

**THE CORPORATION OF THE ROCKY MOUNTAIN
BIOLOGICAL LABORATORY AT GOTHIC
PERSONNEL MANUAL**

DATED June 6, 2011

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INTRODUCTION

The purpose of this manual is to establish and maintain a system of administration for the personnel functions of The Corporation of the Rocky Mountain Biological Laboratory at Gothic ("RMBL"). This manual is intended to be a management guidance tool. This manual is a summary of the RMBL's general administrative procedures and is not all inclusive of the RMBL's administrative procedures. This manual is provided for informational purposes only for the RMBL management, the RMBL employees, Contractors hired by the RMBL, and Interns for the RMBL. No provision or portion of this manual constitutes an implied or expressed contract, guarantee, or assurance of employment or a right to an employment related benefit, process or procedure. Nothing in this manual shall alter the RMBL's authority to employ personnel at will.

The RMBL reserves the right to change, modify, eliminate, or deviate from any policy, procedure, process or program in this manual at any time.

I. NON-DISCRIMINATION POLICY

1. Equal Employment Opportunity. The RMBL is dedicated to the principles of equal employment opportunity in any term, condition or privilege of employment. We do not discriminate against applicants or employees on the basis of age, race, sex, color, religion, national origin, disability, sexual orientation, political affiliation, or any other status which may be protected by law.

(a) Americans With Disabilities. The RMBL policy expressly prohibits discriminatory hiring and personnel practices against qualified individuals with disabilities. Reasonable accommodation of known physical or mental limitations will be made, unless the accommodation would pose an undue hardship on the RMBL.

Individuals will not be placed in positions where, with or without a reasonable accommodation, they create a direct threat to the safety or health of themselves or others. The determination that an individual poses a direct threat will be confirmed by an opinion in writing from an appropriate professional selected by the RMBL.

(b) Harassment. The RMBL strives to maintain a workplace free from all forms of harassment, including sexual harassment. Any employee who believes they have been subject to prohibited discrimination or harassment should immediately report the incident to their Supervisor, or the Executive Director or Board President, if needed.

II. DEFINITIONS

The following are definitions of terms found throughout this Manual.

Alcohol: The intoxicating agent in beverage alcohol, ethyl alcohol or other alcohol including methyl and isopropyl alcohol.

Contractor: An individual or company, hired by the RMBL as an independent contractor, to conduct specific services and who invoices the RMBL for payment of such specific services. A Contractor shall not be regarded as an employee of the RMBL; therefore, the RMBL shall not be responsible for the payment of any employer taxes nor for any fringe benefits for the Contractor. Nevertheless, the RMBL policies, Employee Conduct, Payroll Procedures and other provisions in this Manual which may be applicable, shall apply to Contractor.

Controlled Substances: Includes cocaine, marijuana, opiates, amphetamines and phencyclidine and any other substances determined by the United States or the State of Colorado to be illegal to possess or consume. Generally Controlled Substance(s) as used in this policy refers to an illegal drug or substance as defined in Title 18 of the Colorado Revised Statutes.

Drug: Any substance recognized as a drug in the official U.S. pharmacopoeia and national formulary or official homeopathic pharmacopoeia of the United States and/or any supplement to either of them; any substance intended for use in the diagnosis, cure, mitigation, treatment or prevention of disease or other conditions in persons or animals; any substance other than a device or food intended to affect the structure or any function of the body of persons or other animals; or any substance intended for use as a component of any article specified in this paragraph.

Exempt Employee: An employee who is in a position designated as executive, administrative, or professional, and will not be subject to the overtime pay provisions of the Federal Fair Labor Standards Act and its regulations.

Hourly Employee: Any employee of the RMBL who is paid on either an hourly basis or a twice-a-month basis, who is considered to be a Non-Exempt Employee according to FLSA regulations.

Intern: An individual selected by the RMBL to participate in an educational program to receive practical research experience with the RMBL. Although Intern is not regarded as a RMBL employee and therefore is excluded from the Fair Labor Standards Act and its regulations, the RMBL policies, Employee Conduct, Payroll Procedures and other provisions in this Manual which may be applicable, shall apply to Intern.

Non-Exempt Employee: An employee who is not excluded from the overtime and/or minimum wage provisions of the Fair Labor Standards Act and its regulations.

Seasonal Employee: For the purpose of determining eligibility for the RMBL retirement and healthcare benefits, Seasonal Employee is defined as an employee who is paid by the RMBL to work only during the Seasonal Period.

Seasonal Period: The time period of May 10 – November 7.

Supervisor: An employee of the RMBL who is charged with the duty of overseeing the performance of certain assigned employees of the RMBL as well as authorizing certain actions of such assigned employees.

