

SECTION 6: Personnel Policies

Code of Conduct

Staff members are at Camp Pecometh to serve the campers, and our common goal is to do all we can to enable these children to have God-inspired, life-changing experiences in the context of a Christian camping community.

As campers look to staff for examples of living Christian life, there are certain standards of behavior that the staff must observe. This is not to say that Pecometh views these policies as the only Christian standards, but as a standard we have agreed upon in order to minister to young people.

Consequences of Policy Violation:

Notice of Policy Violation: A written statement that may be given to a staff member for any infraction, major or minor; may be given by any member of the Leadership Team.

Counseling Statement: A written statement from the Director of Camp Ministries, which may be given for any violation of camp policy.

Termination of Employment: Normally occurs after a third counseling statement, but may occur sooner depending on the violation or circumstance.

General Personnel Policies

Alcohol Use: The possession and/or use of alcoholic beverages is forbidden on camp property and at all camp sponsored activities. Maryland State Law forbids anyone under 21 years of age to drink alcohol. This law must be observed on and off camp. Purchasing alcohol by anyone under age is also against Maryland State law. **By signing the employment agreement, Staff grants permission for personal property and vehicles to be searched by the Maryland State Police, Director of Camp Ministries, or Program Assistant, if alcohol is suspected to be present.**

Those who choose to consume alcoholic beverages that are at least 21, during their weekend time off, should use discretion and practice moderation. Staff who are age 21 or older agree to use careful discretion in any situation in which underage staff members are present or are likely to be present, as well as refraining from the purchase of alcohol for use by an underage staff person. Violation of this policy may result in immediate dismissal.

Alcohol- Underage Drinking: Underage consumption of alcohol can result in injury to self and others, as well as potentially addictive behavior. Therefore, staff under the age of 21 agree to refrain from alcohol consumption at ALL times, including times when they are not on Pecometh property. Violation of this policy may result in immediate dismissal. The staff member's parent/guardian will be notified of such a violation.

Camp Philosophy/Theology: While it is not mandatory that all staff members agree completely with the philosophical and theological beliefs of Camp Pecometh and The United Methodist Church, it is expected that staff members will not intentionally speak or behave in ways that contradict these beliefs. Staff members who are unsure whether they may be violating this policy should consult the Chaplain.

Camper privacy/camper rights: Every camper that comes to Pecometh has the right to counselor confidentiality. Each young person should be built up and treated as the valued person that she or he is. Information provided to a counselor about a camper (i.e. medical information, etc.) should not be shared with other members of the staff unless it impacts the safety of that camper and others. Staff members are not to discuss campers or their behavior or attitudes in any way that could be deemed derogatory. If a staff member has a problem or concern with a camper they should speak with their supervisor.

Child Abuse- Requirement to Report: The staff has the responsibility to report suspected child abuse by staff or others to the Camp Nurse immediately. The Camp Nurse is required to report the incident to appropriate county and state officials as well as the Director of Camp Ministries. When in doubt, ask a supervisor what to do.

If a camper reports that s/he has been a victim of child abuse by a camp staff member, the Program Assistant or Director of Camp Ministries will interview the camper in the presence of the child's counselor (if they are not the accused). The camp employee will then be interviewed with the same persons present. If it appears that child abuse has occurred, the employee will be removed immediately from the campers and will be subject to dismissal. The camper's parent(s) will be notified in such a case in order to determine what further action is to be taken and the proper legal authorities will be notified according to the law.

Curfew: Staff curfew is 11:30 p.m.; at this time all staff members should be in the washhouses getting ready for bed, or be already in their cabins. From 12 p.m. until 6:00 a.m. staff are to be in their assigned beds and observing quiet time. Should an emergency arise we need to know where all persons are at all times. Failure to observe curfew can result in immediate dismissal.

