

EMPLOYEE POLICY HANDBOOK

Welcome to Collins Lake. Whether you are newly joining the staff or a seasoned veteran, you are part of a team in which we desire to reflect the core values of our family business. Our goals are stated throughout the handbook:

Your employment with Collins Lake is as a:

_____ Seasonal, Temporary or Part Time Employee

_____ Benefited Employee

Please read this handbook carefully. If you have questions about anything covered (or not covered) in this handbook, please contact the General Manager so the chance of misunderstandings are minimized and we can all work towards our common goals.

Lincoln Young
General Manager



TABLE OF CONTENTS

[MISSION STATEMENT](#)

[GENERAL INTRODUCTION](#)

[YOUR MANAGEMENT TEAM](#)

[EMPLOYEE TRUST AND HONESTY](#)

[EMPLOYMENT POLICY - AT WILL EMPLOYMENT](#)

[EQUAL EMPLOYMENT OPPORTUNITY & DISCRIMINATION](#)

[TIMECLOCK, TIMECLOCK CORRECTIONS & PAYROLL](#)

[PUNCTUALITY & ATTENDANCE](#)

[HOURS OF WORK](#)

Normal work hours

Overtime & Double time

Lunch breaks

Rest Periods

Personal phone calls, cell phones, & personal computers

Community service

[DRUG & ALCOHOL POLICY](#)

[SEXUAL HARASSMENT POLICY](#)

[DRESS CODE](#)

Uniform clothing

Non-Uniform clothing

[CUSTOMER SERVICE](#)

[SOLCIALIZING ON COMPANY PROPERTY](#)

Use of Collins Lake while off-duty

Socializing with on-duty staff while off-duty

Socializing with friends & fellow staff while on-duty



[BENEFIT ELIGIBILITY](#)

[Benefits for all employees](#)

- Workers Compensation Insurance
- State Unemployment Insurance
- Social Security & Medicare (FUTA)
- State Disability Insurance
- Sick Pay
- Retirement – SIMPLE IRA

[Additional benefits for benefited employees](#)

- Insurance Coverage
- Vacation

[PERSONAL LEAVE OF ABSENCE](#)

[MEDICAL LEAVE OF ABSENCE](#)

[WORKPLACE SAFETY & ACCIDENT PREVENTION](#)

[USE OF COMPANY VEHICLES & EQUIPMENT](#)

- Commuting in company vehicle

[EXPENSE REIMBURSEMENTS](#)

[WORKPLACE VIOLENCE](#)

[MOONLIGHTING](#)

[SOLICITATION](#)

[COMMUNICATION WITH YOUR SUPERVISOR](#)

[DISCIPLINE FOR VIOLATIONS OF THIS HANDBOOK](#)

[EMPLOYMENT TERMINATIONS, LAYOFFS & RECALLS](#)

[ALTERNATIVE DISPUTE RESOLUTION](#)

[MODIFICATIONS TO THIS EMPLOYEE POLICY HANDBOOK](#)



HEALTH AND SAFETY INJURY PREVENTION PROGRAM

MISSION STATEMENT

Collins Lake is to be a place where families can come to connect... Connect with one another and with nature. Building fond family memories and multi-generational family camping is a sign of our success. Our primary job is to create a welcoming, safe & clean environment to make this possible.

GENERAL INTRODUCTION

Employees of Collins Lake are part of a team. We are a team of professionals with a common goal of making Collins Lake the cleanest, safest and friendliest park in Northern California.

Our business is one of service to the public. Our customers come expecting to be treated courteously as guests, the same as they would if going to a hotel or first-class resort. Our public relations with them must be on a professional level, reflecting the values of the management. Without their respect and satisfaction, our business could not succeed and you could not be paid.

You will constantly be in contact with our guests. Never forget who they are. They will observe you and judge their attitude towards Collins Lake largely by your actions.

We are 'jack of all trades'. Although normally assigned to a specific area of work, we all try to be available to help each other do any needed job in the park, whether it falls within our direct line of responsibility or not.

We expect a high degree of loyalty from all employees. Loyalty to look after and protect the interests, business, reputation, safety, property and guests of Collins Lake. We carry heavy responsibilities in our work. People's happiness, property and sometimes their lives depend on us.

We are a professional organization. We plan to train you in many aspects of the operation of the park so you can function competently and confidently. Your fellow staff members will help you learn as quickly as possible so you can help them more in their work. Much of your training will be 'learning by doing'. But please remember, if you're not sure or don't understand something, ASK! Don't let it pass and hope you'll figure it out later. Don't guess and risk misinforming someone else. As you begin performing new tasks, someone will often be reviewing your work; this is intended to help you learn better and faster.

You will find that we have specific ways we do many tasks. Some things may seem odd to you at first, but we have learned from the past what works and what doesn't. Of course, none of our policies and procedures are perfect and we still fine-tune many of them. Please learn and do things the way we train you, not the way you think is better; yet we welcome your suggestions for improvement.

We are a small family business and we are privately owned since 1967. We have a large investment in the facilities of the park and we must earn a profit to pay our operating expenses, meet our payroll and provide a return on our investment.

We want you to feel satisfied and well treated in your work. To this end, we pledge to do our best to keep in close communication with you about how you are doing, what you're doing well and where you can improve. When criticism is given, it is intended to be a constructive method of



instruction to help each of us improve how we perform our jobs and how we work together as a professional team.

If any problems arise or you have any questions, please address them with your supervisor or the General Manager promptly.

YOUR LEADERSHIP TEAM

The following individuals are assigned to specific areas of responsibility for the park operation, maintenance & safety:

MANAGERS:

Lincoln Young:	General Manager – All operations
Bart Young:	Assistant Manager (Shop Projects, Vehicles & Equip. & Construction)
Robert Palma:	Assistant Manager (Park Utilities)
Shelly Groce:	Assistant Manager (Retail store purchasing & merchandising)

SUPERVISORS:

Mike Butler:	Chief of Security
Cliff Page:	Water Systems
Roy Young:	Sewer Systems & Project Planning and Development
Alex Young:	Electrical Systems, Rental Cabins/Trailers, Project Planning and Development
Jesse Joseph:	Outboard Motors & Maintenance Scheduling
Jake Jones:	A/C and Refrigeration
Probhat Palma:	Campsite Design & Maintenance
Lisa DeAlba:	Park Office Training
Sara DeAlba:	Park Office Scheduling
Jacob Young:	Executive Assistant

EMPLOYEE TRUST AND HONESTY

You are working at Collins Lake because we feel we can trust you. Being trustworthy is extremely important to us and is vital for your continued employment.

- We trust you to work consistently to the best of your ability, whether or not you are supervised.
- We trust you to honestly handle the cash in the business, so that none of it goes anywhere other than where it is supposed to go, no matter how high the temptation.
- We trust you with the goods in the store, the gas pumps, the office supplies and with the tools & supplies in the shop.
- We trust you to handle company vehicles, equipment & boats carefully and safely
- We trust you with the keys to areas of our business.
- We trust you with knowledge of confidential aspects of the business that must not be rumored or discussed outside of business.
- We trust that you will remain professional about your rate of pay.



- We trust you to be supportive of and to help build up the reputation of the business.
- We trust that you will faithfully obey the company policies and rules contained in this employee handbook.

In short, the responsibility for trust and honesty is on your shoulders as long as you work at Collins Lake. Matters of trust are very important to us. If you violate this trust, you will be subject to discipline, up to and including immediate termination of employment.

AT WILL EMPLOYMENT

The General Manager will normally approve all hiring & firing decisions. However, in the absence of the GM, any Assistant Managers shall have full authority to suspend or terminate employment when immediate action is warranted.

All employees of Collins Lake, whether management or staff, have an employment relationship which is of an “at will” nature. This means that the employee may resign at any time and the employer may discharge the employee at any time, with or without cause and without prior notice. This “at will” employment relationship may not be changed for any reason.

EQUAL OPPORTUNITY EMPLOYER & DISCRIMINATION POLICY

Collins Lake is an equal opportunity employer. The company does not discriminate against race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (including pregnancy), gender, gender identity, gender expression, age, sexual orientation, or military and veteran status, or other legally protected status.

This applies to hiring, training, on-the-job treatment and promotion as provided by State & Federal laws. This company complies with laws regarding reasonable accommodations for religious beliefs and disabilities.

