



Personnel Policies

GENERAL EQUAL EMPLOYMENT OPPORTUNITIES:

Brethren Woods provides equal employment and volunteer opportunities to staff and applicants without regard to race, color, religion, national origin, gender, age, disability, or veteran status – except when religion, age, or gender are bona fide occupational requirements.

BENEFITS:

1. **Salary (paid staff only):** The wage agreement is based on a weekly rate. Seasonal staff are paid at the end of each month. Year-round staff are paid on the fifteenth and the end of each month. Social security, federal and state taxes will be deducted.
2. **Room and Board:** All staff receive room and meals while at camp when camp is in session. Staff who are staying over the weekend because they are serving at the camp the next session will receive room, however, meals will be the responsibility of the staff person. Leftover food from the previous week may be available, however, staff staying the weekend must designate one person to inform the Kitchen Manager and make plans before Friday lunch to take the leftover food to the staff lounge or staff housing.
3. **Insurance:** Staff members are expected to carry individual health and accident insurance. Supplemental health and accident insurance is carried on all summer staff persons but the plan will cover the staff person only to the extent of the policy. Physical and emotional limitations that may prevent staff members from fully sharing in camp activities should be disclosed on their application. Pre-existing conditions are excluded from coverage. Workman's compensation is carried on all staff persons. 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.
4. **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 health history and examination form.
5. **Parent Volunteer Discount:** Parents who volunteer for a full week of camp are entitled to receive a 50% discount off of the camper fees for up to two of their children per parent per week.

TIME OFF, ABSENCES, AND LEAVES OF ABSENCE:

1. **Time Off:** Each week, during the designated work period of Sunday through Friday, the staff involved in leadership will receive at least one activity block off each day at the Program Director's discretion. Aside from these breaks, staff members are on duty from Sunday afternoon staff meeting until the end of staff meeting on Friday evening. Each staff member has at least 24 hours free of duties each week. 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.
2. **Leaving Camp:** During the designated work period of Sunday through Friday, staff member's responsibilities usually prevent leaving camp. Should an urgent need develop, the Director or Program Director 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 Director. 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 the Director and granted on a case-by-case basis at the convenience of the camp program.

PERFORMANCE EVALUATION PROCESSES:

1. **Staff Observation and Evaluation:** 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, but one does not have to wait for a scheduled meeting to seek advice or counsel.
 - a. All staff members will meet individually with the Director, Program Director, Assistant Program Director, or Head Counselor on a weekly basis to evaluate the week, the camp program, and their personal contribution and performance. Staff members complete a written evaluation to be turned in at this meeting and reviewed with their supervisor.
 - b. Supervisors will complete a staff observation and evaluation at least twice during the summer camp program. The first will be within the first two weeks of camp and the second prior to the last week of camp. These evaluations will be reviewed with the staff member in a weekly meeting. Both the supervisor and staff member will sign the evaluation and it will be filed in the staff member's personnel file.
 - c. The Assistant Program Director and Head Counselor will complete written end of summer evaluations for each of the staff they supervise. These evaluations will be filed in the staff member's personnel file as part of their permanent record.
2. **Grievance Procedure:** Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members, the following procedure should be followed.

- a. Grievance should be verbalized to immediate supervisor.
 - b. If unsatisfactory attention is given to the grievance, it should be verbalized to the Director.
 - c. If redress continues to be inadequate, the grievance should be expressed in written form to the Director to verify communication.
 - d. If response to the written grievance fails to be adequate, the staff person shall request in writing that the written grievance be forwarded to the Shenandoah District Leadership Team. The Director shall forward that written grievance within a week and the Leadership Team shall address it within three weeks of receiving the notice.
 - e. The staff person shall be bound by the decisions of the Leadership Team.
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. 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.
 - 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. **Staff Participation in All-Camp and Small Group Activities:** Staff members are expected to participate in all-camp activities including Morning Watch, meals, singing, evening activities, and Vespers. These are not opportunities for time off or other pursuits, unless permission is given by the Program Director. Attending activities of other small groups is by invitation of the counselors or the Program 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.
2. **Alcohol/Tobacco/Controlled Substances:** 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 campers are found to be involved in such an incident, the offender will be turned over to the proper authorities for disposition of the case.
3. **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 a year-round staff

member 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 lounge 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.

