistent with the Organization's policies and expectations of information security and confidentiality for staff working in the office, employees working remotely must ensure the protection and confidentiality of Company and client information accessible remotely and follow all policies, practices, and procedures regarding the same.

Nonexempt employees working remotely must comply with the Organization's timekeeping policies and must accurately record all working time. Overtime and work outside of normal working hours must be pre-approved by employees' supervisors. Employees are prohibited from engaging in personal pursuits or work unrelated to the Organization during their remote work hours.

Timekeeping

Accurately recording time worked is the responsibility of every non-exempt employee. Time worked is all the time actually spent on the job performing assigned duties.

Non-exempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. 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. Non-exempt employees should report to work at their scheduled starting time, and not before, and should not remain after their scheduled quitting time without express prior authorization from their supervisor.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

Employees must sign their time records to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Payday

The Organization's paydays are the first of the month (unless the 1st of the month is on a weekend, then the payday may be the following Monday).

Automatic Check Deposit

For the convenience of our employees, we offer the option of having your paycheck automatically deposited into your bank account. In order to take advantage of this option, you must complete and sign an appropriate written Automatic Deposit Authorization and return it to the President of EFSC.

CONDUCT

Attendance Policy

Being at work and being on time are important for your success. Without the support and regular presence of our employees, we cannot maintain the high standards and quality of services for our community.

Employees are expected to arrive on time, ready to work, every day they are scheduled to work. If you are late or need to be absent, you must contact your supervisor as soon as possible. If you cannot reach your supervisor, you should call the or email the President or another Board Member to inform them of your absence or late arrival. Calling off to a coworker or non-supervisory employee is not acceptable.

Absenteeism and tardiness are expensive, disruptive, and place an unfair burden on your co-workers and the Organization. Personal issues requiring time away from work should be scheduled during non-working hours or with advance notice if possible. Unplanned absences should be covered by available PTO; if an employee does not have PTO available to cover an unplanned absence, the employee will not be paid for the absence. Excessive unexcused absenteeism and/or repeated tardiness may result in corrective action, up to and including termination.

Failure to show up or call out for a scheduled shift without prior approval may result in corrective action up to and including termination. If you fail to show up for work for three (3) days without notifying your supervisor or the President or another Board Member, we will assume that you have abandoned your job, and your employment will be terminated. Exceptions may be made for verified extenuating circumstances; exceptions may only be approved by the President or Board of Directors.

This policy will be interpreted in a manner consistent with applicable federal and state leave laws.

Non-Discrimination / Non-Harassment Policy

EFSC is committed to providing a work environment that is free of discrimination, harassment, sexual assault and retaliation. Inappropriate behavior based on an individual's race (including physical characteristics historically associated with race), religion, color, age, sex (including pregnancy), national origin, veteran status, disability, marital status, genetic information, sexual orientation, gender identity, pregnancy-related condition, or any other classification protected by applicable federal, state or local laws is prohibited and will not be tolerated. In addition, the Organization expressly prohibits and will not tolerate any (i.e., **zero-tolerance**) harassment of any type whatsoever, even if not specifically directed at a protected class of persons as defined by federal and state law.

Harassment can include, but is not limited to, off-color language; offensive jokes; derogatory comments, epithets or slurs about gender, race, religion, disability, national origin and other protected categories; unwanted sexual advances; leering; remarks about anatomy; inappropriate touching; or ignoring a person's preferred pronouns. Harassment may also be nonverbal or physical, and can include distribution of written or graphically offensive materials, magazines or posters, displays of nude or offensive pictures, invading personal privacy, and threats. Inappropriate or offensive behavior that has connotations related to race, gender, religion, disability, national origin, sexual orientation and other protected classifications, but that may not meet the standard of "harassment" under this policy, may nevertheless constitute "conduct unbecoming an employee" and will also be subject to corrective action or termination. Conduct prohibited by this policy is unacceptable in the workplace and in any work-related setting outside the workplace, such as business meetings, business trips and business-related social events. No employee, client or supplier of EFSC is exempt from this policy.