Year Round Full Time Employee: An employee scheduled to work a minimum of 37.5 hours per week, 50 weeks per year.

Year Round Part Time Employee: An employee scheduled to work less than 37.5 hours per week throughout the calendar year and who has hours scheduled outside the Seasonal Period. While a Year Round Part Time Employee *may* have hours scheduled within the Seasonal Period, to qualify as a Year Round Part Time Employee, such Employee *must* have hours scheduled outside of the Seasonal Period.

III. EMPLOYEE CONDUCT

1. Attendance. All employees must report promptly for work in accordance with assigned shift and break schedules. Regardless of what position an employee holds, punctuality and regular attendances are essential to the effective operation of the RMBL.

2. Physical/Mental Capacity To Perform Duties. A Supervisor, department head, or the RMBL representative may request any employee to take a physical, including a Drug and/or Alcohol test, or psychological examination at any time when, in his/her judgment, such an examination may be necessary to determine the employee's fitness to safely perform duties for the RMBL.

All such examinations shall be performed by medically licensed personnel selected by the RMBL and shall be arranged and paid for by the RMBL.

(a) Operation of Vehicles & Equipment. At no time will an employee operate a RMBL vehicle, a private vehicle used for RMBL business, or equipment, if the employee is or is reasonably suspected of being impaired by drugs and/or alcohol.

(b) Drug Free Workplace Policy. The RMBL is a drug free workplace.

(i) Prohibited Conduct. The use, consumption, possession, transaction, and/or sale of Alcohol, Drug(s) and/or Controlled Substances by any employee while working or assigned to work on the RMBL property, while operating the RMBL vehicles or equipment or while performing the RMBL duties is prohibited.

(ii) Drug/Alcohol Testing. If an employee appears to be affected by

or under the apparent influence of drugs and/or alcohol while in the workplace, the employee may be required to submit to Drug/Alcohol testing and if testing confirms the presence of drugs or alcohol, will be subject to disciplinary action up to and including termination. Refusal to submit to drug/alcohol testing will be considered an admission of guilt and will be cause for disciplinary action up to and including termination. Disciplinary action may include mandatory attendance in a counseling and/or treatment program. Failure to successfully complete the counseling and/or treatment program may be cause for further disciplinary action up to and including termination. If an employee is referred to counseling and/or a treatment program, they must sign a release form so that the employer can monitor the status of treatment.

(iii) Prescribed and Over the Counter Drugs. Excluded from the policy are prescribed drugs when used in the manner, combination and quantity intended, unless job performance could be affected. Employees who must use an over the counter or prescription drug that may affect their ability to perform work in a safe manner must notify their Supervisor prior to starting work. The Supervisor, after proper inquiry, will decide if the employee can remain at work and what work restrictions, if any, are deemed necessary.

(iv) Disciplinary Action. Any employee found in violation of this Drug Free Policy will be subject to disciplinary action up to and including termination for a first offense.

3. No Pets Allowed. Because of sensitive research, no employee shall allow or keep pets in Gothic at any time. Pets are not allowed in buildings. Furthermore, no pets are to be left in vehicles parked on the RMBL property, except that vehicles with pets may be parked in the Visitor's Parking Lot. Any variance from this policy must be obtained in writing from the Executive Director.

4. Disciplinary Action. An employee's conduct is a major factor affecting the health and growth of the RMBL. When management finds an employee's performance to be unsatisfactory or an employee's conduct to be in violation of the policies in this manual, or unacceptable, disciplinary action may be taken. The RMBL Executive Director shall handle all disciplinary matters. The discipline may range from informal discussion with the employee to immediate dismissal, depending on the RMBL's opinion of the seriousness of the situation. Any action taken by management in an individual case should not be assumed to establish a precedent in other circumstances.

5. Reasons for Disciplinary Action. Reasons for disciplinary action shall include, but are not limited to: (a) Violation of a Personnel Rule; (b) Unsatisfactory performance (c) Neglect of duty; (wasting time on the job, loafing, abuse of break privileges, etc.); (d) Interference with department operations (interrupting the work of others, etc.); (e) Failure to perform assigned duties in an efficient and effective manner; (f) Insubordination (refusal to follow directions, abusive behavior, etc.); (g) Discourtesy to the public or co-workers; (h) Illegal activity on the job or illegal activity that could harm the RMBL's reputation or casts doubt on the employee's ability to perform the job effectively; (i) Failure to comply with job confidentiality standards; (j)

