The Corporation Of The Rocky Mountain Biological Laboratory At Gothic

PERSONNEL MANUAL
DATED October 1, 2024

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Revision History

April/May 2009 Board member Review
Updated January 1, 2011 (Update on Leave Policy)
Updated June 6, 2011 (General clean-up)
Updated April 2, 2012 (Clarification on Termination Notification, Paid Personal Leave, Housing Benefits for Seasonal Staff, Time cards)
Updated May 7, 2012 (add Evaluation Form to Bonus Policy)
Updated November 15, 2012 (Add Cost of Living Adjustment Calculation, update Unused Personal Leave Time, Gothic Cabin Use, and Bonus Policy and Evaluation
Updated January 30, 2013 (Added language in Use of RMBL Motor Vehicles, Setting Up for Payroll, Travel Reimbursement, RMBL Family Leave Time)
Updated January 8, 2014 (Added terminology in Employee Conduct: RMBL as Smoke Free Campus, Resignation for Full-Time Year round Employees; in Payroll Procedures: No-Tax Compensation; in Benefits: Non-cash benefits, Flexible Compensation plan, and Leave Policy,
Updated January 21, 2015: (Added language on Essential Housing under Benefits)
Updated February 3, 2016 (Updated the Benefits section)
Updated January 4, 2017 (Updated the Benefits section)
Updated March 22, 2018 (Updated the Non-Discrimination Policy, the use of electronic mail and computer systems and the resignation clause under Employee Conduct, group health plan language under Benefits; reimbursement clause under Work Related Expenditures, Worker's Compensation, and Paid Time Off policy)
Updated March 26, 2019 (Updated Employee Conduct – Resignation; Payroll Procedures; Benefits – Retirement, Meals/Housing/Station Fees/Parking; Paid time Off – Accrual of Comp Time)
Updated December 16, 2021 (Updated Group Health Plan – Contribution Amounts and Cafeteria Plan option)
Updated September 1, 2022 - (Updated Employee definitions, Group Health Plan – Contribution Amounts, Paid Family Leave, Paid Time Off, Comp Time, and Holidays, procedures for injury notification and medical providers, and compliance with state and local laws)
Updated July 8, 2023- Board approval of Paid Family Leave
Updated December 14, 2023 for changes to health care and retirement benefits
Updated March 24, 2025 for additional information on Salary Supplements

I. Introduction

The purpose of this manual is to establish and maintain a system of administration for the personnel functions of The Corporation of the Rocky Mountain Biological Laboratory at Gothic ("RMBL"). This manual is intended to be a management guidance tool. This manual is a summary of RMBL's general administrative procedures and is not all inclusive of RMBL's administrative procedures. This manual is provided for informational purposes only for RMBL management, RMBL employees, Contractors hired by RMBL, and Interns for RMBL. No provision or portion of this manual constitutes an implied or expressed contract, guarantee, or assurance of employment or a right to an employment related benefit, process or procedure. Nothing in this manual shall alter RMBL's authority to employ personnel at will.

RMBL reserves the right to change, modify, eliminate, or deviate from any policy, procedure, process or program in this manual at any time.

II. Non Discrimination Policy

1. Equal Employment Opportunity. RMBL 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, sexual orientation, political affiliation, or any other status which may be protected by law.

(a) Americans With Disabilities. RMBL policy expressly prohibits discriminatory hiring and personnel practices against qualified individuals with disabilities. Reasonable accommodation of known physical or mental limitations will be made, unless the accommodation would pose an undue hardship on RMBL.

Individuals will not be placed in positions where, with or without a reasonable accommodation, they create a direct threat to the safety or health of themselves or others. The determination that an individual poses a direct threat will be confirmed by an opinion in writing from an appropriate professional selected by RMBL.

(b) Harassment. RMBL strives to maintain a workplace free from all forms of harassment, including sexual harassment. Any employee who believes they have been subject to prohibited discrimination or harassment should immediately report the incident to their Supervisor, or the Executive Director or Board President, if needed.

(c) Diversity. RMBL is committed to a culture of inclusiveness. We provide services without regard to race, color, religion, national origin, gender, or sexual orientation. We encourage people with questions about logistics at our facility to reach out to us.

III. Definitions

The following are definitions of terms found throughout this Manual.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other alcohol including methyl and isopropyl alcohol.

Contractor: An individual or company, hired by RMBL as an independent contractor, to conduct specific services and who invoices RMBL for payment of such specific services. A Contractor shall not be regarded as an employee of RMBL; therefore, RMBL shall not be responsible for the payment of any employer taxes nor for any fringe benefits for the Contractor. Nevertheless, RMBL policies, Employee Conduct, Payroll Procedures and other provisions in this Manual which may be applicable, shall apply to Contractor.

Controlled Substances: Includes cocaine, marijuana, opiates, amphetamines and phencyclidine and any other substances determined by the United States or the State of Colorado to be illegal to possess or consume. Generally Controlled Substance(s) as used in this policy refers to an illegal drug or substance as defined in Title 18 of the Colorado Revised Statutes.

Drug: Any substance recognized as a drug in the official U.S. pharmacopoeia and national formulary or official homeopathic pharmacopoeia of the United States and/or any supplement to either of them; any substance intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease or other conditions in persons or animals; any substance other than a device or food intended to affect the structure or any function of the body of persons or other animals; or any substance intended for use as a component of any article specified in this paragraph.

Exempt Employee: An employee who is in a position designated as executive, administrative, or professional, and will not be subject to the overtime pay provisions of the Federal Fair Labor Standards Act and its regulations.

Hourly Employee: Any employee of RMBL who is paid on either an hourly basis or a twice-a-month basis, who is considered to be a Non-Exempt Employee according to FLSA regulations.

Intern: An individual selected by RMBL to participate in an educational program to receive practical research experience with RMBL. Although Intern is not regarded as a RMBL employee and therefore is excluded from the Fair Labor Standards Act and its regulations, RMBL policies, Employee Conduct, Payroll Procedures and other provisions in this Manual which may be applicable, shall apply to Intern.

Non-Exempt Employee: An employee who is not excluded from the overtime and/or minimum wage provisions of the Fair Labor Standards Act and its regulations.

Part-Time Employee: An employee who is regularly scheduled to work less than 40 hours per week throughout the calendar year,

Seasonal Employee: For the purpose of determining eligibility for RMBL retirement and healthcare benefits, Seasonal Employee is defined as an employee who is paid by RMBL to work only during the Seasonal Period which typically runs from early May to October.

Supported by an External Grant: If at least 75% of an employee's salary and benefits are paid by an external (i.e non-RMBL) grant, subcontract or subaward, then that employee will be defined as "supported by an external grant".

Supervisor: An employee of RMBL who is charged with the duty of overseeing the performance of certain assigned employees of RMBL as well as authorizing certain actions of such assigned employees.

Full-Time Employee: An employee regularly scheduled to work 40 hours per week, 50 weeks

Year-Round Employee: An employee scheduled to work throughout the calendar year, including hours scheduled outside the Seasonal Period. While a Year-Round Employee *may* have hours scheduled within the Seasonal Period, to qualify as a Year-Round Part Time Employee, such Employee *must* have hours scheduled outside of the Seasonal Period. If RMBL offers a salary supplement to offset the lack of benefits, such supplement will be pro-rated based upon the number of hours worked for the entire year, e.g., if an employee receives a salary supplement of $500/month and works 75% time, the employee will be eligible to receive 75% of the supplement or the equivalent of $375/month. RMBL reserves the right to adjust year-end salary to reflect any changes in actual hours worked.