If you believe you are the victim of discrimination, harassment, sexual assault or retaliation, or if you have witnessed discrimination, harassment, or sexual assault by or against others, you must immediately report the incident to your supervisor, the President, or any other Board Member that you are comfortable approaching.

The Organization will document and investigate complaints of discrimination, harassment, sexual assault and retaliation. Employees are also advised to document inappropriate behavior. EFSC will attempt to maintain confidentiality, consistent with the Organization's need to conduct an adequate investigation and to take prompt corrective action in response to any harassment or retaliation.

EFSC will not tolerate retaliation of any kind against individuals who express concerns about discrimination, harassment, sexual assault or retaliation in the workplace, or who participate in an investigation. No employee will be punished or suffer any adverse employment action for bringing a good faith complaint to EFSC's attention. Employees should keep in mind, however, that allegations of discrimination, harassment, sexual assault and retaliation are potentially very serious, and while such allegations should be reported whenever warranted, they should be made with accuracy and veracity.

An employee has a period of five years in which to assert a right of action alleging unlawful discrimination, harassment, sexual assault and retaliation under ORS 659A.030, ORS 659A.082 or ORS 659A.112. If an employee reports or is aggrieved by such conduct, EFSC may not require or coerce the employee to enter into a confidentiality, non-disparagement, no-rehire or other form of agreement that has the purpose or effect of preventing the employee from disclosing or discussing that conduct. However, the employee may request to enter into such an agreement. If an employee enters into such an agreement, the employee will have seven days after signing that agreement to revoke it.

Any employee who violates this policy will be subject to disciplinary action, up to and including termination of employment. Any non-employee who violates this policy will be subject to actions up to and including being barred from EFSC events and activities.

Confidentiality

Each employee is responsible for safeguarding confidential information obtained in connection with his/her/their employment. Many of our positions involve the use of (or access to) information, designs and processes which, regardless of whether considered a trade secret or protected by patent or trademark, are the Organization's confidential property. Some employees also have access to or may be asked to generate other confidential business information such as budgets, pricing lists, profit reports, marketing and/or sales materials, supplier information, reports or lists of current or potential customers, etc., which must also be kept strictly confidential.

No confidential and proprietary information may be disclosed or disseminated to or for the benefit of anyone outside the Organization without our advance written consent, and this obligation continues during the entire period of employment as well as thereafter. Of course, upon termination for any reason, employees are required to return all confidential and other business information in their possession or control. Nothing in this policy prevents an employee from disclosing or discussing conduct that constitutes unlawful employment discrimination or sexual assault as defined by Oregon law.

Violations of this policy, whether intentional or otherwise, could result in immediate termination as well as legal action against the violator. Nothing in this policy will prevent either party from making any statement in connection with any legal or agency proceeding or investigation, or prevent, discourage or dissuade Employee from disclosing or discussing conduct that constitutes unlawful employment discrimination or sexual assault as defined by Oregon law.

Tobacco-Free Environment

EFSC offers a tobacco-free environment for its employees. Smoking, chewing, vaping and other tobacco use is allowed only outside of the buildings.

Drug and Alcohol Policy

Desiring a safe, healthy, and productive work environment, EFSC adopts the following Drug and Alcohol Policy, applicable to all employees in accordance with Oregon and federal law.

Prohibited Conduct

Unlawful possession, use, manufacture, distribution, or dispensing of controlled substances (including marijuana even if otherwise legal under state law) and alcohol is strictly prohibited on Organization property, during work hours including break and lunch periods, on on-call status, operating a vehicle or equipment that is owned or leased by the Organization, or while performing Organization business.

Employees must not report to work or be at work under the influence of drugs or alcohol, or with the odor of alcohol on their person. The misuse of lawful prescription or nonprescription medications which impair safe and effective work performance is also prohibited.

Employees may not sell, provide, or transfer drugs or alcohol in the workplace.