Abuse of sick leave or other benefits granted by the RMBL; (k) Working unauthorized overtime; (l) Falsification of records including but not limited to: employment applications, work records, timesheets, etc.; (m) Repeated tardiness or absenteeism; (n) Damage or misappropriation or failure to properly maintain or protect the RMBL property, equipment, tools, or material; (o) Stealing, or negligent use of the RMBL money or property; (p) Deliberate or careless conduct endangering the safety or well-being of self, co-workers or the public (q) Fighting or attempting to fight during working hours; (r) Being under the influence of alcohol or drugs while on duty; (s) Inducing or attempting to induce or allowing any employee to commit an unlawful act or to act in violation of this or other RMBL policies; (t) Misrepresentation of one's authority to the public; (u) Abusing one's authority to secure personal gain, benefits or favors; (v) Behavior inappropriate to one's position; (w) Covert acts intended to undermine established authority; (x) Harassment of co-workers or members of the public; (y) Dishonesty; (z) Absence from duty without authorization; and/or (aa) Any other violation prescribed by this manual.

6. Forms Of Disciplinary Action. Recognizing that circumstances vary widely in similar situations, the RMBL retains the right to treat each lapse in performance, violation of policy or incident of misconduct on an individual basis without creating a binding precedent for other cases. Disciplinary action may include without limitation, counseling, training, warning, reprimand, leave, suspension, demotion, and/or dismissal. Any disciplinary action resulting in dismissal shall be a final decision.

7. Performance Evaluation. All Year-Round-Full-Time Employees of the RMBL and all Supervisors of the RMBL shall be subject to an annual performance evaluation.

(a) Evaluation Criterion. The subject employees will be evaluated on many different criteria including, but not limited to, the following:

- (1) Quantity of work;
- (2) Quality of work;
- (3) Reporting habits;
- (4) Following directions;
- (5) Ability to cope with work situations;
- (6) Personal relations with co-workers;
- (7) Communication skills;
- (8) Problem-solving skills; and
- (9) Ability to work independently.

The employee and his/her Supervisor shall review the evaluation form during an evaluation meeting. Each shall sign the employee evaluation form. A copy of each evaluation form shall become a permanent entry in the employee's personnel file.

Any employee who receives an unsatisfactory evaluation may be placed on probation. Continued performance below the standards acceptable for employment shall be cause for demotion or dismissal.

8. Use of Electronic Mail and Computer Systems. The RMBL's e-mail and computer systems are provided for and intended to be used primarily for RMBL's official business. The RMBL's e-mail and computer systems may be used for personal use.

(a) No Expectation of Privacy. Employees should not assume that e-mail messages are confidential, as they are not. Employees shall have no expectation of privacy in e-mail created, stored, sent or received on any RMBL computer and/or electronic equipment.

(b) Property of RMBL. All computer files prepared with and/or stored on any RMBL computer and/or electronic equipment are the property of the RMBL regardless of their physical location or the form in which they are maintained.

(c) RMBL Exclusive Rights. Employees must be aware that all e-mail is the property of the RMBL and the RMBL reserves the right to review and/or monitor any and all communications through the RMBL system. The RMBL, without your approval or consent, may access, disclose, delete, and/or retain the contents of any e-mail message to and from the RMBL e-mail system and its users at any time and for any purpose whatsoever.

(d) Prohibited Conduct. The following conduct is prohibited in the use of the RMBL e-mail and computer systems:

- (i) sending or forwarding emails containing libelous, defamatory, offensive, racist or obscene remarks. Upon receipt of such e-mail, Employee must promptly notify their Supervisor;
- (ii) forging or attempting to forge email messages;
- (iii) sending email messages using another person's email account;
- (iv) disguising or attempting to disguise identity when sending mail;
- (v) sending mass mail messages;
- (vi) sending confidential information;
- (vii) sending, receiving, or accessing pornographic or other inappropriate materials;
- (viii) causing congestion, disruption, disablement, alteration, or impairment of the RMBL computer systems;
- (ix) infringing in any way on the copyrights or trademark rights of others;
- (x) engaging in unlawful or malicious activities; and
- (xi) defeating or attempting to defeat security restrictions on the RMBL computer system.

(e) Disciplinary Action. Any employee found in violation of the Prohibited Conduct stated in (d) above will be subject to disciplinary action up to and including termination for a first offense.

9. Use of RMBL Motor Vehicles. Use of the RMBL motor vehicles is restricted to business use unless personal use is specifically authorized by the Operations Manager.