Any complaints regarding discrimination should be made verbally or in writing to the General Manager. All complaints submitted will receive the following: (a) a designation of confidentiality, to the extent possible; (b) timely responses; (c) impartial and timely investigations by qualified personnel; (d) documentation and tracking for reasonable progress; (e) appropriate options for remedial actions and resolutions; and (f) timely closure.

TIMECLOCK, TIMECLOCK CORRECTIONS & PAYROLL

We expect you keep an honest and trustworthy account of your time worked. If you forget to clock-in or clock-out correctly, there is a timeclock correction sheet in the office to log in the correct time worked rounded to the nearest 5 minutes. Please review your timecard before each payday to make sure your time is an accurate reflection of the hours worked.

Collins Lake’s payroll is on a bi-weekly basis. Pay periods consist of two weeks, each week starting at 12:01 am Monday and ending at midnight on Sunday. Direct Deposits will be issued to employees by the end of the following Wednesday of each pay period.

Your paycheck will be for the amount of your gross wage, less deductions for FICA, SDI, State & Federal Income Tax, Store bill and any other deductions you may have authorized.



Your wage rate or salary is an individual agreement between you and your employer. You are discouraged from discussing with other employees what you are paid or what benefits you have or don't have. Such comparisons typically lead to misunderstandings, jealousies and dissention. If you have any questions about your rate of pay or working arrangements, they should be discussed privately with the General Manager.

PUNCTUALITY AND ATTENDANCE

Collins Lake's business is open and staffed long hours daily and relies heavily on employees being at work and on time for all scheduled shifts. If an employee is missing or late, it can often cause major problems. Frequent tardiness is not acceptable and may be cause for dismissal.

As an employee of Collins Lake, we expect you to be present, ready to work, by the start of each scheduled shift. If you need to take care of personal tasks or wish to socialize over coffee with other off-duty employees before your shift, these should be done on your time before you sign in. Therefore, once your shift starts, you should be ready to start your work.

If you anticipate a conflict (such as a scheduled doctor appointment), inform the person doing staff scheduling in writing at least two weeks in advance and we will try to accommodate your request. In case of sudden illness or other last-minute unavoidable or emergency problems which may cause you to arrive late or be absent please call in at least 2 hours before the start of your scheduled shift if possible, so management can attempt to find an alternate.

HOURS OF WORK

Collins Lake complies with all wage, hours and working conditions rules as specified in the State of California Industrial Welfare Commission Order No. 5-2001 regulating wages, hours and working conditions in the Public Housekeeping Industry. This order, along with other working condition notices, is posted on the notice board.

- **NORMAL WORK HOURS:** Collins Lake is open during the main season between 5:30am and 10pm (Midnight Fridays) and work shifts may occur any time within this period. Park security shifts may continue beyond the park's hours and would normally include night patrols. Because we are a vacation destination park, we are open 7 days a week and most holidays; therefore, working any of these days would be considered normal working days.
- **OVERTIME & DOUBLETIME:** Any work shift that exceeds 8 hrs and/or any work week (Mon-Sun) that exceeds 40 hrs will be considered overtime and paid at a rate of 1-1/2 times the normal hourly wage. Any work shift that exceeds 12 hrs shall be considered double time and paid at a rate of 2 times the normal hourly wage. Managerial employees designated as Managers or Assistant Managers are exempt from this overtime provision.
- **LUNCH BREAKS:** If an employee is scheduled for a work shift in excess of 5 hours, in accordance to the law they must take a lunch break of at least 30 minutes. These lunch breaks won't always be scheduled, but may be taken provided they arrange an acceptable time with their supervisor. Lunch breaks are not paid time and require clocking out & back in for each time.



- **REST PERIODS:** All employees are entitled to a 10 minute rest period for every four hours worked. These rest periods are to be taken close to the middle of the shift if necessary and cannot be used to arrive late or leave early from a shift. Rest periods are considered paid time and part of the shift worked.
- **PERSONAL PHONE CALLS, CELL PHONES & PERSONAL COMPUTERS:** Personal phone calls should not be made on company time; therefore, please limit calls to times which you've already signed out for (such as a lunch breaks or after the end of your work shift). Please inform your friends & family to avoid calling you during work hours unless it is an emergency. Use of cell phones or personal computers are also to be limited to emergency calls while on duty; all other calls, texts, social media or non-business interactions are a distraction from your work and should be limited to times you are not clocked in for work.
- **COMMUNITY SERVICE:** Collins Lake is supportive of our employees becoming involved in personal acts of community service, such as local volunteer fire department, little league, youth mentoring & tutoring, etc. If you need time off for performing personal acts of community service, inform the person doing staff scheduling at least two weeks in advance and we will try to accommodate your request. If such advance request is not possible (ie. Volunteer fire department), we will support you taking the personal time to perform your community service as long as the needs of the business and public safety of the customers at Collins Lake are not jeopardized by your absence. If possible, your supervisor should be made aware that you want to leave your work duties before you leave the business premises. Once time off is approved, it is not paid time off and you will be required to sign out for the time away from the business. Although we support your effort to volunteer for community service, volunteering is a personal choice and should be done on your own personal time. There is one exception: as a gift to our community, Officers of the local volunteer fire departments are permitted to go on emergency fire or medical calls to protect our community without signing out for their time if it doesn't exceed 8 hrs/day pay and they are also permitted to use a company vehicle in their response. Any other volunteer firefighters may still volunteer as described above, but must do so on their own time.

DRUG & ALCOHOL POLICY

Collins Lake is concerned about risks to employees, the public, the safe & efficient operation of Collins Lake's business, and to the reputation of the business with its customers this may be damaged by any employee who abuses alcohol or drugs regardless of whether they were consumed legally or illegally. This policy is so important for the prevention of accidents to employees or guests at Collins Lake that it is a Zero Tolerance Policy: the General Manager may, if circumstances warrant, terminate the employment on the first violation.

- **ON DUTY:** No employees shall be on duty nor operate any company vehicles or equipment while under the influence of alcohol, illegal drugs, or legal drugs that impede their ability to work safely in the duties assigned.
- **OFF DUTY:** Employees are responsible for their own actions while off duty and away from Collins Lake. However, if they are operating a company vehicle, wearing a company uniform



and/or recreating at Collins Lake while off duty, they still represent Collins Lake to the public and thus same rules apply as if on-duty. The only exception would be while recreating at Collins Lake off duty and out of uniform, then moderate legal consumption of alcohol is permitted if it doesn't lead to public drunkenness or cause a public disturbance.

SEXUAL HARASSMENT POLICY

Collins Lake strives to provide a safe work environment for all employees. In keeping with this goal, we pledge to preserve a working environment that is free from sexual harassment.

Harassment is against the law, and those committing harassment are individually responsible for their actions. As a company, Collins Lake does not tolerate discrimination based on gender, pregnancy, sexual orientation, race, religion, age, national origin, citizenship, disability or any other personal characteristic unrelated to an employee's ability to perform work requirements. Collins Lake aims to prevent harassment of any kind by anyone employed by our company.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or unwanted sexual attention by anyone associated with the company, whether male or female. Harassment may include references to employment status or conditions, or may serve to create a hostile, intimidating, or uncomfortable work environment. Harassment includes, but is not limited to obscene jokes, lewd comments, sexual depictions, repeated requests for dates, touching, staring or other sexual conduct committed either on or off the company premises.

All employees of Collins Lake share a responsibility for helping ensure that our workplace is free of sexual harassment. If you feel you have been a victim of sexual harassment, report the behavior directly to the General Manager or to any of the Assistant Managers. If you have witnessed sexual harassment, you also are urged to report the incident so that prompt action may be taken. All complaints will be taken seriously, kept as confidential as possible and investigated fully. State Law expressly forbids any retaliation against employees for reporting sexual harassment. If, however, the company finds that false charges have been reported, disciplinary actions may be taken against any individual who provides false information.

DRESS CODE

- **Uniform Clothing:** The Company provides employees with standard uniform shirts and expects that the uniforms will be kept in a neat, clean condition and will always be worn when on duty. Name badges provided by the employer for office staff should be worn by staff working inside the park office. All uniforms are expected to be returned to Collins Lake upon termination of employment. Company uniforms may not be worn when not on duty. A Collins Lake logo hat will be issued if a hat is desired.
- **Non-Uniform Clothing:** Other clothing which is not provided as a standard uniform (ie. Pants, shorts, shoes, etc.) must also be kept in a neat, clean condition while on duty. Clothing should look professional and be properly fitted. Boots or tennis shoes are acceptable. Open toed or open backed footwear is not appropriate for the nature of this business. Accessory clothing, usually large jewelry and buttons and other badges should not be worn.

