



2025 Staff Handbook

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2025 Telluride Academy Staff Handbook

Welcome to summer 2025 and to the Telluride Academy family. This is the Academy's 45th summer of operations and we are excited that you are a part of it all! Whether you are new to the Academy or returning for your 10th year of employment with us, it is imperative that you read, understand, and agree to follow the Academy's 'Best Practices' as documented in this Staff Handbook. Once you have carefully read through this material (including the Job Description), sign and return the *Staff Handbook Contract* (the last page of this document). You may not begin employment with the Academy if you do not agree to work within the guidelines explained in this handbook. If you have any questions about any information in this document, please contact us at the Academy office. It is our goal to provide you with all the support you need as you prepare for and take on this challenging and rewarding job.

Telluride Academy is Telluride's premier summer camp! We are a 45-year-old, financially sound non-profit governed by a board of directors. One of the largest youth organizations in Western Colorado, we serve roughly 1,000 camper spots (students ages 5 - 17) annually through programs that include outdoor and environmental enrichment, performing arts, and STEAM.

Telluride Academy employs four full-time year-round administrative staff, a handful of after-school staff, and more than 40 seasonal field instructors, junior instructors, field instructors in-training, interns, and specialists. Our student body consists of about 35% local and regional students and 65% visiting and second-homeowner students.

The Academy's year-round administrative office is located in the Cimarron Complex at the base of Lift 7 next to "carhenge". In the summer months, we move our operation to the Telluride High School where we lease a number of classrooms, an art room, and an administrative office. Our last two weeks of the season are spent at Telluride Mountain School.

Telluride Academy Mission

"Inspire children and teens through experiential education that promotes physical activity, creative learning, environmental stewardship, responsibility to others, and positive life choices."

Core Values and Goals

- Enrich and empower students through experiential education and adventure
- Include children from all socio-economic and ethnic backgrounds
- Include children both with and without Special Needs
- Respect and recognition of each unique individual
- Responsible environmental stewardship and LNT (Leave No Trace) ethics

Governing Principles of Employment

Equal Opportunity

Telluride Academy (TA) is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, creed, religion, national origin, ancestry, citizenship status, age, sex or gender (including pregnancy, childbirth and pregnancy-related conditions), gender identity or expression (including transgender status), sexual orientation, marital status, military service and veteran status, physical or mental disability, genetic information, or any other characteristic protected by applicable federal, state or local laws and ordinances. Telluride Academy's management team is dedicated to this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.

TA will endeavor to make a reasonable accommodation of an otherwise qualified applicant or employee related to an individual's physical or mental disability, sincerely held religious beliefs and practices, and/or any other reason required by applicable law unless doing so would impose an undue hardship upon TA's business operations.

Inclusion

At Telluride Academy, we believe that all participants belong. Our goal is to ensure that every child who desires to experience our unique enrichment programming has the opportunity to do so. Through dedicated year-round fundraising efforts, we maintain a robust tuition assistance fund, making our programs accessible to students regardless of financial background or individual needs.

We actively welcome and encourage participation from children with cognitive, emotional, and physical disabilities, fostering an environment where every child can thrive and feel supported.

Pregnancy Accommodations

In compliance with Colorado law, Telluride Academy (TA) does not discriminate against employees due to pregnancy, childbirth, or related conditions. Employees who require reasonable accommodations related to pregnancy, physical recovery from childbirth, or related conditions are encouraged to communicate their needs. TA will make every effort to provide accommodations that enable employees to perform their essential job functions, provided such accommodations do not impose undue hardship on business operations.

TA will engage in a timely, good faith, and interactive process with employees to identify effective accommodations. Examples of reasonable accommodations may include, but are not limited to:

- More frequent or longer breaks.
- Increased access to restrooms, food, and water.
- Modification of equipment or seating.
- Limitations on lifting or physical strain.
- Temporary transfer to less strenuous or hazardous positions, with a return to the original role after pregnancy.
- Job restructuring or light-duty assignments (if available).
- Assistance with manual labor or adjustments to work schedules.

