



# EMPLOYEE HANDBOOK 2026-2027



WELCOMING \* TEAMWORK \* INTEGRITY \* FUN \* ACHIEVE

*SSWSC reserves the right to amend and adjust any policies and procedures outlined in this handbook. Any significant changes (either in part or in full) to this handbook will be communicated to employees.*

Steamboat Springs Winter Sports Club's core values drive culture and behaviors within our teams and programs. We represent and foster our core values throughout SSWSC, especially in building relationships among athletes, coaches, parents, community members, donors, partners, and fans. The core values are Welcoming, Fun, Teamwork, Integrity, and Achieve.

## **WELCOMING**

Welcoming is rooted in the history and heritage of SSWSC's place in the community. We cultivate an inclusive and supportive environment where every athlete, coach, staff member, family, supporter, community member, and fan feels valued and connected to the story and mission of SSWSC. We welcome all backgrounds and ability levels, prioritizing long-term development over short-term results. We foster a sense of community and connection, cultivating relationships and memories that extend beyond direct involvement with a sport, program, or event. A welcoming culture strengthens our community and lays the groundwork for lifelong success and love of sport.

## **FUN**

The number one driver of participation in sports is FUN. Every SSWSC program has fun at its core. Fun is essential for developing champions on and off the mountain; it fuels long-term engagement, learning, and success. Sport should be playful. SSWSC athletes will learn to enjoy the process, which can be challenging and not always fun in the moment, ultimately leading to satisfaction and fulfillment in the future.

## **TEAMWORK**

Teamwork is our secret weapon. While our sports are contested at the individual level, we know that a strong, unified team environment motivates athletes and creates a rewarding experience. With a wide range of winter and summer programs, we leverage the expertise of our coaches across all disciplines to make each other better. We encourage our athletes to interact across disciplines through activities, shared coaching days, and athlete mentorships. SSWSC is one team—athletes, coaches, families, community members, partners, and donors—working together to elevate each other and enrich our community.

INTEGRITY

Integrity drives our actions. We do the right thing, even when it is not easy. We value respect, honesty and transparency. We honor the legacy of all the champions on and off the mountain who came before us, by upholding the reputation and values that make SSWSC a special part of the Steamboat community.

ACHIEVE

All SSWSC athletes will achieve something meaningful to them in sport and life. Success in athletics, school, and relationships requires courage, effort, and a long-term commitment. The journey to achieve is an ongoing process of learning from our mistakes, growing, and pushing ourselves to improve and be the best we can be.

