



2024-2025

EMPLOYEE HANDBOOK



TEAMWORK * INTEGRITY * FUN * ACHIEVE

Welcome to Steamboat Springs Winter Sports Club (SSWSC) and Ski Town, USA! We are thrilled to have you as an employee on the staff at SSWSC, an organization that has operated for over a century. Whether you are a full-time year-round employee or part-time employee who works one day a week, you have an incredible opportunity to make a positive impact on the lives of our members. Each employee plays a critical supporting role in upholding our vision, mission, and core values. Thank you for being part of our team!

Our mission is to create champions on and off the mountain by developing life skills and providing growth opportunities through participation in sports. We have a unique opportunity in Steamboat Springs to develop the best skiers and snowboarders in the world and, frankly, the best people, thanks to our venues, coaching staff, Ski Town U.S.A. culture, and [Olympic](#) heritage. Our entire staff is committed to the larger picture of using our sports as a vehicle for personal growth and embracing champion behaviors in all aspects of life and community.

Our vision is to be the model community youth organization for long-term personal development through sport. In short, we aspire to develop the complete athlete, the whole person – coaching every individual to achieve their highest level of human and athletic potential – resulting in healthy, contributing members of our community as well as skilled and passionate athletes.

We are guided by four core values: **Teamwork, Integrity, Fun, and Achieve.**

Teamwork is our secret weapon. While our sports are contested at the individual level, we know that a highly supportive team will not only push all to greater results but make the entire experience more rewarding. With a full slate of winter sports and summer programs, we also look to take advantage of the expertise of our coaches across disciplines to make each other better. Effectively, SSWSC is one team working together with our many partners to expand opportunities for young athletes and enrich the community.

As we interact with each other, **integrity** drives our actions. We strive to do the right thing, even when it is not easy. We spend extra time teaching respect and supporting one another. We continuously honor the legacy of all the great champions on and off the mountain who have come before us and work to preserve the special place that SSWSC holds in the community.

The number one reason children participate in sports is to have **fun**. Every youth program fosters joy and fun at its core. In fact, fun is essential for developing champions on and off the mountain. Sport is play. We help athletes learn to enjoy the process, which can be difficult but that will lead to enjoyment and fulfillment in the future.

Finally, we seek for all our athletes to **achieve** something meaningful to them in sport and life. Developing the necessary skills to be successful in athletics, school, relationships, and life takes effort and courage through a long-term process. Along the way we are not afraid to learn from our mistakes, and we exhibit passion every day keeping our eye on our goals and being the best we can be. SSWSC offers amazing pathways for this journey.

SSWSC is a non-profit 501(c)3 organization that provides sport programming in winter and summer sports. The organization's leadership and administrative staff structure is shown below, and SSWSC is governed by a board of directors. Employees can find the staff directory and board membership at the end of the handbook, and at SSWSC's website www.sswsc.org.

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INFORMATION ABOUT THE EMPLOYEE HANDBOOK

This Employee Handbook (the “Handbook”), and any applicable state supplement, is designed to acquaint Employees with Steamboat Springs Winter Sports Club (“SSWSC” or the “Company”) and provide information about working here. The Handbook is not all inclusive but is intended to provide Employees with a summary of SSWSC’s guidelines and expectations regarding conduct. This edition supersedes and replaces any inconsistent verbal or written policy statements issued prior to this Handbook.

No Employee Handbook can anticipate every circumstance or question. After reading the Handbook, Employees who have questions should talk with their supervisor. In addition, the need may arise to revise, delete, or add to the provisions in this Handbook and any applicable state supplements. Except for the at-will nature of the employment, SSWSC reserves the right to make such changes and, based on circumstances, will make every best effort to provide prior notice. No oral statements or representations can change the provisions of this Handbook. SSWSC complies with applicable state, federal, and local laws. Please be advised that, in the event this handbook is inconsistent with applicable law, the applicable law controls.

Nothing in this handbook obstructs employees’ rights under Section 7 of the National Labor Relations Act (NLRA) including the right to unionize, engage in activities to advance their common interests, and abstain from these activities.

BASIC EMPLOYMENT INFORMATION

AT-WILL EMPLOYMENT

Except as may be required by state law, employment with SSWSC is at-will. Employees have the right to end their work relationship with SSWSC, with or without advance notice, for any reason. SSWSC has the same right. The language used in this Handbook, any benefit plan, and any verbal statements made by management are not intended to constitute a contract of employment, either express or implied; nor are they a guarantee of employment for a specific duration. No persons other than SSWSC Executive Director and Director of People have authority to make promises or enter into contracts regarding the duration, terms or conditions of employment, and any such promise or contract must be in writing and signed by SSWSC Executive Director or Director of People and the employee.

CONTACT INFORMATION

SSWSC main office and the Coaches' offices are in Howelsen Hill Lodge on the 2nd floor.

- Winter office hours are Monday-Friday, 9:00am-5:00pm.
- Summer office hours are Monday-Thursday, 9:00am-5:00pm.

SSWSC main phone line: 970.879.0695

SSWSC fax: 970.879.7993

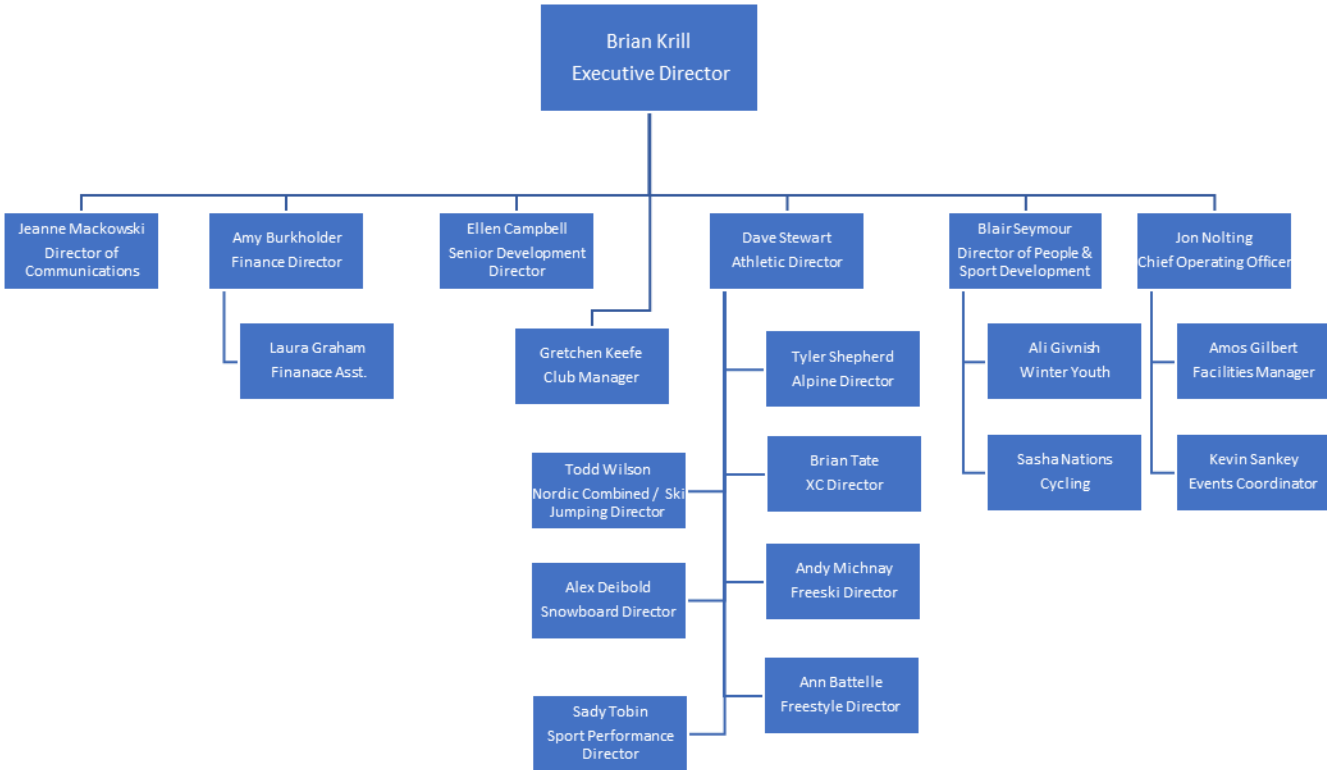
SSWSC website: www.sswsc.org

SSWSC email: sswsc@sswsc.org

SSWSC Physical Address: 845 Howelsen Parkway, Steamboat Springs, CO 80487

SSWSC Mailing Address: PO Box 774487, Steamboat Springs, CO 80487

ORGANIZATIONAL STRUCTURE



EMPLOYMENT POLICIES

EQUAL EMPLOYMENT OPPORTUNITY AND POLICY PROHIBITING DISCRIMINATION

SSWSC is dedicated to the principles of equal employment opportunity and is committed to maintaining an environment where all SSWSC employees enjoy a safe and supportive environment, free of discrimination including harassment.

Discrimination based on a person's race (including hair style and hair texture), color, sex (including pregnancy, childbirth, pregnancy-related conditions, breastfeeding, or medical conditions related to breastfeeding), sexual orientation, gender identity or gender expression, age (over 40), marital status, religion, national origin, ancestry, disability or need for special education services will not be tolerated. SSWSC prohibits discrimination that is prohibited by federal, state, and local law. SSWSC is dedicated to the fulfillment of this policy regarding all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

All SSWSC employees share the responsibility to identify and prevent abuse and misconduct for the purpose of developing a culture of dignity and respect in sport. SSWSC will respond promptly to reports of misconduct and will take appropriate action to correct, and, if necessary, to discipline behavior that violates this policy.

Any violation of this policy made by SSWSC does not constitute a determination that federal, state, or local laws were violated.

HARASSMENT POLICY

The prohibition against unlawful discrimination includes unlawful harassment based on a person's race, creed, color, sex, sexual orientation, gender identity or gender expression, age (over 40), marital status, religion, national origin, ancestry, genetic information, military personnel status, citizenship status, transgender status, disability or need for special education services. Unlawful harassment is when an employee is subjected to a "hostile work environment" based on their protected status, which is present when the behavior at issue is so severe or pervasive that it alters the conditions of the employee's employment or interferes with the employee's ability to perform their job.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movements.
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group; and
- Other conduct that may be physically threatening, harmful, or humiliating.

This policy applies to all employees and non-employees.

SEXUAL HARASSMENT POLICY

SSWSC does not tolerate sexual harassment or inappropriate sexual conduct of employees and non-employees. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical inappropriate conduct of a sexual nature when:

- Submission to or rejection of this conduct explicitly or implicitly affects a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or
- Such conduct creates an intimidating, hostile or offensive environment and has the purpose or effect of unreasonably interfering with an individual's work performance.

SSWSC employees are always expected to conduct themselves in a professional and businesslike manner. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, email, texts, or social media.
- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, or brushing up against another's body.

RETALIATION

Victims and witnesses of workplace violence will not be retaliated against in any manner. In addition, employees who, based on a reasonable belief, report a threat, or cooperate in an investigation, will not be subject to discipline. Any employee who initiates, participates, is involved in retaliation, or obstructs an investigation into conduct prohibited by this policy, will be subject to discipline, up to and including termination. If an employee has a concern about wrongfully retaliation, the employee should immediately report the matter to the Director of People and Sport Development.

ACCOMMODATIONS

DISABILITY ACCOMMODATION

In compliance with the Americans with Disabilities Act (ADA), SSWSC provides accommodations to employees with a disability as defined by the ADA so long as the accommodation does not create an undue burden on SSWSC. If an employee requests an accommodation, SSWSC will engage in a timely, good-faith, and interactive process with the employee to determine whether there is an effective, reasonable accommodation that will enable the employee to perform the essential functions of their position. SSWSC is not required to make the specific accommodation requested by the employee and may provide an alternative, effective accommodation. A reasonable accommodation will be provided unless it imposes an undue hardship on SSWSC's business operations. SSWSC may require that an employee provide a note from their health care provider detailing the medical advisability of the reasonable accommodation. Employees who have questions about this policy or who wish to request a reasonable accommodation under this policy should contact the SSWSC Director of People & Sport Development.

PREGNANCY ACCOMMODATION

Employees have the right to be free from discriminatory or unfair employment practices because of pregnancy, a health condition related to pregnancy, the physical recovery from childbirth, or the expression of breast milk. Employees who are otherwise qualified for a position may request a reasonable accommodation related to

pregnancy, a health condition related to pregnancy, the physical recovery from childbirth, or the expression of breast milk in accordance with the federal Pregnant Workers Fairness Act (PWFA). If a staff member requests an accommodation, SSWSC Director of People & Sport Development will engage in a timely, good-faith, and interactive process with the staff member to determine whether there is an effective, reasonable accommodation that will enable the staff member to perform the essential functions of her position. Reasonable accommodation will be provided unless it imposes an undue hardship on SSWSC's business operations.