Employees will occasionally get dirty during a work shift from the nature of



the work. If this occurs, please try to clean up as soon as possible. It is good practice for employees to keep an extra clean uniform shirt at work for such needs.

Remember that wherever you are working, our guests will be watching you and your appearance and behavior is a direct reflection on the business.

Employees are expected to maintain a professional appearance in terms of personal hygiene, hair and appearance. Visible tattoos which might be considered offensive are not permitted.

Male employees should keep any moustaches and beards well-trimmed. Female employees should keep makeup natural. Hairstyles should be neat, with hair worn away from the face. Shorts for office staff are permitted as long as the length of the shorts are longer than the longest fingertip when the employee is standing straight with arms fully extended to their side.

All store employees with longer hair working with food service should keep their hair pulled back in a hair tie, wear a hat, or wear a hair net.

CUSTOMER SERVICE

Our business is one of service to the public. Our customers come expecting to be treated courteously as guests, the same as they would if going to a hotel or first-class resort. Our public relations with them must be on a professional level, reflecting the values of the management. Without their respect and satisfaction, our business could not succeed and you could not be paid.

You will constantly be in contact with our guests. Never forget who they are. They will observe you and judge their attitude towards Collins Lake largely by your actions.

SOCIALIZING ON COMPANY PROPERTY

- **USE OF COLLINS LAKE WHILE OFF DUTY:** As an employee of Collins Lake, you are permitted to use the Collins Lake Recreation Area free of charge with the following clarifications:
 - **DAY USE:** It is OK to come in free with some friends that are visiting you. It is not OK to let your friends in for free when you are not with them.
 - **CAMPING:** It is OK to camp for free on weekdays (Sunday thru Thursday nights) if there are plenty of similar sites available for a customer to rent if they ask. It is not OK to reserve a specific site in the future and thus blocking a paying customer from making a booking. It is not OK to camp for free on weekends (Friday and Saturday nights), unless you are camping in the Open Area.
 - **GROUP PICNIC AREAS:** It is OK to use a group picnic area for your use if it is not reserved by a paying group, but it is not OK to reserve one in advance or penciling in a hold and thus blocking a paying group from making a booking.
 - **RENTAL BOATS:** It is OK to use a fishing boat, pedal boat, kayak or SUP on weekdays (Monday thru Friday) if there are plenty of boats available to rent to paying customers. No boats can be used by staff on weekends in the Spring and Summer (Saturday and/or Sunday). Due to limited availability and higher demand in the Summer, Patio boats are rarely available to use by staff and cannot be reserved or



penciled in. (If there is a weekday with 3 or more available patio boats after noon, we can allow staff use of the boat for the afternoon but the rental must be returned at the time all rental boats are due in. This cannot be reserved and is limited to one such use each Summer per employee). However, at least two patio boats must always be available for rent at the dock.

- **CABINS & RENTAL TRAILERS:** Due to heavy use in the Spring and Summer months and added cleaning fees, the rental cabins and trailers are normally not available for staff use during the Summer months.

The use of the lake resources is a privilege granted you recognize the fact that our customers are likely to recognize you and, therefore, you continue to represent the business as an ambassador. We expect your behavior to be complimentary to our business. All of the lake resources should be left in as good or better condition than when you used it.

- **SOCIALIZING WITH ON-DUTY STAFF WHILE YOU ARE OFF-DUTY**

If you are not on duty, we expect you not to socialize with those who are on duty, because this would be a distraction for your co-workers. Therefore, we encourage you to build your relationships with one another, but you must keep the workplace professional and plan to socialize together when you are both off duty.

- **SOCIALIZING WITH FRIENDS & FELLOW STAFF WHILE YOU ARE ON-DUTY**

We encourage you to build your relationships with one another, but you must keep the workplace professional and plan to socialize with your friends and fellow staff when you are off duty. Your attention should be on the work which needs to be done. Friends who are not on staff should not be behind the counter of the store, in the back storerooms, or in the company vehicles.

BENEFIT ELIGIBILITY

Collins Lake has two levels of employees. When hired, each employee is informed of which level they are employed within, and such classification will continue until informed otherwise in writing by the General Manager. For your reference, your assigned level is shown on page 1. The levels and associated benefits are further defined below:

- **BENEFITS FOR ALL EMPLOYEES:**

- **WORKER’S COMPENSATION INSURANCE:** All employees are covered for work-related accidental injury or death by a Workers’ Compensation Insurance Policy complying with workers’ compensation laws of the State of California. Employees are required to report all work accidents and injuries promptly to a supervisor or manager.
- **STATE UNEMPLOYMENT INSURANCE:** Employees are covered by California State unemployment insurance as administered by the California Employment Development Department.



- **SOCIAL SECURITY (FICA):** Contributions for FICA (Social Security + Medicare) are made by the company in matching amounts to what the employees pay as a payroll deduction. (For every dollar employees pay into the FICA system, the company pays another dollar into the FICA system). FICA is administered by the Federal Social Security Administration.
- **STATE DISABILITY INSURANCE:** SDI premiums are paid entirely by the employees as a payroll deduction. State Disability Insurance (SDI) is administered by the California Employment Development Department. Premium rates are set annually by the Employment Development Department.
- **SICK PAY:** Employees who work for 30 or more days within a year from the beginning of employment are entitled to paid sick leave. Paid sick leave accrues at the rate of one hour per every 30 hours worked, paid at the employee's regular hourly wage rate. Accrual shall begin on the first day of employment. The use of paid sick pay is limited to 24 hours (3 days) in each calendar year of employment. Accrued sick pay leave shall carry over to the following year of employment if unused, but will be capped at 48 hours (6 days) combining current year's accruals and any prior year's carry over. New employees may use their accrued paid sick days beginning on the 90th day of employment. To receive paid sick leave, employees must request the time off to care for themselves or an immediate family member, but the time off must be the diagnosis, care or treatment of an existing health condition or preventative care, or specified purposes for an employee who is a victim of domestic violence, sexual assault, or stalking. To be paid, employees must log in their request on the time clock correction sheet before payroll is processed for the time requested.
- **RETIREMENT – SIMPLE IRA:**
 - Employees that have earned at least \$5,000 in the current year and expect to earn at least \$5,000 in the following year are eligible for the Savings Incentive Matching Plan (SIMPLE IRA). To participate in the SIMPLE IRA, you choose what amount of your wages you want to have deducted automatically from each paycheck. 100% of those deductions will be automatically deposited into a SIMPLE IRA account, which you will own and manage investments yourself. You can contribute any amount up to the IRS limits, the 2017 limit is \$12,500 (or \$15,500 if your age is 50+) per year. Collins Lake will match your contribution, dollar for dollar, into your account, up to the maximum allowed by the IRS (3% of your annual gross wages). Saving for retirement, and participating in SIMPLE IRA, is a personal choice and a personal responsibility. If you are interested in participating in SIMPLE IRA meet with the General Manager for further details.
- **ADDITIONAL BENEFITS FOR BENEFITED EMPLOYEES:**
 - **GROUP MEDICAL INSURANCE:** Is provided for employees who qualify for eligibility. The group medical insurance company as well as the insurance plan provisions may change from year to year. Eligible employees shall be covered both for themselves as employees and for spouses and other eligible dependents (if any). The cost of the



group medical insurance coverage for dependents shall be shared between the covered employee and the Corporation, with the covered employee paying a payroll deduction as determined annually by the General Manager.

Because plan descriptions do change from time to time, current information will be made available to you by the General Manager in the form of a Summary Plan Description.

