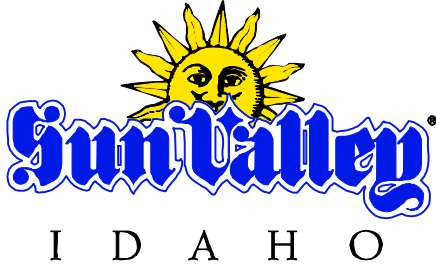


# SUN VALLEY COMPANY



## APPLICATION EMPLOYMENT INFORMATION

### About Sun Valley Resort

Sun Valley is the premier summer and winter resort in the western United States. The resort and its employees are highly regarded for consistently providing excellent service, high levels of guest courtesy and attention to quality and fine details...all with a "personal touch". Sun Valley's reputation as a world class operation comes from its commitment to quality...professional employees delivering first class accommodations, cuisine, comfort, personal service and courtesy to guests and visitors.

Facilities include two lodges totaling 550 rooms, famous ski mountain (home of the world's first chair lift), restaurants, retail stores, summer and winter recreation.

### About The Sun Valley Area

Sun Valley is located in central Idaho in the heart of the [Wood River Valley](#). Surrounded by U.S. Forest Service and Bureau of Land Management lands in the mountains of sage, aspen and forest, the air is clean, the sky is blue, the lifestyle healthy. Other communities in the valley include Ketchum, Hailey and Bellevue. Boise is 150 miles southwest and Twin Falls is 75 miles directly south of Sun Valley.

### ALTITUDE AND CLIMATE

The valley's altitude ranges from 5300' to 5,740' with vistas of mountain, including the famous ski mountain, Baldy, at 9,360'. Humidity is usually 30%, creating dry, sunny summers (average temperature of 78 degrees) and mild, sunny winters (average temperature of 23 degrees). Annual snowfall is approximately 200 inches, with an average of 250 sunshine days per year. Sun Valley is a year-round vacation land.

### RECREATION AND ACTIVITIES

Sun Valley offers year-round recreational opportunities including skiing, ice skating, x-country, golf, tennis biking, swimming, horseback riding and more.

The [Sawtooth National Recreation Area](#), Challis National forest and [Sawtooth Wilderness](#) are just north of the resort-town, providing year-round access to hundreds of streams, alpine lakes, hiking and biking trails. The resort and surrounding communities provide cultural activities, which include athletic events, concerts, movies and repertory theaters, art galleries, craft fairs, music festivals, rodeos and more.

### About Sun Valley Employment

Sun Valley Company is an  
Equal Opportunity Employer

An promotes a

### DRUG AND SMOKE FREE WORKPLACE.

### PRE-EMPLOYMENT DRUG TESTING

Sun Valley Company requires pre-employment (post offer) drug testing for ALL new hire safety sensitive positions.

Vigorous random drug testing is conducted for ALL employees, in ALL departments and in ALL levels. A copy of the drug testing policy may be requested from Personnel.

Some positions require physical strength testing.

Our commitment to quality and excellence is translated through our employees. Below are some of Sun Valley's employee standards, expectations and employment information:

### EXPERIENCE AND WORK SCHEDULE

Experience is not required for most of our service and general positions. All positions typically require flexibility and weekend hours. Schedules fluctuate with business demands. All full time employees need to make Sun Valley Company their priority for scheduling purposes. Dorm residents who violate this may be asked to leave the dorms immediately.

### JOBS/HOURS/OVERTIME/BONUS/SALARY/ TRANSFER

Employment with Sun Valley can be a fun and rewarding experience if you come with a balanced view. Most positions lack glamour, are routine and require commitment, but ALL positions are important to the overall operation of the Company and each one

makes a valuable contribution to our guests' experience. More than 1300 people are employed during the winter and summer peak periods and some 500 work year-round in full-time positions.

