



Key to the Rockies

**Employee Handbook
Revised November 2007**

TABLE OF CONTENTS

<u>Subject</u>	<u>Page</u>
I). At-will employment	2
II). Equal employment opportunity/ Sexual Harassment	3
III). Hiring Former Employees	5
IV). Employee Classifications	5
V). Compensation Guidelines Performance Review Workdays, Hours of Work, Meal Period, Overtime	6
VI). On-call pay, pay periods, Time records	7
VII). KTTR Company Policies & Guidelines (Company cell phones, pool/ recreational facilities, smoke/free workplace, pets, pay advances, e-mail, etc.)	8-21
VIII). KTTR Benefit Summary for Managerial & Year-Round Administrative Staff	22-29
IX). Acknowledgement Page KTTR Handbook	30

About the Employee Handbook

This Handbook is designed to acquaint you with the organization and provide you with information about working here. The Handbook is not all-inclusive, but is intended to provide you with a summary of some of the organization's guidelines. This edition replaces all previously issued editions and single topic policy memos.

No employee handbook can anticipate every circumstance or question. After reading the handbook, if you have questions please talk with your immediate supervisor or the General Manager. Also, the need may arise to change the guidelines described in the handbook. The organization therefore reserves the right to interpret them or to change them without prior notice.

AT-WILL EMPLOYMENT

Employment with Key To The Rockies is at-will. Employees have the right to end their work relationship with the organization, with or without advance notice and with or without cause. Key To The Rockies has the same right. The language used in this handbook and any verbal statements made by management are not intended to constitute a contract of employment, either expressed or implied, nor are they a guarantee of employment for a specific duration. No representative of Key to the Rockies, other than the General Manager of the organization, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, signed by the General Manager and the Employee.

EQUAL EMPLOYMENT OPPORTUNITY

Key to the Rockies is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, or any other status protected by state or local law. This prohibition includes unlawful harassment based on any of these classes. Unlawful harassment includes verbal or physical conduct, which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment. This policy applies to all employees, including manager, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

Key to the Rockies prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure contained in the sexual harassment policy.

SEXUAL HARASSMENT

Key to the Rockies strongly opposes, does not tolerate, and prohibits sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

Submission to such conduct is made explicitly or implicitly a term or condition of employment;

Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment; or

Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Inappropriate sexual conduct that could lead to a claim of sexual harassment is expressly prohibited by this policy. Such conduct includes, but is not limited to, sexually implicit or explicit communications whether in:

Written form, such as cartoons, posters, calendars, stickers, notes, letters, and e-mail;

Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates;

Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

IF you believe there has been a violation of the EEO policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. Key to the Rockies expects employees to make a timely complaint to enable the Key to the Rockies to

promptly investigate and correct any behavior that may be in violation of this policy.

Report the incident to your Manager or the General Manager who will investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as feasible. If you feel you cannot go to any of these individuals with your complaint, you should report the incident to the General Manager or other supervisor.

If Key to the Rockies determines that an employee's behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

Key to the Rockies prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be promptly investigated.

HIRING FORMER EMPLOYEES

Should you voluntarily leave the employment of Key to the Rockies or your employment is terminated, you may be considered for re-employment. Although you may be eligible for re-employment, there is no guarantee or promise that a position may exist or that you will be re-employed. If you are re-employed, you will be treated and classified, including for pay and benefit purposes, as if you are being employed by Key To The Rockies for the first time.

SEASONAL EMPLOYEES

The annual re-employment of seasonal employees is not guaranteed. As long as seasonal employees return continuously for each season, fulfill their designated seasonal commitment, and are performing adequately, they will typically not be considered to have a break in employment for benefit purposes. Although an effort will be made to re-employ seasonal employees who have performed adequately, there is no guarantee or promise, express or implied, that a position exists from season to season.

EMPLOYEE CLASSIFICATIONS

Key to the Rockies has the following job classifications. If you are not sure of your classifications ask your supervisor.

Full-time

An employee regularly scheduled to work at least thirty (30) hours per week on a year round basis.

Part-time

An employee regularly scheduled to work fewer than thirty (30) hours per week on a year round basis.

Non-Exempt (Hourly)

Non-exempt employees are paid by the hour, so their pay depends on the number of hours they work during a pay period. Non-exempt employees are eligible for PRE-APPROVED overtime and receive compensation at 1-1/2 times their hourly rate for time worked in excess of 40 hours per week. See the Overtime section for more details.

All Key to the Rockies employees will be classified as non-exempt or hourly for the first 90 days of employment, and then reviewed by Management at 90-day period. Classification to exempt or salaried status will be considered and reviewed after initial 90-day period.

