

PSIA



AASI

WESTERN DIVISION
Professional Ski Instructors of America
American Association of Snowboard Instructors

2022.23 Season
Employee Handbook
PSIA-AASI Western Region



WESTERN DIVISION

Professional Ski Instructors of America
American Association of Snowboard Instructors

Dear Snowsports Professional,

It is with great pride and enthusiasm that we present your Educational Staff Handbook. This manual is designed to provide you with the direction and answers that you will need to perform your job as a professional snowsports educator with PSIA-AASI Western region by describing, in general terms, our employment guidelines and policies. You are responsible for becoming familiar with and complying with the policies set forth in this handbook. Additionally, nothing in this handbook should be construed as creating any type of employment contract or as a promise or representation of continued employment. As set forth in greater detail below, employment with PSIA-AASI Western region is at will and may be terminated by you or PSIA-AASI Western region at any time, with or without cause or notice.

You should also be very familiar with your discipline-specific resources found at www.psia-w.org/resources, in order to be 100% informed for yourself and the membership. In addition, you will want to review the **Bylaws of PSIA-AASI West, the Code of Conduct, the Conflict of Interest Policy**, and other important staff info, which can be found at <https://psia-w.org/home/tech-team/>.

Our vision of “working to inspire a lifelong passion for snowsports” should be enthusiastically delivered by you to our nearly 3,500 members. By sharing our experience and knowledge, we can have a positive impact through our members and member snowsports schools on literally millions of people from all over the world.

It is our job to provide you with the tools that you need to serve our members well and perform at your highest level. If there is anything that I can do to help you in this mission, please do not hesitate to contact us..

Best wishes for a great season!

Marisa Cooper, CEO
Lynnea Anderson, Deputy Director

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PURPOSE

The PSIA-AASI-W Education Staff actively contributes to the professional growth of the Western Region by conducting snowsports training and certification. In general, Education Staff members represent the best of the profession in terms of applying the Learning Connection Model and PSIA-AASI philosophies, best practices, and Certification Standards. Education Staff members report to the CEO, Deputy Director, Education Manager, or designated head clinic/module leaders for supervision, clarification of job duties, or questions regarding the functions of their job.

ELIGIBILITY FOR EMPLOYMENT

- **Your Membership and Education are current.**
- **All required documentation (offer letter, I-9 Form & supporting identification documents, receipt of Employee Handbook) has been signed and received by the administration.**

PROFESSIONAL GUIDELINES

COMMUNICATION

- ✓ It is essential that members of the Ed Staff assume significant responsibility for effective communication. If you receive a memo in the mail or an email that requires an immediate reply, either by email, phone, or post, please handle it promptly.
- ✓ An answering machine or voice mail and an active email address is a must for our communication needs.
- ✓ It is important that members of the Ed Staff are familiar with Division Newsletters, staff webpage (www.PSIA-AASI-W.org/techteam), and resources through PSIA-AASI at www.thesnowpros.org.
- ✓ We encourage you to express your ideas, concerns, suggestions, or personal/professional needs with the CEO, Deputy Director, and or your discipline coordinator as they occur. If more than a phone conversation is needed, a personal meeting can always be arranged.

CONDUCT

- ✓ While attending any function or representing PSIA-AASI in any way, as a member of the Ed Staff, you must be aware of your high visibility and act in accordance with the guidelines set forth in this manual.
- ✓ When working at an event, in particular, an EXAM, you are representing PSIA-AASI from the moment of arrival at the area or hotel/motel, until departure from the event. Avoid any situation which could be perceived as unprofessional, a violation of the code of conduct, or a conflict of interest.
- ✓ You should demonstrate the highest professional standards, reflect and teach the philosophies of the Association, and positively promote PSIA-AASI in general.
- ✓ Your conduct should also, at all times, be in compliance with the Code of Conduct as stated in the PSIA-AASI by-laws and P&P.
- ✓ Team members are responsible for the safety and functionality of the Snowsports equipment they use in the performance of their job.
- ✓ Ed Staff members are expected to be neatly groomed, with professional attire, including the required discipline uniform (where required).

- ✓ Using alcohol or other intoxicants while working for PSIA-AASI West is prohibited. Do not operate a vehicle while under the influence of intoxicants.
- ✓ Smoking anywhere on the premises of an event is not allowed, indoors or out.
- ✓ Lodging may be provided PSIA-W, depending on the venue. We will provide instructions for arranging or arranged lodging prior to the event. No family members or pets are allowed at PSIA-AASI W arranged lodging without prior permission from the office or Event Organizer.