IV. Employee Conduct

1. Attendance. All employees must report promptly for work in accordance with assigned shift and break schedules. Regardless of what position an employee holds, punctuality and regular attendance are essential to the effective operation of RMBL.

2. Physical/Mental Capacity To Perform Duties. A Supervisor, department head, or RMBL representative may request any employee to take a physical, including a Drug and/or Alcohol test, or psychological examination at any time when, in his/her judgment, such an examination may be necessary to determine the employee's fitness to safely perform duties for RMBL.

All such examinations shall be performed by medically licensed personnel selected by RMBL and shall be arranged and paid for by RMBL.

(a) Operation of Vehicles & Equipment. At no time will an employee operate a RMBL vehicle, a private vehicle used for RMBL business, or equipment, if the employee is or is reasonably suspected of being impaired by drugs and/or alcohol.

(b) Drug Free Workplace Policy. RMBL is a drug free workplace.

(i) Prohibited Conduct. The use, consumption, possession,

transaction, and/or sale of Alcohol, Drug(s) and/or Controlled Substances by any employee while working or assigned to work on RMBL property, while operating RMBL vehicles or equipment or while performing RMBL duties is prohibited.

(ii) Drug/Alcohol Testing. If an employee appears to be affected by or under the apparent influence of drugs and/or alcohol while in the workplace, the employee may be required to submit to Drug/Alcohol testing and if testing confirms the presence of drugs or alcohol, will be subject to disciplinary action up to and including termination. Refusal to submit to drug/alcohol testing will be considered an admission of guilt and will be cause for disciplinary action up to and including termination. Disciplinary action may include mandatory attendance in a counseling and/or treatment program. Failure to successfully complete the counseling and/or treatment program may be cause for further disciplinary action up to and including termination. If an employee is referred to counseling and/or a treatment program, they must sign a release form so that the employer can monitor the status of treatment.

(iii) Prescribed and Over the Counter Drugs. Excluded from the policy are prescribed drugs when used in the manner, combination and quantity intended, unless job performance could be affected. Employees who must use an over the counter or prescription drug that may affect their ability to perform work in a safe manner must notify their Supervisor prior to starting work. The Supervisor, after proper inquiry, will decide if the employee can remain at work and what work restrictions, if any, are deemed necessary.

(iv) Disciplinary Action. Any employee found in violation of this Drug Free Policy will be subject to disciplinary action up to and including termination for a first offense.

3. No Pets Allowed. Because of sensitive research, no employee shall allow or keep pets in Gothic at any time. Pets are not allowed in buildings. Furthermore, no pets are to be left in vehicles parked on RMBL property, except that vehicles with pets may be parked in the Visitor's Parking Lot. Any variance from this policy must be obtained in writing from the Executive Director.

4. Smoke Free Campus. The RMBL campus is smoke-free, and there is no smoking allowed within the RMBL fenceline. Smoking is allowed on the county road.

5. Disciplinary Action. An employee's conduct is a major factor affecting the health and growth of RMBL. When management finds an employee's performance to be unsatisfactory or an employee's conduct to be in violation of the policies in this manual, or unacceptable, disciplinary action may be taken. The RMBL Executive Director shall handle all disciplinary matters. The discipline may range from informal discussion with the employee to immediate dismissal, depending on RMBL's opinion of the seriousness of the situation. Any action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.

6. Reasons for Disciplinary Action. Reasons for disciplinary action shall include, but are not limited to: (a) Violation of a Personnel Rule; (b) Unsatisfactory performance (c) Neglect of duty; (wasting time on the job, loafing, abuse of break privileges, etc.); (d) Interference with department operations (interrupting the work of others, etc.); (e) Failure to perform

assigned duties in an efficient and effective manner; (f) Insubordination (refusal to follow directions, abusive behavior, etc.); (g) Discourtesy to the public or co-workers; (h) Illegal activity on the job or illegal activity that could harm RMBL's reputation or casts doubt on the employee's ability to perform the job effectively; (i) Failure to comply with job confidentiality standards; (j) Abuse of sick leave or other benefits granted by RMBL; (k) Working unauthorized overtime; (l) Falsification of records including but not limited to: employment applications, work records, timesheets, etc.; (m) Repeated tardiness or absenteeism; (n) Damage or misappropriation or failure to properly maintain or protect RMBL property, equipment, tools, or material; (o) Stealing, or negligent use of RMBL money or property; (p) Deliberate or careless conduct endangering the safety or well-being of self, co-workers or the public (q) Fighting or attempting to fight during working hours; (r) Being under the influence of alcohol or drugs while on duty; (s) Inducing or attempting to induce or allowing any employee to commit an unlawful act or to act in violation of this or other RMBL policies; (t) Misrepresentation of one's authority to the public; (u) Abusing one's authority to secure personal gain, benefits or favors; (v) Behavior inappropriate to one's position; (w) Covert acts intended to undermine established authority; (x) Harassment of co-workers or members of the public; (y) Dishonesty; (z) Absence from duty without authorization; and/or (aa) Any other violation prescribed by this manual.

7. Forms Of Disciplinary Action. Recognizing that circumstances vary widely in similar situations, RMBL retains the right to treat each lapse in performance, violation of policy or incident of misconduct on an individual basis without creating a binding precedent for other cases. Disciplinary action may include without limitation, counseling, training, warning, reprimand, leave, suspension, demotion, and/or dismissal. Any disciplinary action resulting in dismissal shall be a final decision.

8. Performance Evaluation. All Year-Round-Full-Time Employees of RMBL and all Supervisors of RMBL shall be subject to an annual performance evaluation.

(a) Evaluation Criterion. The subject employees will be evaluated on many different criteria including, but not limited to, the following:

(1) Quantity of work;
(2) Quality of work;
(3) Reporting habits;
(4) Following directions;
(5) Ability to cope with work situations;
(6) Personal relations with co-workers;
(7) Communication skills;
(8) Problem-solving skills; and
(9) Ability to work independently.

The employee and his/her Supervisor shall review the evaluation form during an evaluation meeting. Each shall sign the employee evaluation form. A copy of each evaluation form shall become a permanent entry in the employee's personnel file.

Any employee who receives an unsatisfactory evaluation may be placed on probation. Continued performance below the standards acceptable for employment shall be cause for demotion or dismissal.

9. Use of Electronic Mail and Computer Systems. RMBL's e-mail and computer systems are provided for and intended to be used primarily for RMBL's official business. RMBL's computer systems may be used for incidental personal use.

(a) No Expectation of Privacy. Employees should not assume that e-mail messages are confidential, as they are not. Employees shall have no expectation of privacy in e-mail created, stored, sent or received on any RMBL computer and/or electronic equipment.

(b) Property of RMBL. All computer files prepared with and/or stored on any RMBL computer and/or electronic equipment are the property of RMBL regardless of their physical location or the form in which they are maintained.

(c) RMBL Exclusive Rights. Employees must be aware that all e-mail is the property of RMBL and RMBL reserves the right to review and/or monitor any and all communications through the RMBL system. RMBL, without your approval or consent, may access, disclose, delete, and/or retain the contents of any e-mail message to and from the RMBL e-mail system and its users at any time and for any purpose whatsoever.