Medical and Recreational Marijuana

Use or impairment by marijuana in the workplace is prohibited regardless of state legalization; federal law supersedes for safety and operational purposes.

Testing

EFSC reserves sole discretion to require an employee to take a test to determine the presence of drugs or alcohol. Drug and alcohol testing may be conducted under conditions permitted by law, including:

- All applicants for employment may be subject to a pre-employment test for the presence of controlled substances prior to being hired.
- Reasonable suspicion based on observable, objective evidence of impairment.
- Random testing for safety-sensitive positions when allowed by law or regulation.
- Post-accident testing if impairment may have contributed to an incident.
- Under the terms of a “Return to Work” Agreement between the employee and the Organization, on the terms established in that agreement.

Tests will be performed by SAMHSA-certified labs where practicable, and results verified by a Medical Review Officer. Applicants and employees will not be required to pay for any portion of the drug or alcohol test.

If a test is positive for alcohol or controlled substances, the employee will be immediately suspended from employment without pay pending a determination of appropriate disciplinary or other corrective measures.

Reporting and Notification

Employees have the responsibility of notifying their supervisor or management of the use of any prescribed drugs that may potentially affect safety or work performance.

Employees who are convicted under any criminal drug statute for a violation occurring in the workplace must notify their supervisor within five days of the conviction, as required by the Drug-Free Workplace Act.

Right to Search

The Organization reserves the right to conduct a search of all Organization property, as well as an employee's personal property on Organization premises, for alcohol or controlled substances. An employee who refuses to submit to any such search or to cooperate in any related investigation will be subject to immediate disciplinary action which may include suspension or termination.

Consequences

Violations of this policy may result in disciplinary action, up to and including termination. EFSC reserves the sole discretion to determine infractions of this policy and to determine the resulting discipline or remedial action.

Referral to counseling, rehabilitation, or employee assistance programs may be required.

Use of Organization Property

The intent of this policy is to ensure that all property maintained by EFSC is kept in the best possible working condition and to ensure proper utilization. "Property" means any piece of equipment, vehicle, building or supply leased, owned, donated or otherwise in the possession or care of EFSC or any person acting as its agent.

General Conditions

EFSC operates in-person activities at The Rink Exchange in Eugene, Oregon. The club rents the ice to provide skating lessons and figure skating programs. Due to the financial arrangements and the mutually beneficial relationship between the Rink and EFSC, we take great care to respect our work environment. When we are at the Rink, we expect EFSC employees to follow the rules set forth by Rink Management and staff.

Employees are responsible for maintaining their work environment in an orderly fashion and follow all of EFSC's guidelines to ensure proper use and maintenance. If any employee has knowledge of any misuse, the employee must notify the employee's supervisor immediately.

Any employee found to neglect or misuse Organization property will be sanctioned under EFSC's disciplinary policies up to and including termination. If the neglect or misuse is determined to be gross, EFSC will expect remuneration for part or all of the replacement cost.

No employee may use Organization property for personal use unless specific permission has been granted by the Organization. This includes, but is not limited to, computers, pagers, telephones, cellular phones, copiers, faxes, Internet services, printers, etc. Should permission be granted, the employee is responsible for the return and care of the loaned property. Special care should be taken to identify any concerns regarding its condition before the property is removed and/or used.

Misappropriation of EFSC property is grounds for immediate termination and possible criminal action.

Organization-Owned Vehicles

Any employee for whom driving is an essential job duty must be authorized and approved to drive each type of vehicle. This approval is given by the Organization.

It is the direct responsibility of the driver to ensure the vehicle is in full operational condition before each use. Special attention must be given regarding a pre-use inspection for any safety issues.

Any vehicle found to be unsafe will be removed from the operational fleet until corrective actions are taken.

Information

For the purpose of this policy, property or information includes any Organization-sponsored information, such as, but not limited to, any customer and vendor lists; any Organization database information; any personnel information, such as addresses, telephone numbers, employment status and/or wage history; and any photographs, video tapes and/or sound clips of any employee, volunteer, donor, or client.

