



**Visa Information Packet**  
**2008-2009 Winter Season**  
**Part II – Arrival at Snowbird**

**I. PLAN AHEAD**

**A. What you should know:**

- Ski/Snowboard time will vary according to your department and your specific position.
- There is very little space to store personal belongings in most departments at the resort. You should check with your manager upon arrival for more information about the availability of storage space in your department. Employee lockers are available on a first come, first serve basis.
- You may encounter cultural differences in language, gestures, and customs. You may be required to refrain from using certain words or terminology that may not seem offensive to you.
- You need to let Snowbird know if you plan to request time off in order to allow your manager adequate flexibility to cover your shifts. Please do not plan time off during the ski season from November 25<sup>th</sup> – May 1<sup>st</sup>, including Christmas and New Years. Any time off must be approved by your manager.

**B. Be financially prepared:**

- Paydays are every other Tuesday. Pay periods are 2 weeks long ending on the Tuesday prior to payday. Please note this information and pay schedule when planning your arrival date. Be prepared to go up to three weeks before you are issued your first paycheck. This will depend on when in the pay cycle you start work, but plan ahead for a worst case scenario so that you will have enough money to live on.
- If you leave early or otherwise end your employment at Snowbird, you will not be able to receive your final paycheck any earlier than the original payday in which you would be paid for the hours worked. Please be sure to update your contact information with Employee Services before leaving.
- If your employment is terminated by Snowbird for any reason, including end of season RIF, you will receive your final paycheck within 1 business day (excludes weekends).

**Payday Schedule for 2008-2009 Winter Season**

October	7 <sup>th</sup>	21 <sup>st</sup>	-
November	4 <sup>th</sup>	18 <sup>th</sup>	-
December	2 <sup>nd</sup>	16 <sup>th</sup>	30 <sup>th</sup>
January	13 <sup>th</sup>	27 <sup>th</sup>	-
February	10 <sup>th</sup>	24 <sup>th</sup>	-
March	10 <sup>th</sup>	24 <sup>th</sup>	-
April	7 <sup>th</sup>	21 <sup>st</sup>	-
May	5 <sup>th</sup>	19 <sup>th</sup>	-

## C. Benefits Package:

**\*Benefits may be subject to change at any time**

- Ski Pass Privileges:
  - Tram & Chairs pass 7 days per week (must maintain full-time status)
  - 10, ½ price day tickets (5 at beginning of season & 5 mid-season)
  - Dependant Pass: 7 days per week, Tram & Chairs (available to legal spouse or child)
  - Employees who have completed two consecutive seasons and are returning for their third consecutive season will receive 3 Complimentary Tram and Chairs day passes.

**\*You will not receive your ski pass until you have attended a new employee orientation unless you are a returning employee.**
- Bus Pass:

Free public transportation to and from work on the UTA “Ski Bus” in conjunction with Trax (Salt Lake City’s commuter light rail). Limited transportation also available through Canyon Transportation shuttles. (See the links below “Housing Tips” for more information.)
- Free Counseling through the Employee Assistance Program
- Employee Discounts
  - Food and Beverage (40% off)
  - Retail (20% off)
  - Lodging (50% off depending on occupancy levels)
  - Discounted Cliff Spa memberships
- Convenient Bank Services
  - ATMs located at Snowbird
  - Direct Deposit
- Health and Welfare Benefits

Snowbird offers medical/dental insurance plans to eligible employees through BlueCross/BlueShield of Utah (BCBS). All new employees are not eligible until 90 days after their start date. Like many other Snowbird employee benefits, medical insurance is also dependent on your work status and maintaining the minimum required work hours (25+ per week). Any change in work status or failure to maintain the minimum required work hours could change your eligibility for benefits.

**\*We would strongly recommend that you check with your Airline, Travel Agency, Credit Card or other resources regarding travelers insurance. By doing so you can compare the options that you have and see which one is best for you.**

If you have any questions regarding benefits, you can refer to the benefits information online by going to our website at <http://snowbird.com/employment/consider>.

