

ON THE BOARDS

EMPLOYEE HANDBOOK

September 2020

TABLE OF CONTENTS

[1.0 INTRODUCTION](#)

[2.0 ORGANIZATIONAL OVERVIEW](#)

[WORKPLACE DIVERSITY](#)

[OtB Diversity and Equity Statement](#)

[Equal Opportunity Employment](#)

[Americans with Disabilities Act \(ADA\)](#)

[Life-Threatening Illnesses](#)

[HIRING AND NEW EMPLOYEE POLICIES](#)

[Hiring](#)

[Introductory Period](#)

[Your Personnel File](#)

[Classifications](#)

[Compensation](#)

Performance Reviews

Payment for Expenses

[EMPLOYEE PAYMENT PROCEDURES](#)

[Time Reporting](#)

[Pay Periods](#)

Payroll Deduction

[WORK HOURS](#)

[Office Hours](#)

[Flex Time](#)

[Payment for Expenses](#)

[TIME OFF](#)

[Holidays](#)

[Vacations](#)

[Sick Leave](#)

Floating Holidays

[OTHER LEAVES OF ABSENCE](#)

[Family, Medical & Pregnancy Disability Leave](#)

[Personal Leave](#)

[Bereavement Leave](#)

[Domestic Violence Sexual Assault/Stalking](#)

[Leave](#)

[Civic-Duty Leave](#)

[Military Leave](#)

[BENEFITS AND PERKS](#)

[Health Care and Life Insurance Benefits](#)

[403\(B\), Tax Shelter Annuity](#)

[Special Perks](#)

[Professional Development](#)

[WORK ENVIRONMENT](#)

[Harassment and Sexual Harassment](#)

Reporting and Investigation of Discrimination and Harassment

Romantic Relationships and Conflict of Interest

Reporting and Investigation of Other Workplace

Disagreements

Weapons-Free Workplace

Whistleblower Protection

Job Safety

Workplace Security

Electronic Mail and Voice Mail Policy

Smoke-Free and Drug-Free Workplace

[MEDIA](#)

Press & Media Inquiries

Social Media

[12.0 Performance and Conduct](#)

[13.0 Separation](#)

[APPENDICIES](#)

[Employee Acknowledgement](#)

INTRODUCTION

The on the Boards (OtB) Employee Handbook serves as a primary orientation for working in this organization. The general guidelines discussed here explain basic human resources policies at OtB and attempt to answer the most commonly asked employee questions.

This handbook was created to serve three primary purposes: to present our policies and practices in one reference source; to conform to certain state and federal laws and convey necessary legal information to our employees; and to give a general description of OtB's benefits. Because this handbook contains only general information and guidelines, it is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning the applicability of a policy or practice, you're encouraged to bring your specific questions to Executive staff leadership. Nothing contained in this handbook should be perceived as stating or implying a contract of employment or a promise for any specific treatment in specific situations.

Underlying what we are communicating in this handbook is OtB's desire to support individual performance and development and to provide the information necessary for all of us to make good decisions as we go about our daily work.

Employment at OtB is "at will," which means either the employee or the employer can end the employment relationship at any time, for any reason with or without cause or notice and without any pre-termination process or warning.

Please read this entire handbook. You are responsible for knowing its contents and using it as a guide. Of course, you may ask questions about our policies and procedures. Please speak with your supervisor or Executive Leadership at any time.

This handbook supersedes any and all prior handbooks or statements regarding the benefits or policies described herein. As circumstances change, OtB reserves the right to unilaterally update or revise the guidelines in this handbook at any time without prior notice at OtB's sole discretion, with the approval of the Board of Directors. This handbook will be revisited annually by Executive Staff and any updates will be distributed each year.

Human Values

As an organization, OtB hopes to instill in its Board members, artists, volunteers, and employees the following workplace values:

It is important to the health of the organization to promote and establish fair and reasonable conditions.

It is important to resolve differences, misunderstandings, and disputes in a way that honors the integrity of everyone involved.

How we treat each other is as important as any benefit conferred by the organization to its employees. The heart and soul of this organization are the people who have chosen to work here. Racial and social equity are priorities for OtB's workforce and ensures our organization includes multiple viewpoints.

ORGANIZATIONAL OVERVIEW

As one of the leading organizations of our size and focus in the United States, OtB produces unique performance projects by leading artists and creates one-of-a-kind experiences for our audiences. We make significant investments in the performing arts community to help increase the quality of new work created. We contribute to the vitality of arts and culture in our region by helping launch and continue the careers of some of its most promising artists while growing audiences for experimental performance.

Since its inception, OtB has featured seminal performances by artists including Laurie Anderson, Bill T. Jones, The Wooster Group, Spalding Gray, Dumb Type, Anne Teresa de Keersmaeker, Sankai Juku, Gisèle Vienne, Bruno Beltrão, chelfitsch, Romeo Castellucci, John Jasperse, Jan Fabre, Back to Back Theatre, Faustin Linyekula, Mark Morris, Pat Graney, Dayna Hanson, Amy O'Neal, Reggie Watts, Zoe Scofield & Juniper Shuey, and Crystal Pite.

Our primary activities include: an annual performance season, featuring new projects by the most innovative performing artists from the Northwest and from around the world; the Artists- in-Residence program, providing select artists with technical residencies, free rehearsal space, development support, project management, dramaturgical feedback, and advocacy; Northwest Artist Programs, currently including the NW New Works Festival of performance works-in- progress and Performance Lab, a showcase of local short and in-progress works; and OntheBoards.tv, a first-of-its-kind online platform that features HD contemporary performance films available to global audiences and universities.

We offer a range of resources and events that provide in-depth information and complimentary social experiences to frame the art on our stages and create dynamic access for our audiences. Our Studio Suppers and post-show events provide patrons with ample opportunities for socializing, and our creative partnerships with other arts leaders in Seattle nurture a more robust and connected creative community. Online contextual tools such as a curatorial journal, artist interviews, essays and reviews enable better understanding and discussion of the work we present while Q&A sessions and master classes provide direct access to artists.

MISSION

On the Boards invests in leading contemporary performing artists near and far and connects them to a diverse range of communities interested in forward-thinking art and ideas.

VISION

We believe if we are successful in our work that we can grow our field, enrich peoples' lives, and contribute to civic and global dialogues.

CORE VALUES

We value:

artistic risks while being fiscally responsible;
leadership in our field and the multiple communities we serve to strategically advance the role contemporary artists play in society;
racial and social equity to ensure our organization includes multiple viewpoints;
provocative art as a vehicle to connect people of diverse backgrounds and perspectives;
our local creative community as we engage with international artists and peers.

LAND ACKNOWLEDGEMENT

On the Boards acknowledges that we work on land that is the ancestral home of the Duwamish and many other Indigenous peoples recorded and unrecorded, who have been the custodians of this land since time immemorial. As guests and — in many of our cases — as settlers on this land, we extend our deepest gratitude and respect to their ancestors and elders past, present, and future.

WORKPLACE DIVERSITY

OtB Diversity and Equity Statements

On the Boards believes that valuing and promoting diversity is vital to our mission as a center for contemporary performance. As our programming continues to reflect the diversity of the Northwest and the global performance community, our efforts to understand, value, and incorporate differences become increasingly important at all levels of our organization. We work to bring diversity into all facets of our organization: staff and Board, audience and patrons, artists and programming, and community partners. We define diversity broadly to include and extend beyond all notions of race, national origin, gender, age, religion, disability, military status, marital status, sexual orientation, gender identity and creative expression.

On the Boards is dedicated to creating better racial equity within our organization. Racial equity is now a written priority within our strategic plan. We recognize our privilege as a white-led organization. We have a responsibility to use this position to promote access, representation of diverse backgrounds and stories, and an artistic home for Artists, Audiences, and other

Stakeholders of Color who may want to participate with our art but lack the ability due to structural racism that impacts many organizations in our community, including On the Boards.

Equal Opportunity Employment

OtB is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, religion, gender, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation/gender identity, color, marital status, military or veteran status, medical condition (i.e., ARC, AIDS or cancer), or use of a trained dog guide or service animal by a person with a disability in hiring, promoting, demoting, training, benefits, transfers, layoffs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided equally to all employees based on merit, qualifications, job requirements and financial resources.