TA will not require employees to accept an accommodation they do not request or need, nor will it mandate leave if a reasonable accommodation is available that allows the employee to continue working.

A note from a licensed healthcare provider may be requested to confirm the need for an accommodation before it is provided. However, TA is committed to ensuring no adverse action is taken against employees who request or use accommodations related to pregnancy, childbirth, or related conditions. Employment opportunities will not be denied based on the need for accommodations.

For questions about this policy or to request supportive accommodations, employees should contact the Program Director and Executive Director.

Unacceptable Conduct

The following are examples of conduct that may result in disciplinary action, up to and including dismissal. This list is not exhaustive but provides general guidelines for behavior that is incompatible with Telluride Academy's values and expectations:

Professional Conduct and Behavior

- Engaging in any sexual, romantic, or inappropriate personal relationships with students.
- Public nudity while representing Telluride Academy.
- Dishonest, unfair, or unprofessional interactions with coworkers, including theft or unauthorized possession of Telluride Academy equipment or private property.
- Insufficient, careless, negligent, or substandard work performance, including refusal to perform assigned tasks.
- Fighting, arguing, or inability to resolve conflicts professionally.
- Rude or unprofessional behavior while representing the Academy, whether on or off duty.

Confidentiality and Communication

- Disclosure of confidential information regarding Academy staff or students.
- Discussing students' medical details outside appropriate contexts (e.g., without necessity or without consulting a medical professional).

Integrity and Legal Compliance

- Falsifying or omitting information from records, including employee records, time records, legal documents, and financial documents.
- Violation of federal, state, or local laws.
- Breaching Academy policies or procedures.

Relationships and Interpersonal Conduct

- While relationships between staff members are not prohibited, public displays of affection or discussions about such relationships are unacceptable. These behaviors may be misunderstood by students, parents, or others. All staff are expected to maintain professionalism and act respectfully at all times.

Harassment

Telluride Academy is committed to maintaining an environment free from all forms of harassment for all members of its community, including students, staff, parents, and supervisors. Harassment undermines the

integrity of our community and will not be tolerated under any circumstances.

Prohibited Conduct

Harassment includes any behavior that interferes with an individual's learning or work experience or creates an intimidating, hostile, or offensive environment. This includes, but is not limited to:

- **Sexual Harassment:** Unwelcome sexual advances; requests for sexual favors; sexually suggestive remarks, jokes, or gestures; or any unwelcome verbal or physical conduct of a sexual nature.
- **Other Forms of Harassment:** Offensive comments, behaviors, or actions targeting an individual's protected characteristics or identity.

Sexual Harassment

Sexual harassment is illegal and will not be tolerated under any circumstances. It is strictly prohibited at the Academy, during work assignments outside the Academy, and at Academy-sponsored events.

Reporting Harassment

Any individual who believes they have experienced harassment is encouraged to report the incident immediately. Reports can be made to the Executive Director or the Program Director. The Academy is committed to:

- Treating all reports seriously and promptly.
- Maintaining confidentiality to the extent possible, while ensuring an effective resolution.
- Protecting individuals from retaliation for reporting harassment or participating in an investigation.

Telluride Academy takes all allegations of harassment seriously and will investigate promptly and thoroughly. Any individual found to have engaged in harassment will face appropriate disciplinary action.

Drugs and Alcohol

Employees are prohibited from being under the influence of alcohol, illegal substances, tobacco, or misused prescription drugs while supervising students or performing their duties. This policy ensures a safe and supportive environment for students, staff, and the Academy community.

Any incident or accident that compromises the safety of students, staff, or others may result in required drug or alcohol testing. Refusal to comply with testing or positive test results may lead to disciplinary action, up to and including dismissal without compensation, in accordance with applicable laws and Academy policies.

Telluride Academy is committed to maintaining a drug- and alcohol-free workplace to prioritize the safety and well-being of everyone involved.