TABLE of CONTENTS

WELCOMING..... 1

TABLE of CONTENTS..... 2

INFORMATION ABOUT THE EMPLOYEE HANDBOOK..... 4

BASIC EMPLOYMENT INFORMATION..... 4

    AT-WILL EMPLOYMENT..... 4

    EMPLOYMENT AUTHORIZATION VERIFICATION..... 5

    CONTACT INFORMATION..... 5

    ORGANIZATIONAL STRUCTURE..... 5

EMPLOYMENT POLICIES..... 6

    EQUAL EMPLOYMENT OPPORTUNITY AND POLICY PROHIBITING DISCRIMINATION..... 6

    HARASSMENT POLICY..... 7

    ACCOMMODATIONS..... 8

    WHISTLEBLOWER POLICY..... 9

    MANDATORY REPORTING..... 9

    MINOR ATHLETE ABUSE PREVENTION POLICIES (MAAPP) & SAFESPORT..... 10

WORKPLACE GUIDELINES..... 10

    EMPLOYEE CODE OF CONDUCT..... 10

|                                                                     |           |
|---------------------------------------------------------------------|-----------|
| PROHIBITED CONDUCT FOR COACHES.....                                 | 11        |
| COACH DISCIPLINE CONSEQUENCES.....                                  | 12        |
| WORKPLACE RELATIONSHIPS POLICY.....                                 | 12        |
| WINTER EMPLOYEE CATEGORIES.....                                     | 12        |
| WORK SCHEDULES.....                                                 | 13        |
| TIMEKEEPING.....                                                    | 13        |
| TERMINATION OF EMPLOYMENT.....                                      | 14        |
| UNIFORM POLICY.....                                                 | 14        |
| TRANSPORTATION POLICY.....                                          | 15        |
| U.S. SKI & SNOWBOARD MEMBERSHIP.....                                | 15        |
| <b>BACKGROUND CHECKS/SAFESPORT &amp; CONCUSSION EDUCATION.....</b>  | <b>16</b> |
| CONFLICTS OF INTEREST/PRIVATE COACHING AND THE DUTY OF LOYALTY..... | 16        |
| CONFIDENTIALITY OF ATHLETES.....                                    | 16        |
| PERSONNEL FILES.....                                                | 17        |
| OUTSIDE EMPLOYMENT (MOONLIGHTING) POLICY.....                       | 17        |
| <b>COMPENSATION &amp; BENEFITS.....</b>                             | <b>18</b> |
| EMPLOYEE PAY.....                                                   | 18        |
| SEASONAL SKI PASS ALLOCATION.....                                   | 19        |
| EMPLOYEE DEPENDENT PROGRAM FEE CREDITS.....                         | 20        |
| <b>TIME OFF AND LEAVES OF ABSENCES.....</b>                         | <b>22</b> |
| HOLIDAYS.....                                                       | 22        |
| FLEXIBLE TIME OFF (FTO).....                                        | 23        |
| SICK PAY.....                                                       | 24        |
| FAMILY AND MEDICAL LEAVE (FMLA).....                                | 24        |
| FAMLI – Colorado Family and Medical Leave Insurance Program.....    | 26        |
| PARENTAL LEAVE.....                                                 | 27        |
| OTHER LEAVE.....                                                    | 27        |
| <b>COMPLAINTS &amp; GRIEVANCES.....</b>                             | <b>28</b> |
| CONFLICT RESOLUTION PROCEDURE.....                                  | 29        |
| GRIEVANCE PROCEDURE.....                                            | 29        |

|                                                     |           |
|-----------------------------------------------------|-----------|
| GRIEVANCE PATHWAY.....                              | 30        |
| FAIRNESS OR ANONYMITY.....                          | 30        |
| CORRECTIVE ACTION.....                              | 30        |
| PERFORMANCE REVIEW.....                             | 31        |
| PERFORMANCE IMPROVEMENT PLANS.....                  | 31        |
| <b>COMMUNICATION POLICIES &amp; PROCEDURES.....</b> | <b>31</b> |
| ELECTRONIC COMMUNICATIONS.....                      | 32        |
| ELECTRONIC DEVICES.....                             | 33        |
| MEDIA.....                                          | 35        |
| CONFIDENTIAL INFORMATION AND DATA PROTECTION.....   | 35        |
| <b>WORKPLACE SAFETY.....</b>                        | <b>36</b> |
| SUBSTANCE USE AND ABUSE POLICY.....                 | 36        |
| WORKERS COMPENSATION.....                           | 38        |
| WORKPLACE VIOLENCE.....                             | 39        |
| SAFETY PROCEDURES.....                              | 40        |
| <b>PROPERTY &amp; EQUIPMENT.....</b>                | <b>40</b> |
| PARKING RULES.....                                  | 40        |
| KEYS.....                                           | 40        |
| RADIOS & DRILLS.....                                | 40        |
| SSWSC CREDIT CARD USE POLICY.....                   | 40        |
| SSWSC VEHICLES.....                                 | 42        |
| PETS ON CITY PROPERTY.....                          | 42        |
| <b>SKI AREA POLICIES AND RELATIONSHIPS.....</b>     | <b>42</b> |
| STEAMBOAT SKI RESORT.....                           | 43        |
| HOWELSEN HILL SKI AREA.....                         | 44        |
| <b>CONTACT INFORMATION.....</b>                     | <b>44</b> |
| SSWSC BOARD OF DIRECTORS.....                       | 44        |
| STAFF CONTACTS.....                                 | 44        |
| PROGRAM DIRECTORS.....                              | 45        |
| ADDITIONAL CONTACTS.....                            | 45        |

**ACKNOWLEDGEMENTS..... 46**

At-Will Employment Agreement and Acknowledgement of Receipt of Employee Handbook.. 46

Final Paycheck Agreement..... 47

Surveillance Agreement..... 47

**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.

## EMPLOYMENT AUTHORIZATION VERIFICATION

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services proving identity and employment authorization no later than the third business day following the start of employment with SSWSC. If you are currently employed and have not complied with this requirement or if your status has changed, inform the Director of People.

If you are authorized to work in this country for a limited time, you will be required to submit proof of renewed employment eligibility prior to expiration of that time to remain employed by SSWSC.