(a) Requirements. (i) Employees must obtain permission from the RMBL to operate the RMBL motor vehicles. (ii) Employees shall act legally and safely, and properly operate the RMBL motor vehicles. (iii) Any employee operating a RMBL motor vehicle must have a valid Driver's License. (iv) Any employee who intends to operate a RMBL motor vehicle shall undergo a Driver's License check with the State of Colorado made by the RMBL's insurance company annually to ensure that a valid state driver's license is in effect. If, during the annual driver's license review, or at any time during the year, an employee is determined to not possess a valid driver's license and auto insurance, it may be grounds for disciplinary action, including dismissal as determined by the RMBL Executive Director. (v) Any employee operating or riding in a RMBL motor vehicle is required to use seat belts.

(b) Personal Use. Employees must obtain permission from the RMBL to operate the RMBL motor vehicles for personal use.

(c) Liability. The RMBL shall not be liable for any damages or injury resulting from any employee's negligent, unlawful, unsafe, improper, abusive, and/or personal use of the RMBL motor vehicles. Any repair to the RMBL motor vehicles resulting from employees negligent, unlawful, unsafe, improper, abusive, and/or personal use of the RMBL motor vehicle may be charged back to the employee causing the repairs to be necessitated.

(d) Accidents. If an employee is involved in an accident while operating a RMBL motor vehicle, he/she must take the following actions:

1. Obtain the name and address of the other driver and the driver's insurance company and policy number;
2. Obtain the license plate number of the other vehicle, description of the vehicle, description of damage, names and address of other passengers or witnesses; and
3. Notify the RMBL of the accident immediately.

IV. PAYROLL PROCEDURES

1. Hourly Paid Employees. For employees paid on an hourly basis, the RMBL pays wages bi-monthly (twice a month) and are from the 12th-26th and the 27th through the 11th of the following month. Employees must follow the payroll procedures below to ensure timely payment of wages:

- a) Complete and sign a time card for the preceding time period;
- b) Obtain the Supervisor's signature on the time card; and
- c) Submit the completed and signed time card to the RMBL Business Manager before 10:00 a.m. on the 12th and 27th of each month.

2. Late Submission of Time Card. If the completed time card is not timely submitted, the employee will not receive payment of his/her wages until the following pay period.

3. Withholding And Offset. Payment of wages and any other amounts to employee will be subject to such withholding and offset only as required for the RMBL 403(b) plan; tax purposes or legal process (e.g., wage garnishment); room, board, and station fees; and/or as consented to by employee.

4. Contractual Fixed Salary. Those employees with a fixed monthly or annual salary (paid twice a month) are not required to turn in time sheets unless directed to do so by their supervisor. These employees will receive a fixed salary, as described in their contract. These employees may be classified as either exempt or non-exempt; if non-exempt, all overtime hours must be approved by supervisor and fully documented.

5. Time and Effort Reporting. Any employee receiving funding from Federal programs must complete Time and Effort reporting requirements, listing grant number, name and the percentage of time spent on all grants compensated for in a given time frame. If employee is hourly, time and effort reporting is documented at the bottom of the RMBL timesheet. If employee is on a fixed salary contract, a Time and Effort form must be completed for each pay period, signed by supervisor and submitted to the Business Office. Time and Effort forms are available from the RMBL Business Manager, or from the RMBL website (www.rmbll.org/staffinfo)

V. BENEFITS

1. 403(b) Retirement Plan.

(a) Eligibility. The RMBL maintains two plans: employer contributions and employee contributions. Eligibility to participate in these retirement programs is defined in our plan documents, which are available online in the personnel section or from the Operations Manager.

(b) Participation. Upon employment with the RMBL and for each calendar year anniversary of employment with the RMBL, eligible employees will be given a 403(b) Retirement Plan summary for review. The employee shall have ten (10) days to accept or decline participation in the 403 (b) Retirement Plan. For each eligible employee who accepts participation in the 403(b) Retirement Plan, such employee shall execute a Salary Reduction Agreement which can be obtained from the Business Manager. Note: any RMBL contributions to the 403(b) Retirement Plan are based upon actual salary received.

2. Flexible Compensation Plan (“Cafeteria Plan”).

(a) Eligibility. Year-Round-Full-Time Employees may be eligible to participate in Flexible Compensation Plan also known as the “Cafeteria Plan” NOTE: Contractors, Seasonal Employees, and Year-Round-Part Time Employees are NOT eligible to participate in the Cafeteria Plan. Also NOTE: Employees that are eligible

for the "Cafeteria Plan" may not be eligible to participate in a Health Savings Account (HAS), though a tax attorney should be consulted for final determination.

(b) Participation. Upon employment with the RMBL and for each calendar year anniversary of employment with the RMBL, eligible employees will be given a Cafeteria Plan Summary for review. The employee shall have ten (10) days to accept or decline participation in the Cafeteria Plan. For each eligible employee who accepts participation in the Cafeteria Plan, such employee shall execute a Salary Reduction Agreement which can be obtained from the Business Manager.

