

PSIA



AASI

ROCKY MOUNTAIN DIVISION

Professional Ski Instructors of America
American Association of Snowboard Instructors

EDUCATION STAFF HANDBOOK

TABLE OF CONTENTS

ABOUT PSIA-AASI	2
EDUCATION STAFF JOB DESCRIPTION	5
COMMUNICATION	6
ADMINISTRATIVE POLICIES	6
EXPENSE REPORTS	6
REIMBURSEMENT FOR EVENTS WORKED.	7
MAINTAINING STATUS & PERFORMANCE REQUIREMENTS	8
EXAMINER ADVANCEMENT PROCESS	9
DRESS AND PERSONAL APPEARANCE REQUIREMENTS	10
PROFESSIONAL DEVELOPMENT	10
SOCIAL MEDIA POLICIES	10
SAFETY POLICY	11
SEXUAL HARASSMENT	13
OTHER HARASSMENT	13
REPORTING DISCRIMINATION AND HARASSMENT	14
ACCIDENTS OR INJURIES IN CLINICS OR EXAMS	14
WORKER'S COMPENSATION	15
FAMLI PROGRAM	16
PROPIETARY RIGHTS	17
DISCLOSURE OF INVENTIONS	17
NONDISCLOSURE AND ASSIGNMENT	17
DISCLAIMER	19
EQUAL OPPORTUNITY	19
RECEIPT OF EDUCATIONAL STAFF MANUAL	20

ABOUT PSIA-AASI

If you are reading this, you are a member of the PSIA-AASI Rocky Mountain Team. Keep in mind, as a member of the RM team, you are not a group of individuals that work/volunteer for the same organization, rather we are a team on a mission with a SHARED vision.

All team members will:

- Achieve personal and professional excellence
- Constantly improve the experience for the members and member schools
- Embrace feedback on how to improve themselves, the organization, and our sliding community
- Hold PSIA-AASI RM as a top priority in their lives
- Know one another, work together and respect one another

VISION

“Provide the guest skiers and riders at Rocky Mountain resorts quality and consistency in the education they receive from our professional membership.”

MISSION

“Provide excellence in education and membership services while maintaining fiscal responsibility and promoting professionalism to the public and the snowsports industry.”

CULTURE

“I work together with this team as role models for the region. We support one another and share common beliefs about our jobs and about skiing and riding. I am accountable for maintaining top-quality clinics and exams which uphold the standards of snowsports instruction as outlined in our Educational Master Plan.”

STRATEGIC MESSAGE

“As a lifelong commitment, PSIA-AASI Rocky Mountain provides opportunities to enhance your success and inspire your passion as a snowsports professional by offering experiences that value people and are inclusive and supportive.”

VALUES working on mini definitions

- **Fiscal responsibility:** abide by policies, processes, and arrangements to improve financial outcomes.
- **Integrity:** committed to honesty and strong moral principles
- **Accountability:** responsible to our member services and standards
- **Service:** providing the best for our membership
- **Teamwork:** collaboration to reach a common goal
- **Influence:** impact our members development, character, and behavior as instructors

OUR VIRTUES

Humble

- Embrace feedback
- Never complain
- Have a growth mindset

Hungry

- Have ridiculous work ethic
- Take extreme ownership
- Show fanatical attention to detail

Happy (Emotional Intelligence)

- Be people smart/ emotional intelligence
- Radiate positive body language
- Treat everyone like a superstar

PRINCIPLES BEHIND VIRTUES

Humility

1. Commit to radical transparency for our membership in all that we do
2. Never complain, whine, or make excuses. Always be positive in the members eyes
3. Develop a growth mindset by seeking out and embracing feedback to set an example to our members
4. Respond, don't react, practice "active listening" to our members and member schools
5. Celebrate our mistakes as an opportunity to improve

Hunger

1. Pursue excellence by setting greatness as our standard of service.
2. Keep the main thing the main thing. Put first things first by focusing on what is the most important and impactful thing we can do right now to support our members
3. Be proactive by always having ridiculous work ethic to support the goals of the organization
4. Leave it better than we found it by always asking how can we make this better?
5. Treat small things as big things by never being complacent and showing fanatical attention to detail

Happy (emotional intelligence)

1. Create a sense of belonging by using "we" when describing actions and always assume all members are giving it their best
2. Be people smart. Use your emotional Intelligence, make them feel special and listen sincerely and actively
3. Always Be Communicating (ABC), by sharing our vision and asking questions and seeking to understand members needs
4. Never break a promise. Build relationships with trust and integrity with every member
5. Use tactful conflict resolution by not defending but rather listening actively and sincerely

ROLES OF TEAM MEMBERS

Board of Directors

- Governing body of the association
- Responsible for overall strategic direction, effectiveness, and financial stability of the organization
- Develops policy and procedure

Chief Executive Officer

- Creates the vision and roadmap to achievement
- Creates a culture of excellence and learning
- Organizational Structure
- Creates growth opportunities for the staff
- Builds relationships with all levels of the organization
- Possess a high level of problem solving

Administration

- Ultimately responsible for the performance of the business
- Hires, manages, and develops employees at all levels within the organization
- Manages day to day operations
- Creates accountability at all levels of the organization
- Maintains and monitors staffing expectations to fulfill organizational requirements
- Supports the life cycle of the member

Education Staff

- True influencers on our excellence and achieving our vision
- Offers the highest quality of coaching as the most knowledgeable, approachable, and professional coaches in the world.
- Uphold the standard of service in education and certification

OUR PHILOSOPHY

At PSIA-AASI Rocky Mountain, we are fortunate to spend our days doing what we love - coaching, training, and inspiring others.