## 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](http://www.sswsc.org)

**SSWSC email:** [sswsc@sswsc.org](mailto:sswsc@sswsc.org)

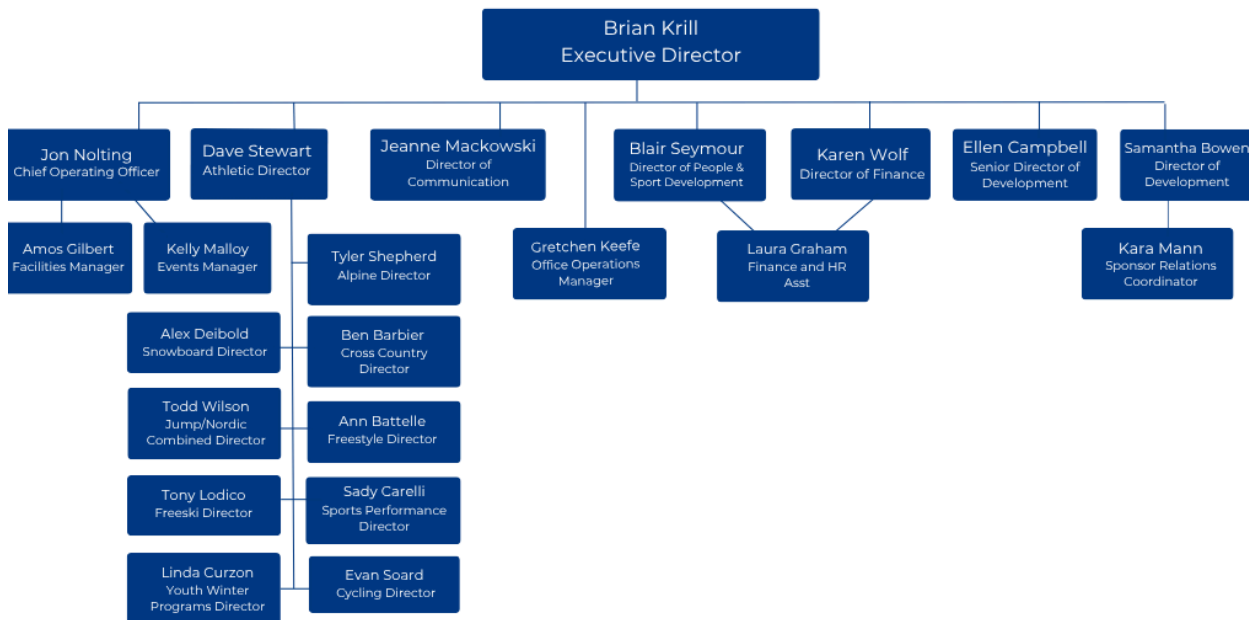
**SSWSC Physical Address:** 845 Howelsen Parkway, Steamboat Springs, CO 80487

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

## ORGANIZATIONAL STRUCTURE

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](http://www.sswsc.org).

## Steamboat Springs Winter Sports Club Organizational Chart



## 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 (employees chosen name and pronouns, age (over 40), marital status, religion, national origin, genetic information, familial status, military status, citizenship status, transgender status, creed, ancestry, disability (physical, mental or developmental) 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, marital status, religion, national origin, ancestry, genetic information, pregnancy, familial status, 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 discrimination or harassment will not be retaliated against in any manner. In addition, employees who, based on a reasonable belief, report discrimination, harassment, threat or other violations of this policy or cooperate in an investigation, will not be retaliated against in any manner. 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 wrongful 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) and Colorado's Pregnant Workers Fairness Act . 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 ACCOMMODATION

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 of 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](mailto:dstewart@sswsc.org)

**Blair Seymour, Director of People and Sport Development:** [bseymour@sswsc.org](mailto:bseymour@sswsc.org)

**Brian Krill, Executive Director:** [bkrill@sswsc.org](mailto:bkrill@sswsc.org)

Hiring and separation procedures [HERE](#).

## WORKPLACE GUIDELINES

### EMPLOYEE CODE OF CONDUCT

As a representative of the Steamboat Springs Winter Sports Club (SSWSC), each employee is expected to conduct themselves in a manner that upholds the values and integrity of the organization. Your behavior reflects not only on yourself but also on our broader club community and mission.

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.

At SSWSC, our core values shape our culture and guide our conduct:

- **Welcoming** – fostering an inclusive and respectful environment
  - Create space where everyone feels included, respected and supported.
  - Greet everyone with kindness and respect.
- **Fun** – creating a positive and enjoyable environment to build passion for your sport.
  - Positive attitude: Approaching your work with enthusiasm and a positive mindset.

- Infuse your work with passion, energy and creativity to inspire and fuel the joy of sport.
- **Teamwork** – Collaborating to achieve common goals.
  - Effective communication: Communicate in a positive and supportive way.
  - Collaborate: Support your colleagues; share knowledge, offer assistance and respect diversity.
- **Integrity** – demonstrating honesty, transparency and accountability in all situations.
  - Respect: Treat everyone with respect and kindness.
  - Honesty: Truthfulness fosters trust and supports a positive environment.
- **Achieve** – Pursuing excellence with focus and determination
  - 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.