Only those employees with authorization from the Organization, or as part of their job description, may speak on behalf of the Organization. Furthermore, additional permission is required to disseminate confidential information.

No employee may knowingly dispense such information to any outside party, including other employees who do not have the right to know such information unless authorization has been granted. Any breach will be considered a violation of the Organization's policy concerning confidentiality and could be a violation of state and federal law.

Use of the Organization's Electronic Information System

The Organization provides an electronic information system ("EIS") comprised of computers and related devices including but not limited to tablets, laptops and cell

phones; e-mail and instant messaging systems; Internet access; voicemail; and an electronic communications network. The Organization encourages the use of the EIS because it makes communication more efficient and effective. However, the EIS is Organization property. Any improper use of the Organization's EIS is not acceptable and will subject the employee to discipline up to and including termination. The Organization does not assure, and no employee should reasonably expect, privacy with respect to messages stored on the Organization's EIS.

Unacceptable Uses of the EIS

The Organization's EIS may not be used for non-business purposes except as allowed by law. The EIS may not be used to transmit, retrieve or store any communication of a discriminatory or harassing nature or of materials that are obscene or X-rated. We prohibit harassment of any kind, including messages with derogatory or inflammatory remarks about an individual's race (including physical characteristics historically associated with race), religion, color, age, sex (including pregnancy), national origin, veteran status, disability, marital status, genetic information, sexual orientation, gender identity, pregnancy-related conditions, or any other classification protected by applicable federal, state or local laws. No abusive, defamatory or harassing language is to be transmitted through the EIS. In addition, you may not use the EIS for any other purpose that is illegal or against Organization policy.

Communication

Each employee is responsible for the content of all text, audio or images placed or sent over the Organization's EIS. No e-mail or other electronic communication that hides the identity of the sender or represents the sender as someone else or someone from another Organization may be sent. All messages on the Organization's EIS must contain the sender's name.

Software

To prevent computer viruses from being transmitted through the Organization's EIS, no downloading of unauthorized software, applications or other items is permitted without the Organization's consent. All downloaded software must be registered to the Organization. Employees should contact the Organization's Administrator if they have questions.

Copyright Issues

The Organization expects employees to respect all copyright and other intellectual property laws. It is critical that employees show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Organization's own copyrights, trademarks and brands.

Security

All information, including e-mails and messages, created, sent or retrieved over the Organization's EIS, including voicemail, text messages, e-mail and Internet and network services, are property of the Organization, and the Organization reserves the right to access and monitor all messages, files and other information on those systems. There are many reasons for such monitoring, including cost analysis/allocation, compliance with the Organization's confidentiality and other policies and management of the Organization's gateway to the Internet. Only authorized representatives of the Organization may monitor usage of the EIS. Employees should not assume electronic communications are private and should transmit highly confidential data in other ways. Furthermore, no employee shall knowingly disable any network software or system identified as a monitoring tool.

Social Media Issues

Because the use of blogs, social networking sites such as Facebook, X, LinkedIn, Instagram and TikTok, and related electronic media during work hours affects productivity, produces extra demands on the computer network and poses unnecessary security and related risks, the use of such sites during work hours is absolutely prohibited. In addition, use of the Organization's EIS at any time for social networking purposes is prohibited. The only exceptions to this policy are when such use is part of the employee's job responsibilities or it has been previously approved by the Organization in writing.