VI. SPECIAL PAY

1. Overtime – Non-Exempt. In compliance with the Fair Labor Standards Act, a non-exempt employee who performs work in excess of a regular forty (40) hour work week, or one hundred seventy one (171) hour monthly work period shall be compensated with overtime pay.

Supervisors will be accountable for controlling overtime situations and the associated expense. Whenever possible, work schedules shall be adjusted to avoid or reduce routine overtime work. In situations where unexpected changes in workload require additional hours mandated by the Supervisor, overtime hours may be authorized.

Overtime work shall, whenever possible, be on a voluntary basis. However, an employee's Supervisor, or the Supervisor's designee, reserves the right to require any employee to work extra hours when the need arises. All overtime must be authorized by the Supervisor.

(a) Hours Worked. Paid time that is not actually worked such as compensatory time, paid time off, holidays, vacation leave, sick leave, jury duty hours and standby hours, shall not be considered "hours worked" for the purpose of computing overtime.

Each work week or monthly work period shall stand alone for overtime purposes.

(b) Rate Of Pay. Overtime compensation for non-exempt employees will be in the form of either 1 1/2 times the regular hourly rate of pay or in the form of compensatory time at the rate of 1 1/2 times the overtime hours worked.

2. Overtime, Exempt. Exempt positions generally require more hours than the normal workweek to complete assigned duties. Positions determined by the RMBL to be professional, administrative or executive, as defined by the Fair Labor Standards Act, are exempt from the overtime pay provisions of this Policy.

VII. WORK RELATED EXPENSES

1. Reimbursement. The RMBL will reimburse employees for reasonable work related expenses including, but not limited to, airfare, ground transportation, meals,

and lodging. For employees using a personal vehicle for work-related travel, the RMBL will reimburse mileage at the IRS per mile rate.

2. Physical Receipt Required. In order to obtain reimbursement of work related expense, the employee must submit the actual physical receipt to the appropriate RMBL Supervisor within five (5) working days after the expense is incurred. NOTE: Credit card statements without itemized receipts will not be approved for reimbursement.

VIII. LEAVE POLICY

1. Paid Personal Leave. Year-round full-time employees shall accrue the following number of leave days per month:

- (a) 1.25 leave days/month, for the first two (2) years of employment;
- (b) 1.50 leave days/month, after two full years of employment and starting in year three (3);
- (c) 1.75 leave days/month, after four (4) full years of employment and starting in year five (5).

Part-time employees working more than 1,000 hours per year shall accrue the following number of leave days per month:

- (a) 0.5 leave days/month, after one (1) year of employment and starting in year two (2);
- (b) 1.0 leave days/month, after two (2) full years of employment and starting in year three (3);
- (c) 1.5 leave days/month, after four (4) full years of employment and starting in year five (5).

Such Personal Leave will cover all paid time off, including, but not limited to, vacation, family emergency, and sickness. Note: additional unpaid leave days may be taken, with supervisor's approval; salary will be reduced accordingly.

Contractors, and Part-time and Seasonal Employees working less than 1,000 hours per year, are not eligible for paid personal leave.

Personal leave will not accrue during an unpaid leave of absence.

Employees are not paid or otherwise compensated for unused accrued leave when they leave RMBL employment.

Leave policy effective as of January 1, 2011.

2. Use Of Personal Leave. Eligible employees must request prior approval by their Supervisor for Personal Leave, except when sickness or family emergency makes such notice impossible. While approval will not be unreasonably withheld, Supervisors may consider the seasonal demand upon their respective activities when setting up vacation schedules.

3. Unused Personal Leave Time. Up to a maximum of one week (40 hours) of personal leave accrued but unused at the end of the calendar year, including hours accrued from previous years, may be carried forward into the new calendar year.

4. Paid Holidays. RMBL observes the following holidays for which year-round full-time employees only are granted pay:

New Year's Day	Thanksgiving Day and the Friday after
Martin Luther King Day	Thanksgiving Day
President's Day	Christmas Day and one day between
Memorial Day	Christmas and New Year's Day
Labor Day	

5. Family And Medical Leave. In 1993, Congress enacted the Family and Medical Leave Act (FMLA). While the FMLA applies to public employers, the public employer must employ at least 50 employees in order for the employee to be eligible for FMLA leave. Since the RMBL does not currently employ at least 50 employees, no employee of the RMBL is eligible for FMLA leave.

