Board of Directors
September 12, 2022

Old Business Motions

- Hybrid Meetings (Jon)

    - Direct the Executive Director to have staff work with IT and Video volunteers to develop a plan and budget to provide adequate software and hardware to hold hybrid in-person and online meetings for governance and operational functions (Board, committees, teams, crafters, food booths, coordinators, Community Village, Energy Park, etc.).

- Data Management Policy (Lily)

- Michael Schulze – Election Committee Letter of Interest (Stephen)

    - Appoint Michael Schulze to the Elections Committee

- Personnel Policy Committee – PTO Policy revision (Sandra)

    - Move that the Personnel Policy Committee work with the ED to update the Personnel Time Off (PTO) Policy in the Employee Manual to be in compliance with new Oregon Law.

Employee Handbook revision – Section 8.5 (Changes are bold and underlined)

8.5 Paid Time Off

All employees are eligible for Personal Time Off (PTO).

- **PTO starts to accrue from the hire date**, and is accrued at the rate ofone-eighth hour (.125) per hour worked.
- An accrual year is March 1st to the last day in February of the next year.
- Employees can accrue up to 40 hours of PTO per year, and can carry over up to 80 hours of accrued PTO into the next year, to a maximum of 120 hours.
- PTO does not accrue while using PTO.
- PTO may be used for any purpose, and employees may begin using their accrued PTO on their 91st calendar day of employment.
- **Consistent with Oregon's sick leave law, the first 40 hours of PTO taken in any accrual year will be**

considered protected leave under the provisions of that law, regardless of the actual purpose of such leave.

- **Whenever possible, you must provide advance notice of the need to use PTO and the anticipated duration of the absence. If the need for PTO is foreseeable, you must provide up to 10 days' advance notice. If the need for leave is unforeseeable, you must comply with OCF's customary notification policy related to unanticipated absences. While absent from work, you must comply with OCF's customary notification 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.**
- **If you take more than three consecutive scheduled work days of PTO for certain health or other similar purposes, you may be required to provide verification from a health care provider or similar authority. If the need for leave is foreseeable and verification is required, you must submit the verification before the leave commences or as soon as otherwise practicable. If the leave is unforeseeable, normally the certification will be required within 15 days.**
- PTO accrual and use will be documented and such records will be kept current by the ED.
- **If your employment is terminated without cause, or if you terminate your employment and give a minimum of two weeks' notice, you will be paid for all earned and unused PTO. In all other cases any accrued but unused PTO will be forfeited.**

- Establish Policy for Former General Managers/Staff Event Passes (Sandra)
    - Move to establish an ad hoc work group of board treasurers and budget committee liaisons to recommend a standardized policy for trade pass allocation to former GM's and staff.

- Pineros Y Campesinos Unidos del Noroeste (PCUN) – NW Tree Planters & Farmer Workers United (Jon)

- Change 2023 Fair dates to July 14th – 16th (Spirit)
    - Board moves to change the next event dates from July 7-9 to July 14-16, 2023.

- Release of Committee Recordings (AJ)
    - Make meeting recordings available to membership.

New Business Motion

- None