



Employee Handbook

Corporate Office

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MT. SHASTA SKI PARK EMPLOYEE HANDBOOK

I. INTRODUCTION

We would like to welcome you to the Mt. Shasta Ski Park. We are a people oriented organization that believes employees and guests deserve a fun experience while at the Park. We hope you will embrace the spirit and culture of our small family run resort.

Your responsibility as an employee of the Mt. Shasta Ski Park is to be available to perform all assigned duties safely with a high degree of professionalism and excellent customer service. This attitude must be exhibited in your personal conduct and appearance as specified in this manual.

The development of Mt. Shasta Ski Park policy is an ongoing process. Your suggestions and comments are welcome. By working together we can continually improve safety, efficiency and professionalism.

This handbook is designed to acquaint you with our basic policies and procedures. Your supervisor will familiarize you with specific department rules and policies.

This handbook does not constitute a contract, nor is it intended to become part of a contract between the company and the employee. The company reserves the right to unilaterally add, modify or delete provisions of the handbook. Employees will be notified of any such changes.

All employment with Mt. Shasta Ski Park is terminable at will. This means that you and the company each have the right to terminate the employment relationship at any time, for any reason or no reason, with or without cause.

II. PHILOSOPHY

The Mt. Shasta Ski Park mission:

Mt. Shasta Ski Park is a family owned and operated resort. We take great pride in offering our guests a year round "Mountain of Fun" experience. We pledge to our guests and to our employees a continued commitment to enrich the lives of those who visit, play and work at Mt. Shasta Ski Park.

III. THE MT. SHASTA SKI PARK EMPLOYEE

Definitions

1. Permanent Full Time: an individual employed in a regularly established continuous position at the discretion of the company.
2. Intermittent Annual: an individual employed in a regularly established continuous position on an intermittent basis.
3. Full-time Seasonal: a seasonal employee for the length of an operating season, working for a *minimum* of 31 hours per week.
4. Part-time Seasonal: a seasonal employee for the length of an operating season, working a maximum of 30 hours per week.

Snow conditions and management determine the length of the operating season.

All employees will be issued an employee ID Card.

Employees under age 18 must have a work permit from their school and parental consent forms signed for drug testing and work related medical treatment.

Members of the same family may be employed at Mt. Shasta Ski Park; however, they may not work directly for another family member, unless specifically approved by the General Manager.

Payroll

Department Supervisors will explain procedures for using the time clock. Clocking in and out and the proper recording of time is the responsibility of the employee.

Payroll is on a semi-monthly schedule. Pay periods run from the 1st of the month through the 15th, payday on the 20th. The second pay period runs from the 16th through the end of the month, payday on the 5th of the following month. Paychecks will be available on the mountain at the Human Resources Office after 2:00 p.m. In the case that the 5th or the 20th of the month falls on a weekend, it will follow this schedule: If payday falls on a Saturday, it will be paid on the 4th/19th(Friday). If payday falls on a Sunday, it will be paid on the 6th/21st(Monday). If Monday is a holiday, it will be paid the next day.

All payroll paperwork must be complete and filed with Human Resources at the Corporate Office to ensure timely payment. I-9 forms must be completed within three (3) days of starting work. Checks are released upon employee's signature or to the employee's designee if prior written authorization is provided to the Human Resource Manager.

All returning seasonal employees will fill out an information update form. Employees are responsible for informing the Human Resource Manager at the Corporate Office of changes of address, number of dependents, new telephone numbers, emergency contacts, and any other information necessary to keep records current, accurate and complete.

Workers Compensation Insurance covers all employees as required by law. **This is not the same as State Disability Insurance (SDI) that is withheld from an employee's check.** Workers Compensation Insurance is paid entirely by the employer to cover on-the-job injuries only.

It is very important that any injury or accident involving employees be reported immediately to the employee's manager or supervisor. A Injury/Accident Report will be filled out by on Duty Ski Patroller, Employee, and Supervisor. The Manager/Supervisor shall notify Human Resources and the Risk Manager within 24 hours after the accident. The Risk Manager shall review all injuries. Any injury must be reported before an employee can receive any medical treatment.

Employees must report **ANY off duty** injuries to his or her manager within 24 hours. A report must be completed by the employee and the manager.

Rest and Meal Periods

Employees are entitled to one 10-minute rest period during each 4-hour period worked.

Any employee who works for more than 5 hours is required to take an off duty unpaid meal period of not less than 30 minutes. If an employee's shift is more than 5 hours but not more than 6 hours, the employee may choose to

waive his or her meal period. For employees who cannot be relieved of all duties during their 30-minute meal period, the meal period is considered "on duty" and is counted as time worked. Per California law, an "on duty" meal period is only permitted when the nature of the work prevents an employee from being relieved of all duties, and when all parties agree to the arrangement in writing.

Overtime

The Industrial Welfare Commission of California recognizes the Ski Resort Industry of California as having special and unusual operating circumstances. Under Wage Order 10-2001(K) [8 C.C.R. section 11100], *no employer who operates a ski establishment is in violation when it institutes a regular workweek of not more than 48 hours during months when Alpine, Snowboard or Nordic skiing activities, including snowmaking and grooming, are being conducted by the establishment. The amended wage order 10 of Labor Code 517 B reads that during the months of Alpine, Snowboard or Nordic activity, including snowmaking or grooming, no employer will be in violation of this Order by regularly scheduling no more than 48 hours per work week. However, employees shall be compensated at a rate of one and one half times their regular rate for any hours worked in excess of 10 hours per day or 48 hours per workweek. All overtime requires advanced Manager approval.*

IV. POLICIES & REGULATIONS

Conduct

As members of the Mount Shasta Ski Park staff, employees are in constant contact with our guests, and co-workers. Employees are expected to conduct themselves in a manner that ensures a positive impact upon the character of the Ski Park. Common sense, common courtesy, no foul language, and self-discipline are the best guidelines for appropriate behavior.

Employees must follow the Skier/Boarder/Mountain Biker Responsibility Code, and may be liable in the event of a skier/boarder collision caused by reckless skiing or snowboarding on the clock or off the clock.

Disciplinary Action

Violations of company policy may lead to disciplinary action, up to and including termination of employment. Disciplinary actions include verbal warning, written reprimand, demotion or reassignment, suspension, and termination. The Mt. Shasta Ski Park utilizes a progressive discipline policy.

