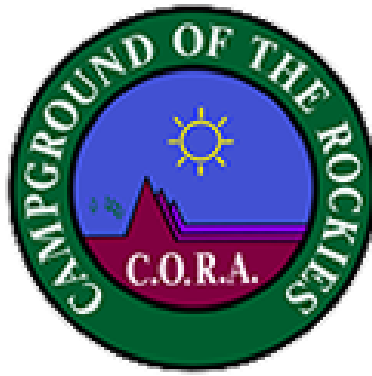


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# EMPLOYEE HANDBOOK



October 2024

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## **IMPORTANT**

THIS HANDBOOK CAN ACQUAINT YOU WITH CAMPGROUND OF THE ROCKIES 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 COMPANY'S GUIDELINES.

THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.

EMPLOYMENT WITH CAMPGROUND OF THE ROCKIES IS AT WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE COMPANY WITH OR WITHOUT ADVANCE NOTICE, FOR ANY REASON. THE COMPANY 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 THE COMPANY HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, ENTITLED EMPLOYMENT AGREEMENT SIGNED BY THE BOARD OF DIRECTORS PRESIDENT AND THE EMPLOYEE.

NO EMPLOYEE HANDBOOK CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE HANDBOOK, IF YOU HAVE QUESTIONS, PLEASE TALK WITH YOUR MANAGER OR THE BOARD PRESIDENT. IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK. EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE COMPANY RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

## **EMPLOYMENT**

### **Equal Employment Opportunity (EEO)**

Campground of the Rockies (“CORA”) 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 (including race-based hair traits), sex, color, religion, national origin, disability, genetic information, creed, ancestry, marital status, sexual orientation, gender identity or expression, transgendered status, or any other status protected by state or local law. This prohibition includes unlawful harassment based on any of these protected classes.

In general, harassment is any act directed at an individual or group of individuals because of that individual's or group's actual or perceived protected characteristic, and that is both subjectively offensive to the individual alleging harassment and objectively offensive to a reasonable individual who is a member of the same protected characteristic. Conduct or communication constitutes harassment in violation of this policy if: a.) Submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual’s employment; or b.) Submission to, objection to, or rejection of the conduct or communication is used as a basis for employment decisions affecting the individual; or c.) The conduct or communication has the purpose or effect of unreasonably interfering with the individual’s work performance or creating an intimidating, hostile, or offensive working environment.

This policy applies to all employees, including managers, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

CORA will provide reasonable accommodations for qualified individuals with known disabilities and pregnant employees unless doing so would result in an undue hardship to the Company or pose a direct threat to the Employee(s). CORA will also attempt to accommodate Employees’ scheduling of religious observances where there is a conflict with work hours. Employees needing such accommodation need to contact their Supervisor. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

CORA prohibits retaliation against any employee for filing a good faith 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 EEO/Sexual Harassment Complaint Procedure policy.

## **Sexual Harassment**

CORA strongly opposes 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.
- 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 business-like manner at all times including traveling for business, customer locations and company sponsored events or parties. 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, notes, letters, e-mail, text messages;
- 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.

## **EEO/Sexual Harassment Complaint Procedure**

If you believe there has been a violation of the EEO policy or harassment, including sexual harassment, please use the following complaint procedure. CORA expects employees to make a timely complaint to enable the company to promptly investigate and correct any behavior that may be in violation of this policy.

Report the incident to your manager or the Board President and the Company will promptly investigate the matter and take appropriate corrective action. Your complaint will be kept as confidential as practicable.

If CORA 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.

CORA 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.

## **Employee Status**

**Full-time Employee** - An employee who is normally scheduled to work at least 40 hours per week. Full-time employees are currently eligible for company benefits as outlined in this handbook.

**Part-time Employee** - An employee who is normally scheduled to work less than a 40-hour work week.

**Temporary Employee** - An employee who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Temporary employees are not eligible for participation in company benefits.

**Exempt Employee** - An employee who is not normally eligible for overtime pay and is paid a salary.

**Non-exempt Employee** - An employee eligible for overtime pay. Non-exempt/ hourly paid employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of 40 hours per workweek, 12 hours in a day or 12 consecutive hours excluding unpaid duty-free mealtimes.