## II. Housing

### A. Housing Suggestions:

Snowbird does not provide or arrange housing accommodations, nor do we offer employee housing at the resort.

We strongly recommend that you find housing near a "Ski Bus" route for Little Cottonwood Canyon (route 998 and route 996). The following link will take you to the local bus system website:

<http://www.rideuta.com/>.

The following is a list of recommended apartment complexes. These are along or close to the bus route that provide free transportation to and from the resort.

- **Boulder Hollow**  
[http://www.apartmentsinutah.com/Apartments/module/property/company\\_property%5Bid%5D/310](http://www.apartmentsinutah.com/Apartments/module/property/company_property%5Bid%5D/310)
- **Royal Farms**  
<http://www.forrent.com/search/detail.asp?site=1008233>
- **The Springs of Countrywoods**  
<http://www.springsofcountrywoods.com/>
- **Santa Fe Apartments**  
<http://www.santafeapartments.com/>
- **Eastridge Apartments**  
<http://www.forrent.com/apartment-community-profile/1004506.php>
- **Wasatch Club**  
<http://www.forrent.com/apartment-community-profile/1008068.php>
- **Brighton Place**  
<http://www.forrent.com/apartment-community-profile/1008069.php>
- **Alpine Meadows**  
<http://www.forrent.com/apartment-community-profile/1008209.php>

**\*Contact apartments for specific leasing details, including security deposit, other move-in requirements, etc.**

Here are some additional links to use when researching your housing options:

<http://www.snowbird.com/employment> (Roommate Finder & Other Housing Links)

<http://www.forrent.com/>

<http://www.apartments.com/>

<http://saltlakecity.craigslist.org/>

**It is our suggestion that you research and select your housing prior to moving to Salt Lake City.**

**We are more than happy to provide employment verifications to the various apartment complexes in order to help you reserve a place.**

**DO NOT wait until you arrive to figure out your housing!**

## B. Helpful housing tips:

- You will be responsible to find your own roommates and coordinate with them how rent and deposit payments will be made. We have provided a link to Snowbird's roommate finder for your convenience. If you do post your information on the roommate finder please remove it after your roommates have been found. Click <http://snowbird.com/employment/housing.php> for the housing & roommate finder web page.
- You will be expected to pay the entire first month's rent when the first person from your unit (you or your roommate(s)) arrives. Please realize that if you are the first to arrive and attempt to move in to your apartment with just your portion of rent, the apartment complex will not allow you to move in. You must coordinate with your roommates to have the roommate arriving first gather the money (or plan to pay them your portion) for the first month's rent.
- Be certain to arrange accommodations with roommates with similar arrival dates as not to be forced to cover the cost of rent alone. Please be prepared to provide at least first month's rent and a deposit.
- You may contact the apartment complexes for information on deposits, first months rent, utility hook-ups and furniture rental options if you have any questions.
- Be sure to bring extra money for any unforeseen expenses and don't forget that you could go up to three weeks before your first paycheck. Please keep in mind, we **do not** give paycheck advances. **You will be on your own once you get here.**

**\*\*We highly recommend that you verify locations with the Recruiting Office to ensure that your housing option is within the transportation routes that are provided by Snowbird before committing to a financial deposit or lease.**

All apartments are unfurnished unless otherwise specified. Please contact the apartment complexes for information concerning furniture rental. However, because the cost of furniture rental can be high, you may want to check out a local thrift store for cheap second hand furniture and other household items. If you would like to purchase discounted furnishings or household supplies visit:

- Deseret Industries at 727 E. 9400 S. in Sandy, phone 801-255-8399
- Thrift Town at 3330 S. 1300 E. in Salt Lake City, phone 801-486-4944

\*Snowbird does not get involved in landlord/tenant disputes. If a problem arises you can visit the Utah State Courts Landlord-Tenant Mediator Program website for help at:

<http://www.utcourts.gov/howto/landlord/>

### III. ARRIVAL/DEPARTURE

#### A. Arriving in Salt Lake City:

Once you've arrived at the Salt Lake International Airport check in immediately with the hotel or apartment complex you've made arrangements with. The following contacts may help you get to and from the airport to your accommodations.