All employees of the Mt. Shasta Ski Park are "At Will" employees and employment can be terminated at any time, with or without cause and with or without utilization of the progressive discipline policy.

Appearance

The Ski Park expects a high standard of personal appearance and hygiene. Employee's body, hair and attire must be kept clean. Excessive use of fragrance, i.e., cologne/perfume, or excessive body odor is not allowed. As a Company, we do not allow faddish or intimidating appearance, hairstyle, dress or body ornamentation. Body piercing and body art in the form of tattoos and other skin pigment alterations is a personal choice. However, management reserves the right to ask an employee to remove or cover anything that is deemed to be inappropriate for viewing by customers and other employees. Tattoos that are considered offensive, racist, vulgar, show scenes of violence, drug-related, contain strong sexual imagery, gang related or contain obscene phrases may not be visible. Employee ID cards and uniforms must be worn while on duty. Each department may require additional standards; department managers will inform their employees of any such standards and will be responsible for the personal appearance of their employees. Managers and supervisors are the final judge of an employee's appearance, including the use of makeup, hair length, hygiene and styles. **In cases where management considers dress or appearance to be exaggerated, faddish or otherwise inappropriate, the employee must abide by that decision and take corrective measures to ensure continued employment.**

Uniforms & Keys

1. Uniforms and/or designated Mt. Shasta Ski Park apparel will be provided to all employees. The wearing of name badges is mandatory while on duty. In some cases, department heads may authorize employees to wear ski park logo wear in place of a uniform item.
2. Please launder all uniform items before returning them. Jackets and fleeces are to be washed in cold water only. Please check with Employee Services for the manufacturer's instructions, and waterproofing spray. **DO NOT USE BLEACH ON ANY OF THE UNIFORMS.**
3. All issued uniforms; keys and ID Cards are to be returned upon completion of employment. Employees must return their uniform within 24 hours of their last day worked in order to receive their final check.
4. Uniforms may be worn only while employees are on duty or in transit to and from work. Employees may not ski or snowboard in a Mt Shasta Ski Park uniform or show evidence of being a Mt Shasta Ski Park employee (other than wearing an employee pass) while skiing or snowboarding off the clock and on their own time. Please remember, while wearing uniforms, employees are subject to the Ski Park's code of conduct.
5. **For outstanding balances due the Ski Park for unreturned uniforms, keys, or other park property, legal action may ensue until property is returned, or value of said property is repaid.** This may include reporting unreturned items to a credit bureau and or turning the account over to a collection agency service. **Employees who have not returned uniforms, keys or other park property within one week of their final day worked will not be rehired.**

Drug/Tobacco/Alcohol Policy

The Mt. Shasta Ski Park is a Drug Free work environment. As a result, the following drug/tobacco/alcohol policy has been established for employees:

1. Mt. Shasta Ski Park is a smoke free environment, therefore smoking is allowed only in the parking lot. Additionally, employees may not smoke or vape **while in uniform** at any time. Employees who use smokeless tobacco may not do so while on duty or in uniform.
2. Employees may not consume, possess or be under the influence of alcohol/marijuana or illegal drugs while on duty or in uniform.
3. Employees may not consume alcoholic beverages until they have completed their work shift. Work shift includes lunch and break periods. Employees consuming alcoholic beverages outside of their work shift may only do so in areas where alcoholic beverages are normally consumed by park guests. i.e. upper lodge, bar, upper, lower patios and grill.
4. **Absolutely NO Illegal drugs are allowed on Ski Park Property!**
5. Employees are prohibited from bringing outside alcoholic beverages and/or any marijuana products onto Ski Park property for any reason.
6. Employees may not consume alcoholic beverages on Ski Park Property while in Uniform at any time.
7. Employees may not use, possess or be under the influence of illegal drugs while on duty or in uniform. By working at Mt. Shasta Ski Park, employees agree to "reasonable suspicion" drug testing at the management's request. Mandatory drug testing will occur with reasonable suspicion. "Reasonable suspicion" includes, but is not limited to, property damage, work related injuries due to misconduct, abnormal or intoxicated behavior on the premises, and/or aggressive/destructive behavior. Management may order an employee suspected of being under the influence of drugs or alcohol to take a blood test or urine analysis or other drug or alcohol test conducted by a professional medical staff and laboratory. After the test, the employee will be placed on an immediate suspension from work until the results are obtained. Positive test results will result in immediate disciplinary action including, but not limited to, counseling and/or termination of employment. Failure of any employee to consent to testing when requested to do so will be considered insubordination and will result in immediate termination.

Violation of any part of this policy may result in disciplinary action up to and including immediate termination.

Policy Against Harassment

Mt. Shasta Ski Park is committed in providing a workplace free of sexual harassment as well as harassment based on but not limited to such factors as race, color, religion, national origin, ancestry, age, medical condition, marital status, sexual orientation, handicap, or veteran status. The company will not tolerate harassment of employees by managers, supervisors, co-workers, or customers. Harassment includes verbal, physical, or visual conduct that

creates an intimidating, offensive or hostile working environment or interferes with work performance. Some examples include racial slurs, ethnic jokes, posting of offensive statements, posters or cartoons, or other similar conduct. **Sexual harassment includes solicitation of sexual favors, unwelcome sexual advances, or other verbal, visual or physical conduct of a sexual nature.**

Any incident of harassment, including work related harassment by any company personnel or any other person shall be reported promptly to a supervisor of the employee's choice or management including the Human Resource Manager. The report should be in writing. Supervisors who receive complaints or who observe harassing conduct must inform the Human Resource Manager or General Manager immediately.

The company emphasizes that an employee is not required to complain first to his or her supervisor if that supervisor is the individual who is harassing the employee. Every complaint of harassment that is reported to the Human Resource Manager, the General Manager, or to a supervisor, will be investigated thoroughly and promptly. The company will not tolerate retaliation against any employee for making a complaint to the Human Resource Manager or General Manager, or any other supervisor. No retaliation shall be taken against any person who assists in the investigation of a workplace harassment claim. In the case of company employees, if the harassment is established, the company will discipline the offender. Disciplinary action for a violation of this policy can range from verbal or written warnings up to and including immediate termination, depending on the circumstances. In addition, an employee who perpetrates illegal harassment sexual or otherwise can be held personally liable in a civil action

Equal Employment Opportunity

Mt. Shasta Ski Park is an equal opportunity employer and makes employment decisions on the basis of merit. We want to have the best available persons in every job. Company policy prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, or any other consideration made unlawful by federal, state, or local laws. It also includes a perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

The Company is committed to compliance with all applicable laws providing equal employment opportunities. This commitment applies to all persons involved in Company operations and prohibits unlawful discrimination by any employee of the Company, including supervisors and coworkers.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the Company will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a Company representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job. The Company then will conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform his or her job. The Company will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the Company will make the accommodation.