(d) Prohibited Conduct. The following conduct is prohibited in the use of the RMBL e-mail and computer systems:

(i) sending or forwarding emails containing libelous, defamatory, offensive, racist or obscene remarks. Upon receipt of such e-mail, Employee must promptly notify their Supervisor;
(ii) forging or attempting to forge email messages;
(iii) sending email messages using another person's email account;
(iv) disguising or attempting to disguise identity when sending mail;
(v) sending mass mail messages;
(vi) sending confidential information;
(vii) sending, receiving, or accessing pornographic or other inappropriate materials;
(vii) causing congestion, disruption, disablement, alteration, or impairment of the RMBL computer systems;
(ix) infringing in any way on the copyrights or trademark rights of others;
(x) engaging in unlawful or malicious activities; and
(xi) defeating or attempting to defeat security restrictions on the RMBL computer system.

(e) Disciplinary Action. Any employee found in violation of the Prohibited Conduct stated in (d) above will be subject to disciplinary action up to and including termination for a first offense.

10. Use of RMBL Motor Vehicles. Use of RMBL motor vehicles is restricted to business use. Employees shall use a RMBL vehicle for work-related travel outside Gunnison County unless the Director of Operations or Executive Director indicates that a vehicle is not

available. Within Gunnison County the use of RMBL vehicles for work-related travel is encouraged.

(a) Personal Use. Use of RMBL motor vehicles is restricted to business use unless personal use is specifically authorized by the Director of Operations, except that RMBL provides a vehicle at the winter trailhead for personal use by the winter caretakers in order to minimize parking at the trailhead. Personal use of vehicles by winter caretakers shall be limited to trips within the Crested Butte area and one trip to Gunnison per week, which is to be scheduled with the Director of Operations. The Director of Facilities shall be responsible for where vehicles are stored.

Incidental use, which shall not include trips solely for personal reasons, shall be allowed. For example, if an employee drives to Gunnison on RMBL business, it is acceptable for the employee to stop by the grocery store to do personal shopping. If an employee has questions about what constitutes incidental use, they should request clarification from the Director of Operations in advance of use of the vehicle.

If an exception to personal use of a vehicle is made, the individual shall reimburse RMBL at the current IRS mileage rate.

(b) Requirements. (i) Employees must obtain permission from RMBL to operate RMBL motor vehicles. (ii) Employees shall act legally and safely, and properly operate RMBL motor vehicles. (iii) Any employee operating a RMBL motor vehicle must have a valid Driver's License. (iv) Any employee who intends to operate a RMBL motor vehicle shall undergo a Driver's License check with the State of Colorado made by RMBL's insurance company annually to ensure that a valid state driver's license is in effect. If, during the annual driver's license review, or at any time during the year, an employee is determined to not possess a valid driver's license and auto insurance, it may be grounds for disciplinary action, including dismissal as determined by the RMBL Executive Director. (v) Any employee operating or riding in a RMBL motor vehicle is required to use seat belts.

(c) Liability. RMBL shall not be liable for any damages or injury resulting from any employee's negligent, unlawful, unsafe, improper, abusive, and/or personal use of RMBL motor vehicles. Any repair to RMBL motor vehicles resulting from employees negligent, unlawful, unsafe, improper, abusive, and/or personal use of the RMBL motor vehicle may be charged back to the employee causing the repairs to be necessitated.

(d) Accidents. If an employee is involved in an accident while operating a RMBL motor vehicle, he/she must take the following actions:

1. Obtain the name and address of the other driver and the driver's insurance company and policy number;
2. Obtain the license plate number of the other vehicle, description of the vehicle, description of damage, names and address of other passengers or witnesses; and
3. Notify RMBL of the accident immediately.

11. Termination. If an employee is terminated for cause before the end of their contract, RMBL will provide a written notice to the former employee stating the reasons for termination. In the absence of such a termination letter, we will presume that employees

leaving before the end of their contract are leaving for personal reasons on a voluntary basis. In case an employee intends to terminate the contract before its end date, RMBL requests from the employee a written notice two weeks before the intended date of departure.

12. Resignation. This clause is for Year Round Employees working 1,000 or more hours annually. Employee may at any time resign from employment with Company by giving Company notice of at least twenty (20) business days that the employee will work prior to the effective date of such termination. Upon notice, the employee can take accrued vacation days, except that those days shall not count towards the prior notice of 20 business days to be worked by the employee.

V. Payroll Procedures

1. Setting Up for Payroll. All RMBL employees, whether part-time, seasonal, or full-time need an eligible contract signed both by RMBL management and employee every year. Employee will be paid according to the terms of the contract. Upon employment, to comply with all Federal and State Laws related to verifying employment opportunity, employee will register with the RMBL Accounting Office (you can contact Jen Pierson at jen@rmbl.org) and bring either U.S. Passport, or both a social security card and driver's license, to verify employment eligibility within 3 days of starting new job. For a list of other acceptable documents to verify employment eligibility, please visit https://www.uscis.gov/i-9.

2. Staff Registration. All RMBL employees not supported by an external grant are asked to fill out an online registration form. Staff who are staying onsite as part of their contract will need to fill out the by April 1 to be considered for housing. T

3. Receiving Income through an NSF grant. According to federal requirements 2 CFR 230 Attachment B.8/2 CFR 200.430, time billed to NSF, either as a direct cost on a grant or as cost-match on a grant, must be documented after the activity. Any individual employed by RMBL and supported by federal funds will need to submit a time and effort report (when on salary) or timecard (when paid by the hour) as part of getting paid. Salaried employees who are paid by an NSF grant, or whose time is being used as cost-match on an NSF grant, must complete time and effort reports when working on an NSF grant 100% of employment. Salaried employees who are paid in part by an NSF grant must complete time sheets for all NSF and non-NSF activities. These reports must be signed by the employee and their supervisor (either the PI or the designee of the PI), and must clearly note the amount of time allocated to the NSF grant.

All employees working hourly must submit timecards signed by their supervisor (either the PI or the designee of the PI) that indicate which project the hours should be allocated that indicate to which project the hours should be allocated.

Any employee receiving funding from Federal programs must complete Time and Effort reporting requirements, listing grant number, name and the percentage of time spent on all grants compensated for in a given time frame. If employee is hourly, time and effort reporting is documented at the bottom of the RMBL timesheet. If employee is on a fixed salary contract, a Time and Effort form must be completed for each pay period, signed by

supervisor and submitted to the Accounting Office. Certification and filing of time and effort reports must happen within 30 days of the work being performed.

4. Hourly Paid Employees. For employees paid on an hourly basis, RMBL pays wages bi-weekly. Employees must follow the payroll procedures below to ensure timely payment of wages:

a) Set up your personal Paychex payroll account, as explained to you at the start of your employment
b) Enter your hours daily or weekly into the Paychex system
c) Approve your hours in Paychex by 10:00 am on the morning following the end of the pay period

5. Late Submission of Hours in the Paychex payroll system - If the completed time card is not timely submitted, the employee will not receive payment of his/her wages until the following pay period.

6. Withholding and Offset. Payment of wages and any other amounts to employee will be subject to such withholding and offset only as required for the RMBL 403(b) plan; tax purposes or legal process (e.g., wage garnishment); room, board, and station fees; and/or as consented to by employee.

7. Contractual Fixed Salary. Those employees with a fixed monthly or annual salary (paid twice a month) are required to enter their hours into the Paychex system on a daily or weekly basis. These employees will receive a fixed salary, as described in their contract. These employees may be classified as either exempt or non-exempt; if non-exempt, all overtime hours must be approved by supervisor and fully documented.

