



Park City Sailing Association – Employee Handbook

Revised: 7/2/2026

We strive to provide excellent working conditions and benefits for our employees. This handbook is being provided as a reference tool so that employees may understand Park City Sailing Association (PCSA) guidelines and expectations. It is intended to provide you with basic information about policies and procedures. Employees are encouraged to familiarize themselves with the contents of this handbook, which may answer many common questions concerning employment with PCSA

HR Contacts

All questions relating to this handbook or any concerns relating to employment at PCSA should be raised with:

- An employee's immediate supervisor
- Annaliese VerMerris, Operations Director, annaliese.vermerris@sailpc.org , (925) 323-6446
- Either one of these two designated board members at their personal email / cell phone numbers:
 - Tom O'Malley, tfomalley3@gmail.com, (602) 284-9038
 - Lara Azria-Reucassel, laraazria@gmail.com, (310) 570-8306

Open Door – Reporting concerns

PCSA has an Open-Door Policy that encourages employee participation in decisions affecting them and their daily professional responsibilities. Employees are encouraged to raise their work-related concerns with their immediate supervisor, or with any other management representative of their choice, as soon as possible after the events that cause the concern.

Although PCSA cannot guarantee that in each instance the employee will be satisfied with the result, PCSA will attempt in each instance to explain the result to the employee if the employee is not satisfied. PCSA will also attempt to keep all such expressions of concern, the results of any investigation, and the terms of the resolution confidential. In the course of investigating and resolving the matter, however, some dissemination of information to others may be necessary or appropriate.

Employees who conclude that their work-related concerns should be brought to the attention of PCSA and don't feel comfortable raising the issue with their immediate supervisor or HR contacts (at the top of this document), should relate their concern by email or by phone to one of these two designated board members at their personal email / cell phone numbers:

- Tom O'Malley, tfomalley3@gmail.com, (602) 284-9038
- Lara Azria-Reucassel, laraazria@gmail.com, (310) 570-8306



Table of Contents

HR Contacts	1
Open Door – Reporting concerns	1
Table of contents	2
General policies.....	3
“At Will” Policy.....	3
Equal Employment Opportunity	3
Sexual and Other Unlawful Harassment	3
Federal and State employment notices	4
Employment	4
Hours of Work.....	4
Certifications	5
Attendance	6
Payroll	6
Personnel Data Changes	6
Disclosure of Personnel Information	6
Conflicts of interest	6
Employee Benefits.....	6
Safety and behavior at work.....	7
Safety.....	7
Conduct.....	7
Appearance and required equipment	8
Protecting our equipment	9
Sailing School	9
Discipline	9
Bathroom use by students	9



General Policies

“At Will” Policy

The terms of employment at PCSA are “At Will”. Therefore, just as you may terminate your relationship with PCSA at any time, for any reason, PCSA expressly reserves the right to terminate its relationship with any employee, at its sole discretion, at any time, with or without notice and with or without cause.

Equal Employment Opportunity

PCSA is firmly committed to and actively supports the goal of Equal Employment Opportunity. PCSA strives to maintain an environment free of unlawful harassment and strictly prohibits any discrimination on the basis of race, color, religion, sex, national origin, ancestry, age, physical disability, mental disability, medical condition (including pregnancy, childbirth or related conditions), family care status, military or veteran status, marital status, sexual orientation, genetic information, genetic characteristics, gender identity, registered domestic partner status, political affiliation or any other basis protected by state or federal laws. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at PCSA will be based on merit, qualifications, and abilities.

PCSA will comply with all federal, state and local equal employment opportunity laws and regulations including but not limited to the applicable provisions of the Americans with Disabilities Act (ADA). This policy applies to all personnel acting in all job classifications as well as to all privileges and conditions of employment, including but not limited to, hiring, training, promotion, demotion, discipline, compensation, termination, benefits, transfer, layoff, recall and social and recreational programs.

PCSA prohibits the harassment of any individual on any basis protected by state and federal law. For a description of types of unlawful harassment and discrimination, please refer to PCSA’s policy on Sexual and Other Unlawful Harassment in this handbook. It is the responsibility of every manager and employee to review and understand these policies and ensure their personal actions reflect Company policies.

Any employee with questions or concerns about any type of discrimination in the workplace, or any employee who believes they have been subject to or a witness of any type of unlawful discrimination or harassment is strongly encouraged to bring these issues to the attention of their immediate supervisor or the HR contacts at the beginning of this handbook. Employees can raise concerns and make reports confidentially without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Sexual and Other Unlawful Harassment

PCSA is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. PCSA will not tolerate any actions, words, jokes, or comments based on an individual’s race, color, religion, sex, national origin, ancestry, age, physical disability, mental disability, medical condition (including pregnancy, childbirth or related conditions), family care status, military or veteran status, marital status, sexual orientation, genetic information, genetic characteristics, gender identity, registered domestic partner status, political affiliation or any other basis protected by state or federal laws. PCSA will not tolerate harassment of employees by managers, supervisors, or coworkers. Similarly, PCSA will not



tolerate harassment by any non-employees with whom PCSA employees have a business, service, or professional relationship.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making/using derogatory comments, epithets, slurs or jokes.
- Verbal sexual advances or propositions.