Violence in the Workplace

All employees have a right to work in a safe and secure environment free from threats or violence to the full extent required by law. Mt. Shasta Ski Park prohibits threats or violent acts against its employees in any form. Threatening, violent, or harassing conduct, whether physical, verbal or communicated in any manner by employees or non-employees will not be tolerated.

The possession of firearms or other weapons while on Mt. Shasta Ski Park property or while engaged in Mt. Shasta Ski Park activities is strictly forbidden. Violation of this policy will result in immediate termination.

Mt. Shasta Ski Park employees have the responsibility of advising the Human Resource Manager and/or the General Manager of any threats, intimidation, or violations of a restraining order. Employees shall remain vigilant and aware of their surroundings and report any guest/employee misconduct or unusual behavior immediately.

Safety Policy

Safety Policy Statement

It is the policy of the Mt. Shasta Ski Park that accident prevention shall be considered of primary importance in all phases of operation and administration.

It is the intention of management to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. To this end the company has created and implemented an Illness and Injury Prevention Program (IIPP) and an Emergency Action Plan. The IPP and Emergency Action Plan will be posted by the department manager and will be available for review for all employees.

The prevention of accidents is an objective affecting all levels of the organization and its activities. It is, therefore, a basic requirement that each supervisor make the safety of employees an integral part of their regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures.

Every effort will be made to provide adequate training to employees. However, if an employee is ever in doubt how to do a job safely, it is their responsibility to ask a qualified person for assistance, either his or her supervisor, manager, or the Mountain Risk Manager.

Employees are expected to assist management in accident prevention activities. Unsafe conditions anywhere at the Mt. Shasta Ski Park must be reported immediately to his or her supervisor, manager or the Mountain Risk Manager. Fellow employees who need help should be assisted. **Everyone** is responsible for the housekeeping duties, and safety at the park.

Any employee injury that occurs on the job, even a slight cut or strain, must be reported to his or her supervisor as soon as possible. Employees must always inform their Department Manager/Immediate Supervisor of any injury that has occurred IMMEDIATELY!

Employees under the age of 18 must have an Authorization for Treatment Form on file with the Mt. Shasta Ski Park Human Resource Manager.

When an employee is injured, everyone loses—the employee, their family, co-workers, and the Mt. Shasta Ski Park. **Please work safely!**

Guest Safety

It is the responsibility of ALL Mt. Shasta Ski Park Management and Staff to ensure the safety of our guests. This includes ensuring the reporting and mitigation of potential safety hazards, enforcing the Skier, Boarder, Biker Responsibility codes, ensuring that all equipment is operated in a responsible manner, following proper food safety handling guidelines, etc... If you feel something is unsafe report it to your supervisor/Department Manager Immediately! Any employee who is found to have knowingly ignored a potentially unsafe situation is subject to disciplinary action up to/including immediate termination.

Collision Policy

While skiing and snowboarding all employees must follow the Skier/Snowboarder responsibility code. In the event of a collision while driving, skiing, snowboarding, etc.. between any employee and guests the employee must immediately inform their immediate supervisor or the risk manager. Failure to report a collision may result in termination.

Safety Communication Policy

It is our company policy to maintain open communication between management and staff on matters pertaining to safety. Employee thoughts regarding safety are considered important, and we encourage active participation in our company safety program. Employees are encouraged to express any safety concerns or suggestions during safety meetings, individually to their supervisor, or in writing on the safety suggestion form. (This will allow employees to remain anonymous if they so desire.) Be assured that all suggestions will be given serious consideration.

The company will provide current safety news; signs, posters and a bulletin board for easy access to the materials near the employee break room. Each department will hold regular safety meetings during the operating season. This is to ensure that all employees will have an opportunity to receive safety training and voice personal opinions regarding safety.

Methods for Communicating Safety Program for Employees

To ensure all employees know the Mt. Shasta Ski Park's Safety Program, the following methods are used:

1. Pre-operation orientation and training.
2. Individual Job Hazard Analysis for specific job tasks.
3. Regular safety committee meetings during the ski season.
4. A safety suggestion box is provided in the employee services for anonymous safety suggestions from employees.
5. Regular safety meetings (to be held every week during regular operation).

The General Manager, Mountain Risk Manager and/or Department Safety Coordinator will review all suggestions. Any unsafe condition will be investigated. If an unsafe condition is found to be present, appropriate measures will be taken to remedy the situation. Procedural changes will be communicated to all employees affected by the change.

Employee Safety Program Compliance Policy

If an employee is found to be in violation of the accepted safety policy, then remedial action will be necessary. Additional training will be provided if found to be necessary. The employee will receive a PERSONAL ACTION NOTICE or SAFETY INFRACTION(S), which will be placed in their personnel file. The Department Manager will determine if the infraction was a result of lack of training or negligence. Management reserves the right to investigate any employee accident, injury, complaint, or close call.

Sick Leave Policy

As mandated by California Labor Code Section §245-249 also known as the Healthy Workplaces, Healthy Families Act of 2014 (AB 1522), beginning on July 1, 2015 Mt. Shasta Ski Park will provide paid sick leave as mandated by the code. California state sick leave policy allows employees, regardless of part time or full time status to accrue sick leave hours over the course of employment.