Destruction of property: Willful destruction of camp property or inadvertent destruction in a malicious act will not be tolerated. This includes all camp property (i.e. camping equipment and vehicles) and others' personal property. Staff members are financially responsible for any lost or destroyed property in their area of responsibility. At no time does Camp Pecometh permit cabin or staff house raids.

Dismissals: If a staff member is engaged in the use of , under the influence of, or in the possession of alcohol or illegal drugs while under summer contract, or if a staff member engages in sexual misconduct, physical or mental abuse of a camper, guest or another staff member, or if a staff member engages in any action or activity that would adversely affect the health or safety of any person, or the reputation of Camp Pecometh, then that staff member may be subject to immediate dismissal and will promptly leave the premises if asked to do so by the Program Assistant or Director of Camp Ministries.

If, during the course of the summer, a summer staff member has been dismissed from employment, an announcement to the rest of the summer staff will be made as soon as is practical. The dismissed staff member will be escorted off the property promptly and will not be allowed back for any reason. Dismissed staff members at this point no longer have the same privileges as those

still employed. This includes, but is not limited to, end of summer dinner, newsletters and any retreats or gatherings. Staff members are asked not to speak of dismissals in front of campers as it could prove to be difficult for campers to understand and could detract from their experience.

Disorderly conduct: Staff members are to refrain from behavior which is inconsiderate to others or which detracts from the program.

Dress Code - General: Personal appearance of staff members is often the first impression made on campers, guests and parents who trust us with their children. Staff are to dress in a manner appropriate to the work which they are doing. Persons working around and with machinery should wear clothing which does not create a hazard and which provides suitable protection (including eye and ear protection). All staff and campers are to wear shoes at all times with the exception of in the shower and in the swimming pool. Everyone must wear some type of footwear while in the river. Closed toe shoes with backs to them must be worn on the challenge course, playing any sports, and at the Wilderness site.

Camp can be a place where the focus is taken off of body-consciousness and dressing to impress. The staff creates this environment by following these guidelines:

- No suggestive slogans or images, or advertisements for alcohol or cigarettes
- Bathings suits –
 - Females should wear modest one-piece bathing suits
 - Males should wear trunks (no European style bathing suits)
- No tube/halter tops, spaghetti straps. Tank tops should have straps that are at least a “2 fingers” width.
- Shirts should be worn except in the pool
- All underwear, boxers and bras are to be covered at all times.
- Shorts should be at least “fingertip length.”
- Supervisors of summer staff reserve the right to restrict a summer staff member’s attire given that it is either a safety hazard or violates a philosophy of the camp.

Personal hygiene is paramount; hair should be neat and not present a safety hazard, not hang in one’s face, as it is not consistent with proper grooming. Body piercing will be limited to ears alone, no other visible body piercing(s) are allowed in the presence of camper, their parents or while on camp during the work week. Men should be clean shaven.

Dress Code - Uniform: On Sunday (10:30am to 9:00 p.m.) and Friday (10:00 a.m. to 4:00 p.m.), when parents are present on the camp property, staff are required to wear the current year’s staff uniform (clean) and their own name button. This is to enable our guests to quickly identify a member of the staff should they need assistance. The camp will provide one staff shirt; additional ones may be purchased. If shirts are lost or damaged they will be replaced at the staff member’s expense.

Drug Use: The possession and/or use of alcohol, illegal drugs and drug related paraphernalia is forbidden on camp property and at all camp sponsored activities. This same rule applies to those under the influence of illegal drugs. **By signing the employment agreement, Staff grants permission for personal property and vehicles to be searched by the Maryland State Police, Queen Anne's County Sheriffs Dept., Director of Camp Ministries, or Program Assistant, if illegal drugs are suspected to be present. At the discretion of the Director of Camp Ministries, drug dogs may be brought in to do a general search of camp.**

Electronics Use: One of the most precious resources that can still be found at Camp Pecometh is quiet. In an effort to enable campers to fully appreciate this quiet, the use of television is forbidden in staff houses and cabins. Radios are permitted in staff houses with the stipulation that they cannot be heard outside. Counselors are not to use any audio equipment in the cabins. Cell phones or pagers are to be kept off and out of reach and view of campers. Service staff may not have pagers or cell phones with them during working hours. Cell phones may be used at the lounge and other designated areas during designated times. Cell phone may be used as alarms. CD players, MP3 players and other personal listening music devices are not to be used during working hours or in front of campers.

