



New Employee Orientation, General Employment Information, And Standards of Conduct

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 Human Resources 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 Human Resources Department will only VERIFY dates of employment and position to prospective employers.

Work Environment

Sun Valley Company will not tolerate harassment or discrimination of any nature – *gender, 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. Please see the attached Equal Employment Opportunity Policy and Sexual Harassment Avoidance Policy.

Drug Testing

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

Sun Valley Company conducts random drug testing for ALL employees at ALL levels. Please see the attached Drug/Alcohol Testing Policy.

Holidays

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. Employees who work 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

Year-round full time employees are eligible for 80 hours of paid sick leave after completion of each year of employment. 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 a statement from a physician.

Vacation

Year-round full time employees are eligible for 40 hours of paid vacation after completion of one year of employment; 80 hours of paid vacation after two years of employment; 120 hours of paid vacation after five years of employment; and 160 hours of paid vacation after fifteen years of employment. The paid vacation is capped at 160 hours per year per employee. When an employee receives a new bank of vacation hours on their annual employment anniversary date, all unused vacation hours over 160 will be lost.

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

Generally 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 Manager at **Ext. 2986**.

TRANSPORTATION

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

Mountain Rides

Ketchum and Warm Springs busses are free. Routes and schedules are available at www.Mountainrides.org.

Sun Valley Employee Shuttles

These shuttle busses transport employees for the morning shift from the bus garage at Sun Valley, to the River Run and Warm Springs lodges. Mountain Rides in Ketchum is available for afternoon shifts.

Shoshone / Carey Van Pool

Company employees (with Sun Valley photo ID) who commute highway 75 between Shoshone and Sun Valley are eligible to ride the Van Pool at a discounted rate. The Shoshone van pool schedule accommodates a day shift (7:30 a.m. to 4:30 p.m.). The Carey van pool schedule accommodates a day shift (7:00 a.m. to 3:30 p.m.). For more information, call the Human Resources Department at 208-622-2078.

Employee Photo ID

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 located in the Moritz Building next door to HR.



General Standards of Conduct

Sun Valley Company employees are asked to comply with the *rules and expectations established by the Resort*. Rules of conduct are necessary for the efficient operation of the Company and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the Company, or is offensive to guests and/or fellow employees, will not be tolerated. **Employees who engage in misconduct or whose performance is unsatisfactory may be subject to immediate disciplinary action, possibly leading up to and including termination. The following provides descriptions of expectations and conduct that is prohibited:**

#1 Falsification of ANY part of the employment application or providing false or misleading information prior to or during employment.

#2 Full time Sun Valley Company employees are required to meet their department scheduling needs, including last minute changes. This pertains to full time Sun Valley Company employees who supplement their income with another employer.

#3 Fighting, threatening, intimidating, coercing, or interfering with any one on the Company premises at any time.

#4 Possessing a concealed dangerous weapon while on Company premises or while off Resort premises in the performance of resort duties.

#5 Embezzlement, theft, or destruction (unauthorized removal, storage, transfer or use) of Company, guest or employee property. All found items must be turned into Security immediately upon discovery. Management reserves the right to inspect lockers, banks, packages, bags, and similar items whenever deemed necessary. Refusal to be searched or have packages examined will result in immediate termination.

#6 Falsifying or altering employee time records, work schedules, or payroll records. Signing in or out for time which you did not work.

#7 Immoral or indecent behavior, or behavior that publicly embarrasses the Resort. Soliciting persons for immoral purposes or the aiding and abetting of any of the above.

#8 Any violation of the Company's drug policy. Contact the Human Resources Department for a copy of the Company policy.

#9 Reporting to work under the influence of alcoholic beverages during scheduled work hours.

#10 Insubordination, willful disregard or disrespect toward a supervisor or representative of management or failure to obey or perform work as required or assigned. If you disagree with your supervisor's request, always follow the instructions given at the time and discuss the incident later in private.

#11 Use of profanity, discourteous, abusive, or rude language or action against another employee, supervisor, guest or others.

#12 Soliciting gratuities from guests or commenting in any way regarding the amount of gratuity given. No employee may add gratuity to a guest check at any time without the guests' permission, as this will result in immediate termination.

#13 Failure to report accidents involving employees and/or guests. All accidents should be reported immediately to the supervisor, Security Department or Human Resources Department no later than 24 hours after the accident occurs. Failure to report breakage or damage to equipment or machinery. Giving false information or receiving traffic violations when using Company vehicles.

NOTE: Use of Any Company Vehicle Must have Supervisor Authorization. Authorized drivers must complete Company's Driver's Training Course with HR and must carry valid driver's license and employee driver's ID when operating Company vehicles.

#14 Neglect, carelessness or mischief, which results in loss, damage, breakage, or destruction of Company property or property of guests, fellow employees or others which results/contributes to unsanitary conditions, or which results in accidents involving employees and/or guests.

#15 Unauthorized use of guest rooms, guest facilities, public restrooms, resort telephones, or resort keys. Unauthorized presence or loitering at guest functions or in guest areas, including guest rooms, restaurants, bars, lounges, or meeting rooms.

