

Mountain Ops Policy Statement Manual

POLICY MANUAL INFORMATION

Policy Sponsors: Patrick Hartley
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Responsible Unit: Mountain Operations

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PURPOSE AND SUMMARY

The purpose of this manual is to document and record active policies for Mountain Operations and to be in compliance with the University of Arizona.

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RELATED INFORMATION

University of Arizona Policy Index- <http://policy.arizona.edu/index>

Classified Staff Human Resources Manual- <http://policy.arizona.edu/classified-staff-human-resources-policy-manual>

University Handbook for Appointed Personnel- <http://policy.arizona.edu/university-handbook-appointed-personnel>

REVISION HISTORY

Initial Draft- February 2018

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Absent from Work

POLICY INFORMATION

Policy Sponsors: Patrick Hartley
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PURPOSE AND SUMMARY

The purpose of this policy is to define absent from work, actions, and consequences. Any employee not communicating an absence is subject to remedial or disciplinary action.

SCOPE

All employees assigned to mountain operations.

DEFINITIONS

Any employee not reporting to work during their scheduled work shift, without communicating their absence, is absent from work.

Absent from Work- Unauthorized absence.

End of normal business hours- 5:00pm

POLICY

Any employee, who does not report to work and does not communicate their absence with management before the end of normal business hours, will be reported as absent from work. An absent from work employee will report time on their timesheet as leave without pay.

COMPLIANCE AND RESPONSIBILITIES

Being absent from work can result in disciplinary action and/or dismissal. All employees are required to communicate any absence from work to their management.

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FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

U of A Classified Staff Rules of Conduct- <http://policy.arizona.edu/employmenthuman-resources/classified-staff-rules-conduct>

Normal Work Day Policy

Sick Leave Policy

Vacation Policy

REVISION HISTORY

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Check In/Out

POLICY INFORMATION

Policy Sponsors: Patrick Hartley
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PURPOSE AND SUMMARY

The purpose of this policy is to bring attention to mountain ops policy, and to be in compliance with the University of Arizona.

SCOPE

All persons traveling to and from the LBT Observatory.

DEFINITIONS

Base Camp- MGIO

LBT- Large Binocular Telescope

POLICY

All persons traveling to the LBT Observatory must sign in at base camp by either moving their assigned brass tag or by signing into the log. Upon arrival at the observatory, all persons must sign in by either moving the magnet next to their name or writing their name on the sign-in white board and move the magnet next to their name to indicate that they are present on site. When leaving, the same must be done in reverse- moving the magnet next to their name indicating they are no longer on site and moving their assigned brass tag or sign out in the log at base camp. All persons are responsible for their own checking in or out.

COMPLIANCE AND RESPONSIBILITIES

Compliance is consistent with normal expectations and job duties. All employees are responsible to ensure that their presence or absence on the mountain is properly indicated.

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FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

http://mgio.arizona.edu/sites/mgio/files/orientation_9.pdf

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Duty Manager

POLICY INFORMATION

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Responsible Unit: Mountain Operations

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PURPOSE AND SUMMARY

The purpose of this policy is to define the expectations of the on site duty manager.

SCOPE

All on site duty managers.

DEFINITIONS

POLICY

The on site duty manager is responsible for all daytime operations, safety of all personnel at the observatory, safety of the facility, and safety of all equipment associated with the facility. Daytime operations include resolving schedule conflicts with stated priorities, attending the Daily Telescope Planning Meeting, and ensuring the telescope is ready for nightly operations.

COMPLIANCE AND RESPONSIBILITIES

FREQUENTLY ASKED QUESTIONS

REVISION HISTORY

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Hazing

POLICY INFORMATION

Policy Sponsors: Patrick Hartley
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Responsible Unit: Mountain Operations

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PURPOSE AND SUMMARY

The purpose of this policy is to bring attention to, and to be in compliance with, the hazing policy of the University of Arizona.

SCOPE

All employees assigned to mountain operations.

DEFINITIONS

"Hazing" means any intentional, knowing, or reckless act committed by a staff member, whether individually or in concert with other persons, against another staff member, and in which both of the following apply:

1. The act was committed in connection with an initiation into, an affiliation with, or the maintenance of membership in any organization that is affiliated with the University (or LBTO); and
2. The act contributes to a substantial risk of potential physical injury, mental harm, or degradation; or causes physical injury, mental harm, or personal degradation.