Facilities Use: The resources of the camp are available to the staff when such use will not interfere with the program of the camp. The staff as well as the campers must meet safety requirements. (Example: use PFDs when boating; swimming only when a guard is on duty.) Due to insurance liability, staff are not permitted personal use of camp vehicles or powerboats. Staff must also respect that the dining hall, the challenge course, the pool area and the Splashdown equipment are off limits unless during a designated time. Dining Hall is off limits, except during meal times. Failure to comply with this standard is grounds for immediate dismissal. No one may enter the Canteen without prior work authorization by a member of the leadership team.

Falsification of records: Falsification of background check papers, immigration forms, staff applications, etc. nullifies any and all employment agreements and may subject the individual to legal prosecution.

Health: Each staff member is required to have a physical examination by a licensed physician within 24 months prior to the beginning of employment to ensure the good health needed to perform job assignments. A camp health form including verification of this physical exam must be kept on file at Pecometh. While we have the utmost concern for an employee's well being, prolonged illness and absence from work could result in termination of employment. Staff must report any pre-existing conditions that might limit activities or require special consideration. Failure to report pre-existing conditions may have implications for worker compensation coverage and may be grounds for immediate termination.

Insubordination: Staff are required to respect the requests of their supervisor, any leadership team member or manager, any member of the year round Camp Staff, the Director of Camp Ministries, and the Executive Director without argument. Questions about the reasoning behind a particular request can be addressed later with the supervisor individually.

Insurance: Staff are covered by the camper health and accident insurance during their residence at the camp and when involved in camp sponsored activities. All medical visits must have prior authorization by the Camp Nurse. Coverage does not include accidents or illness incurred during free weekends at home or away from camp. Employees are responsible for any medical expense not covered by insurance. International staff have their own insurance through AVI insurance company for any accident or injury that occurs during non-working hours or away from camp sponsored activities. This insurance will also be used to make up the difference if bills from illness/injury caused during working hours, exceed the amount Camp Pecometh's insurance will cover.

Internet Use at Camp: Computers are available in the staff lounge for Internet use. Staff should be respectful of the time they use them. There will be no downloading of programs or music onto these computers. Any evidence of the computers being used to visit pornographic sites or other

sites that are contradictory to the mission and philosophy of Camp Pecometh will result in the loss of the computers for the summer staff and the possibility of termination of employment.

Internet: Social Networking and Blogging: In general, our camp views social networking sites (e.g., Face Book, MySpace), personal Web sites, and Weblogs positively and respects the right of employees to use them as a medium of self-expression. However, an employee of our camp on such Internet venues is a representative of Pecometh. So that employee sites do not reflect poorly on Pecometh, as a condition of employment at the camp, employees are required to observe the following guidelines:

- a. Employees must be respectful in all communications and blogs related to referencing the camp, its campers, and/or other employees.
- b. Employees must not use obscenities, profanity, or vulgar language; they should also make a reasonable effort to keep social networking profiles and websites free of comments using such language.
- c. Employees must not use blogs or personal Web sites to disparage or disrespect campers or other employees of the camp.
- d. Employees must not use blogs or personal Web sites to harass, bully, or intimidate other employees or campers. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another employee or camper.
- e. Employees must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.
- f. **Employees must not post pictures or videos of campers.** Photos or videos of employees at camp may not portray actions that are forbidden by Pecometh policies, and should not be posted if they will reflect poorly on Pecometh and its employees.
- g. Communication online with campers can be a wonderful way of encouraging campers with whom staff members have developed relationships. Employees who choose to do so should understand that their profiles and websites will be held to a higher standard.