SSWSC will not deny employment opportunities or retaliate against an Employee because of an Employee's request for a reasonable accommodation related to a disability, including pregnancy, a health condition related to pregnancy, the physical recovery from childbirth, or the expression of breast milk. An Employee will not be required to take leave or accept an accommodation that is unnecessary for the Employee to perform the essential functions of the job.

RELIGIOUS ACCOMMODATION

In compliance with Title VII of the Civil Rights Act, SSWSC provides accommodations for employees' sincerely held religious beliefs or practices or lack thereof, that conflict with one or more work requirements so long as the accommodation does not create an undue burden on SSWSC. Employees requesting an accommodation should provide a description of the requested accommodation(s), the reason for the accommodation, and how the accommodation will help resolve the conflict between the employee's religious beliefs or practices or lack thereof and one or more work requirements. After reviewing the request, SSWSC will engage in a conversation with the employee to explore potential accommodations that could resolve the conflict between the employee's religious beliefs and practices and one or more work requirements. SSWSC is not required to make the specific accommodation requested by the employee and may provide an alternative, effective accommodation. Employees who have questions about this policy or who wish to request an accommodation under this policy should contact their supervisor or the Executive Director.

SERVICE ANIMAL ACCOMODATION

Consideration will be made regarding service and emotional support animals which may be allowed with proper certification and documentation.

WHISTLEBLOWER POLICY

SSWSC wants to maintain the highest standards of conduct and ethics. As representatives of the organization, employees must practice honesty and integrity in fulfilling their responsibilities and must comply with all applicable laws and regulations. To achieve this goal, employees must notify the Executive Director any suspected fraudulent or dishonest use or misuses of resources or property or any violation of any applicable law or regulation by an employee, volunteer, or Board member.

If an employee reasonably believes a company policy, practice, or activity is in violation of law or if funds or property are being used inappropriately, the employee should file a written complaint to the Executive Director. If the Executive Director is involved in the complaint, then the employee is authorized to contact a member of the Board. Reports may be investigated and kept confidential to the extent possible, consistent with the need to investigate. SSWSC will not retaliate against an employee who, in good faith, makes any reports under this policy.

MANDATORY REPORTING

All SSWSC staff are mandatory reporters by Colorado law. A mandatory reporter is defined as a professional who is obligated by law to report known or suspected incidents of child abuse and/or neglect. Mandatory reporters are part of the safety net that protects children and youth and have the ability to provide lifesaving help to child victims in our community. C.R.S. 19-3-304 specifies that a director, coach, assistant coach, or athletic program personnel employed by a private sports organization or program is by law a mandatory reporter in Colorado. For more information and training on mandatory reporting, employees may **take the free mandatory reporter online training** to learn more about child abuse and neglect.

If a mandated reporter has reasonable cause to know or suspect that a child has been subjected to abuse or neglect, or observed the child being subjected to circumstances or conditions that would reasonably result in abuse or neglect, the mandatory reporter shall immediately upon receiving such information report or cause a report to be made of such fact to the county department, the local law enforcement agency, or through the child abuse reporting hotline system. If it is an emergency, call 911. They can ensure the immediate safety of a child and get medical attention if needed. If it is not an emergency, call 844-CO-4-KIDS (844-264-5437).

Should SSWSC deem it necessary, or if required by law, an issue concerning misconduct, harassment, or abuse reported to SSWSC may also be reported to following agencies:

- For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication; including through social media:
 - [U.S. Center for SafeSport](#): 720-524-5640
- For issues involving a minor dealing with physical abuse, emotional abuse, criminal charges and the use, sale, or distribution of illegal drugs:
 - [USSA Safe Sport Reporting](#) and Steamboat Police: 970-879-4344
- For issues involving a minor dealing with known or suspected child abuse:
 - [Routt County Abuse & Neglect Hotline](#): 970-367-4056
 - [Colorado Child Abuse and Neglect Hotline](#): 844-264-5437

MINOR ATHLETE ABUSE PREVENTION POLICIES (MAAPP) & SAFESPORT

SSWSC takes athlete safety very seriously, and follows guidance and policies as set forth by U.S. Ski & Snowboard and the U.S. Center for SafeSport to protect minor athletes from harm and abuse. In addition, by following the policies set forth, SSWSC employees help to protect themselves from unfounded allegations of misconduct.

All SSWSC employees, volunteers and board members will undergo regular background screening and must complete SafeSport training annually.

Any concerns or incidents can be reported anonymously to [SSWSC](#), the [Center for SafeSport](#), or [U.S. Ski and Snowboard](#).

Any of the following staff members can be contacted to report violations of this policy:

David Stewart, Athletic Director: dstewart@sswsc.org

Blair Seymour, Director of People and Sport Development: bseymour@sswsc.org

Brian Krill, Executive Director: bkrill@sswsc.org

Hiring and separation procedures [HERE](#).

WORKPLACE GUIDELINES

EMPLOYEE CODE OF CONDUCT

Each staff member of SSWSC shall always conduct him/herself in a way that brings honor and dignity to the organization and him/herself. Employees must always comply with SSWSC expectations for work, performance, and conduct. Failure to do so may result in any or all of the following actions, including but not limited to termination, suspension, demotion, written warning filed in employee record, loss of skiing or riding privileges, reprimand and/or counseling.

- **Integrity** – acting with honesty, transparency and accountability in all situations.
 - Respect: Treat everyone with respect and kindness.
 - Honesty: Truthfulness fosters trust and supports a positive environment.
- **Teamwork** – working collaboratively with others to achieve common goals.
 - Effective communication: Communicate in a positive and supportive way.
 - Collaborate: Support your colleagues; share knowledge, offer assistance and respect diversity.
- **Achieve** – striving for excellence and pursuing goals with determination and focus
 - Goal orientation: Set clear and achievable goals for yourself and your team.
 - Continuous improvement: Seek opportunities for personal and professional growth. Embrace challenges and strive to improve your skills and performance.
- **Fun** – creating a positive and enjoyable environment to build passion for your sport.
 - Positive attitude: Approaching your work with enthusiasm and a positive mindset.
 - Enthusiasm: Approach days with energy and creativity.

WORKPLACE RELATIONSHIPS POLICY

Employees are expected to always conduct themselves in a professional manner. Workplace dating or romantic relationships must not interfere with any employee's professionalism, including treating others with respect and refraining from behavior that may make others feel uncomfortable. Management personnel are expected to set a high standard of professional conduct both at work and in any social setting at events sponsored by SSWSC.

For this reason, management personnel are prohibited from social interaction with subordinates that is or might be perceived as inappropriate, such as unwanted flirting, touching, or other behavior that may be regarded as sexual harassment. Additionally, no person in a management or supervisory position shall have a romantic or dating relationship with an employee or volunteer whom they directly supervise or whose terms or conditions of employment they may influence, such as promotion, termination, discipline, and compensation.

EMPLOYEE CATEGORIES

Full-time Employee – An employee regularly scheduled to work at least 30 hours per week. Most full-time employees work at least 40 hours per week, however, there may be seasonal variations. Full-time, year-round employees are eligible for Flexible Time Off (FTO), insurance and other benefits.

Part-time Employee – An employee regularly scheduled to work less than a 30-hour workweek. Part-time employees are not eligible for FTO or insurance benefits.

Seasonal Employee – Seasonal employees perform a job for a specified time, less than one year, and may be full-time or part-time during the term of their work agreement. Seasonal employees are not eligible for FTO and do not receive insurance benefits.

Volunteer/Intern – As a non-profit organization, SSWSC relies on volunteers and interns for short-term assistance. Volunteers are an important and valued part of our team. A true volunteer is someone who: works toward public service, religious, or humanitarian objectives; does not expect or receive compensation for services; and does not displace any genuine employees. All SSWSC volunteers must be supervised by an SSWSC employee. Volunteers are not covered by Employee Workers Compensation.

Exempt - Exempt employees are typically paid on a salary basis and are not eligible for overtime pay.

Non-Exempt - Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked.

WORK SCHEDULES

Sport directors, coaches and events staff schedules will be based on their scheduled training times and may vary based on events and competitions. Employees should check with their supervisor for their specific schedule. For payroll purposes, the work week starts on Sunday at 12:00 am and ends on Saturday at 11:59 pm.

TIMEKEEPING

Non-exempt employees are required by law to complete accurate weekly time reports showing all time worked. These records are required by governmental regulations and are used to calculate regular, and overtime pay. At the end of the pay period, supervisors must approve the timecard for the HR department.

OVERTIME

Overtime is over 40 hours worked in a single work week or 12 hours in a single day. Non-exempt employees will be paid overtime compensation at the rate of one and one-half their regular rate of pay for all hours worked over 12 hours in a day and over forty hours in a week. Paid leave does not apply to hours worked.

TIMELINESS/ATTENDANCE

It is important that employees arrive on time for their scheduled shift. Employees who are running late must let their supervisor know as soon as possible by phone or text. Continued tardiness may result in termination. Coaches should arrive for training sessions with all necessary equipment and ready to go at least 15 minutes before the published start time. Coaches must stay with their group after a training session until all athletes have departed.

For programs with children ages 12 and younger, the athlete must be released to a parent, older sibling, or designated adult. If the pick-up party is running late, the coach must stay with the athlete or arrange for the coach's supervisor or another SSWSC coach to stay with the athlete.

If a coach cannot make their shift, they must inform their supervisor as soon as possible and may be asked to help find a substitute in the case of a coaching absence. The substitute coach must be a SSWSC staff member or volunteer who has completed all background screening and SafeSport training.

TERMINATION OF EMPLOYMENT

VOLUNTARY RESIGNATION

Employees may end their employment at SSWSC for any reason and at any time, including retirement. Employees should notify their supervisor if they intend to resign. SSWSC respectfully asks employees who wish to resign their positions notify SSWSC of their anticipated departure date as soon as is reasonably possible, communicating with their Sport Director, the Executive Director, or Director of People & Sport Development.

INVOLUNTARY TERMINATION

An involuntary termination of employment is a management-initiated dismissal. Involuntary termination may occur for any legal reason, including misconduct, tardiness, absenteeism, unsatisfactory performance, or inability to perform; failure to perform the essential functions of the job with or without a reasonable accommodation; or death of an employee.

A termination due to the death of an employee will be made effective as of the date of death. Upon receiving notification of the death of an employee, SSWSC will notify the benefits administrator. The benefits administrator will process all appropriate beneficiary payments from the various benefits plans.

FINAL PAY

An employee who resigns or is terminated will be paid through the last day of work, plus any unused paid time off (PTO). In cases of an employee's death, the final pay due to that employee will be paid to the deceased employee's estate. SSWSC will ensure that payroll receives the deceased employee's timecard.

UNIFORM POLICY

COACH

Employees are provided with an SSWSC jacket for the winter season. SSWSC jackets should be worn during all local training and competition sessions and while working for SSWSC in other ski areas. The jacket is not to be worn while off-duty. SSWSC-issued jackets are to be returned at the end of the season. Employees will be responsible for replacement costs for damaged or lost SSWSC jackets.

ATHLETE

Athletes in U10 programs and older also receive a SSWSC jacket. They are not required to wear their jacket at training or competition but are required to wear the jacket on the podium if they win an award at any competition.

SUMMER

Summer bike coaches will be issued a cycling jersey to be worn while coaching. Summer staff will be issued 1-2 tee shirts to wear when coaching at water ramps, skateboarding, and gym. SSWSC Cycling competitive athletes will receive a jersey and are encouraged to compete and wear their jersey in local and regional competitions and on podiums.

ADDITIONAL APPAREL

Any additional team apparel must be approved by SSWSC leadership team. All approved additional team apparel designs and use of SSWSC logo must be sent to the Director of Communications for approval before ordering. Apparel colors, fonts and logo use must follow the brand standards outlined in the SSWSC Brand Guidelines. Additional SSWSC logo apparel may be available for purchase online at the [SSWSC Pro Shop](#).

HELMET POLICY

Summer

Coaches are required to wear a helmet if cycling, rollerskiing, roller blading, or skateboarding while coaching. Athletes are required to always wear a helmet while skateboarding, cycling, roller skiing, roller blading and water ramping.

Winter

All SSWSC staff and athletes are required to wear a helmet when skiing or riding at Steamboat Resort. On the All Out race trail, volunteers are also required to wear a helmet. This requirement applies any time a staff member

is moving on skis or a snowboard. If a coach is standing still, without skis or snowboard attached to their feet, they may remove their helmet but must have it back on once they start moving.

Helmets are highly recommended for coaches at Howelsen Hill and are mandatory when skiing or riding with a group.

TRANSPORTATION POLICY

Vehicle Utilization:

- SSWSC vehicles should be utilized for work-related needs whenever available. If a SSWSC vehicle is not available, employees may utilize their personal vehicles for work-related tasks.
- Employees must be at least 23 years of age to drive a SSWSC vehicle, and must read and sign the [Motor Vehicle Policy](#).

Insurance Coverage:

- If an employee chooses to use their personal vehicle when a SSWSC vehicle is available, SSWSC does not provide liability or physical damage insurance coverage for the employee's personal vehicle.
- It is the responsibility of the vehicle owner to ensure that their personal vehicle is adequately insured for liability and physical damage coverage when used for work-related purposes.

