

APPENDIX A

CATEGORY III: FULL-TIME, SEASONAL

(Personnel policies for summer staff of Camp Mount Luther Corporation)

These policies have been developed in an effort to give summer staff an understanding of their employment with Camp Mount Luther. A signed staff employment letter indicates that the employee agrees to abide by the policies are written here. In return, the camp agrees to meet its commitment to these policies. A staff person, once he/she has signed the agreement, is trusted to live up to the agreement that he or she has made. These policies help shape the overall camp atmosphere. We believe all staff are called to offer each camper a meaningful and positive Christian growth experience. This may often mean sacrificing one's personal wishes for the needs of our campers.

I. Salary and Benefits

1. Staff members will be paid in accordance with their staff agreement in three equal payments according to the following schedule:
 - End of training
 - End of week #4
 - End of camping season
2. The final payment of salary will be made after all outstanding debts for the store, crafts, etc. have been settled.
3. Each staff member will be covered by Social Security, Workman's Compensation and Supplemental Health and Accident Insurance. Any accident or personal illness is to be reported within 24 hours to the Executive Director for proper notification of the Workman's Compensation insurer. Staff are responsible for purchasing their own medical prescriptions for illnesses during employment.
4. Payroll deductions will be made each pay period for Social Security, Federal Withholding Tax and all local taxes, (ex.: occupational tax) according to schedules established by the taxing agencies.
5. Each staff member will be provided room and board while living in camp, for the duration of the staff agreement period.
6. Each staff member will receive one camp T-shirt which shall be worn during registration time.
7. In case of early departure because of resignation, dismissal, fire, epidemic, or other acts of God, each staff member will be paid in accordance with the number of days worked.
8. The acceptance of tips or gratuities by any staff member is strictly prohibited.
9. All staff are expected to participate in the pre-camp training as scheduled unless prior arrangement is made.

II. Promotion and Rehiring

While staff members previously hired or presently employed shall be considered first for promotions and filling vacancies, promotion and rehiring will be based on job performance evaluations and the capacity to fill the vacant position. Persons wishing to return for a second, third, etc. summer in the same position will receive salary increases within payment guidelines, in recognition of their skill and experience.

III. Termination of the Staff Agreement

1. The Camp Mount Luther Corporation reserves the right to cancel staff agreements by May 31, if low registration makes it necessary to reduce staff personnel.
2. Failure to follow the Personnel Policies of the Camp Mount Luther Corporation as stated herein may lead to the termination of the staff agreement.
3. Unsatisfactory job performance may lead to the termination of the staff agreement.
4. The use of alcohol or illegal drugs in camp at any time is grounds for immediate dismissal. Presence on camp grounds while under the influence of drugs or alcohol is ground for immediate dismissal. Theft is also grounds for immediate dismissal.
5. In the case of gross misconduct, the intentional harming of campers, or staff as a result of physical, verbal, or sexual abuse, said action is grounds for immediate dismissal.

When the guilt of an accused person is in doubt, the employee may be suspended with pay until a final determination has been made.

6. When behavior is inappropriate, or job performance is unsatisfactory, the following procedure will normally be followed in an effort to correct the situation:
 - A. Discussion and resolution of the problem by supervisor and employee.
 - B. If the problem is unresolved, or persists, a written warning will be issued by the supervisor.
 - C. If the inappropriate behavior or poor job performance continues, the case will be reviewed by the Executive Director with the employee and the supervisor.
 - D. If there is not resolution of the problem, the employee may be terminated.
7. Actions by a staff member which jeopardize the physical or emotional safety or health of campers and/or staff are grounds for immediate dismissal.

IV. Dismissal

1. Dismissal notices will be issued by the Executive Director in writing with the reasons for dismissal clearly stated.
2. Although the Camp Mount Luther Corporation reserves the right of immediate dismissal, a notice of seven (7) days will normally be given to employees.
3. Appeal of dismissal may be made with the Personnel Committee of the Corporation within seven (7) days of the notice of dismissal. The decision of the Personnel Committee is final.

V. Resignation

Employees shall give a minimum of seven (7) days notice of intent to resign.

