

JANUS EMPLOYEE GUIDEBOOK – OCTOBER 1, 2014
AMENDMENT (January 1, 2016)

Please note the following amendments to Janus' Employee Guidebook dated October 1, 2014.

Section XVIII Compensation:

Page 67: (B) Salary Payment: Section B is revised to reflect that paychecks are now received twice a month instead of once a month.

Page 68: (F) Midmonth Draws: Section F is eliminated since we now issue paychecks twice a month.

Page 68: (G) Payroll Time Sheets: Second sentence from last in Section G is revised as follows: Employees are expected to record their hours on a daily basis; they are not to fill their timesheet out in advance based on what they expect to work, nor are they to wait until the end of the pay period and try to accurately recall what hours they worked.

Section XIX Leaves and Absences:

Page 81-85: (G) Portland Sick Leave Policy: Entire section is deleted and replaced with the following: Effective January 1, 2016, Portland Sick Leave (PSL) is no longer in effect due to State of Oregon's state-wide sick leave policy (see below). Employees who have accrued Portland Sick Leave and who met the eligibility requirements for using such leave as of December 31, 2015 will have their accrued leave balance maintained in a separate bank of leave hours and be eligible to use such leave for purposes qualifying as Oregon Sick Leave (see below). Use of leave from this special bank of leave hours is limited to no more than 40 hours in a calendar year. No future Portland Sick Leave accrues as of midnight, December 31, 2015. Employees using leave from this special PSL bank must reflect the usage on their timesheet.

Oregon Sick Leave: A new, section is added to address Oregon Sick Leave. Agency's policy is attached.