Full-time positions average 32-40 hours per week. Within each work week (Sun. through Sat.), hourly wage employees are eligible for overtime pay (time and a half) for each hour worked over the maximum (either 40 or 56 hours), based on the employee's "primary" position. This is determined by the seasonal-recreational status of each position in accordance with federal wage and overtime exemption regulations. Ask your supervisor or call the Personnel Department for clarification. Most entry service level positions begin above minimum hourly wage. Mid-season transfers within Sun Valley Company *are not permitted.*

### **STANDARDS FOR GROOMING AND CONDUCT**

Your appearance and conduct leaves a lasting impression on guests. All employees have a responsibility to be professional, courteous, respectful and friendly. All employees are expected to be neatly groomed at all times and adhere to the [Resort's Standards for Dress, Personal Appearance and Conduct.](#)

#### **Male Employees**

Hair must be clean and tapered at or above the collar line of a standard dress shirt. Hair should not cover the bottom half of the ear, and shoulder length is not permitted. Inappropriate examples include unnatural color and/or disproportionate cut (dreadlocks included). No beards or goatees will be worn; men must be clean-shaven every day. Sideburns should not extend below the earlobe. Moustaches are acceptable if trimmed and neat. Earrings or any body piercing are not to be visible while on duty.

#### **Female Employees**

Hair styles must be clean and not interfere with job duties. Inappropriate examples include unnatural color and/or disproportionate cut (dreadlocks included). Earrings and jewelry must be modest and not interfere with job duties. Earrings are allowed in ear lobes ONLY (no other visible body piercing will be allowed while on duty). Cosmetics should be consistent with a natural appearance.

NOTE: Employees who handle food must wear hair pulled back and up.

### **UNIFORMS**

Two uniforms will be issued for most jobs. Laundering is provided free to employees in mountain, recreation, hotels, foods and grounds departments.

Cost of uniform will be deducted from final paycheck if not returned.

### **TRANSPORTATION**

Free [KART bus service](#) to Ketchum and Warm Springs. Free daily (coach) service *for employees* to and from Twin Falls to Sun Valley with stops in Jerome, Shoshone and Highway 20 intersection.

### **EMPLOYEE CAFETERIA**

An employee-**only** cafeteria is located next to the employee (dorm) housing. Low-cost meals (breakfast, lunch and dinner) are prepared daily for employees.

### **FULL-TIME EMPLOYEE BENEFITS AND DORMS**

Special seasonal benefit provides weekly recreation opportunities FREE to full-time employees with valid Employee ID (as for details).

**NOTE:** Winter employees are required to sign a photo release and special liability release to be entitled to employee ID, free and discounted ski lift passes and other employee-only discounts and privileges.

#### **Employee Discounts**

At Sun Valley owned retail stores and restaurants (excluding mountain facilities)

#### **Employee Cafeteria**

Low cost meals for employees only (with proper ID)

#### **Group Medical/Life Coverage**

Eligibility requires employees work full-time (at least 32 hours per week) continuously for 90 days and then becomes eligible on the first day of the next month.

#### **Dental Coverage**

Eligibility: one year following enrollment in the benefits plan.

#### **Sick Time**

Eligibility after six months continuous full time employment.

#### **Vacation Time**

Eligibility after one year continuous full time employment.

**Pension and Profit-Sharing Participation**

Eligibility after one year continuous full time employment.

**Flex-Spending plan**

Eligibility at same time employee becomes eligible for Group Medical/Life coverage and during annual Open Enrollment.

**NOTE:** This is a partial listing and description of enrollment-eligibility information (ask for details).

**HOUSING**

Dorm-style housing *maybe* available. Located on Sun Valley’s premises and close to the Lodge, this housing is for eligible employees only and is a privilege of employment. When employment terminates, privilege is revoked. Restrictions and other information:

**Rooms:** The rooms are small. Most have two, three, or four beds, a few drawers, a closet, and a sink with a medicine cabinet. They are designed primarily for sleeping and storing a *limited* amount of personal effects. Each dorm or floor has a common bathroom used by all residents of the dorm. The larger dorms have common TV rooms. Expect close quarters.

**DO NOT BRING ELABORATE STEREO EQUIPMENT, EXPENSIVE JEWELRY OR COOKING EQUIPMENT.**

**Reservations:** Rooms should be arranged through the Employee Housing Director at the time of hire. Information needed to provide the best possible accommodations for everyone includes; age, sex, estimated date of arrival. Please contact Leticia Arizpe toll-free 1-(800)-894-9937, 208-622-2986 or 208-720-6607.

