



WORKAMPER PROGRAM POLICY **Hart Ranch Camping Resort Club**

The following policy was implemented to enhance the understanding of the Workamper Programs at Hart Ranch Camping Resort Club (HRCR or Resort). This Policy is intended to give all HRCR Workampers a clear picture of what to expect from HRCR's Workamper Programs. HRCR Workampers are an integral part of our team of employees. They bring integrity, a strong work ethic, and great moral character to our award-winning Resort.

Applications and Hiring

Workamper applications are accepted year-round and considered for the next available opportunity, most of which occur each summer. The hiring process requires the submittal of a completed and signed employment application that is available at our Lodge front desk, or on our website, www.hartranchresort.com/contact/employment. In many cases, a resume and "cover letter" email may be submitted in lieu of the application blank.

Applications will be screened, interviews of selected applicants will be conducted by department supervision or management, and employment history and references verified. A satisfactory background check initiated by Human Resources is required before any offer of employment is finalized. Most of the hiring decisions will be made within in the last quarter of the year for the following summer season.

Final written notification, referred to as the Workamper Acceptance Letter, is usually sent during the first quarter of the year. On this form the applicant commits their mutual intent with HRCR to become a Workamper by completing and signing information clarifying their arrival and departure dates (starting/ending performance of work duties and arrival/departure dates to/from the park before and after Workamping). These dates are important and can be flexible within a few days, if necessary, as long as there is advance approval from your Supervisor. The Supervisor is responsible for communicating changes to Human Resources. The dates communicated for starting and ending actual Workamper duties is referred to as the Workamper "Commitment Period".

Note: Prior to commencing actual work at HRCR each season, the Workamper (or Supervisor of the Workamper) must schedule an employment "in-take" appointment with a member of the Human Resources staff to complete/update all necessary employment paperwork. No work is to be engaged in any manner prior to this in-take appointment being satisfactorily completed.

Employment with HRCR is “at will”. This means there is no contract, promise or guarantee of employment under any circumstances, and employment may be terminated by management or the Workamper at any time without having cause or stating a reason.

Workamper “Commitment Period”

Workampers are expected to begin and end work at the Resort on the date designated on the Seasonal Workamper Acceptance form, or on the dates subsequently changed through communication with the Supervisor. This span of time is referred to as the Workamper Commitment Period during which you must work at least 20 hours per week per site if you are MEMBERS of HRCR, or 26 hours per week per site as NON-MEMBERS, in exchange for occupying a camping site at no charge for a full hook-up site. We expect Workampers to work more than the minimum required hours exchanged for their site. Hourly pay will be given for all hours in excess of the minimum site hours. If two people Workamp in exchange for one site, each Workamper is responsible for ½ the required minimum hours and will receive pay for additional hours worked. A full list of benefits is included later in this policy.

To participate in the Workamper program, you are required to work your weekly assigned hours and maintain your camping unit on an assigned camping site throughout the Workamper Commitment Period. If an applicant cannot do so, the applicant may not be a Workamper unless a special short-term exception is approved by the Resort Manager such as in case of an emergency. Since HRCR requires you to occupy the camping site as a condition for being a Workamper the 20/26 minimum hours you work in exchange for your site is not considered wages per IRS rules, and no W-2 or 1099 is issued. Note: Workampers who are Hart Ranch Camping Resort members will not have their Workamper site count towards their 21/9 day requirement. In addition, such members will continue to retain their 4 guest nights.

At a minimum, a three-month consecutive Workamper Commitment Period is required for all applicants unless special approval is given by the Resort Manager or you are a replacement hire. Applicants able to give longer Commitment Periods (mid-May thru mid-Sept) are often given preference in the hiring process. The longer Commitment Period is strongly encouraged.

Successful completion of the Workamper assignment includes fulfillment of the stated/approved Commitment Period. This is important as it may affect eligibility for an end-of-season bonus, if any, as well as future employment.

Some Workamper assignments require more hours worked per week than others due to extensive training requirements and workload. For example, Workamper positions in the Lodge front desk generally require training starting April 1 and approximately 30 total hours of work a week. Other departments may find they need extra hours intermittently during the summer due to additional workload or vacancies.