- Employees will earn 1 hour of sick leave per 30 hours worked.
- There is no probationary period to start collecting sick leave but employees cannot use sick leave hours until they have worked 90 days for their current employer.
- Employees begin accruing sick leave hours on their first day of employment as long as they have worked 30 or more days in California within the last year.
- **After 90 days, employees can access their sick leave hours.**
- You can take paid sick leave for yourself or a family member, for preventive care or diagnosis, care or treatment of an existing health condition, or for specified purposes if you are a victim of domestic violence, sexual assault or stalking. Family members include the employee's parent, child, spouse, registered domestic partner, grandparent, grandchild, and sibling. Preventive care would include annual physicals or flu shots.
- The use of paid sick leave is limited to 3 days or 24 hours per year. Maximum sick leave hours that can be accrued by an employee is 48 hours. If employee is using sick leave hours for a doctor visit the employer will charge 2 hours of sick leave to accommodate this process.
- Employees sick leave hours roll over to the following year but maximum hours that can be held at any time are 48. Upon rehiring within a 1 year time frame seasonal employees will have access to their unused sick leave hours from previous seasons.
- Effective November 1, 2017, the 12-month period will change from a calendar year (January 1st - December 31st) to a fiscal year (November 1st - October 31st). This change will not cause the loss of any paid sick leave that employees would otherwise have accrued.
- Employees who are sick more than 3 consecutive days and have used all of their paid sick leave hours must provide a Medical Release to return to work.
- The Health Workplace Act Sick Leave, is for being ill, and not to be used as a paid leave day. Abuse of sick leave may result in termination.
- It is the responsibility of employees to report any illness to their supervisor as soon as possible.

Family/Medical Leave Policy

State and federal family and medical leave laws provide up to 12 workweeks of unpaid family/medical leave within a 12-month period, under the following conditions:

- The employee has more than 12 months of service. If the leave is for FMLA only, the 12 months of service must have accumulated within the previous seven years. There is no such cap under CFRA;
- The employee has worked at least 1,250 hours during the previous 12-month period before the need for leave; and
- The employee is employed at a work site where there are 50 or more employees within a 75 mile radius. Leave may be taken for one or more of the following reasons:
 - The birth of the employee's child, or placement of a child with the employee for adoption or foster care (FMLA/CFRA);
 - To care for the employee's spouse, child, or parent who has a serious health condition (FMLA/CFRA);
 - To care for the employee's registered domestic partner (CFRA only);
 - For a serious health condition that makes the employee unable to perform his or her job (FMLA/CFRA);
 - For any "qualifying exigency" (as defined by federal regulation) because the employee is the spouse, son, daughter, or parent of an individual who is on covered active duty. Covered active duty for a member of the regular Armed Forces means duty during the deployment of the member with the Armed Forces to a foreign country. For members of a reserve component of the Armed Forces, covered active duty means duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law.
- An employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of 26 workweeks of leave during a 12-month period to care for the service member (FMLA only).

Calculating the 12-month Period

For purposes of calculating the 12-month period during which 12 weeks of leave may be taken, Mt. Shasta Ski Park uses calendar year (Jan-Dec). Under most circumstances, leave under federal and state law will run at the same time and the eligible employee will be entitled to a total of 12 weeks of family and medical leave in the designated 12-month period.

For a qualifying exigency or leave to care for a covered service member, the 12-month period begins on the first day of the leave, regardless of how the 12-month period is calculated for other leaves. Leave to care for a covered service member is for a maximum of 26 workweeks during a 12-month period.

Pregnancy, Childbirth or Related Conditions

However, leave because of the employee's disability for pregnancy, childbirth or related medical condition is not counted as time used under California law (the California Family Rights Act). Time off because of pregnancy disability, childbirth or related medical condition does count as family and medical leave under federal law (the Family and Medical Leave Act). Employees who take time off for pregnancy disability and who are eligible for family and medical leave will also be placed on family and medical leave that runs at the same time as their pregnancy disability leave. Once the pregnant employee is no longer disabled, she may apply for leave under the California Family Rights Act, for purposes of baby bonding.

Any leave taken for the birth, adoption, or foster care placement of a child does not have to be taken in one continuous period of time. California Family Rights Act leave taken for the birth or placement of a child will be granted in minimum amounts of two weeks. However, the Company will grant a request for a California Family Rights Act leave (for birth/placement of a child) of less than two weeks' duration on any two occasions. Any leave taken must be concluded within one year of the birth or placement of the child with the employee.

Leave for Employee's Own Health Condition

The following procedures shall apply when an employee requests family leave:
Please contact Human Resources as soon as you realize the need for family/medical leave.

If the leave is based on the expected birth, placement for adoption or foster care, or planned medical treatment for a serious health condition of the employee or a family member, the employee must notify the Company at least 30 days before leave is to begin. The employee must consult with his or her supervisor regarding scheduling of any planned medical treatment or supervision in order to minimize disruption to the operations of the Company. Any

such scheduling is subject to the approval of the health care provider of the employee or the health care provider of the employee's child, parent, or spouse.

If the employee cannot provide 30 days' notice, Management must be informed as soon as is practical.

If the Family and Medical Leave Act/California Family Rights Act request is made because of the employee's own serious health condition, Management may require, at its expense, a second opinion from a health care provider that the Management chooses. The health care provider designated to give a second opinion will not be one who is employed on a regular basis by the Company.

If the second opinion differs from the first opinion, the Management may require, at its expense, the employee to obtain the opinion of a third health care provider designated or approved jointly by the employer and the employee. The opinion of the third health care provider shall be considered final and binding on the Management and the employee.

The Management requires the employee to provide certification within 15 days of any request for family and medical leave under state and federal law, unless it is not practicable to do so. The Management may require recertification from the health care provider if additional leave is required. (For example: if an employee needs two weeks of family and medical leave, but following the two weeks needs intermittent leave, a new medical certification will be requested and required.) If the employee does not provide medical certification in a timely manner to substantiate the need for family and medical leave, the Management may delay approval of the leave, or continuation thereof, until certification is received. If certification is never received, the leave may not be considered family and medical leave.

Leave to Care for a Family Member

If the leave is needed to care for a sick child, spouse, or parent, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition;
- Estimated amount of time for care by the health care provider; and
- Confirmation that the serious health condition warrants the participation of the employee.

When both parents are employed by the Company, and request simultaneous leave for the birth or placement for adoption or foster care of a child, the Company will not grant more than a total of 12 workweeks family/medical leave for this reason.

If an employee cites his/her own serious health condition as a reason for leave, the employee must provide a certification from the health care provider stating:

- Date of commencement of the serious health condition;
- Probable duration of the condition; and
- Inability of the employee to work at all or perform any one or more of the essential functions of his/her position because of the serious health condition.

The Management will require certification by the employee's health care provider that the employee is fit to return to his or her job. Failure to provide certification by the health care provider upon the employee's fitness to return to work will result in denial of reinstatement for the employee until the certificate is obtained.

