

Camp Swatara Summer/Seasonal Staff Personnel Policies

GENERAL EQUAL EMPLOYMENT OPPORTUNITIES:

Camp Swatara is committed to the full utilization of all human resources and a policy to provide equal employment and volunteer opportunities to staff and applicants in compliance with all federal, state, and local laws. Race, color, religion/creed, national origin, gender/sex, age, disabilities and handicaps, or veteran status will not in any way be considered when evaluating candidates for employment or volunteer positions – except when those qualifications are bona fide occupational requirements. As a religious organization, Camp Swatara reserves the right to give employment and volunteer preference to persons who have a Christian background and philosophy of ministry as well as those who have a work history and lifestyle consistent with the principles of the Church of the Brethren.

BENEFITS:

1. **Salary and Withholding (paid staff only):** The wage agreement is based on a weekly or hourly rate as indicated on each staff person's agreement. Staff are paid on the fifteenth and the thirtieth of each month. Federal, state, and local taxes will be withheld from the payroll checks of staff earning \$50 or more during the summer. Social security will also be withheld. Each staff member is required to complete paperwork related to withholding tax.
2. **Room and Board:** Room and board is provided for many staff during the employment period. Staff who are staying over the weekend because they are serving at the camp the next session will receive room and meals when served by the camp. Food will be provided for meals that are not being served, but staff must sign up for those meals by Friday lunch so that the Food Service Manager knows how much food to provide.
3. **Meals:** Meals are available for staff not living on-site when they are served by camp during their work hours. Staff must sign up for meals in the staff room.
4. **Insurance:** Staff members are expected to carry individual health and accident insurance. Camp Swatara purchases workers compensation insurance to protect employees who are injured, who die, or who become ill as a result of their employment. Camp pays entire cost of this benefit. Your failure to report your injury or illness promptly may jeopardize your right to workers compensation benefits. Liability insurance is also carried by the camp, which means that if you are following camp procedures, policies, and instructions, the coverage will protect you. However, failure to abide by camp policies may leave you open for possible lawsuit in the event legal action takes place.
5. **Health Services:** A Health Manager is on duty at camp during the summer camp program and staff members have access to his/her services as needed. The cost of prescriptions, doctors, or hospital visits must be covered under one's personal insurance unless the injury/illness is work related. Upon arrival at camp, staff members submit a Camp Health History Form.

TIME OFF, ABSENCES, AND LEAVES OF ABSENCE:

1. **Time Off:** Each staff member has at least 24 hours free of duties each week. Staff should also have time off each day, as arranged by their supervisor. Staff members are expected to

use their time off wisely, to rest and regenerate themselves, to enable them to perform their job and maintain good physical and emotional condition. Staff are encouraged to relax on weekends or days off in order that they may return refreshed and ready to perform their role during the next session.

2. **Leaving Camp:** For staff members living on-site, work responsibilities usually prevent leaving camp except for days off. Should an urgent need develop, their supervisor or the Administrator must be consulted BEFORE plans are made.
3. **Sick Leave:** If, at the advice of a physician or the Health Manager, a sick leave or rest period is required on the part of a staff person, the camp agrees to provide such a leave for up to three days with pay.
4. **Emergency Leave:** In the event of death or illness in the family of a staff person or other urgent business, the camp agrees to grant a leave for up to three days with pay.
5. **Leaves of Absence:** All leaves of absence will be worked out between the staff person and the Administrator. No seasonal staff person can have more than three days off with pay during the summer, either as emergency leave, sick leave, or a combination of both.
6. **Absences:** Absences beyond those specified as days off, for short-term leaves of absence as specified above, or requests for unpaid leaves of absence, will be reviewed and considered by staff member's supervisors and the Administrator and granted on a case-by-case basis at the convenience of the camp.