Our people are our strength. We invest in their growth, happiness, and well-being by providing education, feedback, and opportunities for personal and professional development. Our staff are Humble, Hungry, and Happy (People Smart) leaders who model the excellence our members strive to achieve.

We are deeply committed to our members' success, safety, and experience. We aim to create an environment that is professional, supportive, fun, and inspiring. We lead by example as educators, administrators, and volunteers serving as role models, leaders, and friends.

We believe we can improve every member's life as a snowsports instructor. We embrace this responsibility and hold ourselves accountable to it.

Our focus is on the education, development, and sense of belonging of our current members. While growth is not our primary goal, we support our schools in showing new instructors the value of membership. Rather than pursuing numbers, we prioritize the quality of each member's experience. We never discount or pressure people to join; instead, we strive to make our members feel like part of the Rocky Mountain family, a trusting, supportive, and caring community.

Our members are the reason we exist. They are not an interruption to our work; they are the purpose of it. We are not doing them a favor by coaching—they are doing us a favor by allowing us to. We treat members like family and friends, with respect, kindness, and gratitude.

We foster an open, transparent culture from management to staff. We communicate clearly, directly, and professionally. We are a family built on trust.

EDUCATION STAFF JOB DESCRIPTION

All **PSIA-AASI Rocky Mountain** Education Staff Members are hired to work specific days throughout the year and are responsible to deliver products in a clinic or exam format as outlined by the job descriptions and the product outlines.

STATUS DESCRIPTIONS

Active Employee Status

Education Staff Members maintain an active status by:

- Attending Fall Training. Fall Training is **mandatory** for all active staff members. Staff must attend all scheduled days in their entirety of training to get CEU credit for attendance. Those missing any part of the training may be ineligible to work during the respective season. The consequences of missing training will be determined by the Director of Education and the respective committee chair.
- **Commitment Requirement:** Examiners must register for work for a minimum of 6 to 10 days in a season, depending on their discipline.
- **Specific Disciplines:**
 - **Alpine, Snowboard, CETT, & Freestyle Specialist:** 10 days minimum per season.
 - **Telemark, Cross Country, Adaptive Alpine, & Adaptive Snowboard:** 6 days minimum per season.

- **Multiple Disciplines:** If an examiner is on the Education Staff for multiple disciplines, they must register for at least one event in each of their disciplines per season. Days worked at international events do not count towards the required days for the region.
- Audits will only count toward commitment if they are used to attain the next examiner level.
- Being employed a minimum of 30 days/season for a Rocky Mountain Member Ski School.
- Holding a CS2 qualification or equivalent. **
- Alpine and Snowboard staff must hold at least a Freestyle 1 qualification or equivalent.

RM Clinic Leader Employee

The requirements for RM Clinic Leader Employee status are the same as Active Employee Status except for minimum days worked. This status requires a minimum of 4 days/season worked and are limited to non-assessment-based clinics. To be eligible, you must have previously held Active Employee Status or have approval from the Director of Education.

Emeritus Status

Education Staff who have ten or more years of active service to the Rocky Mountain Region and have no desire to return as an employee may choose to be placed in the Emeritus Status category. Emeritus Education Staff Members no longer work for the region but are invited to attend Emeritus Examiner Training free of charge.

Retired Status

Education Staff Members who are no longer working for the region and who served less than 10 years as a Regional Educator. Retired examiners must pay to attend Retired Examiner Training.

Inactive Status

Education Staff Members may be placed in inactive status for one or more of the following:

1. Have voluntarily chosen to go inactive.
2. Have not attended Fall Training or make-up training.
3. Did not work during the season.
4. Have been placed in the inactive category due to sub-standard performance.
5. Does not meet the requirements of continuing education per discipline requirements, including Children Specialist 2, Freestyle Specialist, and completed Proficiency log (pending discipline requirements).

Inactive status can be maintained for up to two years. Inactive staff members may become active by submitting a written request for reactivation to their respective committee. Acceptance will be based on regional staffing needs and other performance criteria as determined by the individual's discipline committee.

Inactive and Retired members will be required to pay for attendance at Retired Examiner training, should they choose to attend. After two years of Inactive Status, the inactive member will be placed in Retired Status.

COMMUNICATION

It is essential that members of the Educational Staff assume significant responsibility for effective communication. If you receive a memo in the mail or an email that requires an immediate reply, either by email, phone, or text, please handle it promptly. This includes registering to work events and attending training. Payroll form can be found linked in the staffing emails and in the staff resources. All other important documents can be found in the Staff Resource Google Doc folder.

Daytime communications accessibility is essential for a smooth operation. It is your responsibility to provide and update a dependable, accurate means of reaching you during regular business hours. Voicemail and an active email address are an essential for our communication needs.

We encourage you to express your ideas; concerns, suggestions, or personal/professional needs with the Director of Education as they occur (please do not wait until just before an event or the end of the season). An e-mail or phone call during the day to the office would be an ideal approach. If more than a phone conversation is needed, a personal meeting can always be arranged.

It is important that members of the Educational Staff are familiar with newsletters, and publications created by the Rocky Mountain Region and PSIA-AASI. Information is available online at www.psia-rm.org and www.thesnowpros.org.

ADMINISTRATIVE POLICIES

An event manager, lead or office representative will be assigned to events with 4 or more groups. Please allow this individual to handle difficult questions or problems that might arise during an event.

If participants question you about administrative policies such as reciprocity, reactivation, etc., please refer them to the regional office.

Please do not make promises or exceptions on your own. Only the event manager or office representative should deal with special situations.

EXPENSE REPORTS

Expense reports should be filled out online the evening or the day after an event ends. It is your responsibility to make sure your expense report is filled out and submitted properly. Please logon to the Staff Forms page and click the expense report link to complete the online form and submit.