6. Injury Leave. Worker's Compensation. Any employee who becomes incapable of performing his/her essential job functions as the result of an injury or illness incurred within the scope of RMBL employment shall be deemed to be on Worker's Compensation leave until (a) he/she is able to resume his/her essential job functions on his/her regular work schedule; (b) approval is granted, by RMBL, to return to his/her regular work schedule on a restricted duty basis, as defined by the attending physician; (c) is capable of resuming performance of all of the essential duties required in the employee's position with reasonable accommodation; (4) or when the employee is separated from RMBL employment.

(a) Statutory Benefits. An employee on leave, whether full-time or part-time leave, shall receive the statutory benefits available under the Workers' Compensation Act of Colorado, C.R.S. 8-40-101, et. seq.

(b) Modified Schedule or Restricted Duty. While recovering from an on-the-job injury, an employee may return to work on a temporary basis with a modified work schedule and/or with restricted duties as the case may allow. The RMBL reserves the right to limit or deny return to work on a modified schedule or restricted duty.

(c) Statutory Exceptions. The RMBL Safety Rules are attached as **Exhibit A** to this Personnel Manual. If an injury is determined to be a direct result of the employee's failure to follow a safety rule, a penalty reducing temporary wage indemnity compensation to fifty percent (50%) of the 2/3rds benefit will be enforced. Injury leave is forfeited if an injury is due to a safety rule violation. Safety rule violations are determined by the following:

i. Where an injury is caused by the willful failure of the employee to use safety devices provided by RMBL.

ii. Where injury results from the employee's willful failure to obey any reasonable rule adopted by RMBL for the safety of the employee.

iii. Where injury results from intoxication of the employee from drugs or alcohol.

(d) Notification/Reporting for Workers' Compensation. In the event of an on-the-job injury, an employee should notify his/her Supervisor immediately or by no later than the end of the shift on which the injury occurs. The employee must complete an incident report form and an Authorization for Release of Medical Information form for submission to his/her Supervisor within ninety six hours (4 calendar days) from the time of the incident. If the employee is unable to complete the form, it may be completed by a family member or a representative. If the employee fails to timely complete the incident report form and Authorization for Release of Medical Information form), the employee may lose up to one day's wage compensation for each late reporting day.

(e) Medical Examinations & Treatments. If an injury requires immediate emergency treatment, the nearest hospital emergency room should be utilized. Upon release from emergency treatment, if appropriate, the employee must seek follow-up medical care from a RMBL-designated provider. Injuries not constituting an emergency, but requiring a physician's care, shall be treated by a RMBL-designated medical service provider. Failure to comply with utilization of a RMBL-designated provider may result in a denial of payment for medical expenses through the RMBL's Workers' Compensation Insurance carrier. Each new employee shall receive a list of designated medical providers and a list can be obtained from the Business Manager at any time.

(f) Denial by the Workers' Compensation Insurance Carrier. An employee may be denied compensation for a workers' compensation claim if it is determined by the RMBL's Workers' Compensation Carrier that the injury is not job-related. If the injury is finally deemed non-compensable under the RMBL's Workers' Compensation policy, compensation will cease on the date the claim is denied. In this event, unless the finding is overturned on appeal, the amount of compensation made to the employee by the RMBL or the RMBL's Workers' Compensation Insurance Carrier, with regard to the denied claim, will be deducted from the employee's paycheck Personal Leave balances or, if these balances are not sufficient, deducted as leave without pay.

(g) Reporting Medical Status. During leave for a workers' compensation injury or illness, employees must keep their Supervisor informed of their medical status in regard to their ability to return to work. The RMBL reserves the right to request periodic reports regarding the employee's medical status from the designated medical provider.

(h) Separation. A workers' compensation claim does not preclude an employee from being separated from employment pursuant to another personnel policy.

(i) Continuation of Benefits. Employees who are on leave for a workers' compensation injury, with the RMBL compensation, will continue to be eligible for all the RMBL benefits that they currently receive when actively at work.

7. Military Leave. Employees granted a military leave of absence shall be reinstated and paid in accordance with the laws covering veteran's re-employment rights.

IX. MISCELLANEOUS

1. Contact Information. Attached, as **Exhibit B**, is a flow chart and description for the RMBL staff.

2. Meals. The RMBL provides meals for full-time, both year-round and seasonal, employees, while the dining hall is open. Meals are served in the dining hall for ten (10) weeks from approximately mid-June to mid-August during the following hours: 7 a.m., noon, and 6 p.m. Monday through Sunday. In addition, the RMBL provides meals for immediate family members of full-time Supervisors. Meals for Contractors are not provided unless specified in the Project Agreement.