8. Cost of Living Adjustment. When RMBL provides standard COLA-based salary adjustments. While there is no guarantee that RMBL will provide COLA, RMBL uses Denver-Aurora-Lakewood Consumer Price Index as a baseline.

9. No-tax compensation. Scientists who give to RMBL a professional service in their field of expertise to advance education, may apply some or all of their compensation to reduce RMBL professional expenses associated with the services they provide. This agreement is arranged in a contract in the form of a fellowship award, mentor contract, or faculty contract. No other compensation is eligible for fee reduction.

10. Salary Supplement. Some year-round employees have a taxable salary supplement indicated in their contracts. This supplement is paid in equal amounts through normal payroll over the year. This supplement was added as a tool to support staff when RMBL eliminated a group health plan and retirement contributions in 2023. The supplement can be spent as the employee wishes. The continuation of the salary supplement is evaluated every year and may change or be eliminated due to changes in RMBL benefits contributions, budgetary constraints, or other factors.

VI. Benefits

1. 403(b) Retirement Plan.

(a) Eligibility. RMBL maintains one retirement plan: A TIAA 403(B) TDA. This is a plan funded by employee contributions. RMBL does not currently directly contribute to employee retirement plans. Eligibility to participate is defined in our plan documents with relevant documents available online under www.rmbl.org/staffinfo.

(b) Participation. Upon employment with RMBL and for each calendar year anniversary of employment with RMBL, eligible employees will be given a 403(b) Retirement Plan summary for review. For each eligible employee who accepts participation in the 403(b) Retirement Plan, such employee shall execute a Salary Reduction Agreement which can be obtained from the webpage www.rmbl.org/staffinfo or the Microsoft Office 365 Team - Staff. Changes in the Salary Reduction Agreement for the employee contribution 403(b) can made during this annual check-in or any other time of year with a month's notice.

2. Flexible Compensation Plan ("Cafeteria Plan").

(a) Eligibility. Year-round employees who work 30 hours or more per week are eligible at the beginning of their initial year-round contract to participate in Flexible Compensation Plan also known as the "Cafeteria Plan". Contractors, Seasonal Employees and Year-Round employees who work less than 30 hours per week are NOT eligible to participate in the Cafeteria Plan.

(b) Participation. Upon employment with RMBL and for each calendar year anniversary of employment with RMBL, eligible employees will be given a Cafeteria Plan Summary for review. The employee shall have ten (10) days to accept or decline participation in the Cafeteria Plan. For each eligible employee who accepts participation in the Cafeteria Plan, such employee shall execute a Salary Reduction Agreement which can be obtained from the webpage www.rmbl.org/staffinfo or the Microsoft Office 365 Team - Staff. In the case that at the end of the calendar year the employee has NOT used all of the money that was transferred into the plan account, the employee may be eligible to ask RMBL for a return of the unused funds in the 2nd quarter of the following year as taxable bonus.

3. Bonus Policy for Seasonal Staff. Since 2012 RMBL has instituted a Bonus Policy for Seasonal Staff. The Bonus Policy can be viewed in Appendix B. Only full-time seasonal employees working 10 consecutive weeks in the summer who are not in a supervisory role are eligible.

4. Meals, Housing, Station Fees, and Reduced Parking Fees. If stated in an employment contract, during the term of employment, RMBL will not charge employee housing, meals, and/or station use fees, as well as reduced parking fees. Upon termination of employment, RMBL will charge the terminated employee fees for housing, meals, station use, and

parking accrued after termination. Specific fee information can be located at www.rmbl.org/fees.

(a) Essential Housing. When a position is essential an employee receives free housing in Gothic as part of contract, so that employee may be on-call and provide this service and other essential duties as part of their job performance standards. Employees that are classified as essential are noted in the individual contracts. It may be essential for staff to live onsite for a short period of time as part of their contract. This will then be noted in individual contract as well.

Employees who do not receive essential housing as part of their contract and who live onsite pay housing fees but not station fees. This is for employees who work 35 hours per week on average and only if RMBL has a housing spot available after the third week of April and after all other housing allocations have been completed. Employees supported by external grants are not eligible to receive this benefit.

(b) Food Allowance. During the Employee's term and as part of contract, Heads of Staff will receive meals in the Dining Hall, while Dining Hall in Gothic is open, for Employee and immediate family defined as Parent, Partner, and Child. Full-time year-round and full-time seasonal employees receive meals in the Dining Hall, while Dining Hall in Gothic is open, for Employee only. Part-time employees may also receive some meals in the Dining Hall while the Dining Hall in Gothic is open, and specifics are listed in their individual contracts. Meals for Contractors are not provided unless specified in the Project Agreement. Three meals a day are served in the Dining Hall for ten (10) weeks from approximately mid-June to mid-August during the following hours: 7 a.m., noon, and 6 p.m. Monday through Sunday. RMBL reserves the right to change the period of time that the Dining Hall is open, and to adjust the availability of meals provided to staff accordingly, with no compensation or reimbursement provided to employees who receive fewer meals because of those adjustments. Employees supported by external grants are not eligible to receive this benefit.

(c) Gothic Cabin Use. Year-Round-Full-Time Employees not supported by an external grant are eligible to reside free of charge between September 1 and May 1 at a Gothic cabin for up to 7 days total in any calendar year, as RMBL encourages the increase of the familiarity of facilities for its full-time year-round staff. Housing is provided during dates that will not interfere with housing operations or during peak rental times and priority will be given to customers who will pay for use of the cabins (for example, we won't open a cabin up, once it is shut down for the season, or we won't give the cabin to staff during prime rental times in the winter). The housing request needs to be arranged through the Director of Facilities. The cabin needs to be left in the same or better condition than upon arrival and all RMBL rules apply. When RMBL determines that the cabin has been left in an unsatisfactory condition, this benefit for the particular staff may be removed and the staff member may be charged cleaning costs.

(d) Parking Fees. RMBL employees are subject to parking fees and RMBL's parking policies. There is no daily parking fee for employees not supported by external grants. If such an employee parks their vehicle once in Gothic when parking fees are in effect between June 1 and August 24, then employee needs to purchase a seasonal parking permit. More information can be found at www.rmbl.org/parking.

5. Housing for Seasonal Staff.

Seasonal employees with essential housing working a minimum of 35 hours per week for at least 10 weeks during the summer season will get the benefit of free housing for 1 week before their 35 hour work week has begun and 1 week after their 35 hour work week has ended at the end of the successful completion of the contract. Seasonal employee supervisors with essential housing working a minimum of 35 hours per week during the summer season will get the benefit of free housing 1 month before their 35 hour work week has begun and 1 month after their 35 hour work week has ended.

An employee needs to successfully finish their contract to be able to receive this housing benefit. If there are work related or onsite employee issues RMBL reserves the right to revoke housing privileges.

VII. Special Pay

1. Overtime – Non-Exempt. In compliance with the Fair Labor Standards Act, a non-exempt employee who performs work in excess of a regular forty (40) hour work week, or one hundred seventy one (171) hour monthly work period shall be compensated with overtime pay.

Supervisors will be accountable for controlling overtime situations and the associated expense. Whenever possible, work schedules shall be adjusted to avoid or reduce routine overtime work. In situations where unexpected changes in workload require additional hours mandated by the Supervisor, overtime hours may be authorized.

