



Seasonal Employee Handbook

Welcome to your employment with the Chequamegon Area Mountain Bike Association (CAMBA). Your contribution as a seasonal employee is an important piece of achieving the mission and objectives of CAMBA. This manual is designed as a summary guide to provide you with the foundational information you will need during your employment. If you have any questions or comments regarding your performance or job expectations, see your supervisor or the Executive Director.

Important Phone Numbers:

- **FOR ALL EMERGENCIES, dial 911.** This number will put you in direct contact with Emergency Services (Police, Ambulance, and Fire) in your area.
- CAMBA Executive Director, Ron Bergin: (715) 798-3599, cell: (715) 381-8744.
- Your Crew Supervisor: (____) ____-____.

Cell phone service in the CAMBA trails area may be poor. Moving to a high point often improves reception.

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Mission

The mission of CAMBA is: to support mountain bike advocacy, education, sustainable trail development and tourism in the Chequamegon Area in partnership with the U.S. Forest Service, local governments and agencies and private landowners.

History

CAMBA was established in 1993. CAMBA works cooperatively with Bayfield and Sawyer Counties, the U.S. Forest Service, local municipalities, private landowners and other recreational organizations. CAMBA has established and maintains over 300 miles of trail including singletrack trails, two-track trails and unpaved roads. The trails attract more than 25,000 visitors each year including mountain bikers, trail runners, hikers, snowshoers, and winter bikers. CAMBA also maintains 15 trailheads, extensive signage along the trails to guide users, and publishes a detailed set of trail maps.

You will be provided with a full set of CAMBA trail maps.

Leadership

CAMBA is lead by the Executive Director who reports to a seven-member Board of Directors. The board is elected by CAMBA members at its annual meeting.

The board meets monthly to oversee the operations of the organization and to hear reports from several committees.

Funding

Funding for trail construction and maintenance comes from a variety of sources including memberships, sponsorships, grants, ad sales, individual donations, and special events.

Doing Your Job Well

Our Commitment

CAMBA is committed to seeing you succeed in your employment. Please use the following guidelines to direct you through your employment. If you have any questions or comments regarding your performance or job expectations, see your supervisor.

You Will Gain Valuable Skills Working for CAMBA.

- Communication skills
- Develop a positive work attitude
- Reliability & Dependability.
- Enhance future career opportunities through learning to work in diverse situations
- Responsibility
- Promptness in arriving to work
- Working with a variety of people
- Appreciation for and stewardship of the outdoors
- Improve your strength and fitness

Your Work Schedule

Scheduling and Timeliness

Employees are expected to communicate with their supervisor regarding scheduling. You must report on time at the location specified by your supervisor and be prepared to work. In addition, you are expected to work all hours you are scheduled by your supervisor, unless otherwise notified by the supervisor. Schedules can vary greatly in seasonal employment, for site-specific information contact your supervisor.

In Case of Illness or Emergency

An employee must communicate directly with his/her supervisor, well in advance of the scheduled shift, if he/she cannot be present for work. Check with your supervisor for notification procedures for emergencies.

Vacation Requests

Due to the nature of seasonal work, vacations during these periods are not encouraged and must be cleared with your supervisor well in advance. Employees are required to receive prior approval from their supervisor to request days off the normal working schedule.

You are expected to behave in a manner representative of CAMBA and the policies outlined in this manual.

Training

CAMBA provides training for all seasonal employees. The programs include orientation sessions for new employees, and job/site specific training provided by supervisors. Additional information is provided as needed for employees who may need information about proper care and handling of equipment or other specialized training.

If you are asked to carry out a task for which you do not feel qualified, you should inform your supervisor.

Employment Policies

CAMBA provides detailed policies and procedures for all regular and seasonal staff. The following section outlines the policy all seasonal staff are responsible for and to. For more detailed information regarding policy questions, concerns, clarifications, or violations, please contact CAMBA's Executive Director.