Americans with Disabilities Act (ADA/ADAAA)/Disability Accommodation

OtB is committed to providing equal employment opportunities to qualified individuals with disabilities, and complies with all federal and state laws, such as the Americans with Disabilities Act (ADA) and the Washington Law Against Discrimination (WLAD), concerning all aspects of employment of persons with disabilities.

Employees and applicants may request a reasonable accommodation. When and as required by law, OtB will engage in an interactive process to find reasonable accommodation for qualified individuals with a disability to enable them to participate in the application process and/or perform the essential functions of a job, unless doing so would cause an undue hardship to OtB. When a qualified individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship to OtB, they will be given the same consideration as any other employee or applicant.

OtB will respond to and evaluate all requests for reasonable accommodation. An applicant or employee seeking a reasonable accommodation should submit a written request along with supporting documentation from his or her healthcare provider to the Executive Director or Artistic Director. Communication is essential throughout the entire process, but particularly where the specific limitation, problem, or barrier is unclear; where an effective accommodation is not obvious; or where the parties are considering different forms of reasonable accommodation. Both the individual making the request and the decision maker(s) will work together to identify effective accommodations.

Life-Threatening Illnesses

As part of OtB's overall philosophy, we support the right of employees with life-threatening illnesses (including, but not limited to cancer, AIDS, heart disease and multiple sclerosis) to continue to engage in as many pursuits as their condition allows, including work. All employees with a life-threatening illness have a right to continue working, as long as they are able to continue to perform their job safely and satisfactorily.

OtB recognizes that a supportive and caring response from managers and coworkers is an important factor in maintaining quality of life for an employee with a life-threatening illness. Therefore, the company asks all employees to be sensitive to the needs of colleagues facing such an illness.

OtB aims to create a supportive, open and informed environment in which anyone with a life-threatening illness will feel free to come forward in the knowledge that they will be met with respect, understanding and care. An employee with a life-threatening illness is under no obligation to disclose his or her condition to the company. If an employee chooses to discuss a life-threatening illness, they may rely on a policy of unquestioning confidentiality. The medical diagnosis will be strictly protected and will not be disclosed to others (except as required by relevant laws) without the employee's permission. Unauthorized disclosure of confidential information relating to health status will lead to discipline, up to and including dismissal.

People with HIV or AIDS have a protected status under federal law. In support of this status, any discrimination or harassment aimed at an employee or applicant with HIV or AIDS will not be tolerated and will be immediately addressed by OtB management.

HIRING AND NEW EMPLOYEE POLICIES

Hiring

Every open position at OtB is hired based on a detailed job description that is prepared by the position's direct supervisor and/or Executive Leadership.

OtB has several seasonal positions. Prior to the end of each season, OtB will discuss with each seasonal employee the decision as to whether their contract will be renewed or if the position will be opened for hire. Contracts for each seasonal position will be prepared at least one month prior to the start of the new season.

OtB requires that open positions are posted publicly and a job description for each open position will be made available to current employees. Those interested in the position are encouraged to discuss it in further detail with the hiring supervisor or Executive Leadership.

4.2 Employment Eligibility

When you are offered employment with OtB, we must be able to verify your eligibility to work in the United States. On the first day of work, we will ask you to provide original documents that verify your right to work. As required by federal law, we will also ask you to sign Federal Form I-9, Employment Eligibility Verification.

Nepotism

OtB has no prohibition against hiring relatives of staff members. However, one general restriction has been established to help assure fair treatment of all staff. While we will accept and consider applications for employment from relatives, family members will not be hired, promoted or transferred into positions in which they directly or indirectly supervise or are supervised by another family member.

For the purposes of this policy, the term "family member" includes individuals related by marriage, blood or adoption, or by virtue of a domestic partnership.

Background Checks

Executive Leadership, all finance positions, and anyone who works with minors will automatically be subject to a background check. Notice and submission of criminal and background check will be given upon hire, then periodically during employment. Van drivers will be subject to a WA driver record check.

Introductory Period

Your first three (3) months of employment at OtB are considered an Introductory Period. This Introductory Period will be a time for getting to know your fellow employees, your supervisor and the tasks involved in your job position, as well as becoming familiar with OtB's policies and operations. Your supervisor will work closely with you to help you understand the needs and processes of your particular job.

This Introductory Period is a try-out time for both you, as an employee, and OtB, as an employer. During this period, OtB will evaluate your suitability for employment, and you can evaluate OtB as well

At the end of the Introductory Period, your supervisor will discuss your job performance with you. During the course of this discussion, you are encouraged to give your comments and ideas as well.

Please understand that completion of the Introductory Period does not guarantee continued employment for any specified period of time, nor does it require that an employee be discharged only for "cause."

Your Personnel File

OtB maintains Personnel Files on all past and current employees. Personnel files are considered confidential and are securely maintained. The information it contains is available only to you, the Executive Director, and others as required by law or organizational necessity.

Per provision 504 of the Americans with Disabilities Act, information concerning a new employee's medical condition or history will be kept separately and may only be shared in three ways:

- 1) supervisors and managers may be informed of restrictions on the work or duties of an individual with a disability,
- 2) first aid and safety personnel maybe be informed if the condition might require emergency treatment,
- 3) government officials investigating compliance with 504/ADA will be provided with relevant information upon request.

You may view your employee file at any time upon request to the Executive Director. The Executive Director must be present when you review your file, and files may not be removed from the OtB offices. You may, however, request copies of any document in your file. In addition, you may place a

document in your personnel file if, after requesting removal of erroneous and irrelevant information, you disagree with the employer's assessment.

Updating your file

Keeping your personnel file up to date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, please be sure to notify the Executive Director as soon as possible:

Legal name
Home address
Home telephone number
Person to call in case of emergency
Number of dependents
Marital status
Change of beneficiary
Exemptions on your W-4 tax form

Coverage or benefits that you and your family may receive under OtB's benefits package could be negatively affected if the information in your personnel file is incorrect.

Employment References

All inquiries from prospective employers about a past employee's employment record, professional performance, or attendance must be referred to the direct supervisor and/or Executive staff. No other OtB employee is authorized to make professional references regarding any other employee on behalf of OtB. Employees can serve as personal references.

Our policy with prospective employers asking for a professional reference is to verify an employee's position, dates of employment and salary only.

Classifications

The following terms describe the classification of employees at OtB:

Regular full-time employees- employees working over 35 hours per week on a continuous basis.

Regular part-time employees- employees working over 20 hours but less than 35 hours per week on a continuous basis.

Seasonal employees- full-time or part-time employees working over 20 hours a week on a regularly scheduled basis during OtB's performance season, which currently runs approximately 10 months. Seasonal employees are contracted for each season or fiscal year.

Part-time intermittent/ temporary employees- employees who work less than 20 hours a week on a continuous basis and/or who hold jobs of limited time or duration (seasonal work) arising out of special projects and/or OtB's need for event-related services. Such employees are not typically eligible to receive company-sponsored benefits, unless required by law (as in PSST), and are treated as employees for withholding and IRS purposes.

Independent Contractors- individuals brought on to complete discrete projects for OtB in which OtB has no control over the methods or means of the work completed. OtB makes sure that all Independent Contractors pass the eleven-part test required by the Internal Revenue Service to ensure their position as a contractor, and not an employee. Independent Contractors are paid through invoicing for services completed. Independent Contractors are not considered employees of OtB.

Volunteers are not considered employees. They receive no remuneration or benefits for their work; however, OtB will provide necessary training, supervision and reports. Schedules and assignments shall be mutually determined by the volunteer and their supervisor. Appropriate provisions and conditions of the handbook apply.

“Non-Exempt” and “Exempt” Employees

At the time of hire, all employees are classified as either “exempt” or “non-exempt” in accordance with Federal and State law.

Exempt employees are salaried staff whose duties and responsibilities allow them to be classified as “exempt” from overtime pay provisions as determined by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. Exempt employees are compensated on a salaried basis to perform a job rather than an hourly rate for hours worked. In most cases, an exempt employee's salary is not subject to reduction for working an incomplete day.

Non-Exempt Employees are staff members who are not otherwise classified as exempt and are paid according to the Fair Labor Standards Act. They are normally paid on an hourly basis. A non-exempt employee is paid overtime at the rate of time and one half for all hours worked over 40 in a work week. Any overtime work must be authorized in advance by the employee's supervisor.