Employment Policies

Employee Classifications

For the purposes of this handbook, all Telluride Academy employees fall into one of the following classifications:

- **Full-Time, Year-Round Employees:** Employees who regularly work at least 35 hours per week and are not hired on a seasonal basis.
- **Part-Time Employees:** Employees who regularly work fewer than 35 hours per week and are not hired on a seasonal basis.
- **Seasonal/Temporary/Seasonal Employees:** Employees hired for a specific short-term or seasonal project or on a freelance, per diem, or temporary basis. Seasonal employees are typically not eligible for Telluride Academy benefits but may receive statutory benefits, as required by law.

In addition to these classifications, employees are categorized as either "exempt" or "non-exempt" under federal and state wage and hour laws:

- **Exempt Employees:** Employees who are not eligible for overtime pay and typically receive a set salary regardless of the number of hours worked. This salary may be paid less frequently than weekly.
- **Non-Exempt Employees:** Employees who are eligible for overtime pay in accordance with applicable wage and hour laws.

Employees will be informed of their classifications upon hire and notified of any subsequent changes to their classification.

Your Paycheck

Employees are paid bi-weekly for all hours worked during the previous pay period.

Payroll Deductions

Pay stubs will itemize all deductions made from gross earnings. In compliance with the law, Telluride Academy is required to deduct the following:

- Social Security taxes
- Federal income tax
- Other applicable state or local taxes
- Any court-ordered garnishments or other legally mandated deductions

Additionally, pay stubs will distinguish between regular pay and overtime pay, where applicable.

Reporting Errors

If an employee notices an error in their paycheck, they should promptly report the issue to their supervisor. Telluride Academy will address and resolve payroll discrepancies as quickly as possible.

Paycheck Distribution

Paychecks will be issued directly to employees unless alternative arrangements are made. Employees may request to have their paycheck paid by direct deposit, mailed or authorize, in writing, another individual to receive the paycheck on their behalf.

Direct Deposit

Telluride Academy strongly encourages employees to enroll in direct deposit for convenient and secure payroll distribution. Authorization forms are available from administration and are provided in the onboarding packets.

Equal Pay for Equal Work

Telluride Academy is committed to equal pay practices in compliance with applicable laws. The Academy will not unlawfully discriminate in wages based on sex or gender. Employees performing substantially similar work will receive equal pay, except when wage differences are based on:

- A seniority system
- A merit system
- A system measuring earnings by quantity or quality of production
- Geographic location of work
- Education, training, or experience reasonably related to the work in question
- Travel, when it is a regular and necessary condition of the job

If you believe your compensation does not comply with this policy, please contact administration.

Wage History Protections

Telluride Academy will not:

- Seek a prospective employee's wage history or require its disclosure as a condition of employment.
- Use a prior wage rate to determine a current wage rate.
- Discriminate or retaliate against a prospective employee for not disclosing wage history.
- Retaliate against an employee for asserting their rights under Colorado law, including discussing, inquiring about, or disclosing wage information.

Advancement Opportunities and Job Openings

The Academy will announce employment advancement opportunities and job openings to all employees, including the pay range for each position.

Sickness/Illness

Telluride Academy staff are not authorized to diagnose illnesses for campers but are empowered to exclude campers from participating in programs if a significant illness is suspected. Parents will be provided with guidance from the Colorado Department of Health and Environment (CDPHE) document ["How Sick Is Too Sick?"](#) to help determine whether their child is healthy enough to attend camp.

If employees feel unwell and are unsure about their ability to attend work, they should also refer to the CDPHE document ["How Sick Is Too Sick?"](#) for guidance. Employees are encouraged to prioritize their health and the safety of others by making responsible decisions about attendance when feeling sick.