Language Use: Staff are required to use appropriate language while representing Camp Pecometh. We require and would hope that the staff would use language to build up the campers and their fellow staff members. Cursing, put downs, mean spirited words (example: shut up) and language used taking the Lord's name in vain are not allowed nor will be tolerated. Discipline will be the result of any breach of this policy. Appropriate tone should also be thought of when dealing with campers and fellow staff members. Excessive sarcasm should be avoided, as well.

Minors: Staff under 18 years of age are not allowed to stay over on the weekends. They are allowed to participate in certain weekend activities, provided they do not need to spend the night on camp to do so.

Personnel Files and Records: Personnel Records are kept on file at the Camp Office on all employees. Files may contain any written information pertaining to the employee; memos received and sent and also written comments on performance problems. Employees may view

their file in the Camp Office at any time during regular business hours. Material may not be removed from the office. Material will not be released to any other party without the written consent of the employee. A supervisor may view the file of his or her employee, and all records are open to the Director of Camp Ministries. Counseling statements of minors (17 years old and younger) may be shown to the parent signing the work permit for the staff member. Otherwise, records are closed and confidential.

Pets: Summer staff are not allowed to bring/acquire pets. No pets of any type may be housed in facilities where guests/campers stay.

Pranks: Pranks and practical jokes can be inappropriate, hurtful and off-color. There is a fine-line in knowing whether a joke is appropriate, so staff should remember that all of our actions teach! Establishing and maintaining emotional safety is paramount to operating a camper-centered camp.

Problem-solving: If a staff member has questions or problems with his/her duties or with other staff members, they should first try to solve these problems at the lowest possible level. If help is still needed, discuss the issue with the immediate supervisor. If further discussion is still needed, staff may request a meeting with the Program Assistant or a joint meeting with their supervisor and the Program Assistant, or the Director of Camp Ministries. Every attempt should be made to solve the problem at the lowest level of supervision. If staff need to talk to someone who is not a part of the supervisory chain, they should contact the Chaplain.

Procedures: Upon arriving at Camp Pecometh, staff will receive a staff manual that will include procedures. These procedures are to be followed as to establish norms that parents, campers and co-workers can rely on.

Public Displays of Affection: Staff should refrain from inappropriate or excessive displays of affection between people of the same or opposite genders. Inappropriate behaviors include: kissing, excessive hugging, hand holding, sharing chairs, etc.

Sexual Misconduct: Sexual misconduct between staff members, and/or a staff person and a camper violates the trust relationship that is critical to successful camping ministry and the Christian Community. These include, but are not limited to: suggestive remarks, gestures or expressions; inappropriate touching; and sexual acts. Misconduct is deemed to have occurred regardless of whether or not the camper consents to such behavior. **It is assumed that a camper is not in a position to offer reasonable consent to any sexual behavior.**

Misconduct between staff persons violates the norms for a Christian camp and sets a poor example for campers. This includes, but is not limited to: public displays of affection, sexual acts on camp property or at camp sponsored activities and harassment, as defined above.

Staff-Staff Relationships: While friendships formed among staff are one of the highlights of camp, they should never interfere with the focus on campers or one's job responsibilities. In all situations, staff members are expected to model Christian morals and behavior. Therefore, summer staff members agree not to pursue romantic relationships of any kind with other staff members while on summer staff.

Sufficient Sleep: Staff work is demanding, both physically and emotionally, so staff are expected to regulate their hours to allow for adequate rest. This directly correlates to maintaining safety

and accident prevention. Curfews are set to provide order throughout camp. Weekend trips away from the site should be limited to distances which can be safely traveled in the time available without interference with the staff member's rest and work performance.