Overtime work shall, whenever possible, be on a voluntary basis. However, an employee's Supervisor, or the Supervisor's designee, reserves the right to require any employee to work extra hours when the need arises. All overtime must be authorized by the Supervisor.

(a) Hours Worked. Paid time that is not actually worked such as compensatory time, paid time off, holidays, Paid Time Off leave, sick leave, jury duty hours and standby hours, shall not be considered "hours worked" for the purpose of computing overtime.

Each work week or monthly work period shall stand alone for overtime purposes.

(b) Rate Of Pay. Overtime compensation for non-exempt employees will be in the form of either 1 1/2 times the regular hourly rate of pay or in the form of compensatory time at the rate of 1 1/2 times the overtime hours worked.

2. Overtime, Exempt. Exempt positions generally require more hours than the normal workweek to complete assigned duties. Positions determined by RMBL to be professional, administrative or executive, as defined by the Fair Labor Standards Act, are exempt from the overtime pay provisions of this Policy.

VIII. Work Related Expenses

1. Reimbursement. RMBL will reimburse employees for reasonable work related expenses including, but not limited to, airfare, ground transportation, meals, and lodging. Alcoholic beverages are not considered reasonable work-related expenditures unless they are purchased as part of a development related event, or with prior approval by the Executive Director. For employees using a personal vehicle for work-related travel, RMBL will reimburse mileage at the IRS per mile rate.

RMBL does not reimburse for travel between home and work either in Gothic or Crested Butte. A single trip between Crested Butte and Gothic is exempt from travel reimbursement, as RMBL has offices in both Crested Butte and Gothic. If someone needs to do multiple trips for work-related items, they will be reimbursed. For example, if an employee stops at the CB office and then goes to Gothic, they are not reimbursed. If they go to Gothic and work, and then have to pick up something in CB for an event, they are reimbursed.

2. Physical Receipt Required. In order to obtain reimbursement of work related expense, the employee must submit the actual physical receipt to the appropriate RMBL Supervisor within five (5) working days after the expense is incurred. NOTE: Credit card statements without itemized receipts will not be approved for reimbursement without permission from the supervisor, and such permission is not guaranteed.

IX. Paid Time-Off Policy

1. Paid Personal Leave. RMBL provides Paid Time-Off to eligible employees that covers all paid time off, including, but not limited to, vacation, family emergency, and sickness. Employees eligible for time-off and who take time-off are paid their normal rate of pay while taking time-off. In order for an employee to be eligible for paid time-off, the employee has to be actually working. Paid time-off days are full days equaling to 8 hours and are available at the end of each month. Employees are eligible to take paid time-off and receive paid time-off pay, under the following schedule:

A. Year-Round Full Time Employees:
(a) 1.25 paid time-off days/month, for the first two (2) full years of employment (=15 days per year);
(b) 1.50 paid time-off days/month, after two full years of employment and starting in year three (3) (=18 days per year);
(c) 1.75 paid time-off days/month, after four (4) full years of employment and starting in year five (5) (=21 days per year).
No additional leave will be provided under the Colorado Health Families and Workplaces Act for Year-Round Full Time Employees.

B. Year-Round Part-Time Employees working more than 1,000 hours per year:
(a) 1 hour of paid time off for every 30 hours worked, up to a maximum of 48 hours starting immediately through the first anniversary
(b) 0.5 paid time-off days/month, after one (1) full year of employment and starting in year two (2) (=6 days per year);

(c) 1.0 paid time-off days/month, after two (2) full years of employment and starting in year three (3) (=12 days per year);
(d) 1.5 paid time-off days/month, after four (4) full years of employment and starting in year five (5) (=18 days per year).
No additional leave will be provided under the Colorado Health Families and Workplaces Act for Year-Round Full Time Employees.

C. Seasonal/Part-Time/All other employees. Employees not eligible for PTO receive sick leave only, accrued at the rate below. Unused sick leave is forfeited and not paid upon completion of a contract. Supervisors must be notified of sick leave when reasonable to do so, and doctors notes or other justification may be requested:
(a) 1 hour of paid time off for every 20 hours worked, up to a maximum of 48 hours starting immediately upon hire.

Paid Time Off is based on whether an employee has worked a full year. A full year is a year in which a staff person has worked at least 1,000 hours. This is defined the same for part-time and full-time employees.

Additional unpaid leave days may be taken, with supervisor's approval; salary will be reduced accordingly. Paid time off will not add up during an unpaid leave of absence.

C. Covid Leave: Any RMBL employee who is sick from or tests positive for Covid 19 is eligible for up to five (5) days of paid time off based on their contracted hours worked. Supervisors may at their discretion approve additional leave. This leave does not carryover.

Contractors are not eligible for paid time off

2. Accrual of Comp Time. When an employee works on the weekend or during holidays as defined in this section under '5. Paid Holidays', employee is eligible for an additional paid time off hours equivalent to the hours worked. This Comp Time needs to be formally requested.

3. Use Of Personal Leave. Eligible employees must request prior approval by their Supervisor for Personal Leave, except when sickness or family emergency makes such notice impossible. While approval will not be unreasonably withheld, Supervisors may consider the seasonal demand upon their respective activities when setting up Paid Time Off schedules.
An employee fills out a Leave Request form for upcoming leave days. The form can be obtained from the webpage www.rmbl.org/staffinfo or the Microsoft Office 365 Team – Staff. Both the employee and their supervisor sign the form and pass them on to the Director of Operations. A leave file is kept and updated by the Director of Operations for every employee requesting paid time off. When an employee takes a sick day, they will email this information to the Director of Operations to add to the employee leave file.

4. Unused Paid Time Off Time. Up to a maximum of three weeks (120 hours) of Paid Time Off available but unused at the end of the calendar year, including hours available from previous years, may be carried forward into the new calendar year.

5. Paid Holidays. RMBL observes the following holidays for which year-round full-time and part time employees only are granted pay:

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Juneteenth*
Independence Day*
Labor Day
Thanksgiving Day and the Friday after Thanksgiving Day
Christmas Day and one day between Christmas and New Year's Day*Due to business needs, employees may be asked to work during holidays that fall during the summer season. Employees who work on a paid holiday are entitled to comp time under Section IX Item 2 above.

6. RMBL Family Leave Policy. In 1993, Congress enacted the Family and Medical Leave Act (FMLA). While the FMLA applies to public employers, the public employer must employ at least 50 employees in order for the employee to be eligible for FMLA leave. Since RMBL does not currently employ at least 50 employees, no employee of RMBL is eligible for FMLA leave. RMBL is committed to a culture that helps our employees meet the demands of family and employment. Therefore, it is our policy to provide Family Leave to eligible employees as defined below.

a) Eligibility: To be eligible for Paid Family Leave (PFL), an employee must:
    a. Have been employed by RMBL as a year-round employee for 12 months before leave is to begin, and
    b. Require leave from work for any of the following reasons:
        i. For the employee's own serious health condition;
        ii. For the birth of the employee's child, and to care for the newborn child;
        iii. For the placement of a child with the employee for adoption or foster care;
        iv. To care for the employee's spouse, domestic partner, child, or parent who has a serious health condition.

