



## **EMPLOYEE HANDBOOK**

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## FOREWORD

Whether you have just joined our staff or have been at Star Valley Ranch Association for a while, we are confident that you will find our company a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of Star Valley Ranch Association to be one of its most valuable resources. This handbook has been written to serve as the guide for the employer/employee relationship.

There are several things to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, you should address your specific questions to your immediate manager or the General Manager. Neither this handbook nor any other company document confers any contractual right; either expressed or implied, to remain in the company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will with or without cause and without prior notice by the company, or you may resign for any reason at any time. No supervisor or other representative of the company has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above.

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to Star Valley Ranch Association (e.g., an outside vendor, member, consultant, or customer).

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings, and business-related social events.

The procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Some subjects described in this handbook are covered in detail in official policy documents. Refer to these documents for specific information because the handbook only briefly summarizes those guidelines and benefits.

## Employee Handbook Acknowledgment and Receipt

**I have received my copy of the Employee Handbook.**

The employee handbook describes important information about Star Valley Ranch Association, and I understand that I should consult my manager or General Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with Star Valley Ranch Association voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Star Valley Ranch Association can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that no manager, supervisor or representative of Star Valley Ranch Association has any authority to enter into any agreement for employment other than at will.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with Star Valley Ranch Association. By distributing this handbook, the company expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by Star Valley Ranch Association and the company reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the General Manager and/or Board of Directors of Star Valley Ranch Association have the ability to adopt any revisions to the policies in this handbook.

**I understand and agree that nothing in the Employee Handbook creates, or is intended to create a promise or representation of continued employment and that employment at Star Valley Ranch Association is employment at will, which may be terminated at the will of either Star Valley Ranch Association or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.** I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Star Valley Ranch Association or me.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name (Print)

\_\_\_\_\_  
Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**

# CODE OF CONDUCT & ETHICS

This policy is not intended as a stand-alone policy. It does not embody the totality of the Star Valley Ranch Association ethical standards, nor does it answer every ethical question or issue that might arise. Rather, it is one element of a broader effort to create and maintain a quality organization that gives ethical conduct the highest priority.

Star Valley Ranch Association staff should:

1. Respect the confidentiality of sensitive information about the Star Valley Ranch Association members, Board and employees.
2. Act at all times in accordance with the highest ethical standards and in the best interest of Star Valley Ranch Association.
3. Openly and honestly tell the truth.
4. Honor our commitments and promises to the best of our abilities.
5. Refrain from Verbal and/or Physical confrontation.
6. Refrain from all vulgarities.
7. Refrain from trespassing on private property.

## DIVERSITY

### Equal Employment Opportunity Statement

Star Valley Ranch Association provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or status as a covered veteran in accordance with applicable federal, state and local laws. Star Valley Ranch Association complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Star Valley Ranch Association expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability or veteran status. Improper interference with the ability of Star Valley Ranch Association employees to perform their expected job duties is absolutely not tolerated.

### Star Valley Ranch Association's Anti-harassment Policy and Complaint Procedure

Star Valley Ranch Association is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, Star Valley Ranch Association expects that all relationships among persons will be business-like and free of bias, prejudice and harassment.

It is the policy of Star Valley Ranch Association to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, genetic information, marital status, amnesty or

status as a covered veteran. Star Valley Ranch Association prohibits any such discrimination or harassment.

Star Valley Ranch Association encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Star Valley Ranch Association to promptly and thoroughly investigate such reports. Star Valley Ranch Association prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### **Definitions of Harassment**

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, citizenship, genetic information or any other characteristic protected by law or that of his/her relatives, friends or associates, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

### **Complaint Process**

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, General Manager or any member of the Board of Directors.

When possible, Star Valley Ranch Association encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is

unwelcome and request that it be discontinued. Often this action alone will resolve the problem. Star Valley Ranch Association recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Star Valley Ranch Association encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, although no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to Star Valley Ranch Association's General Manager or Board of Directors.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

## **Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA)**

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws that prohibit employers with 15 or more employees from discriminating against applicants and individuals with disabilities and that when needed provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Star Valley Ranch Association to comply with all federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, it is our company policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

The company will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable



accommodation and/or if the accommodation creates an undue hardship to Star Valley Ranch Association. Contact the General Manager with any questions or requests for accommodation.

# EMPLOYMENT

## Employee Classification Categories

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws. The following is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and Star Valley Ranch Association.

**Nonexempt employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime.

**Exempt employees** are generally managers or professional, administrative or technical staff who ARE exempt from the minimum wage and overtime provisions of the FLSA. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor.

Star Valley Ranch Association has established the following categories for both nonexempt and exempt employees:

- **Part-time Hourly Employees:** Those employees who average less than 60 hours of paid employment per pay period and work on a year-round basis all part-time hourly employees shall be nonexempt employees.
- **Seasonal/Temporary Employees:** (Due to the seasonal aspect of the Association's business, most employees will fall into this classification.) Those employees who are hired with the understanding that at a maximum their employment is limited in duration to a summer or winter "season". For example: Pro Shop Attendants, Pool Attendants, Life Guards, Greens Keepers, etc.... All Seasonal/Temporary Employees shall be nonexempt employees.
- **Full-Time/Year Round Employee Classifications as are follows:**
  1. **Exempt Employees:** Those employees on salaries.
  2. **Full-Time Hourly (Non Exempt) Employees:** Those employees who average 80 hours of paid employment or more per pay period and work on a year-round basis. Generally in order to qualify, an employee should be scheduled for at least 40 hours of work per week, 50-52 weeks per year.