Discipline

Employees are expected to follow rules of conduct that will protect the interests and safety of all employees, trail users, and CAMBA as an organization. The following list may be just cause for disciplinary action, but does not constitute the only causes for disciplinary action, up to and including termination of employment:

- Unprofessional conduct toward others
- Inducing or attempting to induce any CAMBA employee to commit an unlawful act or to act in violation of an official regulation or order
- Misappropriation, embezzlement, theft, or inappropriate removal or possession of CAMBA property
- As a supervisor, knowingly permitting another CAMBA employee to violate this policy or other work rules, or as an employee, failing to report the same to the employee's supervisor
- Conviction of a crime directly related to the employee's occupation
- Failing to notify a supervisor of an accident while operating CAMBA equipment
- Falsification of timekeeping records
- Be intoxicated or drink alcoholic beverages during working hours
- Make, possess, sell, buy, transfer, consume or be under the influence of a controlled substance
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer, contractor, or trail user-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful harassment or discrimination
- Failure to cooperate in an investigation
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without prior notice, or excessive tardiness
- Unauthorized absence from the work site during the workday
- The use of any CAMBA vehicle or property for personal use or gain
- Violation of CAMBA policies
- Unsatisfactory performance or conduct

Discrimination and Harassment

CAMBA seeks to provide a work environment free from discrimination and/or harassment on the basis of an individual's race, color, age, sex, religion, creed, national origin, disability, age, sexual orientation, marital status, status with regard to public assistance, membership on a local human rights commission, or citizenship. CAMBA will not tolerate retaliation against individuals for initiating or cooperating in the investigation of a complaint.

Report Harassment or Discrimination Immediately

Any employee who believes he/she is being discriminated against or harassed should immediately report the situation to their supervisor, or the Executive Director.

Use of CAMBA Equipment

CAMBA equipment is to be used only for CAMBA business. Use of any CAMBA equipment is reserved for scheduled work hours only. If you have any questions regarding the use of any CAMBA property, contact your supervisor.

Drug and Alcohol Use

Anti-Drug and Alcohol Statement

While on duty on CAMBA worksites or operating CAMBA equipment, no employee will:

1. Be intoxicated or drink alcoholic beverages during working hours.
2. Make, possess, sell, buy, transfer, consume or be under the influence of a controlled substance/drug.
3. Be under the influence of a prescribed or over-the-counter drug that impairs his/her physical or mental abilities to the degree that the health and/or safety of the employee or others could be affected by the action or inaction of the employee.

Safety Policies

Ensure Your Safety

These Safety Policies provide employees with an overview of CAMBA's Safety Program, outline employee responsibilities for safety and provide general direction to safe working practices and proper emergency procedures. Additional guidelines for specific safety practices will be provided to employees by supervisors and through training and operations manuals. If you have questions or comments about these policies, contact your supervisor immediately.

Safety Equipment

Use Your Safety Equipment

Safety equipment, appropriate for your work task(s), will be provided for you by CAMBA. It is your responsibility to use that safety equipment. Protective eyewear shall be worn at all times. Other safety gear such as hearing protection, hard hats and chain saw chaps may be required depending on your tasks.

Employee Right-to-Know

What is Employee Right-to-Know?

You have a right to know about potential chemical hazards in the workplace. The Occupational Safety and Health Administration (OSHA) HazCom Standard gives you this legal right. CAMBA uses chemicals every day, and some can be dangerous if not used properly. Examples are gasoline, oil, and diesel fuel.

Right-to-Know is intended to tell workers

To provide protection and information regarding your safety on the job, CAMBA's Employee Right-to-Know Program is designed to provide employees information regarding:

1. About the HazCom standard and what it requires
2. Where to find the HazCom program, lists of hazardous chemicals and Material Safety Data Sheets (MSDS).
3. What information on labels and MSDS means.
4. How to use this information.
5. About procedures and equipment designed to help workers handle hazardous chemicals safely.

General Tips

- Know hazards before you start the job
- Don't take chances
- When in doubt, ask a supervisor
- Know how to prevent problems before they happen
- Know how to get help if something goes wrong

Employer's Responsibilities

CAMBA must train employees about the proper and safe use of any chemicals on the job. This training must also include how to recognize, understand, and use chemical labels and MSDS.

Employee's Responsibilities

Employee should be responsible for protecting themselves. You should learn about the chemical hazards involved with your job responsibilities, and actively participate in the training provided.