In accordance with the Seattle Wage Theft Ordinance (WTO), employees will receive a written notice of employment information when any of the following situations occur:

New hire – this notice may be incorporated into a job offer letter

Change in employment status, such as classification, transfer, promotion, full-time to part-time or vice-versa

Compensation

Compensation for OtB employees is based on the organization's budget, the skills and experience required for each position, and the salaries for similar positions in the performing arts field.

OtB, through Executive Leadership, determines the pay for each employee at the time they are hired or contracted. Pay increases are based on the approved operating budget, as well as on the scope and quality of employee performance for the period under review. OtB does not provide a cost of living salary increase. The base salary and pay increases for Executive Leadership must be approved by the President of the Board of Directors, and the full Board through budget approval.

On the Boards has instituted internal minimum wage of \$20 per hour worked for all regular and seasonal employees, or the salaried equivalent thereof.



Performance Reviews

Regular performance reviews are intended to facilitate a developmental discussion between you and your supervisor regarding (a) OtB's evaluation of your contributions and your opportunities to enhance your job performance; (b) clarification of your job responsibilities; and (c) your personal interests, objectives and aspirations in your role at OtB. Performance reviews are based on your job description, the basic standards of performance for your position, the work assigned during the review period, the quality of your performance, the goals of OtB, and your achievement of performance objectives.

Performance reviews are typically conducted after completion of the introductory period or transition to a new role and at least annually thereafter. They may also be completed at other times for reasons such as: review of individual job performance; consideration for promotion, or performance issues. The performance of the Executive Director and Artistic Director is reviewed by the Board of Directors. Other employees are reviewed by their direct supervisor. Seasonal employees are not required to have an annual performance review; however, if you are a seasonal employee, OtB will work to conduct performance reviews with you prior to any contract renewals. Your supervisor will discuss your performance with you and will document your review in writing. Employees are invited to add comments explaining a performance issue or disagreement with any part of the performance review. Part of the goal of the review process is to help you to achieve your objectives and to plan for your continued growth as a contributor to OtB's mission. You are entitled to receive a copy of your review forms after they have been signed and approved. The originals are kept confidentially in the personnel file.

Payment for Expenses

If you are required to make purchases on behalf of OtB, there are several methods for you to receive monies to pay for those expenses.

Check Requests

OtB checks can be processed upon receipt of either an advanced check request form or an invoice from an approved vendor. Each check request or submitted invoice must fall within budget guidelines and must be coded with the proper department account codes (the Bookkeeper and Executive Director can assist with this coding).

Out-of-Pocket Expenses

You should make every effort to obtain an advance check made out directly to a vendor or use an OtB credit card before paying for theater-related expenses out of your pocket. You can, however, request reimbursement for unexpected expenses that you incur for theater-related business. To be reimbursed, you must submit a cash receipt to the Executive Director by the end of the month in which the expense was incurred. All staff reimbursements are subject to the approval of the Executive Director. All Executive Director reimbursements are subject to the approval of the Board Treasurer.

Local Travel Expenses

Employees who use their personal car for business purposes with prior approval may receive a mileage allowance up to the IRS rate per mile, plus reimbursement for parking fees and tolls. If you are required to perform job-related errands, and do not wish to use your own vehicle, you are

encouraged to use the OtB van. The OtB Operations Manager can issue keys for use of the van.

Professional Travel Expenses

OtB covers some or all travel expenses on a case by case basis for employees who travel out-of-town on company business or professional development. To be eligible for reimbursement, you must receive approval from the Executive or Artistic Director before the trip begins.

EMPLOYEE PAYMENT PROCEDURES

Time Reporting

Accurately recording time worked is the responsibility of every employee. Federal and state laws require employers to keep accurate records 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. For non- exempt employees, overtime must always be approved in advance by your supervisor. It is the employees' responsibility to certify the accuracy of time recorded. If corrections or modifications are made to the time record, both the employee and supervisor must verify the accuracy of the changes."

Altering, falsifying, or tampering with time records may result in disciplinary action, up to and including termination of employment.

Pay Period

OtB employees are paid semi-monthly and pay days are on the 15th and last day of the month. If a payday falls on a Saturday, Sunday or holiday, your pay will be distributed on the preceding workday.

Hourly employees pay periods are the 9-24th and 25th-8th. Salaried employees pay periods are the 1st-15th and 16th-end of the month. OtB's work week for all employees is Monday 12am- Sunday 11:59pm.

OtB does not provide compensatory time off as a substitute for overtime pay. Vacation, holiday and sick time do not constitute hours worked for the purposes of computing overtime.

Your pay can be issued either through a paycheck or through direct deposit into your bank account. You can enroll in direct deposit at the time of your hire or at any time during your employment by filling out the appropriate paperwork with the Executive Director.

For each payment, you will receive a pay stub showing the amount of your total earnings, specific contributions to benefit plans and the amounts of specific deductions as required by law or authorized by you. We suggest that you review your pay stub carefully each pay period and that you retain it for your records. If you have any questions about your deductions, please contact the Executive Director.

From time to time we may be required to withhold monies from an employee's pay. If OtB receives a court-authorized garnishment or levy, the impacted staff member will be notified.

Payroll Deductions

The following deductions from your paycheck are required by law: FICA (Social Security), Medicare, and federal income tax. Other deductions may require your authorization such as deductions for your portion of any insurance premiums or contributions to any retirement plan.

Inclement Weather

On days when bad weather makes it difficult for employees to come to work, OtB will notify employees as early as possible if the office will be closed - and if working from home is possible for that employee, they are expected to do so. OtB will generally use the Seattle Public Schools inclement weather closures as a guide. And if the office is officially closed for bad weather, any employee (full

time, part time, seasonal) who is scheduled to work at that time will be paid for the time they were scheduled to work.

If bad weather conditions prevent an employee from reporting to work on a non-recognized bad weather day, employees should notify their supervisor as early as possible. Employees who choose to stay home on a non-recognized bad weather day, and who are scheduled to be on duty, will not be paid for that time, or will be required to take vacation time.

Administrative Pay Concerns

We take all reasonable steps to ensure that employees receive the accurate pay in each paycheck and that they are paid promptly on the scheduled payday. In the event that there is an error in the amount of your pay, you should promptly bring the matter to the attention of the General Manager or Executive Director so that corrections can be made as quickly as possible.

WORK HOURS

Office Hours

We realize that the work of presenting organizations can't always be accomplished during normal office hours and requirements for each employee may vary according to his or her role in the organization.

Nevertheless, in meeting your responsibilities to the organization, you should be aware of the following policies:

Official administrative office hours are Tuesday through Friday, 10 am to 6 pm.

However, full-time employees are expected to work 86.6 hours per pay period. If we are not working on the weekend – for a show schedule, most staff work Monday. The Tuesday- Friday office hours are to accommodate the need for staff to work late and on weekends.

Official Box Office Phone Hours are 12-4pm Tuesday – Friday. The lobby box office opens 1 hour prior to performance time and closes at show time.

Rest and Meal Breaks

All non-exempt employees receive a 10-minute paid rest break for every four hours of working time. The non-exempt employee's supervisor may schedule the breaks, which should generally occur near the midpoint of each four-hour work period. A nonexempt employee may not use break periods to extend a lunch period, to work overtime, or to leave work early.

Non-exempt employees working more than five hours in a day are entitled to take an unpaid, 30-minute meal break two to five hours into their shift. Any nonexempt employee who works more than ten hours in a day is allowed to take a second 30-minute unpaid meal break around the middle of the second five-hour period.

Any non-exempt employee who is unable to take his or her rest or meal period must notify his or her supervisor promptly so that it can be rescheduled or otherwise ensures that the employee receives proper compensation.

Flex Time

Our flex time policy is meant to accommodate the unpredictable nature of our work, which can vary from week to week, season to season. We permit flexible time schedules for exempt employees to accommodate variations in work requirements. Your supervisor must approve all flex-time schedules.

6.3 Professional Development & Community Participation Time

Beginning in FY21, On the Boards employees are invited to use five hours per month of their standard work time for professional development activities, including education around racial justice & equity, participating in collective actions/protests, volunteering, trainings, or other activities to enrich learning, growth, and engagement with the world. These hours do not accrue, and are only available for use within the calendar month. Any additional time beyond 5 hours per month spent on related activities should be coordinated with each employee's supervisor using vacation time or unpaid time off.

This benefit is available only to permanent, year-round employees. For part time employees that otherwise fit the eligibility criteria, this professional development & community participation time benefit is prorated for hours worked. For example, a .5FTE equivalent employee would be able to use 2.5 hours per month for this benefit.