UNIFORM

The Western Region Jacket is a benefit to wear for those in the Western Region that provide exceptional customer service and educational standards, follow the mission of our Organization, and reinforce us as professionals. This jacket must only be worn during PSIA-AASI events and/or when conducting PSIA-AASI official business. Wearing this jacket does not confirm employment with the Organization.

The uniform jacket remains the property of PSIA-AASI Western Region and must be returned in good condition. If a jacket is lost, stolen, or damaged through negligence, the cost of the item, minus an amount for reasonable wear and tear, will be deducted from your final paycheck. If and when a missing jacket is returned in reasonable condition, you will be reimbursed for the amount previously deducted.

Employees who anticipate working a minimum of 5 days/season are eligible to keep their jacket in their possession. If less, jackets will remain in the Organizations possession and be provided at the event or just before.

SAFETY & CLASS HANDLING

Safety and good class handling should be primary considerations at all times when skiing or riding with a group.

- ✓ All staff members should be familiar with and follow the **NSAA Responsibility Code**. A copy of the code is provided at the back of this manual for your reference.
- ✓ When leading a group, always consider "safety first." Even in a "homogeneous" clinic group, individuals have different abilities, needs, and goals. Do not impose your level of skiing or riding ability on the group.
- ✓ Be aware of the goals of all individuals in your group and tailor your clinic accordingly.
- ✓ All personnel representing PSIA-AASI W are encouraged to wear a helmet and other appropriate protective equipment. Helmets are required where a resort policy mandates helmet use by our staff (Vail Resort properties).
- ✓ Never leave your group. As a clinic leader, you are expected to stay with your group until the event is finished.

INJURIES TO PARTICIPANTS

- ✓ If a member of your group is injured, you **must** complete an incident report form completely, no matter how insignificant the problem is. This should be done immediately or the first time off the hill after the injury occurred. For example, if a participant hurts himself at 10:30 AM and keeps skiing or riding until

noon, the accident report should be completed before the end of the lunch break. If the ski patrol removes the person to the first aid room, you must follow up as soon as possible, keeping in mind the best interests of the rest of the group.

- ✓ Call Lynnea Anderson, the Deputy Director, at 559.760.3389, as soon as possible, regardless of the severity of the injury.

STAFF INJURIES

- ✓ If you or one of your coworkers is injured, an incident report form must be filled out completely; no matter how insignificant the problem is. Please contact the Deputy Director immediately at 559.760.3389. In the case of serious injury, an employee's reporting obligation will be deferred until circumstances reasonably permit a report to be made. Failure to report an injury or illness may preclude or delay the payment of any benefits to the employee and could subject PSIA-AASI W to fines and penalties
- ✓ *Most injuries can be looked at by the area's first aid team (if available). State Workers Compensation Fund of California is the provider of medical and Worker's Compensation for PSIA-AASI W. Our staff is required to get treatment at State Fund approved providers for injuries incurred on the job. Please contact the office for treatment options.*
- ✓ **Freeskiing is on your own time.** An injury that occurs before or after a clinic, during lunch, or at a time when the instructor has left his group **will not be submitted** for Worker's Compensation.

ED EVENT WORK DAY

- ✓ The Event workday starts and ends at the location in which it takes place.
- ✓ Event work days are 8:00 am – 4:30 pm with a half-hour break for lunch.
- ✓ Your 'dress time' is 8:00-8:15 am. An Education Staff Safety and Event meeting will be held at 8:15 am, regardless of the number of staff. If there are two or more staff members, regardless of discipline, it will be a group meeting. If it is a single staff member, use that time to review videos and other training materials or call the Deputy Director or Task Force Chair with questions about the event.. This meeting is **mandatory** and must be attended by each Instructor who is staffed for the event.
- ✓ Event attendees are instructed to arrive at 8:30 am. It is imperative that you *never leave the meeting place* until the event Lead Instructor or the Ed Staff member in charge at that location gives the O.K.
- ✓ You are expected to take a half-hour lunch break. This should be scheduled while the clinic attendees are having their lunch, and should be taken before the fifth hour of work (*i.e.*, before 1:00 p.m. on a typical event day). If your workday exceeds 10 hours in one day, you are entitled to take a second half-hour meal break (unless you and PSIA-AASI W have mutually agreed to waive this second meal break).
- ✓ 10-minute rest breaks are your right as an employee. During a typical eight-hour event workday, you are entitled to 20 minutes of rest break time, which should be split into one 10-minute break in the middle of your work shift before lunch, and one 10-minute break in the middle of your work shift after lunch. If your work day exceeds 10 hours in one day, you are entitled to take a third 10-minute rest break.
- ✓ You should remain with your group until 4:00 P.M. If adverse weather, snow conditions, or group fatigue warrants stopping earlier, have a contingency indoor plan. Be available to answer questions if necessary.
- ✓ On-time dependability is essential. Please do not accept an assignment unless you can ensure this. Our members and regional staff are relying on your dependability and promptness.