## **Alcohol and Drugs**

The Company is committed to a safe, healthy and productive work environment for all employees, free from the effects of illegal or non-prescribed drugs and alcoholic beverages. The possession, use, purchase and sale of federally controlled substances or alcohol on Company premises, customer worksites, in company vehicles or during Company time is strictly prohibited. Furthermore, working after the use of alcohol or a federally controlled substance or abuse of any other substance which might impair the ability of the employee is prohibited.

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job.

CORA will not tolerate employees who report for duty or are on duty while under the influence of alcohol or drugs. All employees should report evidence of alcohol or drug use to their supervisor or the Board President immediately. In cases in which the use of alcohol or drugs

creates an imminent threat to the safety of persons or property, employees are required by CORA to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

### **Anti-Violence**

CORA's goal is to maintain a work environment free from intimidation, threats, or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, bullying, arson, sabotage, use of weapons, carrying weapons onto CORA or CORA client property, or any other act, which in management's opinion, is inappropriate to the workplace. In addition, bizarre or offensive comments regarding violent events and/or behavior are not tolerated.

Employees should immediately report any such occurrences to their manager or the Board President. CORA will promptly investigate complaints. When employees are found to have engaged in the above conduct, management will take action they believe is appropriate.

Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

### **Attendance and Punctuality**

Regardless of your position with CORA, your punctuality and regular attendance are essential for the efficient operation of the business.

If you are going to be absent or late, let your manager know as soon as possible before the start of your shift. Leaving messages with other employees is not acceptable.

Failure to call in when absent for three (3) consecutive days will result in termination of employment.

### **Computers, Internet, Email, Cell Phone, and Voicemail**

Employees are responsible, in part, for the ongoing integrity of the Company's computer, email, and voicemail systems. These systems are property of the Company and intended for business use. Using these systems to view, transmit, or store inappropriate materials is prohibited. Therefore, the Company may access and monitor any computer files, use of software, internet usage, email, and voicemail at any time. Your use of the Company's resources constitutes your consent to have such use monitored by the Company at its discretion. The Company assigns employee passwords on all Company equipment and programs paid for by the Company. Employees should not assume that such files are confidential or are not accessed by the Company. Employees should not expect privacy regarding their use of the Company computers, phones, radios, email, Company cell phones, network, or systems. However, other than managing employees acting on behalf of the

Company, employees should not attempt to gain access to another employee's computer, Internet files, email, or voicemail without that employee's electronic (email) permission.

All information regarding access to the Company computer resources, such as user identifications, IP addresses, access codes, and passwords, are confidential information of the Company and may not be disclosed to non-Company personnel.

- **Computers** – Take the utmost care of the Company issued computers and the information stored on them. No one other than the employee may use the Company computers at any time.
- **Email** – Because the Company provides an email system to employees to help them with their job performance, it should be used for official Company business only. Incidental and occasional personal use of email is permitted. However, employees should be aware that these messages will be treated the same as business messages and subject to review at any time without notice. Also, employees cannot control where their messages will ultimately land. For example, a message meant for one person can be mistakenly sent to the wrong individual(s), or the message can be forwarded to unintended recipients. In addition, deleted emails may be stored elsewhere on the system. Employees should use discretion when sending emails. Do not write anything in an email message that is inappropriate to say to others face-to-face. Employees should not use their Company email address as the contact email for any social networking sites.
- **Personal Use of the Internet** – Internet use disrupts the operation of the network or the networks of other users; as such, the Internet is for business use only. The Company prohibits the streaming of sporting events, bidding, gambling, and other non-work-related Internet content during working hours.
- **Unauthorized Use** – Employees are not permitted to visit websites or send electronic mail that contains ethnic slurs, racial epithets, sexual content, or anything that may be construed as harassment or disparagement of others based on their sex, race, national origin, age, disability, religion, genetic information, creed, ancestry, sexual orientation, gender identity or expression, transgender status, or any other status protected by state or local law. In addition, employees shall not use the Company's computer or other resources for visiting inappropriate websites (hate groups, gaming, etc.), conducting illegal activities, sending or posting threatening messages, stealing or copying electronic or paper files without permission, sending or posting threatening messages or racial and/or sexually harassing or sexually suggestive messages, transmitting confidential, proprietary, or client-related information to unauthorized individuals, downloading or copying works of others in a manner that constitutes infringement under copyright laws, or conducting CORA business ventures for personal gain.
- **Voicemail** – Employees are responsible for ensuring their voicemail messages are reviewed in a timely fashion. When employees plan to be absent for one or more days, they must change their voicemail greeting to reflect their dates of absence, expected return, and alternative contact information.
- **Personal Cell Phone Use** - Employees are permitted to use their personal cell phones during business hours, so long as it does not impact their work or performance. However,