Exempt (Salaried)

Exempt employees are not eligible for overtime or premium pay nor is it Key to the Rockies practice to allow such time to accrue for future use. Exempt employees are expected to work sufficient hours to perform their job duties which may require working more than 40 hours per week.

COMPENSATION GUIDELINES

Key to the Rockies strives to offer wage and salary practices to provide all employees competitive rates of pay. The program is designed to recognize the importance of each job and to reward each employee for his or her individual contributions. Compensation guidelines are normally reviewed annually to insure that it reflects our desired position in the labor market and conforms to Key to the Rockies objectives.

PERFORMANCE REVIEW

Supervisors are encouraged to evaluate their employees at regular intervals. This enables you and your supervisors to review your job performance and set goals for the coming period. Your position and department determine

review schedules, and a performance review is not necessarily an opportunity for an increase in pay.

WORKDAYS, HOURS OF WORK AND WORKWEEK

The workday for Key to the Rockies runs from 12:00 a.m. to 11:59 p.m. (midnight) for each calendar day. The workweek, for the purposes of determining overtime begins at 12:01 a.m. Monday, and ends at 12:00 p.m. (midnight) Sunday.

MEAL PERIODS

Normally an employee will not be scheduled to work for a period of more than 5 hours without an unpaid meal period of not less than 30 minutes. When a work period of not more than 5 hours will complete the day's work, the meal period will be optional as determined by the Manager. A paid meal period is permitted when the nature of the work prevents an employee from being relieved of all duties and the employee will be permitted to eat "on the job".

OVERTIME

Key to the Rockies asks that everyone make a conscientious effort to avoid unauthorized overtime if at all possible. Scheduled overtime is discouraged.

All overtime **MUST BE APPROVED IN WRITING** by Manager prior to working.

Non-exempt (hourly) employees are compensated at an overtime rate (one and one half times their regular rate) for all hours worked in excess of 8 hours per day or 40 hours per week, as previously defined. Time paid for but not worked, such, as personal days and vacation, are not counted as hours in calculating weekly overtime.

ON-CALL PAY

A separate on-call pay compensation agreement applies to all on-call work related activities pre-approved by management.

CALL-IN PAY

Should a non-exempt employee be called in, or scheduled to report to work on a day not normally or previously scheduled for work, the non-exempt employee is paid for a minimum of 2 hours call-in-pay even if released in less than 2 hours. This provision is applicable in situations such as staff meetings and training sessions where attendance is mandatory.

PAY PERIODS

All employees are paid every 2 weeks, with paydays scheduled for every other Friday.

TIME RECORDS

Key to the Rockies is required to maintain accurate work records. Your employee time record is used to compute earnings and benefit hours. The accuracy of your time record is the responsibility of you and your supervisor. If you feel there is a discrepancy between your time record and your paycheck, notify your supervisor immediately.

You are not allowed to request another employee to write on your time record or to make entries on another person's time record. Tampering with any time record, including punching a time card other than your own is not tolerated.

PAY CHECKS

Paychecks are issued at about 3:00pm on payday and may be picked up from your supervisor.

KEY TO THE ROCKIES COMPANY POLICIES AND GUIDELINES

COMPANY CELL PHONES

Key to the Rockies issues cell phones to employees in certain positions such as housekeeping and maintenance for the purpose of communicating with the office while working in the field, in our managed properties and for the purpose of communicating with our clients and vendors. Company issued cell phones should not be used to make outgoing calls of a personal nature nor should the number be given to anyone for the purpose of receiving personal phone calls of any kind. Personal use of cell phones may result in disciplinary action up to and including termination.

POOL/RECREATIONAL FACILITIES

Key to the Rockies manages real estate property with recreational/and or pool facilities that are owned by our clients. Employee use of these facilities is prohibited unless the property owner or registered guest invites the employee and the owner or guest at the facility accompanies the employee.

SMOKE/FREE WORKPLACE

Smoking is prohibited in Key To The Rockies offices, restrooms, company vehicles and any of our managed properties, particularly inside our lodging units. Smoking is also prohibited in the area immediately outside the Key To the Rockies office where our guests can see it.

PETS

Key To the Rockies requests that all employees keep all pets out of company offices, vehicles and off the premises of managed properties. We ask that you keep all pets under control and not left unattended while on Key To the Rockies property. All Summit County leash laws apply.

PAY ADVANCES

Pay advances will be issued in the sole discretion of the General Manager for emergency purposes only and are limited to an amount equal to 50% of the hours worked but not yet paid on the next paycheck. Note: Mismanagement of personal funds or advances for food, rent, vehicle repairs etc. are not considered emergencies. Key To The Rockies reserved the right to deny a request for a pay advance if the privilege is abused. The specific reason for the advance must be communicated and APPROVED in advance by the General Manager.