In order to ensure that the Organization and its employees adhere to their ethical and legal obligations, the following actions are prohibited when posting information on blogs, social networking websites and other electronic media at any time, except as allowed above:

- The use of the Organization's name, logo or other identifying characteristics as an endorsement or expression of disapproval of any third party, product or organization without the Organization's prior written approval;
- The use of an employee's corporate photograph, or the use or disclosure of the identity of, or any direct or indirect reference to, any of the Organization's customers, partners, vendors, suppliers or referral sources or their identifying characteristics (such as addresses and telephone numbers) without the Organization's prior written approval;
- The use or disclosure of confidential or proprietary Organization information, including but not limited to customer information, internal procedures, product information, trade secrets and any other information defined or treated by the Organization as confidential or proprietary;
- The non-work-related use of Organization electronic signatures, business titles and other Organization-related information or property in a personal profile or

when communicating on social networking sites, bulletin boards, blogs and other similar forums without the Organization's prior written approval;

- The disparagement of the Organization's or a competitor's products, services, strategies or business prospects; and
- Any conduct that could be perceived as vulgar, obscene, threatening, defaming, harassing, bullying or a violation of the Organization's workplace policies against discrimination, harassment or hostility based on age, race, religion, sex, ethnicity, nationality, disability or any other class protected by law, whether directed against Organization employees, customers, partners, vendors, suppliers or referral sources.

Employees are expected to use discretion in connection with the use of blogs, social networking websites and other electronic media. The Organization reserves the right to monitor all social media usage for compliance with this policy. Any violation of this policy could result in discipline, up to and including discharge. This policy does not prohibit conduct that is protected by law.

Violations

Any employee who abuses the privileges associated with use of the Organization's EIS, or who otherwise violates this policy, will be subject to corrective action up to and including termination. In addition, any employee who violates this policy using employee-owned PDAs or camera cell phones will be subject to corrective action up to and including termination. If necessary, the Organization also reserves the right to advise appropriate legal officials of any violations of public laws.

Searches

EFSC reserves the authority and discretion to conduct searches of any property on Organization premises, including cars in the parking lot and packages carried on to the premises, to determine whether any Organization policies have been violated. Refusal to submit to such a search or to cooperate in any investigation may subject the employee to discipline up to and including discharge.

BENEFITS

Holidays

While EFSC does not formally observe holidays, EFSC generally does not schedule classes or programming on major holidays, and employees are not expected or required to work on major holidays. For purposes of this policy, "major holidays" include Thanksgiving, Christmas, New Year's, Easter, 4th of July).

All qualified military veterans who are scheduled to work on Veteran's Day are entitled to take Veterans Day as an unpaid holiday, so long as the veteran employee requests the time off at least 21 days prior to the holiday and the request will not cause the Organization to experience significant economic or operational disruption or cause an undue hardship. The Organization will notify the veteran employee within 14 days of Veterans Day whether the request will be granted. In the event the Organization denies the veteran employee's requested time off for Veterans Day, the Organization will allow the employee to take an unpaid day off within the next year. The Organization and the veteran employee will agree on the actual date of that time off.

Protected Sick Leave - Oregon

All employees will accrue one hour of unpaid sick leave for every 30 hours worked. Employees will begin accruing sick leave on their first day of work. Exempt employees are presumed to work 40 hours in each workweek unless the actual workweek is less, in which case sick leave will accrue on the actual workweek.

Employees can carry over up to 40 hours of accrued sick leave into the next fiscal year. However, regardless of the number of hours of accrued sick leave the employee has, the employee cannot use more than 40 hours of sick leave in any fiscal year. Any absences exceeding the 40 hours of sick leave will be unpaid and, unless otherwise approved by the Organization in writing, are subject to the Organization's attendance policy. Sick leave must be taken in one-hour increments.

Employees may use sick leave for any of the following reasons:

- For their own mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition, or need for preventive medical care.
- For the care of a family member with a mental or physical illness, injury or health condition, care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition, or care of a family member who needs preventive medical care.
- To care for their child who is suffering from an illness, injury or condition that requires home care or who requires home care due to the closure of the child's school or child care provider as a result of a public health emergency.
- To deal with the death of a family member by: (a) attending the funeral or alternative to a funeral of the family member; (b) making arrangements necessitated by the death of the family member; or (c) grieving the death of the family member. This type of leave must be completed within 60 days of the employee receiving notice of the family member's death.
- For any purpose allowed under Oregon's domestic violence, bias, stalking, harassment, sexual assault, or stalking law.