**IMPORTANT:** Check-in should be done **between 8:00 a.m. and 5:00 p.m. Monday through Friday ONLY.** *You must provide your own transportation to Sun Valley if your arrival in Twin Falls, Boise, or Salt Lake is not during our designated pick-up times.*

*Other low-cost and subsidy housing may be available in the Valley. Request newspaper want ads from:*

[Wood River Journal](#)-(208)-726-8231  
[Idaho Mountain Express](#)-(208)-726-8060

Also Note:

- Must be full-time Sun Valley Company employees
  - Dorms are filled on a first come first serve basis.
  - Must be 18 years of age upon arrival-**no exceptions!**
  - If necessary damage and/or cleaning fees will be deducted from the final paycheck. The dorm room key must be promptly returned upon employment departure or \$100 will be deducted from the employee’s final paycheck.
  - Preference given to entry-level employees.
  - 2 to 3 employees assigned to each room.
  - Single sex dorms only.
  - No Pets
  - No cooking allowed
  - No use of loud stereos or guitars in rooms.
  - We recommend you do not store valuable items in your dorm rooms.
  - Free utilities and basic cable in some dorms.
  - Bedding provided-employees responsible for exchanging at laundry (free)
  - Laundry Room-free to dorm residents.
  - Proctors on Property
  - Subject to random dorm room checks. Problems and violations are reported to employee’s supervisor.
- ALL DORMS ARE NON-SMOKING-NO ALCOHOL ALLOWED**
- When employment ends, FOR ANY REASON, individuals must vacate their dorm room by 4:00 P.M. the next calendar day.**
- ALL DORM RESIDENTS MUST SIGN A DORM AGREEMENT.**

## EMPLOYEES MUST

- Be willing to perform duties as assigned and accept changes in work schedule, tasks and location as necessary.
- Be aware that many positions are physically demanding and may require lifting, bending, standing and kneeling. For safety reasons, physical strength tests are required for some positions (ask for details).
- Be aware that scheduled work days may fall on any day during the week *including holidays*.
- Consent to random drug tests. All safety-sensitive positions require (post-offer) drug test prior to employment (ask for details).
- Adhere to all Standards of Conduct and Dress and Personal Appearance Standards (copies available at the Personnel Department).

**Upon Departure, Employees Are Responsible For The Immediate Return of ALL Company-Issued ID's, Uniforms, Keys, and Equipment.**

## PERSONAL EXPENSES

Sun Valley Company *will not* provide cash advances. Come prepared to cover personal expenses for at least two weeks. If residing in dorms, this would amount to approximately \$150. Travel, food, housing and recreation are your responsibility. Paychecks are issued bi-weekly and cover hours worked for the preceding two-week period (one week delay).

## HOW TO APPLY

Each applicant is *responsible for and must*:

- Complete and sign a Sun Valley Company Application. **INCOMPLETE OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.** You must account for five previous years and/or three previous employments including "gaps".
- List all positions which you may qualify or have interest.
- Provide physical, drug testing and background check consents.

NOTE: Federal law requires new employees to provide documentation to prove identity and eligibility for employment.

## WITHIN THREE (3) WORKING DAYS NEW EMPLOYEES MUST:

- ◆ Complete a W-4 and I-9 form.
- ◆ Non-U.S. Citizens must produce employment eligibility documents:
  - Valid Alien Registration Card or
  - Foreign passport with current employment authorization (J-1, F-1, or H2B Visas)

**NO PERSON WILL BE EMPLOYED WITHOUT REQUIRED DOCUMENTATION**

For Questions or Additional Information Call:

## EMPLOYMENT

The Personnel Department  
1-(800)-894-9946 or (208)-622-2984

## HOUSING

Leticia Arizpe  
1-(800)-894-9937  
(208)-622-2986

Return applications to:

Sun Valley Company  
ATTN: Personnel Department  
P.O. Box 10  
Sun Valley, ID 83353-0010  
Or FAX to (208)-622-2082  
Web Site:  
[www.sunvalley.com](http://www.sunvalley.com)  
Email:  
[SVpersonnel@sunvalley.com](mailto:SVpersonnel@sunvalley.com)