Federal and State employment notices

Required federal and state employment notices are posted in the Lake View Center. These include but are not limited to:

- The Employee Polygraph Protection Act (EPPA)
- The Fair Labor Standards Act (FLSA)
- Uniformed Services Employment and Reemployment Rights Act (USERRA)
- Whistleblower Protections
- Workplace safety and health in the state of Utah
- Worker's compensation notice
- Unemployment insurance notice to workers
- Equal employment opportunity is the law

Employment

Hours of Work

Work and break schedules at PCSA are determined by basic operational needs. However, we attempt to provide as much flexibility as possible to allow employees to conveniently and consistently meet our work schedules. Each supervisor will determine the needs in their area and set schedules accordingly.

Lunch and Rest Periods: A paid meal period of not less than 30 minutes and not later than five hours after commencing work shall be provided after the beginning of an employee's workday. Typically, employees have lunch while they are supervising students. Minor employees will also be provided with a 10-minute paid rest period for each four hours, or fraction thereof. Minor employees shall not be required to work over three consecutive hours without a 10-minute paid rest period.



Hourly employees: Hourly employees will be paid solely for those shifts / jobs assigned to them in our scheduling system and regularly worked by the employee following PCSA timekeeping practices. This may include occasional overtime but only if authorized by PCSA.

Certifications

First Aid / CPR

Regardless of what may be stated elsewhere in PCSA documents, policies or on the PCSA premises, the following employees must hold a current First Aid / CPR certification as condition for employment (note: US Sailing Small Boat Level 1-3 Instructor certification requires a valid First Aid / CPR certification)

- Senior staff (including Directors, Senior Race Coaches) who are required to work at the Jordanelle State Park for more than half of their time
- Any Sailing School instructor leading a class (e.g., Sailing School senior instructors)
- Any staff who will be working at times when no other employee with a current First Aid / CPR certification is present (e.g., weekend launch driver, weekend adult instructor)

Certification must be issued by a nationally recognized organization (e.g., American Red Cross, American Heart Association, or equivalent) and include instruction in adult, child, and infant CPR with hands-on skills assessment.

With prior written approval from PCSA, PCSA will pay for an employee time to take the required First Aid / CPR course and half the cost of enrollment in said course. Please coordinate with your HR contacts to ensure the most cost-effective option.

SafeSport

Federal law requires that any adult involved in PCSA, with ongoing direct and active engagement with any minor athletes is required to undergo SafeSport training (see detailed requirements at <https://uscenterforsafesport.org/courses/>)

Regardless of what may be stated elsewhere in PCSA documents, policies or on the PCSA premises, the following employees must provide PCSA with proof of being current with their SafeSport training as a condition for employment (note: US Sailing Small Boat Level 1-3 Instructor certification requires a valid SafeSport training certificate)

- Senior staff (including Directors, Senior Race Coaches)
- Any employee involved in Sailing School activities

With prior written approval from PCSA, PCSA will pay for an employee's time to take the required SafeSport course and the full cost of enrollment in said course. Please coordinate with your HR contacts to ensure the most cost-effective option.



Attendance

Excessive or unexcused absences may be grounds for disciplinary action, up to and including termination of employment. Any employee who is absent without proper notice for three consecutive days will be considered to have abandoned their job and voluntarily resigned from employment with PCSA.

Payroll

All regular full-time and part-time employees are paid every two weeks in arrears.

Employees will have their pay directly deposited into their bank accounts. Employees will be provided with a link via email, to Intuit Workforce, to securely submit bank information.

Personnel Data Changes

It is the responsibility of each employee to promptly notify PCSA of any changes in personal data. Personal mailing addresses, telephone numbers, number and names of dependents, emergency contacts and other such status reports should be accurate and current at all times. If any personal data has changed, notify the HR contacts at the top of this document.

Disclosure of Personnel Information

Prospective employers, financial institutions and residential property managers routinely contact employers requesting information on a former or current employee's work history and salary. All such requests of this type shall be referred to and completed by your supervisor or a relevant Board Member. For any telephone request, it is PCSA's policy to only release dates of employment and positions held. For written requests, information will be provided on the form only when it is accompanied by a former or current employee's signed authorization to release information. The written form will be returned directly to the requesting party.

Conflicts of interest

All employees are subject to the PCSA Conflicts of Interest policy. Senior staff (including Directors, Senior Race Coaches) must sign the Conflicts of Interest policy as a condition for employment.

Employee Benefits

All Employees: access to PCSA boats if available and qualified (cannot make online bookings, all uses of boats must be with prior approval of Director of Sailing)

Employees with at least 500 hours of employment per year, for the prior 3 consecutive years: complimentary Boat Access membership (no PCSA membership included)



Safety and Behavior at Work

Safety

It is the policy of PCSA to provide safe working conditions for all employees and establish the safety regulations necessary to ensure that safe working conditions are maintained. It is also our policy to comply with all federal, state and local safety regulations.