the Company prohibits streaming sporting events, bidding, and gambling during working hours.

- **Social Media** - The Company encourages a common-sense approach to social media by using sound judgment and being mindful that social media users may associate you with the Company. For that reason, it is always best to “pause before you post” to ensure that your message or the sharing of others’ opinions does not jeopardize your employment or the Company’s reputation.

### General Guidelines

- **Be responsible:** You are personally responsible for the content you publish online, whether on a blog, social networking site, or another form of user-generated content. Consider the impact of your comments before publishing, and remember you cannot control who reads or shares a post to a wider audience.
- **Follow the rules:** Respect and adhere to all applicable laws and regulations, including those concerning anti-discrimination/anti-harassment, copyright, trademarks, fair use, rights of publicity and privacy, and data protection. Also, comply with other applicable rules, such as terms of use for public platforms such as Facebook, Twitter, Instagram, Google+, Pinterest, etc.
- **Separate personal and business identity:** Your personal messages are to be clear that you are not speaking on behalf of the Company. Avoid posting content that could appear to be confused as the Company's official messaging.
- **Respect your audience:** Exercise discretion, thoughtfulness, and respect for your colleagues, business associates, and our clients. Your comments must avoid obscene, malicious, threatening, confidential, private, abusive, or discriminatory material.
- **Representation:** Only the Company is authorized to post on our social media platforms or respond to any media inquiries.

### Confidential Information

As an employee of CORA, you will have access to confidential information of the company and our clients. This means any information that is not generally known to or accessible by the public.

Disclosure of confidential information might seriously damage CORA’s competitive position and therefore such action will not be tolerated. This non-disclosure applies during and after your employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the company and must be returned to CORA on demand.

## **Conflict of Interest**

CORA requires that you protect company information and avoid CORA activities or relationships, which do or could adversely influence your decisions or actions on the job.

Examples of conflict of interest: serving as a board member or director of a competing firm, moonlighting for a competitor, holding financial interest in a competing Company or being self-employed in an occupation, which competes with CORA; or ownership, partnership or personal involvement in supplier companies or distribution outlets related to company business.

Conflict-of-interest situations should be avoided. If you have any question whether a situation is a conflict of interest, discuss the matter with the Board President.

## **Discipline/Discharge**

Occasionally, performance or other behavior falls short of CORA standards and/or expectations. When this occurs, management takes action that, in its opinion, seems appropriate.

Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

## **Dress Code**

At CORA, personal appearance, hygiene, and attire are very important. A professional image must be maintained to instill confidence in the minds of each other and our clients. This is a component of CORA's success. Your appearance should be consistent with good hygiene, safety, and an accepted definition of appropriate business attire.

CORA is generally a business casual environment. Keep this intent in mind when attempting something not specifically stated below.

- Jeans, khakis, slacks.
- If wearing shorts, they are to be slack material shorts in good condition.
- No excessive tears/rips if in jeans. No tears/rips if slacks
- NO sweatpants, gym shorts, or joggers
- Closed-toed shoes MUST be worn at all times during work hours
- 

If you are not sure about the appropriateness of something, ask your supervisor BEFORE wearing it.