LODGING POLICY *subject to change

- Lodging will be approved for anyone traveling 60 miles or more, to an event (exceptions apply to anyone working an event having to travel over Vail Pass, these employees will be granted lodging for the nights in between event days).
- You are allowed a max of one night's lodging per each day worked at an event (3-day event=3 nights). The only exception to this is when traveling extreme distances, (over 360 miles) please seek approval from office for such scenarios.
- We encourage, as your first option, to stay at a friend or peer's house. We will reimburse YOU \$75 a night for that room.
- Employees can book the lodging on their own (unless the staffing email states otherwise) and will be reimbursed up to \$200/night. Our aim is to maintain lodging costs at \$175 or below. You have the flexibility to make bookings up to \$200 without needing to contact the office. For amounts exceeding \$200, kindly obtain confirmation from Zayne before hand. A lodging receipt must be submitted to receive this reimbursement.
- Due to Location changes or event cancellations, employees are asked to book refundable lodging when available.
- When working a TTP or traveling event, you are expected to book your own lodging however often resorts will give a deeper discount or even comp your room for these events, so please check with them first. You will be reimbursed up to \$175 for these events. If you are having trouble finding lodging for under \$200, please contact the office for assistance and approval.

In the event the office makes your lodging arrangements, they will **always** be for the night prior to Day 1 of an event and for each night thereafter, with checkout on the last event day. If you will not be staying in the arranged lodging those exact nights (particularly the first night as many hotels will cancel your reservation if you fail to show up the first night), *you are responsible for informing the appropriate contact person at least **two weeks in advance***. If you fail to show up for your reservation without a good reason, you are responsible for the lodging cost.

All personal charges to your room are your responsibility.

REIMBURSEMENT FOR EVENTS WORKED.

TRAVEL

- Is expected to be done by the least expensive means via the most direct route. Travel together whenever possible.
- Car reimbursement = the vehicle owner is entitled to \$.60/mile and an additional \$.05/mile may be claimed for each additional passenger that travels with you. All passengers are entitled to \$.10/mile and must be submitted on the passenger's expense report. This program is called "Going green with a friend." Mileage is not reimbursed when traveling to your home area.
- Miles are calculated based on the distance from your home ski area or residence.
- Airfare reimbursement - only with written authorization, and at the least expensive available rates.
- Public transport, rentals, other - only with written authorization and at the least expensive available rates.

TRAVEL DAY POLICY

When Education Staff members work an event requiring travel over 180 miles one way, an extra \$0.25/mile will be added to the mileage rate.

- Travel pay **is not** paid in addition to meal reimbursements, except for travel OVER 360 miles one way. When traveling over 360 miles, full per-diem will be covered.

The reason for the travel day reimbursement policy is to ensure that staff are fresh and well rested for the event. We encourage you to use these additional funds to secure lodging if necessary, because of the extended travel.

MEALS - PER DAY

- Up to \$63 per day. No receipts are necessary, nor will any be accepted toward additional reimbursement.
- Meal reimbursement is as follows; \$12.00 for breakfast, \$25.00 for lunch, and \$26.00 for dinner.
- When a meal is included in the event or purchased for you by a manager, please be sure NOT to add this to your expense report. Please make note of who bought your meal in the notes section.

EXPENSE REPORTS

- Log-on to Staff Forms page and click the Expense Report button to complete the online form.
- Fill out the form completely; complete date and specific event you worked.
- Use a separate online form for each event, not each day.
- Submit the report. An email with the completed information will be sent to you as well as submitted to the office.
- Reimbursement checks are void after 90 days.
- We offer direct deposit for expense reports and highly recommend it. Please contact carissa@psia-rm.org if you'd like to enroll.

OTHER COMPENSATION/FINANCIAL CONSIDERATIONS

- Relatives/companions receive no compensation, reimbursements, complimentary passes, nor are they to participate in events.
- Parking is only reimbursed when free parking is unavailable, and a receipt is required for reimbursement.
- No one has the right to incur any expense for PSIA-AASI RM, directly or indirectly, without specific authorization from the CEO or Director of Education.

MAINTAINING STATUS & PERFORMANCE REQUIREMENTS

Our Staff Members must be top performers on all levels to inspire members and deliver top-quality products. The established performance guidelines allow personalized feedback to provide the necessary tools to our Ed Staff.

Maintaining Professional Status in PSIA-AASI Rocky Mountain is the responsibility of all Staff Members. Not only should there be a commitment to training and working in the region, but there should also be a commitment to upholding the highest level of professionalism and performance. Maintaining performance is not isolated to skiing or riding ability, but also to teaching, coaching, and people skills.

When assigned to audit an event, the same performance and professionalism expectations apply.

Performance is monitored in a variety of ways, including but not limited to:

- Professional Development logs, including verification (which varies by discipline) and peer evaluation.
- Clinic and exam evaluations from members.
- Verbal feedback given to clinic or exam managers, emails or phone calls to the office and letters written to the Board of Directors from members participating in events.
- Staff evaluation feedback forms by event managers and admin staff.
- Observation of work at events by admin staff, clinic or exam managers, and Committee chairs.