3. Room, Board (Meals), Station Fees. If stated in an employment contract, during the term of employment, the RMBL will not charge employee room, board, and station use fees. Upon termination of employment, the RMBL will charge the terminated employee fees for room, board, and station use accrued after termination. Specific fee information can be located at www.rmbll.org under the "General information about the Lab and Gothic can be found by clicking here" link, and then the "Rates and Fees" link.

3. Minimum Wage and Child Labor Laws. The Colorado Division of Labor has statutory authority over certain wage issues and child labor laws in Colorado. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

4. Workers' Compensation Laws. The Colorado Division of Workers' Compensation is the state office responsible for administering and enforcing the workers' compensation law. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

5. Occupational Safety and Health Administration. The U.S. Department of Labor Occupational Safety and Health Administration office is responsible for administering and enforcing the law regarding workplace hazards. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

6. Employee Polygraph Protection. The U.S. Department of Labor Employment Standards Administration is responsible for administering and enforcing the law regarding the use of lie detectors during the course of employment. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

7. Anti-Discrimination. The Colorado Department of Regulatory Agencies Civil Rights Division is responsible for administering and enforcing the law regarding discrimination in the workplace. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

8. Unemployment Benefits. The Colorado Division of Employment is responsible for administering and enforcing the law regarding unemployment benefits. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

9. Equal Employment Opportunity. The U.S. Equal Employment Opportunity Commission is responsible for administering and enforcing the law regarding unemployment benefits. Posters containing information in this regard are available for review upon request and can be viewed on the RMBL Web Site.

10. Use of Personal Vehicles. RMBL employees or volunteers who use their own vehicles for RMBL business are required to have current liability and medical insurance on that vehicle, coverage amount to be at least the minimum required by state law.

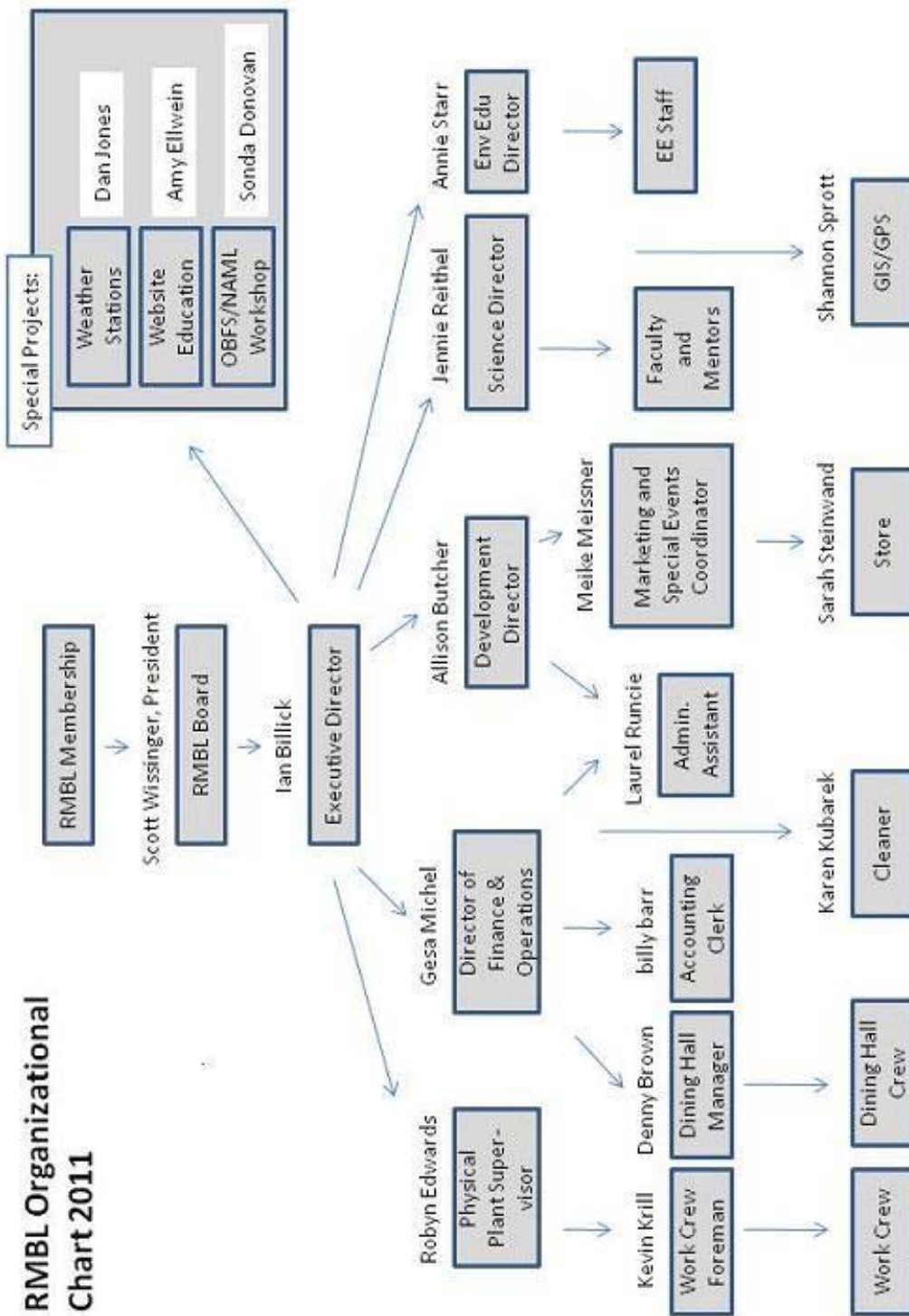
11. Personal Mail. Any personal mail received at the RMBL business address that is addressed to year-round staff (either full-time or part-time) will be opened by the RMBL Administrative Office.

