

Personnel Policies HR-8

General

- Personal commitment to Jesus Christ is the primary prerequisite.
- In compliance with applicable federal laws, Camp Cedarbrook provides equal opportunities to applicants without regard to race, color, sex, national origin, age, disability, or veteran status.
- Each staff member shall receive and sign the staff agreement, statement of faith, and personnel policies.
- Each staff member is to attend pre-camp training, unless excused by the Camp Director.
- Age specification for counseling positions are: minimum of 18 years of age or has completed one year of college or its equivalent, or is a CILT graduate.
- All staff must submit completed health card upon arrival at camp.
- The Director must approve any exceptions to these policies.

1. Personal Conduct:

- Each staff member will contribute to an atmosphere that provides opportunity for campers to come to know Jesus Christ.
- In order for camp to function smoothly, it is necessary for each staff member to recognize her/his specific area of responsibility and operate within the job description and the established lines of communication.
- Recognizing the effect of tobacco, alcohol, and narcotics on an individual, and realizing our responsibility to the churches and children we serve, use of and possession of these must be prohibited. Recognizing the individual differences in our culture, and realizing our responsibility to the churches and children we serve, we require all staff and campers to remove all body piercing jewelry, other than earrings, during camp. As much as possible, we ask that any tattoos be covered in respect to the variety of churches and children we serve.
- Each staff member must attend and be ON TIME to ALL staff meetings, including Bible study, prayer time, and one divisional meeting daily.
- Because of our doctrinal agreements with churches to proclaim the basics as stated in our Statement of Faith, we ask that all staff refrain from teaching or practicing speaking in tongues while at camp.
- The health and welfare of the campers is the responsibility of each and every staff member. Each staff member is expected to take every care to protect the privacy and person of each camper. Physical punishment or any sexual contact between staff and campers is inappropriate and will be grounds for dismissal. Cautions should be taken any time a staff member is alone with a camper (outside of the view of other staff members). This is for the protection of the camper and the staff member, as well as the camp.

2. Money and Medication:

- All money and medications must be turned in for safe keeping with the business manager or nurse. The Business Manager will keep your car keys. This is necessary in case a quick evacuation of camp is necessary. At the beginning of the week all staff must make a deposit in their tuck account in order to purchase from tuck shop. ALL TUCK ACCOUNTS MUST BE SETTLED AND HAVE A "ZERO" BALANCE WITH THE BUSINESS MANAGER BEFORE DEPARTURE FROM CAMP. Any exceptions to this must be approved by the Camp Director.

3. Gratuities:

- Camp policy prohibits staff from accepting gratuities.

4. Curfew:

- We ask that you go to bed at the same time as your campers the first night. The rest of the nights there will be time for visiting. One staff member should remain in the division at all times. All staff members are requested to be quiet after the campers' curfew. Staff are to observe the 11:15 pm curfew.

5. Free time:

- Volunteer staff who serve for multiple weeks of camp may request time off as needed up to 24 hours. Requests must be made two weeks prior to service.

6. Staff Party:

- At a time determined by the Director, all staff, unless excused, are asked to attend a staff party. This is a special time to mingle and get to know one another.

7. Personal Equipment:

- It is our preference that you do not bring personal sports equipment to camp. Any exceptions must be approved prior to camp arrival by the Director and Activity Coordinator. All high-risk equipment – archery, riflery, and aquatic equipment (this includes pocket knives, axes, lighters) – will be stored under lock and key and used only during regularly scheduled activities and only when a certified instructor is present. All other equipment is the personal responsibility of the staff member for safe use and storage. The camp will not be liable for loss or damage to personal equipment.
- Guitars or other musical instruments and such that your campers or you may bring may be kept in the staff lounge, if desired. Please make sure your campers understand this, as it applies to any personal belongings they may bring also.
- Use of camp equipment: All staff are required to check with the Activity Director before using equipment and facilities and to follow all rules for safety, use, and storage of equipment. Staff members are encouraged to make use of camp resources and facilities during time off when use of same does not interfere with regular camp program.
- Campers are not permitted to have radios, tape recorders, CD players, TVs, DVD players, gameboys, cell phones, pagers, or personal computers at camp. Staff may use personal tape or CD players or computers in the staff lounge. Counselors may receive special permission to use CD players for devotional purposes. Activity leaders may also receive special permission to use CD players for activities such as puppetry, music, or drama. Permission must be obtained from the Camp Director.