TIME OFF

Holidays

Who's Eligible?

Regular full-time, regular part-time and seasonal employees are eligible for paid holidays unless they're on a leave of absence. Part time intermittent/temporary employees do not receive holiday pay.

If you're eligible for paid holidays, you will receive eight hours pay for each holiday we observe. If you're a part-time employee, you receive pro-rated holiday pay based on the number of hours you're scheduled to work each week. Compensation for holidays is based on your pay rate at that time. When a holiday falls during your scheduled vacation period, or if you are out on sick, maternity or medical leave, it is entered on your time sheet as holiday rather than vacation or other leave.

Holidays We Observe

Martin Luther King Day (Third Monday in January)

President's Day (Third Monday in February) Memorial Day (Last Monday in May)

Juneteenth (June 19th)

Independence Day (July 4th)

Labor Day (First Monday in September)

Veteran's Day (November 11th)

Thanksgiving and the Friday following Thanksgiving (2 days) (Third Thursday in November)

Christmas Day through New Year's Day (6 days) (December 25 – January 1)

Additionally, we invite employees to take time on federal election days to take time to participate in the political process.

When a holiday falls on a Saturday or Sunday it is usually observed on the preceding Friday or the following Monday. However, OtB may close on another day or grant paid time off instead of closing. Holiday observance will be announced in advance.

Time off may be granted to employees who observe a religious holiday that is not currently included as a paid holiday.

Vacation Leave

We encourage you to take advantage of vacation allowances, so that you can maintain a positive, productive attitude toward work.

Who's Eligible?

All regular full-time, regular part-time, and seasonal employees receive paid vacation time. You begin accruing vacation immediately upon beginning work at OtB.

Vacation Pay

You receive your full pay for any accrued vacation time you take. Compensation is based on your pay rate when you take your vacation. Upon ending employment with OtB, all eligible employees will be paid for all earned vacation time accrued to the date of separation. Seasonal employees whose contracts have been renewed can choose to carry their unused vacation into the next year instead of being paid out for this vacation at the end of their current contract.

Accruing and Using Vacation Days

If you're a regular, full-time employee, you accrue vacation days at a rate of:
4 hours of vacation per pay period, or 12 working days, during your first year of work;
4.34 hours of vacation per pay period, or 13 working days, for year 2;
5 hours of vacation per pay period, or 15 working days, for year 3;
5.67 hours of vacation per pay period, or 17 working days for year 4 and beyond.

Regular part-time, seasonal part-time, or part-time intermittent employees receive pro-rated vacation time based on the number of actual hours worked. If you're a full-time seasonal employee you receive the normal full-time accrual of hours each pay period, but only for those pay periods worked.

Example of prorated vacation time - a .50 FTE employee's Vacation Days would accrue as follows:
2 hours of vacation per each 43.3 hour worked, or 6 working days, during your first year of work;
2.17 hours of vacation per each 43.3 hours worked, or 6.5 working days, for year 2;
2.5 hours of vacation per each 43.3 hours worked, or 7.5 working days, for year 3;
2.8 hours of vacation per each 43.3 hours worked, or 8.5 working days for year 4 and beyond.

Maximum Balance

A maximum of 180 hours may be carried over from one fiscal year (July 1st to June 30th) to the next. Once you accrue 180 hours of vacation time, you will not accrue additional vacation hours until the balance of vacation time falls below the maximum level. Seasonal employees whose contracts are renewed can carry over unused vacation time into their new contracts, up to 180 hours.

We encourage you to schedule your vacation and obtain approval from your supervisor as far in advance as possible (at least two weeks). Vacation time must be taken in at least half-day increments.

Sick Leave

Who's Eligible

All regular full time, regular part time, seasonal, and intermittent employees are eligible to accrue sick days starting with their first day of employment.

Sick Leave Accrual and Pay

Regular, full-time employees accrue one sick day (8 hours) for every month worked and receive full pay for each sick day taken. If you're a regular part-time or seasonal employee, you accrue pro-rated sick-leave pay based on the number of hours you're scheduled to work each week and the number of weeks you work each year, but no less than one hour of sick leave for every 40 hours worked. Unused sick leave can be carried over from fiscal year to fiscal year. When you leave OtB, you will not be paid for unused sick days. Intermittent employees accrue sick leave at one hour per every 40 hours worked.

Using Sick Leave

In accordance with the Seattle Paid Sick and Safe Time ordinance, you may use available sick leave to take time off from work due to illness or a safety issue. Paid sick and safe time may be used for:

An employee's personal illness, injury or health condition, or to take care of a family member with an illness, injury or medical appointment.

Closure of the employee's place of business or child's school/place of care by order of a public official for health reasons.

For reasons related to domestic violence, sexual assault, or stalking—for the employee or a family or household member.

For paid sick and for paid safe time, "family member" includes a spouse, registered domestic partner, child, parent, grandparent, and parent-in-law. "Household member" includes stepparents and stepchildren, grandchildren, current and former spouses and domestic partners, persons who have a child in common, adult persons related by blood or marriage, adult persons who have resided or are residing together, and persons 16 years of age or older who are or were residing together and who are or were in a dating relationship.

OtB understands that each employee will have a unique notion of immediate family. Therefore, other persons close to an employee may be granted "immediate family" status with the approval of the Executive Director.

We expect you to notify your supervisor before the start of your regular work schedule when you take time off due to an illness or injury. If the need is foreseeable, such as a scheduled medical appointment, you should make a written request at least 10 days, or as early as possible, before the date of use. If the need is unforeseeable, such as unexpected illness, you should notify your supervisor as soon as possible, preferably before the start of your scheduled work day. If the reason for the absence involved domestic violence, sexual assault or stalking, you should provide verbal or written notice no later than the end of the first day of using sick leave.

Non-exempt, hourly employees can use sick leave in whichever is the smaller amount – either hourly increments or (if feasible by the employer's payroll system) increments that round to the nearest quarter of an hour (i.e. 15 minute increments). For exempt employees, sick leave deductions should be made in accordance with state and federal laws.

If you use PSST for more than 3 consecutive days, you are required to provide documentation to support your use of this leave. The documentation is not required to disclose the nature of your illness or other specific reason for the absence. OtB will maintain the confidentiality of information provided by you or others in support of your request for PSST.

For sick time: You must provide a signed statement by a health care provider indicating that sick time is necessary. If you are not eligible for health insurance coverage, OtB will pay for half of the cost of the medical visit.

For safe time: The supporting documentation must indicate that you or a family or household member is experiencing domestic violence, sexual assault, or stalking, and that the leave was taken for a purpose covered by the law. This could include a police report, a court order, or other documentation that verifies you or your family member is experiencing domestic violence, sexual assault, or stalking, including a written statement by you. For safe time related to closure of a child's school or place of care, you may provide the notice of closure the employee received.

After you've exhausted all accrued sick leave, you may use available vacation leave to be paid for time taken due to illness, injury or any of the above described circumstances.

Note:

Starting in 2020, Washington became the fifth state in the nation to offer paid family and medical leave benefits to workers. The program will be funded by premiums paid by both employees and many employers and will be administered by the Employment Security Department (ESD).

Floating holidays

In addition, all regular full-time, regular part-time and seasonal employees are eligible for two “floating” holidays, or personal days, to be taken during the fiscal year at the employee’s discretion and with prior approval of their supervisor. Regular part-time employees will receive pro-rated pay. Floating holidays do not carry over from year to year.

LEAVES OF ABSENCE

Family, Medical & Pregnancy Disability Leave

If you require a medical leave of absence for an extended period of time, you should discuss your need with the Executive Director. While OtB is not required to offer leave under the federal Family & Medical Leave Act, we provide certain leave benefits to our employees to comply with related state leave laws.

Eligibility

All regular and seasonal employees are eligible after they have worked at OtB for more than 12 months, or for at least 867 hours during the 12-months period immediately prior to the date the leave begins.

Reasons for Leave of Absence

Eligible employees may take up to four weeks of unpaid leave on an intermittent or consecutive basis during a rolling 12-month period applicable under the following qualifying situations (medical certification may be required):

The birth of a child and to care for newborn child, but only within the first twelve months of the birth.

The placement of a child for adoption or other legal placement, within and care for the child within the first twelve months of the adoption or placement.

The need to care for a dependent, spouse, domestic partner, parent, parent-in-law or grandparent with a serious medical health condition or an emergency condition.