Staff Assignments: Staff assignments for each week will be done the previous week. Coordinators will make efforts to place staff in their programs of interest, however, certifications, qualifications, training and experience take priority over individual interests. In addition, staff may be asked to serve in any staff position depending on the daily/weekly needs of camp.

Staff Housing: Counselors and Service Staff members will be staying in cabins with campers. This housing policy is intended to adhere to "best practices" in preventing child abuse. It is consistent with the "Two-Staffer Rule," which provides that no fewer than two staff persons will be present with campers, where at all possible. ***Abusers thrive on secrecy, isolation, and their ability to manipulate victims. When abusers know they will never have a chance to be alone with potential victims, they quickly lose interest in "working" with children. Thus, the children are protected, and the camp has greatly reduced the likelihood of a claim of child abuse. Furthermore, vigilant adherence to this rule provides important protection to staff by reducing the chance of being wrongfully accused of abuse. Staffers can be more confident knowing that the camp has made a commitment to protecting them as well as the campers (adapted from Safe Sanctuaries: Reducing the Risk of Child Abuse in the Church, Joy Thornburg Melton, pp31-2).***

The role for the service staff member in a cabin will be that of support for the counselor and a positive resource for the counselor and campers. Service staff members will do nothing that contradicts the authority of the counselor. If problems arise within a cabin between a service staff member and a counselor, a member of the leadership team or Program Assistant should be contacted. The service staff member will still serve in their regular position during the work day, but meal times, evening activities and cabin time will be spent with the cabin of campers when not otherwise compromised by duty obligations.

Staff Housing- Guidelines: All staff members are expected to keep areas clean, orderly, and sanitary. **At no time is there to be food or beverages in cabins, tents, or retreat houses.** Radios and other electronic devices are also prohibited in cabins and other camper living areas. Summer leadership team members (coordinators and managers) will be provided separate living accommodations on site. The full-time staff and/or the Program Assistant may inspect camp areas and cabins at any time. No staff member will leave camp until these areas are cleaned and have passed inspection.

While campers are present, no staff member of the opposite gender may be in a cabin. During the weekends all staff will be on Chapel Hill or Marsh Hill cabins only. Staff may be on the opposite gender hill until 12:00 midnight. At no time are staff members of the opposite gender allowed to share a cabin for the night. Staff members are not permitted to have guests visit during the work week. Guests may visit during the weekend with prior written approval of the Director of Camp Ministries. Staff under 18 years of age may not have guests, nor are guests under age 18 permitted. The full-time staff or the coordinator on duty may ask guests to leave. No pets are allowed on camp property.

Staff Meetings: Staff members shall attend all meetings and be on-time unless excused by the Program Assistant.

Staff Training: All staff members shall participate in staff training prior to the summer season

unless excused by the Program Assistant and shall take advantage of other educational opportunities throughout the summer.

Tardiness: Staff must be on time to their assigned work area and to all meals and camp activities. Staff must be on time for all scheduled activities and meals. Habitual tardiness will not be tolerated.

Telephone Use: Telephones are available for staff use during appropriate times; all long-distance domestic calls are free; international calls must be made with a calling card. Phone calls cannot be charged to camp. Cell phones may be used during time off but should **not** be seen or heard by campers.

Theft: Theft of camp property, campers' or other staff members' personal property will not be tolerated.

Time-off and Contract Time: Staff are expected to work the entire period of time contracted. Please do not plan to leave camp early unless it is an emergency situation. Permission must be granted by the Program Assistant or Director of Camp Ministries to leave camp property during the weekly camp session. Weekends are time for staff to take part in planned recreational opportunities. The work week begins each Sunday morning at 10:30am with all staff members present. The week ends on Friday at approximately 4:00 p.m., or upon completion of required assignments following campers' departure. Staff members (except those under 18) are required to work one or two weekends during the course of the season (typically on the maintenance crew, weekend support crew, or as a lifeguard). **It must be understood that Camp Pecometh is a 24-hour-a-day facility and all staff members must be willing to help whenever and wherever the need arises.**

Tips: Staff may accept small gifts (cookies, t-shirts, etc.) brought by parents at the end of the camping session.

