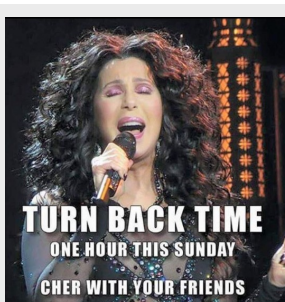




Winter 23' -24' | Issue 4 | Nov. 3, 2023



Don't forget...We are "falling back" this Sunday. No matter how you spend it, we hope you all enjoy that extra hour. As the start of the season approaches, there will be more communication coming to you from us and automated from the company. Please keep an eye out for these so you don't miss a step.

### Leadership News

As we indicated last week (and, as some of you saw during indoor training), we are excited to share that Jeanine is shifting from Youth Programs over to the Specialty Program realm. In this role, Jeanine will have the opportunity to expand her knowledge of operations by taking on Base Camp, High Camp and Mountain Education. The latter programming coming under our dept. this season.

### LIFT Training

These online training videos are automatically assigned to you when you become activated in the system; approximately 2 weeks before your indoor training. The training you are assigned is based on your role and must be completed before being on-snow training.

Please expect additional training to be assigned as we approach and move into the season. You will receive email notifications or, you can lookup your assignments in the LIFT platform.



Need any help? Let us know and we'd be happy to assist. Or, [please consider this and additional resource.](#) We can also arrange time for you to complete this task onsite if needed.

#### ACCESS LEARNING OPPORTUNITIES ON THE LIFT ▾

The LIFT Go to The LIFT, our learning and development portal, to access digital training courses, learning resources and virtual classes.	>
Choosing to Access The LIFT on a Mobile Device Learn how to access The LIFT on your mobile browser.	>
The LIFT FAQs & Troubleshooting	>

### Getting your Employee Pass—My Epic App

For **returning, SIS employees**, your pass will become active based on your indoor training date AND the completion of all required notices which can be accessed in EpicEmployee.

Direct Connect: Take Action -> Required Notices

The following waivers will appear and must be acknowledged:

- Ski/Activity Waiver
- Wage and Hour Attestation Form
- Employee Guide Acknowledgement
- Form I9 (For new employees)
- Flexible Remote Work Policy
- Confidential Info Agreement

**New Employees:** You must also acknowledge the above notices and, stop by the Pass office to print and pick up your employee pass. This can be done during indoor training after you have completed your I9.

Once you have your physical pass, did you know that, this year, you can load your pass directly to your phone using the My Epic App?! More info coming next week.

### Private Lessons — New way to submit requests!

New this season we are launching another way for instructors to submit Private Lesson Requests on behalf of their clients. You are able to complete [this form](#) which will be sent to the Private Lesson team to follow up on. This form is also available as a quick link on the homepage of our dept. website.

Please note: this is for internal use only and should not be sent to any guest directly. As well, all submissions are not guaranteed until booked in our system. We will do our best to accommodate all requests and will balance against volume and staff availability.