PERFORMANCE EVALUATION PROCESSES:

1. **Staff Observation, Appraisal, and Evaluation:** Staff performance reviews provide an excellent opportunity for staff and supervisors to discuss staff employment. Good performance reviews are not a guarantee of wage, salary, or benefits increases, job or career advancement, or of continued employment. If staff want to discuss their work with their supervisor, they should request a review at any time. One does not have to wait for a scheduled meeting to seek advice or counsel. Staff observations and evaluations are conducted on a regular basis to provide feedback and plan for improvement of the performance and behavior of staff members. The following methods are used to facilitate this process:
 - a. Staff members will complete written evaluations weekly (program staff), at mid-summer, and at the end of the summer.
 - b. Supervisors conduct weekly and end of season review and evaluation meetings with each of their staff members. The format of these meetings may vary by department.
 - c. Supervisors will complete a staff observation and evaluation at least twice during the summer camping season. The first will be by the end of June and the second by the end of July. These evaluations will be reviewed with the staff member, signed by the supervisor and staff member, turned in to the Administrator, and then filed in the staff member's personnel file.
 - d. Supervisors will complete a written evaluation for seasonal/summer staff at the end of their employment period. These evaluations will be turned in to the Administrator and filed in the staff member's personnel file as part of their permanent record.

- e. Full-Time, Year-Round staff participate in a written evaluation and review process with the Administrator each fall.
2. **Grievance/Problem Resolution Procedure:** Should there be a disagreement over the interpretation of camp policies, employment practices, or a grievance related to one's duties or relationships with fellow staff members, the employee has the responsibility to inform management so that management can resolve the matter promptly and effectively. To effectively and promptly resolve problems, conflicts and complaints, employees shall use the following guidelines:
- a. First, make an attempt to resolve problems, conflicts, and complaints in an informal, verbal discussion between yourself and the other person or persons.
 - b. Second, if the problem is not resolved, grievance should be addressed to immediate supervisor in writing. Supervisors have the responsibility to address all questions, concerns, problems, or grievances raised by employees, no matter how insignificant or trivial they may seem. They should investigate such matters and give a written response to employees as promptly as possible.
 - c. Third, if unsatisfactory attention is given to the grievance and an acceptable resolution cannot be reached, the employee's written grievance and the supervisor's written response should be given to the Administrator. A meeting will be called and a response in writing will be given within seven days.
 - d. For grievances from supervisors who work directly under the Administrator, if response to the written grievance fails to be adequate, the staff person shall give the written grievance to the Chair of the Camp Board. The Executive Committee has fourteen days to respond.
 - e. Copies of all statements, information relating to the statements, and decisions will be placed in a separate file maintained by the Administrator. No copies will be filed in your personnel file.
 - f. Camp Swatara will not tolerate any form of retaliation against an employee who uses this problem resolution procedure. Any employee, or member of management, who retaliates against an employee for using this procedure, will be subject to discipline, up to and including termination.
3. **Termination of Employment:** In accordance with our employment-at-will status, the camp reserves the right to terminate the agreement with the employee at any time for any reason. Likewise, employees may also terminate the employment relationship at any time and for any reason. The camp and staff members should, in all cases where termination is necessary, give as long a notice as possible, preferably at least two weeks. Staff will be paid to the end of the camp week employed or in accordance with the number of days or hours worked. Conditions that may result in termination of employment include, but are not limited to:
- a. Failure to comply with camp policies.
 - b. Irregular attendance and/or habitual tardiness.
 - c. Immoral conduct or misconduct.
 - d. Inability to relate well to fellow staff and guests (campers, parents, etc.)
 - e. If, by June 1, low enrollment demands it.

- f. If camp program should be disrupted or shortened by fire, epidemic, accident, or natural disaster.

WORK RULES:

1. **Recording Work Hours:** Staff paid an hourly wage and staff under the age of 18 should accurately record their own hours worked on a time sheet. Vacation, personal holidays, or other leave taken should also be recorded. Time should be rounded to the nearest 15 minutes. For employees working a full day, one paid meal break may be recorded. The benefit of eating additional meals before or after the work day is still a benefit, however, those meals should be taken “off the clock.”
2. **Staff Participation in All-Camp and Small Group Activities:** Staff members are encouraged to participate in all-camp activities as their schedules permit. Attending small group activities is by invitation of the counselors or the Director only. Be sure that your presence at a group’s activity is not a distraction. The number of staff attending a small group activity should be limited because too many staff can dominate the activity and may intimidate campers. When attending a small group activity, staff should involve themselves with the campers and the activity, taking care not to prevent the counselors from being involved with their assigned campers.
3. **Alcohol/Tobacco/Controlled Substances:** To comply with the Drug-Free Workplace Act, and to protect safety of all employees, staff may not possess, be under the influence of, or use any alcohol, intoxicant, or narcotic on the way to work, on the job, or on-site. Possession of alcohol or controlled substances (drugs, etc.) is strictly forbidden. Use of alcohol, controlled substances, or tobacco products (including smoking cigarettes) is strictly forbidden while on camp property or off camp property on camp business. If a Camp Swatara representative believes a staff member to be unable to perform the duties of their job in a safe and productive manner, or if their presence creates a risk to the safety and well-being of themselves, others, or camp, they will be suspended immediately. In addition, the manufacture, distribution, possession, or use of a controlled substance is prohibited. If campers are found to be involved in such an incident, the offender(s) will be turned over to the proper authorities for disposition of the case. Any employee must notify Camp Swatara if he or she is charged with a criminal drug offense within five days of being charged. Violations of this policy make staff members subject to discipline, up to and including termination.
4. **Facilities:** All staff members are responsible for the care of the camp’s buildings, grounds, and equipment. During their time off, staff members are entitled to use camp equipment, facilities, and supplies, provided it does not interfere with camp program. When a camp program is not in session, staff persons may request permission from the appropriate supervisor to use equipment, facilities, and supplies not being rented or in use by other groups. However, areas and equipment being used by user-groups are off limits. Staff should basically confine themselves to the staff housing and staff room areas. If it is necessary to get something from an area in use by another group, only one person should go to get it. Unauthorized use of camp gasoline, tools, equipment, facilities, or supplies is prohibited. All camp safety rules and operating procedures should be followed. Any supplies or equipment borrowed for use should be returned to where staff got them.

5. **Laundry Facilities:** Laundry facilities are available for staff in the East and West Areas on a first-come basis. Staff must provide their own detergent. Loads should be removed as soon as the cycle is completed to free the washer or dryer for other users. East Kitchen and North Lodge laundry facilities are for Food Service, Housekeeping, and Healthcare Providers only.
6. **Technology:** Advances in technology provide tools to manage work responsibilities, facilitate communication, and enjoy leisure and entertainment. However, technology can also create an addictive atmosphere of isolation and escapism. One aspect of outdoor ministry is to provide a place away from electronics in order to focus on community building and our spiritual lives. As we seek to wisely discern the use of technology, Camp Swatara has the following guidelines for technology use.
 - a. Camp phone lines are not available for personal use during business hours.
 - b. Staff may use the camp phone lines for personal calls during non-business hours or in emergencies. Calls should be limited in number and length in order to keep phone lines available for incoming calls or emergencies.
 - c. Cell phones must be kept out of sight and not used in the presence of campers, except when staff are doing camp business and are using their phones to communicate with camp or a phone is needed in an emergency. Year-round staff are exempt from these restrictions but should still limit their cell phone use in the presence of campers.
 - d. Use of the TVs, VCRs, DVDs, video games, personal computers, handheld devices, etc. should be done only in the staff room or staff housing. In order to focus on the Christian community at camp, use of such devices should be limited.
 - e. All media (music, video games, DVDs, movies, magazines, etc.) should reflect our Christian image with little or no violence, sexual content, profanity, or derogatory behavior.
 - f. Volumes should be kept low or headphones may be used to avoid disturbing other staff or camp guests. Headphones should NOT be used by staff on duty who are working around other persons so they are accessible and easily communicated with as part of the camp community.
 - g. Computers in the camp office are not for personal use. Permission to use these computers must be obtained from a year-round staff member.
 - h. To protect campers and staff, Camp Swatara asks staff to take certain precautions related to internet technology, due to its public presence.
 - i. Never identify a camper by name or associate a camper's photo with their name.
 - ii. Only post appropriate photos that cast a positive light on Camp Swatara, campers, and staff members.
 - iii. Staff should be aware that their personal information is accessible to camp guests, parents, and campers. Information posted, including thoughts and photos, should be monitored to ensure that it reflects positively on Camp Swatara.