## Driving Safety

Employees must recognize they represent CORA when they are driving in the community. Because we are concerned for your safety, you are expected to abide by traffic regulations and to drive with care and caution at all times. **Additionally, all company vehicles must be on CORA property by 5:00pm. Any use of company vehicle after 5:00pm must be reported to your supervisor indicating the reason why.**

Any suspension or loss of driving privileges must be reported to the Board President immediately.

Reckless or unsafe driving, including texting while driving of Company equipment or personal vehicles on Company business will not be tolerated.

CORA occasionally requires driving of personal vehicles for CORA business. To compensate for the related costs and expenses of using a personal vehicle, CORA will reimburse employees per IRS mileage Guidelines. Mileage will be tracked by the employee who will submit a mileage report with mileage and destinations included when they submit their time worked.

Acceptable driving records are required of any employee who drives a company vehicle or their personal vehicle for company business.

**CORA occasionally requires driving personal vehicles. However, proof of insurance must be provided prior to use of a personal vehicle for CORA related purposes.**

## Honesty and Theft

CORA values honest and ethical business practices. Any theft of the Company's products, equipment or services will not be tolerated. This includes unauthorized distribution of products or services at "no charge" or at a discount not authorized by management.

The Company will not tolerate falsifying or misrepresenting any information including, but not limited to, time worked, expense reports, check requests, invoices and insurance claims.

## Expenses

The CORA company credit cards are for business-related expenses. The employee is responsible for retaining all receipts pertaining to any expenses. Contact the Board President as soon as you realize there are any mistakes with your credit card charges.

Should an employee deliberately charge personal items to the company card, and fail to bring those charges to the Company's attention, it will result in the termination of employment. In addition to termination, the employee may face criminal charges for theft.

## **Paydays**

Employees are paid on the 1<sup>st</sup> and the 15<sup>th</sup> of each month. Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans and individual savings plans may be arranged through the Board President.

Employees will also be subject to a payroll deduction in the amount of 0.45% of employee wages for the required FAMILI (Colorado Family and Medical Leave Insurance) program premiums.

If you have questions about deductions from your pay, if you believe you have been subject to any improper deductions, or if your pay does not accurately reflect your hours worked, please contact the Board President within one week of receiving the paycheck. Every report will be fully investigated, and CORA will make every effort to ensure that you receive the pay to which you are entitled. The Company will not allow any form of retaliation against individuals who make good faith reports of alleged violations of this policy, or who cooperate in investigation of such reports, even if the reports do not reveal any errors or wrongdoing.

## **Time Reporting**

All CORA hourly paid employees must record work hours, holiday, sick time and vacation time worked on a daily basis on the company provided timesheet, via a time report from a Board-approved time-clock act, or as otherwise directed by the Board.

Hourly employees' pay calculations are based on their recorded time. An unpaid duty-free mealtime of at least 30 minutes per work shift that exceeds 5 hours is required for all hourly employees. This lunch period to be recorded on the time sheet. Should you need to work through lunch you must get management approval.

There is no rounding of time clock hours.

All employees who are paid on an hourly basis are required to take one 10-minute break during the first half of their shift and one 10-minute break during the second half of their shift as their workload permits. Employees are paid for these breaks.

Employees are prohibited from performing any work on behalf of the Company while off the clock. All hours worked by an employee must be recorded and be compensated.

## **Overtime**

From time to time, you may be required to work overtime. In these instances, you are given as much advance notice as practical.

Non-exempt employees are paid at the rate of one and one-half (1 1/2) times their regular hourly rate for hours worked in excess of 40 during the established workweek, 12 hours per workday, or 12 consecutive hours (excluding duty-free meal periods). The established workweek begins at 12:01 a.m. on Sunday and ends at 12:00 midnight on Saturday.

## **Problem Solving**

If you have a problem or just a topic you would like to discuss with the management, you are welcome to do that. Just indicate if the visit needs to be held in private. By discussing your concerns openly, we can prevent little problems from becoming bigger ones.

## **Safety/Reporting of Injury**

CORA is committed to a safe work environment for all employees. Report any unsafe practices or conditions in writing to a member of the Board President. CORA prohibits retaliation against anyone who makes a good faith complaint of unsafe practices or conditions.