The serious health condition of the requesting employee, rendering making the employee unable to perform the essential functions of their position.

In accordance with WA state law, unpaid Pregnancy Disability Leave is provided to employees who need time off because they are ill or temporarily disabled due to pregnancy or childbirth. Employees are granted leave for the actual period of their illness or temporary disability as recommended by their health care provider. Pregnancy Disability Leave does not run concurrent with family or medical leave.

Employees on an approved leave for the birth or adoption of a child may receive one week of pay. Employees will be required to use all available sick and vacation leave as part of the approved leave of absence period prior to being granted unpaid leave. Seasonal employees, both full and part-time, may only receive leave pay during the duration of their current contract. During the paid leave period, you will continue to accrue sick and vacation leave.

After that period, you will stop accruing sick and vacation leave. Employees requesting leave due to a serious health condition or the condition of an eligible family member will be required to provide written medical certification. Medical certification should be provided as soon as possible, preferably thirty (30) days in advance of the request for leave.

If Executive Leadership approves your medical leave of absence, the organization will hold your job for you for a minimum of 90 days. Beyond that, your job will remain open for you at the discretion of Executive Leadership or, in the case of Executive Leadership’s request for leave, to the President of the Board of Directors.

Upon return to work at the end of the leave, we will strive to restore the employee to the same or equivalent position with the same rights, benefits, pay and other terms and conditions which existed prior to the leave unless business necessity requires otherwise, or to an equivalent position with

equivalent rights, benefits, pay and other terms and conditions of employment except where OtB reserves the right to deny reinstatement where such denial is necessary to prevent substantial and grievous economic injury to the organization's operations. You will be notified of the organization's intention to deny reinstatement as soon as a determination is made.

If you wish to continue your healthcare benefits while on an approved unpaid leave of absence, you will be required to apply for the benefits continuation coverage plan for any month that you are not paid by OtB through salary, vacation, or sick leave. Under the benefits continuations coverage plan, you are responsible for the full monthly premium of your health insurance, administered through OtB. The Executive Director will provide you with a notice about your benefits continuation rights and plan upon receipt of your leave of absence request,

Personal Leave

You may request unpaid personal leave each year for educational pursuits, extended vacations, or other personal reasons. You should apply for personal leave at least six weeks in advance of your desired departure date.

Requests for unpaid personal leave are reviewed on a case-by-case basis and must be approved by Executive Leadership or, in the case of Executive Leadership, by the President of the Board of Directors. Approval will be based on your level of performance, the reason for the request, and the current business needs of OtB. You will not accrue any benefits while you are on an unpaid personal leave of absence.

If Executive Leadership approves your personal leave, the organization will try to hold your job for you for a minimum of 30 days. Beyond that, your job will remain open for you at the discretion of Executive Leadership. In the case of Executive Leadership's leave, at the discretion of the President of the Board of Directors.

Bereavement Leave

To support you following a death in your immediate family, you are granted 3 days of paid leave. You may use additional sick leave for bereavement leave.

Who's Eligible?

All regular full and part time employees are eligible for bereavement leave.

Domestic Violence/Sexual Assault/Stalking Leave

In accordance with Washington State law, an employee who is a victim of, or who has a family member (including a person with whom the employee has a dating relationship) who is a victim of domestic violence, sexual assault or stalking, can take reasonable unpaid leave from work, intermittent leave, or leave on a reduced schedule to:

Seek legal or law enforcement assistance to ensure their own personal safety or the safety of family members. This includes but is not limited to preparing for, or participating in, legal proceedings relating to domestic violence, sexual assault, or stalking; Seek treatment by a health care provider for physical or mental injury caused by domestic violence, sexual assault, or stalking, or to attend to the health care treatment of a family member who is a victim of domestic violence, sexual assault, or stalking; Obtain or assist a family member to obtain mental health counseling when the employee or family member is a victim of domestic violence, sexual assault, or stalking; Participate in safety planning to temporarily or permanently relocate or take other safety related action to provide for the employee's or family member's safety from future incidents of domestic violence, sexual assault, or stalking.

You are required to give advance notice of the intention to take leave to your supervisor and/or Executive Leadership whenever possible. When you cannot provide advance notice because of emergency or unforeseen circumstances, you or your designee must give notice to OtB no later than the end of the first day that you take leave.

When you take leave, you may be required to verify that you or a family member is a victim of domestic violence, sexual assault or stalking, and that leave was taken for one of the reasons described above. If requested, verification must be provided in a timely manner. Verification can take the form of one or more of the following:

- A police report indicating that the you or your family member is a victim of domestic violence, sexual assault, or stalking.
- A court order providing protection to the victim.
- Documentation from a healthcare provider, advocate, attorney, or clergy.
- A written statement that you or your family member is a victim of domestic violence, sexual assault, or stalking.
- Family relationship verification may be provided by a statement from you, a birth certificate, a court document or other similar documentation.

Upon returning from leave, you will be restored to the position held at the time leave began or to an equivalent position unless you were hired for a specific term or only to perform work on a discrete project.

Civic-Duty Leave

OtB provides paid leave when you're called as a witness or asked to serve on a jury. In the event you do not have sufficient time outside of working hours to vote in a statewide election, you may take off enough working time to vote.

Who's Eligible?

All employees are eligible for civic-duty leave. Your position will be held for you for the duration of the leave, and sick and vacation leave will continue to accrue. Please notify your supervisor or immediately upon receipt of a jury summons.

Military Leave

OtB will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your supervisor advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible to give advance notice.

Employees absent on a two-week training assignment or shorter assignment shall be considered on an excused leave of absence and may elect one of the following options related to their pay:

The employee may take available sick and vacation time and retain their military pay.

The employee may surrender their military pay and receive their regular salary from OtB.
The employee may take unpaid leave and retain their military pay.

An employee called to active duty or training assignments longer than two weeks is allowed an unpaid leave of absence to meet her/his military responsibilities.

Upon honorable discharge from active duty, you will be allowed thirty (30) days to apply for reinstatement to your former job. You will be reinstated to the same job formerly held, with the same duties, same level of pay, benefits and seniority had you not been on active military duty, or in some cases, a comparable job. Employee benefits such as vacation, sick and holiday pay will not accumulate during the leave.

A regular employee who works at least 20 hours per week for OtB is entitled to up to 10 days of unpaid leave to spend time with a spouse, domestic partner, or immediate family member who is deploying on military duty or who is on leave from a deployment during times of military conflict. You may elect to use available sick and vacation time instead of unpaid leave. You must notify the OtB of your intent to take military family leave within 5 days of receiving notice of the impending call or order to active duty or leave from deployment.

Military Spouse Leave

In accordance with the Washington State Military Family Leave Law, an employee who is the spouse of a member of the armed forces of the United States, national guard, or reserves who has been notified of an impending call or order to active duty or who has been deployed, is entitled to a total of 15 days of unpaid leave per deployment after the service member has been notified of an impending call to active duty and before deployment, or when the service member is on leave from deployment. This leave may not be used after the deployment has ended.

To take leave under this provision, the spouse must work an average of 20 or more hours per workweek, and must notify the CEO within 5 business days of receiving the official notice of an impending call to active duty, or of a leave from deployment.

BENEFITS AND PERKS

Health Care and Life Insurance Benefits

OtB offers major medical, dental, vision, short term and long-term disability, accidental death and dismemberment, and life insurance. Currently, we pay 100% of the premium on all of these policies for eligible employees. Insurance plans are renewed by OtB annually, and an updated policy summary sheet will be distributed to employees with each policy renewal or change. If you begin work at OtB prior to the 16th of the month, your insurance coverage begins the first day of the next month. If you begin work at OtB on or after the 16th of the month, your coverage begins the first day of month following your one-month anniversary.

Who's Eligible?

Full-time regular employees receive major medical, dental, short-term and long-term disability, accidental death and dismemberment, and life insurance with OtB paying 100% of the premium.

Part-time regular employees who average at least 20 hours a week receive coverage but must contribute a pro-rated percentage, based on their scheduled weekly work hours, of the cost of their medical and dental insurance through a paycheck deduction each pay period.