8. Pets:

- Campers and staff members may not bring pets to camp.

9. Sending Campers Home:

- It is the responsibility of the Director to decide when a camper should be sent home. Any questions regarding this should be directed to the Camp Director.

10. Telephone:

- The telephone may be used by staff if necessary. Call only from the pay phone located in the lobby of the Manor House. **CAMPERS ARE NOT ALLOWED TO USE THE PHONE UNDER ANY CIRCUMSTANCES.** They must receive permission from the Director. Campers are not allowed to receive calls except by permission of the Director.

11. Performance Evaluations:

- During the week, you will have opportunity to discuss your goals and progress with your supervisor. Assistance will also be given in self-evaluation if desired. You are free to talk with the Director or Divisional Director at any time concerning your responsibilities and contributions.

12. Conditions / Cause for Dismissal:

- Any of the following will be deemed adequate cause for dismissal:
 - 1) Failure to conduct oneself in a Christian manner with peers, parents, campers, or supervisors
 - 2) Failure to abide by the Statement of Faith and Spiritual Standards signed by each staff member
 - 3) Failure to carry out responsibilities. This will be explained verbally and in writing.

13. Leaving the Campgrounds:

- Staff are not allowed to leave the campgrounds during the week for any reason unless by special permission from the Director. The Business Manager will make all trips to town.

14. Last Day:

- LAST DAY CHECKLIST must be completed and turned in BEFORE your departure from camp.

15. Parent – Child:

- Parents are not assigned to the same cabin as their children and generally not to the same division. Each child has the right to be a camper. Campers are asked NOT to arrive in camp before the opening of registration on Sunday. Any early arrival MUST be approved by the Camp Director. It is necessary that staff be able to focus their efforts on finalizing plans and establishing a working team relationship during the In Camp Training the day before camp begins.

16. Vehicles:

- The only vehicles to be driven through camp are those approved by the Director for specific reasons. (Please refer to “Rules of the Road” section in your staff Manual).

17. Grievances:

- 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, it should be reported to one’s supervisor promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance to the Camp Director.

18. Substance Abuse Policy:

- Our policy is to have a work force free from alcohol abuse or the use of illegal drugs. Any volunteer or employee who violates this policy will be disciplined. This may include termination, even for a first offense. We strive to provide a safe and healthy work environment, free from the use of illegal drugs* and abuse of alcohol and set forth the following rules: (1) Employees and volunteers may not consume alcoholic beverages or take illegal drugs on our premises; and, (2) Employees and volunteers may not report to work under the influence of drugs or alcohol. If you are convicted under any federal or state criminal drug statute, you must notify an officer of the camp within five (5) days. This will be grounds for termination. **Legal drugs include prescribed and over-the-counter drugs, which have been legally obtained and used for the purpose for which they were intended. Illegal drugs include any drug which is not legally obtainable, which may be obtainable but has not been legally obtained or which is being used in a manner or for a purpose other than as prescribed. (This form was provided by Lawoffice.com and reviewed by the camp’s attorney. Policy was approved on 4/22/2006, by the Camp Board.)*

19. Child Abuse:

- Child abuse has been in the spotlight of public attention since early 1985. We have all become much more sensitized to the potential occurrence and serious implication of such at any day or resident camp. Child abuse is legally wrong. We are required to report any alleged physical or sexual abuse that takes place at camp to the State Child Protective Services within 24 hours after the allegation is made known. Any allegation of abuse prior to a camper’s arrival at camp is to be reported within 8 hours, with a written report within 72 hours. In a camp setting, physical abuse is most likely to happen when a counselor is disciplining a rebellious or unruly camper. Anything done to inflict pain while disciplining a camper is considered child abuse. (See Behavior Management Policy) The physical size and strength of staff members necessitates that you use discretion and restraint in all physical contact activities with campers. Games that encourage intense competitive activities with physical contact that potentially could cause injury must be eliminated or supervised very closely by non-participating staff members.
- CHILD SEXUAL ABUSE. We cannot be too careful in the area of sexual abuse. Even the appearance of wrong or a false allegation can cause irreparable damage to the reputation of the accused staff member and the camp. Therefore, all staff members must be very cautious in order to avoid doing anything that could be interpreted as sexual abuse. Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual stimulation of the child or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced and illegal, whether or not the child has consented. Do NOT touch the genital area or buttocks of ANY camper. A quick hug is considered acceptable, but a prolonged hug or embrace is not. Use good judgment.