U.S. SKI & SNOWBOARD MEMBERSHIP

All SSWSC employees, board members, volunteer coaches, and unpaid interns who have regular contact with or a position of authority over minor athletes, must maintain current [U.S. Ski & Snowboard membership](#) in the appropriate category to include background screening and SafeSport training, throughout the term of their work agreement. Supervisors can confirm whether a Volunteer, Official, or Coach membership is appropriate in each situation. U.S. Ski & Snowboard membership dues for the appropriate category as directed by supervisors will be reimbursed by SSWSC, minus any late fees. The U.S. Ski & Snowboard membership renewal deadline is October 15.

CONFLICTS OF INTEREST/PRIVATE COACHING AND THE DUTY OF LOYALTY

It is agreed that coaches employed by SSWSC will not receive outside compensation or benefits for ski/snowboard coaching during the term of their work agreement without prior written consent of SSWSC Athletic Director, except for coaches who are also employees of Steamboat Ski Resort's ski and snowboard school while working as an instructor. Private coaching of SSWSC athletes is not permitted, except for certain situations approved by the Athletic Director within the scope of the employee's job, or in the case of the Sport Director coaching, the Athletic Director must approve. Such coaching without prior consent is considered a conflict of interest and will be subject to disciplinary action, potentially including termination.

In making decisions, all employees of SSWSC are expected to be objective, fair, and considerate of the best interests of SSWSC and all its members. Personal or outside interests or relationships must not influence employees to the detriment of SSWSC or all its members. Employees should not accept gifts, favors, or benefits that influence them in the performance of their duties. Questions about potential conflicts of interest should be directed to the Executive Director or Director of People.

The duty of loyalty includes the duty not to compete against SSWSC, not to solicit employees to leave SSWSC, and the duty to refrain from usurping corporate opportunities.

CONFIDENTIALITY OF ATHLETES

Our professional ethics require that each staff member maintain the highest degree of confidentiality when handling athlete matters. To maintain this professional confidence, no employee or volunteer shall disclose athlete information. Confidential information remains the property of SSWSC and must be returned to SSWSC on demand.

Any copying, reproducing, or distributing confidential information must be authorized by management. All contact information, files, videos, photographs, training records and logs, and other materials related to the programming and athletes at the SSWSC, or programs or equipment developed in the course of work while employed at the SSWSC, are the property of the SSWSC and shall be returned to the SSWSC upon separation of employment. Questions concerning athlete/parent confidentiality may be addressed to the Athletic Director.

PERSONNEL FILES

SSWSC maintains a personnel file and payroll records for each employee as required by law. Personnel records and payroll records are the property of SSWSC and may not be removed from the premises without written authorization. Because personnel files and payroll records are confidential, access to the records is restricted. Only those who have a legitimate reason to review information in an employee's file are allowed to do so. Disclosure of personal information to outside sources will be limited. However, SSWSC will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting official investigations and as otherwise legally required. Current and former employees may contact the Director of People to request a time to review records related to their qualification for employment, compensation, and disciplinary action.

OUTSIDE EMPLOYMENT (MOONLIGHTING) POLICY

Objective: SSWSC recognizes that some employees may need or want to hold additional jobs outside their employment with the company. Full-time year-round employees of SSWSC are permitted to engage in outside work or hold other jobs, subject to certain restrictions based on reasonable business concerns.

Procedures: SSWSC applies this policy consistently and without discrimination to all FTYR employees, and in compliance with all applicable employment and labor laws and regulations. The following rules for outside employment apply to all employees notifying their supervisors or managers of their intent to engage in outside employment:

- Work-related activities and conduct away from SSWSC must not compete with, conflict with or compromise the company's interests or adversely affect job performance and the ability to fulfill all responsibilities to SSWSC. Employees are prohibited from performing any services for SSWSC customers normally performed by SSWSC. This prohibition also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any company confidential information. In addition, employees may not solicit or conduct any outside business during work time for SSWSC.
- SSWSC FTYR employees must carefully consider the demands that additional work activity will create before accepting outside employment. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours. If outside work activity causes or contributes to job-related problems at SSWSC, the employee will be asked to discontinue the outside employment, and the employee may be subject to the normal disciplinary procedures for dealing with the resulting job-related problem(s).
- Employees may not use SSWSC paid sick leave to perform work for another employer.

- If an employee's outside employment presents a conflict of interest with SSWSC, as defined in the Conflict of Interest Policy, or if such outside employment has any potential for negative impact on SSWSC, the employee will be asked to terminate the outside employment.
- Fraudulent use of company sick leave or an employee's refusal to comply with SSWSC's reasonable request to terminate outside employment may result in immediate termination of employment with SSWSC.

Nothing in this policy is intended to, nor should be construed to limit or interfere with employee rights as set forth under all applicable provisions of the National Labor Relations Act, including Section 7 and 8(a)(1) rights to organize and engage in protected, concerted activities regarding the terms and conditions of employment.

COMPENSATION & BENEFITS

EMPLOYEE PAY

Employees will be paid twice per month, on the 15th of the month and at the end of the month (or the closest business day before these days). It is understood that a salaried employee's hours each week may vary based on the season or events, but that the salary will be paid at a regular rate each pay period, whatever the hours worked during the pay period.

Hourly employees, or salaried employees whose annual salary is under the threshold for certain exemptions, who work over 40 hours in a workweek, or over 12 consecutive hours in a day, will be paid one and a half times their hourly wage for time worked beyond 12 hours in a day or 40 hours in a workweek. Overtime work must be pre-approved by the employee's supervisor. While traveling, time spent performing essential job duties is counted as time worked. Examples of essential job duties for a travel coach are on-hill coaching, attending coach meetings, actively assisting athletes, and driving SSWSC vehicles for a job function. Hours worked must be recorded through Paylocity.

PAYCHECK DEDUCTIONS

SSWSC is required by law to make certain deductions from employee pay each pay period, including deductions for federal & state income tax, Social Security and Medicare (FICA) taxes, Colorado FAMILI deduction and any other deductions required under law or by court order for wage garnishments. The amount of tax deductions will depend on each employee's earnings and the information each employee lists on their federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. Employees may also authorize certain voluntary deductions from their paycheck where permissible under state law. Deductions will be reflected in each wage statement. Employees should direct questions about deductions to their Director.

SSWSC will not make deductions to employee pay prohibited by federal, state, or local law. Employees are responsible for reviewing their paycheck for errors each pay period. If discrepancies are discovered, employees should immediately report discrepancies to their Director.

Employees will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, the employee(s) will receive an immediate adjustment, which will be paid no later than the next regular payday. SSWSC will not retaliate against employees who report erroneous deductions in good faith in accordance with this policy.

PAY RAISES

Depending on financial health and other SSWSC factors, efforts will be made to give pay raises consistent with SSWSC fiscal stability, job performance, and the consumer price index. SSWSC may also offer individual pay raises based on merit or due to a change of job position.

BONUS PAY

Employees may receive bonuses from time to time. These are based on individual merit, SSWSC's financial performance and any other factor(s) deemed significant by SSWSC. Whether or not bonuses are granted, and the amounts granted are within the sole discretion of the Executive Director and are subject to SSWSC board approval.

PER DIEM

Employees traveling on business outside of Routt County will receive a meals per diem of \$60/day (\$15 breakfast/\$15 lunch/\$30 dinner) for the time they are away on business. If the employee departs in the afternoon, per diem for that day would be for dinner only. If the employee returns in the afternoon, per diem for that day would be for breakfast and lunch only. The employee does not need to submit receipts for meals covered by their per diem. If any meals are included as part of the trip, such as included breakfast at the hotel or an awards dinner, the amount for those meals based on the above breakdown must be subtracted from the per diem total. Personal meals should not be charged to a SSWSC card when a per diem is claimed.

Team Travel [Per Diem](#) should be submitted with travel packets to the travel accountant. Business travel per diem forms should be submitted to the Finance assistant for reimbursement through paychecks.

EXPENSE REIMBURSEMENT

SSWSC will reimburse employees for reasonable business expenses incurred. Head coaches, directors and full-time coaches with regular travel may receive company-issued credit cards to be used for business purchases. These credit cards should be used for all business-related purchases, except for the employee's food expenses, while traveling. Employees must get a receipt for all purchases made on a SSWSC card and submit the receipts through the online platform. Large purchases, or purchases not budgeted, must be approved by the Director of Finance.

SEASONAL SKI PASS ALLOCATION

All winter employees may receive a ski pass for Steamboat Ski Resort and/or Howelsen Hill as required to do their job. Staff who have direct work duties at Steamboat Ski Resort will receive a Steamboat only coach pass. All Full-Time Year-Round Staff will also receive a Steamboat Ski Resort pass. Coaches who are only scheduled to work at Steamboat Ski Resort will not receive a pass for Howelsen Hill, and vice versa.

At Howelsen Hill, most coaches will either receive an alpine pass or a Nordic pass. Coaches whose programs include both downhill and cross country skiing will receive a Howelsen all-access pass. Full-Time Year-Round employees will receive a family pass at Howelsen Hill. Season passes must be worn at all times while coaching. Season passes are a benefit and will be de-activated in the case of an employee suspension, separation, or termination.

IKON pass Reimbursement: Any full program coach (not subs) making \$3000 or less and coaching at Steamboat Resort will receive a \$300 reimbursement if they purchased an IKON pass and did not receive a Steamboat only pass through SSWSC or an Alterra pass through SSRC.

EMPLOYEE DEPENDENT PROGRAM FEE CREDITS

Summer Staff Program Fee Credits

Eligibility: Coaches and staff members at SSWSC who have children enrolled in SSWSC programs are eligible for program fee credits. Partial program coaches may be eligible for a partial program fee credit based on their role.

Credit amount: Coaches scheduled to work every day of a program can receive a program fee discount for their child. The discount amount can be up to the cost of the program they are coaching. Head coaches will receive additional credit for their time administering the program and communicating to families. Credits are not to exceed family program fees.

Application of credits: Employee benefit will automatically be applied to the current season if you have a child enrolled in that season. Credit may not be divided between seasons. If an employee's child is only involved in a winter program, the employee may apply the credit to winter but must communicate this to the office manager at the start of their employment contract. It cannot be applied to past balances, camps, or other travel or miscellaneous fees.

Expiration: Credits will expire at the end of the following season. For example, if the credit is from the summer '23/'24 season, it will expire at the end of the winter '24 season.

Refunds: Refunds for program fee credit are not applicable if not used.

Seasonal Staff Program fee credits for year-round programs

Eligibility: SSWSC coaches and staff members with dependents enrolled in year-round competitive SSWSC programs are eligible for program fee credits as a fringe benefit at the start of their employment contract. Eligibility is determined by Human Resources based on the employment category. (Summer program fee payment of 25% of the enrolled program, is due by May 1st.)

Application of credits: Employee benefit will automatically be applied to the current season if you have a dependent enrolled in that season. Credit may not be divided between seasons. If an employee's dependent is only involved in a winter program, the employee may apply the credit to winter but must communicate this to the office manager at the start of their employment contract. It cannot be applied to past balances, camps, or other travel or miscellaneous fees.

Expiration: Credits will expire at the end of the following season. For example, a credit from the summer '23/'24 credit expires at the end of winter '24 season.

Overpayments: If there are overpayments on summer program fees will be refunded in the fall.

Refunds: Refunds for program fee credit are not applicable if not used.

Winter Staff Program Fee Credit

Eligibility: SSWSC coaches and staff members with dependents enrolled in SSWSC programs may receive program fee credits as a benefit. Coaches who are scheduled to work every day of a program are eligible to receive a program fee discount for their dependent(s) based on their [Employment Category](#).

Partial program coaches may receive a partial program fee credit based on their employment category.

Application of credits: Employee benefit will automatically be applied to the current season if you have a dependent enrolled in that season. Credit may not be divided between seasons. If an employee's dependent is only involved in a winter program, the employee may apply the credit to winter but must communicate this to the office manager at the start of their employment contract. It cannot be applied to past balances, camps, or other travel or miscellaneous fees.

Expiration: Credits will expire at the end of the following season. For example, a credit from the winter '24/'25 credit expires at the end of summer '25 season.

Refunds: Refunds for program fee credit are not applicable if not used.

SSWSC INDUSTRY DISCOUNTS

Employees may receive services or goods at reduced prices as part of SSWSC benefit program. Any services or goods received on this discount program must be for the employee's personal use.

PROFESSIONAL DEVELOPMENT

SSWSC believes in supporting the individual growth of its staff members. To encourage the development of its employees, SSWSC offers a professional development reimbursement program to eligible employees who attend job-related seminars. Approval from the Athletic Director must be received prior to registration for the training clinic. SSWSC will pay a portion of approved job-related training clinics. The employee should be prepared to provide a written or oral report on the content and lessons learned upon their return.

FRINGE BENEFITS

Any fringe benefit offered by Employer will be subject to all standard payroll taxes per IRS rules. Taxes will be deducted from paychecks and remitted by the employer.