POLICY

1. Hazing is prohibited.
2. Any solicitation to engage in hazing is prohibited.
3. Aiding and abetting another person who is engaged in hazing is prohibited.
4. It is not a defense to a violation of this policy that the hazing victim consented to or acquiesced in the hazing activity.
5. All students, faculty, and staff must take reasonable measures within the scope of their individual authority to prevent violations of this policy.
6. A violation of this policy or interference in an investigation under this policy, by any staff member, is subject to sanctions under the Classified Staff or Appointed Personnel Code of Conduct. Any University employee who knowingly permits, authorizes, or condones hazing activity is subject to disciplinary action by the University.

COMPLIANCE AND RESPONSIBILITIES

Prevention of hazing is the responsibility of every member of the University community. Each organization, as well as each individual, must accept the personal obligation to uphold the basic community values of being just, civil, and respectful of the rights of others.

FREQUENTLY ASKED QUESTIONS

If someone agrees to participate in an activity, it isn't considered hazing, is it?

In states that have laws against hazing, consent of the victim cannot be used as a defense in a civil suit. This is because even if someone agrees to participate in a potentially hazardous action, it may not be true consent when considering the peer pressure and desire to belong to the group.

Arizona is a state that has indicated that consent cannot be used in a defense.

Hazing is such a gray area. How can you determine whether or not a certain activity is hazing?

It is not difficult to decide if an activity is hazing if you use common sense. If there is a potential for the recipient to experience physical or mental harm or degradation, the activity is hazing. If in doubt, ask a University staff member.

Everyone already knows it is happening, so why does hazing matter?

Under this Policy University staff and students have an obligation to report and act on information regarding hazing. If no action is taken, people do not know it is happening.

RELATED INFORMATION

Classified Staff Human Resources Manual- <http://policy.arizona.edu/classified-staff-human-resources-policy-manual>

University Handbook for Appointed Personnel- <http://policy.arizona.edu/university-handbook-appointed-personnel>

Hazing Policy of the University of Arizona- <http://policy.arizona.edu/education-and-student-affairs/university-arizona-hazing-policy>

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Foul Weather

POLICY INFORMATION

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PURPOSE AND SUMMARY

The purpose of this policy is to bring attention to mountain ops policy concerning foul weather. Call the summit Site Manager and check with MGIO when foul weather conditions exist.

SCOPE

All employees assigned to mountain operations.

DEFINITIONS

Foul Weather- heavy rain, heavy snow, high winds, weather advisories, etc.

MGIO- Base Camp

POLICY

In conditions of foul weather, anyone attempting to ascend the mountain will check in with MGIO for a summary of road conditions and call the summit Site Manager. In cases of advance knowledge of foul weather conditions, the summit Site Manager may delay or cancel workday start times. In cases of advanced knowledge, the site manager will send a telescope email outlining current and expected conditions.

COMPLIANCE AND RESPONSIBILITIES

Compliance is consistent with normal expectations and job duties. All employees are responsible to ensure travel to and from the summit is as safe and efficient as possible.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

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Late to Work

POLICY INFORMATION

Policy Sponsors: Patrick Hartley
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PURPOSE AND SUMMARY

The purpose of this policy is to define late to work, actions, and consequences. Any employee reporting after their scheduled shift start time is subject to remedial or disciplinary action.

SCOPE

All employees assigned to Mountain Operations or who expect to travel with Mountain Operations staff.

DEFINITIONS

Any employee reporting for work after their scheduled work shift start time is late to work.

POLICY

Employees who are late to work must find their own transportation to their designated place of work. Time will be reported on their time card as vacation or comp time. If no vacation or comp time balance is available, leave without pay will be reported. In the event a vehicle is scheduled to depart late, and arrive at the same designated place of work, the late to work employee may ride with the late scheduled vehicle, if approved by management. As an exception, in the event of unexpected delays in reporting to work, it is permissible to communicate the delay to on time departing staff. On time departing staff have the discretion to wait, if the arrival time of the late employee isn't considered excessive and is considered outside of the late employee's control. Habitual violators will not be considered eligible for this exception. Disagreements concerning the exception will revert to the definitions section above and the Travel to and from Summit Policy.