Full-time seasonal employees receive major medical and dental insurance at 100% for the period of their seasonal contract, but can extend coverage throughout the full year by taking advantage of OtB's employee paid benefits continuation plan. Part-time seasonal employees who average at least 20 hours a week receive coverage but must contribute a pro-rated percentage, based on their scheduled

weekly work hours, of the cost of their medical and dental insurance through a paycheck deduction. You must decide with the Executive Director to reimburse OtB for your monthly benefits continuation premiums, in advance of each month of benefits continuation coverage

For all regular and seasonal full-time and part-time employees, short-term and long-term disability, accidental death and dismemberment, and life insurance will be paid at a rate of 100%.

If allowed through the insurance provider, coverage is also available for immediate family members at a monthly premium for which you reimburse the organization through a paycheck deduction.

If you leave your job, OtB complies with current COBRA regulations regarding the continuation of health insurance following your departure. You can decide with the Executive Director to reimburse OtB for your monthly benefits continuation premiums, in advance of each month of coverage.

Conditions

We established these health care plans with the intention of maintaining them for an indefinite period of time and for your exclusive benefit. Nevertheless, we reserve the right to change either the plans or the cost of plans at any time. Under these plans, you have legally enforceable rights, described in the ERISA Rights section of the health-care plan information booklets. If you have a question or dispute related to any term, condition, or provision of any employee-benefit plan, contact the Executive Director.

403(B), Tax Shelter Annuity

OtB offers all employees a way to save money for retirement and to defer federal and state income taxes through an optional employee-funded TSA plan, or 403(B). You can sign up for this plan at any time during your employment through the General Manager.

Special Perks

In addition to leave and health care benefits, additional benefits are available for all OtB employees.

Rehearsal Space

OtB rehearsal spaces are available for use by employees when the spaces aren't being used by artists associated with an OtB program. The Artistic Director and Associate Producer must approve requests for use of rehearsal spaces.

Complimentary Performance Tickets

Each OtB employee (permanent part-time, full-time, or seasonal, or intermittent) can request up to four free tickets for any OtB regular series performance run. These tickets are released as available and are determined show-to-show based on paid attendance and capacity. The number of available comp tickets for special events will be determined by Executive Leadership within three days prior to the event. In addition to comp tickets, employees are allowed to take master class workshops for free.

Professional Development

You may request paid time off for professional development, community service and artistic pursuits or request payment of registration fees for a job-related class, seminar or conference. All requests are subject to the approval of both your supervisor and Executive Leadership, and in the case of Executive staff, all professional development requests are approved by the President of the Board of Directors. The validity of your request will be based on its value to OtB, the arts community, and/or your professional development, as well as the impact to the theater's operations, financial resources and production schedules.

WORK ENVIRONMENT

Harassment

At OtB, our goal is to maintain an environment that respects the needs of each individual and is free

from discrimination. This includes all forms of harassment, including sexual harassment, which is a form of sexual discrimination. We will not tolerate actions, words, jokes, or comments (including unwanted sexual advances or requests for sexual favors) by an employee, volunteer, vendor, contractor, visitor, or other third party that are based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender expression, veteran's status or any other legally protected characteristic and that create an intimidating, hostile, or offensive work environment for any OtB employee.

This policy applies to all work-related settings and activities, whether inside or outside the workplace, and includes business trips and business-related social events. OtB property and equipment may not be used to engage in conduct or behavior that violates this policy. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Reporting and Investigation of Discrimination and Harassment

If you experience or witness discrimination or harassment in the workplace, you should:

Feel free to advise the offending person that their behavior is unwelcome, and you would like it stopped. (Take this action only if you feel comfortable doing so.)

Immediately report the discrimination or harassment to your supervisor and/or to Executive Leadership. If you feel uncomfortable reporting an incident to either your supervisor or Executive staff, report to the Board President, or to another member of the Board of Directors.

All allegations of discrimination or harassment will be quickly and discreetly investigated. To the extent possible, the identity of an employee reporting discrimination or harassment, and the identities of any witnesses and the alleged wrongdoer will be protected against unnecessary disclosure. When the investigation is completed, the employee who reported discrimination or harassment and the alleged wrongdoer will be informed of the outcome of the investigation.

Retaliation against an employee who has in good faith reported an incident of suspected discrimination or harassment based on a legally protected characteristic is prohibited. The Executive staff will work to establish mutually agreed upon safeguards against retaliation while attempting to mediate a discrimination or harassment complaint.

Anyone who knowingly makes a false accusation of discrimination, harassment or retaliation will be subject to appropriate disciplinary action. However, failure to prove a claim of discrimination, harassment or retaliation does not, in and of itself, constitute proof of a knowingly false accusation.

Romantic Relationships and Conflict of Interest

Romantic relationships between On the Boards' employees can lead to a conflict of interest that is detrimental to the functioning of the organization. The following are examples of why the organization's responsibilities to its employees and community members may be compromised if employees do not avoid such conflicts of interest:

The possibility of allegations of sexual harassment may arise when an employee in a position of authority over another has a romantic relationship or makes romantic advances toward that subordinate employee.

The possibility of a hostile or offensive work environment may arise if the employee's romantic interests or advances are or become unwelcome by a coworker, and the employee fails to separate personal interests from his or her professional decision-making;

Romantic relationships between employees may also infringe on the rights of other employees or colleagues because there may be actual or perceived bias, partiality, or influence. This policy does not

restrict employees' legal rights as citizens, including those of association and expression and protection from discrimination based on marital status. However, when the exercise of those freedoms conflicts with the institutional necessity of impartiality in employment decisions, and a relationship creates a conflict of interest that cannot be effectively managed through an acceptable plan, the Board may take corrective action in accordance with the terms and conditions of employment governing the employee's employment relationship with On the Boards.

Policy

All employees or appointees, including staff and temporary staff are prohibited from:
Engaging in a romantic relationship with a fellow employee that creates an actual conflict of interest or could be perceived to create conflict of interest; or
Exercising authority over a colleague with whom the employee has or has had a romantic relationship that creates an actual conflict of interest or could be perceived to create conflict of interest.
The above are prohibited unless they can be effectively managed through an acceptable plan.
Romantic relationships between supervisors and subordinate staff are strictly prohibited. Executive leadership is prohibited from pursuing or maintaining romantic relationships with any staff.

Disclosure of Conflict; Complaint Reporting

Employees who suspect that their romantic relationship with a coworker may create an actual or perceived conflict of interest must notify their supervisor, Executive Leadership, the board/staff liaison, Executive Committee members or Board President. The purpose of this notification is to evaluate whether a plan can be created that will avoid the conflict. Those who have concerns about potential violations of this policy may make a written or oral report to their supervisor, Executive Leadership, Executive Committee members or Board President. Reports will be evaluated in order to determine an appropriate institutional response.

Action by Board

If a disclosure or complaint is made to the Board, the Board will consider the issue carefully and take appropriate action. Such action may include a change in the responsibilities of the individuals involved, re-assignment within the organization (including to a non-supervisory position), or termination of employment. Whether the organization is able to create an acceptable plan is within the discretion of the Board.

Consequences of Violation of Policy

Employees who violate this policy may be subject to corrective or disciplinary action, including, but not limited to, termination of employment. The particular corrective or disciplinary action to be imposed will be consistent with the applicable policies and processes for the issue. Disclosure of a potential conflict does not preclude the Board from taking appropriate measures to address any behavior that may have occurred before or after the disclosure that is in violation of policy.

Retaliation Prohibited

This policy prohibits taking adverse action against any individual who reports (or is perceived to have reported) concerns under this policy or who cooperates with or participates in any investigation related to this policy.

Reporting and Resolution of Other Workplace Disagreements

This section applies to workplace difficulties and disagreements not involving discrimination or harassment. It is expected that, whenever possible, such difficulties and disagreements will be resolved informally in a respectful and timely manner. The complaint resolution procedures described in this section exist to help resolve difficulties and disagreements that cannot be resolved informally. These procedures are provided as a suggested method of resolving conflict and are not required to be followed by any party, nor do they waive any rights or obligations of OtB or any employee based on the at-will nature of the employment relationship.

Employees are expected to treat each other with mutual respect and to comply with the policies described in this handbook. Except for instances of discrimination or harassment, you are expected to resolve issues informally by speaking directly to the involved persons about your concerns. Failing resolution, you may submit a written complaint to the Executive Leadership within thirty (30) work days of the occurrence. All complaints submitted to the Executive Leadership will be handled in a discrete and timely manner.

Issues or concerns involving the conduct or behavior of a member of OtB's Executive Leadership may be brought to the attention of the Board of Directors by contacting the Board President in writing.