Employees who are injured on the job are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify their supervisor immediately so that the Company can transport the employee to get the proper medical attention, conduct a root cause investigation into the incident and notify the workers' compensation insurance carrier as soon as possible.

CORA's designated medical providers are:

HRRMC Buena Vista Health Center  
28374 County Road 317  
Buena Vista, CO 81211  
719-395-9048

St. Vincent Family Health Center  
822 W 4<sup>th</sup> Street  
Leadville, CO 80461  
719-486-1264

CCOM FriscoP  
68 School Road Ste 200  
Frisco, CO 80443  
970-668-2510

St. Vincent Health Center  
735 US Hwy 24 South  
Leadville, CO 80461  
719-486-0230

## **Smoking**

It is our objective to provide a smoke-free environment. Employees may smoke outside so long as they are not within 15 feet of any building entrance. Smoking is prohibited in all areas of the building and CORA vehicle. This restriction applies to all employees and visitors at all times, including non-business hours.

## **Termination of Employment**

If you decide to leave CORA, we request that you give two weeks' notice in writing. After you give notice, arrangements can be made for payment of your final paycheck and other benefits as applicable. On or before your last day of work, all company property must be returned to CORA and all debts settled.

## **EMPLOYEE BENEFITS**

### **Paid Time Off (PTO)**

The Company's Vacation Program allows full-time employees more flexibility to use their paid time away from their job to meet their personal needs. Vacation is accrued starting the first day of employment. Temporary seasonal and part-time workers are not eligible for CORA's Vacation Program.

The amount of potential vacation time accrued is based on years of service, as shown in the schedule below:

<u>Years of Service</u>	<u>Annual Max (FT)</u>	<u>FT Carryover Cap</u>	<u>Accrual Rate/Months of Service*</u>
Hire to 4 years	10 days	15 days	0.04 hours per hour worked up to 10 calendar days
After 4 years	15 days	20 days	0.06 hours per hour worked up to 15 calendar days

\*Months of service must be uninterrupted.

Employees can carry over accrued but unused vacation into the next year until reaching the cap. Once this cap is reached, additional vacation will not be accrued until some of the accumulated vacation is used and the balance drops below the cap.

For example, Sally can accrue up to 15 vacation days a year. On December 31, she has only used 13 days. Sally can carry over 2 of those days to the following calendar year. In the next calendar year, Sally starts the year with 2 days of vacation and will accrue 15 vacation days over the course of the year (15 days accumulated over the year + the 2 days she carried over) resulting in her having 17 vacation days that year.

Another example, Steve can accrue up to 20 vacation days a year. On December 31, he has only used 1 day of vacation. Steve will start the new year with 19 days of vacation but will be limited in what vacation he can accrue that year – only up to the cap.. Once Steve uses some vacation and drops below the cap, he will accrue more vacation in that year.

Vacation should be scheduled to interfere as little as possible with the normal operation of the business and to avoid excessive workloads for other employees during peak periods. Multiple employee vacation requests over the same period may not be accepted and evaluated on a case-by-case basis.

Time off requests should be submitted to the employee's manager via text. Please submit your requests for vacation at least 14 days in advance for vacation.

Paid days off are paid at the employees' base pay rate at the time of absence. They do not include overtime or any special forms of compensation. Vacation will not be counted in the computation of overtime. Should the employee use more vacation than they have accrued, any overages will be deducted from their final paycheck.

## **Paid Sick Time**

The Company provides eligible employees one (1) hour of paid sick leave (PSL) for every thirty (30) hours worked, up to 48 hours per year. Eligible employees can use up to 48 hours of paid sick leave per year. Up to 48 hours of accrued but unused sick time may be carried over into the following year. Paid sick leave begins accruing on January 1, or on your first day of employment, whichever is later. **Sick leave can only be used once it is accrued.**

Sick leave can be used for:

- employees' mental or physical illnesses, need for diagnosis or treatment, or preventative care;
- caring for sick family members (defined as a person who is related by blood, marriage, civil union, or adoption; a child to whom the employee stands in loco parentis or a person who stood in loco parentis to the employee when the employee was a minor; or a person for whom the employee is responsible for providing or arranging health-or safety-related care) requiring diagnosis, treatment, or preventative care;
- victims of domestic violence, harassment, or sexual abuse or need to assist family members who are victims of such conduct, and seek medical attention or counseling relating to such abuse; or
- instances where a public health official has ordered the closure of the employee's place of business or the employee's child's school or place of care due to a public health emergency and the employee must therefore provide care to the child;
- grieve, attend funeral services or a memorial, or address financial and legal matters that arise after the death of a family member;
- care for a family member whose school or place of care has been closed due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the closure of the family member's school or place of care; or
- evacuate the employee's residence due to inclement weather, loss of power, loss of heating, loss of water, or other unexpected occurrence or event that results in the need to evacuate the employee's residence.

Notify your supervisor of the need for paid sick leave under this section as soon as practicable when the need for paid sick leave is foreseeable. Employees may use paid sick leave in hourly increments.

For absences longer than four consecutive days (except public health emergency leave), you may be required to provide supporting documentation from your doctor.

The Company provides additional paid sick leave when a public health emergency is declared. In that case, an employee's accrued paid sick leave will be supplemented so that an employee may take the following amounts of paid sick leave for eligible reasons:

For employees who normally work forty or more hours in a week, at least eighty hours;

For employees who normally work fewer than forty hours in a week, at least the greater of either the amount of time the employee is scheduled to work in a fourteen-day period or the amount of time the employee actually works on average in a fourteen-day period.

Employees may use paid sick leave until four weeks after the official termination or suspension of the public health emergency.

Emergency Paid Sick Leave can be used only for:

- An employee needs to self-isolate and care for oneself or a family member because the employee: is diagnosed with or experiencing symptoms of a communicable illness that is the cause of a public health emergency; is seeking or obtaining preventative care, medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- An employee needs to care for a family member who is diagnosed with or experiencing symptoms of a communicable illness that is the cause of a public health emergency; is seeking or obtaining preventative care, medical diagnosis, care, or treatment if experiencing symptoms of a communicable illness that is the cause of a public health emergency;
- A determination made by the controlling local, state, or federal public official or health authority or employee's employer that the employee's presence on the job or in the community would jeopardize the health of others because of the employee's exposure to the communicable illness or because the employee is exhibiting symptoms of the communicable illness, regardless of whether the employee has been diagnosed with the communicable illness
- A determination made by controlling local, state, or federal public official or health authority or the family member's employer that the family member's presence on the job or in the community would jeopardize the health of others because of the family member's exposure to the communicable illness or because the family member is exhibiting symptoms of the communicable illness, regardless of whether the family member has been diagnosed with the communicable illness;
- Care of a child or other family member when the individual's childcare provider is unavailable due to a public health emergency, or if the child's or family member's school or place of care has been closed by a local, state, or federal public official or at the discretion of the school or place of care due to a public health emergency, including if a school or place of care is physically closed but providing instruction remotely
- An employee's inability to work because the employee has a health condition that may increase susceptibility to or risk of a communicable illness that is the cause of the public health emergency.

You are only eligible for paid sick leave in the amount described above once during the entirety of a public health emergency, even if such public health emergency is amended, extended, restated, or prolonged.

Sick time is not considered hours worked for the calculation of overtime. Unused sick leave is not paid out upon termination of employment.

## **Holidays**

The Company currently observes the following holidays as days off with pay:

- New Year's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve Day
- Christmas Day

When a holiday falls on a Saturday, it is observed on the preceding Friday. When the holiday falls on a Sunday, the following Monday is observed.

Holiday time is counted as hours worked in the computation of overtime. Full-time employees receive holiday pay at their regular rate of pay. If a part-time employee is regularly scheduled to work on a day that falls on a holiday, or has a precedent of working on that day, that employee will be paid for the hours he or she regularly works.