Part-time and seasonal/temporary workers are not eligible for company benefits unless specifically stated otherwise in company policy or are deemed eligible according to plan documents.

## **Internal Transfers/Promotions**

Current employees may request consideration to transfer to other jobs as vacancies become available and will be considered along with other applicants. At the same time, the company may initiate transfers of employees between departments and facilities to meet specified work requirements and reassignment of work requirements.

Star Valley Ranch Association offers employees promotions to higher-level positions when appropriate. Management prefers to promote from within and may first consider current employees with the necessary qualifications and skills to fill vacancies above the entry level, unless outside recruitment is considered to be in the company's best interest.

To be considered, employees must have a satisfactory performance record and have no disciplinary actions during the last 12 months. Management retains the discretion to make exceptions to the policy.

## **Nepotism, Employment of Relatives and Personal Relationships**

Star Valley Ranch Association wants to ensure that corporate practices do not create situations such as conflict of interest or favoritism. This extends to practices that involve employee hiring, promotion and transfer. Close relatives, partners, those in a dating relationship or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as husband, wife, domestic partner, father, mother, father-in-law, mother-in-law, grandfather, grandmother, son, son-in-law, daughter, daughter-in-law, uncle, aunt, nephew, niece, brother, sister, brother-in-law, sister-in-law, step relatives, cousins and domestic partner relatives.

If employees begin a dating relationship or become relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform management of the relationship.

Star Valley Ranch Association reserves the right to apply this policy to situations where there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct-reporting relationship or authority involved.

## **Progressive Discipline**

Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.

Star Valley Ranch Association supports the use of progressive discipline to address issues such as poor work performance or misconduct. Our progressive discipline policy is designed to provide a corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Our progressive discipline policy has been designed consistent with our organizational values, HR best practices, and employment laws.

Outlined below are the steps of our progressive discipline policy and procedure. Star Valley Ranch Association reserves the right to combine or skip steps in this process depending on the

facts of each situation and the nature of the offense. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and performance issues have on our organization.

The following outlines Star Valley Ranch Association's progressive discipline process:

- **Verbal warning:** A supervisor verbally counsels an employee about an issue of concern, and a written record of the discussion is placed in the employee's file for future reference.
- **Written warning:** Written warnings are used for behavior or violations that a supervisor considers serious or in situations when a verbal warning has not helped change unacceptable behavior. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of the written warning.
- **Probation:** Whenever an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the employee may be given a final warning or placed on probation. Probation status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the probation, the probation period may end or, if established goals are not met, dismissal may occur.
- **Discharge**

Star Valley Ranch Association reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including oral and written warnings, suspension with or without pay, demotion and discharge.

## Separation of Employment

Separation of employment within an organization can occur for several different reasons.

- **Resignation:** Although we hope your employment with us will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing, to facilitate a smooth transition out of the organization. Management reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the employer may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.
- **Job abandonment:** Employees who fail to report to work or contact their supervisor for three (3) consecutive workdays shall be considered to have abandoned the job without notice, effective at the end of their normal shift on the third day. The supervisor shall notify the General Manager at the expiration of the third workday and initiate the paperwork to terminate the employee. Employees who are separated due to job abandonment are ineligible to receive accrued benefits and are ineligible for rehire.

- **Termination:** Employees of Star Valley Ranch Association are employed on an at-will basis, and the company retains the right to terminate an employee at any time.

### **Return of Company Property and Final Wage Payment**

The separating employee must return all company property at the time of separation, including uniforms, cell phones, keys, PCs, and identification cards. Failure to return some items may result in wage garnishments from the final paycheck. An employee will be required to sign the Wage Deduction Authorization Agreement to deduct the costs of such items from the final paycheck.

The separating employee shall contact their direct supervisor or General Manager as soon as notice is given to schedule an exit interview. The interview will be on the employee's last day of work or another day, as mutually agreed on.

The separating employee will be paid their final wages on the next regularly scheduled bi-weekly payroll.

### **Benefits Payable as Wages**

Only accrued and unused Paid Time Off (PTO) will be paid out on the next regularly scheduled bi-weekly payroll and are subject to all applicable employment taxes.

### **Rehire**

Former employees who left Star Valley Ranch Association in good standing and were classified as eligible for rehire may be considered for re-employment. An application must be submitted, and the applicant must meet all minimum qualifications and requirements of the position.

Rehired employees begin benefits just as any other new employee. Previous tenure will not be considered in calculating longevity, leave accruals or any other benefits.

An applicant or employee who is terminated for violating policy or who resigned in lieu of termination from employment due to a policy violation will be ineligible for rehire.

## **WORKPLACE SAFETY**

### **Drug-Free Workplace**

Star Valley Ranch Association has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. For these reasons, Star Valley Ranch Association is committed to the elimination of drug and/or alcohol use and abuse in the workplace.

This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace. This policy applies to all employees and all applicants for employment of Star Valley Ranch Association.