- **OTHER GROUP INSURANCE:** Policies may be offered in addition to the Group Medical Insurance as additional benefits, but these may change from year to year. Examples of such additional group insurance policies may be dental, life & disability insurance. Specific descriptions of these other group insurance policies will be provided each year in the form of a Summary Plan Description if they are provided as a benefit.
- **PAID VACATION:**
 1. Two weeks paid vacation (80 hours pay) is given for the first year of employment as a year-round employee.
 2. To reward seniority, an additional half day's paid vacation (4 hours pay) will be added for each year worked year-round, up to a limit of 20 year's seniority (80 hours additional vacation).
 3. Thanksgiving, Christmas Eve and Christmas Day are additional paid vacation days (3 days = 24 hours pay) in addition to normal vacation. If any of these days are worked, then they will be paid straight time for their hours worked and be allowed to take an alternative day off with pay as a substitution day.
 4. **TIMING OF VACATION AND CARRYOVER LIMITS:** The sum of items 1 thru 3 will equal the total vacation available to take each year. Because Collins Lake is a seasonal business, all vacation earned during a current season should be taken during the off-season months after Labor Day and before the busy spring months of the following year, unless otherwise authorized by the General Manager. Unused vacation accrued in the current year shall roll over to the following year, provided that the accumulated total vacation does not exceed one and one half of the total vacation earned in the current year. Any unused vacation in excess of this limit will be forfeited without compensation if not used. Vacation may not be taken as overtime pay, so vacation may not be logged if by doing would put hours paid at regular wage into overtime.

PERSONAL LEAVE OF ABSENCE

Personal leave of absence requests must be submitted to, and approved by, the General Manager. If such a request imposes an undue hardship upon the business and is not approved by the General Manager, then the employee has the option to exercise their "at-will" employment basis and resign; otherwise, they will need to continue to come in as scheduled for their work shifts.

If a personal leave of absence is approved, the time of leave is not paid time, regardless of whether the employee is paid at an hourly wage or a fixed salary, unless vacation time is used.



If a personal leave of absence is approved for benefited employees, the benefits package will continue during this period of their personal leave of absence for a period of up to 45 days. After 45 days, the benefits will be terminated unless the employee chooses to pay the premiums directly per Cobra for those benefits covered under Cobra. Employees are responsible for covering the POP portion of the cost for insurance benefits for the duration of the leave of absence.

Personal leave of absence may be granted up to a maximum of 6 months' time. After that time, the employee must either return to work or resign. Extensions beyond 6 months may only be made if done so in writing by the General Manager.

MEDICAL LEAVE OF ABSENCE

Medical leave of absence requests will be reviewed by the General Manager. If the need for a medical leave of absence is a result of an emergency resulting in hospitalization, it will be approved. If the need for a medical leave of absence is not an emergency but is recommended by a physician, it will be approved if accompanied by a written order from your attending physician. If there is not a doctor's order recommending a medical leave, then the request will not be approved as a medical leave, but will be considered for approval as a personal leave of absence (see above).

If a medical leave of absence is approved, the time of leave is not paid time, regardless of whether the employee is paid at an hourly wage or a fixed salary, unless vacation time is used.

If a medical leave of absence is approved for benefited employees, the benefits package will continue during this time of their medical leave of absence for a period of up to 90 day. After 90 days, the benefits will be terminated unless the employee chooses to pay the premiums directly per Cobra for those benefits covered under Cobra. Employees are responsible for covering the POP portion of the cost for insurance benefits for the duration of the leave of absence.

Extensions beyond the time frames shown above may only be made if done so in writing by the General Manager.

WORKPLACE SAFETY & ACCIDENT PREVENTION

Our company's goal is to establish a safe working environment for all employees, because the health and safety of all employees of Collins Lake Management Corp. is of major importance. By putting SAFETY FIRST and a higher priority than productivity and profitability, we strive to eliminate preventable accidents on the jobsite. Therefore, everyone has an individual responsibility to mirror your company's management's support of putting safety first.

To establish this, the company has adopted a separate Collins Lake Management Corp. "[Health and Safety Injury Prevention Program](#)". A copy of this has been included at the end of this handbook for your reference. As an employee, you are required to read, understand, and follow all procedures and practices applicable in this program.

Report all injuries and accidents, no matter how small, to the General Manager or to your supervisor.

USE OF COMPANY VEHICLES & EQUIPMENT



VEHICLES: The Corporation operates a fleet of trucks and specialized use of vehicles for the operation and maintenance of the Collins Lake Recreation Area business. Use of these vehicles is restricted ONLY for business use on the Collins Lake premises or away from the premises on business use. All company vehicles are to be kept on the Collins Lake premises unless away from the premises on authorized business or if employee has been approved for commuting in a company vehicle. Any unauthorized personal use of any company vehicle by any staff or officers is prohibited. All operators of company vehicles are required to obey all State and local traffic laws, and are personally responsible for tickets and fines for violations.

EQUIPMENT, TOOLS, AND WORKSHOP: The use of the shop, equipment or tools is a privilege and permission from an Assistant Manager must be given before the shop or any tools are used for personal use. Benefited Employees may use company equipment, tools and workshop for small personal projects, provided the tools aren't needed for company use and are returned promptly in a clean, usable condition. Most approvable projects will be for quick minor servicing, but are not intended to be lengthy, ongoing projects. Consumable items, such as sandpaper, wood, paint, etc., which belong to the company may not be used for personal projects. Specialty equipment, such as the welders, backhoe, bulldozer, etc., require specialized training and are costly to operate; therefore, their use may be limited and may require financial reimbursement from the employee back to the company when used.

EXPENSE REIMBURSEMENTS

Most operating expenses of the business are paid directly by a company check or credit card. Occasionally, it may be necessary for an employee to incur an expense on behalf of the corporation with their own funds and need reimbursement.

Collins Lake Management Corp. has adopted an "Accountable Business Expense Reimbursement Plan" in accordance with IRS Regulations. Under this plan, any expenses for travel, transportation, purchase of supplies, etc. which an employee may incur on behalf of the business are reimbursable by the corporation as follows:

1. The expenses are for legitimate business operating expenses which have been requested to be incurred or purchased by management, or which are necessary for business operating purposes in case of an emergency, and which are authorized business expense tax deductions, and:
2. The expenses have been incurred or paid by an employee while performing services for the corporation as an employee, and:
3. The employee must adequately account to the corporation for these expenses by submission of an Expense Reimbursement Claim, indicating exactly what was incurred or purchased and what the business purpose of it was. Expense reimbursement claims must include an accurate receipt for each expense, and should be submitted to the corporation within 60 days of incurring such an expense, or within 60 days of returning from business travel.
4. If the employee has been given a cash advance prior to incurring the expense, any



excess over the cost of the expenses documented as in item 3 above must be returned to the corporation at the time of submitting the Expense Reimbursement Claim.

5. If an employee is requested to use his or her personal vehicle for business purposes, mileage driven may be reimbursable up to the applicable Federal standard mileage rate, providing the start and ending odometer reading and the business purpose of each trip are recorded at the time of each trip.
6. Reimbursements received by employees in accordance with this Accountable Expense Reimbursement Plan are not reported on the employee's W-2 form, and do not normally represent taxable income to the employee.

WORKPLACE VIOLENCE

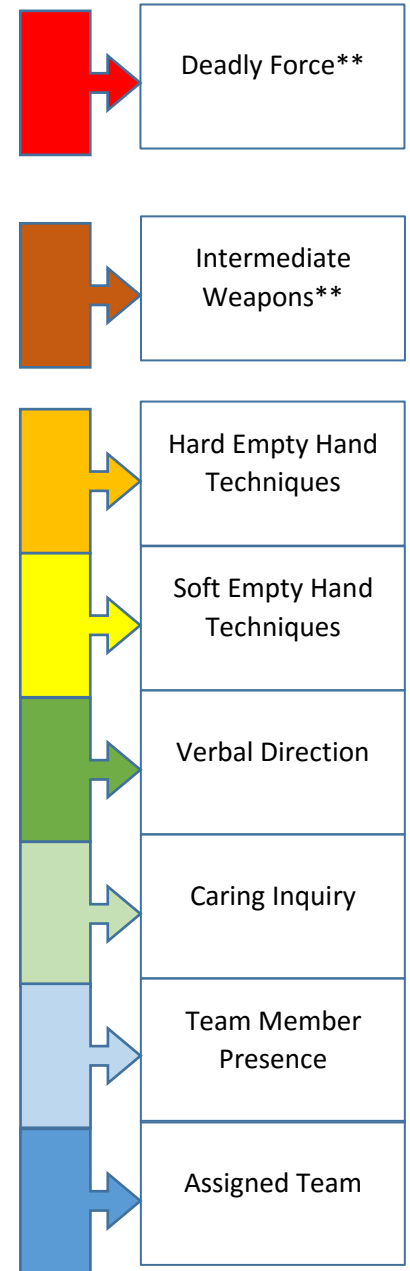
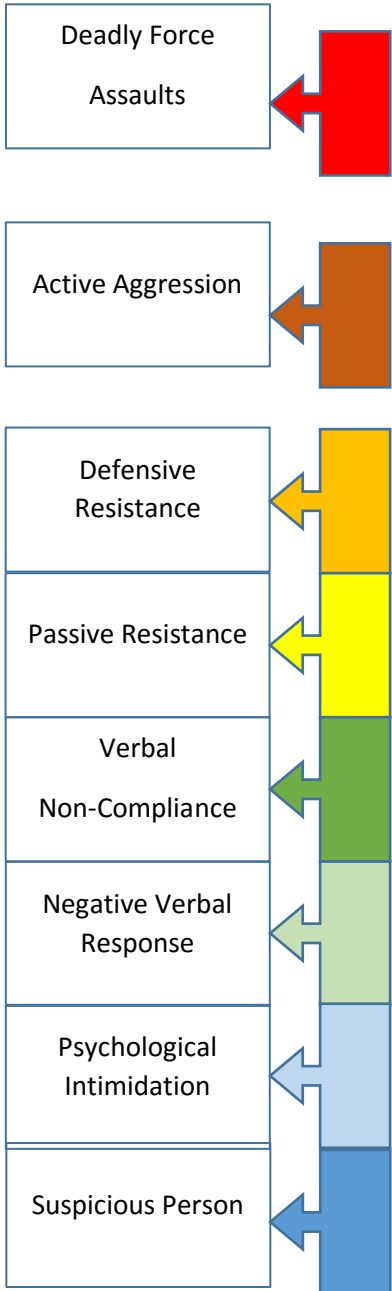
Your work environment should be a safe place which is free of violence or threat of violence from fellow employees or supervisors. Therefore, as employees, you have a responsibility to refrain from acting in a violent way towards one another or towards our customers. In addition, you also have a responsibility to refrain from threatening violence, even if you don't intend on acting out such a threat. Employees who violate this responsibility may be subject to being disciplined, even up to immediate dismissal and/or arrest.

