



## New Employee Orientation And General Employment Information

### Full Time Employee

Employees who regularly work 40 hours per work week (Sunday through Saturday beginning and ending at midnight on Saturday) or a minimum of 32 hours per week and 1664 actual hours worked within the employee's anniversary year qualify as full time.

*Please notify the Personnel Department promptly of any changes in:*

- Address and Telephone numbers
- Name and Marital Status
- Beneficiaries and Dependents Designated for Health Coverage and Insurance
- Person to Notify in Case of Emergency
- Number of Exemptions on Tax Withholding (W-4)

### **NOTE:**

**Sun Valley Personnel Department will only VERIFY dates of employment position and Social Security number to prospective employers.**

### Work Environment

Sun Valley Company will not tolerate harassment or discrimination of any nature – *sex, religion, race, color, age, disability, national origin* – by or to any employee, guest or visitor. This type of conduct interferes with work performance and creates an uncomfortable work environment. For descriptions, please review #10 and #11 of the General Standards in this document.

*Incidents of sexual harassment or discrimination should be **immediately** reported to your supervisor, your department head, or the Personnel Department.*

### Drug Testing

Pre-employment (post offer) drug testing is required for safety sensitive positions and employees who transfer into these positions.

**The Sun Valley Company conducts random drug testing for ALL employees at ALL levels.**

### Holidays

The Sun Valley Company does not provide employees with paid holidays. Employees working on holidays are paid at their regular rate of pay.

### Work Hours

Full time positions average 32-40 hours per week (see "Overtime" section). Scheduled work days may fall on ANY day during the week (including national and state holidays).

### Overtime

Many hourly employees will be assigned to "seasonal-recreational positions" which allows those employees to work 56 hours within each work week at their regular hourly rate. [Note: seasonal-recreational status is determined in accordance with federal wage and overtime exemption regulations.]

Within each work week (Sunday through Saturday), hourly employees are eligible for overtime pay (time and a half) for each hour worked over the maximum (either 40 or 56 ) based on employee's primary position. All overtime must be approved in *advance* by your supervisor. Unauthorized overtime will be subject to disciplinary action up to and including termination. Short-term absences (sick or personal) will not be considered as time worked for calculating weekly overtime.

### Sick Leave

Full time employees are eligible for 40 hours of sick leave at each six month anniversary. The eligibility is capped at 120 hours per year per employee. If an employee is on sick leave for more than three days, they are required to produce documentation from a Doctors' office.

### Uniforms

Uniforms and cleaning service are provided to employees free of charge for positions requiring standard dress. **Note:** Some personal items (shirts and hats) are available at cost to employees. Contact Uniforms for more details.

Upon separation, all uniforms and bedding items must immediately be returned in "the same condition" as issued, to the Uniform Department and/or the Laundry Department.

### Employee Cafeteria

**(The Place) Hot Line: #2686**

Open 7:00 a.m. to 7:00 p.m., this cafeteria is provided for company employees ONLY (no dependents). Employees must present a valid SVC employee ID to receive discounted meals.

### **Dorm Housing**

Limited housing is available for some employees. A dorm agreement must be signed before a dorm room will be assigned. Daily rates of dormitory rooms will vary depending on the type of room occupied by the employee. *Continued dorm residency is at the sole discretion of Sun Valley Company, is based on full-time work status, and ends immediately upon employee's termination.*

Residents must adhere to all rules and regulations. Violations will be treated as employment issues and may result in eviction as well as termination. For more information, refer to dorm agreement or contact the Dorm Administrator at **Ext. 2986**.

### **TRANSPORTATION**

#### **Local**

There is a variety of *free transportation* available to Sun Valley employees in and around the area:

#### **KART**

Ketchum City busses are free. Routes and schedules are available everywhere.

#### **Sun Valley Shuttles**

These courtesy busses transport skiers and others to and from ski lifts at Dollar, River Run and Warm Springs. The shuttle runs three times an hour during peak season. Refer to map for pick-up locations on Sun Valley property.

#### **Twin Falls Commuter Bus**

Company employees (with Sun Valley photo ID) who commute highway 75 between Twin Falls and Sun Valley are eligible to ride the daily coach bus at no charge. The bus stops at Jerome, Shoshone, and the Highway 20 intersection. Presently, the bussing schedule accommodates a regular work schedule (7:30 a.m. to 4:30 p.m.). For pick-up locations and times or more information, call the Personnel Department at 208-622-2072.

#### **Employee Photo ID**

Each summer and winter season, all employees are issued a Sun Valley Company employee ID card, which *must be presented* for all discounts.

#### **Work Week**

*Sunday through Saturday  
(beginning and ending at midnight on Saturday)*

#### **Pay Period**

*Two Work Weeks*

#### **Pay Day**

*Every other Friday for the hours worked in the preceding pay period*

#### **Paychecks**

*There are 26 pay days per year*

- #1** When you receive your first paycheck, please verify that your name, address, Social Security number and withholdings are correct. State and federal laws require certain deductions be taken from your paycheck. *They Include:*  
**FICA (Federal Insurance Compensation Act)**  
A percentage of your earnings and an equal amount from Sun Valley are contributed to Social Security.  
**Federal Income Tax**-Income tax deductions withheld from wages *including reported tips.*  
**Idaho State Income Tax**-Income tax deductions withheld from wages *including reported tips.*
- #2** You should keep deposit receipts and all pay stubs for your records. It is the employee's responsibility to review all deductions to check for accuracy
- #3** Questions or discrepancies with paychecks or hours worked should be taken to your *immediate supervisor* who will review and notify Payroll (in Accounting) of any adjustments. Any discrepancies will be corrected as soon as possible.

#### **Direct Deposit**

Employees may choose to have all or part of each paycheck deposited into their account via direct deposit authorization. Forms are available at the Payroll Department on the Administration Level in the Main Lodge Building.