## Employee Drug-Free Awareness

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use and possession of prescribed medications. Employees must, however, consult with their doctors about the medications' effect on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

## Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any company vehicle, are present on company premises, or are conducting related work off-site, they are prohibited from:
  - Using, possessing, buying, selling, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia).
  - Being under the influence of alcohol or an illegal drug as defined in this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing company business or while in a company facility is prohibited.
- Star Valley Ranch Association will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

## Required Testing

The company retains the right to require the following tests:

- **Reasonable suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. The General Manager must be consulted before sending an employee for reasonable suspicion testing.
- **Post-accident:** Employees may be subject to testing when they cause or contribute to accidents that seriously damage a company vehicle, machinery, equipment or property and/or result in an injury to themselves or another employee requiring off-site medical attention. In any of these instances, the investigation and subsequent testing must take place within two (2) hours following the accident, if not sooner.
- **Follow-up:** Employees who have tested positive, or otherwise violated this policy, are subject to discipline up to and including discharge. Depending on the circumstances and the employee's work history/record, Star Valley Ranch Association may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to mutually agreeable terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee either does not complete his/her rehabilitation program or

tests positive after completing the rehabilitation program, he/she will be subject to immediate discharge from employment.

### **Consequences**

Employees who refuse to cooperate in required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated.

The first time an employee tests positive for alcohol or illegal drug use under this policy, the result will be discipline up to and including discharge.

Employees will be paid for time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the test are received, a date/time will be scheduled to discuss the results of the test; this meeting will include employee's direct supervisor and the General Manager. Should the results prove to be negative; the employee will receive back pay for the times/days of suspension.

### **Confidentiality**

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to Star Valley Ranch Association shall be kept confidential to the extent required by law and maintained in secure files separate from normal personnel files.

### **Inspections**

Star Valley Ranch Association reserves the right to inspect all portions of its premises for drugs, alcohol or other contraband. All employees, contract employees and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such contraband or refuse to cooperate in such inspections are subject to appropriate discipline up to and including discharge.

### **Crimes Involving Drugs**

Star Valley Ranch Association prohibits all employees from manufacturing, distributing, dispensing, possessing or using an illegal drug in or on company premises or while conducting company business. Employees are also prohibited from misusing legally prescribed or over-the-counter (OTC) drugs. Law enforcement personnel shall be notified, as appropriate, when criminal activity is suspected.

## **Workplace Bullying**

Star Valley Ranch Association defines bullying as "repeated inappropriate behavior, either direct or indirect, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment." Such behavior violates the company Code of Ethics, which clearly states that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees, including supervisors, managers and executives, that the company will not tolerate bullying behavior. Employees found in violation of this policy will be disciplined up to and including termination.

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant and will not be given

consideration when meting out discipline. As in sexual harassment, it is the effect of the behavior upon the individual that is important. Star Valley Ranch Association considers the following types of behavior examples of bullying:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his/her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault; damage to a person's work area or property.
- **Gesture bullying:** Nonverbal threatening gestures or glances that convey threatening messages.
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities.

## Violence in the Workplace

All employees, members, customers, vendors and business associates must be treated with courtesy and respect at all times. Employees are expected to refrain from conduct that may be dangerous to others.

Conduct that threatens, intimidates, or coerces another employee, customer, member, vendor, or business associate will not be tolerated. Star Valley Ranch Association resources may not be used to threaten, stalk or harass anyone at the workplace or outside the workplace. Star Valley Ranch Association treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor, General Manager, or member of the Board of Directors. When reporting a threat or incident of violence, the employee should be as specific and detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform their direct supervisor or the General Manager of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. Star Valley Ranch Association will not retaliate against employees making good-faith reports. Star Valley Ranch Association is committed to supporting victims of intimate partner violence by providing referrals to community resources and providing time off for reasons related to intimate partner violence.

Star Valley Ranch Association will promptly and thoroughly investigate all reports of threats of violence or incidents of actual violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. Star Valley Ranch Association will not retaliate against employees making good-faith reports of violence, threats or suspicious individuals or activities. In order to maintain workplace safety and the integrity of its investigation, Star Valley Ranch Association may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of or actual violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

Star Valley Ranch Association encourages employees to bring their disputes to the attention of their supervisors or General Manager before the situation escalates. Star Valley Ranch Association will not discipline employees for raising such concerns.

## **Safety**

It is the responsibility of each employee to conduct all tasks in a safe and efficient manner complying with all local, state and federal safety and health regulations and program standards, and with any special safety concerns for use in a particular area or with a client.

Although most safety regulations are consistent throughout each department and program, each employee has the responsibility to identify and familiarize her/himself with the emergency plan for his/her working area.

It is the responsibility of the employee to complete an Accident and Incident Report for each safety and health infraction that occurs by an employee or that the employee witnesses. Failure to report such an infraction may result in employee disciplinary action, including termination.

Furthermore, management requires that every person in the organization assumes the responsibility of individual and organizational safety. Failure to follow company safety and health guidelines or engaging in conduct that places the employee, client or company property at risk can lead to employee disciplinary action and/or termination.

Drivers and passengers of Association owned vehicles, or personal vehicles being used for official Association business purposes, are required to have seat belts on and fastened whenever the vehicle is in motion.

## **Smoke-Free/Vape-Free Workplace**

It is the policy of Star Valley Ranch Association to prohibit smoking and/or vaping in all company premises in order to provide and maintain a safe and healthy work environment for all employees. The law defines smoking as the "act of lighting, smoking or carrying a lighted or smoldering cigar, cigarette or pipe of any kind." Vaping is defined as "inhaling and/or exhaling the vapor produced by an electronic cigarette or similar device."

The smoke-free/vape-free workplace policy applies to:

- All areas of company buildings.
- All vehicles owned or leased by the company.
- All visitors (customers and vendors) in company buildings and/or in company vehicles.
- All contractors and consultants and/or their employees working in company buildings.
- All employees.