- i. Never use a piece of technology (smart phone, etc.) to capture sensitive information (credit card numbers, check account numbers, etc.) in order to keep private information secure.
 - j. Radios (walkie-talkies) may be used by staff to communicate with each other on-site. Staff assigned a radio are responsible to keep it charged so it is ready to use and to have it with them when they are on duty. Communications should be kept short and professional, to maintain open air waves, knowing that many ears are listening, and fulfilling our responsibility toward confidential information.
7. **Confidentiality:** During the course of employment, staff may learn information about campers, other staff, or Camp Swatara that would be deemed confidential. Confidential information includes personal or medical information about a camper, guest, or staff person, as well as proprietary information regarding camp's operation that is not generally known or disclosed to the public. This information should be kept to yourself and only shared with others on a "need to know" basis. It is not appropriate to gossip or share this information unless someone "needs to know." Confidential information should not be discussed with persons outside of camp.
8. **Staff Housing and Staff Room:** Counseling staff are assigned to a living area with their campers which will vary from week to week. Non-counseling staff are assigned to staff housing or may live at home. Staff are not to enter the rooms of staff of the opposite sex. The staff room is provided to allow staff a place to get away from campers and relax. No campers are allowed in the staff room. Conditions in the staff housing and staff room must be maintained to ensure that staff who are off at different times can relax. This means that noise levels are to be controlled and staff should be considerate and respectful of the needs of others. Lights out and quiet after 11:00pm. Staff may keep snacks and drinks available for their own personal use and consume such things within the staff room or staff housing areas and not in the presence of campers. The drink machine is for staff only. In order to maintain the living areas and lounges in orderly and good condition, persons are expected to clean up after themselves. Walls and furniture are not to be disfigured in any way. Trash should be removed regularly, floors swept, items put in their proper place, and refrigerators and stoves regularly cleaned. Please turn off lights not in use. It is the responsibility of staff living in and using these spaces to keep them clean and orderly, even though Housekeeping staff may assist in this process. Report maintenance or housekeeping needs to the appropriate supervisor.
9. **Dress:** Society stresses the outward and the sensual. As Christians, we recognize such emphasis to be in conflict with Biblical guidelines (1 Peter 3:3-4). To help us display our new inner self, which Christ has created in us, we ask that you will dress and behave in a manner appropriate to our business environment and the work you are performing. The key guideline is this: Dress and behave in a way that always reflects well on Camp Swatara. This is important so that all employees, at all times, make a good impression on guests and prospective guests. At no time will employees wear clothing or groom themselves in such a way that they appear dirty, ragged, or sexually provocative. And at no time will employees wear clothing that is imprinted with illustrations or messages that are insulting or demeaning to co-workers and/or guests, or which are not reflective of a Christian lifestyle.

10. **Personal Sports Equipment:** Personal sports equipment may be brought to camp, but items should be properly supervised and stored in facilities or personal vehicles when not in use.
11. **Animals:** No pets are allowed in the resident/retreat camp areas. Dogs on leashes are permitted in the Family Camping Center area only. Animals may be brought to camp to be used for educational purposes with permission from the Administrator.
12. **Weapons:** Staff are prohibited from possessing the following special risk items, unless they have requested and received specific written permission from the camp Administrator:
 - a. Firearms and ammunition.
 - b. Gasoline, kerosene, explosives, or flammable materials.
 - c. Hand or power tools.
 - d. Fireworks, firecrackers, sparklers, and noise makers.
13. **Vehicles:** Personal vehicles are to be parked in the designated staff parking area. Their use should be limited during camp sessions, especially after lights out. (See "Transportation Plan" for more information.)
14. **Visitors:** Visitors during camp program periods are discouraged. In special situations permission may be obtained from the Administrator for day or overnight guests. For safety reasons, all visitors are to check-in at the office. Single, full-time staff members living on-site may not have overnight visitors of the opposite sex in camp-provided housing unless they are immediate family members.
15. **Tips/Gratuities:** Under no circumstances may gratuities (money or expensive gifts) be accepted by any staff member. Camp Swatara prohibits employees from accepting gifts or favors of any kind other than inexpensive promotional items from individuals or organizations who do business with, or may wish to do business with, the camp. Accepting gifts, gratuities, or favors of this nature creates a possible conflict of interest and may result in unethical business practices. This policy protects staff and Camp Swatara. Failure to adhere to this policy may result in discipline.