##### Airport Transportation Options

- UTA Trax/Bus: 743-4657 (see the UTA links below "Housing Tips" for more information)
- Canyon Transportation: 255-1841 (Ask for the Snowbird Employee discount.)
- Yellow Cab: 521-2100 (Most expensive method.)

If you plan to arrive on a weekend, major US holiday, or after apartment office hours, be prepared to stay in short-term lodging until you can check-in at your long-term housing location during regular office hours.

##### Short-term Lodging Options

Snowbird will pay for **one night** at the following location if your housing is not ready upon arrival or you arrive after 6:00pm.

- **Super 8 Motel:** 801-255-5559, 7048 South 900 East (Located near the resort on a direct UTA Ski Bus route.) \*You must contact the Recruiting Office 5 days prior to arrival to make the necessary arrangements.

#### B. Preparing to start work:

Check in with the Recruiting Office: (All employees new or returning)

Once you have arrived and secured your accommodations, please contact or visit the Recruiting Office within two days of arrival to provide us with an address, phone number and any available contact information. **THE RECRUITING OFFICE IS NOT LOCATED AT THE RESORT!**

Snowbird Recruiting Office

3165 East Millrock Drive

Holladay, UT 84121

Monday – Friday, 8:30am – 5:00pm (Closed weekends & holidays)

At that time, we will schedule you for a New Employee Orientation and a Knee Test (for those who will be working in a position which requires them to ski or snowboard), issue temporary bus passes, schedules and maps. You will receive a new employee packet and be put in contact with your manager. We will help coordinate your new employee paperwork with Employee Services.

**You will not receive your ski pass until you have completed new employee orientation.**

Returning employees will not be required to attend orientation if you worked during the 07-08 season.

##### Social Security Card Information:

- A Social Security number is required of all workers.
- If you have previously worked in the United States, bring your Social Security card with you. You will need to present it at Employee Services to complete your paperwork.
- If you do not have a Social Security number, you must make arrangements to visit the Social Security Office after 10 days following your arrival. The Recruiting Office will provide transportation to the Social Security Office on specific dates during November and December. If you do not sign up for one of those dates you will be responsible to get yourself to the Social Security Office.
- You will need to take your passport, visa and I-94 with you. The Social Security office will not be able to process your Social Security information without all three items. After presenting these credentials to the Social Security Office, you will receive a receipt.
- Your receipt must be presented to our Employee Services Office for documentation purposes.
- Your cards will be sent to the Recruiting Office and distributed to you immediately.

The address and phone number for the closest Social Security Office is as follows:

348 East Winchester St (6400 South) Suite 100

Murray UT, 84107-8515

Phone: (801) 268-1060

## **Plan for these costs - Come prepared!!!**

- ✓ **Housing/living accommodations and security deposit necessary to move in (through the apartment websites listed below you will be able to estimate the living costs in Salt Lake City)**
- ✓ **Travel**
  - **To and from the airport**
  - **Any other planned or unplanned transportation**
- ✓ **Household furnishings and goods (purchasing second hand will generally cost much less than renting, see “Housing Tips” below for a list of local second hand stores)**
  - **Bed, sofa, table, dishes, television, phones etc, rental or purchase**
- ✓ **Food**
- ✓ **Ski/snowboard equipment**
- ✓ **Check with your manager for any possible work related expenses**
- ✓ **Utilities**
  - **Check with your accommodations for details**
- ✓ **Any job specific certifications and/or permits such as: Food Handlers Permit (\$15), Sheriff’s Work Card (Free), TIPS/SIPS certification (\$20), etc. (applicable to most Restaurant Attendant and Kitchen Helper positions, check with your manager upon arrival to see if these are required for your position)**
- ✓ **Recreation**

For any questions or concerns regarding this information please contact us at [Visas@snowbird.com](mailto:Visas@snowbird.com) or (801) 947-8240.