Tobacco: No tobacco products are permitted to be used by summer staff members or campers. Violation of this policy may be grounds for dismissal.

Camp Vehicles: Staff members must be 18 or older to drive a Camp Pecometh vehicle. All staff members who drive camp-owned or leased vehicles must have a valid driver's license, and a copy of both their drivers license and their driving record must be on file at the camp office. Staff members who will be transporting campers will be given a road test before departure. **All people will wear seat belts when vehicles are in motion.**

All camp-owned and leased vehicles must have a vehicle manual, first aid, emergency repair and signal kits in them at all times. The manual describes safety, handling, and emergency procedures. Staff members who are operating these vehicles are responsible for all of the material in these manuals. All off-site use, service, maintenance, and operational problems must be recorded in the vehicle log.

Camp vehicles are not for personal use and may not be used for transporting anyone other than the camp employees, except where designated as emergency transportation in the case of illness or injury. Staff members must be 18 years or older to operate a camp vehicle on public roadways. Golf carts will only be used with permission from full time staff members.

Any violations (parking tickets, speeding tickets, etc.) the staff member incurs while using their personal vehicle or a camp vehicle will **not** be covered by Camp Pecometh. Staff members will not use their personal vehicles for on-camp transportation, unless given permission to use for camp business by the Program Assistant or Summer Camp Director.

Vehicle Use – Personal Vehicles: Staff members are allowed to bring cars to camp. Employees who own and operate their own vehicles must have the minimum state of registry automobile liability coverage. All cars must be parked in designated areas, and except for some designated senior staff, use of cars is limited to off-duty time. Campers are not allowed in staff members' cars.

On-camp transportation without permission of the Director of Camp Ministries, Program Assistant or Facilities Manager is not permitted. Use of bikes is encouraged. Counselors and staff members are to keep the belongings they will need over the course of the week in the cabin or area they are staying in. This is done so the modeling of cabin living can be passed on to the campers staying in that cabin or area with them.

If staff members are asked by the Director of Camp Ministries or Program Assistant to use their own vehicles to perform camp work or run camp errands, they are entitled to reimbursement at the rate of \$.50 per mile. Mileage records will be submitted in writing to the Program Assistant for reimbursement. Personal vehicles may not be used to transport campers for any reason without prior approval of the Director of Camp Ministries or Program Assistant and a written insurance release signed by the car owner.

Staff members who own or operate a motorcycle must use it in compliance with local codes and regulations. Noise emission levels (all vehicles) should not interfere with a group's program or detract from their enjoyment of the camp. Off-road vehicles or off-road use of a vehicle are not permitted. No vehicle will be driven on the grass; only designated roadways and parking lots are to be used. Posted speed limits will be strictly enforced. Violation of the above stated policies will result in loss of driving privileges on camp and other possible disciplinary action.

Visitors: So that safety, security and order may be maintained, staff may not have visitors at camp during camp sessions. Staff members may invite visitors to the Galilean Service and to Sunday Staff worship as long as their presence does not interfere with staff duties. Visitors are permitted on Saturdays between the hours of 10am and 8pm. Both visitors and the staff member being visited must be over 18 years of age. Exceptions to this must be cleared beforehand with the Program Assistant or Director of Camp Ministries. Guests must register with the designated senior staff member on duty upon arrival at the site. Staff visitors/guests are absolutely prohibited from staying overnight.

Wages: Salary will be paid bi-weekly upon completion of tax and employment forms. Appropriate federal, state and social security taxes will be withheld. Direct deposit is required for all staff. Room and board are also provided, as well as laundry facilities.