    RMBL reserves the right to require a physician's certification for leave requested under this policy.

b) Use of Leave: Eligible employees are entitled to receive up to 6 weeks of paid leave per calendar year for the reasons specified above.
c) Any PFL taken for the birth/adoption/foster care placement of a child must be completed within one year after the date of birth or placement.
d) Year-round full-time employees will be compensated at the employee's regular, base rate of pay. Year-round part-time employees' compensation will be prorated based on the average number of hours worked in the 6 months before leave begins.
e) If an employee is enrolled in other benefits, these benefits will continue as if the employee had not taken leave. However, the employee is still responsible for the employee paid portion of the premiums due. Paid time off will continue to accrue during PFL.

f) Employees who are not eligible for PFL may request unpaid leave from their supervisor. RMBL will accommodate these requests when possible, contingent on the business needs.
g) Application of any of the leave policy for the Executive Director is contingent upon approval from the RMBL Board President, or a designee of the President or Board Leadership.

7. Injury Leave. Worker's Compensation. Any employee who becomes incapable of performing his/her essential job functions as the result of an injury or illness incurred within the scope of RMBL employment shall be deemed to be on Worker's Compensation leave until (a) he/she is able to resume his/her essential job functions on his/her regular work schedule; (b) approval is granted, by RMBL, to return to his/her regular work schedule on a restricted duty basis, as defined by the attending physician; (c) is capable of resuming performance of all of the essential duties required in the employee's position with reasonable accommodation; (4) or when the employee is separated from RMBL employment.

(a) Statutory Benefits. An employee on leave, whether full-time or part-time leave, shall receive the statutory benefits available under the Workers' Compensation Act of Colorado, C.R.S. 8-40-101, et. seq.

(b) Modified Schedule or Restricted Duty. While recovering from an on-the-job injury, an employee may return to work on a temporary basis with a modified work schedule and/or with restricted duties as the case may allow. RMBL reserves the right to limit or deny return to work on a modified schedule or restricted duty.

(c) Statutory Exceptions. The RMBL Safety Rules are attached as **Exhibit A** to this Personnel Manual. If an injury is determined to be a direct result of the employee's failure to follow a safety rule, a penalty reducing temporary wage indemnity compensation to fifty percent (50%) of the 2/3rds benefit will be enforced. Injury leave is forfeited if an injury is due to a safety rule violation. Safety rule violations are determined by the following:

i. Where an injury is caused by the willful failure of the employee to use safety devices provided by RMBL.

ii. Where injury results from the employee's willful failure to obey any reasonable rule adopted by RMBL for the safety of the employee.

iii. Where injury results from intoxication of the employee from drugs or alcohol.

(d) Notification/Reporting for Workers' Compensation. In the event of an on-the-job injury, an employee should notify his/her Supervisor immediately or by no later than the end of the shift on which the injury occurs. The employee must complete an incident report form and an Authorization for Release of Medical Information form for submission to his/her Supervisor within ninety six hours (4 calendar days) from the time of the incident. If the employee is unable to complete the form, it may be completed by a family member or a representative. If the employee fails to timely complete the incident report form and Authorization for Release of Medical Information form), the employee may lose up to one day's wage compensation for each late reporting day.

(e) Medical Examinations & Treatments. If an injury requires immediate emergency treatment, the nearest hospital emergency room should be utilized. Upon release from emergency treatment, if appropriate, the employee must seek follow-up medical care from a RMBL-designated provider. Injuries not constituting an emergency, but requiring a physician's care, shall be treated by a RMBL-designated medical service provider. Failure to comply with utilization of a RMBL-designated provider may result in a denial of payment for medical expenses through RMBL's Workers' Compensation Insurance carrier. Each new employee shall receive a list of designated medical providers and a list can be obtained from the Accounting Office at any time.

(f) Denial by the Workers' Compensation Insurance Carrier. An employee may be denied compensation for a workers' compensation claim if it is determined by RMBL's Workers' Compensation Carrier that the injury is not job-related. If the injury is finally deemed non-compensable under RMBL's Workers' Compensation policy, compensation will cease on the date the claim is denied. In this event, unless the finding is overturned on appeal, the amount of compensation made to the employee by RMBL or RMBL's Workers' Compensation Insurance Carrier, with regard to the denied claim, will be deducted from the employee's paycheck Personal Leave balances or, if these balances are not sufficient, deducted as leave without pay.

(g) Reporting Medical Status. During leave for a workers' compensation injury or illness, employees must keep their Supervisor informed of their medical status in regard to their ability to return to work. RMBL reserves the right to request periodic reports regarding the employee's medical status from the designated medical provider.

(h) Separation. A workers' compensation claim does not preclude an employee from being separated from employment pursuant to another personnel policy.

(i) Continuation of Benefits. Employees who are on leave for a workers' compensation injury, with RMBL compensation, will continue to be eligible for all the RMBL benefits that they currently receive when actively at work.

8. Military Leave. Employees granted a military leave of absence shall be reinstated and paid in accordance with the laws covering veteran's re-employment rights.

X. Workers' Compensation

1. Workers' Compensation Laws. The Colorado Division of Workers' Compensation https://www.colorado.gov/pacific/cdle/dwc is the state office responsible for administering and enforcing the workers' compensation law. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL website.

Process, when Injured on the Job. An injured employee must report a work-related injury to RMBL immediately. Written notice must be given to the RMBL Accounting Office within 4 working days of the accident. Pinnacol Assurance is RMBL's workman's comp insurance agency. Within 10 days of having been notified, RMBL will file an injury report under 'report an injury' on www.pinnacol.com. The employee will need to visit one of the RMBL designated medical providers. The physician selected by the injured worker becomes the

authorized treating physician for purposes of this injury. Instructions by this physician must be strictly followed before fully returning to work. For more information on this process go to www.colorado.gov/pacific/cdle/node/37306.

For general information on workers's compensation go to: https://www.pinnacol.com/knowledge-center or www.pinnacol.com/injured-worker.

These are the RMBL designated medical providers in case of a workman's comp claim:

- Crested Butte Medical Center, 12 Snowmass Road, 970-349-0321, www.gunnisonvalleyhealth.org/Locations/Mountain-Clinic.aspx
- Crested Butte Ski Area Clinic – Moore Orthopedics, 32 Crested Mountain Way, 970-349-2677, http://mooreorthopedic.com
- Gunnison Valley Health Family Medicine Clinic, 707 N. Iowa, Gunnison, 970-642-8413, www.gunnisonvalleyhealth.org/Locations/Family-Medicine-Clinic.aspx
- Montrose Wellness Center, 224 S. Nevada Ave., Montrose, CO 81401, 970-252-9644

XI. Miscellaneous

1. Contact Information. Attached, as **Exhibit B**, is a flow chart and description for the RMBL staff.

2. Minimum Wage and Child Labor Laws. The Colorado Division of Labor has statutory authority over certain wage issues and child labor laws in Colorado. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

3. Occupational Safety and Health Administration. The U.S. Department of Labor Occupational Safety and Health Administration office is responsible for administering and enforcing the law regarding workplace hazards. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

4. Employee Polygraph Protection. The U.S. Department of Labor Employment Standards Administration is responsible for administering and enforcing the law regarding the use of lie detectors during the course of employment. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

5. Anti-Discrimination. The Colorado Department of Regulatory Agencies Civil Rights Division is responsible for administering and enforcing the law regarding discrimination in the workplace. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

6. Unemployment Benefits. The Colorado Division of Employment is responsible for administering and enforcing the law regarding unemployment benefits. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

7. Equal Employment Opportunity. The U.S. Equal Employment Opportunity Commission is responsible for administering and enforcing the law regarding unemployment benefits. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

8. Use of Personal Vehicles. RMBL employees or volunteers who use their own vehicles for RMBL business are required to have current liability and medical insurance on that vehicle, coverage amount to be at least the minimum required by state law.