PERSONAL CONDUCT:

1. **Image:** Camp Swatara is respected for its quality program, facilities, and leadership. All staff, whether full time, part time, or volunteer, are expected to conduct themselves in a manner which reflects the Christian values and standards upheld by the camp. Staff shall agree that while in the employ of Camp Swatara, he/she will adjust his/her personal habits and actions to the customs, policies, and ideas of the camp. Any person accepting a position as a staff member or volunteer is committing himself/herself to a position of great responsibility to the campers, parents, peers, user groups, the Camp Swatara Board of Trustees, the Atlantic Northeast District of the Church of the Brethren, and the general public.
2. **Community Relations:** Staff are asked to be sensitive to the people in the communities near the camp. Each staff member represents the camp in his or her dealings with members of the local communities, as well as behavior off-camp.
3. **Profanity:** Profanity is incompatible with the purpose and philosophy of the camp and will not be tolerated.
4. **Relationships:** The main function of all staff members is to serve the campers and guests, making certain that they have a safe, secure, and satisfying experience at camp. To this

end, staff should not allow friendships with other staff to interfere with their job. As well, there is probably no area where the staff is more on display than in their relations between staff persons. As role models for impressionable children and youth, including CITs, it is imperative that staff maintain the highest standard in their actions between staff members. Sexual contact with staff members, friends, or campers is not permitted. Actions displaying friendship shall be in good taste and in no way offensive to others. Staff are expected to maintain good judgment and professionalism in their involvement with campers. Under no circumstances should staff allow themselves inappropriate or questionable contact with a camper. Corporal punishment is not allowed. (See “Camper Supervision, Behavior Management, and Discipline Policy” for more information.)

5. **Harassment:** Camp Swatara is committed to a work environment in which relationships are characterized by dignity, courtesy, respect, and equitable treatment. We recognize a person’s right to freedom from discrimination which includes the opportunity to work and play in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate and intolerable to the harmonious relationships necessary for the operations of the camp ministry. Harassment has the potential to create an intimidating, hostile, or offensive work environment and may unreasonably interfere with an individual’s work performance, which could adversely affect an individual’s employment opportunity. Harassment includes all unwelcome advances, written or verbal innuendos, threats, insults, or disparaging remarks concerning a person’s gender, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability, or religious beliefs that are offensive to a person associated with the camp program.
6. **Sexual Harassment:** In addition to the above, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of employment, submission to, or rejection of, such conduct is the basis for or a factor in any employment decision affecting the individual, and when the purpose or effect of such conduct creates an intimidating, hostile, or offensive working environment. Camp Swatara also prohibits sexually offensive comments, jokes, innuendoes, sexually oriented statements, or the posting of sexually oriented pictures, photos, or illustrations.
7. **Dealing with Harassment:** Any person who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of their immediate supervisor or the Administrator. Any individual who is found to have harassed another individual will be subject to disciplinary action. Persons that have been exposed to harassment are encouraged to report the harassment to an appropriate supervisor. Supervisors who become aware of unlawful harassment or inappropriate behavior must report the incident to the Administrator. The “Grievance/Problem Resolution Procedure” will be followed for dealing with the compliant/report.

CAMP SWATARA SUMMER/SEASONAL STAFF PERSONNEL POLICIES ACKNOWLEDGMENT:

I acknowledge receipt of the “Camp Swatara Summer/Seasonal Staff Personnel Policies” and understand that this document supersedes all prior documents related to personnel policies, except the full “Employee Handbook” available in the camp office.

I have read and understand the camp personnel policies.

I also understand and agree that my employment is at-will, which means I have the right to terminate my employment at any time and for any reason and the camp has the same right.

I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers, staff, and guests.

I shall conduct myself in an exemplary manner, recognizing that I am a role model for campers and guests. By my behavior, I will always try to demonstrate high moral and ethical values. I recognize that my conduct when I am away from the camp property also reflects on the camp.

I shall always seek to be truthful, honest, and fair in my communication and interaction with campers and staff.

Employee Signature _____

Date _____