Although employees are responsible for their own actions, we can't predict the actions of the general public using the park. Especially in the role of park security, employees may face an aggressive individual who could act violently towards you. If you face such an individual, your first action should be to back away from the situation and get help from either additional park staff or the local sheriff's office. However, as you deal with the general public, Collins Lake has adopted a **USE OF FORCE CONTINUUM** as a standard that provides employees with guidelines as to how much force may be used against an aggressor in a given situation to protect themselves and others. We adopt a stair step use of force continuum, which each level of force matched by a corresponding level of subject resistance; however, depending on the subject's actions, the Collins Lake staff need not progress through every level before reaching the final level of force that is appropriate. These progressions rest on the premise that the Collins Lake staff should escalate and de-escalate their level of force in direct response to the subject's actions. Whenever possible, all reasonable efforts should be made to de-escalate a situation with an aggressor and call Yuba County Sheriff's office assist to have law enforcement officers assist in stabilizing the scene. Collins Lake's use of force continuum is as follows:



Collins Lake

Use of Force Continuum



Subject

Collins Lake Staff



**** WEAPONS**

If your work involves park security and you desire to carry a weapon for the purpose of self protection within the scope of the Use of Force Continuum, Collins Lake is supportive of your need to protect yourself with an appropriate weapon, but only if the following requirements are met:

A. FIREARMS

1. **Open Carry Firearms** are not permitted unless you have obtained and kept current the following:
 - a. Security Guard Registration from the State of California, Bureau of Security and Investigative Services (BSIS), which requires a criminal background check through DOJ and FBI, plus 40 hours required training and exam administered by any private patrol operator or by a certified training facility (www.bsis.ca.gov):
 - b. Firearm Permit also issued by BSIS. To obtain this permit, you must pass a course in the carrying and use of firearms. The 14-hour (8 hours classroom, 6 hours range) training course covers moral and legal aspects, firearms nomenclature, weapon handling and shooting fundamentals, emergency procedures and range training. The course must be given by a Bureau-certified firearms training instructor at a Bureau-certified training facility. Written and range exams are administered at the end of the course.
 - c. Agreement for Open Carry Firearms from Collins Lake Management Corp.
2. **Concealed Carry Firearms** are not permitted unless you have obtained and kept current the following:
 - a. Concealed Weapons Permit (CCW) recognized as valid in Yuba County, CA
 - b. Concealed Weapons Agreement with Collins Lake Management Corp.

B. PEPPER SPRAY

The law requires those who wish to carry pepper spray on duty to complete a training course approved by the Department of Consumer Affairs. Collins Lake Management Corp will cover the cost of the training and pepper spray for employees assigned to security duties.

- C. **BATONS** (Standard Batons or ASP Batons) are not permitted unless you have obtained and kept current:
 - a. The law requires those who wish to carry a baton on duty must be a registered security guard with BSIS and complete an eight-hour training course from a certified instructor on the proper use of a baton.
 - b. Agreement for Baton Agreement with Collins Lake Management Corp.

MOONLIGHTING

Moonlighting often does not work due to conflicts of time & energy which often arise. However, Collins Lake Management does permit moonlighting at another place of employment, **providing that** scheduling your responsibilities at Collins Lake and your posted schedule at your



second job don't create an undue hardship on the efficient staff scheduling needs of our business, and if the added fatigue of working a second job doesn't lower your performance on the job at Collins Lake.

SOLICITATION

Solicitation includes attempting to sell something, advertise something, distribute literature, or request a contribution for something from other employees or from customers of Collins Lake. Employees must have managements approval to solicit for any purpose on the park premises, except as part of your job selling or advertising for the Collins Lake business. People who don't work for Collins Lake are prohibited from soliciting employees or the public for any purpose at any time on company property without managements approval.

COMMUNICATING WITH YOUR SUPERVISOR

If you have questions about any of the items in this manual or areas of your work responsibilities, work expectations and/or work performance, we encourage direct and frequent communication with your supervisor. Assistant Managers or the General Manager may not alter or interpret any of the contents of this manual to change what it specifically says without written instructions from both the President of the Corporation and the Board of Directors jointly.

DISCIPLINE FOR VIOLATIONS OF THIS HANDBOOK

It is expected that all employees of Collins Lake will work and act in a manner consistent with the best interests of the Company and in accordance with the policies and work rules contained in this Employee Policy Handbook. Many employees, however, may need to be reminded from time to time of areas of performance which need improvement or correction.

Occasionally, an employee's performance may be found unsatisfactory and some discipline may be warranted. A few examples of unsatisfactory performance may range from being repeatedly corrected for the same errors to working in an unsafe manner to blatantly disregarding the contents of this manual. Discipline in such cases may range from warnings to suspension to immediate dismissal as management discerns appropriate.

Occasionally an employee may have committed a serious offense such as violating trust, theft, carelessly damaging property, carelessly causing or risking an accident, being under the influence of alcohol or drugs, refusing to follow reasonable work instructions, or many other types of serious offenses. Discipline in such cases may range up to immediate dismissal and/or filing of criminal charges.

EMPLOYMENT TERMINATIONS, LAYOFFS AND RECALLS

Current California employment laws, policies and permits are posted on the Permits Board in the office hallway and on the wall in the room in the rear of the office. You should familiarize yourself with these postings.



If your employment is terminated, you may be eligible for State Unemployment Insurance coverage and may inquire at the Employment Development Department. You should be aware that not all requests are approved and the State EDD office evaluates and determines eligibility.

Once employment has been terminated, there is no guarantee or implication of re-hire. If an employee is terminated due to lack of work or because we have reached the end of our season, they will be considered for re-hire when there is more work or when the next season begins just as any new-hire would be; however, the fact that an employee had worked in the past does not entitle them to any guarantee of being re-hired.

ALTERNATIVE DISPUTE RESOLUTION:

Collins Lake Management Corporation's policy is if a problem is not solved to your satisfaction at the Assistant Management level, you should communicate with the General Manager directly, either in writing or verbally, and you will receive a prompt response. You may use this procedure without fear of reprisal. The General Manager is committed to doing all within their power to seek prompt settlement of employee problems and disputes in a manner that is constructive and is fair to both the employee and the company.

However, in the event that you, as an employee or as a dismissed employee, have followed the procedures stated above, have tried your best to communicate fully with the General Manager, and are still not satisfied with the resolution of the problem, the Corporation has a policy of dispute settlement by arbitration. Under arbitration, a neutral third party is selected by the Corporation and the employee to hear both sides of the dispute and to issue a ruling for resolution of the problem. As part of your acceptance of employment by Collins Lake Management Corp., you need to understand that you are accepting and agreeing to the process of dispute settlement by arbitration should a dispute between you and the Corporation ever arise.