Leave Related to Military Service

A leave taken due to a "qualifying exigency" related to military service must be supported by a certification of its necessity. A leave taken due to the need to care for a service member shall be supported by a certification by the service member's health care provider.

Health and Benefit Plans

An employee taking family medical leave will be allowed to continue participating in any health and welfare benefit plans in which he/she was enrolled before the first day of the leave (for a maximum of 12 workweeks, or 26 workweeks if the leave is to care for a covered service member) at the level and under the conditions of coverage as if the employee had continued in employment for the duration of such leave. The Mt. Shasta Ski Park will continue to make the same premium contribution as if the employee had continued working. The continued participation in health benefits begins on the date leave first begins under Family and Medical Leave Act (e.g., for pregnancy disability leaves, qualifying exigency leave, or to care for a covered service member) or under the

Family and Medical Leave Act/California Family Rights Act (e.g., for one's own serious health condition or that of one's spouse, parent or child; or baby bonding) or under the California Family Rights Act (caring for one's registered domestic partner). In some instances, the Mt. Shasta Ski Park may recover from an employee premiums paid to maintain health coverage if the employee fails to return to work following family/medical leave.

Employees on family/medical leave who are not eligible for continued paid coverage may continue their group health insurance coverage through the Mt. Shasta Ski Park in conjunction with the federal COBRA guidelines by making monthly payments to the Mt. Shasta Ski Park for the amount of the applicable premium. Employees should contact their supervisor for further information.

- Payment is due on the same schedule as payments that are made under COBRA.

Reinstatement

Under most circumstances, upon return from family/medical leave, an employee will be reinstated to his or her original job or to an equivalent job with equivalent pay, benefits, and other employment terms and conditions. However, an employee has no greater right to reinstatement than if he or she had been continuously employed rather than on leave. For example, if an employee on family/medical leave would have been laid off had he or she not gone on leave, or if the employee's job is eliminated during the leave and no equivalent or comparable job is available, then the employee would not be entitled to reinstatement. In addition, an employee's use of family / medical leave will not result in the loss of any employment benefit that the employee earned before using family / medical leave.

Reinstatement after family/medical leave may be denied to certain salaried "key" employees under the following conditions:

- An employee requesting reinstatement was among the highest-paid 10 percent of salaried employees employed within 75 miles of the work site at which the employee worked at the time of the leave request;
- The refusal to reinstate is necessary because reinstatement would cause substantial and grievous economic injury to the Mt. Shasta Ski Park's operations;
- The employee is notified of the Mt Shasta Ski Park's intent to refuse reinstatement at the time the Company determines the refusal is necessary; and
- If leave has already begun, the Mt. Shasta Ski Park Management gives the employee a reasonable opportunity to return to work following the notice described previously.

For additional information about eligibility for family/medical leave, contact Human Resources.

Option: Time Accrual

Employees on Family and Medical Leave Act/California Family Rights Act leave will not continue to accrue vacation, paid time off or holiday pay during unpaid Family and Medical Leave Act/California Family Rights Act leave.

Option: Carryover

Leave granted under any of the reasons provided by state and federal law will be counted as family/medical leave and will be considered as part of the 12-workweek entitlement in a 12-month period. The 12-month period is measured forward from the date any employee's first Family and Medical Leave Act leave begins. Successive 12-month periods commence on the date of an employee's first use of such leave after the preceding 12-month period has ended. No carryover of unused leave from one 12-month period to the next 12-month period is permitted.

Option: Intermittent Leave

Employees may take Family and Medical Leave Act/California Family Rights Act leave intermittently (in blocks of time, or by reducing their normal weekly or daily work schedule) if the leave is for the serious health condition of the employee's child, parent, or spouse, or of the employee, and the reduced leave schedule is medically necessary as determined by the health care provider of the person with the serious health condition. The smallest increment of time that can be used for such leave is 1 week.

Military Spouse Leave

Employees who work more than 20 hours per week and have a spouse in the Armed Forces, National Guard or Reserves who have been deployed during a period of military conflict are eligible for up to 10 unpaid days off when their spouse is on leave from (not returning from) military deployment.

Employees must request this leave in writing to their department manager within two business days of receiving official notice that their spouse will be on leave. Employees requesting this leave are required to attach to the leave request written documentation certifying the spouse will be on leave from deployment.

Cell Phones

Employees must keep their cell phones out of sight while on duty and in a quiet mode (Silent/vibrate). A Personal Action Notice may be issued if this policy is not followed. The use of Headphones is prohibited while on duty.

In the interest of the safety of our employees and other drivers, Mt. Shasta Ski Park employees are prohibited from using cell phones/headphones while driving on Company business, in a Company vehicle and/or Company time. If your job requires that you keep your cell phone turned on while you are driving, you must use a hands-free device.

Exceptions are made for a person using a cell phone for emergency purposes and weather monitoring.

Personnel Files

Mt. Shasta Ski Park maintains a personnel file on each employee. The personnel file generally includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records. Personnel files are the property of Mt. Shasta Ski Park and access to the files is limited to the related Employee, Managers, and Supervisors. Staff who have a legitimate reason to review the information and any additional access allowed by law. All requests to view personnel files must be made to and approved by the Human Resources Manager

Performance Evaluation

Supervisors and employees will discuss job performance and goals on an informal, day-to-day basis. In addition, performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals. Employees will receive a performance evaluation mid-season and then again at the end of the season. Categories included for review in the evaluation process include but are not limited to attendance and punctuality, safety, quality of work, customer service and teamwork, and eligibility for rehire..

Helmet Policy

All employees must wear a helmet while skiing or snowboarding on duty or in uniform. Other employees may be required to wear helmets when performing other assigned duties. During the summer season all employees and guests are required to wear helmets while Mountain Biking.

Grievance Procedure

Should an employee wish to file a grievance: first, speak to his or her immediate supervisor. If the employee feels uncomfortable or disagrees with the outcome, speak to his or her Department Manager and/or the General Manager. If the issue is still not resolved, a meeting will be scheduled with the General Manager and Human Resource Manager.

Termination at Will Clause

Mt. Shasta Ski Park cannot guarantee or promise employment for any specified length of time. Periodically, it may be in the best interest of the Mt. Shasta Ski Park to release employees. Mt. Shasta Ski Park reserves the right to make these decisions at its sole discretion. Accordingly, employees must recognize the Mt. Shasta Ski Park, with or without cause, may terminate their employment at any time.

