

## PERSONNEL POLICIES

SCIENCE CAMPS OF AMERICA 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 in limited instances when age or gender considerations are bona fide occupational requirements (for example, for cabin counselors or to meet minimum accreditation age requirements.)

The camp counselor and camp staff person are the primary instruments through which the objectives, goals, and philosophy of SCIENCE CAMPS OF AMERICA are transmitted to the camper. The counselor is expected to be aware of and abide by the following personnel policies:

1. **Camper Welfare:** The first responsibility of each and every staff member is the health and welfare of the campers. 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. Caution 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. **Facilities:** All staff are responsible for care of the camp's buildings and equipment. Camp vehicles and camp animals are not available for personal use without prior approval of the staff member's immediate supervisor. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited. Office phones are for camp business only.
3. **Insurance:** Worker's compensation insurance is carried by the camp on each employee for work related injuries/illnesses. This insurance does not cover non-work related injuries/illnesses. Liability insurance is carried by the camp which covers each employee when carrying out assigned camp responsibilities, as long as the employee is not negligent in carrying out those responsibilities.
4. **Pay Periods:** The wage agreement is based on a weekly rate, since it is impossible to clock the actual work hours of most camp staff in the camp setting. The camp will issue pay checks on the first and fifteenth of each month during contracted time.
5. **Time Off:** Time-off periods will be scheduled as regularly as possible but necessarily at the convenience of the camp program. Staff can normally expect one 24-hour period each week free of duties, and which is agreed upon with the employee's supervisor a week in advance. In some cases, with advance permission only, days off may be accumulated for a 2-week period to provide 2 successive days off.  
At least 2 hours daily will be freed up for persons with responsibilities for living groups. A plan for coverage of the living group should be worked out with the staff member's supervisor.  
Absences beyond those specified as days off or short-term sick leave, or requests for unpaid leaves of absence, will be considered by the camp administration and granted on a case-by-case basis at the convenience of the camp program.
6. **Sick Leave:** A staff member earns one-fourth sick day per week, and it may be taken only on the advice of the camp nurse or camp physician. Sick days may be accumulated for use in the case of illness, but not for personal time, except in the case of a death in the immediate family.

7. **Alcohol/Tobacco/Controlled Substances:** Alcohol and controlled substances are not allowed on the camp property. In addition, employees are not to return to the camp property under the influence of alcohol or controlled substances. Breaking this policy is grounds for immediate dismissal.  
Smoking and chewing tobacco is discouraged, and is not permitted on camp property or during out-of-camp trips unless relieved from duty by a supervisor and done in an area non accessible to campers. No smoking is permitted in any buildings or vehicles. Underage use of tobacco products is prohibited.
8. **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 the camp grounds.
9. **Tips/Gratuities:** We expect our staff to treat all campers equally. Therefore, staff members are not allowed to accept any tips or gratuities from campers, parents or relatives of campers.
10. **Health Services:** A registered nurse is on duty at camp 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.
11. **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 supervisor of the supervisor or to the Camp Director.
12. **Evaluation:** In an effort to help the staff member perform his or her duties at an optimum level, each staff member is evaluated on a regular basis. The employee's supervisor will indicate the frequency of the supervisory conferences, and at the conclusion of each conference, share a written evaluation with the employee. The employee and supervisor will both sign the agreed upon evaluation and it will be filed in the staff member's personnel file.  
One does not have to wait for a scheduled supervisory conference to seek advice or counsel from one's supervisor. The primary responsibility of a supervisor is to be available to deal with the day-to-day problems of his or her supervisees.
13. **Harassment:** SCIENCE CAMPS OF AMERICA recognizes that a person's right to freedom from discrimination 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. 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 who become aware of unlawful harassment or inappropriate behavior must report the incident to the Camp Director.

Note: These policies are designed to clarify, generally, the employer/employee relationship and should not be considered as a contract or a guarantee of employment.

Before you sign this personnel policy, be certain you have a complete understanding of what it will demand of you. Proper expectations and communications are a must for a successful and enjoyable experience. Please contact your supervisor with any questions.

## ACKNOWLEDGMENT

I acknowledge receipt of the SCIENCE CAMPS OF AMERICA Personnel Policies and understand that this document supersedes all prior documents and any other verbal or written agreements. I have read and understand the camp 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 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.

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Camp Director Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director Signature \_\_\_\_\_ Date \_\_\_\_\_