- In the event of a public health emergency, including, without limitation, closure of the Organization's workplace or the school or place of care of an employee's child by order of a public official, a determination by a public health authority or health care provider that the presence of the employee or their family member in the community would jeopardize the health of others, or the exclusion of the employee from the workplace under any law or rule.
- As of January 1, 2026, for blood donation that is made in connection with a voluntary program that is approved or accredited by the American Association of Blood Banks or the American Red Cross.

If possible, employees must provide advance notice of the need to use sick leave and the anticipated duration of the absence. Employees must make reasonable attempts to schedule the use of sick leave in a manner that does not unduly disrupt the Organization's operations. If the need for sick leave is foreseeable, employees must provide the Organization with up to 10 days' advance notice. If the need is unforeseeable, employees must comply with the Organization's customary notification/call-in policy related to unanticipated absences. While absent from work, employees must comply with the Organization's customary notification/call-in policy related to absences. A failure to provide timely notice may result in disciplinary action consistent with applicable law, up to and including termination of employment.

The Organization may require documentation from employees who have taken more than three consecutive workdays of sick leave. If the need for the leave is foreseeable, then the Organization may require written verification before the leave begins or as soon thereafter as possible. A failure to provide adequate documentation or verification when requested may result in disciplinary action consistent with applicable law, up to and including termination of employment.

Employees will not receive any compensation for unused sick leave upon the employee's termination of employment, regardless of the reason for the termination.

The Organization will restore previously accrued unused sick time to an employee who is reemployed by the Organization within 180 days of separation from employment.

The Organization will not interfere with, restrain, or deny the exercise of any right provided by law, or discharge or discriminate against any employee for using legally-protected leave, for opposing an unlawful practice or for participating in a proceeding protected by law.

Paid Leave Oregon

Eligible Oregon employees can apply for up to 12 weeks of paid leave per benefit year for leave associated with the birth, adoption, or foster care of a child or to care for a family member with a serious health condition (family leave); an employee's own serious health condition (medical leave); if an employee experiences sexual assault, domestic violence, bias crimes, harassment, or stalking (safe leave); or to effectuate the legal

process required for placement of a foster child or the adoption of a child (child placement leave) (collectively, “PLO leave”). Up to two additional weeks of PLO leave may be available for limitations related to pregnancy, childbirth, or related medical conditions, including lactation. PLO leave can be taken in full days or weeks and cannot be taken concurrently with any OFLA leave.

As used in this policy, “family member” means: spouse; domestic partner; child or the child’s spouse or domestic partner; parent or the parent’s spouse or domestic partner; sibling or step-sibling, or sibling’s or step-sibling’s spouse or domestic partner; grandparent or grandparent’s spouse or domestic partner; grandchild or grandchild’s spouse or domestic partner; or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

The Organization will maintain an eligible employee’s health care benefits for the duration of the PLO leave. During the leave, the employee must continue to make any regular contributions to the cost of the health insurance premiums. If the Organization is required or elects to pay any part of the cost of the health insurance premiums that should have been paid by the employee, the Organization may deduct the amount paid from the employee’s pay upon their return to work until the advanced amount is paid, in an amount not to exceed 10% of the employee’s gross pay each period.

Eligible employees who have worked for the Organization for at least 90 days will be restored to the position they held when their leave started, if that position still exists. If the position no longer exists, the Organization may, at its discretion based on business necessity, restore the employee to a different position with similar job duties and with the same employment benefits and pay.

As used in this policy, “benefit year” means a period of 52 consecutive weeks beginning on the Sunday immediately preceding the day that family, medical, or safe leave starts for an employee.

PLO benefits will be administered and paid by either the Oregon Employment Department or a private equivalent plan selected by the Organization. For more information about applying for PLO benefits, please contact Human Resources, the Organization’s equivalent plan provider, or access the Paid Leave Oregon website at paidleave.oregon.gov.