9. Personal Mail. Any personal mail received at the RMBL business address that is addressed to year-round staff (either full-time or part-time) will be opened by the RMBL Administrative Office.

10. Compliance with State and Local Law: RMBL recognizes the co-existence of state and local laws with the policies covered by this handbook. Where such laws apply and provide greater rights than this policy, RMBL shall comply with those laws.

XII. Appendix A: Safety Manual

The RMBL Health and Safety Manual is available on the RMBL website at:

www.rmbl.org/staffinfo

XIII. Appendix B: Seasonal Employee Bonus Policy & Evaluation

July 8, 2015, revised March 11, 2024

Objective

RMBL awards bonus payments to some seasonal employees based on an employee evaluation process. The intent of the policy and the award of bonuses is to advance the interests of RMBL by providing incentives for seasonal employees that encourage beneficial behavior and work practices, encourage seasonal contract completion in good standing, and support retention. Bonuses will be based on employee merit during the season of employment.

Evaluations will be done utilizing a standard instrument and bonuses will be awarded based on the provided formula. The result of the evaluation and bonus calculation will be a bonus paid to the employee in addition to basic compensation. The utilization of a standard instrument and process will preserve objectivity in employee evaluation and insure that employees are treated fairly in the award process.

Principal Elements

1. Summer seasonal positions (seasonal positions in the April-November timeframe) are determined to be “bonus-track” or “not bonus-track” in the employee employment contract initiated at the beginning of the seasonal employment. The absence of bonus language in the contract is interpreted as the position not being bonus-track.

   Eligibility Considerations

- The departmental budget can support the bonus payment.
- Targeted for positions that are some combination of the following: difficult to recruit, difficult to retain employees through the season or are especially problematic to lose during the season, important to sustain high performance through the season, and important to sustain professional behavior in the community through the season (especially residential staff).
- A season length of a specific length of time is not required, but eligibility for short-term positions (under 10 weeks) should have additional justification.
- Similar positions within certain departments should be treated similarly, outside of some other determining factor (very different season lengths)

2. The intent is that well performing eligible employees will be successful and will earn bonuses. Budgeting is done based on this expectation and the use of percentage calculations facilitates this.
3. Bonus awards will be between 5% for Meets Requirements, 10% for Exceed Requirements, 15% for Far Exceeds Requirements.
4. Employees receive bonuses at contract end upon successful completion of contract.
5. Standard and objective evaluations will provide the basis for the calculation of bonus amounts. Evaluations are transparent and require supervisor engagement.
6. A mid-summer formal review of the employee should give the employee the chance to make corrections for the remainder of the contract period.
7. Evaluation results should not be a surprise to employees at season end. After review and approval by Administration each employee will be provided with a copy of evaluation by supervisor and will have an opportunity to ask questions and if desired provide a written response. Supervisor will ask employee to sign a copy to be retained by RMBL. If employee declines to sign, supervisor will write date and time of interview. Signed or noted copies will be returned to DO.
8. Bonus awards result directly from evaluation scores.
9. Employees receive bonuses at contract end. The bonus is contingent upon satisfactory completion of the contract in continued good standing, which means the bonus award is tentative until the employee has left. Sums remaining due RMBL will be deducted from bonus payment.
10. Employee evaluations shall be submitted by the supervisor no later than 2-3 weeks prior to the end of the contract period.

<u>Evaluation and Bonus Calculation</u>

There are several important aspects of the evaluation and bonus calculation process that help ensure that the results are fair and meaningful. Evaluations are done by employee supervisors based on performance during the season.

<table>
<tr><td colspan="10">#. Evaluation Criteria (Magenta scores require Director review and approval)</td></tr>
<tr><td colspan="2">Does not meet expectations (DNM)</td><td colspan="2">Requires Improvement (RI)</td><td colspan="3">Meets expectations for position (Meets)</td><td colspan="2">Exceeds expectations for the position. (E)</td><td>Far exceeds expectations for the position. (FE)</td></tr>
<tr><td>2</td><td>4</td><td>6</td><td>8</td><td>10</td><td>12</td><td>14</td><td>16</td><td>18</td><td>20</td></tr>
<tr><td colspan="10">Comment:</td></tr>
</table>

Comments recommended for “Meets”. Required for other scores with specific details including dates and actions.

Bonus Calculations

The evaluation matrix is adjusted to fit with score range represented by structure of the evaluation instrument.

Bonus %		Total Score Range
None	Does Not Meet Requirements (DNM)	43 or Below
None	Requires Improvement (RI)	44 to 79
5%	Meets Requirements (Meets)	80 to 133
10%	Exceeds Requirements (ER)	134 to 169
15%	Far Exceeds Requirements (FE)	170 to 200

Performance Bonus % =

Required Approvals

Supervisor Name:_____(Print)

Supervisor Signature:_____Date: _____

Director of Operations:_____Date: _____

RMBL Evaluation Form for Seasonal Employees
Rev. March 11, 2024

Name of Employee:

Date of Evaluation:

Evaluator:

Notes to Evaluator: Provide specific, concrete examples as comments to support any notations that are either better or worse than mid-range. Ratings should not be a surprise to employees. This form may productively be provided and discussed with employees at the start of the season and an informal mid-term rating and consultation may be offered at employee request.

1. Quantity of Work (Work completed and promptness of completion)									
Far below amount expected for position and/or team.		Below normal quantity expected for position and/or team.		Normal quantity expected for position and/or team.			Exceeds quantity of work expected for position and/or team.		Far exceeds quantity of work expected for position and/or team.
2	4	6	8	10	12	14	16	18	20
Comment									

2. Quality of Work/ Job Knowledge and Skills (Accuracy of work, knowledge of job/ equipment)									
Far below what is expected for position or team. Frequent rework and direction is required; lacks job knowledge in most or all areas.		Quality is below what is expected for position or team; often required to re-work or make corrections; lacks job knowledge in some areas.		Generally work is completed at an acceptable quality level the first time with little or no re-work required. Demonstrates required level of job knowledge & skills for the position.			Almost never requires re-work. Quality is at a level above what is expected for position or team; job knowledge & skills exceed expectations for the position.		Work never needs to be redone. Quality is well above the normal expectation for the position or the team. Job knowledge/skills far exceed expectations for the position.
2	4	6	8	10	12	14	16	18	20
Comment									

3. Dependability (Punctual, follows through on assignments/direction, completes tasks on time)									
Takes excessive or long breaks and /or is frequently late for work. Does not follow through on projects or does not follow direction. Does not complete assignments on time and allows or supports same from team.		Occasionally takes excessive or long breaks and/or is late for work. Must be reminded to follow through, follow direction and complete assignments on time. Is occasionally late completing tasks and allows same from team.		Punctual and works all required hours, follows through on projects and follows direction, completes assigned tasks on time and requires the same from team.			Punctual and works all required hours, and uses work time more effectively than expected. Follows through on all projects, follows direction and completes tasks on time or ahead of schedule. Leads and encourages team to do the same.		Punctual and works all required hours, and uses work time far more effectively than expected. Often works extended hours to address critical issues. Follows through on all tasks and follows directions. Is a role model for completing tasks on time or ahead of schedule. Leads and encourages team to do the same.
2	4	6	8	10	12	14	16	18	20
Comment									