## PROHIBITED CONDUCT FOR COACHES

The following Prohibited Conduct outlines unacceptable actions while engaging with SSWSC. All references to prohibited conduct are defined by Colorado law or SSWSC's Colorado Safer Youth Sports Prohibited Conduct Policy:

1. Child Abuse: Including physical, emotional, sexual, medical abuse, or neglect.
  - a. Profane or Abusive Behavior: Any verbal, visual, physical, or virtual behavior involving profanity or abuse that impacts minor athletes.
2. Substance Provision: Using or being under the influence of drugs, tobacco products, nicotine products, cannabis products and alcohol at training or events is prohibited.
  - a. Offering or providing players alcohol, tobacco (including vaping and nicotine), or illegal drugs.
  - b. Parents/guardians' approval is required and advice from medical professionals is recommended before consuming or incorporating any over-the-counter or supplements including weight loss/dietary supplements.
3. Unlawful Behavior: Breaking any Federal, State, or Local laws.
4. Misconduct: Emotional and physical misconduct, including stalking, bullying, hazing (Colo. Rev. Stat. § 18-9-124), and harassment.
5. Reporting Failures: Failing to report child abuse or neglect as required by law.
6. Retaliation: Retaliating against individuals for disclosing or making a report of child abuse or for participating in the resolution of such a report is strictly prohibited and will result in serious disciplinary action.
7. Aiding and Abetting: Supporting or enabling prohibited behaviors.
8. Sexual Misconduct:
  - a. Sexual assault or unlawful sexual contact.

- b. Displaying, providing, or exchanging sexually explicit or pornographic material with players.
- c. Engaging in massages, intimate physical contact, or romantic relationships with minor athletes.
- d. Holding uninterrupted or unobservable coaching sessions or meetings. Best practices include ensuring another adult, coach, parent, guardian, or trusted mandatory reporter is present.

## COACH DISCIPLINE CONSEQUENCES

When a coach's conduct does not align with SSWSC's standards, values, or policies, appropriate disciplinary action will be taken. The nature and severity of the consequences will depend on the behavior, its impact, and whether it is part of a repeated pattern. Our goal is to address concerns fairly, consistently, and in a manner that promotes growth and accountability.

### Potential consequences may include, but are not limited to:

- **Verbal Warning** – A documented conversation to address and correct the behavior.
- **Written Warning** – A formal written notice outlining the concern, expectations for improvement, and potential further consequences.
- **Performance Improvement Plan (PIP)** – A structured support plan with clear goals, timelines, and follow-up to guide professional development.
- **Suspension** – Temporary removal from coaching duties, with or without pay, depending on the circumstances.
- **Termination** – Permanent removal from the coaching role, used in cases of serious misconduct or when previous steps have not led to improvement.

Each situation will be evaluated individually, with consideration given to the facts, intent, impact, and any history of prior concerns. SSWSC prioritizes the safety, well-being, and positive experience of all athletes and families in every decision made. Any actions taken with SSWSC employees will adhere to SSWSC employment policies and any applicable employment laws.

## 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.

## WINTER 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 typically 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 to 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 receive a SSWSC jacket. They are encouraged, but 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. While athletes are encouraged to wear and represent SSWSC as much as possible, they are also responsible for extraordinary "wear and tear" and should avoid wearing jackets for horseplay, penguin slides, school recess, etc.

### 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 strength and conditioning sessions. 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 (excluding a primary outerwear jacket) must be approved by the SSWSC Athletic Director, Director of Finance, and Executive Director. If approved, additional team apparel designs and use of SSWSC logo must be coordinated with 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.

## 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 winter and year round 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.

## BACKGROUND CHECKS/SAFESPORT & CONCUSSION EDUCATION

All SSWSC summer employees, summer volunteer coaches, and summer unpaid interns who have regular contact with or a position of authority over minor athletes must complete a background check and SafeSport training.

## Concussion Training

Colorado State law requires all coaches to obtain yearly concussion training. Jake Snakenberg Youth Concussion Act. Each private club or public recreation facility and each athletic league that sponsors youth athletic activities shall require each volunteer coach for a youth athletic activity and each coach with whom the club, facility, or league directly contracts with, formally engages, or employs who coaches a youth athletic activity to complete an annual concussion recognition education course.

## 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

SSWSC recognizes that some employees may need or want to hold additional jobs, volunteer positions or other professional commitments outside their full time 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 and subject to supervisor and executive director approval.

**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 15<sup>th</sup> 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 meal 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. Please see [Staff Resources](#) for the full policy.

## 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.

## HOUSING SUPPORT PROGRAM

The Steamboat Springs Winter Sports Club is committed to supporting the well-being of its employees. To assist with the challenges of securing stable housing in our community, SSWSC offers housing support to qualifying employees.