EVENT PAPERWORK

- ✓ Event Rosters and scorecards are critical for confirming attendance and all attendees pass/fail. An accurate roster needs to be submitted in ProHub after the event or session is completed.

COMPENSATION

The PSIA-AASI Western Board of Directors will review compensation policies annually. We recognize that some of our staff may receive higher compensation at their home resorts. We are continually balancing the need to fairly compensate our valued employees against the desire to provide the best service to our members.

It is the policy of PSIA-AASI Western Region to compensate employees for all regular and overtime hours worked in accordance with state and federal law. To provide employees with accurate pay, it is essential that timesheets are timely and accurately completed. Compensation rates for this season are:

- \$ 25.00 hr.
- \$ 70 per diem per day and \$35 per diem half day
- Overtime will be paid at \$37.50/hr for hours worked in excess of eight hours and up to and including 12 hours in one day, in excess of 40 hours in one week, or the first eight hours worked on the seventh consecutive day of any work week. For hours worked in excess of 12 hours in one day or in excess of eight hours on the seventh consecutive day of work, double time will be paid at \$50.00/hr.
- Expense sheets can be filled out online at www.psia-w.org (see reimbursement policies).
- We issue paychecks on a bi-weekly basis. Expense reports must be submitted by the end of the business day of that pay period to be included in that pay period.
- Hours must be clearly and accurately indicated on the timesheet/expense report.

MILEAGE REIMBURSEMENT & TRAVEL ALLOWANCE

- It is the policy of PSIA-AASI WESTERN REGION to reimburse employees for all reasonable expenses incurred in the course and scope of employment, including but not limited to reimbursement for reasonable travel, meals, and lodging.
- Car reimbursement - If travel is required to reach one of our events, you will be reimbursed \$.60/mile for using your own vehicle.
- Airfare reimbursement (with receipt) - only when authorized and at the least expensive available rates.
- Public transport, rentals, and other options (with receipt) - only when authorized and at least expensive available rates.
- Your daily event per diem will cover your meal and incidentals: \$70 per diem per day and \$35 per diem per half day. An additional travel allowance will be provided per day if travel takes over 3.5-hours: \$35 allowance for travel taking between 3.5-5 hours, \$70 allowance for travel taking over 5 hours.
- Travel allowance & reimbursement rates are calculated by Google Maps' most direct route. Travel together whenever possible. Reimbursements are for travel between broad geographical areas and not incidental travel such as a hotel/motel to a restaurant.

LODGING

We will assist in booking your accommodation. All personal charges to your room, e.g. telephone access fees, internet access, etc., need to be paid by you. Only when asked to book your own accommodation, reimbursement is up to \$60/night on double occupancy and \$100/night for single occupancy (receipts required). Lodging that does not meet these criteria needs prior approval by the office.

Safety: If travel distance or road conditions make the return home impractical or unsafe, we will reimburse reasonable lodging and meal expenses. If you feel that you have a special circumstance or need related to the travel day policy, please contact the administration in advance (if possible) to make arrangements.

- Receipts must be submitted to be eligible for reimbursement.
- Please coordinate with the other Instructors to share lodging where it is feasible.
- All personal charges to your room, e.g. telephone access fees, internet access, etc. need to be paid by you.
- Travel with family is permitted if appropriate. You are responsible for any expense for additional person(s).
- Relatives/companions receive no compensation, reimbursements, or complimentary passes, nor are they to participate in events unless a member and registered.
- Unassigned Examiners shadowing events are subject to all code of conduct requirements. Please see Shadow Guidelines.
- Coordinate Lodging reimbursements with the administration.
- No one has the right to incur any expense for PSIA-AASI W, directly or indirectly, without specific authorization from the administration.