PERFORMANCE REVIEWS

All region educators will be evaluated a minimum every three years. The above information will all be taken into consideration. Performance will be evaluated by the discipline committee chairs, clinic and exam managers, and the Director of Education. If a staff member falls below acceptable performance standard as determined through the above measurables, he/she will receive coaching from the Director of Education and Committee Chair. The staff member will take information away from their review and may have areas of concerns that will be revisited in the following review. If no efforts or changes are being made, the staff member may be placed in inactive work status. The following are possible scenarios for staff members performing below current work standards:

- Specific coaching to bring the individual back up to standard.
- A slight shift in work assignment based on skill level will allow the individual to improve overall performance. Example: An E3 examiner who does not consistently demonstrate the skills required of an E3 examiner will be assigned to Level 1 and 2 clinics and assessments until they can demonstrate they are current in their E3 skill set.
- A set guideline of required audits.
- Assigned a mentor.
- The individual will need to retire or apply for emeritus status.

TERMINATION OF STATUS DUE TO PERFORMANCE

Education Staff are highly valued and are at the highest level of performance in the region. However, there are instances when a staff member's behavior may result in termination of their employment. If it becomes necessary to discipline an education staff member because of, but not limited to, unsatisfactory performance, unexcused tardiness/absence, or violation of company policies or rules, progressive steps in the disciplinary process may include:

- Verbal discussion and warning by the Director of Education to correct the problem.
- Formal written warning, with or without short-term suspension.
- Termination of status.

The above steps serve as a general guideline and are not mandatory. Depending on the seriousness of the performance issues and/or infractions of policies, discipline may be followed or termination may occur in the first instance, without prior warning. Infractions that will subject an employee to disciplinary action include, but are not limited to:

- Disregard of area policies and procedures or "Your Responsibility Code." Such as, not limited to: cutting ropes and skiing or riding in closed areas, placing clinic or exam candidates in unsafe terrain or situations, disregarding instructions from area personnel, etc.
- Unprofessional, rude, or offensive behavior. May be, but not limited to, behaviors such as: foul language, perceived sexual harassment, and discrimination of any kind, arguing with any staff or participants, fighting or physical contact of any kind.
- Three late arrivals to work at a clinic or exam, or a no show/no call at any time.
- Two or more poor evaluations or more than two verifiable serious complaints from participants when delivering clinics or exams.
- Disregard of clinic or exam content or standards as described in course outlines, standards, or as described at Fall Training. Failure to deliver **PSIA-AASI Rocky Mountain** products as outlined by the region.
- Staff are hired to work events and products as needed based on demands from our membership. Refusing work assignments as outlined by the RM Office or by Exam Manager or switching assignments without expressed permission is prohibited.
- Inactive status for two or more seasons.

PSIA-AASI RM subscribes to the policy of employment at will. Your employment with PSIA-AASI RM is a voluntary one and is subject to termination by you or PSIA-AASI RM at will, with or without cause, and with or without notice, at any time. Nothing in these policies shall be interpreted to conflict with or to eliminate or modify in any way the employment-at-will status of PSIA-AASI RM employees.

EXAMINER ADVANCEMENT PROCESS

RM'S EXAMINER ADVANCEMENT PROCESS

1. Lead a minimum of three exams at current level. *
2. Audit two prerequisite clinics.*
3. Audit at least one full exam at the level for which you are applying. The auditor review form must be submitted.
4. Complete Proficiency Log at the Examiner level applying for. (If applicable)
5. Submit a letter of intent to your discipline's Committee Chair and the Director of Education.

6. Following receipt of a letter, the Discipline Committee Chair and Director of Education will schedule an interview.
 7. Upon a successful interview, the applicant will deliver an exam at the new level with an experienced staff overseeing their performance. A reverse audit will not be scheduled until steps 1–6 have been completed. Please keep in mind that a reverse auditor counts as working staff, so if the event is already fully staffed, we will be unable to add you to the event.
- * Other relevant experience will be taken into consideration.

Hiring to E1

1. Understudy a minimum of two Level I assessments.
2. Complete hiring development plan if applicable.
3. Complete Development/Proficiency Log at the E1 Level.
4. Submit a letter of intent and completed development log to your discipline's Committee Chair and the Director of Education.
5. Interview with discipline Committee Chair and Director of Education.
6. Additional understudies or activities may be prescribed for further development.
7. After completion of advancement pathway, deliver a Level I assessment with an experienced staff member auditing you.

E1 to E2 Advancement

1. Lead a minimum of four Level I assessments (not including your reverse audit)
2. Understudy a minimum of one Level II assessment.
3. Complete Development/Proficiency Log at the E2 Level.
4. Submit a letter of intent and completed development log to your discipline's Committee Chair and the Director of Education.
5. Interview with discipline Committee Chair and Director of Education.
6. Additional understudies or activities may be prescribed for further development.
7. After completion of advancement pathway, deliver a Level II assessment paired with an experienced staff member.

E2 to E3 Advancement

1. Lead a minimum of six 3-day Level II assessments (not including your reverse audit)
2. Understudy a minimum of one Level III assessment.
3. Complete Development/Proficiency Log at the E3 Level.
4. Submit a letter of intent and completed development log to your discipline's Committee Chair and the Director of Education.
5. Interview with discipline Committee Chair and Director of Education.
6. Additional understudies or activities may be prescribed for further development.
7. After completion of advancement pathway, deliver a Level III assessment paired with an experienced staff member.

- Other relevant experience will be taken into consideration.
- Required understudies are paid per the Employee Handbook. Additional voluntary understudies are not paid.
- Pay for delivery of your first assessment with an auditor is at the reverse audit rate.
- A reverse audit will not be scheduled until all advancement steps for that level have been completed.
- Please keep in mind that a reverse auditor counts as working staff, so if the event is already fully staffed, we would be unable to add you to the event.