## **Family and Medical Leave Insurance Program (FAMLI)**

The Company participates in the Family and Medical Leave Insurance Program (FAMLI). Under this program Colorado employees who have a qualifying condition and who earned \$2,500 over the previous year for work performed in Colorado may be eligible for paid family and medical leave benefit

The qualifying conditions for paid family and medical leave are:

- Caring for a new child during the first year after the birth, adoption, or foster care placement of that child.
- Caring for a family member with a serious health condition.
- Caring for your own serious health condition.
- Making arrangements for a family member's military deployment.
- Obtaining safe housing, care, and/or legal assistance in response to domestic violence, stalking, sexual assault, or sexual abuse.

Covered employees are entitled to up to 12 weeks of paid family and medical leave per year. Individuals with serious health conditions caused by pregnancy complications or childbirth complications are entitled to up to 4 more weeks of paid family and medical leave per year for a total of 16 weeks.

Leave may be taken continuously, intermittently, or in the form of a reduced schedule. Employees are required to provide as much advance notice as possible for FAMLI leave. 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.

Employees may use any accrued sick or vacation time before or during when their FAMLI benefit payments begin. The Company will allow the use of accrued and unused vacation time to top off the FAMLI benefit payments allowing the employee to receive a full wage replacement while on leave. If vacation time is used to supplement FAMLI leave, the total amount paid from both sources may not exceed the employee's average weekly wage.

This program is administered through the State of Colorado. Employees may apply for FAMLI benefits by submitting an application, along with required documentation, directly to the FAMLI Division. <https://famli.colorado.gov>

Employees shall make a reasonable effort to schedule paid family and medical leave under so as not to unduly disrupt the operations of the Company. In any case in which the necessity for leave is foreseeable, an employee shall provide notice at 30 days' before the date the leave is to begin. If the necessity for leave is not foreseeable or providing 30 days' notice is not possible, the individual shall provide the notice as soon as practicable.

Applications may be submitted in advance of the absence from work, and in some circumstances, they may be submitted after the absence has begun. Approved applications will be paid by the FAMLI Division within two weeks after the claim is properly filed, and every two weeks thereafter for the duration of the approved leave.

During a FAMLI leave the employee will remain on the Company's health care benefits and will be responsible for paying for those benefits in the same amounts as before the leave began. Any employee who has worked for the Company for at least 180 days is entitled to return to the same position, or an equivalent position, upon their return from FAMLI leave.

## **Jury Duty**

The Company recognizes jury duty as a civic responsibility. When summoned for jury duty, you are granted leave to perform your duty as a juror. If you are excused from jury duty during your regular work hours, we expect you to report to work promptly.

You receive regular pay for the first three days of jury duty if you were scheduled to work and you submit a juror service certificate.

## **Military Leave**

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veteran's re-employment rights. Additionally, any member of the Colorado National Guard or any other component of the military forces of the state is entitled to a leave of absence from employment in order to receive military training with the United States armed forces for the equivalent of 3 weeks each year. The employee is entitled to use any paid leave available to the employee or to use unpaid leave for the employee's period of absence for military training.

## **Voting**

Voting is an important responsibility we all assume as citizens. CORA encourages you to exercise your voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for you to arrive late or leave work early to vote in any election, you should arrange with the Board President no later than the day prior to Election Day.

## **The COMPS Order (Colorado Overtime & Minimum Pay Standards) Notice** Effective 1/1/2025

### **Colorado Minimum Wage: \$14.81 per hour in 2025, updated yearly (COMPS Rule 3)**

- Must pay at least minimum wage for all time worked, whether by hour, salary, commission, piece rate, etc.
- Use the highest minimum wage applicable; ColoradoLaborLaw.gov lists all local minimum wages
- 15% lower is allowed for unemancipated minors — but not for some local minimum wages

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### **Overtime: 1½ regular rate after 40 weekly hours, or 12 daily or consecutive (Rule 4)**

- Can't give time off instead of overtime pay; can't average overtime and non-overtime weeks (or days)
- Agriculture: Overtime after 48 hours (56 at some highly seasonal sites); extra breaks and pay on long days

- Some (not all) jobs in health, ski, and heavy vehicles are partly or fully exempt (Rules 2.3-2.4)