TRAINING

- ✓ Required Training will be paid at a rate of California Minimum wage plus applicable expenses.
- ✓ Voluntary training activities may be made available for education staff members.
 - These events are voluntary, and no fees or reimbursements will be paid.
- ✓ Other personal training
 - Attendance at the National Academy and other major functions is voluntary and is highly encouraged, as is participation in other ski organizations, such as USSA. These events are voluntary, and no fees or reimbursements will be paid. Educational Staff members are encouraged to apply for Scholarships available through the PSIA-AASI W Education Foundation.

MAKEUP TRAINING

If for some valid reason, a member of the educational staff is not able to attend a required training session, (s)he must make up the session in order to be eligible to work during that current season. The Deputy Director, with input from the appropriate Task Force Chair, will designate the make-up requirements.

AT-WILL EMPLOYMENT AND TERMINATION POLICY

All PSIA-AASI-Western Region employees are at will, which means that PSIA-AASI –Western Region may suspend and terminate an employee's employment or modify its terms, for any reason, with or without cause or notice, at any time. Continued employment is at the sole and exclusive option of association management.

Employees with a pattern of low performance or who violate the code of conduct are eligible for suspension from work and revocation of membership, pending review by the CEO and Deputy Director, and may not be eligible for rehire in future seasons. Certain behaviors will result in immediate termination of the employment contract:

Examples include (but are not limited to):

- Disregard of area policies and procedures or “Your Responsibility Code.” This includes, but is not limited to: skiing or riding under the influence of a controlled substance, cutting ropes and skiing or riding in closed areas, egregiously placing clinic or exam candidates in unsafe terrain or situations, disregarding instructions from area personnel, leaving the clinic to free ski, abusing or disregarding any policies of our host resorts, etc.
- Unprofessional, rude, or offensive behavior. This includes, but is not limited to, behaviors such as foul language, real or perceived sexual harassment, discrimination of any kind, arguing with any staff or participants, and fighting or unwelcome physical contact of any kind.

CONFLICT OF INTEREST POLICY

All PSIA-AASI Western employees are expected to exhibit and promote the highest standards of honest and ethical conduct in all dealings relating to the business of the Company. That means that, in working for PSIA-AASI W, employees are expected to act solely in the interest of PSIA-AASI Western and not in their personal interests or in the interests of others. PSIA-AASI Western employees are expected to use good judgment, adhere to high ethical standards, and avoid situations that create an actual or perceived conflict between their personal interests and those of the Company. PSIA-AASI Western expects that the transactions employees participate in are ethical and within the law, both in letter and in spirit.

PSIA-AASI Western recognizes and respects individual employees’ right to engage in activities outside of their employment that are private in nature and do not in any way conflict with or reflect poorly on the Company. Management reserves the right, however, to determine when an employee’s activities represent a conflict with the company’s interests and to take whatever action is necessary to resolve the situation, including terminating the employee and revoking membership.

Exactly what constitutes a conflict of interest or unethical business practice is both a moral and a legal question.

It is not possible to define all the circumstances and relationships that might create a conflict of interest. Therefore, the list below suggests some of the types of activity that indicate improper behavior, unacceptable personal integrity, or unacceptable ethics; it is inclusive, but not exhaustive:

- Being employed (you or a close family member) by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, or any other company that may stand to gain from influencing information in our core business regardless of the nature of the employment
- Hiring or supervising family members or closely related persons
- Serving as a board member for a competitor or potential competitor, supplier, or contractor
- Owning or having a substantial interest in a competitor, supplier, or contractor
- Having a financial interest or potential gain in any PSIA-AASI Western transaction
- Placing company business with a firm owned or controlled by a PSIA-AASI Western employee or their family
- Accepting gifts, discounts, favors, or services from a customer/potential customer, competitor or

supplier unless: 1). It can be and is shared by all PSIA-AASI Western employees; or 2). The gift, discount, favor, or service has a nominal retail value (less than \$25)

- Using PSIA-AASI Western's resources to provide gifts, favors, or services to a customer/potential customer, competitor, or supplier, unless: 1). The gift, discount, favor, or service has a nominal value, or 2). You have management approval
- Using proprietary and/or confidential information for personal gain or to the Company's detriment
- Unauthorized use of PSIA-AASI Western resources for your personal benefit or for the benefit of any other person or the Company
- Borrowing money from customers or firms other than recognized loan institutions, from which our Company buys services, materials, equipment, or supplies
- Participating in civic or professional company activities in a manner that divulges confidential company information
- Misusing privileged information or revealing confidential data to outsiders
- Employees using connections obtained through the company for their own private purposes
- Engaging in practices or procedures that violate antitrust laws, commercial bribery laws, copyright laws, discrimination laws, campaign contribution laws, or other laws regulating the conduct of company business.