Employees are required to make certain contributions to either the Oregon Employment Department’s PLO fund or to the Organization as part of its equivalent plan. Those contributions will be deducted from your paychecks.

For all leaves except child placement leave, you must provide at least 30 days’ written notice of the need for a period of family, medical or safe leave. If the need for the leave is not foreseeable, you must provide oral notice of the leave within 24 hours of the start of the leave and must provide written notice within three days after the leave has started. For unforeseeable leave, the oral notice can be provided by someone other than you. In your notice regarding your leave, you are required to provide an explanation of the need

for the leave and the timing and duration of the leave. For child placement leave, an employee must provide oral notice within 24 hours of the start of the leave and must provide written notice within three days after the employee returns to work. Oral notice must be provided to the President of EFSC or a board member. Written notice must be submitted to the President of EFSC or a board member. Failure to provide proper notice could result in a 25% reduction in your initial week of paid leave benefits.

When the Organization has received notice of employee's need for leave, the Organization will provisionally designate the employee's absences as PLO leave until the Oregon Employment Department or the Organization's equivalent plan determines if the employee qualifies for benefits. If the Oregon Employment Department or the Organization's equivalent plan determines the employee is not qualified for PLO leave, then the employee may be required to retroactively use any accrued paid leave for any provisionally designated absences.

Before returning to work after a period of PLO leave, an employee is required to provide the Organization with a certification from the employee's health care provider that the employee is able to resume work.

Employees temporarily hired to replace an employee on PLO leave may be terminated when the employee on leave returns to work. Similarly, employees temporarily transferred to fill a staffing gap due to PLO leave may be transferred back to their original position when the employee on leave returns to work.

Jury Duty

All employees will be allowed time off for jury duty as required by law. Non-exempt employees will not be paid for time spent on jury duty but may use their accrued leave. Exempt employees will not be paid for any week in which they did not perform any work but may use their accrued leave. If the Organization compensates the employee for time spent serving on the jury, then the employee must surrender to the Organization any compensation received from the court for serving on the jury. Employees will be expected to work as much of their regularly scheduled shift as their jury duty schedule permits. Exempt employees may be required to perform their work duties outside of their regular work hours as required by workload demands. An employee who receives notice of jury duty must notify his or her supervisor and submit a copy of the summons or statement from the court as soon as possible so that arrangements can be made to cover their position. Failure to follow this notification process in a timely fashion may result in discipline, up to and including termination.

ACKNOWLEDGEMENT OF RECEIPT

(Employee Copy)

I acknowledge that I have received Eugene Figure Skating Club, Inc. (“EFSC”) *Employee Handbook* dated August 2, 2026. I understand that this handbook contains important information about the Organization’s rules, policies and procedures.

The information contained in the handbook is intended to be used as a general guide, and its provisions do not constitute an employment agreement, express or implied, or a guarantee of continued employment. However, I agree that during and after my employment with EFSC, I will preserve as confidential and not disclose or use any information or property that is considered confidential or proprietary under applicable law or the Organization’s policies. I acknowledge that I am not prevented from making any statement in connection with any legal or agency proceeding or investigation. I understand that nothing in this handbook is intended to prevent, discourage, or dissuade me from disclosing or discussing conduct that constitutes unlawful employment discrimination or sexual assault as defined by Oregon law.

I agree to read the employee handbook carefully and become familiar with its contents. I also agree to comply with the policies and procedures set forth in the handbook during my employment.

I understand that the Organization reserves the sole right to make changes to the handbook that may modify or replace the rules, policies and procedures. I agree that I will be responsible for complying with all future changes in the handbook, whether or not I have signed a subsequent form acknowledging those changes.

I understand that this *Employee Handbook* dated August 2, 2026 supersedes and replaces all previous employee handbooks, practices and representations, and that no supervisor or Organization representative has the authority to orally modify the contents of this handbook. I further understand that my employment can be terminated with or without cause and with or without notice, at any time, at the option of either of the employer or myself.

Date

Employee Name

Employee Signature

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Date

Employee Name

Employee Signature