VI. Sick/Emergency/Personal Leave

Five days of sick/emergency/personal leave with pay will be provided for all staff hired for the full summer camping season. Illness which extends beyond five days may result in termination of the staff agreement. In the event of death in the family of the employee, illness in the family, or urgent business, leave will be granted in relation to the individual circumstances at the discretion of the Executive Director for the Camp Mount Luther Corporation. Staff are asked to file a request form if they wish to take specific days off during the course of the summer. Such time will be granted only if it is possible for the camp to manage its programs effectively without the presence of the staff member. If more than five days are taken for leave in the full summer camping season, compensation will be prorated for the time actually worked.

VII. Health Examination

The employee shall be responsible for presenting a physician's statement giving evidence of good health and freedom from defects which would interfere with adequate performance of the particular job. Camp health forms are to be completed and presented to the camp nurse upon arrival at Camp Mount Luther. The Camp reserves the right to require at any time during employment, a physical examination by the camp's physician at camp expense, if there is any question concerning the physical well being of any employee. Camp Mount Luther Corporation reserves the right to randomly obtain blood and/or urine analyses from any or all employees.

VIII. Act 151 Clearance (Child Abuse) and State Police Criminal Background Check

The employee shall be responsible for presenting a copy of the Act 151 Clearance and their Pennsylvania State Police Criminal Background Check.

IX. Health Benefits

No health benefits will be given to summer employees, except if injured on the job. In that case, camp insurance will pay any expenses incurred because of the accident. If Camp employees become ill during the week, the camp will transport to the doctor, but will not pay for the expense.

X. Conduct

Employees agree that while in the employ of the Camp Mount Luther Corporation, he/she will conduct himself/herself in accordance with Christian principles at all times. Staff are expected to conduct themselves in a professional manner that is above reproach. Their actions, attitude and dress- good or bad- reflect upon the purpose of our camping program. Significant barriers to goodwill develop when staff exhibit behaviors in local communities which suggest they are not mature, responsible citizens. In addition, staff must understand that with campers (both current and former) they are always seen as a representative of Camp Mount Luther and what is done in the presence of campers away from camp

reflects on what camp is all about. The abuse of alcohol or controlled substances during off times is grounds for dismissal.

XI. Staff and Camper Relationships

Staff are expected to conduct themselves in a way that respects the dignity, personal worth and rights of others. Open display of affection and/or discussion about staff courtships in the presence of campers must be kept in good taste. Attention to one's campers is always more important than designing your camp day around a "significant other." In some respects, mature courtships between staff conducted in a positive and open manner provide campers with a model for behavior markedly different than what might be seen on television or implied through our society in which young people live.

Staff/camper courtships are strictly prohibited and could result in immediate dismissal. They are contrary to camp policies and break the trust that parents place in Camp Mount Luther for proper care of their children. It is the obligation of all staff members to report to the camp administration if they notice any problems with staff/camper courtships. Relationships with Counselors in Training (CITs) or Camp Interns are also strictly prohibited.

XII. Policy on Discriminatory Behavior

It is the policy of Camp Mount Luther to maintain a work environment free of all forms of discriminatory behavior, including all forms of harassment directed toward individuals because of race, color, age, religion, sex, national origin, veteran status, handicap/disability, sexual orientation or status in any other group protected by federal/state/local law. Therefore, the use of disparaging terms, derogatory remarks, and displays of insensitive treatment, directly or indirectly related to individuals because of race, color, age, religion, sex, national origin, veteran status, handicap/disability, sexual orientation or status in any other group protected by federal/state/local law will not be tolerated. This policy pertains to every aspect of an individual's work relationship with the camp, including recruitment, selection, compensation, benefits, training and development, continuing education, social and recreational programs, promotion, transfer, demotion, relocation, corrective action, termination, and all other terms and conditions of employment. When any camp employee commits acts of discrimination, it seriously dilutes efforts in the area of mission response.

A. SEXUAL HARRASSMENT: It is the policy of Camp Mount Luther to maintain a work place free of any form of sexual harassment or sexual intimidation. Any form of sexual harassment within the work place is unacceptable behavior and is subject to appropriate disciplinary action. Sexual harassment includes, but is not limited to: unwelcome and unsolicited sexual advances, requests for sexual behaviors, discriminatory tormenting based on gender and other undesired verbal, visual, or physical conduct of a sexual nature. In particular, sexual harassment occurs if there is:

- a. submission to any kind of sexual harassment as an explicit or implicit term or condition of employment;
- b. submission to, or rejection of, sexually harassing behavior is used as a basis for employment or other personnel decisions affecting the recipient the behavior;
- c. purpose or effect of unreasonable interfering with the recipient's work performance or creating an intimidating, hostile, or offensive work environment.