Among the various infractions that can lead to discipline up to and including immediate dismissal are:

1. Any possession or use of drugs or alcohol, or being under the influence of during working hours, including breaks or lunch, may result in termination.

2. Theft; fraud; reckless, careless or unauthorized use of property; dishonesty, including transferal of one's employee ID card, employee pass, or discount food privileges.
3. Willful falsification of employment applications, timecards, injury report, or any other Mt. Shasta Ski Park records.
4. Offensive or unreasonable behavior either on or off duty including threatening aggressive action, whether physical, verbal or otherwise implied.
5. Tardiness or absenteeism.
6. Absence from the job or work area while on duty without approval from his or her supervisor.
7. Discourtesy to guests or employees.
8. Failure to observe safety rules and procedures.
9. Failure to maintain proper standards of appearance and grooming.
10. Possession of unauthorized firearms or weapons on Mt. Shasta Ski Park premises.
11. Substandard performance in carrying out assigned responsibilities.
12. Abuse of employee privileges.
13. Insubordination, including improper conduct toward a supervisor, co-worker or guest, refusal to perform tasks assigned by a supervisor, or refusal to comply with a supervisor's reasonable instructions.
14. Sexual or other unlawful harassment/bullying of an employee or other person.
15. Violating safety or health rules or practices or engaging in conduct that creates a safety or health hazard.
16. Failure to abide by set standards for meal and break periods and/or working unauthorized overtime.
17. Sleeping or malingering on the job.
18. Unauthorized use of Company equipment, time, materials, or facilities.
19. Provoking a fight or fighting during working hours or on Company property.
20. Removing or borrowing Company property without prior authorization.
21. Use of ear buds, headphones, cell phones or other electronic devices, etc. Except for reporting an injury or emergency, all electronic media, including and cell phones, mp3 players, and tablets must be turned off. Management may make an exception for personnel who must use a cell phone to conduct company business.
22. Abuse of "Sick Leave"

Voluntary Termination by Employee

If it becomes necessary for an employee to terminate his or her employment at the Mt. Shasta Ski Park, he or she must give their department manager at least two weeks notice. With two weeks or more notification to quit, an employee's final paycheck will be issued on his or her last workday. If an employee quits without at least 72 hours, his or her final paycheck will be issued within 72 hours of their resignation. Final Paychecks will be made available at the Human Resources Office. All unclaimed checks will be surrendered to the Department of Industrial Relations Office in Redding Ca unless written a written authorization to hold the check at the ski park has been received. Failure to give proper notice may result in ineligibility for rehire by the Mt. Shasta Ski Park. The Mt. Shasta Ski Park Human Resources Office must receive a written notice from the employee immediately upon any voluntary resignation(hr@skipark.com). In-lieu of a written notice employees may complete the Voluntary Termination Worksheet at the Human Resources Office.

Aerial Jumps and Maneuvers

Aerial jumps or maneuvers are prohibited while on the clock at Mt. Shasta Ski Park. This policy is strictly enforced and any violation of this policy will result in disciplinary action up to and including immediate termination. Any aerial maneuvers performed for testing purposes are to be authorized in advance, in writing, by the Slope Manager/Terrain Park Supervisor.

Worker's Compensation Policy

California State Labor Code Section 3352 (F) specifically excludes employees from Workers Compensation Insurance coverage in the following situation:

Any person employed by a ski lift operator to work at a snow ski area who is relieved of and not performing any prescribed duties, while participating in recreational activities on his or her own initiative.

All employees that are authorized to ski or snowboard as part of their job description and are performing within the normal scope of their prescribed duties and are skiing or snowboarding on approved routes are covered under Workers Compensation Insurance. However, in accordance with the law outlined above, accidents that occur in unauthorized areas, such as skiing or snowboarding out of bounds (unless authorized to perform prescribed duties), accidents that occur as a result of organized ski or snowboard racing, jumping (unless authorized to perform prescribed duties within terrain parks), and other accidents that occur that are outside the normal scope of prescribed duties including snowball throwing, horseplay-related injuries, and employees that are injured while skiing or snowboarding and not specifically authorized to do so for work purposes, will not be covered under Workers Compensation Insurance. The company will not tolerate retaliation against any employee who files a workers compensation claim. No retaliation shall be taken against any person who assists or is part of a workers compensation claim.

Media and Promotion

All media contact must be referred to the Marketing Director or General Manager. Individual interviews need prior approval by the Marketing Director or General Manager. In addition, information regarding Mt. Shasta Ski Park's operation is strictly confidential. Release or sharing of information to any outside organization must be authorized by the General Manager or the Marketing Director. Mt. Shasta Ski Park reserves the right to use photographs and/or video of staff for any media promotional purposes. i.e. brochures, website, commercials, etc.

Absenteeism

Each employee is expected to report to work at the appointed time and place ready for work. If for any reason an employee is detained or will be absent, he or she must contact their supervisor/department head as soon as possible and no later than one hour before their shift begins. Employees must call in each day they are absent. Absenteeism due to injury or illness lasting more than 3 days requires a doctor's release, before employee may return to work. Absence from work for two (2) or more consecutive days without proper notification will be considered a "quit without notice." Absenteeism resulting from abuse of sick leave will result in termination.

Computer Use

Employees are not permitted to use personal storage devices in any form on any Company computer resource without first obtaining specific authorization from either the CFO or Human Resources Manager due to the threat of computer viruses/malware. Any employee who introduces malicious software into the Company's computer resources via the use of personal software or data may be disciplined by the Company as appropriate under the circumstances.

The use of the Company computer and network resources is a privilege. The Company reserves the right to limit, restrict, or extend computer privileges and access to its information resources. All users of the Company computer resources must have authorization from either the CFO or the Human Resources Manager.

The Company's policy prohibiting all types of harassment applies to the use of the Company's electronic communication systems, including phone and internet access. No one may use electronic communications in a manner that may be construed by others as harassment based on race, national origin, sex, gender, sexual orientation, age, disability, religious beliefs or any other characteristic protected by federal, state, or local law. No jokes on these bases should be transmitted over the Company's electronic communications systems.

All electronic information created by any employee using any means of electronic communication is the property of Mt. Shasta Ski Park and remains the property of Mt. Shasta Ski Park. Personal passwords may be used for purposes of security, but the use of a personal password does not affect the Company's ownership of the electronic information.