Every employee must understand and be able to apply the safety procedures posted at sailpc.org/safety

In case of questions about our procedures, how to apply them or any other concerns related to safety, immediately contact Scott VerMerris, Director of Sailing, scott.vermerris@sailpc.org, (216) 401-2351.

All safety incidents and injuries, no matter how small, must be reported in writing to the Director of Sailing at the earliest possible opportunity.

Conduct

Employees are expected to observe certain standards of job performance and good conduct. Employees who fail to observe these standards will be subject to discipline up to and including termination of employment.

It is not possible to list all of the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment. This list is non-exclusive. PCSA recognizes that each problem which may arise presents a unique set of circumstances and must be addressed based on the relevant facts.

- Theft or inappropriate removal or possession of PCSA property or property belonging to other employees.
- Fighting or threatening violence in the workplace or any other act that might endanger the safety of self or others.
- Using profane, abusive or threatening language toward fellow employees or supervisors.
- Sexual or other unlawful or unwelcome harassment.
- Destruction, abuse, or misuse of Company-owned or customer-owned equipment or property.
- Insubordination or other disrespectful conduct.
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace.
- Working under the influence of drugs or alcohol.
- Possession, distribution, sale or transfer of illegal drugs in the workplace.
- Unauthorized disclosure of business "secrets" or confidential information.
- Falsification of any Company records.
- Excessive absenteeism, tardiness, or absence without notice.
- Unsatisfactory performance or conduct.
- Performing work other than Company work during working hours.
- Smoking or vaping of tobacco or any other substance at any time.



Finally, nothing in this policy is intended to alter the at-will status of employment with PCSA. Either the employee or PCSA may terminate the employment relationship at any time with or without cause and with or without prior notice. PCSA reserves the right to terminate any employment relationship, to demote, or to otherwise discipline an employee without resort to the above disciplinary procedures.

Appearance and required equipment

Every employee must follow the following guidelines:

- Hair – Hair must be neatly groomed
- Facial hair - Face must be shaven unless mustache and/or beard are routinely worn
- Clothing – Clothing must be clean and neat, with no holes, tears or stains. No printing, illustration, advertising referring to alcohol, controlled substances, profanity, or unprofessional behavior. No “speedo” or bikini-type swimwear.
- Footwear – NO bare feet, shoes that don’t easily fall off, with positive closure – Velcro, laces. No flip-flops.
- Life jackets (PFDs) – No holes or tears (these are not legal for PFDs). PFDs should be properly sized so that they fit snugly. While afloat lifejackets should be zipped up.
- Sun Protection – Sunglasses, hats, sunscreen, etc. are not mandatory but strongly recommended
- Language - Employees are not to engage in the use of profanity or any language that would be reasonable construed as sexist, racist, off-color, vulgar or otherwise inappropriate to their status as a professional instructor. They shall also not condone such language in students or volunteers.

Each employee is expected to come to work with the following equipment:

- Employee owned:
 - USCG Approved life jacket
 - Appropriate footwear (see Behavior & Appearance section)
 - Sun Protection
 - Foul Weather Gear
 - Whistle [attached to life jacket]
 - Safety Knife [attached to life jacket]
 - Cell Phone. Employees must carry working cell phone at all times when working, since calling 911 is the primary way to reach emergency services.
- PCSA provided:
 - PCSA T-Shirts
 - VHF Radio. Staff must carry VHF radio when on the water (Park City Sailing primarily uses CH68/69)



Protecting our Equipment

All employees are responsible to make sure that:

- Director office (Lake View Center) and “staff” container are not to be accessed without explicit permission of the Sailing Director or the Boats & Waterfront Director.
- Director office (Lake View Center) and “staff” container are to be kept locked when the Sailing Director or the Boats & Waterfront Director are not present.
- Keys to boats and vehicles must always be returned to the appropriate safe keeping location when not in use.
- All damaged and missing equipment should be reported immediately to your supervisor and in UpKeep (our maintenance management system).

Sailing School

Discipline

Sailing School participants are subject to the safety rules for all participants in PCSA activities and those specific to the Sailing School. In addition, the Sailing School and Race Team Admission and Participation Policy describes Admission and continued participation standards for Sailing School participants. The Sailing School, at its sole discretion, will remove a student or refuse enrollment to any student that has failed to abide by our Sailing School and Race Team Admission and Participation Policy.

Under no circumstances will an instructor leave the water for a discipline problem and leave the rest of the class in the water unsupervised.

An instructor can prevent most behavior problems by doing three things:

1. State clearly and firmly the rules of conduct on the very first day of instruction;
2. Maintain a well-structured lesson plan and learning environment; and
3. Keep the students busy – no idle time.

Bathroom use by students

1. PCSA utilizes public facilities including public bathrooms.
2. Bathroom breaks should be organized as a group as a regular pre- and post-sale sailing activity.
3. Instructors should accompany students to the public bathrooms, do a quick check of the facility and:
 - a. If anyone is in the bathrooms, then accompany the students into the bathroom
 - b. If the bathrooms are empty, wait outside the bathroom door for students to use the bathroom