Both the Corporation and you, as an employee or a dismissed employee agree to accept the ruling of the arbitrator as full and final settlement of the dispute. This means that you waive all rights to sue concerning any issues of hiring, employment or dismissal.

MODIFICATIONS TO THIS EMPLOYEE POLICY HANDBOOK

Collins Lake Management Corp. reserves the right to modify this Employee Policy Handbook at any time by issuance of written amendments or staff policy memos. These modifications may only be issued by the General Manager after being directed to do so by both the Corporation's President and Board of Directors jointly.

No other modifications or clarifications determine our company's policy regarding our employees.



**COLLINS LAKE MANAGEMENT CORP.
HEALTH AND SAFETY INJURY PREVENTION
PROGRAM**

The health and safety of all employees of Collins Lake Management Corp. is of major importance. Your management's policy is to establish a safe working environment for all employees. Because we are so concerned that work-related injuries and illnesses be prevented, our guiding policy is that safe work practices and equipment should take precedence over work productivity.

To accomplish this, it is necessary to state certain work policies and rules, to conduct work inspections, to hold health and safety training, and to communicate to and from you about health and safety concerns. It is also necessary that all company employees carry out their responsibilities in maintaining a safe work place. Management pledges to work diligently to eliminate unsafe or unhealthful conditions, and expects equal diligence from all employees in the elimination of unsafe and unhealthful acts. We base our strong priority for the effective implementation of this Program both on a sincere desire to be in compliance with all applicable health and safety laws and equally on a sincere desire to see you as an employee be able to avoid painful and costly injuries.

We have therefore instituted this formal Health and Safety Injury Prevention Program which, with your help, will succeed in providing safe, healthy and pleasant working conditions. This Program is intended to comply in full with the requirements and intent of Senate Bill 198. Everyone stands to benefit. The cooperation of all employees in our organization is expected. The results are of utmost importance both to management and to you as employees. A copy of this Program shall be given to each employee.

Employees are instructed to read this Program carefully and to discuss any questions or concerns it may raise with their supervisor or with the Safety Coordinator.

Responsibility:

Our company's designated Safety Coordinator is Bart Young. The Safety Coordinator is responsible for overall implementation and administration of the Health and Safety Injury Prevention Program.

Managers and Assistant Managers have supervisory responsibilities, and as such will be held responsible for modeling, training, enforcing health and safety rules with all employees working under their supervision.



All employees will be held responsible for understanding and following the health and safety rules outlined in the Program, for observing and communicating any potential hazards observed, and for using common sense in their work to avoid any action which could cause injury. Because you as an employee benefit from safe working conditions and practices, management expects your cooperation and supportive attitude to make work injury prevention a daily priority.

EMPLOYEE-MANAGEMENT SAFETY COMMITTEE:

An Employee-Management Safety Committee is hereby appointed. Members of the Committee shall be: Alex Young, Jacob Young and Roy Young

In addition, Cliff Page is appointed as an employee safety representative, and any employee who for whatever reason might feel insecure in bringing a concern or suggestion to the attention of any of the committee members is encouraged to communicate anonymously with Cliff, who will be responsible to bring these concerns or suggestions to the attention of the committee. Employees are encouraged to submit safety suggestions.

The Committee shall meet annually or following a workplace incident. Prior to the meeting each committee member shall make a personal inspection of the park, and of our workshop, vehicles and equipment to make note of any potential safety or health hazards and to recommend means of removing the hazards.

During the meeting, concerns and suggestions shall be considered, inspection results reviewed, training records reviewed, training plans set, and investigations of any accidents or injuries which may have occurred during the previous quarter shall be reviewed as to remedy of cause and present status of each accident. Plans shall be approved for timely implementation of corrective action for any unsafe or unhealthy conditions found in the course of the meeting.

Minutes shall be prepared of each Employee-Management Safety Committee meeting.

TRAINING:

Effective training is important to ensure that all employees know how to complete their work assignments safely. Therefore, all employees shall receive proper instruction for equipment and vehicle operation and for any specialty tasks required of them.

All employees of Collins Lake Management Corp. as of March 1, 1995 have received basic safety training instruction prior to this date as employees of Pineland Development Co., Inc., and are considered to have been trained.



All new employees shall receive basic safety training upon being hired as part of their new-employee training.

Employees will be assigned to one of two work classifications:

1. Office-Store employees
2. Park Ranger and maintenance employees

Office-Store employees are exposed to far fewer hazards than are Park Ranger and maintenance employees. Consequently, refresher safety training meetings shall be held once each year for Office-Store employees.

Park Ranger and maintenance employees, who use a variety of tools, equipment, vehicles and substances shall attend safety meetings with their supervisor a minimum of four times each year. Supervisors are encouraged to hold additional meetings more frequently as they deem appropriate. During these meetings, safety training procedures for at least one procedure or piece of equipment shall be reviewed, and an opportunity shall be available for any employee to communicate any concern or suggestion.

A written record shall be maintained in the company office of all training meetings, listing the time and date of the meeting, the name of each employee attending, the name of the instructor and the subjects of training covered.

Special training meetings shall be held with affected employees anytime a new piece of equipment or new potentially hazardous substance, process or procedure is introduced in the workplace.

SUPERVISOR RESPONSIBILITIES:

Supervisors have a special responsibility in seeing that this Program is implemented correctly to help achieve the desired result of a safe, accident-free work environment. As a minimum, supervisors are responsible for the following:

1. Becoming familiar with and enforcing the health and safety rules in this Program.
2. Being sure that safety devices and personal protective equipment are used by all employees as required.
3. Being sure that any injuries are promptly reported and treated.
4. Investigating all accidents and submitting prompt accident reports.
5. Making frequent (normally daily) inspections of work areas and of employee work practices, taking immediate action to correct any unsafe



condition observed.

6. Holding the safety training meetings required and maintaining required records of training.

EMPLOYEE SAFETY INCENTIVES AND DISCIPLINE:

An employee's safety attitude, compliance with safety rules, efforts in avoiding unsafe actions, and accident record will be an important factor in considering work performance review, including consideration of any salary raises or bonuses.

Any employee who violates any of the health and safety rules outlined in this Program will typically be disciplined in the following manner: On the first observed offense or violation of safety rules, the employee will be corrected by his or her supervisor, who will reprimand the employee and re-instruct the employee in the proper work procedure. A written record of the violation and reprimand shall be submitted by the supervisor to the General Manager for placement in the employee's personnel file. On the second observed offense or violation of safety rules, the employee will be brought to the General Manager for formal reprimand and re-instruction, with a written record again placed in the personnel file and if the circumstances warrant, suspend the employee from work for a period of one to five days. If further observed offenses or violations occur, the General Manager may, if the circumstances warrant, suspend or terminate the employment of the person. If a severe violation is committed, management is warranted to expedite the discipline process depending on the severity of the violation.

ACCIDENT REPORTING, TREATMENT AND INVESTIGATION:

If a work-related injury should occur, employees must report it immediately to their supervisor or to the General Manager. If supervisors receive such reports, they shall in turn report it immediately to the General Manager.

If the injury is very minor requiring only first aid, the company has a number of trained and certified Emergency Medical Technicians on staff, who are qualified to administer first aid or to help determine if emergency or other medical care is appropriate. If an injured employee requests other medical care, it shall be made available.

The company's Worker's Compensation Insurance company is State Compensation Insurance Fund. If an employee requires medical treatment for a work-related injury, he or she is required to seek medical treatments at a clinic, ER or physician within the State Compensation Insurance Fund Network (MPN). In the case of need for emergency care, the employee should go to either:

Rideout Urgent Care Center (Mon-Fri 8am-5pm)
1531 Plumas Street, Yuba City, CA 95991
(530)751-4900



Rideout Memorial Hospital - (Emergency or After Hours)
726 4th Street, Marysville, CA 95901
(530)749-4300

Supervisors handling an injury should assist in arranging transportation to either medical facility or in calling an ambulance if required.

Accident reports must be filed within 24 hours with State Compensation Insurance Fund, and it is the responsibility of the Safety Coordinator to see that all required reports are prepared and submitted in a timely manner.