### 1. Assistance with finding and securing Available Housing

Eligibility: All Employees

*SSWSC regularly solicits the community for housing support (ie. available rentals, caretaker units, seasonal housing, etc.). SSWSC communicates available housing to employees when appropriate. SSWSC also maintains relations with Yampa Valley Housing Authority and other community partners and provides employees information and guidance regarding community housing support programs.*

### 2. Housing Stipend/Additional Compensation

Eligibility Requirements:

- Full-time, year-round SSWSC Employee
- Do not own or co-own any residential property or real estate within 100 miles of Steamboat.

*Treated as taxable income, SSWSC may offer employees additional compensation as a "housing stipend". This is negotiated as part of the employee's compensation package and subject to availability of funds through departmental and SSWSC budgets, and a compensation approval process.*

### 3. Co-Investment/Tenant In Common Relationship

#### Eligibility Requirements:

- Employed full-time, year-round by SSWSC as Head Coach, Program Director, or Leadership Team for 3 years or more. Program Directors or Leadership Team employees may be eligible for this support as part of the hiring process (ie. 3 years of employment requirement waived).
- Do not own or co-own any residential property or real estate within 100 miles of Steamboat.
- Ability to secure financing and execute and comply with all terms of the requisite agreements.
- Ability to secure and contribute a portion of the down payment of no less than \$30,000.
- Must demonstrate housing insecurity and financial need as determined through a confidential application and review process.
- This is not a complete listing of the requirements for eligibility or compliance. This summary is for informational purposes only and should not be relied upon as a future opportunity. It is subject to various terms, conditions, and approvals.

*SSWSC may offer down payment assistance up to \$100,000 via a Co-Investment/tenant in common relationship. This assistance is limited and subject to various levels of approval. Additional information can be provided for eligible individuals.*

Housing support is not guaranteed and is subject to availability and budgetary constraints. All applications will be reviewed objectively to ensure equitable distribution of support based on employee need, and departmental/program or SSWSC priorities.

For more information or to apply for or request housing assistance, please contact the Executive Director.

## 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 forgo 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.
  3. Non-approved time off will be considered unpaid, meaning the employee will not receive compensation for the time off.
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 FAMILI, 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.
8. FTO for FTYR hourly employees will be calculated at the rate of 6 hours per day and are subject to the same approval process as above.

## 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 fiscal 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 no 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. Pay from SSWSC will be deducted from any accrued PTO balance first.

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.

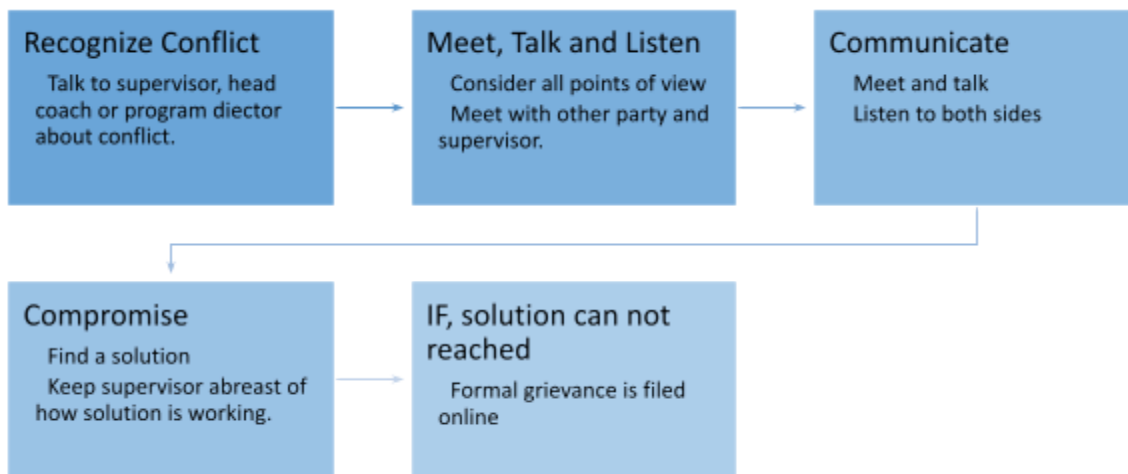
SSWSC will keep all information related to an employee's leave under this policy confidential.