How to Identify Chemical Hazards

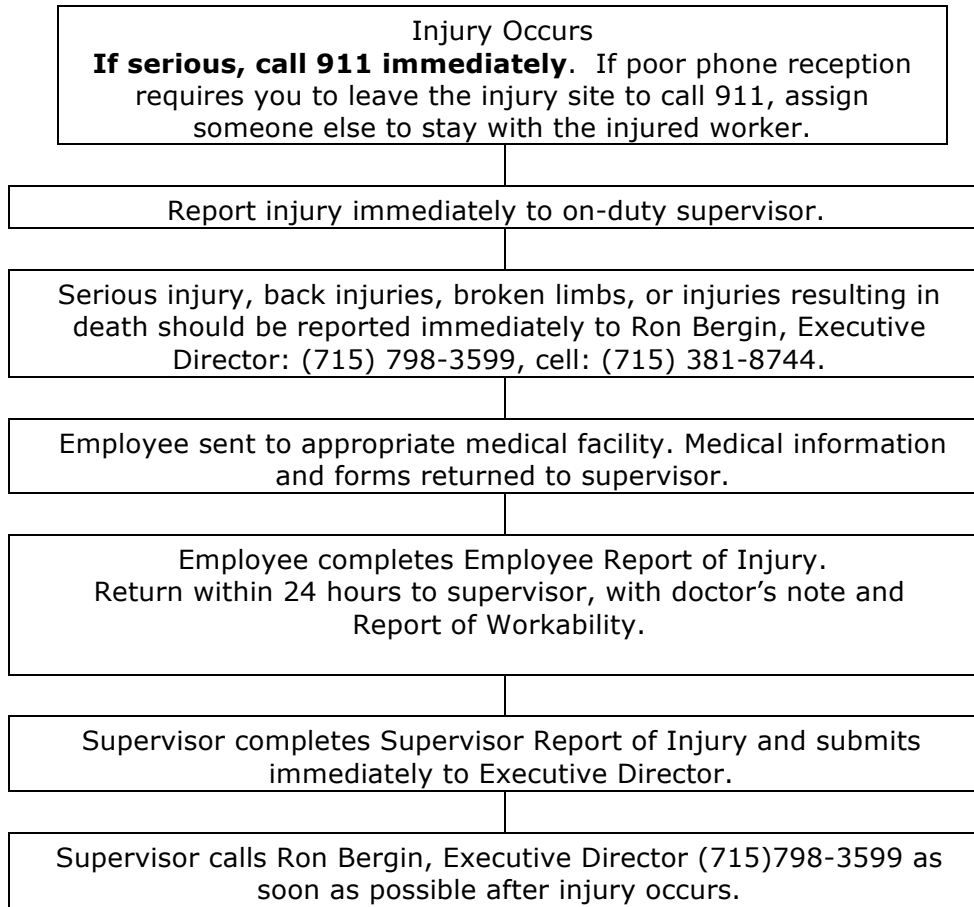
Chemical manufacturers are required to tell users about hazards. This information is on labels and MSDS. MSDS provide the most complete information.

Reporting an On-the-Job Injury

All on-the-job injuries must be reported immediately (or within 24 hours) to your supervisor. It is your responsibility and a requirement of your employment to report any injury immediately. No matter your assessment of the severity of the injury you must report any injury that occurs while working. A complete flow-chart of reporting workplace injuries is provided for your reference and use on the next page of this handbook. If your injury requires medical attention, your supervisor will make arrangements for your treatment.

You must complete an Employee Report of Injury form. Your supervisor will have a copy available. This form must be completed and given to your supervisor the same day the injury occurs. It is your responsibility to see that this form is correctly completed and signed prior to submitting it to your supervisor.

Work Related Injury Flow Chart



Performance Appraisal

CAMBA has an established program for evaluating the performance of all temporary employees. The purpose of this program is to help the employee perform better with an understanding of his/her strengths or weaknesses. The evaluation also assists the supervisor in making decisions regarding future hiring and promotions.

Your supervisor will review the performance appraisal criteria with you during your orientation. Throughout the season your job performance will be monitored. As a new worker, you will receive a preliminary performance review after working two weeks, with the opportunity for a wage adjustment (based on a positive review) at that time. Upon your termination, you will receive a final appraisal. If you have any questions regarding your job assignments, feel free to discuss them with your supervisor.

Work Schedules and Time Keeping

Unless otherwise assigned, all crew members work the same hours and take breaks and lunch at the same time.

Work Schedule

The work week will be Monday through Friday and the normal work day will be from 9:00 AM until 3:30 PM.

Breaks and Lunch Break

There will be a 15 minute break in the morning and a 15 minute break in the afternoon. An unpaid half-hour lunch break will be taken in the middle of the work day.

Reporting Location

Your supervisor will tell you where to meet each day. Any changes not announced during the workday will be communicated by text message.

Recording Work Hours

The crew leader will record work hours. Hours will be recorded to the closest 15 minutes. No credit will be given for hours not worked. You will be paid for a six-hour day.

Pay Periods

You'll be paid every two weeks and receive your check by mail within three or four days after the work period ends.

Foul Weather Policies

Be prepared to work in cold, hot and wet weather. Assume you will be working every day unless notified by your supervisor.

When will work will be cancelled?