Work hours and shifts will vary (to include evenings, weekends, and holidays). Supervisors do the best they can to coordinate the work schedules of husband and wife teams, or to try to schedule desired days off; however, there is no guarantee that will happen consistently if at

all. Seasonal Workampers must be willing to work in varying positions, varying departments, and varying days and hours depending on the work load. Flexibility in hours worked and duties assigned is the best way to ensure continued employment.

Hart Ranch Camping Resort depends on Workampers to work their assigned shifts throughout the summer. Therefore, extended time off during participation in the Workamper program is not available during our peak season. Similarly, time off to participate in Family Reunions is also not available to members and non-members while Seasonal Workamping.

Grace Period for Seasonal Workampers

Seasonal Workampers may be eligible for a Grace Period before and after their Commitment Period not to exceed seven (7) days each time. Any Grace Period must be immediately prior to or after the agreed upon Seasonal Workamper Commitment Period dates of actual work. During the Grace Period site rental fees will be waived, and no Workamper or other paid hours will be worked. If a Workamper commences work during the intended Grace Period, the Grace Period is lost and all hours worked are first credited toward the site exchange. Only hours worked above the required site exchange hours would be paid. In the event the necessary hours assigned does not equal the required number of weekly Workamper hours (during what would have been a Grace Period) no site rental fees will be charged for that week.

No matter what day of the week a Seasonal Workamper arrives at Hart Ranch the starting Grace Period will end at midnight on the first Saturday night (in coordination with the official work week specified in the HRCR Employee Handbook.) Therefore, if you want to enjoy the full seven (7) day Grace Period prior to starting your Workamper duties you need to arrive on a Sunday.

At the end of the Seasonal Workamper Commitment Period you are again allowed a Grace Period up to seven (7) days. If the Seasonal Workamper has completed their 20/26 hours for that work week, the ending Grace Period would begin the following Sunday. If the required Seasonal Workamper hours had not been fulfilled, the ending Grace Period would begin the day immediately following the last day worked. To receive the ending Grace Period, the Seasonal Workamper must have worked the required weekly hours from at least Memorial Day through Labor Day.

Additional Paid Camping Time Before or After Seasonal Workamper Grace Periods

If you wish to arrive before or stay longer than your Grace Period(s) YOU will need to make a paid reservation using your membership rights and will be subject to the 21/9 day schedule requirements. Your Grace Period(s) will be included in your 21/9 day schedule which again starts on Jan 1 of each year.

Note: Summer Seasonal Workampers who desire to extend their Hart Ranch stay following completion of their Summer Workamping experience should coordinate paid

reservations with the Lodge by the end of June to ensure availability of any camping site including the Workamping site they are on.

Hours and Compensation for Seasonal Workampers

The Resort follows a bi-weekly pay schedule, with pay periods extending two weeks from midnight Sunday morning through midnight Saturday night. In most circumstances, payday is the first Thursday following the end of the pay period.

Generally, there is no “banking” of hours from one week to another within a two-week pay period. Workampers are required to personally punch in and out of the timekeeping system, designating actual hours worked each week. Whenever the hours worked in a week is less than the 20/26 required minimum Workamper hours for the site, the Business Office will bill you the appropriate pro-rata charges for the site fee. Workampers may have their employment terminated if they repeatedly do not work the necessary assigned hours.

Exception to this policy: If a Workamper is not able to complete the required minimum hours in one week due to natural “acts of God” beyond their control resulting in the supervisor canceling work (such as when there is significant rain), the Workamper minimum hours will be assessed over the entire two-week pay period to satisfy the 40/52 required hours. Under this exception, if the Workamper has worked sufficient hours during the two-week pay period, no site charges will be billed to the Workamper. Hours may not be borrowed from one pay period to another. In addition, the supervisor will only schedule additional hours of work if there is legitimate business need to do so. Any questions on this matter should be discussed with Human Resources.

When two Seasonal Workampers share a Workamper site the 20/26 required hours per week are split evenly between the two people (i.e. 10 hours each for members/13 hours each for non-members). The hours are paid based on individual wage rates split in that manner. Supervisors are depending on each of you to perform the work assigned. This is particularly important when the two people work in different departments. Therefore, the two people from one camping site are not allowed to independently rearrange their hours among themselves. If there is a necessary change to be made in your schedules discuss it in advance with your supervisor to see what can be done.