UNEMPLOYMENT INSURANCE

SSWSC will pay the required state and federal taxes to provide employees with unemployment insurance coverage if they become unemployed through no fault of their own or due to circumstances described by law. This insurance is administered by applicable state agencies, which determine eligibility for benefits, the monetary value (if any), and duration of benefits.

TIME OFF AND LEAVES OF ABSENCES

HOLIDAYS

The following days are considered holidays and SSWSC office will be closed, and employees may take the day off. Generally, there will be no programming on these dates, but in some cases, there may be an event, camp, or competition. In these cases, the employee may take a different day off with approval from their supervisor.

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

FLEXIBLE TIME OFF (FTO)

Steamboat Springs Winter Sports Club hires exceptional, professional adults to perform a wide variety of important functions that contribute to the success of our company. It is SSWSC's intent to provide its exceptional employees the freedom they require to balance the responsibilities of both their work and home lives, thereby maximizing their value to SSWSC.

It is the policy of SSWSC to forego implementation of a vacation accrual or bank system of any sort. Eligible employees will be free to take leave when they require it as long as approved by their immediate supervisor and their job duties. Employees are immediately eligible for FTO.

FTO EXPECTATIONS

Under this policy, exempt-level employees are expected to:

1. All leave requires manager approval. Time off lasting more than one week should be approved by your manager at least one month in advance. Time off lasting more than two weeks must be approved two months in advance. Requests for longer than two weeks require additional approval from the Executive Director and are dependent upon business needs.
 1. Understand that due to staffing needs, sometimes, not all leave requests can be honored. Advance requests are still subject to appropriate approval.
 2. Employee will take into consideration their team and the impact their time off will have and plan accordingly.
2. All time off must be recorded in Paylocity and be approved by employee's supervisor.
3. SSWSC employees must take at least 10 workdays per year to support their mental, emotional, and physical health.
4. Vacation time does not accrue under this policy; therefore, you will not receive compensation for "unused" time off if your employment with SSWSC ends unless you still have accrued PTO on our prior policy.
5. Put the time you will be away on your Outlook calendar as "OOO" (out-of-office).
6. If an employee is eligible for Long-Term Disability, FMLA or FAMI, then those policies apply instead of the FTO policy.
7. If a team member is unable to meet these expectations, SSWSC reserves the right to revoke the Flexible Time Off. If gross abuse of the Flexible Time Off guidelines is observed, disciplinary action may be taken, and this may include termination of employment.

SICK PAY

All employees, including part-time employees, seasonal part-time and full-time employees, earn one hour of paid sick leave for every 30 hours worked up to a maximum of 48 hours per year. Employees can use accrued sick leave for the following safety or health needs:

- A mental or physical illness, injury or health condition that prevents work, including diagnosis or preventative care.
- Domestic abuse, sexual assault or criminal harassment leading to health, relocation, legal, or other service's needs.
- Employee has a family member experiencing a condition described above.
- In a public health emergency, a public official closed the workplace, or the school or place of care of the employee's child.

Employees may carry over up to 48 hours of paid sick leave into the new year. Unused paid sick leave will not be paid out at termination. Sick leave should be reported in Paylocity.

FAMILY AND MEDICAL LEAVE (FMLA)

In accordance with the Family and Medical Leave Act of 1993 (FMLA), SSWSC provides up to 12 or 26 weeks of unpaid, job-protected leave in a 12-month period to qualified employees in certain circumstances.

To qualify for FMLA leave, an employee must:

1. Have worked for the Company for at least 12 months, although it need not be consecutive;
2. Have worked at least 1,250 hours in the last 12 months; and
3. Be employed at a worksite that has 50 or more employees within 75 miles.

Employees may take up to 12 weeks of unpaid FMLA leave in a 12-month period, beginning on the first day the employee takes FMLA leave, for any of the following reasons:

- The birth of a child and in order to care for that child (leave must be completed within one year of the child's birth);
- The placement of a child with the employee for adoption or foster care and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition;
- To care for employee's own serious health condition, which makes the employee unable to perform any of the essential functions of the employee's position; or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active-duty status (or has been notified of an impending call or order to covered active duty).

Employees may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day the employee takes FMLA leave, to care for a spouse, child, or next of kin who is a covered service member and who has a serious injury or illness related to active-duty service.

As used in this policy:

- **Spouse** means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.
- **Child** means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- **Parent** means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to the employee when the employee was a child.
- **Next of kin** for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual will be the only next of kin. In appropriate circumstances, employees may be required to provide documentation of next of kin status.
- **Serious health condition** means an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, earaches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of

conditions that are not serious health conditions under this policy. Employees should contact Human Resources regarding questions about the types of conditions that may qualify.

- **Health care provider** means a medical doctor or doctor of osteopathy, physician assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- **Qualifying exigencies** for military exigency leave include:
 - Short-notice call-ups/deployments of seven days or less (**Note:** Leave for this exigency is available for up to seven days beginning the date of call-up notice);
 - Attending official ceremonies, programs, or military events;
 - Special childcare needs created by a military call-up including making alternative childcare arrangements, handling urgent and nonroutine childcare situations, arranging for school transfers, or attending school or daycare meetings;
 - Making financial and legal arrangements;
 - Attending counseling sessions for oneself, the military service member, or the military service member's son or daughter who is under 18 years of age or is 18 or older but incapable of self-care because of a mental or physical disability.
 - Rest and recuperation (**Note:** Fifteen days of leave is available for this exigency per event).
 - Post-deployment activities such as arrival ceremonies, re-integration briefings, and other official ceremonies sponsored by the military (**Note:** Leave for these events are available for 90 days following the termination of active-duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty.
 - Parental care when the military family member is needed to care for a parent who is incapable of self-care (such as arranging for alternative care or transfer to a care facility).
 - Other exigencies that arise that are agreed to by both the Company and the employee.
- A **serious injury/illness** incurred by a service member in the line of active duty or that is exacerbated by active duty is any injury or illness that renders the service member unfit to perform the duties of his or her office, grade, rank, or rating.

FAMLI – Colorado Family and Medical Leave Insurance Program

Under the Colorado Family and Medical Leave Insurance (FAMLI) program, employees are entitled to partially paid leave for up to 12 weeks for covered family and medical reasons, or 16 weeks for a serious health condition caused by pregnancy complications or childbirth complications, starting on January 1, 2024. FAMLI leave may be taken continuously, intermittently, or in the form of a reduced work schedule. FAMLI applies only to Colorado residents. An employee may use FAMLI leave:

- For the birth, adoption, or placement through foster care, is caring for a new child during the first year after the birth, adoption, or placement of that child.
- To care for a family member with a serious health condition.
- For their own serious health condition.
- Based on a need arising out of an Employee's family member's active duty service or notice of an impending call or order to active duty in the armed forces, including, but not limited to, providing for the care or other needs of the military member's child or other family member, making financial or legal arrangements for the military member, attending counseling, attending military events or ceremonies, spending time with the military member during a rest and recuperation leave or following return from deployment, or making arrangements following the death of the military member;
- If the employee or the employee's family member is the victim of domestic violence, the victim of stalking,

or the victim of sexual assault or abuse.

Employees must apply for FAMLI through the state of Colorado. To qualify for FAMLI leave, the employee must have worked in Colorado and have earned \$2,500 over the previous year.

FAMLI wage replacement benefits are determined by the state of Colorado. Benefits are calculated on a sliding scale using the individual's average weekly wage from the previous five calendar quarters in relation to the average weekly wage for the state of Colorado and may increase over time. Benefits are capped at \$1,100/week. Employees can estimate potential benefits by using the calculator available at <https://famli.colorado.gov>.

Unless otherwise required by law, the following applies to family and medical leaves of absence:

- If the employee has worked for SSWSC for 180 days prior to taking the leave, the employee will be reinstated to the same position or an equivalent position.
- If the employee has not worked for SSWSC for 180 days prior to taking the leave, the employee may be reinstated to the same position or an equivalent position, but there is not job guarantee.
- Employees who fail to return at the expiration of their authorized leave may be terminated. If the employee's failure to return is due to pregnancy, childbirth, or the physical recovery from childbirth, serious illness and/or a disability under the ADA or other similar laws, additional accommodation may be provided. Employees must supply sufficient information from their medical provider specifying the basis for the additional leave and when they can return to work with or without reasonable accommodation. Accommodation must not cause undue hardship to the employer. Accommodation will be determined in an interactive process between the employee and SSWSC.

To apply for FAMLI benefits, the employee must complete an application at <https://famli.colorado.gov> within 30 days. FAMLI leave runs concurrently with FMLA leave.

PARENTAL LEAVE

SSWSC supports our employees work life balance efforts by providing full-time year-round employees that have been employed by SSWSC for 12 calendar months paid parental leave to supplement the FAMLI insurance for 12 weeks of paid parental leave to insure the employee is receiving 100% of their salary for the 12-week period. If an employee takes additional leave, it will not be supplemented.

Eligible employees are entitled to paid parental leave for the following events:

- The birth of a child and to care for the newborn child.
- The placement of a child for adoption or foster care and to care for the newly placed child within one year of placement.

Other qualifying events, beside maternity/paternity leave, will be reviewed internally and subject to discretionary wage supplementation.

Paid parental leave runs concurrently with FAMLI leave and FMLA leave.

OTHER LEAVE

Bereavement Leave

All employees are immediately eligible for three unpaid days for the death of an immediate family member. Members of the immediate family include spouses, domestic partners, parents, brothers, sisters, children, children of domestic partners, grandchildren, grandparents, parents-in-law, and parents of domestic partners.

Employees are eligible for one unpaid day to attend the funeral of aunts, uncles, nieces, and nephews. Requests for bereavement leave should be made to the Director of People as early as possible.

Voting Time

Employees who are registered voters and who lack sufficient time outside of work to vote in any local, state, or national election may take leave with pay at the beginning or end of the day for this purpose. Employees must request leave before election day. Employees are only entitled to up to two hours of leave if the employee has three non-work hours available while polls are open.

Jury Duty

Employees may take paid leave to serve on jury duty when called and such time will not count toward the sick leave or PTO above. Employees receive regular pay for the first three days of jury duty if they are scheduled to work. Beginning the fourth day and thereafter, employees will be paid to make up the difference between jury duty pay and their regular pay if their regular pay is more than the jury duty pay. Regular employment shall include part-time, temporary, and casual employment if the employment hours may be determined by a schedule, custom, or practice established during the three-month period preceding the juror's term of service.

Military Leave

Following military orders, employees may take leave to enter into active duty, active duty for training, inactive duty for training, and state inactive duty, including the US Armed Forces, National Guard, reserve corps, or Naval Militia. Employees granted a military leave of absence are reinstated and paid in accordance with the laws governing veterans' re-employment rights. Short term leave for military training will not affect employee's right to receive vacation, sick leave, bonuses, advancement, or other advantages of employment.

Colorado Civil Patrol, Qualified Service In A Disaster Area, And Volunteer Firefighter Leave

Colorado employees may take up to fifteen unpaid days per year to respond to an emergency as a member of their state's Civil Patrol Wing, as a Volunteer Firefighter, and for other qualified service in a disaster area. Employees should give SSWSC as much notice as possible, and SSWSC may require certification from the proper authority to verify the eligibility of the employee. Employees are not required to exhaust their PTO or other types of leave in order to take leave related to qualified service in a disaster area, although they may choose to use accrued PTO to supplement their pay.

In some narrow circumstances, SSWSC may lawfully deny requests to respond. For example, if more than 20% of SSWSC employees have been granted leave on any given day, SSWSC may deny a leave request for Qualified Service in a Disaster Area; or if the employee does not provide advanced written notice from the fire chief of the employee's fire department of the employee's status as a volunteer firefighter, SSWSC is not obligated to grant the request.

Short term emergency response leave will not affect an employee's right to receive vacation, sick leave, bonuses, advancement, or other advantages of employment.

Crime Victim Leave

Employees who are victims of domestic abuse or another crime related to domestic violence, stalking, or sexual assault may take up to three days paid leave, so long as all other PTO and sick leave is exhausted, to protect themselves by:

- Seeking a civil protection order to prevent domestic abuse;

- Obtaining medical care or mental health counseling for themselves or for their children to address physical or psychological injuries;
- Making their home secure from the perpetrator or seeking new housing to escape said perpetrator; and
- Seeking legal assistance and attending and preparing for court-related proceedings.

Except in cases of imminent danger to the health or safety of the employee, SSWSC requires employees to provide advanced notice leave from work requested under this policy and, in some cases, SSWSC may request documentation.

