



**WINTER
HANDBOOK
SUPPLEMENT
2019-2020**

IMPORTANT NOTICE

This Roundtop Mountain Resort Handbook:

1. is in addition to the official handbook for Snow Time, Inc., (Roundtop Mountain Resort, Liberty Mountain Resort and Whitetail Resort).
2. is for information purposes only and should not be construed as an employment contract.
3. was written to provide information and guidelines for the employees of Roundtop Mountain Resort and therefore the final interpretation of the meaning of anything in this handbook is solely at the discretion of the Roundtop Mountain Resort management.
4. is subject to change in whole or part without notice except those items covered by written, executed agreements.
5. states that all employees, both Full-Time and Part-Time, are hired on an "at will" basis and may be terminated at any time for any reason or no reason, without notice.

Updated: 9/1/2019

ROUNDTOP MOUNTAIN RESORT INFORMATION

WINTER 2019-2020

Operating Season: Mid- November to April (weather permitting)

Operating Times:

Saturday/Sunday/Holiday	8:00 AM to 10:00 PM
Weekdays	9:00 AM to 10:00 PM
First Tracks-Thurs/Fri/Sat/Sun/Holidays	opening ½ earlier for Pass Holders Only
Christmas Eve (Dec. 24)	9:00 AM to 4:00 PM
Christmas Day (Dec. 25)	Noon to 10:00 PM
Tubing -Sat, Sun and Holiday	9:00AM to 10:00PM
Tubing-Monday – Thursday,	4:00PM to 10:00PM
Tubing - Fridays	12:00 PM to 10:00 PM

- Lifts:** 3 Quads, 2 Triples, 1 J-Bar, 2 Alpine Conveyors and 1 Tubing Conveyor.
- Slopes and Trails:** 20 Trails; Ranging from Beginner to Expert, 2 Terrain Parks
- Slope Lengths:** 500 to 4,100 feet
- Vertical Rise:** 600 Feet
- Night Skiing:** 19 Trails (95%)
- Snowmaking:** 100% of Mountain
- Food Service:** Food Court- Main Level of Base Lodge, Fireside Pub & Grill
The Smoke House- Base Lodge Court Yard, Coffee Shop,
Mountain View Lodge Food Court
- Public Restrooms:** Lower and Upper Levels of Base Lodge,
Rental Shop and Mountain View Lodge,
Family Restroom Main Level
- Lockers:** Seasonal in lower level of Base Lodge.
Daily locker rentals available in the Rental Shop
- Rentals:** 1,400 complete sets of shaped skis, boots and poles
500 sets of snowboards and boots
- Learning Center:** Group and Private Lessons Available
- Children’s Center:** Children’s Packages- Ages 4-12 (6-12 Board)
Children’s Camps- Ages 4-12 (6-12 Board)
Mountain Explorers Program
- Nastar:** Race Series Tuesdays
Saturday, Sunday, and Holidays from Noon to 3:00PM
- Telephone Numbers:** Office and General Information.....(717) 432-9631
Fax.....(717) 432-2949
Snow Report.....(717) 432-9631
Roundtop Mountain Sports.....(717) 432-9633
E-mail.....skiroundtop@skiroundtop.com
RT Website.....www.skiroundtop.com

ROUNDTOP MOUNTAIN RESORT MANAGERS AND FULL-TIME WINTER STAFF

ADMINISTRATION

General Manager	Matthew Thomas
Accounting Manager	Linda Firster
Administrative Assistant	Abbey Samuelson
Director of Resort Services	Megan Foster
Cashier/Guest Service Manager	Arley Gieski
Human Resources/Payroll Manager	Stacey Howard
Food Services	Ben Haugh
Accounts Receivable/Payable	Melanie Snyder
Network Administrator	Dan Saia

MARKETING & SALES

Director of Marketing	Chris Dudding
Marketing & Events Coordinator	Hailey Mowery
Graphic Artist	Robin Bowersox
Director of Sales	Josh Boltz