Paid Sick Leave

All employees accrue one hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours per year. Accrued leave may be used for a variety of health, safety, and personal needs, as outlined below:

Permitted Uses of Paid Sick Leave:

- **Health Needs:**
 - Any mental or physical illness, injury, or health condition that prevents the employee from working.
 - Diagnosis, care, or treatment of such conditions.
 - Preventive care, including vaccinations.
- **Safety Needs:**
 - Addressing needs resulting from domestic violence, sexual abuse, or criminal harassment.
 - Caring for a family member experiencing such conditions or needs.
- **Bereavement:**
 - Attending a funeral or memorial service for a family member.
 - Grieving or managing financial and legal matters following the death of a family member.
- **School or Care Closures:**
 - Caring for a family member whose school or place of care has closed due to inclement weather, loss of utilities, or other unexpected circumstances.
- **Evacuation:**
 - Addressing needs related to the evacuation of the employee's residence due to inclement weather, loss of utilities, or other unexpected events.

Documentation Requirements:

For absences of four or more consecutive days, documentation may be required to verify the approved use of paid sick leave.

Workers' Compensation: Reporting Workplace Injuries

If an employee is injured on the job, regardless of the severity, they must:

1. **Immediately notify** their supervisor or a member of the Administrative Team. TA staff must report all injuries within **24 hours** of the incident.
2. TA employees must provide the administrative team with a staff injury/accident report. TA administration will submit the injury/accident report to Pinnacol Assurance and obtain a claim number.
3. Once a claim number is obtained, the claim number will be provided to the TA staff member and pertinent medical provider.

Failure to follow these procedures may impact the employee's eligibility to receive Workers' Compensation benefits.

Coverage Details

Workers' Compensation Insurance provides monetary benefits for approved claims. This policy does not automatically entitle employees to a leave of absence. If an employee needs time off due to a workplace injury, they must request a formal leave of absence in accordance with the Leave of Absence policy outlined in this handbook.

Important Notes

- It is the responsibility of Pinnacol Assurance to determine coverage under the Workers' Compensation policy.
- Telluride Academy works to ensure timely and fair handling of workplace injury claims.

Jury Duty

Telluride Academy recognizes the civic responsibility of all U.S. citizens to serve on a jury when summoned. The Academy provides time off for employees to fulfill this obligation, as required by law.

Employee Responsibilities

Employees must:

- Provide proper notice of their jury duty summons as soon as possible.
- Submit verification of their jury service.
- Inform management of the expected length of their jury duty.
- Report to work for the remainder of the workday if excused from jury duty by the court.

If the timing of the jury duty presents a significant conflict with business operations, employees may be asked to explore the option of postponing their service.

Compensation During Jury Duty

- **Non-Exempt Employees:** Paid in accordance with state law for the time spent serving jury duty.

Confidential Company Information

In the course of their work, employees may gain access to confidential information about Telluride Academy (TA) or its clients. This information may include, but is not limited to:

- TA finances, pricing, and business strategies.
- Product details, including current offerings and new product development.
- Software, computer programs, and proprietary technology.
- Marketing strategies, supplier relationships, and customer information (medical, financial, personal information).
- Information about potential customers or partnerships.

Employees must treat all such information as strictly confidential. Disclosure of this information to unauthorized individuals, especially competitors, is prohibited.

Prohibited Actions

Employees are prohibited from:

- Copying, removing (physically or electronically), or sharing confidential information without proper authorization.
- Using confidential information for personal benefit or purposes unrelated to their job responsibilities.

Consequences of Misuse

Unauthorized use or disclosure of confidential information is a serious violation of Telluride Academy's policies and may result in disciplinary action, up to and including termination of employment. Legal action may also be taken when warranted.

Acknowledgment of Obligations

Employee signature of this handbook affirms their understanding and commitment to these obligations.

Telluride Academy is committed to protecting the privacy and security of its business and client information. Employees are expected to uphold these standards to maintain the trust and integrity of the organization.

Publicity/Statements to the Media

All media inquiries regarding Telluride Academy's position on any issue must be directed to the Executive Director. Only the Executive Director, or a designee explicitly authorized by the Executive Director, is permitted to make or approve public statements on behalf of the Academy.

Employees are not authorized to speak on behalf of Telluride Academy unless they have received prior approval from the Executive Director.