E-MAIL

Electronic e-mail communication has been set up at Key To The Rockies to improve the effectiveness and efficiency of our business communication with our customers and clients. The use of e-mail should be confined to work related use only. Any employee using e-mail should have no expectations of privacy and the company reserves the right to monitor this form of communication. E-mail communication containing sexually, racially offensive or disparaging or offensive or inappropriate comments is expressly prohibited and is grounds for discipline, including termination of employment.

PERSONAL MAIL

Personal mail may not be received at the company's mailing address. If a post office box is not available, all personal mail should be received under General Delivery at the Dillon Post Office until such time as a post office box becomes available.

EMPLOYEES PERSONNEL FILE

Personnel files and their contents are the property of Key To The Rockies. Current employees may review the contents of their personnel file at appropriate times and with the prior approval of the General Manager, but may not remove any material from it. Photocopying the contents of the personnel file is only permitted with the advance approval and under the direct supervision of the General Manager.

Access to personnel files is restricted to only those employees who have a legitimate need as part of their supervisory responsibility that is directly related to the employer/employee relationship.

REFERENCE CHECKS/REFERNCE LETTERS

All incoming requests for reference checks for past or current employees must be referred to the General Manager. No other individual can give out any information under any circumstances.

SOLICITATION/ACCEPTANCE OF COMPENSATION OR ANYTHING OF MONETARY VALUE

Solicitation or accepting unauthorized commissions, fees or items/services of monetary value from our guests, suppliers, clients (property owners), vendors or any other source as a compensation for services rendered is strictly prohibited.

Examples of unauthorized compensation would be “kickbacks” from ski rental companies, free meals/drinks and entertainment from restaurants, complimentary services such as snowmobile rides, spa services, etc. All offers from outside vendors for anything of monetary value in exchange for referrals must be directed to the General Manager.

TOLL FREE NUMBER

Key To the Rockies maintains several incoming toll free (1-800) lines for business purposes only. Use of these toll free lines for personal use is not permitted under any circumstances.

CONFIDENTIAL INFORMATION

Information of a confidential nature obtained through employment at Key To The Rockies is proprietary to Key To The Rockies and may not be released for any other purpose besides the intended and legitimate use of Key To The Rockies, including for furthering a private interest or as a means of making a profit. Such information includes but is not limited to guest

lists and information, company financial information, personnel records, management agreements, contracts, or accounting records, or marketing plans. Employees must preserve the confidentiality of this information at all times, including after their employment ends.

If there is a question as to whether or not any information is of a confidential nature it is recommended that the employee first discuss it with the General Manager before releasing the information.

CONFLICT OF INTEREST

Conflicts of interest, or the appearance of such, may compromise the integrity of Key to the Rockies and therefore must be avoided. No outside activity may interfere or conflict with the interests of Key to the Rockies. Financial involvement in any company that does business with Key to the Rockies, and acceptance of outside employment, for example, carry possibilities of conflict of interest. Employees shall disclose potentially conflicting relationships promptly to the General Manager.

OUTSIDE EMPLOYMENT

Although not encouraged, full-time employees are not forbidden from outside employment so long as such employment in no way hampers their giving full and undivided attention to Key to the Rockies work during their hours of employment.

DISCIPLINARY AND TERMINATION GUIDELINES

In the event that it becomes necessary to discipline an employee for failure to comply with or meet Key to the Rockies expectations for work, performance or conduct or for a violation of Key to the Rockies guidelines, any and all of the following actions may be taken, as Key to the Rockies deems appropriate in its discretion:

- Written warning
- Termination of employment
- Counseling
- Suspension
- Reprimand or verbal warning
- Demotion

Key to the Rockies and its management decides in its judgement which of the above is the appropriate remedy for the problem. There are varying

degrees of seriousness that pertain to performance and/or infractions. There are certain instances where conduct and/or performance is of such a nature that immediate termination, without prior warning, may be the chosen course of action. The action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.

EXAMPLES OF VIOLATIONS OF COMPANY GUIDELINES

Below are some examples of violations of Key to the Rockies guidelines and expectations.

THIS IS NOT ALL-INCLUSIVE.