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](mailto:bseymour@sswsc.org)

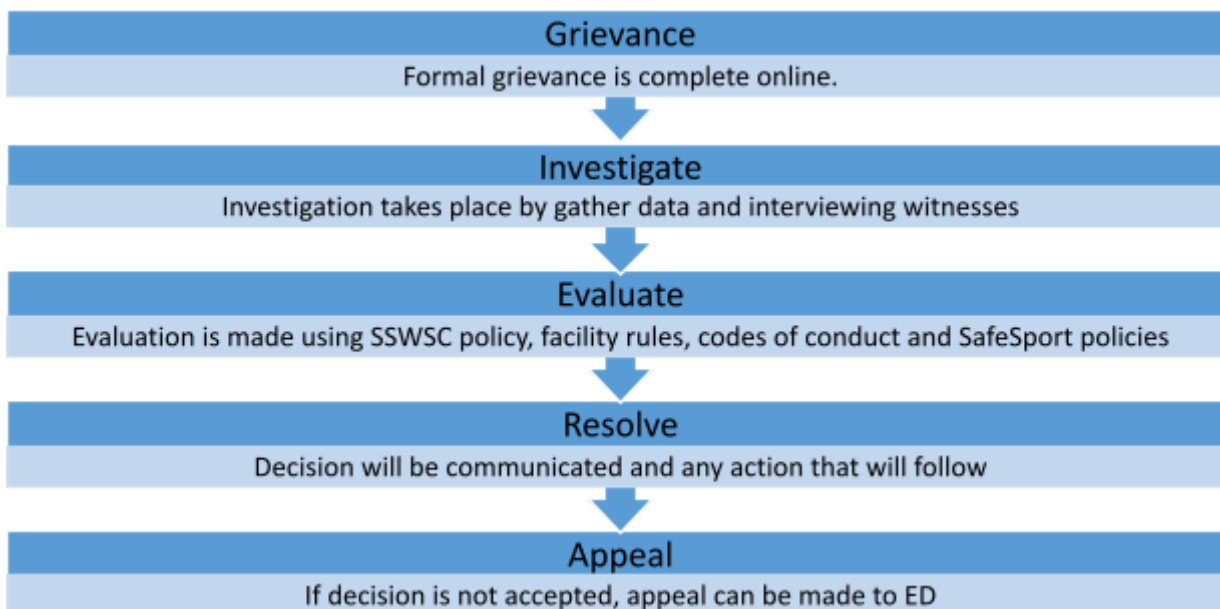
- David Stewart, Athletic Director: [dstewart@sswsc.org](mailto:dstewart@sswsc.org)
- Jon Nolting, Chief Operating Officer: [jnolting@sswsc.org](mailto:jnolting@sswsc.org)
- Brian Krill, Executive Director: [bkkrill@sswsc.org](mailto:bkkrill@sswsc.org)

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

Employees also have the right to file a complaint with the Colorado Civil Rights Division (CCRD) or the Equal Employment Opportunity Commission (EEOC). Contact information is available from Human Resources or at the Colorado [Civil Rights Division](#).

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:

- o [Routt County Abuse & Neglect Hotline](#): 970-367-4056
- o [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 channels and tools 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. 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) 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.

### *Technology Policy*

Full-Time Year-Round employees and Full Time Seasonal Head Coaches upon request will be provided with the following computer options. SSWSC will re-evaluate computer effectiveness every 4 years. Seasonal employees will return computer upon termination each season.

- Chromebook
- Base Model PC: (employees with non-video job descriptions)
- Higher Model PC: (Coaches with video need capabilities)

All SSWSC computers are purchased by the COO. Unapproved purchases will not be covered.

If an FTYR employee or Full Time Seasonal Head Coaches chooses to purchase a personal computer, SSWSC will provide a \$500 computer stipend every 4 years with approval. All personal computer damage is at the employee's expense.

## 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 issues all statements. It is, therefore, absolute SSWSC policy that no employee talks to the press, photographers, co-workers or families, etc., without the specific consent of the Executive Director in the case of emergencies. All statements will be made by the Executive Director.

## 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 including but not limited to names, addresses, email address and phone number of members, athletes, partners, and SSWSC. This information is confidential as it is the primary function of the business, and there will be legal consequences for disclosure or use for anything not specifically related to SSWSC.

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 911 to activate the medical emergency services.

## 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 positive 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-prescribed 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, nicotine pouches 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. Employees may not report for or be at work with any detectable amounts of alcohol, illegal drugs, or controlled substances 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 with 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.

#### *Voluntary Self-Referral and Safe Harbor Provision*

SSWSC is dedicated to providing a safe workplace and supporting the health and well-being of its employees. Employees who suffer from a substance use disorder or dependency are strongly encouraged to voluntarily seek assistance before a policy infraction occurs.

- **Eligibility for Safe Harbor:** If an employee voluntarily informs the Director of People or Executive Director that they have a substance abuse problem and require rehabilitation, SSWSC will provide a "Safe Harbor." This means the employee will not be disciplined or terminated for disclosing their substance abuse.
- **Limitations and Timing:** This Safe Harbor provision is strictly unavailable to an employee *after* they have been notified of a mandatory post-accident or reasonable suspicion drug test, or *after* a violation of this policy has already been observed or documented. Self-referral cannot be used to escape imminent disciplinary action or pending test requirements.
- **Leave and Rehabilitation:** Upon utilizing the Safe Harbor provision, the employee may be placed on an appropriate leave of absence (utilizing available accrued paid leave or unpaid

leave under applicable family/medical leave policies) to enter a certified rehabilitation program.