COMPLIANCE AND RESPONSIBILITIES

Being late to work can result in disciplinary action and/or dismissal. All employees are required to report to work on time.

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FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

U of A Classified Staff Rules of Conduct- <http://policy.arizona.edu/employmenthuman-resources/classified-staff-rules-conduct>

Normal Work Day Policy

Travel to and from Summit Policy

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Vacation Policy

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Normal Work Hours

POLICY INFORMATION

Policy Sponsors: Patrick Hartley
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PURPOSE AND SUMMARY

Establish normal Day Crew work hours and workday length expectations. A summit workday consists of 10 working hours with a half hour lunch break.

SCOPE

All employees assigned to mountain operations.

DEFINITIONS

Day Crew/Summit Crew- All personnel assigned to mountain operations.

Base Camp- MGIO Facility at the base of the mountain.

Summit- Job Site- LBTO Facility

Summit Work Day- 10 hours

POLICY

The normal summit workday is a ten (10) hour workday beginning 6:00am at Base Camp and ending 4:30pm, at Base Camp. Transportation is provided to and from the summit. An unpaid lunch break begins at 12:00 and ends at 12:30. Lunch break times can be adjusted to promote the safe completion of tasks, with the agreement of management and the crew performing the task. Breaks are permitted to rest, rehydrate, and recover from the effects of altitude. Breaks can be up to 15 minutes for each four-hour work period.

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COMPLIANCE AND RESPONSIBILITIES

Employees may not use break periods (1) to offset late arrival or early departure from the worksite, (2) to extend the meal period, or (3) to accumulate paid time off from one day to the next. Compliance is consistent with normal expectations and job duties.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Classified Staff Human Resources Manual- <http://policy.arizona.edu/classified-staff-human-resources-policy-manual>

U of A Meal Periods and Rest Periods - <http://policy.arizona.edu/employmenthuman-resources/meal-periods-and-rest-periods-breaks>

University Handbook for Appointed Personnel- <http://policy.arizona.edu/university-handbook-appointed-personnel>

Travel to and from Summit Policy

Late to Work Policy

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Safety

POLICY INFORMATION

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PURPOSE AND SUMMARY

The purpose of this policy is to establish a safe working environment. All employees are responsible for performing their duties in a safe manner.

SCOPE

All employees working at the observatory.

DEFINITIONS

LBTO- Large Binocular Telescope

POLICY

General

- Adhere to the requirements of the LBTO Safety Manual (<https://wiki.lbto.org/Safety/WebHome>)
- Safety is *part of your job*. If you are not following safety requirements, you are not doing your job!
- You are a *Professional*. Live and work these values: Safety, professionalism, consistency, thoroughness, integrity, honesty, accountability.
- Stop Work whenever you perceive something to be unsafe to personnel, equipment, or a risk to operations.

Reporting

- Report all work injuries and illnesses to a manager immediately.
- Report all unsafe acts to a manager immediately.
- Report all incidents with impacts to equipment or operations to a manager immediately.
- Report all near-miss incidents to a manager immediately (where no direct impact occurred, but *could have occurred* if circumstances had been slightly different).
- Reporting must not be later than the end of the shift.
- Late reporting is a violation of policy.

Safe Work

- **PPE.** Wear appropriate Personal Protective Equipment (PPE) when and where required.
- **Work Practice.** Perform all work following safe work practices, safe job procedures, and with safety controls in place.
- **Training.** Complete all required training. It is the employee's responsibility to complete required training. All workers must have proof of training on file indicating that they are trained.
- **Eliminate Hazards.** Correct unsafe conditions immediately when it is safe to do so.
- **Work Planning.** Complete and sign Pre-Task Plans for all non-standard work involving significant risks to personnel, equipment, and/or operations. See M004s00
- **Procedures.** Follow guidelines for checking-off, marking up (revisions), and submitting procedures for update.
- **Housekeeping.** Maintain good housekeeping. Keep work areas clean and aisles clear. Do not block emergency equipment or exits.
- **Telescope Lockout.** Always lockout the telescope, rotators, enclosure, and building while working on or around the moving parts.
- **Fall Protection.** Eliminate fall hazards. Install and use guardrails. When this is not feasible, always use Fall Protection and Rescue gear.
- **Service, Repair, and LOTO.** Only authorized and trained Employees may repair or adjust machinery and equipment. Lock and Tag Out Procedures must be followed before removing any machine guards or working on powered machinery and equipment. Replace all guards when the job is completed.
- **Exposed Electrical.** Only qualified and trained Employees may work on or near Exposed Energized Electrical Parts or Electrical Equipment. Follow Electrical Safety Rules when working with electrically powered machinery and equipment.
- **Confined Space.** Only authorized and trained Employees may enter a posted Confined Space. All confined spaces will be posted Confined Space - Permit Required. Entry is allowed only after permits are properly issued.
- **Chemicals.** Only authorized and trained Employees may dispense or use chemicals. It is your responsibility to know where SDS's (Safety Data Sheets) are located and that they are available for your use and review.