- Possession, use or being under the apparent influence of controlled substances or alcohol on the job.
- Sale or felony possession of controlled substances on or off the job.
- Unauthorized possession or misappropriation of money or property.
- Falsification, misrepresentation, omission of information on payroll, employment application or other documents, including punching a timecard other than your own.
- Rude, offensive or threatening behavior to guests, clients (i.e. property owners) or other employees.
- Insubordination, willful disregard, or disrespect toward a supervisor or representative of management or failure to obey or perform work as required or assigned. If you disagree with your supervisor's request, follow instructions given at the time and discuss later in private.
- Neglect, carelessness or mischief, which results in loss, damage, breakage or destruction of Key to the Rockies property or property of a guest or client, fellow employees or others; or which results in or contributes to unsanitary conditions; or which results in accidents involving employees and/or guests.
- Sleeping on the job or while on duty.
- Using Company equipment, material, or facilities for purposes other than Company business without authorization.
- Possessing a concealed or dangerous weapon while on Key to the Rockies premises or while off Key to the Rockies premises in the performance of Company duties.
- Disclosing by any method of communication confidential and proprietary Company information to other employees, another company, agency or guests.

- Discrimination or harassment of a guest or fellow employee for any reason including race, color, religion, sex, national origin or disability. Making unwelcome advances, requests for sexual favors and other verbal or physical expressions of a sexual nature to other employees or guests.

The above listings are not exclusive and should not be interpreted to create any type of contract between Key to the Rockies and its employees or to restrict Key to the Rockies' ability to terminate any employee without notice, cause or formality in accordance with our employment at-will policy.

VOLUNTARY TERMINATION

Employees terminating voluntarily are requested to extend a courtesy notice, in writing, of their expected date of termination and the reason for the termination to their supervisor as soon as possible. This enables the supervisor to take the necessary steps to minimize the loss of the employee to the operating group. Abandoning or leaving your position without providing at least two-weeks notice impacts your rehire status.

RETURN OF COMPANY PROPERTY

Upon termination, employees must verify the return of all equipment, uniforms, radios, keys and other Company property, including ski passes and dependent ski passes they may have had in their possession. Cost for non-returned items may be deducted from an employee's final paycheck as permitted by law. Any payroll deduction for non-returned uniforms does not constitute ownership of the uniform by the employee.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality is important to Key to the Rockies. Regardless of the job you may perform, your punctuality and attendance is essential to our operations. Unexcused absences and tardiness place additional burdens on your operating group and reduces our ability to provide a quality experience for our guest.

If you are going to be absent or are unable to report to work on time you must call your immediate supervisor to let them know, IN ADVANCE, that you may be late or absent from work. Leaving messages with other employees is considered improper notification and is not acceptable. Improper notification will be classified as an unexcused absence or tardiness.

An unexcused absence or tardiness is defined as an absence or tardiness, whether notice is received or not, for any reason that is not valid in Key to the Rockies opinion, and may result in discipline, including termination of employment.

APPEARANCE, GROOMING AND DRESS

Key to the Rockies is in a public business and your appearance is important to the impression that we present to our guests and fellow employees. All employees are expected to be groomed and attired in a neat and clean manner appropriate for their job. The use of cigarettes and chewing tobacco in guest areas is prohibited for all employees.

Grooming

For all staff, hair is expected to be clean, combed and neatly kept. Hair longer than shoulder length for men must be in a ponytail while on duty. No radical, fad hairstyles or unnatural hair coloring is acceptable on any staff member.

Earrings are allowed in the ears only. Other facial jewelry or any visible body piercing, including tongue piercing, are only acceptable with manager approval.

For male employees, facial hair, including beards, is acceptable as long as it is in place by the first day of work or grown away from work.

Dress

Damaged, soiled, torn or worn-out clothing is unacceptable for any staff member.

Certain employees are required to wear uniforms during work hours. Please check with your supervisor or manager for specific department uniform guidelines. Employees should not, under any circumstances, loan, give or sell their uniforms to any other person.

CLOTHING OWNED BY THE COMPANY MUST NOT BE WORN OFF THE PREMISES AFTER WORKING HOURS.

Individual Managers in conjunction with other management staff may establish individual dress guidelines, which may be more restrictive than the guidelines set forth above.

At termination, all company owned clothing is to be returned to your immediate supervisor at the location designated. Deduction from final payroll will be made to reflect loss and/or damage as permitted by law.

A failure to return all Company owned property at termination of employment, or upon request, is considered misappropriation of Company property, and may be deducted from the final paycheck as permitted by law.

Failure to comply with Appearance, Grooming and Dress guidelines will not be tolerated and will result in discipline, up to and including termination.

NAME TAGS

Wearing a nametag is required while in a company uniform and/or as appropriate for guest and employee relations.

DRUG/ ALCOHOL FREE WORKPLACE

Key to the Rockies is committed to maintaining a drug-free and alcohol-free workplace. Abuse of drugs and alcohol impairs employee judgement, which may result in increased safety risks, employee injuries and faulty decision-making.