4. Initiative (Searches out new tasks and/or expands abilities professionally and personally)									
Almost always needs to be told to move self or team on to the next task and may require being told more than once. Refuses to learn new skills.		Regularly needs to be told to move self or team on to the next task. Resists learning new skills or increasing abilities.		Generally moves self or team on to next task without being told or asks for additional tasking. Strives to increase skills and abilities of self and team.			Immediately moves self and team on to next task without being told, finds additional tasking for self or team. Strives to increase skills and abilities of self and team.		Immediately moves self or team onto next task, finds additional tasking for self or team continually looks for additional projects for self or team to complete. Strives to increase skills and abilities of self and team.
1	2	3	4	5	6	7	8	9	10
Comment									

5.Required Supervision and Direction									
Requires constant direct supervision and oversight of all tasking and/or does not provide support or encouragement to team.		Often requires direct supervision and additional clarification from supervisor when completing assigned tasks and/or often needs reminding or assistance.		Completes most tasking with little supervision or additional clarification after initial assignment of tasks; provides productive support and encourages team.			Requires almost no supervision in order to complete assigned tasks, asks for or finds additional tasks to complete both personally and leads team to do the same. Provides leadership, encouragement.		Requires almost no supervision in order to complete assigned tasks, completes additional tasks, personally helps others complete their tasks and leads team to do the same. Provides exceptional leadership supervision and oversight to team.
1	2	3	4	5	6	7	8	9	10
Comment									

6. Volunteers for and Participates in Community Initiatives and Projects									
Does not participate or volunteer for any events.		Minimally participates or volunteers for events.		Participates or volunteers regularly.			Actively participates and encourages participation and volunteerism.		Takes a lead role in events and volunteers regularly.
1	2	3	4	5	6	7	8	9	10
Comment									

7. Uses Safety Equipment where Required and Conducts all Activities in a Safe Manner									
Conducts work or activity within the townsite in an unsafe manner. Encourages unsafe work or activities.		Must be reminded often to work safely. Does not support safe work practices among others and in the community.		Regularly observes safe work practices and supports same in others.			Is proactive and advances safe work practices including support for others to work safety.		Participates in improving safety in the work place and the community helping to identify hazards.
2	4	6	8	10	12	14	16	18	20
Comment									

8. Respects RMBL Property, Tools, Equipment and Supplies									
Is careless with tools and equipment or supplies, items are not returned or turn up missing after use. Property is damaged.		Is sometimes careless with tools and equipment or supplies and allows them to be misplaced or not returned.		Regularly puts tools and equipment away properly, safeguards RMBL property. Uses supplies prudently and as intended.			Always puts tools and equipment away properly, safeguards RMBL property and supplies. Encourages others to do the same.		Always puts tools and equipment away properly, safeguards RMBL property and supplies. Encourages others to do the same and helps develop appropriate means to insure tools, equipment, property and supplies are conserved.
2	4	6	8	10	12	14	16	18	20
Comment									

9. Maintains a Clean and Hazard Free Work Place									
Refuses to or regularly does not maintain workplace free from hazards.		Must be reminded often to maintain a workplace free from hazards and allows same from team.		Takes adequate care to maintain a workplace free from hazards and requires same from team.			Maintains hazard free work area and voluntarily provides additional care in larger departmental work areas. Encourages team to maintain a workplace free from hazards.		Maintains hazard free work area, voluntarily provides additional care in larger department work areas and in other work and community areas. Provides leadership in reducing hazards and encourages others to do the same.
1	2	3	4	5	6	7	8	9	10
Comment									

10. Communication/Teamwork/Conflict (Communicates, cooperates, deals positively with conflict)									
Does not convey necessary information to leadership, coworkers, RMBL users and the public; does not accept constructive criticism or does not work well with others. Tends to be a source of conflict and often works to provoke or spread conflict (at work or in the community).		Occasionally does not convey necessary information to leadership, coworkers, RMBL users and the public. Occasionally has conflict with coworkers, supervisor, other work groups, RMBL users and the public that interfere with productivity. Does not deal with conflict in a constructive manner and allows coworkers to do the same.		Communicates effectively with leadership, coworkers, RMBL users and the public by disseminating appropriate information to all leaders, coworkers, RMBL users and the public. Works well with others. Accepts constructive criticism and tends to deal with conflict in a constructive manner. Resolves most conflicts quickly and requires the same from coworkers.			Communicates effectively with leadership, coworkers, RMBL users and the public by disseminating appropriate information to all. Works well with others and discourages spread of unproductive rumors. Contributes positively to team efforts within group and community. Deals with conflict in a constructive manner and helps diffuse the conflicts of others, encourages others to do the same.		Communicates effectively with leadership, coworkers, RMBL users and the public by disseminating appropriate information to all. Proactively addresses unproductive rumors taking steps to insure that correct information is communicated. Works well with others, accepts constructive criticism and contributes positively to team efforts within the work group and the community. Effectively diffuses conflict between groups or individuals provides leadership and encourages others to do the same.
2	4	6	8	10	12	14	16	18	20
Comment									

11. Attitude (Demeanor in dealing with coworkers, community, users and tasking)									
Exhibits a destructive attitude toward work, coworkers, organization, and users. Discourages communication and cooperation with work or community.		Often demonstrates a negative attitude toward work, coworkers, organization, and users.		Generally has a positive attitude toward work, coworkers, organization, and users.			Has a positive attitude toward work, coworkers, organization, and users. Encourages a positive attitude among others.		Always has a positive attitude. Requires and encourages others to have a positive attitude. Is active in fostering positive morale within the organization.
1	2	3	4	5	6	7	8	9	10
Comment									

12. Conduct/Behavior at Work and/or in the Community									
Conduct is generally disruptive, offensive or creates a disturbance. Does not follow rules and policies.		Conduct is often inappropriate and causes some disturbance. Needs to be advised occasionally to modify behavior.		Conduct is non disruptive, professional. Is a good neighbor and gets along well with others in the community.			Very professional and non disruptive. Does not participate in counterproductive behavior.		Very professional and non disruptive. Does not participate in counterproductive behavior and takes a leadership role in actively help minimize such behavior from others in the larger organization or community.
2	4	6	8	10	12	14	16	18	20
Comment									

13. Supervisor Additional Comments (Optional in support of adding or deducting up to 10 points)
Based on commentary and examples cited above add or deduct up to 10 points_____

Total of the above scores _____
(Possible 200)

Check One for 2015

	Rating Category	***Bonus***	***Score***
	Does not meet Requirements (DNM)	None	Total score of 43 or below
	Requires Improvement (RI)	None	Total score of 44 to 79
	Meets Requirements (Meets)	5%	Total score of 80 to 133
	Exceeds Requirements (E)	10%	Total score of 134 to 169
	Far exceeds Requirements (FE)	15%	Total score of 170 to 200

Name of Employee: _____

Required Approvals

Supervisor Name:_____(Print)

Supervisor Signature:_____Date: _____

Director of Operations:_____Date: _____

Employee Comments:

Employee
Signature:_____Date:_____

XIV. Appendix C: Board Review

This document was reviewed by board members Carol Johnson and Bruce Driver in April/May 2009.

The non-discrimination policy is established in our Articles of Incorporation, which is a document belonging to the State of Colorado and the RMBL Board of Trustees.

The retirement policy was adopted by Board Resolution the summer of 2009.