

TATE'S DAY CAMP PERSONNEL POLICIES 2013 – DRAFT (to be finalized May 2013)

1. Time off: All staff members, except directors, may have up to **one week of non-paid vacation time to be taken during consecutive days**. Vacation must be requested in writing by May 1, 2013. Those not requesting vacations by the May 1 deadline should expect to work all ten weeks that the camp is open. (Anyone hired after May 1 will be given an opportunity to register for vacation). If a staff member's vacation falls on the day of a campout, he/she will not be expected to attend. Staff are expected to work all campouts and any camp special events unless that is the staff person's scheduled week of vacation. Staff may not take a vacation on the last week of camp, unless arrangements have been made in writing with the camp director, prior to accepting employment. This is because we lose most of our certified school teachers during the last week of camp.
2. Orientation and Training are required for everyone unless specific arrangements are made in writing with the camp director prior to accepting employment. **Staff are not paid hourly for training**, however, staff attending all of orientation and training will receive \$50.00 payable at the end of the summer (must fulfill camp contract).
3. Sick policy: If any staff member is absent (as in calls in sick) they need to speak with a director. In some instances the staff member must obtain a doctor's note documenting the illness. After two absences, a meeting will be called with the Camp Director and Program Director to discuss eliminating the cause of the absences or possible termination of employment.
4. Due to the safety of campers, punctuality is vitally important! You are responsible to provide your own reliable transportation to and from camp and be prepared to begin before your designated shift. We expect everyone to be in his or her assigned position and ready to go when the designated shift begins. Please take care of activity preparations, clocking in, and picking up mail from your staff mailbox before your shift and camper-related duties begin.
5. Staff Team Meetings: All staff members must attend weekly staff meetings, which will be held during the summer on Thursdays from 6:30 PM until 8:00 PM. You are *not* expected to be at a meeting during your week of vacation but you must attend all other scheduled meetings. **Staff are not paid hourly for staff meetings** and a \$50 bonus will be paid at the end of the summer for staff meeting time.
6. No personal phone calls are to be made during shifts. (See use of phone in the Staff Handbook)
7. All staff members are expected to refrain from gossiping and encouraged to consult with a director if a problem arises. Excessive gossip may lead to termination of employment.
8. No staff members shall leave the campgrounds during their shift without obtaining permission from a director.
9. **Dress code:** the following items should be worn daily as part of the Tate's Day Camp staff uniform: khaki shorts, staff T-shirt, tennis shoes or hiking boots (closed-toe shoes), socks, staff nametag. Other appropriate optional items include: a sweatshirt or wind breaker on chilly mornings, ponchos, one piece bathing suits for females/ tasteful swim trunks for males, hats and sunglasses. (Staff should wear appropriate length, hemmed khaki shorts, not long pants or cut-offs.)
10. Standards of Conduct: The following conduct is prohibited and may lead to immediate termination.
 - a. Harming a child or fellow staff member including but not limited to corporal punishment, sexual harassment, violence, or child physical, emotional, or sexual abuse.
 - b. Drinking, taking, or possessing alcohol or illegal drugs at camp or coming to work with a hangover. There is No Smoking at camp.
 - c. Illegal activity including but not limited to underage drinking, underage smoking, illegal drug use, or contributing to underage drinking, smoking, or drug use.
 - d. Cursing, threatening, intimidating or gossiping about a child, parent or fellow staff member.
 - e. Fighting.
 - f. Behaving in a reckless manner.
 - g. Falsification of employee records, employment information, or other camp documentation.
 - h. Unsatisfactory job performance or poor attitude.
 - i. Removing or borrowing camp property without prior permission.
 - j. Abuse of camp property.
 - k. Engaging in criminal conduct whether or not related to job performance.

- l. Insubordination, including but not limited to failure or refusal to carry out the instructions of a supervisor or director.
- m. Posting inappropriate personal information, blogs, messages, and/or photos in public places including online areas such as MySpace and Facebook are prohibited. Personal websites are allowed as long as they do not detract from your image as a positive role model for children.

Other types of conduct injurious to security, personal safety, employee welfare and the camp's operation may also be prohibited and may lead to termination.

11. Maintaining your health is required. We ask that staff members get adequate sleep, eat properly, and stay physically fit. Working with children in a camp setting is extremely demanding, and our campers deserve you at your best.
12. Tate's Day Camp is not responsible for any medical bills incurred due to an accident at camp; however, Tate's Day Camp does provide workman's compensation if necessary.
13. All staff members must have a written health history on file. This "history" is an annually updated record of one's past and present health status that is completed by the individual or by the parent/guardian if the staff member is a minor.
14. Each staff member must register attendance through our time clocks before his/ her shift begins and after his/ her shift ends. No staff member may clock-in another staff member, whether for convenience or misrepresentation of arrival time. Those violating this policy may be subject to immediate termination.
15. Staff will be paid every two weeks according to the payroll dates published in the Staff Handbook. If a camp check is lost and must be reissued, the staff member must pay any bank service fees and/or charges. Staff are only paid for their scheduled shifts unless they are asked to come in early or stay late by a director. (i.e. you may not accumulate extra hours by clocking in early or clocking out late without director approval.)
16. Body Piercing: Females may wear up to two small earrings in each lower ear lobe. For safety, no dangling earrings including hoops. No other visible body piercing is allowed including tongue rings, nose, eyebrow, etc. Males may not display any visible type of body piercing. Inappropriate tattoos (including but not limited to references of death, drugs, sex, or violence) may not be displayed at camp.
17. Hairstyles: All hair must be kept neatly groomed, clean and out of the staff member's face. Males should keep hair trimmed above the collar and shave each day. Males with facial hair must keep mustaches and/or beards neatly trimmed.
18. Confidentiality: Each employee is responsible for safeguarding confidential information obtained in connection with his/her employment. In the course of your work, you may have access to confidential information regarding the campers, camp, or other employees. It is your responsibility to in no way reveal or divulge any such information unless it is necessary for you to do so in the performance of your duties. Access to confidential information should be on a need to know basis and must be authorized by the director.
19. Staff should not bring personal equipment from home unless checking with a director first. (i.e. Water balloon rocket launchers, sports equipment, etc.) Tate's Day Camp is not responsible for the loss, theft, or damage of such items. Pets and weapons are not allowed at camp.
20. Staff members are expected to work all overnight campouts unless one of these campouts falls within the staff person's scheduled vacation week, or unless a director schedules them "off" due to campout enrollment. **Staff are not paid hourly for campouts** and will receive \$30 for working the campout.
21. All staff members must pass a drug test. After the initial test, random tests will be conducted throughout the summer.
22. As outlined by the Fair Labor Standards Act Section 13 (a) (3), Tate's Day Camp, being a seasonal recreational establishment and "not operating for more than seven months in any calendar year" is exempt from minimum wage and overtime requirements.
23. Tate's Day Camp is an Equal Opportunity Employer in accordance with federal laws.