4. **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, Brethren Woods has the following guidelines for technology use.
 - a. Camp phone lines are not available for personal use during business hours.
 - b. Staff needing to make long distance phone calls from camp must use a calling card or credit card to cover the charges.
 - c. Cell phones must be kept and used in the staff lounge or staff housing areas and not in the presence of campers, except when staff are off-camp on camp business and are using their phones to communicate with camp or respond in an emergency. Year-round staff are exempt from these restrictions but should still limit their cell phone use in the presence of campers. Cell Phones are not to be used as your personal alarm clock or your personal watch.
 - d. Use of the camp television, VCRs, DVDs, video games, or personal computers is not permitted while camp is in session, except for camp business.
 - 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 and headphones may be used.
 - 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, Head Counselor, or Assistant Program Director.
 - h. A computer with internet access is available in the staff lounge for checking email, Facebook, and other communications. Staff should limit their use of this computer and share access with other staff.
 - i. Radios (walkie-talkies) are used by staff to communicate with each other on-site while camp is in session. 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.
5. **Staff Housing and Staff Lounge:** 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 a camper living area. Staff are not to enter the rooms of staff of the opposite sex. The lounge is provided to allow staff a place to spend time away from campers and rejuvenate. Conditions in the staff housing and lounge 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 lounge area and not in the presence of campers. In order to maintain the living area and lounge 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 weekly, floors swept, items put in their proper place, and refrigerators and stoves cleaned weekly. Please turn off lights not in use. Report maintenance needs to the Director or Maintenance Director.

6. **Dress:** Society stresses the outward and the sensual. As Christians, we recognize such emphasis to be in conflict with Biblical guidelines (Romans 12:1-2). To help us display a transformed self, which Christ has created in us, the following dress code is in effect at Brethren Woods. Staff members are expected to maintain an acceptable appearance at all times in accord with these guidelines and to set a good example and enforce this dress code with campers and other participants.
 - a. Clothing with symbols and/or words which are dishonorable may not be worn.
 - b. Pants, shorts, skirts, and dresses must have a decent fit and appropriate leg length (mid-thigh). Mini-skirts are not allowed.
 - c. Proper undergarments must be worn and not be visible.
 - d. Halter tops and tops with spaghetti straps are not allowed. Tank tops should have a modest fit and wide straps (3" is a good guideline). Shirts with arm holes cut out below the armpit are not allowed.
 - e. Tops shall be waist length or longer. Mid-sections should not be visible.
 - f. Men are required to wear shirts except when at the pool and in their living areas (cabin/hogan).
 - g. Swimwear must be appropriate and is to be worn only at the pool or when traveling to or from your living area to change. For females, this means a one-piece or a two-piece tankini that meets in the middle. For males, this means swimming trunks. Appropriate cover-up should be worn when traveling.
 - h. For safety purposes, proper footwear is required in all areas of camp. This means close-toed tennis shoes, hiking boots, etc. Sport sandals, with secure webbing and a heel strap, may be worn around camp and for aquatic activities such as canoeing or tubing. Closed toed shoes are required for hiking, challenge course experiences, and running activities (ie field games).
7. **Animals:** Please leave all pets at home. Animals may be brought to camp to be used for educational purposes with permission from the Director or Program Director.
8. **Vehicles:** Personal vehicles are to be parked in the designated staff parking area. Their use is limited to weekends or emergencies only. (See "Transportation Policies and Procedures" for more information.)
9. **Visitors:** Visitors during camp program periods is discouraged. In special situations permission may be obtained from the Director or Program Director.
10. **Tips/Gratuities:** Under no circumstances may gratuities (money or expensive gifts) be accepted by any staff member.

PERSONAL CONDUCT:

1. **Image:** Brethren Woods is respected for its quality program and leadership. All staff, whether full time, part time, or volunteer, are expected to conduct themselves in a manner which reflects the values and standards upheld by 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 Shenandoah 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, making certain that campers 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 male and female staff persons. As role models for impressionable children and youth, including Junior Staff, it is imperative that staff maintain the highest standard in their actions between the sexes. 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 "Affidavit Regarding Staff Conduct and Camper-Staff Contact" and "Behavior Management and Discipline Policy" for more information.)
5. **Harassment:** Brethren Woods 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 program. 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 and/or submission to, or rejection of, such conduct is the basis for or a factor in any employment decision affecting the individual.
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 Director. 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 Director.

ACKNOWLEDGMENT:

I acknowledge receipt of the Brethren Woods Personnel Policies and understand that this document supersedes all prior documents related to personnel policies.

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. By my behavior, I will always try to demonstrate high moral 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 _____

Employee Printed Name _____