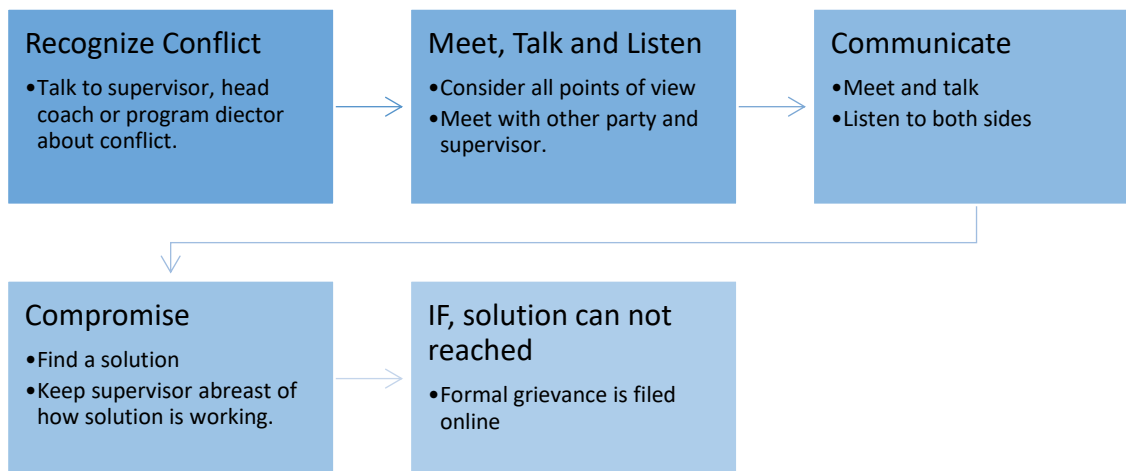
SSWSC will keep all information related to an employee's leave under this policy confidential.

SSWSC will not interfere with, restrain, or deny an employee's exercise of or attempt to exercise any rights under this policy. SSWSC will not discharge or discriminate against any employee exercising their rights under this section.

COMPLAINTS & GRIEVANCES

SSWSC strives to provide a comfortable, productive, legal, and ethical work environment. To this end, SSWSC wants employees to bring any problems, concerns, or complaints or grievances about the workplace to the attention of their director(s) and, if necessary, to Director of People & Sport Development or upper-level management. Employees will not be disciplined or suffer any other form of retaliation for the good faith use of the conflict procedure.

CONFLICT RESOLUTION PROCEDURE



GRIEVANCE PROCEDURE

Any SSWSC staff member who believes conduct that may constitute discrimination, harassment, denial of accommodations, or retaliation under this policy has occurred has a responsibility to report the situation as soon as possible to enable SSWSC to investigate and correct any behavior.

Any of the following staff members can be contacted for reporting violations of this policy:

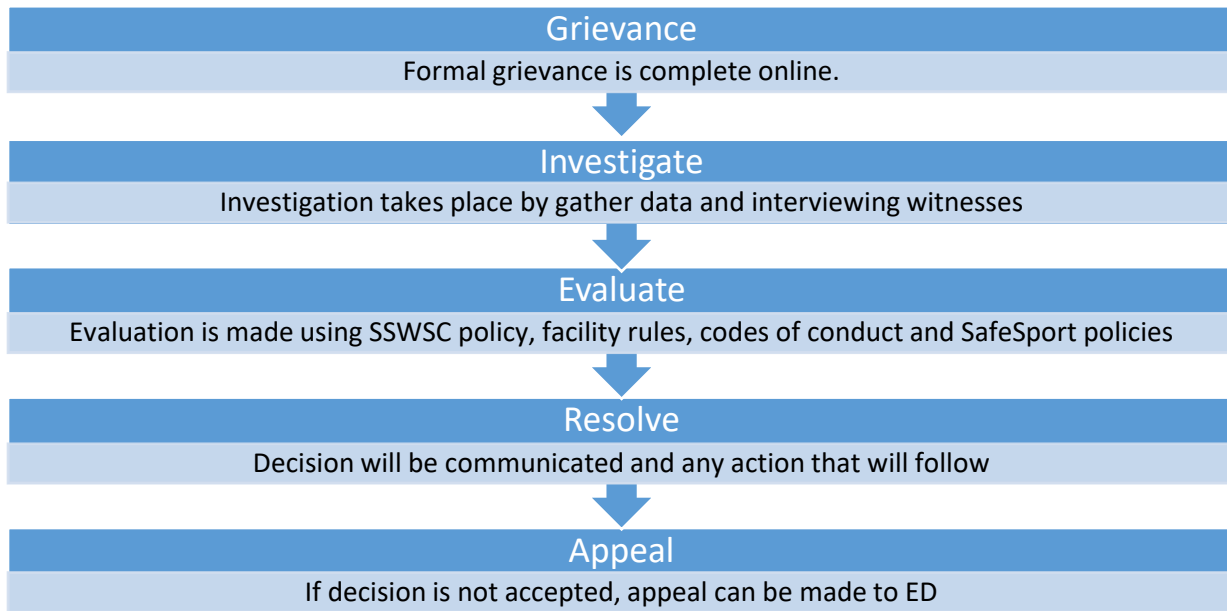
- Blair Seymour, Director of People & Sport Development: bseymour@sswsc.org

- David Stewart, Athletic Director: dstewart@sswsc.org
- Jon Nolting, Chief Operating Officer: jnolting@sswsc.org
- Brian Krill, Executive Director: bkrill@sswsc.org

Additionally, employees may report complaints, violations or grievances using the online [SSWSC Complaint Reporting Form](#). This form may be completed anonymously.

To the extent practical, concerns of violations or suspected violations will be kept confidential, consistent with the need to conduct an adequate investigation.

GRIEVANCE PATHWAY



In an effort to respect both the grievant and the accused, SSWSC will follow procedures to determine the validity of all complaints, reports, and accusations before imposing consequences to athletes or staff members. In many cases, if necessary, an external party will be engaged to help handle conflicts or grievances in a neutral manner.

FAIRNESS OR ANONYMITY

To protect the integrity of the reporting process and intent to treat all parties with fairness, SSWSC will:

- Remain impartial and identify any conflicts of interest that could lead to impartiality prior to the gathering information stage.
- Provide both the grievant and the accused with equal opportunity to review evidence obtained about the allegation.
- Provide the grievant and the accused with the opportunity to have the presence of a support person.
- Offer an appeal process to either party if not satisfied with the resolution.

All matters of confidentiality will be honored to the extent that it does not preclude SSWSC from responding effectively to prohibited conduct and to preventing future prohibited conduct.

CORRECTIVE ACTION

When employee performance issues are identified, when instances of unacceptable conduct occur, or when for

any lawful reason the employment relationship has become problematic from the point of view of SSWSC, any of a variety of steps may be taken, up to and including a Performance Improvement Plan (PIP) or termination. SSWSC Leadership reserves the right to determine what is appropriate. Action taken by management in an individual case does not establish a precedent in other circumstances.

Depending on the nature of the complaint, SSWSC may investigate the allegations. Complaints investigated will be investigated promptly and in an impartial and confidential manner as much as possible. In some cases, SSWSC might utilize legal counsel and/or third-party human resource counsel.

After an investigation, a determination shall be made regarding the appropriate response to any complaint. If SSWSC determines that a staff member's behavior is in violation of this policy, disciplinary action may be taken, up to and including termination of employment. A timely resolution of any complaint should be reached and communicated to the parties involved. All parties will be treated fairly and with respect.

Should SSWSC deem it necessary, or if required by law, an issue concerning misconduct, harassment, or abuse reported to SSWSC may also be reported to following agencies:

- For issues dealing with sexual misconduct, sexual harassment and/or sexually explicit or inappropriate communication; including through social media:
 - [U.S. Center for SafeSport](#): 720-524-5640
- For issues involving a minor dealing with physical abuse, emotional abuse, criminal charges and the use, sale, or distribution of illegal drugs:
 - [USSA Safe Sport Reporting](#) and Steamboat Police: 970-879-4344
- For issues involving a minor dealing with known or suspected child abuse:
 - [Routt County Abuse & Neglect Hotline](#): 970-367-4056
 - [Colorado Child Abuse and Neglect Hotline](#): 844-264-5437

PERFORMANCE REVIEW

SSWSC will make efforts to periodically review employee work performance. The performance review process will take place biannually or as needs dictate. The performance review process is a means for increasing the quality and value of employee work performance. An employee's initiative, effort, attitude, job knowledge, and other factors will be addressed. However, a positive job performance review does not guarantee a pay raise or continued employment.

PERFORMANCE IMPROVEMENT PLANS

Performance improvement plans are used when performance falls short of SSWSC's standards and/or expectations. A PIP sets forth actionable and time bound goals for the employee to improve. Failure to make reasonable progress on a PIP can result in termination. If needed, employees may be put on a Performance Improvement Plan (PIP). Employees may also specifically request that their director assist them in developing a PIP at any time.

COMMUNICATION POLICIES & PROCEDURES

Communication may be the most important part of each employee's job. Several modes of communication are used at SSWSC. As a U.S. Ski & Snowboard member club, communication methods must comply with U.S. Center for SafeSport standards.

SSWSC Employees are expected to use SSWSC communication venues including phones, email, and internet for professional use only. Any employee may at some point during their employment receive and handle personal and/or private information about members, athletes, partners, and SSWSC. It is important to make sure this information is confidential, it is the primary function of the business, and there may be other legal consequences for disclosure.

Unauthorized disclosure of company information can subject a SSWSC employee to disciplinary action up to and including termination.

ELECTRONIC COMMUNICATIONS

This policy contains guidelines for electronic communications created, sent, received, used, transmitted, or stored using SSWSC's communication systems or equipment, and staff member provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. Electronic communications include, among other things, messages, images, text data or any other information used in an email, instant messages, text messages, voice mail, computers, smartphones, or hard drives. All of these communication devices are collectively referred to as "systems".

All electronic communications contained in SSWSC systems are SSWSC records and/or property. Although a staff member may have an individual password to access our systems, the systems and communications belong to SSWSC and are accessible to SSWSC at all times. Employee communications on our system are not confidential or private.

Employees may not use SSWSC systems in a manner that is unlawful, wasteful of SSWSC resources, or unreasonably compromises staff member productivity or the overall integrity of SSWSC's systems. Examples of prohibited uses include, among other things, sexually explicit messages, images, cartoons, or jokes; propositions or love letters; ethnic or racial slurs; or any other message or image that may be in violation of SSWSC policies.

In addition, employees may not use SSWSC systems:

- To download, save, send, or access any discriminatory, obscene, or malicious or knowingly false material;
- To download, save, send, or access any site or content that SSWSC might deem "adult entertainment";
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of SSWSC or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

ELECTRONIC COMMUNICATIONS WITH MINOR ATHLETES

Electronic communication includes, but is not limited to, phone calls, video calls, texts, social media platforms (e.g., Facebook, Instagram, WhatsApp, etc.), fitness applications, emails, and direct messaging. The following are requirements for all one-on-one electronic communications with minor athletes.

- All electronic communication between SSWSC staff and a minor athlete must be **open and transparent**, meaning that a parent/guardian, another adult family member of the minor athlete, or another adult must be copied or included in all communication. This includes responses to communications started by the minor athlete.

- The only electronic platforms (e.g., smartphone applications, athletic applications, social media applications) that can be used to communicate with minor athletes are those that allow for open and transparent communication.
- All team communication or communications from a coaches/staff person to a Minor Athlete must copy or include another Adult, or all the Minor Athletes' parents/guardians.
- All communication should be professional in nature and related to in-program activities, such as practice, competition, events, and similar.
- At any time, parents/guardians can request that direct communication to minor athletes cease, and that all communication go through the parent/guardian. SSWSC employees must honor such requests.
- It is not against the policy for a Minor Athlete to follow an Adult Participant (coach) to on social media or vice versa, but it is against the policy to have a one-on-one conversation with that Minor Athlete through direct messages.
- Employees must adhere to the Social Media Policy below.

SOCIAL MEDIA POLICY

SSWSC has several social media accounts on Facebook, Instagram, and other platforms. Before posting on one, employees must request permission from their director and the Communications and Media Director. The following rules are also applicable to employees' personal accounts:

- Safety: athletes skiing (except winter cross country skiing), snowboarding, cycling, skateboarding, rollerblading, and rollerskiing must be wearing helmets and be doing safety-conscious activities.
- Show respect across SSWSC disciplines and public (no mockery of other disciplines/sports).
- Highlight SSWSC's core values and following SSWSC and resort policies
- No profane language will be tolerated. This includes any music included with videos or slideshows.
- Feel free to share relevant content on SSWSC pages, but do not download and repost someone else's photo or video without proper credits.
- Make sure athletes are wearing their SSWSC uniform when posting podium photos.
- Athlete full names may be used when posting but should not link to or tag minor athlete pages in posts on SSWSC pages.
- All content created while working or coaching for SSWSC must only be posted to an official SSWSC social media account.
 - Coaches then may share an official SSWSC post to their personal accounts.

SSWSC employees may not create additional social media pages or accounts for their teams without the expressed consent of the Director of Communications. SSWSC employees are prohibited from creating private websites or social media areas for communication with athletes.

ELECTRONIC DEVICES

SSWSC may, at its discretion and in accordance with this policy, provide certain employees with laptop computers, tablets, or other electronic devices for the primary purpose of conducting SSWSC business. All computers and electronic devices paid for by SSWSC are the property of SSWSC and the employee is responsible for ensuring the appropriate use of the device, as well as the security and safe keeping of the device as outlined in this policy.