Smoking/vaping is only permitted in parking lot areas and where the individual maintains a minimum distance of twenty-five (25) feet, in any direction, from any and all Association owned, rented, or leased property, facility and recreational entrance(s).



Employees who violate the smoking/vaping policy will be subject to disciplinary action up to and including immediate discharge.

## **WORKPLACE EXPECTATIONS**

### **Confidentiality**

Our members and other parties with whom we do business entrust the company with important information relating to their businesses. It is our policy that all information considered confidential will not be disclosed to external parties or to employees without a “need to know.” If an employee questions whether certain information is considered confidential, he/she should first check with his/her immediate supervisor.

This policy is intended to alert employees to the need for discretion at all times and is not intended to inhibit normal business communications.

All inquiries from the media must be referred to the General Manager.

### **Conflicts of Interest**

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of Star Valley Ranch Association may conflict with the employee’s own personal interests. Company property, information or business opportunities may not be used for personal gain.

#### **Conflicts of interest could arise in the following circumstances:**

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with Star Valley Ranch Association.
- Hiring or supervising family members or closely related persons.
- Serving as a Board member for an outside commercial company or organization.
- Owning or having a substantial interest in a competitor, supplier or contractor.
- Accepting gifts, discounts, favors or services from a customer/potential customer, competitor or supplier, unless equally available to all company employees.

Employees with a conflict-of-interest question should seek advice from management. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from their manager or the General Manager.

### **Outside Employment**

Employees are permitted to engage in outside work or to hold other jobs, subject to certain restrictions as outlined below.

Activities and conduct away from the job must not compete with, conflict with or compromise the company interests or adversely affect job performance and the ability to fulfill all job responsibilities. Employees are prohibited from performing any services for customers on nonworking time that are normally performed by Star Valley Ranch Association. This prohibition

also extends to the unauthorized use of any company tools or equipment and the unauthorized use or application of any confidential information. In addition, employees are not to solicit or conduct any outside business during paid working time.

Employees are cautioned to 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 Star Valley Ranch Association determines that an employee's outside work interferes with performance, the employee may be asked to terminate the outside employment.

Employees who have accepted outside employment may not use paid sick leave to work on the outside job. Fraudulent use of sick leave will result in disciplinary action up to and including termination.

## **Attendance and Punctuality**

Vacation and holidays must be scheduled with one's supervisor in advance. The time for vacation leave to be taken shall be determined by the supervisor after considering the needs of the department and the seniority and wishes of the employees. While vacation time may be requested it cannot be guaranteed. Personal Time Off may be used in the case of emergency or sudden illness without prior scheduling. Patterns of absenteeism or tardiness may result in discipline even if the employee has not yet exhausted available paid time off.

Not reporting to work and not calling to report the absence is a no-call/no-show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. **A no call/no show lasting three days may be considered job abandonment and may be deemed an employee's voluntary resignation of employment.**

## **Attire and Grooming**

It is important for all employees to project a professional image while at work by being appropriately attired. Star Valley Ranch Association employees are expected to be neat, clean and well-groomed while on the job. Clothing must be consistent with the standards for a business environment and must be appropriate to the type of work being performed.

All employees must be covered from shoulders to knees at all times (no see-through clothing is permitted at any time). Natural and artificial scents may become a distraction from a well-functioning workplace and are also subject to this policy.

Star Valley Ranch Association is confident that employees will use their best judgment regarding attire and appearance. Management reserves the right to determine appropriateness. Any employee who is improperly dressed will be counseled or in severe cases may be sent home to change clothes. Continued disregard of this policy may be cause for disciplinary action, which may result in termination.

## **Electronic Communication and Internet Use**

The following guidelines have been established for using the Internet, company-provided cell phones and e-mail in an appropriate, ethical and professional manner:

- Internet, company-provided equipment (e.g., cell phone, laptops, and computers) and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing, or pornographic nature.
- Company issued cell phones are the property of Star Valley Ranch Association. As such, and at the sole discretion of the General Manager, mobile applications related to employment, may be required to be installed and subsequently monitored by the company.
- The following actions are forbidden: using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon Star Valley Ranch Association or be contrary to Star Valley Ranch Association's best interests; and engaging in any illegal activities, including piracy, extortion, blackmail, copyright infringement, and unauthorized access of any computers and company-provided equipment such as cell phones and laptops.
- Employees may not copy, retrieve, modify, or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees must not use the system in a way that disrupts its use by others. Employees must not send or receive large files that could be saved/transferred via thumb drives. Employees are prohibited from sending or receiving files that are not related to work.
- Employees should not open suspicious e-mails, pop-ups, or downloads. Contact direct supervisor with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails are considered business records and may be subject to discovery in the event of litigation. Be aware of this possibility when sending e-mail within and outside the company.

### **Right to Monitor**

All company-supplied technology and company-related work records belong to the company and not to the employee. Star Valley Ranch Association routinely monitors use of company-supplied technology. Inappropriate or illegal use or communications may be subject to disciplinary action up to and including termination of employment.

### **Personal Cell Phones & Similar Devices**

Personal phone calls, e-mails or text messaging during the workday regardless of the device used and whether it is personal or business property, during working hours can distract employees from their job responsibilities and may be disruptive to coworkers. Employees should limit the placing or receiving of personal phone calls, personal cell phone usage, etc. during working hours. SVRA managers may ask for personal electronic device(s) to be put away or permanently removed during business hours depending on the work environment and safety.