No one may access, or attempt to obtain access, to another individual's electronic communications without appropriate authorization. Violators of the Electronics Communications Policy may be subject to discipline, up to and including termination.

Confidential Information

Occasionally, you may have access to, or be exposed to, information about Mt. Shasta Ski Park that is confidential. This includes but is not limited to future development or marketing plans, wage information and employee issues. Such information may not be discussed outside of appropriate official business. If you have access to information that you feel may be confidential in nature please consult your manager for advice on the appropriate handling of that information. Willful disclosure of confidential information may result in disciplinary action up to and including termination. Your obligation to not disclose confidential information continues beyond your time of employment with Mt. Shasta Ski Park.

Social Media

Employees may post content to a blog or social media site as a personal, non-work related activity as long as the posted content does not interfere with the Mt. Shasta Ski Park's business interest or violate its policies. Mt. Shasta Ski Park intends the terms "blog" and "social media site" to be broadly defined. The following guidelines will be used to determine if an employee's posted content to a blog or social network site will result in employment consequences such as disciplinary action or termination:

- Employees must comply with Mt. Shasta Ski Park's policies regarding confidentiality and protection of proprietary information.
- Representation of your personal opinions as being endorsed or shared by the Mt. Shasta Ski Park is strictly prohibited. Employees may not use our name or logo to endorse or promote any opinion (especially Political opinions), cause, product, political candidate or campaign.
- Employer information and images (including, without limitation, logos, photographs) may not be used without the express permission of the Marketing Director or General Manager.
- Dissemination of any information or opinion that potentially exposes Mt. Shasta Ski Park to liability is strictly prohibited.
- Social media activity may not interfere with your work commitments and duties.
- Employees must be respectful to Mt. Shasta Ski Park, its employees, members, affiliates and competitors. Posted content which is illegal, obscene, defamatory, harassing, disrespectful, threatening, infringing on intellectual property rights, invasive of privacy, or is otherwise injurious or objectionable to any person will not be tolerated.
- Mt. Shasta Ski Park discourages employees who supervise other employees from interacting with subordinate employees on social network sites such as Facebook, Instagram, and Twitter. .

Before posting any material on the internet, Mt. Shasta Ski Park cautions employees to check facts, use good grammar, write about subjects you truly understand, avoid citing other people's material statements without their approval, respect your audience, and never assume that an anonymous posting will stay that way.

Mt. Shasta Ski Park reserves the right to monitor sites to ensure compliance with this policy and take disciplinary action, up to and including termination of employment, if we believe that an employee's blogging or social network activities violate our policies, damage our reputation, expose us to liability, or interfere with our business in any way.

V. EMPLOYEE PRIVILEGES

Lift Ticket Privileges

Employees are required to wear their season pass at all times when using the chairlift. This Employee Season Pass is to be used ONLY by the employee. Transferal of an Employee Season Pass is cause for immediate dismissal and loss of all employee ski/snowboard privileges and family passes.

If any employee loses their Employee Season pass, there will be a \$50.00 replacement charge. Mt. Shasta Ski Park applies the same policy for our guests. Complimentary tickets will not be issued to an employee who forgets his or her pass. If any employee loses their Employee ID/Discount card, there will be a \$10.00 replacement charge. Employees must present their Employee ID/Discount card in order to receive a discount on food and beverage items or retail products.

1. *Permanent Full Time Employees* will be issued an Employee ID/Employee Season Pass. Qualifying family members are eligible to purchase season passes at the July pre-season rate. After two full-time seasons of employment, there will be no charge for qualifying family member passes.
2. *Returning Seasonal Full-Time Employees* will be issued an Employee ID/Employee Season Pass. Qualifying family members are eligible to purchase season passes at the July pre-season rate. After two full-time seasons of employment, there will be no charge for qualifying family member passes.
3. *Returning Seasonal Part-Time Employees* will be issued an Employee ID/Employee Season Pass. Employees in this category must work a minimum of 24 hours per week or agreed time frame. Any exception must be applied for and approved by his or her Department Manager.
4. *First Year Seasonal Full-Time Employees* will be issued an Employee ID/Employee Season Pass for personal skiing/snowboarding privileges.
5. *First Year Seasonal Part-Time Employees* will be issued an Employee ID/Employee Season Pass for personal skiing/snowboarding privileges. These employees must work a minimum of 24 hours per week or fulfill their obligation as scheduled to ensure their season pass eligibility. Any exceptions must be applied for by their Department Manager and approved by Senior Management.

Employees under 18 must have a parent/guardian sign their season pass agreement. Approval by General Manager is required prior to the issuance of a family member ski pass.

Any employee who quits or is discharged, loses their free skiing privileges and must return his or her Employee ID and Employee Season Pass to the Corporate Office or their supervisor. Any employee family pass must also be returned to the Ski Park if the pass was provided free of charge.

Abuse of ski/snowboard privileges may result in disciplinary action up to and including termination of employment.

Employee Discount Tickets

All Mt. Shasta Ski Park personnel who are at least second year, full-time seasonal employees are eligible to purchase for half price a maximum of five adult tickets to be used for family members or friends. These tickets *may not* be sold, and are good for the current season only. Tickets are to be purchased all at one time at the Corporate Office. Payroll deductions are not allowed; you may use cash or credit card.

Parking Policy

Mt. Shasta Ski Park has three parking lots: upper, middle, and lower lots.

Weekdays/Non-holidays. Employees are allowed to park in middle lot.

Weekends/Holidays. On peak ski days, employees must park in lower lot, or whenever directed by management or parking crew. On certain occasions, employees may be directed to park in the maintenance yard. Whenever possible, please carpool. Mt. Shasta Ski Park is not responsible for vehicles or personal property lost or stolen or for injuries to person, vehicles or property.

Retail Shop

All employees, **not family or friends** will receive a 10% discount on logo wear in the retail store. Employee ID/Discount Card must be presented when making purchases. No credit, payroll deductions or layaway allowed. All purchases must be made with cash or credit/debit card. This discount does not include sale items. Special orders must be paid for in advance with a no-return policy, and may be subject to shipping cost.

Rental Equipment

Subject to availability, all employees may receive free Snowboard or Alpine ski rentals for themselves; the deluxe equipment packages are available to employees at half price, subject to availability. Rentals for immediate family members are available at half price. Employees are responsible for replacement or repair of lost, stolen or damaged rental equipment that has been issued to them. These policies are at the discretion of the management.