An employee who believes there has been a violation of this Sexual Harassment Policy has the right and responsibility to report the perceived violation as soon as possible, either to their supervisor or the Executive Director. If the matter can not be resolved between the parties involved, the Executive Director and the supervisor will investigate all allegations promptly, objectively, and confidentially. A complainant has the right to invite a colleague to be present at proceedings regarding the complaint. If the complaint is against the Executive Director, reporting should be done to the President of the Board of Directors of Camp Mount Luther and investigation shall be made by the Executive Committee of the Board of Directors.

This organization will take no adverse action against an employee who, in good faith, complains of sexual harassment, and will, to the extent possible, protect such employee against reprisal from other employees. Disciplinary action, including dismissal, when appropriate, will be taken where it is determined that sexual harassment did occur, or where a supervisor has failed to report violations of this policy or employee complaints of sexual harassment to the Executive Director.

Camp Mount Luther recognizes that the question of whether a particular action or course of conduct constitutes sexual harassment requires a factual determination. This organization recognizes also that false accusations of sexual harassment can cause serious harm to innocent persons. Therefore, a thorough investigation will be conducted in each case. Malicious accusations will be subject to appropriate sanctions.

If the complainant is not satisfied with the investigation made and/or action taken by the Executive Director and the supervisor, the complainant can make an appeal to the Executive Committee of the Board of Directors of Camp Mount Luther. Their decision will be final.

- B. **IMPLIED SEXUAL HARASSMENT:** Staff members should realize that their actions and decisions can contribute to attitudes that may inadvertently contribute to physical or sexual harassment. The following guidelines help define situations that may lead to campers feeling uncomfortable:
- i. Shirt slogans should neither imply chauvinistic attitudes nor joke nor make fun of sexual acts or processes.
 - ii. Skinny-dipping by staff or camper groups is not allowed. Many children and junior high youth are not comfortable with walking around with wrapped towels between cabins and bathrooms. Use wisdom in understanding the physical and emotional characteristics of the age group of our campers. They are not college students!
 - iii. "Dressing in drag" or joking about transvestites, homosexuals, or bisexuals will not be tolerated.
 - iv. Staff should be very aware of the lack of confidence many children have over their bodies. Teasing, pretending to enter a cabin when children are changing, even commenting on a person's wet hair, can have chilling effects on a child's self esteem. In general, old camp jokes and events such as "panty raids" or hanging underwear on the flagpole can portray a typical obsession with sexuality and should be avoided.
 - v. Staff members should also refrain from snapping bras, telling dirty jokes, making comments about the physical characteristics of the opposite sex, or creating situations which campers feel are "wrong" or "bad."
- C. **VERBAL ABUSE:** Staff shall refrain from all forms of verbal abuse, including name calling, spreading of rumors, threats, cursing, inappropriate silent treatment, destructive criticism, sarcasm, mean spirited "put downs," and bullying and intimidating language.
- D. **PHYSICAL ABUSE:** Staff shall refrain from all forms of physical abuse, including fighting, physical intimidation, extreme rough play, and physical punishment of any kind.
- E. **SEXUAL ABUSE:** Staff shall refrain from sexual abuse, including inappropriate displays of affection in public, sexual advances that are unwelcome and personally offensive, pedaphilla, sexual harassment, unnecessary touching, pinching or pulling, sexist remarks about a person's body or clothing, sexually degrading words to describe a person, judging a person by looks or body instead of ability, displaying sexually suggestive pictures or objects, or repeated propositions or explicit demands for sexual activity.

XIII. Time Off

Employees will be free from camp duties from Saturday morning at 6:00 a.m. until Sunday afternoon at 2:00 p.m. During this time, employees may remain in camp. The Camp Mount Luther Corporation will not assume responsibility for meals during this period.

XIV. Staff Use of Camp Facilities and Equipment

The resources of the camp are available to staff during free time, but only as long as its use does not interfere with the camp programs and is in keeping with the camp practices.