Any employee wishing to write, publish, or contribute to an article, paper, social media, or other publication on behalf of the Academy must obtain written approval from the Executive Director before proceeding.

Unplugged Policy

Recognizing the increasing role of electronics in daily life, Telluride Academy prides itself in implementing an "Unplugged Policy" to foster balance, meaningful interactions, and engagement in camp activities. By disconnecting from screens, we aim to enhance personal connections, encourage physical activity, and support a more balanced and fulfilling lifestyle for our campers.

Students are not permitted to bring electronic devices to camp unless explicitly approved by the Program Director. Prohibited devices include, but are not limited to:

- Cell phones
- Tablets
- Smartwatches
- Handheld gaming devices

It is of the utmost importance that instructors actively implement this policy as part of their professional responsibilities. Instructors play a critical role in modeling behavior that reflects the values of the Academy by fostering an engaged and present environment for campers.

Instructors are required to carry their cell phones during work hours for safety and emergency responsibilities; however, they are expected to remain "screen-free" and fully engaged with their campers throughout the day.

This policy is designed to create an environment that prioritizes connection with peers, nature, and the camp experience.

Preparing for the Position

All staff are required to visit the Telluride Academy staff website upon hire. This website serves as an essential resource for obtaining important program information and completing the necessary steps to secure employment.

Key Requirements for New Staff:

- All instructors must pass a series of state and national background checks. Detailed instructions for this process are available on the staff website.
- The website also provides access to forms, training materials, and answers to frequently asked questions throughout the summer.

How to Access the Staff Website:

1. Visit www.tellurideacademy.org.
2. Click on “**Staff Home**” at the bottom of the homepage.
3. Enter the password: **dirtedonthurt24**.
4. Follow the instructions to complete background checks, required paperwork, preliminary trainings, and other onboarding tasks.

Timely completion of these steps is critical to ensure compliance with licensing, employment, and safety standards. Failure to complete these requirements may delay or jeopardize your ability to work with Telluride Academy.

Instructor Expectations

As an instructor, you are entrusted with the education, supervision, and safety of young children. This is a significant responsibility, as parents, administrators, and the board of directors rely on you to ensure the well-being and safety of children during their outdoor pursuits.

We cannot overstate the importance of this responsibility. You were selected for this position because of the trust we have in your abilities, sound judgment, and commitment to providing a safe and enriching environment for the children in our care. Your role is critical to the success of Telluride Academy’s programs, and we are confident in your capacity to meet these expectations.

Job Description

A detailed job description is provided to you upon hire and through the application process. It is essential that you review and understand the responsibilities outlined in both the job description and this handbook. By accepting this position, you agree to carry out your duties as described, maintaining the high standards of professionalism and care expected by Telluride Academy.

Dress Code

Telluride Academy staff are expected to arrive each day dressed appropriately for the activities and programs they will be leading. Staff attire should be **functional**, **professional**, and **reflective** of the adventurous and positive spirit of Telluride Academy.

General Guidelines:

- Wear durable, weather-appropriate clothing that allows for movement and comfort.
- Closed-toe shoes are **recommended** for safety, except during boating or other water-related activities, where appropriate footwear is permitted.
- Avoid clothing that is overly revealing or inappropriate for a child-centered environment.
- Attire must not display references to drugs, alcohol, tobacco, or off-color jokes or remarks.

Specific Requirements:

- On the first day and last day of every session (Mondays/Thursdays), staff must wear a clean Telluride Academy staff t-shirt or sweatshirt.

As a representative of the Academy, **remember to lead by example**. Your attire should embody **professionalism** while ensuring comfort and safety for the outdoor and adventurous nature of our programs.

Attendance

Punctuality and preparedness are essential to the success of Telluride Academy's programs. Instructors are required to arrive at work on time (typically 8:00am) and fully prepared for the day's activities. The start time may vary depending on your program. Your presence is critical to ensuring the safety, supervision, and enjoyment of our campers.