### **Cell Phones & Similar Devices While Driving**

The use of cell phones or similar devices while driving, during working hours, is strictly prohibited. Employees may not use their cellular phone or similar device to receive or place calls, text messages, surf the Internet, check phone messages, or receive or respond to email while driving.

Employee is required to stop the vehicle in a safe location so that they may safely use their cell phone or similar device. Engaging in SVRA business using a cell phone or similar device that is supplied by the company, or while driving a company-supplied vehicle, while driving, is prohibited.

### **Social Media—Acceptable Use**

Below are guidelines for social media use.

Employees may not post financial, confidential, sensitive or proprietary information about the company, clients, members, employees, or applicants.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of the company, clients, members, employees, or applicants.

When posting on social media sites, employees must use the following disclaimer when discussing job-related matters, *“The opinions expressed on this site are my own and do not necessarily represent the views of Star Valley Ranch Association.”*

Star Valley Ranch Association may monitor content out on the Internet. Policy violations may result in discipline up to and including termination of employment.

### **Solicitations, Distributions and Posting of Materials**

Star Valley Ranch Association prohibits the solicitation, distribution and posting of materials on or at company property by any employee or nonemployee, without prior approval of the General Manager.

Provisions:

- Non-employees may not solicit employees or distribute literature of any kind on company premises at any time without the permission of the General Manager.
- Employees may only admit non-employees to work areas with management approval or as part of a company-sponsored program. These visits should not disrupt workflow. An employee must accompany the non-employee at all times. Former employees are not permitted onto company property except for official company business or as a customer.
- Employees may not solicit other employees during work times, except in connection with a company-approved or sponsored event.
- All posting of materials or electronic announcements are permitted with approval from the General Manager.
- All Non-SVRA approved signage shall be dated and will be allowed to be hung for no more than two (2) weeks.

Violations of this policy should be removed and reported to the General Manager.

## **Employee Personnel Files**

Employee files are maintained by the General Manager and Office Manager and are considered confidential. Managers and supervisors may only have access to personnel file information on a need-to-know basis.

A manager or supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with anti-discrimination laws.

Personnel file access by current employees and former employees upon request will generally be permitted within three days of the request unless otherwise required under state law. Personnel files are to be reviewed in the Association Office. Personnel files may not be taken outside the Association Office.

Representatives of government or law enforcement agencies, in the course of their duties, may be allowed access to file information.

## **Identification Cards**

All Association employees are issued an identification card at the time of employment. Each employee will be issued an employment sticker, notating the current year of employment, and said sticker will be placed on the back of the identification card. Employee identification cards should be carried on the employee's person or in their personal effects while at work and should be displayed upon request. Employee identification cards are the property of the Association and should be returned upon separation.

## **Keys**

Keys will be issued through the General Manager. You will be required to return all keys issued, upon your departure from the Association. Failure to return keys may result in a deduction from your final paycheck for replacement of keys and/or locks depending on the circumstances.

## **Visitors**

Employees are not encouraged to have friends or relatives visit any time while at work unless it is an emergency. Visitors are never allowed in the designated "employee only" areas.

SVRA encourages a family environment, especially during SVRA sponsored social events and our facilities where activities are for all ages, however, the presence of children in the workplace with the employee parent during the employee's workday is to be avoided except in emergency and/or preapproved situations.

Please contact your manager for guidance on this and if a child or children is brought to the workplace in unavoidable situations it/they will be the responsibility of the employee parent and must be accompanied and be under the direct supervision of the employee parent at all times. If child in the workplace prevents the employee from being able to perform his/her

responsibilities, employee will be asked to take the child home (without pay) and return when appropriate child care can be obtained.

Visitors and Children are never allowed in or on company vehicles or equipment, with the exception of SVRA golf carts. SVRA golf carts must be operated by licensed drivers 16 years of age and older.

## **Pets**

With the exception of service animals for individuals with disabilities or approved search and rescue dogs, SVRA employees are not permitted to bring animals on company property, including parking lots, or have them in company vehicles. Please leave your pets at home.

SVRA has approved the SVRA Operating Policy 8.2 SVRA Employee Service and Support Animals policy. The policy states:

*“Star Valley Ranch Association prohibits bringing a pet (a domestic animal kept for pleasure or companionship) to work or having a pet in Star Valley Ranch Association-controlled buildings and premises, with the exception of service/support animals for a person with disabilities.*

### **Service Animals**

*According to the Americans with Disabilities Act (ADA), a service animal is defined as “any animal individually trained to work or perform tasks for the benefit of an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals to an impending seizure or protecting individuals during one, and alerting individuals who are hearing impaired to intruders, or pulling a wheelchair and fetching dropped items.”*

*A person with a disability uses a service animal as an auxiliary aid. In compliance with the ADA, service animals are welcome in all buildings on company property and may attend any class, meeting or other event. There may be an exception to certain areas.*

*Employees requesting accommodation for a disability that includes a service or support animal must contact the General Manager and provide documentation that supports the need for service/support animal and the specific reason the animal has been recommended for the employee, along with documentation from a healthcare professional who is recommending the animal. Employee must also provide explanation on how allowing the animal will help the employee perform his/her job. All employee service/support animals must be registered with Star Valley Ranch Association.*

*Requirements of service/support animals and their owners include:*

- *All animals need to be immunized against rabies and other diseases common to that type of animal. All vaccinations must be current.*