There will be no retaliation of any kind against an employee for bringing up complaints under this procedure.

Weapons-Free Workplace

To ensure that OtB maintains a workplace safe and free of violence for all employees, the possession or use of dangerous weapons on the premises is strictly prohibited. A license to carry a weapon on company property does not supersede this policy. Any employee in violation of this policy will be subject to prompt disciplinary action, up to and including termination of employment. All employees (including contract, seasonal and temporary employees), as well as volunteers, vendors, contractors, visitors, and other third parties on OtB's property, are subject to this policy.

"Dangerous weapons" include, but are not limited to, firearms, explosives, knives, and other weapons that might be considered dangerous or that could cause harm. Employees are responsible for making sure that any items they possess on the premises are not prohibited by this policy.

Where there is reasonable suspicion, OtB reserves the right at any time and at its discretion to search all company-owned or leased vehicles and all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures and persons entering its property, for the purpose of determining whether any weapon has been brought onto its property or premises in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including a termination of employment.

Whistleblower Protection

OtB requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of OtB, you must practice honesty and integrity in fulfilling your responsibilities, and you must comply with all applicable laws and regulations.

This whistleblower policy is intended to encourage and enable employees and others to raise serious concerns internally so that OtB can address and correct inappropriate conduct and actions. It is the responsibility of all Board members, officers, employees and volunteers to report concerns about violations of OtB ethics or suspected violations of law or regulations that govern OtB's operations.

It is contrary to the values of OtB for anyone to retaliate against any Board member, officer, employee or volunteer who in good faith reports a suspected ethics violation or violation of law (for example, a conflict of interest, fraud, or discrimination). An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

OtB has an open-door policy, and encourages employees to share their questions, concerns, suggestions or complaints with Executive Leadership. Executive Leadership has the responsibility to investigate all reported complaints. Any employee with concerns or complaints relating to a member of Executive Leadership may submit them directly to the Board President or another member of the Board of Directors.

Job Safety

OtB strives to provide each of our employees and volunteers with a safe, comfortable and healthy work environment.

We provide all employees with the tools, training, facilities and information necessary to work in a safe and efficient manner. We ask you to approach your work with a thoughtfulness that reflects your respect for your own health and safety and that of your fellow employees.

During public health crises such as the COVID-19 pandemic, On the Boards may institute additional policies regarding health and safety in the workplace. We ask that employees adhere to these additional, ad-hoc guidelines in an effort to maintain a safe and healthy workplace.

OtB strives to comply with all workplace safety laws and regulations—employees are responsible for taking the opportunities provided to understand them and observe them. Our fundamental belief is that no one task is so important that it warrants risking the health or safety of any employee at any time. Safety and emergency procedure information is available from the safety coordinator in your department or from your supervisor. If you have any questions or concerns about workplace health or safety, please speak to your supervisor or Executive Leadership.

If you are injured or suspect that you have become ill or injured on the job, you must notify your supervisor or the Executive Director immediately. It is your supervisor or the Executive Director's responsibility to help you evaluate the situation and assist you in obtaining appropriate medical assistance, should that be necessary.

As soon as practical, but in no case later than 24 hours following your workplace injury, illness or suspected injury, you must complete an Accident Report form describing the circumstances surrounding the incident (unless you are physically unable to do so- i.e. hospitalized). You may obtain this form from your supervisor. This report will permit us to better assist you in obtaining on-the-job injury benefits if you qualify for them.

Workplace Security

OtB strives to provide a secure work environment for our employees, volunteers, clients and visitors.

We encourage employees to be prudent about bringing personal items to work. OtB is not responsible for losses resulting from theft of property while you are away from your work area.

Immediately report any lost or stolen keys or other OtB property to the Operations Manager. Copying or giving keys, or lock combinations, to an unauthorized individual will be considered grounds for immediate dismissal.

Electronic Mail and Voice Mail Policy

Every OtB employee is responsible for seeing that the electronic mail (e-mail) system and voice-mail system is used properly and in accordance with this policy. The e-mail and voice-mail systems of OtB is part of the business equipment and technology platform. Employees should disclose information or messages from the e-mail system only to authorized persons.

OtB expressly reserves the right to access, retrieve, read and delete any communication that is created, received or sent in the e-mail system or voice-mail system to assure compliance with this and any other company policy. No e-mail or voice-mail messages should be created or sent that may constitute intimidating, hostile, or offensive material. OtB's policy against sexual or other harassment applies fully to the e-mail, and any violation of that policy is grounds for discipline, including dismissal. Any employee who becomes aware of misuse of the e-mail or voice-mail system should promptly contact Executive Leadership.

Employees do not have a personal privacy right in any matter created, received or sent from OtB's e-mail or voice-mail systems. The company, in its discretion, reserves the right to monitor and to access any message created, received, or sent from the e-mail or voice-mail systems.

Even if you have a password for the system, it is impossible to assure the confidentiality of any message created, received or sent from the OtB e-mail or voice-mail system. The company must

know any password that you use, as your account may need to be accessed in your absence.

Smoke-Free and Drug-Free Workplace

OtB is a smoke-free and drug-free work environment. While on OtB premises and while conducting business or program-related activities, no employee may use, possess, distribute, or sell marijuana or illegal drugs. In those cases where there is a special event where alcohol is served, employees are expected to maintain their professionalism at all times.

It is forbidden to smoke or chew tobacco, including e-cigarettes in the Behnke Center for Contemporary Performance or within 25 feet of any public entrance. Covered space outside the doors offer protection from the rain for those needing to take smoking breaks.

The legal use of prescribed drugs is permitted on the job so long as it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger themselves or other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Please consult your health insurance plan for possible coverage and reimbursement for substance abuse treatment and rehabilitation.

PRESS AND SOCIAL MEDIA

Press and Media Contact

All current employees are authorized to share the information about OtB's programs, mission, and background represented in print through our website, brochures, or other promotional material.

All other inquiries from the press must be referred to Executive Leadership. Only Executive Leadership or their designee is permitted to make comments to the media on behalf of OtB unless they expressly authorize another individual.

When you are speaking to the media and are expressing your own personal thoughts, views and opinions, it is your responsibility to ensure that you are clear with the media that you are not representing OtB unless you have been previously authorized to speak on about a particular subject.

Social Media Policy

OtB understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their use of social media, OtB has established these guidelines for appropriate use of social media.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to a personal 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, whether or not associated or affiliated with OtB, as well as any other form of electronic communication. The same principles and guidelines found in OtB's policies and stated values apply employee's activities online. Ultimately, an employee is solely responsible for what they post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any employee conduct that adversely affects their job performance, the performance of fellow employees or otherwise adversely affects members, customers, suppliers, people who work on behalf of OtB may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines, the Performance and Conduct Guidelines, and the Discrimination & Harassment Policies and ensure that postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject an employee to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow employees, customers, members, suppliers or people who work on behalf of OtB. Also, keep in mind that work-related complaints are more likely to be resolved by speaking directly with co-workers or by utilizing the Reporting and Resolution of Workplace Disagreements policy rather than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying.

Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure that posts are always honest and accurate when posting information or news, and if a mistake is made, correct it quickly. Be open about any previous posts that have been altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that are known to be false about OtB, fellow employees, members, customers, suppliers, people working on behalf of OtB or competitors.

Post only appropriate and respectful content

Maintain the confidentiality of OtB's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications. Do not create a link from a personal blog, website or other social networking site to an OtB website without identifying yourself as an OtB employee.

Express only personal opinions

Never represent yourself as a spokesperson for OtB. If OtB is a subject of the content that is created, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of OtB, fellow employees, members, customers, suppliers or people working on behalf of OtB. If you do publish a blog or post online related to the work you do or subjects associated with OtB, make it clear that you are not speaking on behalf of OtB. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of OtB."

Using social media at work

Refrain from using social media while on work time or on equipment OtB provides, unless it is work-related as authorized by your manager. Do not use OtB email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

OtB prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

12.0 PERFORMANCE AND CONDUCT GUIDELINES

OtB expects all employees to exercise common sense and good judgment at all times and to act

responsibly, whether or not a written policy exists regarding specific behavior. Like any organization its size, OtB has adopted certain standards for all employees. These rules are based on common-sense guidelines, basic work ethics, employees' health and safety and respect for others.

The following is an illustrative and non-exhaustive list of conducts that will not be tolerated.