Following providing all possible support and medical care for an injured employee, the employee's supervisor or General Manager shall conduct an investigation of the cause of the injury, interviewing any witnesses and examining the scene of the injury and the condition of any equipment, vehicle, substance, etc. which may have contributed to the injury. A written report shall be prepared and submitted to the General Manager.

MIND ALTERING SUBSTANCE USE:

No employee shall work for the company, including operating company equipment and vehicles, while under the influence of alcohol or mind altering substances. This shall apply to alcohol or mind altering substances consumed prior to a work shift as well as any consumption occurring during a work shift. On the first violation or offense, the General Manager, Assistant Managers or Safety Coordinator may, if the circumstances warrant, terminate the employment of the person. These policies are detailed in the separate document, "Collins Lake Company Policy Concerning Employee Alcohol and/or Substance Abuse".

PRESCRIPTION DRUG USE:

If an employee is prescribed a drug or is using a legal drug which may have some influence affecting their alertness, they shall notify their supervisor or the General Manager at the beginning of each work shift. As the circumstances warrant, the employee may be instructed to either sign out or limit their work activities in order to insure a safe working environment for their co-workers as well as for themselves.

HEALTH AND SAFETY RULES FOR ALL EMPLOYEES AT COLLINS LAKE:

In an effort to further describe our company's interest in providing a safe and healthy working environment for every employee, we have listed what we feel are "safe work practices" for our employees to use and are intended to apply to every employee while working at Collins



Lake. If an employee faces a circumstance which is not shown below, they are encouraged to use their best judgment to safely perform their assigned task or to contact their supervisor for instructions if they are uncertain how their task should be performed.

These "Health and Safety Rules" are divided into two sections to show "General Safe Work Practices" and then "Specialized Safe Work Practices" for specialty tasks which may be required.

I. GENERAL SAFE WORK PRACTICES:

A. General Safety:

- * Be alert for unsafe work methods or unsafe conditions. Either correct them or report them to your supervisor immediately.
- * Report every injury immediately, whether serious or not, to your supervisor.
- * Horseplay and practical jokes cause accidents and are not permitted.
- * Do not block firefighting equipment or medical first aid supplies with any material or equipment. If you use any firefighting equipment or medical first aid supplies, return them immediately to their proper storage locations when you are through. Although the company will pay for the cost of re-supplying these items, you are responsible to see that any item you use is replaced immediately.
- * Obey all smoking rules. (Smoking is not permitted in the office or store area, in any storeroom areas, in the shop area, vehicles and around any flammable liquid or propane storage tanks.

B. Slips and Falls:

- * Wear safe, strong shoes which are in good repair.
- * Watch where you step. Be sure your footing is secure.
- * Don't get in an awkward position. Keep control of your movements at all times.
- * Keep a clean work area, free of tripping hazards.
- * Install cables, extension cords, and hoses so they don't trip you.
- * If you must climb to reach something, use a sound ladder, set in and properly secured. Chairs are not ladders. If you are unsure that your ladder is properly secured, get help from someone to hold the ladder securely for you.
- * When climbing, face the ladder and use both hands.
- * When reaching from a ladder keep your shoulders inside the vertical stringer. If you must reach further than this, move the ladder first.
- * Walk, don't run.

C. Handling Materials:

- * Don't try to lift objects which may be beyond your physical capacity and training. When in doubt, get help or use a hand cart or machine.



- * Use gloves, aprons or pads when handling materials which are rough, sharp, hot or cold, or which are covered with hazardous substances.
- * Don't move it twice if once will do. Plan your work!
- * When moving a load, be sure you can see where you are going.
- * Your back is not made of steel. When lifting heavy objects from the floor, bend your knees to avoid straining your back. Know your own weight lifting limits and get help rather than try to exceed your limits.
 - * Pile material on a strong, level base. Interlock so the pile won't come apart. Chock round stock so it can't roll.

D. Hand Tools:

- * Do not use hand tools unless you have been properly trained to do so.
- * Use the right kind of tool for the job. Use the right sized tool, too.
- * Hold screwdrivers, wrenches, chisels, etc., in such a way that if there is a slip or a miss, you will not be hurt.
- * Do not use a file without a handle.
- * The proper tool for the job in the hands of a craftsman does not require a lot of muscle power.

E. Portable Power Tools:

- * Do not use hand tools unless your have been properly trained to do so
- * Check the insulation on the wires and the condition of plugs before using any portable electrical power tools. If they are frayed, worn, cut or broken, have them repaired before using.
 - * String temporary extension cords and power lines so they will not create a tripping hazard and so they are protected from physical damage.
 - * Before using a drill on a wall, floor or ceiling, be sure that any electrical wires, gas lines and high pressure lines are not in the way.
 - * Skill saws shall not be used without the guard in safe working condition. Do not pin the guard back.
 - * Do not use "cartridge" tools for driving nails or spikes in walls, ceilings or floors when people are working on the other side.
 - * When operating weed eaters, chainsaws or power blowers, be sure you have your feet placed in a firm location at all times. Be watchful of your surroundings to eliminate possible dangers associated with flying rocks or dust. Do not attempt to work with these tools if the work area is too close to any general public which is visiting our park. Wear proper protective clothing and eye protection at all times.

F. Power Machinery:

- * Do not use any piece of power machinery unless you have been properly trained in its safe use and have been approved to operate it by your supervisor.



- * Do not operate any machine without its guards being properly in place.
- * If you see an unguarded machine, report it at once.
- * A safe guard covers all moving parts and is designed to permit safe lubrication and adjustment without removing the guard.
- * If it is necessary to remove the guard for maintenance, stop the machine and either lock the switch or tag it so another worker will not inadvertently start the machine.
- * Two handed controls shall not be bypassed, or otherwise made ineffective.
- * Loose clothing is easily caught in machinery. Loose sleeves, ties, aprons, rings, wristwatches and other jewelry is not allowed on the job. Wear safe clothing appropriate for the tools you are using.
- * Goggles or shields must be worn when grinding, using power saws or when handling acids or caustics.
- * Do not use compressed air to clean off clothing or for other purposes for which it is not intended.
- * Employees must know the location and operation of all safety switches and safety devices connected with their job
- * Do not adjust or clean machinery while it is in motion or while it is plugged in.

G. Motorized Vehicles:

- * Passengers are forbidden to ride on vehicles which are not equipped with seats for passengers.
- * Do not get on or off a vehicle while it is in motion.
- * Overloading a vehicle with passengers or materials is forbidden.
- * All vehicles will be maintained in a safe operating condition. It is the responsibility of the driver to report any defective conditions immediately.
- * No vehicle shall be driven in a fast or reckless manner. Unless going on an emergency, obey posted speed limits inside and outside of the park.
- * Obey all traffic laws when driving on the public roads outside the park boundaries.
- * All vehicle accidents, whether involving injury or not, shall be reported to your supervisor immediately.

H. Chemicals/Paints/Solvents:

- * Read the label on the containers and follow the manufacturer's instructions to the letter.
- * Know the Material Safety Data Sheet (MSDS) for the material you are working with, the first aid treatment applicable, and be prepared to carry it out immediately if need be.
- * Store chemicals in a safe manner and in accordance with the manufacturer's recommendations.
- * Keep containers closed when not in use.
- * Use goggles, gloves, masks, and other protective clothing and equipment as required.
- * If spraying outdoors, keep yourself upwind of the object being sprayed.



I. Clothing and Personal Protective Equipment:

- * Wear clothing which is appropriate for the type of work you are performing.
- * Park Ranger and maintenance employees should wear heavy-duty long work pants and boots. Each employee may choose for themselves what shoes they actually use at work; however, composite boots are recommended. Under no circumstances will open-toed footwear be permitted.
- * While working around tools which pose a threat to your eyes (ie. weed eaters, chain saws, shop saws, shop tools, chemicals, paints, solvents, etc.), always wear either goggles or protective masks. Glasses alone are not safe protection for your eyes.
- * While working around loud machinery, use ear plugs or similar ear protection to protect against excess noise exposure.
- * Whenever working around a work area which poses a possible threat of falling objects, always wear a hard hat and protective eye wear.
- * If handling any sharp objects, wear heavy duty leather work gloves.
- * If handling any chemicals, paints or solvents, wear rubber gloves which extend far above the wrists, goggles, face masks and any other protective clothing and equipment as required.
- * Wear protective sunscreen if you are exposed to the sun for prolonged periods of time.