MOUNTAIN OPERATIONS

Director of Mountain Operations	Jim Garling
Assistant Director of Mountain Operations	Tim Whorl
Lead Vehicle Mechanic	Dan Campbell
Lead Lift Maintenance	Kevin Lytle
Lift Operations Manager	Megan Reynold
Tubing Manager	
Facilities Maintenance	
Snowmaking Supervisor	John Johnson
Grooming Supervisor	Dan Campbell
Parking & Security Supervisor	Rodger LaForce
Electrician	Bryan Flohr
Ropes Course Manager	Dave Martin

RENTAL AND RETAIL

Rental Manager	
Retail Manager	Donna Beard

PATROL & MOUNTAIN SAFETY

Ski Patrol Director	Mark Kendrick
Safety Manager	
Freestyle Terrain Manager	Bradley Foucht
Corporate Risk Manager	Lonny Whitcomb

LEARNING CENTER

Ski/Snowboard School Director	Tim Walker
Children's Center Supervisor	Abby Anderson
Competition Services	Dave Gibb

REPORTING TO WORK

You are an essential member of our team. It is the responsibility of the appropriate supervisor to schedule the workweek for each employee and to see that each employee is scheduled "off" at least one day each week. Employees scheduled to work should NEVER assume that the area is closed. In the event you are not needed to report for work, your supervisor will make every effort to contact you. However, if you are not accessible by phone, and there is any doubt whether you should report to work, it is your responsibility to contact your supervisor. Roundtop: 717-432-9631. Resort closing information will be posted on the website as soon as a decision has been reached.

When you are unable to report to work as scheduled due to illness or an emergency, you MUST call the area as soon as possible. Excessive tardiness and absenteeism may be cause for disciplinary action up to and including termination. An absence for a period of three consecutive workdays without contacting your supervisor will be considered voluntary termination of employment.

PAYROLL INFORMATION

A. YOUR PAY:

Payroll is processed biweekly. The payroll workweek begins Monday at 12:01AM and ends Sunday at midnight. The best way to get paid is through Direct Deposit. It is your responsibility to notify your Department Head if your direct deposit information has changed. You will be charged a replacement fee plus any bank fees assessed to the company for returned direct deposits resulting from your failure to notify us of changes to your bank information. Your Department Head will inform you of the time and place to pick up your paycheck. You can pick up ONLY your own paycheck, and sign the receipt sheet. If you cannot pick up your paycheck in person, you must call your Supervisor and verify other arrangements. If your paycheck is not claimed by Monday, after the payday, it will be mailed to the address on the check. Any questions regarding paychecks are to be directed to your immediate supervisor. If your check is misplaced or lost and you request a replacement check, you will be responsible for the replacement fee. Once a direct deposit is entered it will NOT be removed unless we are requested by you to do so. Please let us know if any changes are made to your accounts (this includes direct deposits that were entered in a previous season). If a direct deposit is attempted and fails due to a closed account, you will also be responsible for a return fee.

B. PAYROLL FORMS:

It is the responsibility of the supervisor and the employee to see that all necessary payroll forms are completed on or before your first day of employment: Employment Application, Local PSDcode, W-4, Work Comp., Citizenship Verification (I-9), Handbook Acknowledgments, WOTC forms, Emergency Info Sheet and Working Papers (if required). These forms are available online at www.rtemployeeforms.com . Additional forms can be obtained from the Department Head and must be returned there upon completion. Employees may not be put on the schedule and paychecks cannot be issued until all necessary forms are properly completed and forwarded to the HR department. It is the responsibility of the

company, for your protection and for other purposes to maintain a record of your work history and your personal status. The accuracy of the records cannot be accomplished without your full cooperation in reporting changes in your address and telephone number. If any relevant change occurs, please notify your Department Head as soon as possible.