Reporting Absences or Tardiness:

If you are unable to attend work or if you will be late for any reason, **you must notify** your supervisor immediately. Advanced notice is required whenever possible to allow for adequate coverage and minimal disruption to programming. Consistent attendance and timely communication reflect your commitment to the Academy's mission and the trust placed in you as an instructor.

Self-Care

Working with Telluride Academy is a rewarding and impactful experience that demands your full energy, enthusiasm, and focus each day. To be an efficient, successful, and professional instructor, it is essential to prioritize your well-being alongside your professional responsibilities.

We understand how easy it can be to overlook your own needs when caring for others. However, maintaining your physical and mental health is crucial not only for your own benefit but also for the safety and success of your campers.

If you are considering taking on additional work in the evenings or on weekends, please carefully evaluate whether it may affect your ability to give your best to the Academy. Your commitment to the safety and well-being of the students should remain your top priority.

Remember: prioritizing self-care enables you to be the enthusiastic, attentive, and positive role model our campers look up to every day.

Role Model

As an instructor for Telluride Academy, you hold a leadership position within the Telluride community. You have a unique and vital role in shaping students' experiences and teaching them important life lessons through your

programs and actions.

Telluride is a close-knit community, and even when you are off duty, you may encounter Telluride Academy families, board members, or students in social settings. Always strive to uphold the values of Telluride Academy and maintain a positive and professional image, both on and off the job.

Avoid placing yourself in situations where your actions could be questioned or misinterpreted. If you are doing something during your time off that you wouldn't want to be observed by students or their families, it's best to avoid that situation altogether. Maintaining professionalism and integrity at all times reinforces the trust placed in you as a role model and leader.

Pets

Instructors are not permitted to bring pets to work. Pets are not allowed on campus (Telluride High School or Telluride Mountain School) or in the field under any circumstances. This policy ensures the safety, focus, and well-being of all participants and staff.

Photo/Video Permission

By accepting employment, employees grant Telluride Academy permission to take and use photographs, videos, statements, or other forms of publicity featuring them for promotional purposes without the need for further consideration or approval.

Additionally, Telluride Academy retains all copyrights for photos or videos taken by Academy staff during Academy programs. These materials are the property of the Academy and may be used for future promotional or educational purposes.

Social Media

Telluride Academy expects all employees to be mindful and considerate of their social media content while working for the Academy. Protecting the privacy and safety of our students is of the utmost importance.

Guidelines for Social Media Use:

- Photos or videos that include students' faces or any identifiable traits ***are strictly prohibited*** from being posted on personal social media accounts.
- Avoid sharing any content that could compromise the Academy's reputation or the trust placed in you as an instructor.
- When posting about your work at the Academy, ensure that content aligns with the Academy's values and maintains a professional tone.

Failure to adhere to these guidelines may result in disciplinary action up to and including dismissal without compensation, in accordance with applicable laws and Telluride Academy policies. If you have any questions about appropriate social media use, please consult with the Program Director or the Executive Director.

Communication/Support

TA staff are expected to communicate in a timely, respectful, and professional manner with staff members, parents, campers, and the administrative team. The administrative team makes a concerted effort to be available for help and support TA staff on a daily basis. Given the schedule and time constraints that can arise, TA staff are expected to communicate needs to TA administration in the mornings prior to program departure, in the afternoons upon program return, on Fridays during staff meetings and program planning time, or via a QR code/form that is posted in the TA staff office if they are unable to meet with TA admin during the aforementioned times.

Reporting Suspicion of Child Abuse

Telluride Academy is committed to maintaining a safe and empowering environment for all students and staff. As instructors working with children, you are considered **Mandatory Reporters** under Colorado law. This means **you are legally obligated to report any suspicion of child abuse or neglect.**

Mandatory Reporting Training

All instructors will participate in an annual **Mandatory Reporting and Child Abuse Awareness** training course before the start of each summer. This training provides the tools necessary to:

- Recognize the signs and symptoms of abuse and neglect.
- Understand the steps to take if abuse is suspected or known.