DRESS AND PERSONAL APPEARANCE REQUIREMENTS

Employees are provided purchase choices of professional outerwear, which must be worn when working on behalf of the PSIA-AASI RM. RM will provide each education staff employee up to a \$175 reimbursement on a uniform jacket every 70 days worked (only required audits count towards days) or 4 years. The organization will determine which jacket and by which company they approve on an annual basis. Employees must also choose accessories, such as goggles, helmets, and gloves that match the outerwear and set a professional tone. Helmets must be worn at all times while working for PSIA-AASI RM, but the choice of the helmet style and brand is left to the employee's discretion. Staff patches and name tags are required to be worn by all staff at all times when working for the region. You will be supplied with a Velcro patch if you'd like to have the option of removing the patch for personal wear. Employees may order one free name tag through the office each season, if more than one name tag per season is needed, there may be a cost. Email carissa@psia-rm.org to place an order. If possible, please order your name tags at the start of the season to be distributed at Fall Training.

The uniform consists of a **Jacket, name tag, and shoulder patch.**

Jacket replacement cadence: after **four full seasons** or **70 days worked for RM**, whichever comes first.

- **Staff training days count only if you are scheduled to work them;** otherwise, they do not count toward the 70 days.
- **Only required audit days count** toward the 70 day total.

PROFESSIONAL DEVELOPMENT

Employees of PSIA-AASI RM will receive 50% off the event fee of any RM event, except for premier events.

SOCIAL MEDIA POLICIES

Blogs, Facebook, Twitter, Pinterest, Instagram and other social media sites are a great way to share your employment with PSIA-AASI Rocky Mountain and to help us advertise our events and encourage participation. Our Hashtags are: #RMSnowPros #SnowPros

As we work together at PSIA-AASI Rocky Mountain to build our brand, here are a few tips to keep in mind while we navigate the ins and outs of the online world:

You're amongst friends—sometimes. As much as your blog, Twitter stream, Facebook page, etc... might feel like your cozy home on the internet where friends stop by to catch up, it's really a public space. People can land on your page from a Google search and read just one post completely out of any other context. And that content? It lives on forever in Google, long after you've forgotten about it. So, think of your web space less like a family room and more like your front yard.

Spread news, don't break it. It's great (and helpful!) when we can use our personal web spaces to share the great things we are doing at PSIA-AASI RM. However, make sure what you talk about is ready for public consumption. If we've talked about it in a public forum or have started advertising it, then you are good to go. When in doubt- ask!

Be smart. From a legal perspective, you're responsible for what's on your personal web space, so make sure you follow copyright rules and any other relevant laws. When it comes to PSIA-AASI RM's content, a good rule of thumb is "point, don't post," meaning that it's better to link to the content on our established communication channels rather than posting it on your own personal blog or site.

Disclaimers or not, you represent. If you're posting something that might be at-odds with the mission of our business, including a disclaimer is advisable — e.g. "these views are mine alone, they do not reflect the views of my employer." But even with that, what you say in your tweets, on your blog, and on your Facebook page (or anywhere else) is just as much of a reflection of PSIA-AASI RM as what you do in your personal life (to some extent). Remember not to speak or post on behalf of PSIA-AASI RM and leave that to our CEO and office team.

Violation(s) of the social media policy will be subjective to progressive discipline, up to and including termination.

SAFETY POLICY

It is the policy of PSIA-AASI RM that the safety of its employees, guests and the public is of chief importance. The prevention of accidents and injuries takes precedence over expedience. In the conduct of our business, every attempt will be made to prevent accidents from occurring. PSIA-AASI RM requires that its employees, as a condition of employment, comply with all applicable safety regulations as listed in the organization policy manual.

It is the policy of PSIA-AASI RM that its employees follow all safety rules at all times and understand any violation can result in a disciplinary action including termination of employment. If a safety rule violation results in a work-related injury or illness, workers' compensation benefits by law can be reduced by 50 percent.

The CEO for PSIA-AASI RM is the primary contact for safety-related matters. Employees are encouraged to bring to the attention of their Event Manager any unsafe conditions or practices. The Event Manager will communicate these concerns to the Executive Director, who will respond to these concerns.

PSIA-AASI RM will be actively involved with employees in establishing and maintaining an effective safety program.

Employer Responsibilities:

- Provide a safe workplace
- Annually review and update workplace safety rules

Employee Responsibilities:

- Report all unsafe conditions
- Immediately report all work-related injuries
- Wear the required personal protective equipment
- Abide by the organization's safety rules at all times

SAFETY RULES

These safety rules are designed to provide you with knowledge of the recognized and established safe practices and procedures that apply to many of the work situations you may encounter while employed with PSIA-AASI RM. It would be impossible to cover every work situation. If you are in

doubt about the safety of any condition, practice, or procedure, consult your supervisor for guidance.

GENERAL RULES:

1. **ACCIDENT REPORTING:** Report all accidents or near misses to your supervisor immediately. Falsification of company records, including employment applications, time records, or safety documentation will not be tolerated.
2. **HAZARD REPORTING:** Notifying a supervisor immediately of any unsafe condition and/or practice.
3. **ALCOHOL OR ILLEGAL DRUGS:** No drugs or alcohol will be allowed on the worksite. Employees will notify their supervisor of any prescription drugs that might affect their judgment.
4. **DRIVING:** While driving a company vehicle or driving your own vehicle for company business, obey all traffic laws and signs at all times. Wear your seatbelt at all times. Do not drive past the posted speed limits.
5. **PERSONAL PROTECTIVE EQUIPMENT:** Appropriate PPE must be worn at all times. Wear appropriate eye, face, head and body protection while working such as helmets, goggles and winter clothing while working outside.
6. **NO FREE RUNS:** When working for the organization, at no time will you be covered by worker's comp if you are taking a free run. All classes must start and end at the bottom of the resort. This is for your safety as well as your students.
7. **NO INVERTS:** Unless called for in the outline/trick list

ENFORCEMENT POLICY

Employees will be subject to disciplinary action for violations of safety rules. Such action may include any one or more of the following depending on the severity of the violation:

- Verbal warning with documentation in personnel file.
- Written warning outlining nature of offense and necessary corrective action with documentation in personnel file.
- Termination.