II. SPECIALIZED SAFE WORK PRACTICES:

A. Gasoline and Propane Handling:

- * No smoking around either the gasoline pumps or the propane tank.
- * Do not attempt to use the propane tank until properly trained by your supervisor. Once trained, always use gloves and be aware of the immediate shut-off procedure if necessary.
- * If gasoline is spilled on the pavement, have the spill cleaned up immediately with sand or similar absorbent.
- * Wash your hands immediately after handling either the gasoline or propane.

B. Personal Cleanliness:

- * If you get dirty during your work, you should try to clean up as soon as possible. Try and keep an extra uniform in the employee lounge for such needs. This is especially important for all "office-store" employees who regularly handle food being sold in the store.
- * Whenever using the toilet or otherwise soiling your hands, thoroughly wash your hands before returning to work.

C. Sewage Handling (Toilet & Restroom Cleaning, Pumping, etc.):

- * If you come into contact with raw sewage, wash your hands and forearms (and any other contaminated areas) thoroughly.
- * Use of rubber gloves, boots and protective clothing as necessary is recommended whenever working around sewage.
- * Avoid walking on wet and slippery floors which have just been mopped.

D. Marina Maintenance (Boat Cleaning, Boat Use, Dock Moving, etc.):

- * When operating the Patrol Boat, be sure to obey all safe boating laws and speed restrictions. Be watchful for submerged rocks or objects.
- * When operating the Patrol Boat, be sure that proper flotation safety devices are on board and readily accessible.
- * When cleaning rental boats, use long-handled scrub brushes in lieu of wash rags to avoid cuts or fish hooks.
- * Get help if needed when pulling the rental boats from the water.



E. Heavy Equipment Operation:

- * Do not use any piece of heavy equipment unless you have been properly trained in its safe use and have been approved to operate it by your supervisor.
- * When parking any heavy equipment, be sure that all hydraulic arms are lowered to the ground and the parking brake is set.
- * When working around any heavy equipment, always be alert for the movement of the equipment and try to remain visible to the operator. Be alert that the operator may not always see you!
- * When transporting any piece of heavy equipment, be sure that the equipment is properly secured to the trailer and that the trailer or truck has not been overlooked.
- * A rollover protection system/structure (ROPS) should be utilized to help protect operator from injuries caused by vehicle overturns or rollovers.

F. Use of Welding Equipment:

- * Do not use any piece of welding equipment unless you have been properly trained in its safe use and have been approved to operate it by your supervisor.
- * Always use specialized welding hoods for eye & face protection, welding gloves & clothing for body protection.
- * Be sure that there are no flammable objects or solvents near the welding area.
- * Be aware of the location of the nearest fire extinguisher before using any welding equipment.

G. Shop Cleanliness:

- * Be sure to clean up whenever you have completed your task in the shop and at the end of each work day.
- * If you notice any fluid spots on the shop floor, clean them up immediately with sand, wood shavings or similar absorbent. Do not leave for someone else to slip on.
- * Try to keep the shop floor clear of any objects which could cause you to trip over or slip on.
- * Keep your work area properly lighted when using the shop.

H. Park Policing:

- * If faced by a threatening or hostile visitor at the park, follow the Use of Force Continuum outlined in the Employee Handbook.



* If faced by a thief at the store, do not resist their demands. Calmly do as they request and give them the cash from the registers. The personal safety of our staff & customers is far more valuable than the money in our cash registers.

I. Trailer Towing: Hitching Trailers & Setting Trailers at Campsites:

- * Be sure the correct ball size is being used.
- * Be sure the hitch is securely seated on the ball and the hitch lock is fastened.
- * Always use the trailer safety chain.
- * Avoid pushing the trailers sideways to get to the ball. It is safer to re-position the vehicle so the ball is centered.
- * Avoid setting trailers alone. Try and locate someone to assist you as a second set of eyes while trailers are being set in tight spaces.
- * Be sure that the trailer wheels are securely blocked before removing the trailer hitch from the ball.
- * Drive with extreme caution while transporting any trailers.

J. Battery Charging:

- * Place a battery on a secure, level place prior to charging.
- * Remove the cell caps prior to charging.
- * Verify that the charger is in the "off" position before connecting the cables.
- * Attach the positive cable to the positive battery terminal and the negative cable to a ground on the engine block or at the negative battery terminal if the battery has been removed from the car.
- * Once both cables are attached to the terminal posts of the battery, turn the charger to the "on" position.
- * Reverse this procedure when disconnecting a battery from the charger.
- * Jumper Packs: Separate the cable leads before connecting to any battery to avoid a possible short-circuit.

K. First Aid Emergencies:

- * If you are aware of any first aid emergency, contact the park office so the on-call staff Emergency Medical Technician can review the situation and render proper first aid.
- * Every employee is encouraged to be trained in First Aid, C.P.R., and other emergency procedures in case one of the on-call Emergency Medical Technicians are not available. However, every effort should be given to contact those on staff with the most experience in handling medical emergencies.
- * A CPR training will be made available for all staff on an annual basis.



L. Fire Fighting:

- * Each employee should become familiar with the available firefighting equipment in case of a fire emergency.
- * In case of a wildfire, it is not worth taking any unnecessary risks in extinguishing the fire. Assess the situation which you are faced with on each individual fire and do the best job you can with the equipment, your level of training, and resources at your disposal. If a fire becomes too dangerous, back off from it and let the fire-fighting professionals do their job.
- * Each employee should familiarize themselves to fire extinguisher locations.

M. Shop Hoist for Vehicle Maintenance:

- * Do not use shop hoist unless you have been properly trained in its safe use and you have been approved by your supervisor to operate it.
- * Use shop hoist only as a means to raise a vehicle onto a proper jack stand.
- * Be sure the jack stands are positioned correctly to avoid vehicle movement or slippage.
- * Be sure the jack stands and floor jacks are not over-loaded for the weight rating each is capable of holding.
- * Never work beneath a vehicle which is raised without the proper use of a jack stand. Floor jacks are prone to unpredictable slippage.

N. Heat Stress

- * Exposure to heat can cause injury or death; the most serious heat illness is heat stroke. Other heat illnesses, such as heat exhaustion, heat cramps and heat rash should also be avoided. Performing heavy physical labor outdoors in the heat must follow these precautions:
 - * Know symptoms of heat stroke. Monitor yourself and use a buddy system to monitor co-workers.
 - May be confused, unable to think clearly, pass out, collapse, or have seizures
 - May stop sweating
 - * Know symptoms of heat exhaustion. Monitor yourself and use a buddy system to monitor co-workers.
 - Headache, dizziness, or fainting
 - Weakness and wet skin
 - Irritability or confusion
 - Thirst, nausea, or vomiting
 - * If possible, block out direct sun or take frequent breaks in shady areas
 - * Drink plenty of decaffeinated fluids. Drink often and before you are thirsty (at least every 15 minutes)
 - * Wear lightweight, loose fitting clothes.
 - * If you suspect any heat illness, move to a cooler shaded area, call for EMT on radio, drink cool water if able to drink and apply cool damp cloth to skin.



III. **Prohibited work assignments for Minors under 18 years old due to the increased risk of injury:**

- A. Driving any vehicle on public roads (ie county roads, city streets and/or state highways). All driving must be limited to within the park boundaries and may not extend beyond the park gate.
- B. Operation of any power woodcutting tools (ie. chainsaws, skil saws, shop tools like circular saws or band saws, wood splitter, etc.).
- C. Operation of any power metal fabrication tools (ie. drill press, chop saw, welder, lathe, etc.)
- D. Operation on or around heavy equipment (ie. backhoe or bulldozer) or anything being lifted by machinery or equipment.



Receipt of Employee Handbook

I, the undersigned, understand that the Employee Handbook describes important information regarding employment at Collins Lake. I understand that I should contact the General Manager with any questions that I may have that are not answered by the Employee Handbook.

Furthermore, I understand that the information, policies, and benefits outlines in the Employee Handbook are subject to periodic change. I also acknowledge that this will cause necessary periodic revisions to be made to the Employee Handbook. I understand that any revised information may supersede, modify, or could even eliminate existing policies.

I acknowledge that this Employee Handbook is not a contract of employment, that it is not a legally binding document, and that it does not affect the "at will" employment relationship. It is rather, a simple acknowledgement that I have received the Employee Handbook and that I need to take time to read and understand the information that it contains. Furthermore, I understand that it is my responsibility to understand, and comply with the policies that it contains, as well as any revisions that are made to it in the future.

Employee's Printed Name

Employee's Signature

Date Signed