C. TIME CLOCKS:

All hourly employees must use the time clock when reporting "in" and "out" of work. Employees must check with their supervisors as to the location of their time clock. No employee shall clock "in" any earlier than five (5) minutes before their scheduled work time, nor clock "out" any later than five (5) minutes after their work ends. Once you clock "in", you must be ready to start work immediately. In the event you forget to clock "in" or clock "out", you are responsible for taking it to your immediate supervisor who will record the correct time. Time clock procedures must be followed for the employee to receive a paycheck or time credit. Any employee found altering a time record or using a time clock for another employee is subject to immediate termination. All employees are expected to report on time for each shift and work assignment. When given time off during a shift, you must clock "out" and then clock "in" when returning to work.

D. LUNCH BREAKS:

A 30-minute break will be provided for employees working a shift of five (5) hours or more. You must clock "out" and "in" if leaving your workstation. If you are under 18 years of age, read "EMPLOYMENT OF MINORS" (pg 9 STI Handbook) study and understand the laws regarding minors. If you have any questions, ask your supervisor or the Personnel Office.

E. ROUNDTOP MOUNTAIN RESORT EMPLOYMENT OF MINORS

Pennsylvania law mandates the minor employees under the age of 18 follow and abide by the following rules and regulations.

EMPLOYMENT CERTIFICATES:

No minor under 18 years of age shall be employed without an Employment Certificate kept on file by the employer. Exception: 17-year old's who have graduated from high school or who have attained their academic potential, as determined by the chief school administrator via written notice, need not have Employment Certificates. All minor employees must have a Pennsylvania Employment Certificate.

HOURS OF EMPLOYMENT:

Ages 16 and 17

- During School Term: Maximum 28 hours per school week (Monday through Friday) and only at a time when it does not interfere with school attendance. An additional eight (8) hours may be worked on Saturday and/or Sunday. Maximum 44 hours per week (Sunday through Saturday).
- During School Vacations: Maximum ten (10) hours per day and 44 hours per week or 48 hours per week if the minor voluntarily agrees.
- May work between 6:00am and 12:00 midnight. Exception: until 1:00am Friday, Saturday, and before non-school day.
- Maximum Days: May not work more than six (6) consecutive days.

MINOR BREAK REQUIREMENT:

A 30-minute rest break is the minimum amount of time required by law for minors before five (5) hours of work. Roundtop Mountain Resort requires a 35-minute rest break minimum for minors before four and a half (4.5) hours worked. This break must be recorded by punching "out" and "in" on the time clock.

All minor employees are responsible for making sure they follow the guidelines regarding breaks and hours worked. Violations will result in a warning and *possible* termination.

VIOLATION PROCEDURES:

Violation #1 – Copies will go to Employee, Supervisor & GM. One copy will be returned to HR with two signatures on it, Supervisor and Employee. Supervisor will meet with Employee and review the rules.

Violation #2 - Copies will go to Employee, Supervisor & GM. One copy will be returned to HR with four signatures on it, Employee, Parent, Supervisor & GM. Supervisor will meet with GM to discuss whether minor continues employment or is terminated.

Violation #3 – Copies will go to Employee, Supervisor & GM. One copy will be returned to HR with two signatures on it, Employee and Supervisor. Minor Employee may be terminated.

F. WAGES:

Base wage levels are established for each position. The appropriate base wage will be offered and agreed to by each employee at the time they are hired. Federal and Pennsylvania laws do not require payment of time and a half for time beyond forty (40) hours for certain seasonal businesses. Our resorts are in this category, and are exempt from paying overtime to employees. Wage increases, and promotions may be recommended to the General Manager in writing by your immediate supervisor, based on employee performance. Your wage information is confidential and shall not be shared with other employees.

G. CALL-IN PAY:

If you are called to work and there is no work for you because of weather conditions or other circumstances beyond your control, you will be paid for one hour of work, even though you are sent home immediately or dismissed after less than one hour of work.

H. FINAL PAY:

Your final paycheck will be issued no later than the next regular payday. All Company property entrusted to you must be returned immediately at the end of your employment. Final paychecks are held for pick up by the Monday after payday. All checks not picked up by Monday will be mailed.