#16 Excessive absenteeism and/or tardiness. More than three consecutive sick days requires a statement from a Physician.

#17 Taking an unauthorized break or otherwise leaving the job without permission. Leaving your

department or work area or being in other than your assigned work area without authorization from your Supervisor. Walking off the job will be considered a voluntary termination.

#18 Sleeping on the job.

#19 Dining or smoking other than during meal periods, or in areas other than designated by your supervisor.

#20 Taking food, food scraps, or beverages from the Resort premises under any condition unless authorized or purchased in advance. Giving away Resort property, *including food*, to anyone without management authorization.

#21 Failure to observe established fire and work safety practices; engaging in horseplay, or failure to use safety devices or to report any personal injury sustained while on duty.

#22 Failure to comply with established dress and grooming requirements; non-compliance with footwear policy. See “DRESS AND PERSONAL APPEARANCE STANDARDS”.

#23 Giving confidential information to other employees, outside companies, agencies, the news media or discussing confidential Resort or Company information with guests or in public areas where a guest could overhear a conversation. NOTE: This includes employee telephone numbers, guests’ names, room numbers, professions, etc.

#24 Accessing Company facilities through entrances other than the designated employee entrance while on duty or in uniform.

#25 Discrimination or harassment against a guest or fellow employee because of race, color, age, religion, gender, national origin or handicap. This includes rude or crude comments made to or about guests, employees or other visitors and overheard by others.

#26 Failure to maintain accurate and proper accountability and control of cash banks. Failure to follow proper procedures with deposits and cash handling. Excessive or continuous cash shortages or other irregularities will be considered irresponsible and unacceptable.

#27 Making unwelcome advances, requests for sexual favors and other verbal or physical expressions of a sexual nature to other employees or guests of the resort. This also includes unwelcome touching and/or jokes.

#28 Unauthorized distribution of literature or posting of notices or signs on Resort premises during

working time and in work or public areas. If you wish to have something announced, please bring it to the Manager of Human Resources who will determine its suitability for posting.

#29 Parking in “no parking” zones or in areas not designated for employees.

#30 Fund-raising, selling lottery tickets or merchandise, soliciting donations or any other type of money-raising on Resort premises, unless specifically authorized in advance by the General Manager.

#31 Taking gifts of any type from a purveyor, guest or contractor who does business with this Resort, other than for normal gratuities received in the course of business. When in doubt, check with your supervisor.

#32 INVOLVEMENT IN ANY UNLAWFUL ACTS IS PROHIBITED.

DRESS AND PERSONAL APPEARANCE STANDARDS

Sun Valley’s commitment to quality and excellence is translated through its employees. Your dress and personal appearance is important to the image we present to our guests.

Male Employees

Hair must be clean and tapered at or above the collar line of a standard dress shirt. Hair should not cover the bottom half of the ear, and shoulder length is not permitted. Inappropriate examples include unnatural color and/or disproportionate cut. No beards or goatees will be worn; men must be clean-shaven every day. Sideburns should not extend below the earlobe. Moustaches are acceptable if trimmed and neat. Earrings or any body piercing are not to be worn while on duty.

Female Employees

Hair styles must be clean and not interfere with job duties. Inappropriate examples include unnatural color and/or disproportionate cut. Earrings and jewelry must be modest and not interfere with job duties. Earrings are allowed in ear lobes ONLY (no nose piercing, etc.). Cosmetics should be consistent with a natural appearance.

NOTE: Employees who handle food must wear hair pulled back and up.

Footwear

Tennis shoes are not permitted in high-profile areas (i.e., restaurants, bars, front desk, bell service, concierge, etc.) or as determined by department management. Some departments require certain shoes for safety reasons.

Personal Hygiene

Employees are expected to be neat and clean at all times. This includes clean fingernails, teeth, and daily bathing.

Work Environment

Employees are required to keep a clean and orderly work environment. Before departure each day, employees are expected to clean their personal or assigned work areas.

Uniformed Employees

Many employees are required to wear Company-issued uniforms which should be kept clean and changed daily. These are cleaned or laundered at no cost to employees.

Name tags are part of the uniform and dress code, and are to be worn at all times.

Laborers: Mountain Trail Crew, Maintenance, Mechanics, etc.

The clothing of employees who do not regularly meet the public and are not required to wear uniforms is to be governed by the requirement of safety and comfort, but should remain as neat as working conditions permit and/or as determined by department management. All other personal appearance standards apply.

Office Workers

Employees who are not required to wear uniforms are expected to dress in a manner that is normally acceptable in similar business establishments. Wearing suggestive attire, dungarees, shorts, tank tops, and similar casual items is not permitted, as they do not present a business-like appearance.

Employee ID Cards

Employee photo ID will not be issued unless personal appearance standards have been met.

Employees who fail to meet these standards may not be allowed to work. Corrective action may include leaving the premises. Any work time missed because of failure to comply with this policy will not be compensated. Violations of Company standards will be cause for disciplinary action up to and including termination.

All benefits are at the discretion of management and are subject to change without notice. Sun Valley Company is an at-will employer. Use of discipline is not intended to restrict the right of management to terminate employment at anytime for any reason.