Hours approved and assigned by the Supervisor that are in addition to the minimum hours required by the Workamper program will be compensated at a predetermined hourly rate. The compensation rate may not be determined until the Workamper arrives at the Resort. The Workamper hour commitment is required for the full length of the individual Workamper Commitment Period. Workampers are not allowed to cease Workamping in favor of paid hours during their Commitment Period.

Workamping Sites for Seasonal Workampers

Workamper campsites will be pre-assigned. There are specific Workamper campsites available in various locations throughout the Resort - the sites are pre-determined. We are unable to guarantee a specific campsite. If a Workamper decides to terminate their position with the Resort, or if the Workamper is involuntarily terminated, the Workamper will be required to move to a different site so a replacement Workamper can occupy it, and the following will apply:

If the Workamper is a Hart Ranch Resort member, and they want to remain on the property after termination, they will revert to the 21/9 calculation, based on their last date of employment at the Resort.

If the Workamper is a Non-Member, they are required to depart the property immediately unless they are an RPI member. In that case, they may pay for a site (following RPI rules) if available.

Workamper Site Maintenance Criteria

As an employee of Hart Ranch Camping Resort, the appearance of your Workamper site is of high priority at all times. Violations of the site criteria below will result in one verbal warning and one written warning, after which a fine will occur for any additional infractions. Rules to follow include but are not limited to:

The back of the RV (to include bike racks, etc.) should not extend past the pavement. This will allow the lawn mowers to care for the grass.

It is your responsibility to keep the grass around your site trimmed on a regular basis. If the mowers cannot reach it, you must. Trimmers, etc. are available for check out at the Maintenance Department. This equipment is available at no cost to you, and is for your convenience.

Sites are to be kept clutter free. Please keep the area under your camper clutter free. This area is not to be used for storage of any kind.

Sites are for recreational and motorized vehicles only, with the exception of bicycles. The placement on your site of boats, stock trailers, cargo trailers, flatbed trailers, snow blowers, etc. must be approved by the Resort Manager.

Pet feces is to be picked up at the time it is dropped by your pet. Pets are to be leashed at all times unless in the off leash dog run.

Cabins are not part of the Workamper program.

Employee Handbook and Hart Ranch Camping Resort Policies and Procedures

Workampers are considered Resort employees, and will adhere to the Board approved Employee Handbook, Safety Manual, and Resort Policies and Procedures.

Benefits

Provided Benefits:

- ♥ Full hookup, concrete camping site with concrete patio (expanded sites available).
- ♥ 20/30/50 amp electrical service.
- ♥ Water and sewer hookup.
- ♥ Cable TV.
- ♥ Wireless internet.
- ♥ Upon full completion of Memorial Day to Labor Day commitment, each Workamper site may receive a \$150 completion bonus pending budget and Resort Manager's authorization of the program for that year (unfortunately, we are not able to grant exceptions for unexpected health issues, family obligations, etc.)
- ♥ Monthly laundry allowance of \$50 per site. This amount will be credited onto a laundry card and is non-refundable. Laundry card must be returned to receive a new card. All laundry cards must be returned at end of the Workamping assignment. Laundry cards are valid from the beginning of pre-season grace week to end of post-season grace week.
- ♥ 15% discount on Hart Mart clothing and novelty items.
- ♥ 15% discount on propane.
- ♥ 10% discount on employee purchase at our Spring Creek Grille when employee is on-shift and wearing their name tag.
- ♥ One free RV site move from storage to Workamper site at beginning of season, and one free move back to storage or winter site at end of season.
- ♥ During the summer season, 1 Fountain drink or ice water (does not include "slushies" or can soda) per shift worked from Hart Mart during its normal operating hours. Refills of ice water during your working shift are available. During off-season one 12-ounce can of pop per shift worked is offered (off-season located in Lodge). The employee must record their name, department, date and type of drink taken each time.
- ♥ Maintenance discount on parts when work is done in our shop – parts are billed as "cost plus 15%".
- ♥ VIP Cards – as available.
- ♥ Employee "Welcome" and "End of Season" picnics.

If you have any questions about the HRCR Seasonal Workamper Program please contact Human Resources or the Resort Manager. Thank you!