Employees shall be afforded instructive counseling and/or training to assure a clear understanding of the infraction and the proper conduct under organizational guidelines. However, nothing in this policy or this safety program will preclude management from terminating an employee for a safety violation. This is not a progressive discipline system and any safety violation may lead to an employee's termination without prior instruction or warning. Management reserves the right to impose whatever disciplinary action it deems appropriate.

Management, including supervisory personnel and Event Managers, shall be subject to the above disciplinary action for the following reasons:

- Repeated safety rule violation by employees under their supervision.
- Failure to provide adequate safety training.
- Failure to report accidents and provide medical attention to employee injured at work.
- Failure to control unsafe conditions or work practices.

SEXUAL HARASSMENT

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment

decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual harassment to the Company or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults, or blocking or impeding movements.

OTHER HARASSMENT

Other workplace harassment is verbal or physical conduct that insults or shows hostility or aversion towards an individual because of the individual's age (40 or older), sex (including pregnancy, childbirth, and related conditions), sexual orientation (including transgender status), race, national origin, disability, creed, religion, genetic information, ancestry, military or veteran status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

REPORTING DISCRIMINATION AND HARASSMENT

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify the CEO or any member of management.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the Company determines that harassment or discrimination occurred, corrective action will be taken to effectively end the harassment. As necessary, the

Company may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the Company will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Policy Against Retaliation: PSIA-AASI Rocky Mountain prohibits any form of retaliation against an employee for making a good faith complaint under this policy or for assisting in the investigation of a complaint. If you perceive retaliation for making a complaint or for participating in an investigation, please immediately contact the organization's CEO or other management in accordance with the complaint procedure set forth above. The situation will be promptly investigated and corrective action taken if warranted.

ACCIDENTS OR INJURIES IN CLINICS OR EXAMS

All Education Staff Members must carry **PSIA-AASI Rocky Mountain** accident forms with them when working clinics or exams. Should a participant get injured, clinic leaders & examiners must follow these procedures:

INJURIES

- If a member of your group is injured, you **must** fill out an incident report form completely, no matter how insignificant the problem. This should be done immediately, or the first time-off the hill, after the injury occurred. E.g. If a participant hurt himself at 10:30 AM and kept skiing or riding until noon, the accident report should be completed before the end of the lunch break. If the ski patrol removes the person to the first aid room, you need to follow up as soon as possible, keeping in mind the best interests of the rest of the group.
- The event administrator will assist you in every way possible in order to help you keep your program running smoothly. If there is a problem with a participant not wanting to fill out an accident form, the event administrator should be asked to handle it.
- If the participant can no longer continue with the event, please call the office immediately at 970-879-8335, or call Dave Gregory, Director of Education at (cell) (970)331-3371.
- If the injury appears to require medical attention you must report it to the office immediately.
- If a member of your group is injured, please check in on them 24-28 hours after the event.

STAFF INJURIES

- Unless ABSOLUTELY NECESSARY, medical care for any injuries should NOT be paid for by you. Some ski areas have nearby clinics which require payment up front, - please do NOT go to one of these clinics unless absolutely necessary. Most injuries can be looked at by the area's first aid team, area hospital/clinic or one of the preferred providers or can wait and be seen at instructor's doctor of choice (primary care physician).

REMEMBER THE FOLLOWING

- Manage the injury site with safety in mind and make sure clinic participants are instructed what to do while you take care of injured party. Utilize the Clinic Manager to take your group if you cannot continue with your group within a reasonable time period.
- Fill out Accident Report! Get all names and descriptions as indicated on report.
- Alert Clinic Manager at the end of the day and turn in accident report. In the event of serious or catastrophic injury, alert Clinic Manager or office via cell phone immediately!
- All forms are legal documents. They must be filled out with legible handwriting or text.
- Follow up with injured person via phone to see how they are doing that evening or next day.

WORKER'S COMPENSATION

Under Colorado State Law we are required to cover all employees with Worker's Compensation Insurance. All Education Staff members must obtain treatment of work-related injuries and illnesses from a designated provider.

In the event of a life or limb-threatening emergency, Education Staff Members may be sent to the nearest emergency facility. Follow-up care must be provided by designated medical providers.

In the event of a non-emergency or after hour's injury, the designated provider should be called for access information or treatment instructions.

If an Education Staff Members is treated by an unauthorized medical provider, he or she will be responsible for payment of said treatment.

All injuries, no matter how small, **must be reported within 24 hours to the office. After the initial report, if an employee wishes to submit a workers compensation case, this must be reported in writing to carissa@psia-rm.org within 10 days.** Failure to report any injury **within the above time frame may** result in reduction or denial of any benefits. PSIA-AASI RM reserves the right to alcohol/drug test employees in the event of an injury.

If an Education Staff Members is injured at their home area or another place of employment and is under a Worker's Compensation claim and restricted duty, the **PSIA-AASI Rocky Mountain** office must be notified. Education Staff Members are not allowed to work for **PSIA-AASI Rocky Mountain** under any circumstances while home area claims are unresolved. Once home area work restrictions are lifted, the Education Staff Member must produce a doctor's written release stating the Education Staff Member is cleared for regular duty. At that time, they may resume working events for **PSIA-AASI Rocky Mountain**.