- Improper use of OtB's equipment or online systems or attempts to gain unauthorized access to another person's e-mail account or into any restricted areas of the electronic systems.
- Harassment or intimidation of another person for any reason, including harassment or intimidation because of that person's sex/gender, race, color, creed, national origin, age, military or veteran status, marital status, sexual orientation/gender expression, disability, religious or political beliefs, or any other protections under the law.
- Poor or unsatisfactory job performance.
- Abuse of organization privileges, such as long-distance phone service, postage, email, network systems, or any other privilege.
- Falsification or misrepresentation of organization records. This includes, but is not limited to personnel records, time sheets and expense reports.
- Misappropriation of organization funds or assets.
- Use, possession, distribution, or transfer of illegal drugs, or controlled substances at any time on OtB's property or premises or in the organization's vehicles.
- Breach of confidentiality of personnel information.
- Solicitation of employees during work time, or at any time if it interferes with anyone's work.
- Possession of weapons, explosives, or firearms on OtB's property, including parking areas. These items are also not permitted in personal vehicles being used for OtB business.
- Fighting or provocation that could lead to insubordination, or refusal or failure to follow a directive from a supervisor.
- Removal or use of organization property for non-theater related business or improper use of equipment that does not adhere to OtB's Equipment Use Policies. A copy of the Equipment Use Policies rests with the Operations Manager.
- Chronic absenteeism and tardiness, without supervisory approval.
- Misuse or damage of organization or another persons' property.
- Violation of safety guidelines and/or policies that could result in injury to any person or in damage to OtB's property.
- Any activity that adversely affects the organization's interests or reputation.

Any violation of the preceding guidelines or other misconduct may result in disciplinary action, up to and including immediate termination.

Conflict of Interest

An actual or potential conflict of interest exists 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 of that employee as a result of OtB's business affairs. For the purposes of this policy, a relative is any person who is related by blood, marriage, or domestic partnership, or any person whose relationship with the employee is similar to that of persons who are related by blood, marriage, or domestic partnership.

The mere existence of a potential conflict of interest does not make an action inappropriate. It is the policy of OtB to require all employees to disclose actual or potential conflicts of interest to Executive Leadership as soon as one is recognized so that an appropriate action can be taken to avoid any risk to the reputation of the employee and/or the organization.

No person may be considered for employment by OtB while that person or a member of their immediate family serves on the Board of Directors for OtB.

Employees are asked to disclose any board membership, part-time employment, or contracted work so that any potential confidentiality issues or conflicts of interest can be recognized and addressed.

Confidentiality

Past and present employees of OtB are expected to maintain the confidentiality of the organization. Discussions including, but not limited to strategy, programs, litigation, donations and finances are considered privileged information. Employees are expected to ensure that the information is not inadvertently shared with others by safeguarding access to files, shredding confidential information, and avoiding disclosure of confidential information in phone calls, emails or conversations. Breach of confidentiality may result in serious damage to OtB and may expose the employee or organization to loss of funding and other consequences. If you are not sure if certain information is considered to be confidential, please confer with Executive Leadership before you decide to release information to any third party. An employee who violates this policy may be subject to discipline, up to and including, termination.

Fraud

OtB is committed to protection of its assets and interests and, as such, has a zero-tolerance policy regarding fraud and corruption. This policy applies to any situation of fraud or suspected fraud involving employees, volunteers, vendors, contractors, consultants, and/or any other parties with a business relationship with OtB. Actions constituting fraud include, but are not limited to the following:

- Theft of cash, securities, merchandise, equipment, supplies or other assets
- Unauthorized use of organization property, credit cards or other resources
- Submission of personal or fictitious employee expenses for reimbursement or fictitious or inflated vendor invoices or payroll records for payment
- Receiving kickbacks or other unauthorized personal benefits from vendors or others
- Forgery or fraudulent alteration of any check, bank draft, statement, billing, record, form, report, return or another financial document
- Intentional improper use or disclosure of confidential donor, client/customer, employee or organization proprietary information
- Any other illegal or unethical activity

It is the responsibility of every employee to report, preferably in writing, discovered or suspected unethical or fraudulent activity immediately to Executive Leadership and the Board President. No reporting party, who in good faith, reports such a matter will suffer harassment, retaliation or other adverse consequences. Additionally, no employee will be adversely affected because s/he refused to carry out a directive which constitutes fraud or is a violation of state or federal law. Any allegation that proves to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Executive Leadership or Board President will investigate all allegations on a timely basis. The results of the investigation will be reported to the Board of Directors. Actions taken against the perpetrator of alleged fraud will be determined by the Board in consultation with legal counsel.

Intellectual Property

Any and all designs, concepts, documents, and tools created by an employee in the regular course of their job duties, or created during the workday or with the use of OtB resources, become the exclusive property of OtB.

Works related to an employee's job responsibilities, even if s/he is not specifically requested to create them, will belong to OtB as works-for-hire. A copyright work is related to your job responsibilities if it is the kind of work you are employed to do and you do it, at least in part, for your use at work, or for use by fellow employees, your employer or your employer's clients. The work product should be created substantially while using work facilities or resources, but your use of personal time or other facilities to create the work will not change its basic nature if it is related to your job as described above. Works that have nothing to do with job duties will remain the property of the employee, so long as the employee makes no more than incidental use of OtB resources.

Copyright Infringement

The copying, distribution or sharing of copyrighted works (including music, videos, and digital copies of books) without permission may be referred to as “copyright infringement”, “pirating” or, in the electronic context through peer-to-peer networks, “illegal file sharing”. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without the permission of the copyright holder constitutes infringement.

OtB strictly prohibits the unauthorized copying, sharing or distribution of copyrighted material. Employees who violate this policy may be subject to disciplinary action, up to and including termination of employment.

13.0 SEPARATION

Separation from employment is a routine part of personnel activity within any organization. Below are examples of the most common circumstances under which employment is terminated.

Resignation – voluntary employment separation initiated by an employee

Dismissal – involuntary employment termination initiated by the organization

Layoff – involuntary employment termination initiated by the organization for non- disciplinary reasons

Since employment at OtB is based on at-will, both the employee and OtB have the right to terminate employment, with or without cause, at any time. For resignations, employees are requested to provide at least two (2) weeks’ notice of their intention to resign.

There may be occasions when it may be necessary for OtB to initiate workforce reductions, such as layoff or demotion. In such cases, it is OtB’s intent to provide a minimum of 30 days’ notice prior to the effective date or payment in lieu of notice. OtB will strive to avoid abrupt actions whenever possible.

OtB will schedule exit interviews at the time of employment separation. For executive and senior staff, exit interviews will be conducted by a member of the Board. Other exit interviews will be conducted with Executive Leadership. The exit interview offers you an opportunity to share information about your employment experience as well as suggestions for improvements. A review of accrued leave to be paid out, benefits continuation, separation procedures and final pay details will be conducted at that time. Employees will receive their final pay in accordance with applicable state law.

APPENDICIES

Employee Acknowledgement

Organizational Chart

Organizational Contact Sheet

Characteristics of White Supremacy Culture (From Dismantling Racism)

ACKNOWLEDGMENT REGARDING ON THE BOARDS EMPLOYEE HANDBOOK

I confirm that I have received a copy of the On the Boards Employee Handbook (the "Handbook"), and that I have read the Handbook, including without limitation the following sections:

- 3.2 (Equal Opportunity Employment)
- 3.3 (Disability Accommodation)
- 10.1 (Harassment)
- 10.2 (Reporting and Investigation of Discrimination and Harassment)
- 10.3 (Romantic Relationships and Conflict of Interest)
- 10.4 (Reporting and Investigation of Other Workplace Disagreements)
- 10.5 (Weapons-Free Workplace)
- 10.6 (Whistleblower Protection)

I further confirm that I have been given an opportunity to ask questions about and seek clarification regarding the Handbook.

I understand that it is my responsibility to be familiar with and follow the rules and procedures set forth in the Handbook, including without limitation the rules and procedures contained in the sections listed above. I understand in particular that I am expected to follow the Handbook's rules and procedures regarding the reporting of discrimination and harassment, and the Handbook's prohibition of unlawful discrimination, harassment (including sexual harassment) and retaliation.

On the Boards hereby reaffirms its commitment to ensuring a work environment that is free from any form of unlawful discrimination, harassment (including sexual harassment) and retaliation.

Employee Signature

Employee Name

Date