

GSA GeoVentures Trip Leader Guidelines and Administration



Trip leaders are considered “ambassadors” of GSA when guiding a GeoVentures tour and must adhere to professional guidelines in order to ensure the highest quality of the program.

Trip Leader & Co-leaders

GSA requires one trip leader per 10 participants attending and a co-leader there after. This is to ensure a quality educational experience and assistance for tour administration. The trip leader will arrange the field notes and/or guidebook, and will coordinate all the science of the tour. “Guest speakers” are welcome to provide additional information during an evening presentation or field site.

Trip Administration & Coordination

GSA requires that the trip leader work with the GSA GeoVentures Program Manager to coordinate all tour details. The trip leader or co-leader must work with GSA to coordinate the lodging arrangements, shuttle service to hotel, ground transportation (vans/bus), meals, and guidebook arrangements. Either the GeoVentures Manager will attend the trip to coordinate all the site details (hotel, catering, rental vans, etc) or the leader (or co-leader) will coordinate the tour details on-site. On-site coordination will involve extensive budgeting and paying tour expenses. If the tour leader takes on site coordination, an expense account will be established and require accountability and receipts, or other arrangements can be made (tour operator/agency with expenses included.)

Leader Payment / Honorarium and Expenses

As a general guideline, for a one week tour, the trip leader will receive up to \$1,000 honorarium at the completion of the tour for the educational guidance and scientific instruction. The co-leader will receive up to \$750 honorarium for assistance. A third co-leader that has an integral education or coordination role will receive free registration and meals and no honorarium. A guest speaker, who is not a trip participant, will receive free meals for the day and one night accommodation. The trip leader is also welcome to suggest another reasonable payment arrangement for trip leadership and expenses, based on a minimum number of participants. For a two week tour, the trip leader will receive up to \$1,500 honorarium and the co-leader up to \$1,000. Trip leader expenses will be covered during the trip including arriving the day before the tour commences, but not after the tour ends on the last day. If there are over 10 participants and a co-leader is required, then the co-leader’s expenses will also be covered. The leader and co-leader will receive the set GSA per diem rate for evening meals. GSA will not pay for leader or co-leader alcoholic beverages during personal meals.

Guidebooks and Field Notes

The trip leader produces and/or coordinates the guidebook or field notes and sends a print-ready copy to the GeoVentures Manager for printing no later than three weeks before the trip in order to allow enough time to have the books printed, bound, and shipped to the destination. Leaders should be aware that printing books in color is very expensive and should be prepared to develop the guidebook in black and white. Color field notes can be discussed. If purchasing pre-printed guidebooks, please provide needed ordering information to GSA six weeks in advance of tour.

Van Drivers

Drivers for each of the field vans must be established according to the number of vans needed for the trip. Van drivers can include: the trip leader, co-leader, GeoVentures Manager, hotel/tour management, and/or a tour participant. If a tour participant volunteers to drive the van, no registration cost break will be given. If there are insufficient van drivers for the number of vans needed, GSA can arrange another driver and may be added to the cost of the tour. All van drivers will be required to sign a GSA Van Driver Agreement for insurance purposes which will include an alcohol policy. As a general rule, scientific instruction should not be given while participants are riding in the vans and should be given instead at learning stops. This is to ensure that all participants will receive the same scientific instruction, even if riding in separate vans. It is recommended that the van drivers meet before each excursion day to discuss map directions, scheduled stops, and any coordination details. GSA has communication radios that can be used for van driver communications and can be arranged by the GeoVentures Manager.

Drug /Alcohol Policy & Conduct

The GSA drug-free workplace policy (attached) is intended to apply whenever anyone is representing or conducting business for GSA. GSA expects that trip leaders, van drivers, and other leadership staff on GeoVentures trips will follow the policy and not drink alcohol or use other drugs that have any risk of impairing judgment while being responsible for the care and well being of tour participants. Trip leaders are considered professional “ambassadors” of GSA and their behavior should reflect accordingly. Participants must also follow the drug-free policy, be aware of the local laws regarding drug and alcohol use, and be responsible for their behavior at all times while on GSA sponsored trips. Van drivers are prohibited from drinking alcoholic beverages during the entire day that they are transporting tour participants. Tour participants are not allowed to take GSA rented vans on their own for dinner or social activities; instead, vans may be driven by a designated driver that has signed the GSA Van Driver Agreement. Consequences for violation of this policy will be assessed on a case-by-case basis, up to and including the loss of honorarium or driving privileges.

GSA DRUG-FREE WORKPLACE POLICY

Approved by:



Policy #: Date Approved: 27 January 2006

Date Updated:

Purpose and Goal:

The Geological Society of America is committed to protecting the safety, health and well-being of all employees and other individuals in our workplace. We recognize that alcohol abuse and drug use pose a significant threat to our goals. We have established a Drug-free workplace program that balances our respect for individuals and the need to maintain an alcohol and drug free environment.

- GSA has no intention of interfering with the private lives of its employees unless involvement with alcohol and other drugs off the job affects job performance or public safety.
- GSA encourages employees to voluntarily seek help with drug and alcohol problems.

Covered Workers

Any individual who conducts business for GSA is covered by our drug-free workplace policy. Our policy includes but is not limited to all full-time or part-time GSA employees.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for GSA. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization, while on GSA property or at most company-sponsored events.

Prohibited Behavior

It is a violation of our policy to use, possess, sell, trade, and/or offer for sale illegal drugs, or intoxicants.

It is also a violation of our policy to buy, use, possess, sell, trade and/or offer for sale alcohol at GSA functions or on GSA property without express written consent of the Executive Director.

Notification of Convictions

Any employee who is convicted of a criminal drug violation that occurred in the workplace must notify GSA in writing within five (5) calendar days of the conviction. Federal contracting agencies will be notified within 10 days of receiving notice that a covered employee has been convicted of a criminal drug violation in the workplace.

Consequences

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems.

If an employee violates the policy, he or she will be subject to progressive disciplinary action or may be required to enter rehabilitation. An employee required to enter rehabilitation who fails to successfully complete it and/or repeatedly violates the policy may be terminated from employment. Nothing in this policy prohibits an employee from being disciplined or discharged for other violations and/or performance problems.

Assistance

GSA recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, or drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources for help.
- Offers all employees and their family members assistance with alcohol and drug problems through the Employee Assistance Program (EAP).
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

Confidentiality

All information received by GSA through the Drug-Free Workplace Program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive, drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on-or off-duty use of alcohol or other drugs.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Use the Employee Assistance Program.
- Report dangerous behavior to their supervisor.

It is their supervisor's responsibility to:

- Observe employee performance.
- Document changes in performance.
- Counsel employees as to expected performance improvement.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical for our success. To ensure that all employees are aware of their role in supporting our drug-free workplace program:

- All employees will receive a written copy of this policy.
- The policy will be reviewed with new employees upon hire.