APPENDIX A: SAFETY MANUAL

The RMBL Health and Safety Manual is available on the RMBL website at:

www.rmbbl.org/staffinfo

APPENDIX B: ORGANIZATIONAL CHART, 2011



Staff Descriptions – Summer 2011

Executive Director - Ian Billick

Manages all department heads. See Ian for staff or user conflicts not resolved by the Director of Finance and Operations and any donation or alumni related questions or inquiries.

Physical Plant Supervisor – Robyn Edwards

Handles all aspects of RMBL's physical plant including: managing work crew, maintaining buildings and vehicles, recycling, trash, water, outhouse pumping, etc.

Director of Finance and Operations (DFO) – Gesa Michel

Handles day to day operations. Direct questions to the DFO concerning housing, visitors, travel, employment, staff or user conflicts.

Development Director – Allison Butcher

Manages the Lab's development efforts including identifying and cultivating donors, directing our foundation and corporate giving program, and planning and executing special fundraising campaigns. See Allison if you have questions or comments about RMBL's fundraising needs and/or making a donation to RMBL.

Science Director – Jennie Reithel

Handles all aspect of research being conducted in and around Gothic. See the Science Director if you have questions about where to place research sites, coordinating ground disturbance with research, renting lab space, or any other research related questions. Direct questions to the Science Director regarding, coursework/student questions and storing supplies in Old Johnson.

Environmental Education (EE) Director – Annie Starr

Manages all aspects of the environmental education program including: EE staff and volunteers, the kid's program and adult tours. Interested in volunteering? Contact Annie.

Work Crew Foreman – Kevin Krill

Dining Hall Director – Denny Brown

Manages all aspects of the dining hall including: staff, meals, ordering food, and coordinating with events.

Accounting Clerk – billy barr

Manages the Lab's finances. See billy to get paid, pay bills, to make change for laundry, and chocolate.

Administrative Assistant – Laurel Runcie

Handles general office and user needs. Stop by the office to check in or out, to get a parking permit, send faxes, mail packages, and ask general questions or to find out whom

to ask if you're not sure. The phone in the office is not available for general use (this includes PI use). Report any emergencies to the office.

Marketing & Special Events Coordinator – Meike Meissner

Coordinates and plans all RMBL events and functions, produces all publications, manages the donor database and oversees Gothic Store management.

IT Support – Dan Jones

IT support is only available for RMBL computers and equipment. Clipboards are located in Barclay classroom to report problems. If problems are not solved within 2 days, all printers are down, or some other problem that significantly affect the Computer Lab occurs, inform the office.

Website Education – Amy Ellwein

OBFS/NAML Workshop – Sonda Donovan

Cleaning Crew – Karen Kubarek

Cleans public areas such as the library, classrooms, washhouse, outhouses, etc. Individuals are responsible for cleaning their own work or living space including recycling and trash.

Gothic Store Manager – Sarah Steinwand

GPS/GIS Technician – Shannon Sprott and Seth McKinney

Emergencies

Call 911 for all health-related emergencies for users of the Lab and in the East River Valley. Other emergencies include: water loss, water breaks, fires, propane leaks, and cows within the fence line. During office hours: please contact the office or send an e-mail to utility@Trmbl.org. Outside office hours: send an e-mail to utility@Trmbl.org or contact the Director.

APPENDIX C: BOARD REVIEW

This document was reviewed by board members Carol Johnson and Bruce Driver in April/May 2009.

The non-discrimination policy is established in our Articles of Incorporation, which is a document belonging to the State of Colorado and the RMBL Board of Trustees.

The retirement policy will be adopted by Board Resolution the summer of 2009.