- Procedures for Child-Abuse Complaints: 1. Any actions you observe that are not acceptable behavior according to the above guidelines should be reported as soon as possible to the Camp Director; 2. The Camp Director will notify the appropriate authorities and parents; 3. The Camp Director will take appropriate internal action.
- CHILD ABUSE REPORTING: Affectionate touch and the warm feelings it brings is an important factor in helping a child grow into a loving and peaceful adult. However, staff and volunteers need to be sensitive to each persons' need for personal space (I.e., not everyone wants to be hugged). Our camp encourages appropriate touch; however, at the same time prohibits inappropriate touch or other means of sexually exploiting children. In the event that there is an accusation of child abuse, the camp will take prompt and immediate action as follows: At the first report of probable cause to believe that a child-abuse incident has occurred, the employed staff person receiving the report will notify the Camp Director, who will then review the incident with the Assistant Director. However, if the Camp Director is not immediately available, this review by the Assistant Director cannot in any way deter the reporting of child abuse by the mandated reporters. Most states mandate each child-care provider to report information they have learned in their professional role regarding suspected child abuse. In most states, mandated reporters are granted immunity from prosecution.
- The camp will make a report in accordance with relevant state or local child abuse reporting requirements and will cooperate to the extent of the law with any legal authority involved. In the event the reported incident(s) involve a program volunteer or employed staff, the Camp Director will, without exception, suspend the volunteer or staff person from the camp. The parents or legal guardian of the child(ren) involved in the alleged incident will be promptly notified in accordance with the directions of the relevant state or local agency. Whether the incident or alleged offense takes place on or off camp property, it will be considered job-related (because of the youth-involved nature of the camp). Reinstatement of the staff person will occur only after all allegations have been cleared to the satisfaction of the Director. All camp staff and volunteers must be sensitive to the need for confidentiality in the handling of this information and therefore, should only discuss the incident with the Director or Assistant Director.
- All full-time and part-time employees and program volunteers must read and sign this policy as part of the "Personnel Policies".

20. Harassment.

- OUR CAMP recognizes that a person's right to freedom from discrimination includes the opportunity to work or study 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. Examples include verbal harassment (epithets, derogatory comments, demeaning jokes, slurs, threats, etc.), physical harassment (assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.), and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures, etc.).
- 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.
- Any employee 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 Camp Director.
- Any individual who is found to have harassed another individual, will be subject to discipline. Persons that have been exposed to harassment are encouraged to report the harassment to an appropriate supervisor. Supervisors that become aware of unlawful harassment or inappropriate behavior must report the incident to the Camp Director.

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

I shall conduct myself in an exemplary manner, recognizing that I am an adult role model for my 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 premises also reflects on the camp.

The campers have rules that we must also adhere to: no sandals, no tube tops, and no swimsuits worn in the dining hall. Let's set the example for all our campers!

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

I accept the challenge of helping my campers increase their awareness of and responsibility to others and to the world of nature, helping them gain in self-confidence and self-concept, and of teaching them new skills.

I accept the challenge of helping campers grow in their relationship with Jesus Christ.

I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealing with campers and staff.

I shall be accepting of the diverse racial, national, religious, and cultural background of my campers and not seek to impose my own particular views.

I have read and understand the above stated camp policies and agree to abide by them.

Signed: _____

Date: _____

Remember: these policies are for the good of our camp. As a staff member, you have an obligation to keep these policies, even when you think there is a good reason for not doing so.

(1997, rev. 6/99, 6/01, 4/06, 2/07, 2/09)