- *Animals must wear a rabies vaccination tag.*
- *All dogs must be licensed per state and local laws.*
- *Service/Support animals must wear an owner identification tag (which includes the name and phone number of the owner) at all times.*
- *Animals must be in good health.*
- *Animals must be on a leash, harness or other type of restraint at all times, unless the owner is unable to retain an animal on leash due to a disability.*
- *The owner must be in full control of the animal at all times. The care and supervision of the animal is solely the responsibility of the owner.*
- *The owner must provide the General Manager with information as to how the animal accommodates for the individual's disability.*

*Reasonable behavior is expected from service/support animals while on company property. The owners of disruptive and aggressive service/support animals may be asked to remove them from Star Valley Ranch Association facilities. If the improper behavior happens repeatedly, the owner may be told not to bring the service/support animal into any facility until the owner takes significant steps to mitigate the behavior.*

*Cleanliness of the service/support animal is mandatory, including but not limited to bathing and hair issues. Consideration of others must be taken into account when providing maintenance and hygiene of service/support animals. The owner is expected to clean and dispose of all animal waste.*

*Failure to comply with any of the above requirements will result in the owner being told not to bring the service/support animal into any facility until the owner takes significant steps to comply.”*

## **COMPENSATION**

### **Performance and Salary Review**

Performance reviews are conducted on an annual cycle within the month of October. Employees will receive a performance review on the established date each year. The performance review will be discussed, and both the employee and manager will sign the form to ensure that all strengths, areas for improvement and job goals for the next review period have been clearly communicated. Performance review forms will be retained in the employee's personnel file.

All employees' salaries will be evaluated within the month of October for a potential cost of living increase to take effect in January of the next calendar year. The cost of living increase will

directly correlate to the next year's Annual Assessment and will be factored utilizing the same formula. See the example below.

**The Maximum Annual Assessment is determined using the formula:**

(2023 Maximum Assessment per DCC&R base) x (CPI index for July 2023/CPI index for July 2022)  
= 2024 Maximum Annual Assessment per DCC&R base

July 2022 CPI = 296.276      July 2023 CPI = 305.691

$305.691 - 296.276 / 296.276 = \mathbf{3.1778\%}$

Merit increases and/or employee bonuses are based on company performance and financials and are not guaranteed. A performance review does not always result in an automatic salary increase or bonus. The employee's overall performance and salary level relative to his/her position responsibilities are evaluated to determine if a salary increase or bonus would be warranted.

Budget allocations for merit increases and/or employee bonuses are planned for and allocated before the start of each calendar year. A performance review is designed to assist management in planning and allocating merit and promotional increases that reward individual performance, that are market competitive and that are internally equitable.

Salary adjustments are occasionally requested or warranted at times other than the employee's scheduled annual salary reviews. Out-of-cycle salary increases must be pre-approved by the General Manager. The General Manager will review all salary increase/adjustment requests to ensure internal equity and compliance with company policies and guidelines.

## **Payment of Wages**

Wage/Salary payment(s) are made biweekly, every other Wednesday for twenty-six (26) pay periods annually.

Supervisors will print, review and sign their department's bi-weekly time cards and submit the same to the General Manager by 9:00 a.m. on the Monday preceding each pay period.

Overtime pay is calculated as time and one half (hourly wage plus 50%) for Nonexempt Employees ONLY and takes into consideration any hours worked in excess of forty (40) hours per week. If applicable, overtime pay will be itemized on a separate line item within the employee's bi-weekly payroll. Paid leave, such as holiday, sick or vacation pay, does not apply toward work time.

Employees will be paid by check or direct deposit. It is the company's policy that physical employee paychecks will only be given personally to that employee or mailed to his/her home address provided by employee.



If the normal payday falls on or within 2 days federal and/or company-recognized holiday, paychecks will be distributed one workday after the aforementioned schedule.

In the event of a lost paycheck, the Accounting department must be notified in writing as soon as possible and before a replacement check can be issued. In the event the lost paycheck is recovered and the company identifies the endorsement as that of the employee, the employee must remit the amount of the replacement check to the company within 24 hours of the time it is demanded.

If an employee's marital status changes or the number of exemptions previously claimed increases or decreases, a new Form W-4 must be submitted to the Accounting department.

Except for extreme emergencies, no salary advances will be made.

## **Time Reporting**

A work hour is any hour of the day that is worked and should be recorded to the nearest tenth of an hour by way of the company's electronic time clock/monitoring system. The workday is defined as the 24-hour period starting at 12:00 a.m. and ending at 11:59 p.m. The workweek covers seven consecutive days beginning on Sunday and ending on Saturday. The usual workweek period is 40 hours.

Overtime is defined as hours worked by an hourly or nonexempt employee in excess of 40 hours in a workweek and should be recorded to the nearest tenth of an hour by way of the company's electronic time clock/monitoring system. Overtime must be approved in advance by the General Manager and the supervisor to whom the employee reports.

All employees are required to utilize the company's electronic time clock/monitoring system.

For all Exempt Employees, with a company issued cell phone or receiving a cell phone stipend, time tracking mobile application(s) will be installed with geographic location monitoring activated. Geographic location monitoring will ONLY be active while the employee remains on the clock.

Exempt Employees must keep accurate accounts of their time while working for the company. Meal breaks in excess of thirty (30) minutes, personal time on and off premises requires the exempt employee to register this non-working time within the company's electronic time/clock monitoring system via their cell phone.