SSWSC recognizes that some employees will use their own personal devices to access organizational data. While the personal device is the property of the employee, the employee is responsible for the security and safekeeping of SSWSC's data while it is on the personal device.

Any SSWSC computer or employee-owned personal device that contains SSWSC information must be secured with a pass code to prohibit unauthorized access. It must go in effect within 15 minutes or sooner of device inactivity.

Any SSWSC computer or employee-owned personal device that contains SSWSC information that is lost or stolen must be reported to the Director of People immediately.

Equipment provided to an employee that is lost, broken, or stolen may be repaired or replaced. If the loss is the fault of the employee, the employee may be responsible for the value of the equipment at the time of loss.

Upon separation from employment, the employee will return all SSWSC computers or electronic devices. All personal information should be removed prior to returning the equipment. SSWSC-related files should be stored in the employees' One Drive folder.

SSWSC may monitor or review employees' use of electronic devices, email, internet services, computer systems, and telephone services. SSWSC (or other persons authorized by SSWSC, including internal or external auditors) may access its computers, computer networks, computer logs and other electronic records, databases and backups, and software (including surveillance software) to do so.

EMAIL

Full-time employees, part-time employees in the administrative office, and part-time lead coaches will be provided a sswsc.org email account and should use this for work-related email communication. Incidental and occasional personal use of email is permitted. However, employees should be aware that these messages will be treated the same as business messages and are subject to review at any time without notice. Employees should use discretion when sending emails. Do not write anything in an email message that is inappropriate to say to others face-to-face.

When sending emails to program or coaching groups, employees must blind copy (bcc) members of the group. Administrative staff and directors are encouraged to use CampMinder to email groups or teams. Employees are not expected to check or respond to email messages outside of their normal work hours or off days. When employees are out of communication by email if on vacation or traveling where response times will be delayed, employees should use the out-of-office assistant feature to send an auto-response to let the sender know the employee is not available. When possible, the employee should provide an alternative contact.

PHONE

Sport directors and administrative employees are provided with a direct line work phone number at the office. Employees should check voice mail messages regularly during scheduled work time and respond in a timely manner. Other employees use their personal mobile phones for communication. SSWSC does not reimburse employees for personal cell phone use. An employee traveling internationally may be reimbursed for international plans when the trip is work related and such phone use is pre-approved by the sport director, Athletic Director, or Finance Director.

Personal phone calls and texts should be held to a minimum during scheduled work time and must not interfere with the employee's performance of their job. Do not use a phone while driving a SSWSC vehicle.

MEDIA

All media inquiries regarding SSWSC and its operations must be referred to the Director of Communications or the Executive Director. The authorization to make or approve public statements on behalf of SSWSC rests solely with the Executive Director. The Communications Director is responsible for contacting media outlets regarding articles related to any club business, including highlighting competition results or program successes. Employees may work directly with the media only after coordination with the Communications Director. If an employee is approached by someone from the media to ask questions about an event or results, the Director of Communications should be informed about the conversation as soon as possible.

Sharing contact information of minor athletes to any person in the media must be approved by the parent or guardian of the minor athlete and in coordination with the Director of Communications.

EMERGENCIES/CATASTROPHES

In case of an emergency or a major catastrophe, it is important that one central office issue all statements. It is, therefore, absolute SSWSC policy that no employee talks to the press, photographers, etc., without the specific consent of the Executive Director in the case of emergencies. All statements will be made by the Executive Director or Board of Directors.

PHOTOGRAPHY

SSWSC reserves the right to photograph, film, or video its employees during the course of their employment and to use that material in its promotional programs without additional compensation to the employee. Any photo or video taken by a SSWSC staff member during the course of their work at the Club is the property of SSWSC and may be used by SSWSC at any time, with or without credit to the staff member.

CONFIDENTIAL INFORMATION AND DATA PROTECTION

Any employee may at some point during their employment receive and handle personal and/or private information about members, athletes, partners, and SSWSC. It is important to make sure this information is confidential as it is the primary function of the business, and there may be other legal consequences for disclosure.

Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. All files, videos, photographs, training records and logs, and other materials related to the programming and athletes at SSWSC, or programs or equipment developed in the course of work while employed at SSWSC, are the property of SSWSC and shall be returned to SSWSC upon separation of employment.

Unauthorized disclosure of company information can subject a SSWSC employee to disciplinary action up to and including termination.

The scope of this policy is intended to be comprehensive and will include requirements for the security and protection of SSWSC's confidential information and its members and athletes both on and off work premises. However, nothing in this section is meant to interfere with employees' right under federal law to engage in protected and concerted activity, including employees' ability to discuss terms and conditions of their employment.

WORKPLACE SAFETY

Protecting the safety of our employees and athletes is the most important aspect of our organization. Safety is the responsibility of every SSWSC employee. If you see something, say something!

All employees have the opportunity and responsibility to contribute to a safe work environment by using commonsense rules and safe practices and by notifying management when any health or safety issues are present. All employees are encouraged to partner with management to ensure maximum safety for all.

In an emergency, notify the appropriate emergency personnel by dialing 9 for an outside line, then 911 to activate the medical emergency services.

EMPLOYEE HEALTH

Employees that have symptoms of illness are required to stay home and seek appropriate medical care. Any employee diagnosed with Covid-19 or any other highly contagious disease should utilize sick time and stay home until non contagious. [Covid Policy](#)

SUBSTANCE USE AND ABUSE POLICY

In compliance with the Drug-Free Workplace Act of 1988, SSWSC has a longstanding commitment to provide a safe and quality-oriented environment for our staff, parents and athletes. Alcohol and drug use poses a threat to the health and safety of our athletes. For these reasons, SSWSC prohibits the use, sale, purchase, and possession of illegal drugs which includes drug paraphernalia, within the meaning of state and federal law which may include narcotics, intoxicants, hallucinogens, inhalants, or non-proscribed controlled drugs. SSWSC also prohibits drug abuse which may include the abuse of over-the-counter non-prescribed drugs for a purpose other than their intended purpose. The presence of any detectable amount of an illegal drug, controlled substance or alcohol in an employee's body system while working is prohibited.

An employee that is using a physician prescribed drug that has known side effects which may interfere with their ability to safely perform their job must reach out to their supervisor at their earliest opportunity so SSWSC can determine if an accommodation can be made.

SSWSC is a **tobacco-free** workplace. Tobacco products including cigarettes, chewing tobacco, snus, snuff and e-cigarettes/vaping are not permitted while working. **Cannabis** and drugs derived from cannabis including synthetic drugs containing THC are also prohibited under this policy. While the medicinal use of marijuana has been allowed in Colorado since 2000, it is against SSWSC Substance Use policy, even for employees who are using medical marijuana based on a doctor's recommendation and have a registration card.

The consumption or possession of alcoholic beverages during working time is strictly prohibited, unless authorized by SSWSC Executive Director or Director of People in specific social events. Employees may not report for or be at work with any detectable amounts of alcohol, illegal drugs, or controlled substance present in their body.

SSWSC may conduct pre-employment, post-accident, and reasonable suspicion testing of employees. The failure to consent to testing may be grounds to not hire a prospective employee or to terminate a current employee.

In order to require an employee to participate in reasonable suspicion testing, the supervisor sending the employee for testing must have reasonable articulable grounds for the testing known as "reasonable suspicion". Reasonable suspicion may include, but is not limited to, the following situations: employee observed using or

possessing drugs or drug paraphernalia; employee demonstrating the physical symptoms of alcohol or drug use; a pattern of abnormal conduct or erratic behavior by the employee; or, information provided by reliable and credible sources, or otherwise independently corroborated, regarding an employee's substance abuse or rule infraction. A supervisor that sends an employee for reasonable suspicion testing must document the circumstances necessitating the testing.

Any employee subject to reasonable suspicion or post-accident testing will be suspended without pay until such test results are confirmed. To the extent that it is feasible, if the initial test result tests positive for a substance banned under this policy, the sample will be re-tested at SSWSC's expense using an alternate procedure. No action will be taken against the employee unless the initial and confirming test results are positive. The employee may request a third test of the sample be conducted at their personal expense.

The results of these tests will be maintained in strict confidence in the office of SSWSC Executive Director and will not be made a part of the employee's personnel file. The tests will not be used for the purpose of determining any bodily condition other than the presence of alcohol or drugs.

A violation of this policy may subject the employee to discipline up to and including termination.

WORKERS COMPENSATION

Paid employees who are injured while on the job are eligible for worker's compensation coverage. This is a SSWSC paid insurance program that protects paid employees for work-related injuries. Subject to provisions of the workers' compensation laws, this program guarantees that all employees will receive prompt, proper and complete medical treatment for work-related injuries or illnesses; wage or salary reimbursement; and vocational rehabilitation when necessary.

Every work-related injury, no matter how minor, must be reported immediately to the employee's program director and to the Director of People and Sport Development. Once a Report of Injury form is completed, a claim will be opened. A report must be filed within ten (10) working days of the date of the incident; failure to comply with the State regulations may result in a loss by the employee of one day's disability pay for each day the report is delinquent. In order to avoid penalties for employees or SSWSC, injuries must be reported as soon as possible after they occur.

Nonmedical benefits otherwise payable to an injured employee are reduced fifty percent where the injury results from the presence of either a not-medically-prescribed substance or blood alcohol above 0.10 percent in the employee's system.

Designated Providers for Work-Related Injuries

SSWSC's workers' compensation insurance carrier has selected designated physicians for treatment of work-related injuries; contact the Director of People for a list of providers. Treatment by unauthorized medical providers will not be covered and the employee might be personally responsible for the cost. This includes emergency room use in non-emergency situations. If, however, the injury or illness occurs before or after normal business hours for our designated providers or is considered life-threatening or limb-threatening, the employee may receive immediate treatment from an emergency room.

Missed, Modified, or Alternate Duty Work

Colorado law requires a three-day waiting period before wage replacement benefits can begin for an employee who is unable to work due to a work-related injury. However, the SSWSC will pay an employee for his/her

complete scheduled shift on the day of their injury if they must leave work early to seek medical treatment at an authorized provider. That shift does not count towards the three-day waiting period before wage replacement benefits will begin.

To minimize the loss of income to the employee as well as minimizing expense costs to SSWSC, the Director of People may temporarily relocate employees who are unable to perform their normally assigned jobs due to any prescribed work restrictions. Employees who have been injured should return to the Director of People with a copy of their prescribed work restrictions immediately after leaving their physician's office so that appropriate arrangements can be made for suitable modified duty.

Exclusion from Coverage

The Colorado Workers' Compensation Act specifically excludes from workers' compensation coverage any person who volunteers time or services for a ski area operator, or for a ski area sponsored program or activity. The Act specifies that the provision of free or discounted skiing /snowboarding privileges or other benefits to a volunteer shall not change that person's status as a volunteer. The Act also excludes from coverage any employee participating in a recreational activity, who at such time is relieved of and is not performing any duties of employment, regardless of whether he or she is utilizing a pass or ticket provided by SSWSC. We also exclude from workers' compensation coverage any employee who is skiing/ snowboarding while on their own time.

WORKPLACE VIOLENCE

As the safety and security of our employees, athletes, and the public is in the best interests of SSWSC, we are committed to working with our employees to provide a work environment free from violence, intimidation, and other disruptive behavior.

SSWSC has a zero-tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. This applies to management, co-workers, employees, and non-employees such as athletes, families, and volunteers.

Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened.

Prohibited conduct includes, but is not limited to:

- Physically injuring another person.
- Threatening to injure a person or damage property by any means, including verbal, written, direct, indirect, or electronic means.
- Taking any action to place a person in reasonable fear of imminent harm or offensive contact.
- Possessing, brandishing, or using a firearm, or other weapon, on SSWSC property or while performing SSWSC business except as permitted by state law.
- Violating a restraining order, order of protection, injunction against harassment, or other court order.

REPORTING INCIDENTS OF VIOLENCE

In accordance with this policy, employees are expected to report any behavior that compromises SSWSC's ability to maintain a safe work environment to their director. Based on the report, SSWSC retains discretion to investigate. If a decision is made to investigate, SSWSC will promptly investigate the report. All reports will be

kept confidential, except where there is a legitimate need to know. Employees are expected to cooperate in any investigation of workplace violence.

An employee who violates this policy may be subjected to discipline, including immediate employment termination, and criminal charges.

SAFETY PROCEDURES

Please refer to our specific [Safety Procedures](#) for details regarding:

- Athlete/Staff injuries, Concussion protocol, Incident Reporting
- Weather policies
- Meeting with Minors
- Lift Riding
- Athlete Supervision
- Lost Child Procedures

PROPERTY & EQUIPMENT

PARKING RULES

Employees will park in the public parking areas at Howelsen Hill and Steamboat Ski Resort. Carpooling is encouraged. Overnight parking is only permitted in the rodeo lot at Howelsen Hill for staff, and only with a permit. The overnight permit should be in SSWSC vehicle that the employee is checking out for the trip and should be transferred inside the driver's side window of the employee's vehicle that will be parked overnight. Additional passes for employees who will be passengers may be available at SSWSC office.