- If the weather becomes unsuitable for safe or effective work
- If soil conditions are too saturated for safe or effective work

Work hour calculation for partial work days

If the work day is shortened due to weather or other circumstances you will be paid for your hours up until the time the crew returns to the reporting location for that day.

Provided by CAMBA

CAMBA will provide the following equipment and supplies:

- Safety glasses
- All other safety equipment
- First aid supplies
- Insect repellent
- All tools

What You Must Provide

- Long pants, work boots (running shoes not acceptable), work gloves and a hat
- Warm shirt or jacket
- Rain gear
- A good lunch, snacks and lots of water
- A backpack for personal gear
- Sunscreen
- Personal hygiene supplies
- *Additional clothing items may be required for certain work tasks*

Additional recommended items:

- A light long-sleeved shirt
- Bandanna

Equipment Use

The use of CAMBA equipment is regulated for your safety and the safety of your co-workers. You are responsible for understanding and complying with the following equipment use policies.

Certification and Approval

No person may operate a CAMBA vehicle/equipment, unless he/she has been certified, as appropriate, by his/her supervisor for that type of vehicle/equipment. Do not allow unauthorized personnel to operate your vehicle/equipment.

Care and Caution

Operators are expected to exercise care and caution when operating CAMBA vehicles/equipment.

Legal Compliance

All CAMBA vehicles/equipment must be operated in accordance with Wisconsin Motor Vehicle and traffic laws and regulations. CAMBA may also impose additional operating requirements.

Passengers

Only authorized personnel may ride in CAMBA vehicles, except in emergencies.

Personal Safety

Equipment and vehicle operators and passengers must wear seat belts in accordance with statute.

Use

All CAMBA vehicles/equipment may only be used to conduct CAMBA business and may not be used for personal gain.

Inspection and Maintenance

The operator is responsible for the equipment assigned to him/her and must report any defects that become apparent or any damage occurring during the course of operation. Each operator is required to check his/her equipment in accordance with the checklist at the beginning of his/her shift.

Accident Reporting

All vehicle/equipment accidents must be reported to your immediate supervisor.

Handling Emergencies

The following are the required procedures for handling emergencies. CAMBA has established these practices and procedures to ensure your personal safety, the safety of other CAMBA employees, and trail users.

Employees are required to report all accidents, unusual conditions and other matters to their supervisor or the CAMBA executive director.

If you observe any illegal activity or discover damaged property, call 911. Your safety is the primary concern. Do not physically or verbally challenge the person.

When you call 911, please indicate you are a CAMBA employee. When you call 911, be prepared to provide as much information as you can.

In Case of Emergency Contact

1. Call 911.
2. Call your Supervisor.

Always have someone stay with the injured person until help arrives.

Accident Reports

In the case of any accident or first aid treatment, be sure to fill out the appropriate accident report completely and accurately. All report forms must be completed and turned in to your supervisor within 24 hours. These reports should be carefully filled out in a legible manner so that a person reading them will know exactly what happened. Accident forms are available from your supervisor.

In Case of Severe Weather

Tornado Watch

The National Weather Service will alert the media to possible tornado development in a specified area over a specified period of time.

Severe Thunderstorm Watch

The National Weather Service will alert the media to the possibility of large hail, heavy rain and damaging winds, in a specified area over a specified period of time.

Monitor the Weather

In a Watch situation, monitor the weather. If you feel severe weather is approaching, check weather radar or contact your supervisor or the Executive Director for their assistance in doing so.

Tornado Warning

The National Weather Service has confirmed a tornado sighting or the existence of 75-mph winds, location, time of detection and direction of movement.

Severe Thunderstorm Warning

The National Weather Service has confirmed a line of thunderstorms or severe thunderstorm and location, time of detection, direction and speed of movement.

Understanding and Responding to Warnings and Severe Weather Risk

Severe thunderstorms and tornadoes are common in our part of the United States from April through September. Lightning is a good indicator of the severity of a storm. The more lightning associated with a storm, the more severe the storm. The more severe the storm, the greater the chance of very high winds or a tornado. Lightning precedes a storm, sometimes by several miles. You are unlikely to hear warning sirens in CAMBA trail areas due to their remoteness. If lightning is occurring, return to your vehicles. If a tornado or severe thunderstorm warning is issued, seek shelter.

Severe Weather Shelter

If practical, all staff must go to the closest substantial structure. If outdoors and there is no shelter available, seek a low-lying depression and lie flat. In choosing the depression, make sure it is not an area that may flood, since heavy rains and hail may precede a tornado. Also, keep in mind overhead power lines and trees that might be blown on top of you.