The possession, use or being under the apparent influence of alcohol or controlled substances during working time and/or in company vehicles is result in immediate termination. This includes the possession of any paraphernalia that is primarily designed or intended to be used in conjunction with the consumption of controlled substances.

Any employee involved in a work-related accident/injury may be required to take a drug/alcohol test immediately after the incident. In addition, any employee suspected of being under the influence of alcohol or illegal drugs during working time and/or in company vehicles may be required to submit to a drug/alcohol test. Key to the Rockies also reserves the right to test employees on a random basis. Employment is temporarily suspended pending the receipt and review of test results.

NO WEAPONS POLICY

In addition to applicable laws and regulations prohibiting or limiting people from carrying firearms, knives, explosives and other weapons, Key to the Rockies prohibits employees from possessing any firearm or other weapon on Key to the Rockies or its clients' property, in Key to the Rockies vehicles or while on business. All employees must also comply with the rules of any of Key to the Rockies' clients, customers or landlords regarding firearms or other weapons. Key to the Rockies reserves the right to search all vehicles, packages, lockers, containers, purses, belongings, desk, and briefcases on Key to the Rockies or its clients' property to determine compliance with this policy.

A positive test result or refusal to submit to a drug screen may result in immediate termination with a no-rehire status for a minimum of twelve months.

NO SOLICITATION/ NO DISTRIBUTION

Solicitation for any cause during working hours by any employee is prohibited. Similarly, distribution of literature or the unauthorized posting of notices may not take place during working time by any employee in work areas. Off-duty employees are prohibited from interfering with an on-duty employee's performance of his/her work tasks. Working time does not include breaks or meal periods. Work areas are those areas where employees perform their particular jobs.

LOST AND FOUND

Occasionally our guests and employees misplace and/or lose items of personal property. Those items should be taken to the office immediately. Converting found property to your own is against company practices and will not be tolerated.

COMMUNICATIONS

Periodically each of us has a complaint or problem that may arise from a variety of situations in the workplace. It is our desire to provide our employees with a working environment that is relatively free from conditions, which might interfere with or affect job performance or create offensive or intimidating work situations. We would like to address these problem situations as quickly as possible. Only through working together can we maintain a sound working environment and the friendly atmosphere at Key to the Rockies.

Should you have a complaint or problem and need help in resolving it, please take the following steps:

- First: Talk it over with your supervisor. He/she knows more about you and your job than any other member of management and is in the best position to deal with your concerns. Normally, this discussion should be held within 3-5 days of the incident, or in a timely basis. If you feel you cannot discuss the situation with your supervisor, please see the General Manager.
- Second: You and your supervisor take the problem to the next level of management.
- Third: Should the problem remain unresolved, you as an individual or you and your supervisor may take the problem to the General Manager.

The General Manager serves to foster communications between our employees and management (supervisors). Please feel free to utilize these services to resolve conflicts and handle complaints regarding employment problems. We urge you to contact the General Manager any time you feel your problems are not being handled in a timely and professional manner. The decision of the General Manager shall be final in all such matters.

DEPARTMENTAL MEETINGS

Departmental supervisors are encouraged to hold regular staff meetings with employees to explain and pass along changes in company guidelines and other new information. These meetings provide an excellent forum for employees to discuss departmental and company business; offering employees the opportunity to give their input on various issues. All non-exempt employees are paid if required to attend meetings.

SAFETY PROGRAM

The goal of the safety program is to establish and maintain a proactive approach to loss prevention resulting in reductions and/or elimination of property losses and personal injuries to both our employees and our guests.

Key to the Rockies safety program is a compilation of training programs, rules, regulations, philosophies and operating procedures that involve each and every one of us. Additionally, each department incorporates applicable safety policies and procedures into their respective training programs and

operations manuals. Our health and welfare depend on understanding the environment we work in and the relationship of safety to our overall operations.

Safety programs involve proactive training to identify and learn to avoid known hazards. To this end, it is management's expectation that safety practices shall be taken into consideration before work activities begin. Work should be conducted with an attitude of "Safety First" including concern, awareness and cooperative effort to maintain high safety standards at all times. Additional specific information about safety practices and procedures for your department is outlined in the operating procedure manual for your work area and can be obtained from you supervisor.

KEY TO THE ROCKIES EMERGENCY PLAN

If a guest asks for 911 to be called or describes a serious situation such as "my husband just had a heart attack," call 911 without delay then check on the injured or ill person.

If any employee is called to or comes upon a guest who is obviously injured or seriously ill, call 911 immediately. Administer whatever first aid you are trained to give until medical help arrives. Only administer first aid you are trained to give.