KEYS

Employees may be issued one or more keys for use in their job responsibilities. SSWSC policy prohibits the unauthorized duplication of a SSWSC key. If any additional keys are required, employees must make a request to their program director or to the Facilities Manager.

Continued possession and use of issued keys is the employee's responsibility. If, during employment, an employee no longer has use for a key, the employee must return it to the Facilities Manager. Upon termination of employment, employees must return all keys. Lost keys must be reported to the Facilities Manager immediately.

Employees must lock exit doors to SSWSC offices, Howelsen Lodge, Strength Center, Liman Mountain Center, or Alpine Trailer if they are the last person to leave the building.

RADIOS & DRILLS

Many departments use radios for coach communication. It is the employee's responsibility to bring a charged radio to all training sessions. If a radio is lost, it is the employee's responsibility to notify their head coach or director immediately.

Drills are often used by disciplines to create training environments. SSWSC owns drills and drill bits. All drill batteries should be charged before training. It is the coach's responsibility to keep track of drills and bits and report any equipment that is lost immediately to their director or head coach.

SSWSC VEHICLES

Employees with authorization to drive SSWSC vehicles must review and sign the [SSWSC Motor Vehicles Driver Policy](#) and agree to a Motor Vehicle Records check. Authorized drivers must inform the Director of People if they receive any driving violations after signing the form, whether or not the violation occurred in a SSWSC vehicle. Employees may reserve a SSWSC vehicle through the [online reservation form](#).

The use of seat belts is mandatory for operators and passengers of SSWSC vehicles. Drivers of SSWSC vehicles may not use a cell phone while driving. For a full listing of driving policies refer to the [travel manual](#).

If an employee abuses the privilege of driving company vehicles, the employee will be subject to corrective action, up to and including termination of employment. If necessary, SSWSC will also advise law enforcement officials of any illegal conduct.

PETS ON CITY PROPERTY

Employees are not permitted to bring dogs, cats, or other animals in Howelsen Lodge during their work shifts. Dogs are allowed brief visits to our facilities. However, they must be always leashed and under control of their owner. Consideration will be made regarding service and emotional support animals which may be allowed with proper certification and documentation.

SSWSC strongly discourages employees from leaving pets inside of or tied up to parked vehicles during their work shift. Employees should discourage friends and family members from bringing their pets to the base areas as these animals not only create a nuisance but are also a hazard to our staff and athletes. The Howelsen Hill lodge and ski area is city property, thus any animal tied up or running free will be turned over to the City Animal Control Officer.

SKI AREA POLICIES AND RELATIONSHIPS

SSWSC's success is dependent on excellent working relationships with Steamboat Ski Resort, Howelsen Hill, the Steamboat Springs Touring Center, and the U.S. Forest Service where we conduct training. Our partnerships with these organizations have spanned decades and are a large part of the reason SSWSC has an incredible legacy. It is every employee's responsibility to maintain and improve our relationship with these important partners. All contact with these organizations and their representatives should be positive, friendly, and professional. All SSWSC employees are expected to comply with any instructions or requests from the employees of these partner organizations.

STEAMBOAT SKI RESORT

SSWSC and Steamboat Ski & Resort Corporation (SSRC) agree to a Sponsorship, Support and Events License Agreement on an annual basis to set forth the terms of operation for SSWSC as well as to outline SSRC's contributions to SSWSC. SSRC provides SSWSC with winter staff season passes, significant scholarship contributions, special operations, and training venue access. SSRC is one of SSWSC's most important and generous Gold Support Partners.

It is important that SSWSC employees, athletes and volunteers adhere to the following policies of SSRC:

- In all SSWSC communications, refer to the resort as "Steamboat Ski Resort," not as "Mount Werner."
- All employees, volunteers and participants must wear helmets while skiing or riding. Employees must wear a helmet any time that they are skiing or riding at Steamboat Ski Resort with their uniform jacket, whether they are working at the time.

- It is of critical importance that athletes, competitors, and other persons using the All Out or such other training locations do not ski or ride to and from the training facility in a way that is reckless or endangers or frightens SSRC's guests. SSWSC employees must agree to fully cooperate with SSRC in preventing such behavior and enforcing the consequences imposed by SSRC staff in connection with violations thereof (which shall be in SSRC's sole discretion).
- All participants, including coaches, volunteers, and others, must comply in all respects with SSRC's safety and conduct policies, including, but not limited to, Skier/Snowboard Responsibility Code, Slopewise, and obey all instructions from patrol or other Steamboat Resort uniformed personnel. SSRC reserves the right to relocate or delay any use of All Out or other training and event locations should it determine in its sole discretion that it is necessary to do so for any safety or other operational reasons.
- Downhill speed skis shall be prohibited without SSWSC staff supervision and only under special SSRC approved and SSWSC monitored closures.
- Inverted aerial maneuvers are prohibited (except within routine training and while under coaches' supervision).
- SSRC shall have the right to monitor safety and conduct at all venues and activities anywhere on the Steamboat Resort and to discipline SSWSC violations of safety or conduct policies, which may include pass suspension or revocation, which shall be honored by SSWSC.
- SSWSC employees and athletes are NOT permitted to cut lift lines using SSRC employee or ski school lanes. SSWSC employees must closely monitor athlete behavior and etiquette in lift lines. From time to time, a competitor line is made available on the Christie Peak Express. This line is only for competitors, employees, and volunteers working at the event. Employees may be permitted to use staff lines when carrying heavy equipment such as a bundle of gates, shovels, etc. with permission from the lift attendants. Follow all lift attendant instructions.
- Fraudulent use of ski passes will result in disciplinary actions by SSRC and SSWSC.

All requests for special operations at Steamboat Ski Resort must be made through the Chief Operating Officer or Director of People Sport Development.

HOWELSEN HILL SKI AREA

Howelsen Hill and the Howelsen Hill Lodge are owned and operated by the City of Steamboat Springs. The city of Steamboat Springs is a SSWSC gold support partner, and provides season passes for SSWSC employees, grooming in the nordic jump complex, and provides many special operations to make SSWSC training and competitions in all its sports run smoothly. Howelsen Hill and the Howelsen Hill Lodge are SSWSC's home base, and SSWSC employees are expected to be excellent stewards of the ski area and its guests and facilities.

SSWSC is permitted to set courses on the Howelsen Hill Face. Such use is managed by SSWSC Athletic Director. On weekdays, all skiing and riding from 11:00 am to 1:00 pm is designated as open public skiing and riding, and the Face is to be kept clear of training courses. During this time, group training is not permitted with the exception of on the nordic jump complex and the mogul complex. Coaches must not begin to set until 1:00 pm. No training is permitted on Sundays except designated SSWSC venues.

Courses set on the face must end with sufficient space for athletes to safely stop before entering the trail across the base accessing the chairlift. The trail is not closed to the public, so athletes and coaches must be aware of public skiers/riders on the trail.

It is required that SSWSC employees wear a helmet when skiing or snowboarding at Howelsen Hill. Helmets are not required for coaches setting, shoveling, standing, or skiing cross country skiing.

All SSWSC employees and athletes must carry their season pass with them, including on the cross country trails. Employees with an alpine only pass must purchase a nordic trails pass for access to the cross country trails.

During the winter ski area operation, no parking is permitted on weekdays in the close-in lot next to the Howelsen Hill Lodge and the David L DeHaven Strength Center. This area is for drop-off and pick-up only. This includes SSWSC vehicles. Employees should park in the outer lot behind the jump flats in designated spaces only. Vehicles may not be parked overnight at Howelsen Hill.

SSWSC employees and athletes must never enter a closed area or trail at Steamboat Ski Resort, Howelsen Hill, or any other ski area, unless specifically directed by ski area personnel with the authority to grant such access. SSWSC employees are responsible for ascertaining if a trail or area is open whether the chosen point of entry is roped or has closed signage or not.

CONTACT INFORMATION

SSWSC BOARD OF DIRECTORS

Travis Mayer, President	Ashley Deibold	Amy Satkiewicz
Amy Cook, Secretary	Dan Gilchrist	Jim Schneider
Danielle McLarnon, Treasurer	Todd Givnish	Ryan Shorter
Blaise Carrig	Rob Mitchell	Steve Speer
Lara Craig	Roger Perricone	

STAFF CONTACTS

Brian Krill	Executive Director	970.439.0845
Jon Nolting	Chief Operating Officer	970.439.0842
Dave Stewart	Athletic Director	970.439.0846
Blair Seymour	Director of People & Sport Develop.	970.439.0848
Amy Burkholder	Director of Finance	970.439.0843
Jeanne Mackowski	Director of Communications	970.439.0847
Ellen Campbell	Director of Development	970.439.0960
Gretchen Keefe	Club Manager	970.879.0695 x100
Amos Gilbert	Facilities Manager	860.318.5969
Kevin Sankey	Events Manager	970.871.9288

PROGRAM DIRECTORS

Ali Givnish	Winter Youth Development	970.846.7960
Tyler Shepherd	Alpine Competitive	970.439.0850
Ann Battelle	Freestyle	518.796.0254
Brian Tate	Cross Country	970.734.7678
Todd Wilson	Jumping/Nordic Combined	970.439.0853
Andy Michnay	Freeskiing	262.903.0835
Alex Deibold	Snowboard Director	802.345.0246
Sasha Nations	Cycling Director	303.995.1535
Sady Carelli	Strength & Conditioning	518.420.7021
Email addresses – first initial and last name @sswsc.org		

ADDITIONAL CONTACTS

U.S. Ski & Snowboard	www.us Skiandsnowboard.org
U.S. Ski & Snowboard membership hotline	435-647-2666
U.S.A. Snowboard and Freeski Association (USASA)	www.usasa.org
U.S.A. Nordic Sports	www.usanordic.org
Rocky Mountain Freestyle	www.rockymountainfreestyle.com
Rocky Mountain Nordic	www.rm nordic.org
Steamboat Ski Resort	www.steamboat.com
Steamboat Season Pass office	877-276-2628
Steamboat Touring Center	www.steamboatnordiccenter.com
Steamboat Touring Center phone	970-879-8180
Howelsen Hill	http://steamboatsprings.net/ski
U.S. Center for SafeSport	https://uscenterforsafesport.org/

ACKNOWLEDGEMENTS

At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook

I acknowledge that I have been provided with a copy of SSWSC Employee Handbook (the "Handbook"), which contains important information about SSWSC policies, procedures, and benefits. I understand that I am responsible for familiarizing myself with the policies in this handbook and agree to comply with all rules applicable to me.

I understand that, except as may be required by state law, my employment with SSWSC is at-will. This means that neither I nor SSWSC is committed to an employment relationship for a specific period of time and the employment relationship may be terminated by me or SSWSC at any time, for any reason.

The language used in this Handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for any specific duration.

I understand that no representative of SSWSC, other than the Executive Director, has the authority to enter into an agreement of employment for any specified period and any such agreement must be in writing, signed by the Executive Director and me. We have not entered into such an agreement.

Further, I understand that the contents of this Handbook are summary guidelines for employees and therefore not all inclusive. This Handbook supersedes all previously issued editions. No oral statements or representations can change the provisions of the Handbook or any supplement.

Except for the at-will nature of employment, SSWSC reserves the right to modify, revise, rescind, delete, or add to any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of SSWSC in its sole and absolute discretion. These changes may occur at any time, with or without notice. I further understand that SSWSC reserves the right to interpret its policies or to vary its procedures, as it deems necessary or appropriate.

In addition to this Employee Handbook, SSWSC may maintain additional policies that employees are expected to know and adhere to as part of their employment with SSWSC.

I have received SSWSC Employee Handbook. I have read and agree to abide by the policies and procedures contained in the Handbook.

Employee: _____ Date: _____

Final Paycheck Agreement

I acknowledge my final paycheck from SSWSC is dependent on a variety of factors, including whether SSWSC terminates my employment or whether I terminate my own employment. If I terminate my employment with SSWSC, then my final paycheck will be processed on the next regular pay cycle. If SSWSC terminates my final paycheck can be withheld for ten days until I have returned all SSWSC property and SSWSC has audited the property.

I acknowledge my final paycheck may be reduced for the following reasons:

- I failed to return SSWSC property, or SSWSC property was returned damaged.
- I have a negative PTO balance at the time of my termination because of PTO requests not in good faith.
- Other lawful deductions.

I have read and understand the above statements.

Employee: _____ Date: _____

Surveillance Agreement

I acknowledge SSWSC may monitor or review my use of its facilities, including email and internet services, computer systems and telephone services, from the beginning of my employment to the end of my employment, in accordance with SSWSC policies and procedures. In relation to computer surveillance, SSWSC (or other persons authorized by SSWSC, including internal or external auditors) may access its computers, computer networks, computer logs and other electronic records, databases and backups, and use software (including surveillance software) to do so. In addition, SSWSC uses devices such as video cameras, security cameras, and security access entries and cards for the purpose of maintaining security and ensuring work health and safety. Such surveillance is ongoing and continuous and may include the copying and retention of footage, emails, and audio and computer records. I consent to such surveillance.