The following is a list of designated Worker's Compensation providers for **PSIA-AASI Rocky Mountain: (Updated 9.22.25)**

FRONT RANGE OCCUPATIONAL MEDICINE LLC - 1059500 770 SIMMS ST SUITE 100 GOLDEN, CO 80401	PEAK FORM MEDICAL CENTER--BROOMFIELD - 1068812 1260 EAST 1ST AVE UNIT A BROOMFIELD, CO 80020
THE CLINIC AT MIDDLE PARK MEDICAL CENTER--GRANBY - 1041129 1000 GRANBY PARK DRIVE SOUTH GRANBY, CO 80446	WINTER PARK MEDICAL CENTER - 1049487 145 PARSENN ROAD WINTER PARK, CO 80482
COLORADO MOUNTAIN MEDICAL--DILLON - 1069161 365 DILLON RIDGE RD STE 1200 DILLON, CO 80435	COMMONSPIRIT OCCUPATIONAL MEDICINE FRISCO - 1052016 68 SCHOOL ROAD STE 200 FRISCO, CO 80443
MIDVALLEY FAMILY PRACTICE PC - 1041590 1450 E VALLEY ROAD STE 102 BASALT, CO 81621	ASPEN MEDICAL CARE--ASPEN - 118154 101 FOUNDERS PLACE ASPEN, CO 81611
THOMAS P MOORE MD PHD - 1055966 32 CRESTED MOUNTAIN WAY MOUNT CRESTED BUTTE, CO 81225	ANIMAS OCCUPATIONAL MEDICINE - 1055027 450 CAMINO DEL RIO STE 106 DURANGO, CO 81301
COLORADO MOUNTAIN MEDICAL--EAGLE - 1066016 377 SYLVAN LAKE ROAD STE 210 EAGLE, CO 81631	STEAMBOAT MEDICAL GROUP--STEAMBOAT SPRINGS - 105939 1475 PINE GROVE ROAD STE 102 STEAMBOAT SPRINGS, CO 80487
COLORADO MOUNTAIN MEDICAL--AVON - 1066015 50 BUCK CREEK RD STE 200 AVON, CO 81620	

PHYSICAL ADDRESS

All PSIA-AASI Rocky Mountain staff are required to have a physical address within Colorado or New Mexico.

FAMLI PROGRAM

Beginning on January 1, 2024, nearly every Colorado worker who earns at least \$2,500 in yearly wages within the state will be eligible to take paid family and medical leave during covered circumstances:

- To care for a new child, including adopted and fostered children
- To care for themselves, if they have a serious health condition
- To care for a family member with a serious health condition
- To make arrangements for a family member's military deployment
- To address the immediate safety needs and impact of domestic violence and/or assault

Depending on your income, when using paid leave, you will receive between 37% and 90% of your normal weekly wages. Benefits are capped at \$1,100 per week. Most workers are eligible

to receive up to 12 weeks of paid family and medical leave. Those who experience pregnancy or childbirth complications may receive an additional four weeks.

Contributions to Colorado's FAMLl program will be shared between employers and workers. Beginning on January 1, 2023, your employer may begin deducting up to 0.45% of your pay to cover your portion of the FAMLl premium, though some employers may choose to cover some or all of your share as an added benefit.

This is a summary and cannot be relied on as complete labor law information. For more information, or to estimate your premiums or benefits, please visit famli.colorado.gov.

PROPRIETARY RIGHTS

Employee's employment by the Company creates a relationship of confidence and trust between Employee and the Company with respect to certain information applicable to the business of the Company and its clients, customers, and suppliers. The Company possesses and will continue to possess information that has commercial value and is treated by the Company as confidential. Such information may include information created, discovered, or developed by Employee during the period of, or arising out of, Employee's employment by the Company, whether before or after the start of Employee's employment. Such information may also include information belonging to the Company's affiliates, partners, clients, customers, or suppliers. All such information is hereinafter called "Proprietary Information," which term shall include, without limitation, discoveries, developments, designs, improvements, inventions, structures, software, processes, computer programs, know-how, data, techniques, recipes, formulas, marketing and business plans, marketing data and research, outlines, strategies, budgets, forecasts, projections, unpublished financial statements, costs, fee schedules, client and supplier lists, client and prospective client databases, information regarding employees and consultants, access codes and similar security information and procedures, techniques, methodologies and performance strategies, all patents, copyrights, mask works, trade secrets and other intellectual property or proprietary rights thereto, and other information the Company may identify as proprietary.

DISCLOSURE OF INVENTIONS

Employee will promptly disclose to the Company all Proprietary Information, whether or not patentable or registrable under patent, copyright, trademark or similar statutes, made or conceived or reduced to practice or learned by Employee, either alone or jointly with others, during the period of Employee's employment that (i) at the time of conception or reduction to practice are related to the actual or demonstrably anticipated business of the Company, (ii) result from tasks performed by Employee for the Company, or (iii) are developed on any amount of the Company's time or result from the use of premises or property owned, leased, or contracted for by the Company (collectively, "Inventions").

NONDISCLOSURE AND ASSIGNMENT

All Proprietary Information and Inventions, as well as all intellectual property rights therein, shall be the sole property of the Company. Employee hereby assigns and agrees to assign to the Company any rights Employee may have or acquire in such Proprietary Information or Inventions. Employee agrees that Employee's copyrightable works prepared for the Company are "supplementary works" or "works for hire," as defined in Title 17 of the United States Code and pursuant to 17 U.S.C. § 201(b), and if any such works are deemed not to be a supplementary work or work for hire, then Employee hereby assigns and agrees to assign the entire right, title, and interest in the copyright to such works to the Company, including, without limitation, all rights to reproduce in any manner, form, or media, to prepare derivative works, to distribute copies or

reproductions of, to display publicly, to apply for registration of and any extensions and renewals of such copyrights, all causes of action for copyright infringement together with any resulting recovery of damages, attorneys' fees and costs from acts that may have occurred prior to the effective date of this assignment, and any and all other proprietary rights whether created hereby or hereafter acquired.