Behavior

- Use seat belts and follow traffic laws when on company business in any vehicles. No distracted driving.
- No fighting or horseplay is permitted at the workplace.
- No theft or vandalism will be tolerated at the workplace.
- Smoking is permitted only in the designated "Smoking Areas".
- No possession or consumption of alcohol or illegal drugs is permitted while at the workplace.
- You are not permitted to arrive or remain at work if your ability to perform the job safely is impaired.
- Firearms, weapons, or explosives are not permitted on University property.

COMPLIANCE AND RESPONSIBILITIES

Compliance is consistent with normal expectations and job duties. All employees are responsible to ensure the workplace is as safe as possible.

RELATED INFORMATION

LBTO Safety Wiki- <http://wiki.mountain.lbto.org/bin/view/Safety/WebHome>

Steward Observatory Safety Page- <https://www.as.arizona.edu/safety>

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Sick Leave

POLICY INFORMATION

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PURPOSE AND SUMMARY

The purpose of paid sick time is to provide a continuation of salary or wages to eligible employees whose absences from work meet the requirements of this policy. Paid sick time is a privilege and not an earned right.

SCOPE

All full time employees assigned to mountain operations.

DEFINITIONS

An eligible employee may be granted use of paid sick time when absence is the result of serious illness or communicable disease within the employee's immediate family or established household, or in situations that place primary responsibility for care of another individual on the employee.

An eligible employee may use paid sick time upon death of family members who are not covered under Bereavement Leave. Employees may use up to three days of accrued paid sick time for this purpose and two additional days to attend or arrange funeral services out-of-state.

Employees who are absent from work for more than three (3) consecutive workdays due to a qualifying reason under Family and Medical Leave will have the period of absence credited to their Family and Medical Leave entitlement.

POLICY

Employees feeling sick or who find themselves in a situation as described under Definitions above, must contact the acting summit manager and inform him or her that they will be taking sick time. Advance notice should be given if possible. As a courtesy, the employee should contact someone at the Base Camp to let the crew know not to expect him or her.



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COMPLIANCE AND RESPONSIBILITIES

Failure to communicate the intention to take sick time will result in a report of late to work and then absent from work. All employees are responsible to let their employer know if their attendance will not be as scheduled.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

U of A Sick Time policy- <http://policy.arizona.edu/employmenthuman-resources/sick-time>

Normal Work Day Policy

Late to Work Policy

Absent from Work Policy

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Travel to and from Summit

POLICY INFORMATION

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E-mail: mtnmgr@lbto.org

PURPOSE AND SUMMARY

The purpose of this policy is to define departure times, arrival times, and time of travel to and from the summit. Travel to and from the summit is provided by LBTO within the parameters of this policy.

SCOPE

All employees assigned to Mountain Operations or who expect to travel with Mountain Operations staff.

DEFINITIONS

LBTO- Large Binocular Telescope Observatory- The Company

Base Camp- MGIO Facility at the base of the mountain.

POLICY

Vehicles depart Base Camp at 6:00am. Arrival at the summit is expected to be around 7:30am. Vehicles will depart the summit around 3:00pm and arrive at base camp around 4:30pm. Times are not exact as varying circumstances can effect departure times and travel times. Times are based on travel between Base Camp and the summit of 1hr 20 min, observing the speed limit. Refueling, loading/unloading, and road conditions all effect safe travel time. Larger loads and other tasks will affect departure at either end.