General Administrative Policies

Background Checks and Fingerprinting

As dictated by the State of Maryland (COMAR 10.16.06.07), all staff members and volunteers must be fingerprinted and have those prints submitted for a criminal history background check done through the Maryland Department of Public Safety and Correctional Services, Criminal Justice Information System (CJIS) Central Repository. Results of the background checks will be returned to the Director of Camp Ministries and will be kept confidential. International staff members will be fingerprinted upon arrival at Camp. Domestic staff members are responsible for their own fingerprinting. The cost of the background check is \$52, which will be paid by Camp Pecometh. Any staff member not fulfilling their contract will have this expense deducted from their final paycheck. **No staff member may begin work without having his or her fingerprints submitted.**

Employment Agreement

Members of the summer staff are asked to sign an employment agreement. This agreement will remain in effect as long as you comply with the policies. If it is determined that it is in the best interest of the camp or the staff member to terminate employment, the staff member will be paid until the time of departure. **However, if the staff member elects to terminate his/her employment prior to the final day of the camping season a written letter must be delivered to the Director of Camp Ministries two weeks prior to the date of departure. Failure to do so will result in forfeiture of the previous two weeks' salary.** Should the camping season be shortened by fire, epidemic, accident, etc., the staff person's salary will be prorated.

Staff members under the age of 18 are required to have a guardian read the 2010 summer staff policies and then sign that both they and the staff member understand the policies and agree to abide by them.

Equal Employment Opportunity

Pecometh Camp & Retreat Ministries is committed to equal employment opportunity. Pecometh Camp & Retreat Ministries does not unlawfully consider an individual's race, religion, color, national origin, ancestry, physical handicap, medical condition, marital status, or gender in any employment decision. We will strive to fully implement both the spirit and intent of the laws prohibiting discrimination in all our personnel and management decisions.

No-Harassment Policy

Sexual harassment in the workplace is illegal. It violates Title VII of the Civil Rights Act of 1964. Pecometh Camp & Retreat Ministries will not condone nor tolerate harassment of one employee by another. Harassment can take the form of remarks about age, race, religion, sexually suggestive actions or statements; or any other activity which defames, ridicules, intimidates, or embarrasses an employee.

Complaints are kept confidential in order to protect the identity and rights of persons involved. Complaints about harassment are to be reported immediately to the Program Assistant or Director of Camp Ministries for confidential handling of the complaint.

Care will be taken to ensure there is no retaliation or intimidation toward person(s) making the complaint or persons serving as witnesses. **Violation of the No-Harassment Policy is grounds for termination of employment.**

Performance Review/Evaluation

Staff members will receive two written appraisals of their job performance from a Coordinator or Supervisor. One will be given mid-season, and the other will be mailed at the end of the season. The mid-season review will take the form of a meeting. At this time, staff members will have a chance to discuss their performance with a Coordinator. Staff members will be asked to sign their evaluation to verify that they have received the material and have had a chance to discuss it. The second evaluation will include a feedback form, which will allow staff to respond to the Program Coordinator's comments and evaluate their own summer experience. If a staff member feels that either appraisal was unfair or unwarranted, s/he is welcome to contact the Program Assistant or Director of Camp Ministries to discuss it further.

Counselors are required to evaluate their weekly co-counselors. Forms will be provided for this each week. They must be completed and returned to a Coordinator by departure time every Friday.

Personal Data

It is important that the Pecometh Camp & Retreat Ministries personnel records for all employees, including information such as address, telephone number, emergency phone number, marital status, name change, number of dependents, beneficiaries, and tax withholding information, be kept accurate and up-to-date. Employees should report any changes to the Director of Camp Ministries promptly.

Emergency medical information and next-of-kin information is kept confidentially on file in the Camp Office. This information assists other staff members and emergency response personnel to better serve an employee in an emergency.

Position/Job Description

All staff members will receive a written copy of their job description. That description may be revised during the time of their employment as necessary. The Program Assistant will discuss proposed changes with the staff member. If there are items in the job descriptions that are not clear, staff members should discuss them with the Director of Camp Ministries. All jobs include other duties, as assigned.