GENERAL INFORMATION:

A. PARKING:

Parking space is limited, and employees are encouraged to share rides whenever possible. Employees must park in designated areas. Weekend/Peak employee parking is anywhere in the North Lot, Paintball Lot, Roadway behind Compressor House or West End of Tubing Lot. Midweek employee parking is anywhere in the North Lot, Paintball Lot, Roadway behind Compressor House, West End of Tubing Lot, Roadway between the Discovery Hill and the Discovery Pond or in the last row of the Minuteman Lot. Refer to maps on page 11 & 12.

Please see your department supervisor if you are unsure of the location of these designated parking area. Parking violations may lead to disciplinary action.

Parking in handicapped parking areas is strictly prohibited.

B. EQUIPMENT, TOOLS AND RADIOS

In the event a tool or piece of equipment is broken, lost, or damaged, report it to your supervisor immediately. This is very important so that the repairs or replacement can be made, and the item will be available when it is next needed. All tools and equipment must be kept in their proper storage place when not in use. Tools and equipment must not be removed from the ski area without prior written approval from the General Manager.

a. Employees are responsible for all equipment and radios "signed out" to them. You are liable for damage due to misuse of company property and will be charged accordingly for repair or replacement. A cash deposit may be required if you are issued company property. This may be in the form of a payroll deduction.

b. All employees are required to return company owned uniforms as directed by their supervisor.

c. Deposits will be returned provided the company property is returned in satisfactory condition.

C. COMPANY VEHICLES/TRAVEL

Company vehicles are for company use only and are to be used only by authorized personnel. Personal use of vehicles is not allowed unless approval of the General Manager is obtained in advance. Any travel beyond 100 miles must be approved in advance by the General Manager and a company car must be used if available.

Expenses incurred on approved travel must be submitted with receipts on a weekly expense report form. No expenses will be reimbursed without the appropriate receipts. Travel expense requests for reimbursement must be approved by the immediate supervisor and the General Manager.

D. COMPUTER CONNECTIONS

Mobile devices such as memory sticks, smartphones, CDs, DVDs, and removable hard drives are prohibited on any Snow Time networked computer. Any outside devices connecting to Snow Time networked equipment must have I.T. approval.

E. INDOOR DEPARTMENT DRESS CODE- Cashiers, Child Care, Facilities, Fireside, Food Services, Group Sales, Guest Services, IT, Marketing, Office, Paintball, Rentals, and Retail Shop

All Indoor employees' uniforms consist of the following:

Option #1 –

RMR issued uniform logoed shirt. The shirt style and color may depend on the department you work in.

Black, Gray or Khaki pants (with no holes)

If a hat is worn, it must be a plain hat or a RMR purchased uniform logoed hat.

RMR employee ID will be issued per employee and should be worn in a visible location while on duty. There will be a small charge for replacements.

Option #2 –

RMR purchased uniform logoed vest, which must be worn with either the issued uniform logoed shirt or a solid black, solid gray or solid white long-sleeved shirt of your choice with no logo visible.

Black, Gray or Khaki pants (with no holes)

If a hat is worn, it must be a plain hat or a RMR purchased uniform logoed hat.

RMR employee ID will be issued per employee and should be worn in a visible location while on duty. There will be a small charge for replacements.

F. OUTDOOR DEPARTMENT DRESS CODE - Comp Services, Courtesy, Learning Ctr, Lift Operations, Park Crew, Parking, Patrol, Safety, Security and Tubing
All Outdoor employees' uniforms consist of the following:

Option #1 –

RMR issued uniform jacket

Black ski pants or black pants

If a hat is worn, it must be a plain hat or a RMR purchased uniform logoed hat.

RMR employee ID will be issued per employee and should be worn in a visible location while on duty. There will be a small charge for replacements.

Option #2 –

RMR purchased uniform logoed vest, which must be worn with either the issued uniform logoed shirt or a solid black, solid gray or solid white long-sleeved shirt of your choice with no logo visible.

Black ski pants or black pants

If a hat is worn, it must be a plain hat or a RMR purchased uniform logoed hat.

RMR employee ID will be issued per employee and should be worn in a visible location while on duty. There will be a small charge for replacements.