Each employee is to maintain an accurate daily record of his or her hours worked. All absences from work schedules should be appropriately recorded.

## **Compensation Time**

For all Exempt Employees, a bi-weekly electronic tally will be created, saved within company files and monitored by the General Manager and the Bookkeeper. This electronic tally is to account for ALL hours worked. Hours worked in excess of eighty (80) hours bi-weekly, will be added to the employee's electronic tally and will accumulate year over year until employment ceases. Likewise, hours worked less than the designated eighty (80) hours bi-weekly, will be subtracted from the overall tally.

When in a positive value, the tallied time, or Compensation Time, will be utilized prior to any Paid Time Off (PTO) when the employee has worked less than their designated eighty (80) hours bi-weekly. Should the Exempt Employee not accumulate or exhaust their Compensation Time, all hours worked less than their designated eighty (80) hours bi-weekly, will be paid via accumulated PTO. Should the employee have also exhausted their PTO, their annual salary will be calculated to an hourly increment and the employee will be paid for the hours worked at that rate.

## **Meal/Rest Periods**

All meal/rest periods will be in accordance with Wyoming state law.

To the extent Wyoming state law does not require rest and meal breaks, nonexempt employees will be provided a 15-minute rest break for every four hour period of work. This time is counted and paid as time worked.

The scheduling of meal/rest periods at Star Valley Ranch Association is set by the employee's immediate manager with the goal of providing the least possible disruption to company operations.

In the event it is not possible to grant a rest period, employees will not receive additional pay or time off. Rest periods may not be used to cover an employee's late arrival or early departure, nor are rest periods cumulative in nature. Breaks are not required and employees may opt not to take a break at their discretion.

## **Employee Travel and Reimbursement**

Employees will be reimbursed for reasonable expenses incurred in connection with approved travel on behalf of the company.

Travelers seeking reimbursement should incur the lowest reasonable travel expenses and exercise care to avoid the appearance of impropriety. If a circumstance arises that is not specifically covered in the travel policies, the most conservative course of action should be adopted.

Travel for staff must be authorized in advance. Travelers should verify that planned travel is eligible for reimbursement before making travel arrangements. Upon completion of the trip, and within 30 days, the traveler must submit a mileage reimbursement form and/or check request as necessary.

Exempt employees will be paid their regular salary for time in which they travel. Nonexempt employees will be paid for travel time in accordance with federal and state wage payment laws.

## **Acceptance of Gifts**

On occasion some of the Association's members or vendors feel that they should present gifts to some employees for special services rendered or for other reasons. Also, so businesses with whom the Association does business likewise feel that they should provide gifts to some employees because of business received from Star Valley Ranch Association. It should not be necessary for any vendor or member to give a present to an employee. In dealing with various businesses and customers, you should always do business with those places providing the best product or service for the best price.

Gifts of a nominal nature, (usually under \$50.00), may be accepted; while gifts of any significance should be politely and tactfully declined with the explanation of the Association's policy. Hospitality in the form of meals or donations of supplies (i.e. calendars, pens, caps, etc....) is generally acceptable.

## **TIME OFF/LEAVES OF ABSENCE**

### **Holiday Pay for Full-Time, Year-Round, Exempt and Nonexempt Employees**

Star Valley Ranch recognizes twelve paid holidays each year:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

Should a holiday fall on a weekend, the holiday will be observed on the work day closest to the holiday.

From time-to-time, and for certain special occasions, the Board of Directors may, by motion, designate other days as special holidays on a one-time basis.

All full-time employees required to work on an Association observed holiday shall be granted either an alternate day off, or one extra day compensation.

Time off without pay may be granted to employees who desire to observe a religious holiday that is not recognized by the company.

## **SVRA Administrative Annual Closure**

Star Valley Ranch Association administrative office shall be closed beginning December 23<sup>rd</sup> at 12:00 p.m., returning to normal business hours the first business day after January 1<sup>st</sup>. Closure can be adjusted as schedule allows and with the Board of Director's approval. Full-time/year round employees employed during closure period shall be granted holiday pay for Christmas Eve, Christmas Day, and New Year's Day. All other days must be covered by Paid Time Off or employee will not be paid during this period.

## **Family and Medical Leave (FMLA)**

Because of the Association's small size, we are not required to comply with the federal Family and Medical Leave Act ("FMLA"). However, we recognize that our employees may occasionally need to take unpaid leave to care for a new child, to care for a seriously ill family member, to handle an employee's own medical issues, or to handle issues relating to a family member's military service, possible including caring for a family member who is injured while serving in the military.

If you anticipate that you might need time off to deal with family and medical issues, please speak with your supervisor. We will seriously consider every request on a case-by-case basis.

## **PAID TIME OFF (PTO)**

Paid time off (PTO) includes vacation and all other types of paid leave. PTO is accumulated by full-time employees based on the following policies:

- a. PTO credit shall accrue only while an employee is in a "paid" status.
- b. PTO credits may accumulate from year to year, not to exceed one hundred-twenty hours (120). Amounts in excess of one hundred-twenty (120) hours as of the end of the last pay period in December shall be forfeited.
- c. Any amounts of PTO in excess of one hundred-twenty (120) hours on the final pay period for the year be paid out to the employee on the last paycheck of the year.
- d. The time for PTO to be taken shall be determined by the supervisor after considering the needs of the department and the seniority and wishes of the employees.
- e. After two years of employment, an employee may cash out any hours over 40 hours at any time. Cash out is preferred on a regular pay check.
- f. PTO will be accrued at a rate of four (4) hours per pay period (26 times a year).
- g. PTO usage will commence after all Compensation Time (Comp Time) has been exhausted by Exempt Salaried Employees. Part-time Hourly, Seasonal/Temporary and Full-Time Hourly (Non Exempt) employees are NOT eligible for Comp Time.