Employee Benefits

Social Security (Domestic Staff Only)

Social Security is protection against the loss of income from unemployment due to retirement. For every Social Security tax dollar that the government requires Pecometh Camp & Retreat Ministries to withhold from staff pay, Pecometh Camp & Retreat Ministries pays an equal amount on their behalf.

Health and Accident Insurance

All resident employees at Camp Pecometh are covered by the camper health and accident insurance during their residence at the camp and when involved in camp sponsored outings. There is no cost to the staff member for this coverage; however, all medical visits must have prior

authorization by the Camp Nurse. An insurance form must be taken on each visit and the completed form returned to the Camp Nurse. Coverage does not include accidents or illness incurred during free weekends at home or away from camp. Staff who go to the Doctor or hospital for a camp related illness/injury, should use the camp address only, to facilitate insurance billing.

All staff members are to fill out information regarding personal health insurance. Camp Pecometh will provide first dollar coverage for covered illness or injury. However, if expenses exceed the amount Camp Pecometh's insurance will cover the staff members' own insurance must make up the difference. Employees are responsible for any medical expense not covered by insurance. Camp Pecometh offers no dental insurance.

International participants have their own insurance through AVI insurance company for any accident or injury that occurs during non-working hours or away from camp sponsored activities. This insurance will also be used to make up the difference if expenses from illness/injury caused during working hours, exceed the amount Camp Pecometh's insurance will cover.

Time Off

Staff members must fill out a time off request form and return it to the Program Assistant or Director of Camp Ministries concerning requested absence from work due to doctor's appointments, job interviews, participation in academic or religious events/projects, time off, etc. Such requests must be done at least two weeks in advance. Staff members will receive an answer to their request in writing from the Program Assistant or Director of Camp Ministries within 48 hours after the request is submitted. You will receive two days (up to 48 hours) of paid leave. All other leave is unpaid. This includes sick time.

Bonus System

A bonus system has been put in place for all staff members who are contracted for the entire summer. Your presence is important to the successful operation of the summer camp program. Accordingly, bonus compensation, if any, is based on the following:

A staff member misses no more than 2 work days (up to 24 hours each) for excused absences	Bonus of one weeks pay
A staff member misses 6 work days or more for excused absences	No bonus
A staff member misses more than 2 work days, but less than 6 work days for excused absences	A pro-rated bonus at: $\frac{(6 - \# \text{ days missed})}{6} \times \text{one weeks pay}$

Weekend Meals

Meals on the weekends will be provided for all staff members who sign up for the meals by Tuesday at lunch.

Staff Lounge

A staff lounge will be provided in the Maintenance area. The lounge provides a place to rest, relax and check email. This area needs to be kept in neat order and clean. Staff Lounge closes at 11:15pm.

A television and VCR will be made available for weekend use only. At no other time is television or radio use allowed in the lounge.

The staff lounge has a telephone and computers with internet that can be used during the hours the lounge is open and if a staff member is not involved in another activity or assignment. Fellowship Hall also has a phone. Phones in the Retreat Houses, Health Center, and Pool are not to be used for personal use at any time to keep channels of communication open in case of an emergency. The phone at Fellowship Hall can only be used after the campers have gone to bed and that staff member's duties have ended for the day. If a staff member needs to make a call during other times, they are to check with their supervisor to make necessary arrangements.

POLICY CHANGES

It is inevitable that new policies will be written and old policies revised. While we reserve the right to make these changes without notice, Staff will be advised on a timely basis of any changes affecting employment. We have attempted to be as comprehensive as possible in preparing these policies. However, this policy statement is not a contract of employment. It merely establishes guidelines for our daily activities. Staff who need further information or would like to discuss any of these policies should speak to their supervisor, the Program Assistant or the Director of Camp Ministries.