COMPLIANCE AND RESPONSIBILITIES

Compliance is consistent with normal expectations and job duties. All employees are responsible to ensure travel to and from the summit is as efficient as possible.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Normal Work Day Policy

Vehicle Use Policy

Late to Work Policy

REVISION HISTORY

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Travel After Hours

POLICY INFORMATION

Policy Sponsors: Patrick Hartley
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E-mail: mtnmgr@lbto.org

PURPOSE AND SUMMARY

The purpose of this policy is to define after hour travel expectations. These expectations are to call the summit and avoid travel after dark on the mountain.

SCOPE

All persons traveling to and from the LBT Observatory

DEFINITIONS

Base Camp- MGIO

LBT- Large Binocular Telescope

POLICY

When traveling outside of normal work hours, a call will be made to the observatory upon arrival at base camp. This call is to inform the Site Manager to expect late arrivals or that late departures made it safely to base camp. Mountain travel after dark is to be avoided.

COMPLIANCE AND RESPONSIBILITIES

Compliance is consistent with normal expectations and job duties. All employees are responsible to ensure travel to and from the summit is as safe as possible.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

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Travel to and from Summit Policy

Vehicle Use Policy

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Initial Draft- February 2018

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Vacation

POLICY INFORMATION

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Responsible Unit: Mountain Operations

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E-mail: mtnmgr@lbto.org

PURPOSE AND SUMMARY

The purpose of this policy is to bring attention to mountain ops vacation policy, and to be in compliance with the University of Arizona. Vacation is earned and encouraged for all staff to take.

SCOPE

All employees assigned to mountain operations.

DEFINITIONS

Vacation is paid time off.

Carryover- year to year maximum balance- not to exceed 1.5 times annual accumulation.

Cash out- cash at end of employment for accrued vacation- not to exceed annual accumulation.

POLICY

Mountain staff may request vacation by directly asking the Observatory Manager in person, or by sending email to mtnmgr@lbto.org. Employees should make every effort to provide advance notice of at least 24 hours. Requests with less notice may be denied due to scheduling demands. Emergencies are always an exception.

COMPLIANCE AND RESPONSIBILITIES

All staff should be familiar with U of A policy, and sensitive to scheduling obligations.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

U of A Vacation Policy- <http://policy.arizona.edu/employmenthuman-resources/vacation>

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Vehicle Use Policy

POLICY INFORMATION

Policy Sponsors: Patrick Hartley
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Responsible Unit: Mountain Operations

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E-mail: mtnmgr@lbto.org

PURPOSE AND SUMMARY

The purpose of this policy is to maintain consistency and safety while using LBTO vehicles. Travel to and from the summit is provided by LBTO within the parameters of this policy.

SCOPE

All employees operating and/or riding in mountain assigned vehicles.

DEFINITIONS

Base Camp- MGIO Facility at the base of the mountain.

POLICY

All employees are expected to assist with loading and/or unloading of the vehicles when they arrive at Base Camp. This includes coming or going. Driving of the vehicles will be shared with all employees. Drivers must obey all speed limits and traffic rules. Drivers are responsible to ensure that all passengers who arrived in their vehicle, either depart in the same vehicle, or that any absent passenger has secured another vehicle for return to Base Camp. At the end of the day, employees are not dismissed from work until all vehicles are unloaded, properly parked, refueled, and locked. Drivers are responsible for parking and locking the vehicle they have been driving. Drivers of vehicles with a half tank of gas or less will proceed to refuel at the nearest refueling station. When refueling, all passengers are expected to clean the windows, remove trash, check fluids, and help the driver with any other vehicle tasks. Following this policy, vehicles will never require refueling in the morning or when a vehicle is needed to ascend the mountain in an emergency. Drivers are to note service mileage and notify the Observatory Manager or Assistant Manager if mileage requires vehicle service.



COMPLIANCE AND RESPONSIBILITIES

Compliance is consistent with normal expectations and job duties. All employees are responsible to keep vehicles fueled, load and unload the vehicles, share driving responsibilities, care for company property, and obey all of the rules of the road.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Normal Work Hours Policy

Late to Work Policy

Travel to and from Summit Policy

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Policy Statement Template

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PURPOSE AND SUMMARY

The purpose of this policy is to bring attention to mountain ops policy, and to be in compliance with the University of Arizona.

SCOPE

All employees assigned to mountain operations.

DEFINITIONS

POLICY

COMPLIANCE AND RESPONSIBILITIES

Compliance is consistent with normal expectations and job duties. All employees are responsible to ensure _____ is as safe/efficient as possible.

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