If an employee is called or comes upon a guest who appears to the employee to be in serious condition, call 911 immediately, even if the guest does not want you to. The guest may not be coherent and it is best to let the emergency medical technicians make a decision once they arrive.

If a guest does not feel well or has an obviously minor injury, but is ambulatory and appears to be in complete control of his faculties, follow the request of the guest. The guest may prefer to see a private doctor or be taken to the emergency room. Act promptly in taking the desired action.

Sometimes a staff member will have to make a decision when visual symptoms or conversation with the guest does not provide the obvious answer. If the guest has chest pains, is weak or short of breath, call 911. However, not all situations require calling for emergency medical service. Minor headaches, upset stomachs and other ailments will have to be judged by the guest. Let the guest tell you what they want and comply with their wishes.

REPORT UNSAFE CONDITIONS

If possible, correct or mark any unsafe condition when it is observed or reported to you. Please report any unsafe condition to your Supervisor or any member of management. Safety is everyone's business. It takes effort on everyone's part to ensure a reasonably safe working environment. Your help is appreciated.

WORKERS' COMPENSATION

Injuries to employees while working may be covered by a company funded workers compensation program. All employee injuries must be immediately reported to your Supervisor or the General Manager.

Off-the-job accidents are not covered by workers' compensation. "Free Ski Time" i.e. any employee given permission by their supervisor to leave their employment so as to ski will not be covered by Workers' Compensation. An off the job injury that causes one to miss work due to the injury may require a Doctor's release before returning to work. It is to your benefit to have your own health insurance to cover your off the job related medical expenses. Filing a claim under workers' compensation for a non-work related accident might result in disciplinary action and/or criminal prosecution.

The following procedures apply to reporting work related injuries:

- Report your injury to your supervisor immediately (within 24-48 hours) even if medical attention is not sought.
- Workers' Compensation forms must be completed and forwarded to the General Manager or the Workers Compensation administrator as soon as an injury is reported. The applicable forms may be obtained from your Supervisor.
- The accident report must be completed and given to the General Manager within 24-48 hours of the time of the accident.
- Colorado Workers' Compensation Law provides that the employer may designate the primary care doctor of first report for your injury. If you need to see a doctor for a work-related injury, Key to the Rockies has designated the High Country Health Care Clinic in Dillon for care. Any other initial doctor's report may not be accepted and may not be paid for.

- If you see a doctor for your injury, you will need to obtain proof in writing of the medically imposed restrictions that may or may not affect your job. The designated physicians have these forms and it is your responsibility to get this release or notice of restrictions to the General Manager or your Supervisor.
- You are responsible for contacting the General Manager or your supervisor immediately if you are unable to return to work.
- If you desire to have a second physician's opinion regarding your injury, Colorado law dictates how to initiate this process. Please contact the General Manager before seeing another doctor or the visit will NOT be paid for.
- Workers' Compensation will not pay for any medical procedures, treatments or prescriptions unless they are pre-approved and have been prescribed by, or are at the direction of, your workers' compensation primary care physician. The General Manager will assist you in acquiring pre-approval. Please contact the General Manager or other designated administrator before seeing any doctor other than the primary care doctor.
- All doctor and hospital bills for work related injuries are administered through this program. If you receive any bills in the mail turn them in to the Workers Compensation administrator immediately.

Work Restrictions and Modified Duty

Your designated doctor will give directions to you about your work status and any restrictions.

If your designated doctor releases you to return to work with restrictions, you must notify your Supervisor or the General Manager so that a "modified duty" assignment can be arranged. If you fail to arrange for "modified duty" with your supervisor or General Manager, you may jeopardize your benefits.

We will attempt to return you to your original position (if available) or place you in another assignment until you have been released for full duty.

If you refuse to accept modified duty that is offered, even though you are physically able to perform the work, your workers' compensation pay may be suspended.

If your doctor directs you NOT to return to work, you must notify your supervisor as soon as possible so that they may arrange your benefits.

Compensation for Lost Time

Under Colorado law, you must miss more than three (3) regular scheduled working days after the date of injury before becoming eligible for lost time disability compensation. All absences for work due to an on the job injury must be verified in writing by the authorized treating physician. For the day of your injury, you will be paid for all the hours you were scheduled to work. During the three day waiting period, you may use any accrued paid time off you may have available (if you do not have any accrued time or are not eligible for such you will not receive any pay for these days). If you are unable to work for more than two weeks as a result of your work related injury; the first three days will be paid by workers' compensation. Workers' compensation disability pay is based upon your average weekly wage at the time of injury. Employees receive 2/3 (66.66%) of their average weekly wage calculation up to the maximum benefit allowed by Colorado law.