PSIA-AASI Western hired you based in great part on the strength of your prior experience, which may include education, credentials, and your representations about your ability, credentials, or prior experience. It is a violation of this policy if you made misrepresentations regarding your experience.

At any time during your employment, if you believe that your (or any other employee's) conduct or activities conflict with these guidelines, appear to conflict with these guidelines, or otherwise create a conflict of interest, you should discuss the details of the situation with your manager. Most concerns about conflicts of interest can be resolved and appropriately addressed through prompt and complete disclosure.

DISCRIMINATION AND HARASSMENT POLICY

PSIA-AASI W does not tolerate discrimination, harassment, or retaliation of any kind. It is contrary to our mission, and it is illegal to discriminate against or harass others on the basis of their gender, age, race, color, national origin, religion, sexual orientation, marital or uniformed service member/veteran status, citizenship, disability, or other personal protected characteristics. Harassment includes, but is not limited to, making derogatory remarks about such characteristics, making jokes or negative comments about ethnic or other groups, and other verbal, physical or visual behavior.

Sexual harassment is also prohibited. Propositions, repeated requests for dates, off-color jokes, sexually provocative pictures or cartoons, threats or demands to submit to sexual requests in order to obtain or retain any employment benefit, sexual advances, and other verbal, physical or visual harassment of a sexual nature are prohibited.

Harassment by a PSIA-AASI W employee will lead to immediate disciplinary action, up to and including termination and revocation of membership. Disciplinary action will also be taken against any supervisor or manager who condones or ignores sexual harassment or other forms of harassment or who otherwise fails to take appropriate action to enforce this policy.

No employee will be disciplined for or retaliated against for making a good faith report of conduct implicated

by this policy. PSIA-AASI W will not tolerate, nor does the law allow, retaliation against any employee for filing an internal or external complaint or for otherwise participating in any investigation or hearing by any government agency or commission, including the administrative staff of the agency.

PSIA-AASI W urges any employee who has experienced or witnessed discrimination, harassment, or retaliation by a fellow employee or a non-employee to report it immediately. Report such concerns directly to the CEO and/or Deputy Director. All complaints will be promptly, discreetly, objectively, and thoroughly investigated.

DISCLAIMER

The policies and procedures outlined in this manual supplement your contract for services as a member of the PSIA-AASI W Educational Staff. PSIA-AASI W reserves the right to revoke, change or supplement guidelines at any time without notice. No policy is intended as a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied from any statements in this manual.

EQUAL OPPORTUNITY

Equal Opportunity is PSIA-AASI W policy. It is PSIA-AASI W policy to select the best-qualified person for each position in the organization. No employee of PSIA-AASI W will discriminate against an applicant for employment or fellow employee because of race, creed, color, religion, sex, sexual orientation, national origin, ancestry, age, disability status, or any other statutorily prohibited basis.

WESTERN REGION STEPS TO SAFETY

As a Western Division Ed Staff member, you are responsible for the safety of yourself and the event attendees. We are guests at the resorts that host our events, and you will need to familiarize yourself with the rules, terrain, and obstacles of the host resort and will use industry best practices to conduct the event. Pre-event safety meetings are a part of every event/exam and should be documented in the Event Summary.

Steps to Safety

1. You are responsible for the safety of the equipment used to perform your work and will inspect regularly (Skis, snowboard, bindings, boots, etc.):
2. Many times we are conducting clinics at resorts that we are not familiar with. Make yourself aware of possible terrain hazards, closed areas, and slow areas.
3. You are group leaders and are responsible at all times during the clinic/ exam to stay with your group. Free skiing will be done outside of the clinic.