## **Bereavement Leave**

An employee who wishes to take time off due to the death of an immediate family member should notify his or her supervisor immediately.

Bereavement leave will be granted unless there are unusual business needs or staffing requirements.

Paid bereavement leave is granted according to the following schedule:

- Employees are allowed five days of paid leave in the event of the death of the employee's spouse, child, father, father-in-law, mother, mother-in-law, brother, sister, stepfather, stepmother, stepbrother, stepsister, stepson or stepdaughter.
- Employees are allowed three days of paid leave in the event of death of the employee's brother-in-law, sister-in-law, son-in-law, daughter-in-law, aunt, uncle, grandparent, grandchild or spouse's grandparent.
- Employees are allowed up to four hours of bereavement leave to attend the funeral of an employee or retiree of the company.

Only Full-time employees will be compensated for bereavement leave. Such leave will be deducted from any personal leave at a rate of 50% (i.e., 4 days of bereavement leave will carry at a 2-day deduction from your personal leave).

## **Jury Duty**

An employee shall be given necessary time off with pay when performing jury duty, appearing in court as a witness in answer to a subpoena or as an expert witness when acting in an official capacity of the Association in connection with the Association, or performing emergency civilian duty in connection with national defense.

In order to promote a sense of community and social responsibility, if a regular full-time employee is called to jury duty, he or she will receive their regular pay for their normal work hours spent in court or in travel to and from the court appearance.

Upon completion of jury or court witness service employees may keep reimbursements received for out-of-pocket expenses such as meals, mileage, and lodging.

## **Voting Leave**

### **Voting Time**

All employees should be able to vote either before or after regularly assigned work hours. However, when this is not possible due to work schedules, employees will receive up to one hour during the work day to vote other than meal hours, the hour being at the convenience of the employer, between the time of opening and closing of the polls. Such elector shall not, because of so absenting himself, lose any pay, providing he actually casts his legal vote.

## **Military Leave of Absence**

Star Valley Ranch Association is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is the company's policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, re-employment, promotion or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under applicable law or company policy. If any employee believes that he or she has been subjected to discrimination in violation of company

policy, the employee should immediately contact the General Manager or Board of Directors.

Employees taking part in a variety of military duties are eligible for benefits under this policy. Such military duties include leaves of absence taken by members of the uniformed services, including Reservists and National Guard members, for training, periods of active military service and funeral honors duty, as well as time spent being examined to determine fitness to perform such service. Subject to certain exceptions under the applicable laws, these benefits are generally limited to five years of leave of absence.

Employees requesting leave for military duty should contact their immediate supervisor or General Manager to request leave as soon as they are aware of the need for leave.

## **Maternity**

It is the Association's policy to grant up to twelve weeks of maternity leave of absence without pay, per twelve month period.

## **Lactation/Breastfeeding**

For up to one year after a child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. Employees will be accommodated with a private area as necessary. Breaks of more than 20 minutes in length will be unpaid, and the employee should indicate this break period on their time record.

# **BENEFITS**

Employees working a minimum of 10 hours a week are eligible to receive free swim, golf, tennis/Pickleball and fitness room for themselves and one guest. Free guest pass is only valid when employee is participating. Employee's guests must pay full price when not presented with employee.

Requirements: (1) yield to other customers, (2) advise staff that you are an employee in advance showing employee card with current annual sticker when requested.

All Employees are also provided a 30% off discount in the pro shop.

Effective November 1, 2022: All Full-time/year round employees shall receive Health Insurance or Insurance Contribution and Simple IRA match option after a ninety (90) day waiting period.

Full time/year round employees shall receive a taxable health insurance stipend in the amount of \$675.00 per month. This stipend will be itemized as income and appearing as a line item on the employee's pay stub on the second pay period of each month.

Should the employee choose a health insurance plan with an eligible HSA (Health Savings Account), the employee may opt to utilize a portion of this stipend up to the IRS annual allowable, nontaxable amount per individual or family. All HSA account information must be provided to the Association Office prior to any distribution or allocation of the stipend. The employee's allocated portion, up to the IRS annual allowable, will be deposited into the employee's HSA savings account on the second pay period of each month.

Simple IRA plans with up to a 3% maximum match are available to ALL employees who are reasonably expected to receive at least \$5,000.00 in compensation for the current calendar year and employees who have received at least \$5,000.00 in compensation during any 2 calendar years preceding the current calendar year.

## **Workers' Compensation Benefits**

All states have Workers' Compensation laws whose purpose is to promote the general welfare of people by providing compensation for accidental injuries or death suffered in the course of employment. These laws are designed to provide protection to workers suffering occupational disabilities through accidents arising out of, and in the course of employment. Star Valley Ranch Association carries Workers' Compensation Insurance for all employees and pays the entire cost of the insurance program. An employee who suffers an injury or illness in connection with the job is usually eligible to receive payment through the insurance company for lost wages. In addition to disability payments, necessary hospital, medical and surgical expenses are covered under Workers' Compensation, with payments being made directly to the hospital or physician. Workers' Compensation benefits to injured workers also include assistance to help qualified injured employee return to suitable employment.