G. MOUNTAIN OPERATIONS DEPARTMENT DRESS CODE – Building Maint, General Maint, Grooming, Grounds Maint, Lift Maint, Snowmaking and Vehicle Maint

Option #1 –

RMR issued uniform jacket

Black ski pants or Black, Gray or Khaki pants (with no holes)

If a hat is worn, it must be a plain hat or a RMR purchased uniform logoed hat.

RMR employee ID will be issued per employee and should be worn in a visible location while on duty. There will be a small charge for replacements.

Option #2 –

RMR purchased uniform logoed vest, which must be worn with either the issued uniform logoed shirt or a solid black, solid gray or solid white long-sleeved shirt of your choice with no logo visible.

Black ski pants or Black, Gray or Khaki pants (with no holes)

If a hat is worn, it must be a plain hat or a RMR purchased uniform logoed hat.

RMR employee ID will be issued per employee and should be worn in a visible location while on duty. There will be a small charge for replacements.

*****Prior Christmas gifted logoed items or purchased logoed wear from Retail Shop (hats excluded) are not acceptable as uniform options. *****

Uniform Items for purchase from Employee Service (Main Office)

RMR uniform logoed shirt - \$10.00

RMR uniform logoed vest - \$25.00

RMR uniform logoed Hat or Beanie - \$7.00

(pricing subject to change)

EMPLOYEE BENEFITS AND PRIVILEGES

All employees must attend Orientation. Employees will receive an Employee Benefit Supplement handout at the orientation. Benefits are valid only in the current season; they cannot be carried forward into future seasons. All employees must use the restraining bar when riding the chairlift. While skiing/boarding, it is expected that you, as our employee, and your family abide by: "YOUR RESPONSIBILITY CODE".

******These benefits are at the discretion of the General Manager and subject to change without notice.
At times of high guest demand some benefits may not be available*****



Weekday Parking - Highlighted in Green



2019-2020 WINTER SUPPLEMENT ACKNOWLEDGEMENT

I, _____ acknowledge the following:

1. I realize that Resort Activities including, but not limited to: skiing, snowboarding, tubing, golf, hiking, biking, paintball, zip lines, Mountain Adventure elements, and other related activities bear certain risks that can lead to catastrophic injury or death. I understand that Resort Activities are hazardous and agree to voluntarily assume the risk of injury while participating in these activities, and further agree not to sue Ski Liberty Operating Corp., Ski Roundtop Operating Corp., Whitetail Mountain Operating Corp., Snow Time, Inc., and Peak Resorts, Inc., including their agents and employees if injured while using the facilities regardless of any negligence of the ski area or its employees or agents.
2. I realize that Resort Activity privileges are not a part of my compensation from the Company.
3. I give full permission to have my personal locker and personal belongings searched by police or the manager on duty if there is reasonable suspicion that there may be drugs or other illegal compounds therein.
4. I will not take any drugs or controlled substances at any time while I am working for the Company, and I will not report to work at any time under the influence of drugs or alcohol, other than those prescribed by a physician and authorized by my supervisor.
5. I give consent to be tested, if there is reasonable suspicion on the part of management, that I have been drinking or taking drugs. Also, I understand the Company has a Post Offer/Pre-employment, Periodic Departmental, Post Accident/Incident, Reasonable Suspicion, Random Drug, and Department of Transportation Required drug screening program and agree to be tested if chosen.
6. I give my full permission for the Company to copyright, publish, or resell photographs, tapes or videos of me, for use in its promotional materials.
7. I have received and read the Employee Handbook and fully understand the procedures, responsibilities, privileges and work rules of being a member of the staff and I will abide by the rules, regulations and procedures as stated in the Employee Handbook.
8. I am an “employee at will” which means that I may leave employment of the Company at any time, and that I can be terminated from my job by the Company at any time for any reason, without notice.
9. I understand I am not guaranteed a job at any time, or for any length of time.
10. All questions I have pertaining to the Employee Handbook and to my position with the Company have been answered to my satisfaction.

Please read the above acknowledgement and keep for your records.