Topics for Safety Meeting

1. Equipment checks must be made regularly to ensure good performance and safe operation.
2. Store all equipment safely.
3. The need for sunscreen, eye protection, and hydration.
4. Proper attire for weather conditions.
5. Pace yourself and your candidates.

6. Warm up daily before exerting energy, and stretch after considerable warm-up to help reduce the risk of injury.
7. Be aware of changing conditions on walking surfaces, snow, and terrain.
8. Know and use Your Responsibility Code.
9. Take note of designated avalanche areas.
10. Use terrain features, obstacles, and running gates with caution while teaching, training, and demonstrating. A helmet must be worn while using terrain features, obstacles, and running gates with all candidates.
11. Back and knee safety needs to be considered when lifting, stooping, assisting or helping children, and skiing/riding.
12. Improperly fitted and damp boots can cause injury and irritation.
13. Continual hard and flat landings can induce injury; take a break when conditions are not favorable.
14. Awareness and proper technique can help reduce the risk of injury.
15. Ski and Ride defensively to increase your safety on the hill.
16. The lifts we use can be hazardous. Be aware of moving parts, flying objects, and forceful impacts.
17. Know what to do when a candidate gets separated from the group.
18. Follow approved procedures and protocols when dealing with on-slope injuries.
19. Take precautions to prevent blood contact with an injury. Use latex gloves. Eye protection should remain in place. Gloves or mittens can also help to protect you.
20. DO NOT LOAD ANY UNATTENDED LIFT.
21. Any injury to yourself must be reported immediately. Complete all forms necessary and call 530-587-7642.

NATIONAL SKI AREAS ASSOCIATION



WHY A NEW CODE?

NSAA first developed the Skier Responsibility Code in 1962. In the last 60 years, the Code has undergone several revisions to stay in step with modern language and skiing behavior (and to include snowboarders, bikers and everyone who enjoys the slopes!). The 2022 version of Your Responsibility Code has grown from seven points to 10. The pre-existing seven points were revised, sometimes minimally, to modernize the language. One previous point was split into two. Two new points were added: one, to emphasize the importance of not skiing or riding under the influence of alcohol/drugs; another to let skiers and riders know what to do when you get into a collision or other on-mountain incident.

This season, ski areas across the country will begin to adopt this language. However, it takes some time to make new signage and get everyone on the same page! You can expect to see this 2022 Code used more widely over the next three seasons. In the meantime, take a moment to read this Code; talk with your kids or friends who are new to the slopes; and remember that staying in control is the best way to stay safe on the slopes.

1. Always stay in control. You must be able to stop or avoid people or objects.
2. People ahead or downhill of you have the right-of-way. You must avoid them.
3. Stop only where you are visible from above and do not restrict traffic.
4. Look uphill and avoid others before starting downhill or entering a trail.
5. You must prevent runaway equipment.
6. Read and obey all signs, warnings, and hazard markings.
7. Keep off closed trails and out of closed areas.
8. You must know how and be able to load, ride and unload lifts safely. If you need assistance, ask the lift attendant.
9. Do not use lifts or terrain when impaired by alcohol or drugs.
10. If you are involved in a collision or incident, share your contact information with each other and a ski area employee.

Winter sports involve risk of serious injury or death. Your knowledge, decisions and actions contribute to your safety and that of others. If you need help understanding the Code, please ask any ski area employee.

Be safety conscious and KNOW THE CODE. IT'S YOUR RESPONSIBILITY.

This is a partial list. Officially endorsed by NATIONAL SKI AREAS ASSOCIATION.

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RECEIPT OF 2022.23 SEASON EDUCATIONAL STAFF MANUAL

I have either received a copy of the PSIA-AASI WESTERN REGION Educational Staff Manual or reviewed the manual information on the PSIA-AASI-W staff website including specifying policies, practices and regulations, which I agree to observe and follow during my employment with the association. I understand that it is my responsibility to be familiar with its contents and to ask questions on any matters I don't understand.

Since the information in this manual is necessarily subject to change as situations warrant, it is understood that changes in the manual may supersede, revise or eliminate one or more of the policies in this manual. Although PSIA-AASI WESTERN DIVISION will make every effort to communicate these changes to me through my discipline coordinator, the Executive Director through official notices, I accept responsibility for keeping informed of these changes.

I acknowledge and understand that my employment with PSIA-AASI-W is "at will" employment.

Employee's Printed Name

Employee's Signature

Date: _____