- **Return-to-Work Conditions:** Before being permitted to return to active duty the employee must successfully complete the recommended treatment program, obtain a "fit-for-duty" clearance from a certified medical professional, and sign a standard Return-to-Work Agreement. This agreement will include a provision for unannounced follow-up drug and alcohol testing for a specified period. Failure to comply with the treatment program or a subsequent positive drug test will result in immediate termination of employment.

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 an 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 the 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 CREDIT CARD USE POLICY

### **Credit Card use and submission**

All purchases for SSWSC (Club) should be made on a Club issued credit card. All expenses must be submitted within 5 days of the purchase using the Club card expense management system. All expense submissions must include a receipt, expense type, department (if required), and brief description of the charge. Expenses will then be reviewed by the assigned approver.

If expenses are not submitted within the expense submission deadline the following actions will be followed:

1. 7 days overdue- The users Club credit card will be Admin Locked and an email will be sent to the user and approver
2. 15 days overdue- The user will be issued a written warning and meet with the Director of Finance and other staff as deemed appropriate.
3. 30 days overdue- The user will be issued a performance improvement plan related to these matters and may be suspended from coaching/work with or without pay.

### **Personal Card Use**

Personal cards should not be used for Club purchases and every safeguard should be taken by the employee to not use personal cards for Club purchases. In the event that a personal card has to be used in an emergency situation a personal reimbursement must be submitted using the current Club expense management system. A receipt **MUST** be uploaded with the reimbursable expense. In the event that a receipt is not uploaded the expense may not be reimbursed.

If an employee is making both a personal and Club related purchase at a vendor the Club purchase **MUST** be separate from the personal purchase. Example: If you are at the grocery store purchasing personal groceries as well as items for the club you should have 2 separate transactions, one for personal groceries and one for the Club items. Club items should be purchased on a Club credit card.

There are some occasions when a personal card may be used for Club purchases (travel related), but these occasions must be approved on a case by case basis. Approval must be obtained from the Executive Director and Finance Director by email. These cases must be approved **EVERY** time. If approval is not received or a receipt is not uploaded in the expense management system these charges may not be reimbursed.

### **Personal Charges on the SSWSC (Club) Card**

Club cards should not be used for personal purchases and every safeguard should be taken by the employee to not use Club cards for personal purchases. In the event that a Club card is accidentally used for a personal purchase the transaction must be marked as personal in the Club Expense Management System, the receipt must be uploaded and the transaction must follow the Expense Management System approval process.

Example: You make a purchase on Amazon personal in nature, but accidentally charge it to your Club credit card. Some safeguards preventing this from happening are: Not saving your Club card with vendors where you also make personal purchases or Naming your Club card with "SSWSC" and checking the card you are using every time you make a purchase.

If personal charges are made on the Club credit card the following actions will be taken:

1st time in a Quarter- No formal action will be taken and the personal charge will be deducted from the employees paycheck.

2nd time in a Quarter- The user will be issued a written warning and will be required to submit a written explanation of why the personal charge was made using a Club card. The personal charge will be deducted from the employee's paycheck.

3rd time in a Quarter- The users Club card will be admin locked and the user will be issued a performance improvement plan and may be suspended from coaching/work with or without pay. The personal charge will be deducted from the employee's paycheck.

## 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 always be 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, Slopestyle, 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.

## 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 the 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 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 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         | Blaise Carrig  | Rob Mitchell   |
| Amy Cook, Secretary             | Lara Craig     | Thomas OWinter |
| Danielle McLarnon,<br>Treasurer | Ashley Deibold | Heidi Wehrly   |
| David Baldinger                 | Todd Givnish   | Willis Wodnik  |

### 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      |
| Karen Wolf       | Director of Finance                 | 970.439.0843      |
| Jeanne Mackowski | Director of Communications          | 970.439.0847      |
| Sam Bowen        | Director of Development             | 970.439.0960      |
| Gretchen Keefe   | Club Manager                        | 970.879.0695 x100 |
| Amos Gilbert     | Facilities Manager                  | 860.318.5969      |
| Kelly Malloy     | Events Manager                      | 571.205.9819      |

### PROGRAM DIRECTORS

|                |                       |              |
|----------------|-----------------------|--------------|
| Linda Curzon   | Winter Youth Programs | 970.819.2924 |
| Tyler Shepherd | Alpine Competitive    | 970.439.0850 |
| Ann Battelle   | Freestyle             | 518.796.0254 |
| Ben Barbier    | Cross Country         | 970.846.8992 |
| Todd Wilson    | Jump/Nordic Combined  | 970.439.0853 |
| Tony Lodico    | Freestyle             | 970.819.2467 |
| Alex Deibold   | Snowboard             | 802.345.0246 |
| Evan Soard     | Cycling               | 970.846.9559 |