Reduction of Benefits

You should be aware of circumstances that could result in a 50% reduction of compensation benefits:

- Failure to use Company supplied personal protective equipment as trained;
- Failure to obey safety rules or regulations;
- Evidence or admittance of drug or alcohol use by the employee

Key to the Rockies
Benefit Summary for Managerial and
Year Round Administrative Staff

HEALTH INSURANCE

Key to the Rockies will provide group health insurance to full time employees (> 32 hours/week) starting the first day of the month following the completion of their 90 day trial period. Key to the Rockies agrees to pay one-half of the premiums for all eligible employees. If an employee opts for insurance coverage outside of the policy provided by Key to the Rockies, Key to the Rockies will pay the lesser of: 1) one-half of the premium amount the employee would have qualified for on the KTTR policy or; 2) one-half of the premium paid by the employee for a policy outside of KTTR. The employee will be obligated to show coverage on an annual basis to be entitled to partial premium reimbursement.

KEY TO THE ROCKIES SAVINGS PLAN

Key to the Rockies offers to eligible employees, a Retirement Plan that allows you to contribute pre-tax funds into an account to which the Company may also contribute. Employees are eligible to participate in the company sponsored retirement plan after completing one year of continuous full time service.

VACATION

Vacation time is available to those employees who have completed 12 months in a full-time position for Key to the Rockies. Consecutive winter seasons are necessary to count toward length of service. After 12 months of full-time qualified service, employees are eligible for 80 hours of vacation pay.

Vacation Schedule:

<u>Length of Service</u>	<u>Vacation hours/year</u>
1 through 12 months	0 hours
2 through 5 years	80 hours
6 through 15 years	120 hours
16 years or more	160 hours

All vacation time needs to be scheduled through and approved in advance by your supervisor. Seasonal demands and events may force the General Manager to deny vacation requests for certain times. Vacation pay is not a bonus; vacation days need to be taken in order to receive payment. Vacation hours are paid at the current rate of pay. When an employee leaves the company, the employee forfeits any unused vacation pay.

Vacation hours may accrue from one year to the next but shall not exceed 160 hours. Any vacation hours accrued over 160 hours will be forfeit.

PAID PERSONAL DAYS

Paid personal days are available to full time employees only. You must accrue at least 8 hours before the first personal day can be taken.

Personal days can be used for sick days and pre-arranged paid time off (subject to managerial approval). Personal days accrue at a rate of 4 hours per month for a maximum of 48 hours per year.

Year-round employees who have unused personal days on December 31st of the calendar year shall forfeit those unused personal days.

Advance approval from your manager is required prior to taking personal days. When using personal days for illness, you must also properly notify your Supervisor of your absence in advance. All personal days are subject to managerial approval.

EMPLOYEE SKI PASSES

Full and qualified part-time employees may receive a complimentary ski pass. All ski passes must be returned to the Company upon termination. Failure to return your employee pass will result in a deduction from your final paycheck as permitted by law. The employee ski pass is provided as a value added benefit and as an incentive to fulfill employment through the winter ski season. If you voluntarily quit the company or change to part-time status from full-time status, the total cost of the pass will be charged back to you on a per diem basis and deducted from your paycheck as permitted by law.

Employees are expected to read and abide by the terms set forth in this Employee Handbook and on the pass application forms. Failure to comply with or willful disregard of these terms will not be tolerated.

MEDICAL AND FAMILY LEAVE

For eligible employees, Key to the Rockies grants unpaid leaves of absence for the following reasons:

Medical Leaves

- Employee's serious health condition or pregnancy disability.

Family Leaves

- Father's attendance at birth of child.
- Parents care of newborn, if complete within twelve (12) months following birth of child.
- Placement of a child with employee for adoption or foster care.
- Serious health condition of employee's child under 18 years, or older child if disabled.
- Serious health condition of employee's spouse or parent.

To be eligible for family and/or medical leave, an employee must be employed at least 12 months and have worked at least 1,250 hours during the 12 months preceding the commencement of Leave.

Whenever possible, you must notify the General Manager at least 30 days prior to the leave, so the Company can arrange for the necessary approval and find someone to perform your work during your absence. Requests for leaves should be made in writing to your Supervisor or the General Manager, stating the reason for the leave, the starting date and the planned date for return to work. If the leave is foreseeable based on a planned medical leave, the employee must make a reasonable effort to schedule treatment so not to unduly disrupt Company operations. Appropriate certification for any serious health conditions is also required. The Company may require a second medical opinion at the Company's expense. Documentation confirming family relationship, adoption or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the Company's attendance policy. The maximum time allowed for family and/or medical leave is a total of 12 weeks in the 12-month period as defined by Key to the Rockies. Key to the Rockies uses the 12-month period measured forward from the first day of an employee's leave. Although most leaves would be taken in a single block of time, intermittent leaves or reduced leave schedules also may be granted, where medically required, or in cases where both Key to the Rockies and the employee agree.