Employee also hereby irrevocably transfers and assigns to Company, and waives and agrees never to assert, any and all "Moral Rights" (as defined below) Employee may have in or with respect to any Proprietary Information and Inventions, even after termination of Employee's employment with the Company. "Moral Rights" means any rights to claim authorship of Proprietary Information or Inventions, to object to or prevent any modification of any Proprietary Information or Inventions, to withdraw from circulation or control the publication or distribution of any Proprietary Information or Inventions, and any similar right, existing under judicial or statutory law of any country in the world, or under any treaty, regardless of whether or not such right is called or generally referred to as a "moral right."

Employee acknowledges (i) that in the course of Employee's employment with the Company, Employee has and/or may learn of Proprietary Information or otherwise have access to Proprietary Information, (ii) that such Proprietary Information constitutes highly valuable assets of the Company or the Company's customers, as the case may be, and (iii) that disclosure of such Proprietary Information to competitors of the Company or other third parties would cause undue harm to the Company, would cause undue harm to the Company's customers, and may cause a breach of the Company's obligations to the Company's customers. Thus, during and after Employee's employment, Employee shall hold the Proprietary Information and Inventions in confidence and shall protect them with utmost care. Employee shall not disclose, copy, or permit any person to disclose or copy any of the Proprietary Information or Inventions, nor shall Employee disassemble, decompile, or reverse engineer the Proprietary Information or Inventions. Employee shall not use any of the Proprietary Information or Inventions, except as necessary to perform Employee's duties as an employee of the Company.

Any trade secrets of the Company will be entitled to all of the protections and benefits under the Colorado Uniform Trade Secrets Act codified at C.R.S. §§ 7-74-101 et seq. and any other applicable law. If any information that the Company deems to be a trade secret is found by a court of competent jurisdiction not to be a trade secret for purposes of this Agreement, such information nevertheless will be considered Proprietary Information for purposes of this Agreement. Employee hereby waives any requirement that the Company submit proof of the economic value of any trade secret.

If Employee has or has had access to any confidential information belonging to any third party, including but not limited to any of Employee's previous employers, Employee shall hold all such confidential information in confidence and shall comply with the terms of any and all agreements between Employee and the third party with respect to such confidential information.

Upon the Company's request, and in any event upon termination of Employee's employment for any reason, Employee shall promptly return to the Company all materials in Employee's possession or control that contain or represent Proprietary Information and Inventions, including but not limited to documents, drawings, diagrams, flow charts, computer programs, memoranda, notes, and every other medium, and all copies thereof.

During and after Employee's employment, regardless of the circumstances of Employee's termination, Employee shall not communicate to, or use for the benefit of, any person, firm or corporation, without the prior approval of the Company, any Proprietary Information or information about Inventions; provided, however, that Employee may communicate such information as required pursuant to law or as necessary or appropriate in connection with any suit or action, or any potential suit or action, brought between the parties to this Agreement; provided, however, that Employee shall use reasonable efforts to limit the disclosure by means of a protective order or a request for confidential treatment and shall provide the Company with a reasonable opportunity to review the disclosure before it is made and to interpose the Company's own objection to the disclosure by Employee against the Company in connection with Employee's employment relationship with the Company.

Employee, at the request of Company or its counsel, shall execute, acknowledge and deliver any and all papers, transfers, or other documents or instruments that Company may determine necessary, in its reasonable discretion, to carry out the intent of these provisions. Employee hereby irrevocably appoints Company and its duly authorized officers and agents as Employee's agent and attorney-in-fact, which appointment is coupled with an interest, for and on Employee's behalf, if Company is unable for any reason to secure Employee's signature, to assign all of such ownership interest and rights in and to the Proprietary Information or Inventions to Company and to execute and file any instruments or documents and to do all other lawfully permitted acts to further the intent of these provisions, with the same legal force and effect as if executed by Employee.

DISCLAIMER

The policies and procedures outlined in this manual supplement your contract for services as a member of the PSIA-AASI RM educational staff. PSIA-AASI RM reserves the right to revoke, change or supplement guidelines at any time without notice. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this manual.

EQUAL OPPORTUNITY

Equal Opportunity is PSIA-AASI RM policy. It is PSIA-AASI RM policy to select the best qualified person for each position in the organization. No employee of PSIA-AASI RM will discriminate against an applicant for employment or fellow employee because of race, creed, color, religion, sex, national origin, ancestry, age, disability status or any other statutorily prohibited basis.

RECEIPT OF EDUCATIONAL STAFF MANUAL

I have received a copy of the PSIA-AASI RM Educational Staff Manual, specifying policies, practices, and regulations, which I agree to observe and follow during my employment with the association. I understand that it is my responsibility to be familiar with its contents and to ask questions on any matters I don't understand. I agree to follow all safety rules at all times and understand any violation can result in disciplinary action including termination of employment. I understand if a safety rule violation results in a work-related injury or illness, workers' compensation benefits by law, can be reduced by 50 percent. Since the information in this manual is necessarily subject to change as situations warrant, it is understood that changes in the manual may supersede, revise, or eliminate one or more of the policies in this manual. These changes will be communicated to me by my discipline coordinator, the Director of Education & Programs or the CEO through official notices. I accept responsibility for keeping informed of these changes.

I further acknowledge my understanding that my employment with PSIA-AASI RM is voluntary and may be terminated at any time with or without cause.

Employee Signature _____

Employee's Printed Name _____ Date: _____