Sady Carelli

Strength & Conditioning

518.420.7021

Email addresses – first initial and last name @sswsc.org

## ADDITIONAL CONTACTS

U.S. Ski & Snowboard

[www.us Ski and Snowboard.org](http://www.us Ski and Snowboard.org)

U.S. Ski & Snowboard membership hotline

435-647-2666

U.S.A. Snowboard and Freeski Association (USASA)

[www.usasa.org](http://www.usasa.org)

U.S.A. Nordic Sports

[www.usanordic.org](http://www.usanordic.org)

Rocky Mountain Freestyle

[www.rockymountainfreestyle.com](http://www.rockymountainfreestyle.com)

Rocky Mountain Nordic

[www.rm nordic.org](http://www.rm nordic.org)

Steamboat Ski Resort

[www.steamboat.com](http://www.steamboat.com)

Steamboat Season Pass office

877-276-2628

Steamboat Touring Center

[www.steamboatnordiccenter.com](http://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: \_\_\_\_\_

Addendum A – CO Overtime & Minimum Pay Standards



**COLORADO WAGE & HOUR RIGHTS & RESPONSIBILITIES:**  
**The COMPS Order (Colorado Overtime & Minimum Pay Standards) Poster & Notice**

**Effective 1/1/2026**  
Use new version released by each December

- Colorado Minimum Wage: \$15.16 per hour in 2026, updated yearly (COMPS Rule 3)**
- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
  - Use the highest minimum wage applicable; [coloradolaborlaw.gov](https://coloradolaborlaw.gov) lists all local minimum wages
  - 15% lower is allowed for unemancipated minors — but not for some local minimum wages

- Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)**
- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
  - Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days
  - Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

- Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)**
- Can be unpaid only for employees completely relieved of duty, and allowed do personal activities
  - If work doesn't allow uninterrupted meal periods: must allow eating on duty, on paid time
  - As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

**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 if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

- Deductions, Credits, Charges, & Withheld Pay (Rule 6, & Colorado Wage Act)**
- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
  - Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
  - Tip credit: Can lower hourly pay up to \$3.02 if tips (not service charges) aren't diverted to untipped staff
  - Meals: Can charge cost or value (without profit) of voluntarily accepted meals
  - Lodging: Can charge \$25-\$100 weekly (by housing type) if voluntary and primarily for employee benefit
  - Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear
  - Other deductions: Only for items in CRS 8-4-105; not for poor work, breakage, quitting without notice, etc.

- Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)**
- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
  - Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
  - Receiving or sharing work information, or wait for tasks — but not just off-duty time on premises
  - Travel for employer benefit — but not normal commuting (Rule 1.9.2)
  - Sleep time required to be on-site — but not if lengthy and uninterrupted (Rule 1.9.3)

- Exemptions from COMPS (Rule 2.2 lists all; highlights below)**
- Executive/supervisor, administrator, or professional: \$57,784 (updated yearly) in salary (not hourly pay)
  - Other high-level work: non-manual jobs paid 2½ times the above salary; ½ owners who actively manage
  - Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers
  - Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS

- Employer Responsibilities (Rule 7)**
- Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years
  - Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual
  - Use translations (available from this Division) of this poster/notice for employees with limited English
  - Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions
  - Individuals with control over work may be liable for wages and violations, even at incorporated employers

- Complaint & Anti-Retaliation Rights (Rule 8)**
- File complaints in the Division or Court, or send the Division confidential tips
  - Retaliation, or actions interfering with rights, may yield fines or other consequences
  - Immigration status is irrelevant to these rights, and can't be used to interfere with rights

**Contact Us:**  
**DIVISION OF LABOR STANDARDS & STATISTICS**  
303-318-8441 / 888-390-7936 / [cdle\\_labor\\_standards@state.co.us](mailto:cdle_labor_standards@state.co.us) (English or Spanish)

For all laws, guidance, & complaints: [coloradolaborlaw.gov](https://coloradolaborlaw.gov)

Spanish guidance & complaints: [leyeslaboralesdecolorado.gov](https://leyeslaboralesdecolorado.gov)

This notice in other languages: [cdle.colorado.gov/LaborStandardsPosters](https://cdle.colorado.gov/LaborStandardsPosters)



**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.\*

**Employees 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/heat/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.

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. (healthy and safety whistleblowing) including amendments current as of the date of this poster. It does not cover 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.**

**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.**

- **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) informs 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 misusing 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.