XV. Staff Room

The camp will provide a designated area and time for counselors' retreat and recreation. Campers shall not be allowed in these areas at stated times. The staff is responsible for the cleanliness and tidiness of this area.

XVI. Kitchen

The kitchen is for authorized personnel. Permission to use any food from the kitchen must be obtained from the head cook

XVII. Camp Vehicles

For camp use only, these vehicles are to be driven by designated drivers.

XVIII. Laundry Facilities

Are available for staff use but staff provides own detergent. Campers use the facilities only in emergencies.

XIX. Telephone Calls

Staff may only make long distance calls with a credit card or call collect. In any other case, it must be cleared with the Executive Director. Cell phones may not be used during on-duty time.

XX. On Duty Time

All staff, with exception of kitchen staff, are to remain in camp, without leave during the entire camping season. Permission to leave camp must be directed to the Executive Director.

XXI. Quiet Time

All areas of the camp shall be quiet with lights out.

XXII. Curfew

Staff curfew is 12:00 midnight. Staff must be in their cabin by that time. It is expected that staff will be well rested. Failure to get proper rest will affect job performance and will result in an unfavorable job evaluation and possible discipline.

XXIII. Tobacco, Alcohol and Drug Free Environment

Mount Luther is a smoke free facility. Therefore no smoking is permitted on the property. Use or possession of tobacco by staff is not allowed.

No alcoholic beverages or illegal drugs are permitted on camp property. In addition, staff should refrain from discussing alcohol or drug with or near campers, beyond a purely education level, especially with older campers. Telling “party stories” that glorify alcohol or drug use can break the trust that parents place in Camp Mount Luther for proper care of their children, even if the staff person is of a legal drinking age.

XXIV. Visitors

Staff may have visitors in camp so long as their presence does not interfere with the employee’s work responsibilities or camp program. Permission to attend meals and to remain overnight must be received by the Executive Director. The visitor shall reimburse the camp for room and board. The staff member is responsible for seeing to it that his/her visitor complies with Corporation policies.

XXV. Performance Evaluation

The performance of staff will be evaluated in the manner:

1. Verbal evaluation during Weeks 1 or 2
2. A written evaluation at the end of Week 4
3. A written evaluation at the end of the summer

XXVI. Miscellaneous

1. Cars are to be parked in designated areas. Normally, they are to remain parked throughout the week and not be used to travel from one area of the camp to another. Campers are not to be transported in staff owned cars.
2. The Camp Mount Luther Corporation does not assume responsibility for damage to or theft of personal property of staff members. Staff shall respect the rights, privacy and property of the camp, other campers and staff.
3. Radios are for the exclusive use of the staff. Stereos and portable TVs are prohibited.
4. During weeks of low registration, staff will be assigned to work in other areas (i.e., maintenance, kitchen) without reduction of pay or may be furloughed without pay.
5. Staff under 18 years of age must inform the Executive Director of their plans for the weekend. The camp reserves the right to inform and seek approval for weekend plans of staff under 18 years of age.
6. Appearance – Personal appearance reflects upon the camping ministries’ standards and is highly indicative of the pride and interest you have in the camp program. Staff is expected to be neat, clean, practicing good personal hygiene at all times. Staff is expected to avoid extreme dress styles, extreme use of jewelry, cosmetics, and perfume. Hair is expected to be neat, clean, and well groomed. Long hair shall be worn in such a fashion as to look neat and not interfere with work. The Corporation reserves the right to ask employees to change clothing when it is deemed that dress is inappropriate for a church camp program.
7. Gambling, lottery, or any other game of chance on camp premises is prohibited.
8. No purchases or expenditures are to be made in the name of Camp Mount Luther without proper authorization. Persons making unauthorized purchases will be held responsible for them.
9. The staff of Camp Mount Luther may not redirect, reframe or in any other way reproduce materials produced by Camp Mount Luther in any media, digital or hard copy, without the expressed written permission of the Executive Director. Violation of this policy will result in immediate dismissal.
10. Staff shall refrain from co-ed sleeping arrangements on camp property. The exception to this is during camper overnights and for married couples.
11. Staff shall agree to abide by all local, state and federal laws.
12. Staff shall demonstrate a spirit of cooperation with other staff and campers and are expected to be with and supervise their camper groups at all times.