What to Do if Child Abuse or Neglect is Suspected

1. **Contact an Administrator:**
 - Inform a member of the Telluride Academy administrative staff immediately.
 - Complete an **Incident Form** detailing the suspected abuse.
2. **Submit a Report:**
 - The administrative team will assist (if desired on behalf of the field instructor) in submitting a report to the Colorado Child Abuse and Neglect Hotline at **(844) CO-4-KIDS**.

Incidents During Academy Programs

If an incident of “**child-on-child**” or “**staff-on-child**” abuse is suspected during a Telluride Academy program:

1. **Immediate Reporting:**
 - Notify Telluride Academy administration immediately.
2. **Written Documentation:**
 - The observing instructor will complete a formal written **Incident Report** and a detailed **witness statement**.
3. **Administrative Action:**
 - The Telluride Academy administrative team will handle the reporting process according to state guidelines and coordinate with the appropriate authorities.

Follow-Up and Communication

- **Parent Communication:**
 - Parent follow-up will depend on the event's nature and the guidance of the San Miguel Resource Center (SMRC) and local authorities.

- **Confidentiality:**
 - To protect student privacy, external agencies often handle family communication and follow-up.
 - All written statements will be made available to external agencies as required.
- **Support for Staff:**
 - Witnessing or reporting abuse can have significant emotional impacts. Instructors are encouraged to prioritize their mental well-being and seek support as needed.
 - Telluride Academy administrators are available to debrief incidents and recommend counseling or additional resources.

Important Contacts

- **Colorado Child Abuse and Neglect Hotline:** (844) CO-4-KIDS
- **San Miguel Resource Center 24-Hour Hotline:** (844) 816-3915
- **San Miguel County Social Services:** (970) 728-4411

Finances

Time Tracking

Staff will download and use the **TimeTrex App** to 'Clock in' and 'Clock out' when necessary. Further instruction on this process will be provided during staff training.

When to Track Time

- **Do NOT track hours:** While working on an assigned program, attending a staff meeting, or attending a staff training.
- **Do track hours:** When working outside of your normal program assignments, such as assisting with office tasks, working a fundraiser, helping with Day Boating or Day Climbing, or working as "Float Staff" if not scheduled for a full day of work.

Interns must clock in and out for most work performed unless otherwise instructed. Please use the 'Note' feature in the app to record the job tasks performed each day.

Mileage Reimbursements

If personal vehicle use is necessary, include the details on page two of your camp Financial Report, noting specific locations driven to. Personal vehicle use must be approved by Admin team prior to use for Academy operations. Mileage reimbursements will be paid at \$0.67 per mile.

Pay Stubs

Pay stubs are available via the TimeTrex App approximately 48 hours prior to payday, once payroll is submitted.

Sick-Time

All staff accrue one hour of paid sick leave for every 30 hours worked, up to a maximum of 48 hours. Accrued hours will carry forward and can be used in subsequent calendar years, up to 48 hours. Accrued sick time can be viewed through the TimeTrex App.

End-of-Season Bonus

Instructors who work at least six weeks of the summer season for Telluride Academy are eligible for an end-of-season bonus of up to \$100 per week worked, paid by the end of September. Bonus amounts will be determined by the administration staff on a weekly basis based on the following predetermined criteria:

- **\$20 - Preparedness:** Completion of pre-season paperwork, punctuality, and timely submission of program itineraries.
- **\$20 - Responsibility/Communication:** Effective and efficient communication with parents, co-instructors, and administrative staff.
- **\$20 - Organization:** Timely completion of land use reports, bank reports, sign-in/out sheets, co-instructor evaluations, incident/accident reports, and Dropbox photo uploads.
- **\$20 - Accountability:** Proper maintenance of vans and gear, responsible debit card management, and submission of all receipts.
- **\$20 - Availability:** Flexibility with program assignment changes, attendance at staff meetings and trainings, and working at least six weeks of summer programming.