I have read and understand the above statements.

Employee: _____ Date: _____



COLORADO COLORADO OVERTIME & MINIMUM PAY STANDARDS ORDER Effective 1/1/24: must update annually; new poster available each December
 Department of Labor and Employment (“COMPS Order”) #39, POSTER & NOTICE

Colorado Minimum Wage: in flat ion-adjusted annually; \$14.42/hour in 2024, (Rule 3)

- Employees must be paid at least minimum wage (whether hourly, salary, commission, piecework, etc.) unless exempt
- Unemancipated minors can be paid 15% less than full minimum wage
- Use the highest minimum wage that applies; all local minimum wages are posted at ColoradoLaborLaw.gov

Overtime: 1½ times regular pay rates for hours over 40 weekly, 12 daily, or 12 consecutive (Rule 4)

- Overtime is required each week over 40 hours, or day over 12, even if 2 or more weeks or days average fewer hours
- Employers cannot provide time off (“comp time”) instead of time-and-a-half premium pay for overtime hours
- Key variances/exemptions (all are detailed in Rules 2.3-2.4):
 - Modified overtime in a small number of health care jobs; exemption for certain heavy vehicle drivers
 - No 40-hour weekly overtime in downhill ski/snowboard jobs (but 56-hour overtime for many under federal law)
 - Agricultural: overtime after 48-56 hours (based on size and seasonality); extra breaks and pay on long days

Meal Periods: 30 minutes uninterrupted and duty-free, for shifts over 5 hours (Rule 1.9)

- Can be unpaid, but only if employees are completely relieved of all duties, and allowed to pursue personal activities
- If work makes uninterrupted meal periods impractical, eating on-duty must be permitted, and the time must be paid
- To the extent practical, meal periods must be at least 1 hour after starting and 1 hour before ending shifts

Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)

- **Work Hours:** Up to 2 >2, up to 6 >6, up to 10 >10, up to 14 >14, up to 18 >18, up to 22 >22
- **Rest Periods:** 0 1 2 3 4 5 6
- Need not be off-site, but must not include work, and should be in the middle of the 4 hours to the extent practical
- Rest periods are time worked for minimum wage and overtime purposes, and if employers do not authorize and permit rest periods, they must pay extra for time that would have been rest periods, including for non-hourly-paid employees
- Key variances/exemptions:
 - In some circumstances, 10-minute rest periods can be divided into two of 5 minutes (Rule 5.2.1)
 - Agricultural: certain work requires more breaks; other is exempt (Rule 2.3, & Agricultural Labor Conditions Rules)

Time Worked: Pay for time employers allow performing labor/service for their benefit (Rule 1.9)

- All time on-premises, on duty, or at workplaces (but not just letting off-duty employees be on-premises), including:
 - putting on/removing work clothes/gear (but not clothes worn outside work), cleanup/setup, or other off-clock duty, waiting for assignments at work, or receiving or sharing work-related information,
 - security/safety screening, or clocking (checking in or out, or waiting for any of the above tasks)
- Travel for employer benefit is time worked; normal homework travel is not (details in Rule 1.9.2)
- Sleep time, if sufficiently uninterrupted and lengthy, can be excluded in certain situations (details in Rule 1.9.3)

This Poster is a summary and cannot be relied on as complete labor law information. For all rules, fact sheets, translations, questions, or complaints, contact: DIVISION OF LABOR STANDARDS & STATISTICS, ColoradoLaborLaw.gov, cdle_labor_standards@state.co.us, 303-318-8441 / 888-390-7936

Deductions, Credits, Charges, & Withheld Pay (Rule 6, and Article 4 of C.R.S. Title 8)

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Vacation pay: Departing employees must be paid all accrued and unused vacation pay, including paid time off usable for vacation, without deducting or declaring forfeiture based on cause for termination, lack of resignation notice, etc.
- Deductions from pay: Allowed if listed below or in C.R.S. 8-4-105 (including deductions required by law, in a written agreement for the benefit of the employee, for theft in a police report, or for property loss after audit/notice)
- Tip credits: Employers can pay up to \$3.02 below the highest applicable minimum wage (Colorado or local), if:
 - (a) tips (not mandatory service charges) raise pay to full minimum, & (b) tips aren't diverted to non-tipped staff/owners
- Meal credits/deductions: Allowed for the cost or value (without employer profit) of voluntarily accepted meals
- Lodging credits/deductions: Allowed if housing is voluntarily accepted by the employee, primarily for the employer's (not the employer's) benefit, recorded in writing, and limited to \$25 or \$100 per week (based on housing type)
- Uniforms: Must be provided at no cost unless they are ordinary clothes without special material or design; employers must pay for any special cleaning required, and cannot require deposits or deduct for ordinary wear and tear

Exemptions from COMPS (Rule 2.2 lists all; key exemptions are below)

- Executives/supervisors, administrators, and professional paid at least a salary (not hourly wages) of \$55,000 in 2024 (then inflation-adjusted in future years), except \$33.17/hour for highly technical computer work
- Other highly compensated, non-manual-labor employees paid at least 2.25 the above salary (\$123,750 in 2024)
- 20% owners, or at a nonprofit the highest-paid/highest-rank employee, if actively engaged in management
- Various (not all) types of salespersons, taxi drivers, camp/outdoor education field staff, or property managers

Record-Keeping & Notices of Rights (Rule 7)

- Employers must give all employees (and keep for three years) pay statements that include time worked, pay rate (including any tips and credits), and total pay
- This year's poster must be displayed where easily accessible, or if not practical (such as for remote workers), provided within one month of beginning work and when employees request a copy
- Employers must include a copy of this poster, or the COMPS Order, in any employment handbook or manual
- Violation of notice of rights rules (posting or distribution), including by providing information undercutting this poster, may yield fines and/or ineligibility for employee-specific credits, deductions, or exemptions in COMPS

Complaint & Anti-Retaliation Rights (Rule 8)

- Employees can send the Division (contact info below) complaints or tips about violations, or file lawsuits in court
- Employers cannot retaliate against, or interfere with, employees exercising their rights
- Anonymous tips are accepted; anonymity or confidentiality are protected if requested (Wage Protection Rule 4.7)
- Owners and other individuals with control over work may be liable for certain violations — not just the business, even if the business is a corporation, partnership, or other entity separate from its owner(s) (Rule 1.6)
- Immigration status is irrelevant to these labor rights; the Division will not ask or report status in investigations or filings, and it is illegal for anyone to use immigration status to interfere with these rights (Wage Protection Rule 4.8)



COLORADO
Department of
Labor and Employment

**Colorado Workplace Public Health Rights Poster:
PAID LEAVE, WHISTLEBLOWING, & PROTECTIVE EQUIPMENT**

Updated July 14, 2023
may be updated periodically

THE HEALTHY FAMILIES & WORKPLACES ACT ("HFWA"); Paid Leave Rights

- **Coverage:** All Colorado employers, of any size, must provide paid leave
- All employees earn 1 hour of paid leave per 30 hours worked ("accrued leave"), up to 48 hours a year.
- Employees are required to be paid their regular pay rate during leave, and the employer must continue their benefits.
- Up to 48 hours of unused accrued leave carries over for use during the next year.
- For details on specific situations (irregular hours, non-hourly pay, etc.), see Wage Protection Rule 3.5, 7 CCR 1103-7.
- Up to 80 hours of supplemental leave applies in a public health emergency (PHE), until 4 weeks after the PHE ends.*

Employers can use accrued leave for the following safety or health needs:

- (1) a mental or physical illness, injury, or health condition that prevents work, including diagnosis or preventive care;
- (2) domestic abuse, sexual assault, or criminal harassment leading to health, relocation, legal, or other services needs;
- (3) caring for a family member experiencing a condition described in category (1) or (2);
- (4) grieving, funeral/memorial attendance, or financial/legal needs after a death of a family member;
- (5) due to inclement weather, power/break/water loss, or other unexpected occurrence, the employees needs to either (a) evacuate their residence, or (b) care for a family member whose school or place of care was closed, or
- (6) in a PHE, a public official closed the workplace, or the school or place of care of the employee's child.

Employer Policies (Notice; Documentation; Incremental Use; Privacy; and Paid Leave Records)

- **Written notice and posters.** Employers must (1) provide notice to new employees no later than other onboarding documents/policies; and (2) display updated posters, and provide updated notices to current employees, by end of year.
- **Notice for "foreseeable" leave.** Employers may adopt "reasonable procedures" in writing as to how employees should provide notice if they require "foreseeable" leave, but cannot deny paid leave for noncompliance with such a policy.
- **An employer can require documentation to show that accrued leave was for a qualifying reason only if leave was for four or more consecutive work days (i.e. days when an employee would have worked, not calendar days).**
- **Documentation is not required to take accrued leave,** but can be required as soon as an employee returns to work or separates from work (whichever is sooner). **No documentation can be required for PHE leave.**
- **To document leave for an employee's (or an employee's family member's) health-related need,** an employee may provide: (1) a document from a health or social services provider if services were received and a document can be obtained in reasonable time and without added expense; *otherwise* (2) the employee's own writing.
- **Documentation as to domestic abuse, sexual assault, or criminal harassment** can be a document or writing under (1) above (e.g. legal or shelter services provider) or (2) above, or legal document (restraining order, police report, etc.).
- **If an employer reasonably deems an employee's documentation deficient,** the employer must: (A) notify the employee within seven days of either receiving the documentation or the employee's return to work or separation (whichever is sooner), and (B) give the employee at least seven days to cure the deficiency.
- **Incremental Use.** Depending on employer policy, employees can use leave in either hourly or six-minute increments.

Employee Privacy. Employers cannot require employees to disclose "details" about an employee's (or their family's) HFWA-related health or safety information; such information must be treated as a confidential medical record.

- **Records must be retained and provided upon request.** Employers must provide documentation of the current amount of paid leave employees have (1) available for use, and (2) already used during the current benefit year, including any supplemental PHE leave. Information may be requested once per month or when the need for HFWA leave arises.
- **Retaliation or Interference with HFWA Rights**
- **Paid leave cannot be counted as an "absence"** that may result in firing or another kind of adverse action.
- **An employee can't be required to find a "replacement worker" or job coverage when taking paid leave.**
- **An employer cannot fire, threaten, or otherwise retaliate against, or interfere with use of leave by,** an employee who: (1) requests or takes HFWA leave; (2) in forms or assists another person in exercising HFWA rights; (3) files a HFWA complaint; or (4) cooperates/assists in investigation of a HFWA violation.
- **If an employee's reasonable, good-faith HFWA complaint, request, or other activity is incorrect,** an employer need not agree or grant it, but cannot act against the employee for it. Employees can face consequences for missing leave.

PROTECTED HEALTH/SAFETY EXPRESSION & WHISTLEBLOWING ("PHEW");

Worker Rights to Express Workplace Health/Safety Concerns & Use Protective Equipment

Coverage: All Employers and Employees, Plus Certain Independent Contractors

- PHEW covers not just "employees" and "employees," but all "principals" (an employer or a business with at least 5 independent contractors) and "workers" (employees or independent contractors working for a "principal").
- **Worker Rights to Oppose Workplace Health/Safety Violations:**
- It is unlawful to retaliate against, or interfere with, the following acts:
 - (1) raising reasonable concerns, including informally, to the principal, other workers, the government, or the public, about workplace violations of government health or safety rules, or a significant workplace health or safety threat;
 - (2) opposing or testifying, assisting, or participating in an investigation or proceeding about retaliation for, or interference with, the above-listed conduct.
- A principal need not address a worker's PHEW-related concern, but it still cannot fire or take other action against the worker for raising such a concern, as long as the concern was reasonable and in good-faith.

Workers' Rights to Use Their Own Personal Protective Equipment ("PPE");

- A worker must be allowed to voluntarily wear their own PPE (mask, faceguard, gloves, etc.) if the PPE (1) provides more protection than equipment provided at the workplace, (2) is recommended by a government health agency (federal, state, or local), and (3) does not make the worker unable to do the job.

COMPLAINT RIGHTS (under both HFWA & PHEW)

- Report violations to the Division as complaints or anonymous tips, or file in court after exhausting pre-lawsuit remedies.

This Poster summarizes two Colorado workplace public health laws: C.R.S. § 8-13.3-401 et seq., (paid leave), and C.R.S. § 8-14.4-101 et seq. (health and safety whistleblowing) including amendments current as of the date of this poster. It does not cover or other health or safety laws, rules, and orders, including under the federal Occupational Safety and Health Act (OSHA), from the Colorado Department of Public Health and Environment (CDPHE), or from local public health agencies. Contact those agencies for such health and safety information.

*In a PHE, employees gain additional hours of leave for inability to work, testing, quarantining, caring for family in such situations, and related needs. No PHE is now in effect; this poster will be updated if one is declared.

This poster must be displayed where easily accessible to workers, shared with remote workers, and replaced with any annually updated versions.

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