### **Meal Periods: 30 minutes uninterrupted & duty-free, in shifts over 5 hours (Rule 5.1)**

- Can be unpaid only for employees completely relieved of duty, and allowed do personal activities
- If work doesn't allow uninterrupted meal periods: must allow eating on duty, on paid time
- As much as practical, meal periods must be at least 1 hour after starting shifts, and 1 hour before ending

### **Rest Periods: 10 minutes, paid, every 4 hours (Rule 5.2)**

# Work Hours:	Up to 2	>2, up to 6	>6, up to 10	>10, up to 14	>14, up to 18	>18, up to 22	>22
# Rest Periods:	0	1	2	3	4	5	6

- Need not be off-site, but must not include work, and should be in the middle of the 4 hours if practical
- Rest periods count as time worked, including for minimum wage and overtime
- Extra pay is owed for rest period time not authorized or permitted, including for employees not paid hourly
- Break rules differ for some agricultural work (Rule 2.3, & the Agricultural Labor Conditions Rules)

### **Deductions, Credits, Charges, & Withheld Pay (Rule 6, & Colorado Wage Act)**

- Final pay: Owed promptly (if a termination by employer) or at next pay date (if employee resigned)
- Unused vacation: Must pay to departing employees, even if fired for cause or resigned without notice
- Tip credit: Can lower hourly pay up to \$3.02 if tips (not service charges) aren't diverted to untipped staff
- Meals: Can charge cost or value (without profit) of voluntarily accepted meals
- Lodging: Can charge \$25-\$100 weekly (by housing type) if voluntary and primarily for employee benefit
- Uniforms: Can't charge or require deposits for special uniforms, special cleaning, or ordinary wear and tear

- Other deductions: Only for items in CRS 8-4-105; not for poor work, breakage, quitting without notice, etc.
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**Time Worked: All on-duty or on-premises time that must be paid (Rule 1.9)**

- Cleanup or setup (examples: put on or remove clothes, or gear, worn only at work)
  - Checking in or out (timeclock, security or safety screening, etc.), or waiting to do so
  - Receiving or sharing work information, or wait for tasks – but not just off-duty time on premises
  - Travel for employer benefit – but not normal commuting (Rule 1.9.2)
  - Sleep time required to be on-site – but not if lengthy and uninterrupted (Rule 1.9.3)
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**Exemptions from COMPS (Rule 2.2 lists all; highlights below)**

- Executive/supervisor, administrator, or professional: \$56,485 (updated yearly) in salary (not hourly pay)
  - Other high-level work: non-manual jobs paid 2¼ times the above salary; ½ owners who actively manage
  - Some (not all) salespeople, computer professionals, drivers, camp/outdoor ed staff, or property managers
  - Duties to pay wages, including most limits on deductions, still apply if exempt from COMPS
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**Employer Responsibilities (Rule 7)**

- Give employees pay statements (total pay, rate, tips, credits, and time worked), and keep for 3 years
  - Display this poster/notice where easily seen (or give to employees); also include in any handbook/manual
  - Use translations (available from this Division) of this poster/notice for employees with limited English
  - Not giving (or undercutting) posters or notices may disallow employer credits, deductions, or exemptions
  - Individuals with control over work may be liable for wages and violations, even at incorporated employers
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### **Complaint & Anti-Retaliation Rights (Rule 8)**

- File complaints in the Division or Court, or send the Division confidential tips
  - Retaliation, or actions interfering with rights, may yield fines or other consequences
  - Immigration status is irrelevant to these rights, and can't be used to interfere with rights
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## Acknowledgement of Receipt

I have received my copy of the Employee Handbook.

The employee handbook describes important information about CORA and I should let the Board President know if I have any questions not answered in the handbook. I have entered into my employment relationship with CORA voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or CORA can terminate the relationship at will, with or without cause, at any time.

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

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by CORA, and the company reserves the right to change my hours, wages and working conditions at any time.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at CORA is employment at will, which may be terminated at the will of either CORA or myself.

No representative of CORA, other than the Board President, has the authority to enter into an agreement of employment for any specified period and such agreement must be in writing, entitled employment agreement and signed by the Board President.

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

By signing this acknowledgment, I confirm that I understand all requirements of the handbook.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE NAME