Employees taking intermittent leave or reduced schedules may be required to reimburse Key to the Rockies for payment of insurance premiums during the family and/or medical leave.

If an employee is currently covered by the Company's medical insurance, these benefits continue for employees on FMLA leave. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able, but does not return to work after the expiration of the leave, the employee will be required to reimburse Key to the Rockies for payment of insurance premiums during the family and/or medical leave.

Any accumulated vacation or paid personal days must be used as part of and concurrently with family or medical leave. A family or medical leave of absence is without pay when earned paid leaves are exhausted. As with other types of unpaid leaves, vacation and personal leave will not accrue during the unpaid leave. Employer's jury duty pay is not granted on unpaid leave. However, employment benefits accrued by the employee up to the day on which the family or medical leave of absence begins is not lost.

Employees on leave must contact their immediate supervisor at least two days before their first day of return. If the leave is for an employee's own serious health condition, the employee must bring medical certification verifying ability to return to work. Failure to return to work on the day after the expiration of leave will result in termination of employment.

MILITARY LEAVE

Key to the Rockies complies with all applicable laws governing leaves for military service. Employees are granted a leave of absence without pay for active duty in any branch of the US military service and for military training for members of the reserve or National Guard. Employees must provide written notice of anticipated military service leave to their Supervisor and the General Manager as soon as notified by the military of impending service requirements. If the employee is covered under Key to the Rockies sponsored health plan, they should contact the Benefits Administrator to insure continued coverage while on leave.

Upon returning to Key to the Rockies after satisfactory completion of military service, he/she will be re-employed in accordance with the Federal Law governing veterans' reinstatement. Such a leave of absence will not constitute an interruption of employment.

Should an employee be eligible for and wish to use any accrued and/or paid personal time for military leave, they may voluntarily do so if a request is made in writing to their supervisor and the General Manager.

JURY DUTY

Employees receive necessary time off for Jury Duty. When summoned, the employee must provide their immediate supervisor with a copy of the official notice to report for jury duty. You are expected to return to work within a reasonable time after you are excused from jury duty during your regular working hours. The employee's time should be submitted as jury duty on the employee's time record and the jury duty form received from the county clerk attached to the time record.

All employees who are on jury duty will be paid the lesser of their usual wages or \$50 per day for each of the first three days of jury duty.

VOTING LEAVE

Key to the Rockies complies with applicable laws regarding registered voters' right to vote. During each state and national election, each employee who is (1) registered voter for that election and (2) whose work schedule on an election day means the employee will not have at least three hours outside of work to vote in that election is allowed up to two hours of paid time on Election Day to vote. Employees are encouraged to vote before or after work, but, if it necessary to use work time, the time to vote must be taken at the beginning or the end of the work day. Employees should give their supervisors as much advance notice as possible if they will miss any work time to vote.

**ACKNOWLEDGEMENT ABOUT
KEY TO THE ROCKIES EMPLOYEE HANDBOOK**

I have received a copy of the 2007 Key to the Rockies (KTTR) Employee Handbook, and have read and understand the personnel policies contained therein. Should I have any questions regarding these benefits and policies, I understand that I am encouraged to discuss them with my supervisor.

This Handbook is intended only to set forth the general policies, benefits and procedures of KTTR at the time of publication. I understand that KTTR may in its sole discretion change, modify, delete or discontinue any an all provisions in the Handbook at any time without notice to employees or other persons except for KTTR's at will employment policy. The final interpretation of any specific provision contained in this Handbook is governed by the parameters established by KTTR, or the terms provided in the specific benefits contract of policy.

I HAVE ENTERED INTO MY EMPLOYMENT RELATIONSHIP WITH KTTR VOLUNTARILY AND FOR NO SPECIFIC LENGTH OF TIME. I ACKNOWLEDGE THAT THESE PERSONNEL POLICIES ARE NOT A CONTRACT OF EMPLOYMENT AND THAT MY EMPLOYMENT IS AT-WILL, SO EITHER KTTR OR I MAY TERMINATE MY EMPLOYMENT WITH OR WITHOUT CAUSE AT ANY TIME, AND WITHOUT ADVANCE NOTICE, PROCEDURE OR FORMALITY. THIS AT-WILL EMPLOYMENT RELATIONSHIP MAY ONLY BE MODIFIED IN WRITING SIGNED BY THE VESTRY.

Employee Signature

Witness

Employee Name (Please Print)

Date