Ski School

All employees may receive free group ski/snowboard lessons at the discretion of the Ski School Director. Weekends and holidays may be limited or unavailable due to guest demand for services.

Food Service

Employees (not family and friends) will receive a food purchase discount of 50% during the season. This discount applies to most food and fountain beverage purchases in food service locations (except bar and pre-packaged foods and beverages). Group purchases must be approved by a supervisor or manager.

Please check out at the register with any purchase. Food service areas are off limits to non food service staff due to food safety laws and concerns.

All employees must present their employee ID/Discount Card before the food service cashier begins to ring up their order. Food Service purchases must be paid in cash or credit card.

Employee Area

The Employee Area, located in the lower lodge, is for employees **only**. No friends or family members are allowed.

There is limited employee board and ski storage in the Lower Lodge for day-use on a first-come first-serve basis. Personal items may not be stored in any work area. Personal items include but are not limited to, skis, snowboards, boots, poles, backpacks, helmets, goggles and clothing including uniforms. Items left in work areas will be treated the same as lost and found.

Ski Area Employee Exchange

We participate in a Ski Area Employee Exchange Program with many ski areas. Full-time employees who wish to visit any of these areas must obtain a letter of introduction and present it, along with their employee season pass, to the ski area they are visiting. For the letter and further details contact Employee Services or the Corporate Office.

Employees as Skiers/Snowboarders/Bikers

Mt. Shasta Ski Park employees are expected to abide by the following:

EMPLOYEE SKIER/SNOWBOARDER RESPONSIBILITY CODE

1. Always stay in control to avoid reckless skiing/snowboarding, and be able to stop or avoid other people or objects. "Be Alert for the Unexpected"
2. People ahead of you have the right of way. It is your responsibility to avoid them.
3. You must not stop where you obstruct a trail or are not visible from above.
4. Whenever starting downhill or merging into a trail, look uphill and yield to others.
5. Always use devices to help prevent runaway equipment.
6. Observe all posted signs and warnings. Keep off closed trails and out of closed areas.
7. Prior to using any lift, you must have the knowledge and ability to load, ride and unload safely.

MOUNTAIN BIKER'S RESPONSIBILITY CODE

1. STAY IN CONTROL. You're responsible for avoiding objects and people.
2. KNOW YOUR LIMITS. Ride within your ability. Start small and work your way up.
3. PROTECT YOURSELF. Use an appropriate bike, helmet and protective equipment.
4. INSPECT AND MAINTAIN YOUR EQUIPMENT. Know your components and their operation prior to riding.
5. BE LIFT SMART. Know how to load, ride and unload lifts safely. Ask if you need help.
6. INSPECT THE TRAILS AND FEATURES. Conditions change constantly; plan and adjust your riding accordingly.

7. OBEY SIGNS AND WARNINGS. Stay on marked trails only. Keep off closed trails and features. Ride in the direction indicated.
8. BE VISIBLE. Do not stop where you obstruct a trail, feature, landing or are not visible.
9. LOOK AND YIELD TO OTHERS. Look both ways and yield when entering or crossing a road or trail. When overtaking, use caution and yield to those ahead.
10. COOPERATE. If involved in or witness to an incident, identify yourself to staff.

Know and Follow the Code. It is Your Responsibility.

VI. MISCELLANEOUS

1. The following **ON DUTY** personnel are authorized to use the "Learning Center/Ski Patrol lift line": Learning Center Instructors and their classes, ski patrollers and authorized personnel.
2. Dogs are not allowed on the premises—not even the patio (it is a food service area) or maintenance area unless arrangements have been made with the General Manager.
3. Employees are restricted to alpine skiing, telemark skiing, cross country skiing, and snowboarding during the Winter and mountain biking, disc golfing during the summer any other use of the Mt. Ski Park requires approval from Management. Equipment must be in good repair and functional.
4. No downloading on chairlifts unless authorized by a supervisor or management.
5. Service dogs are not allowed on the lift without direct approval from management.
6. All employees are required to attend departmental training clinics and meetings as assigned.
7. **PERSONAL SAFETY** is paramount.

US Forest Service Lands

The Mt. Shasta Ski Park has U.S. Forest Service Special Use Permits for:

- Adjoining lands with utilities adjacent to Mt. Shasta Ski Park private property
- Maintenance Shop/Yard
- Road 88 from Road 31 to Parking Lots
- Mid/Lower Parking Lots
- Leach Field

U.S. Forest Service permitted areas are under federal jurisdiction, all rules and regulations governing the National Forest systems apply. The USDA Forest Service is an equal opportunity provider, employer, and lender. If you have any questions regarding U.S. Forest Service rules and regulations; contact Mt. Shasta/McCloud Management Unit at (530)926-4511

VII. COVID-19

MSSP Covid-19 Policy

All employees will follow the employee guidelines as laid out in the MSSP Covid-19 Winter Policies and Procedures Document, the Covid-19 Employee Packet, and any department rules. These documents specify that employees will:

- Maintain social distancing of 6^{ft} whenever possible
- Utilize a face covering. Employees will be provided a MSSP face covering as part of their uniform. They may wear an MSSP approved facecovering if approved by their department supervisor.
- Wash/sanitize hands frequently
- Enforce MSSP rules and policies
- Stay home when sick or if exposed to someone who has been sick

- Get a Covid-19 test if they begin to experience Covid-19 Symptoms or have been in contact with someone who has tested positive for Covid-19
- If required to get tested employees will not enter MSSP property until they have tested negative for Covid-19

Employee Non-Compliance

Mask not covering nose:

1. Verbal Warning
2. Written Warning
3. Sent Home
4. Terminated

No Mask

1. Written Warning
2. Sent Home
3. Sent Home
4. Terminated

*An employee who forgets their mask and comes to their supervisor at the beginning of their shift for a temporary mask will face no disciplinary action

Hand Washing

1. Written warning
2. Sent Home
3. Terminated

Avoiding Having Temperature Taken:

1. Verbal Warning
2. Written Warning
3. Written Warning
4. Termination

Knowingly coming to the Mt. Shasta Ski Park with COVID-19 or sudden onset Covid-19 symptoms:

1. Termination

We Appreciate you joining our team, and look forward to a great season with you!

Notes: _____

Rev. 07/29/2018