

Geneva Glen Camp



Personnel Policies and Practices Summer, 2008

- 1. EMPLOYMENT** The terms and conditions of employment of all staff members will be evidenced by: (1) A written employment contract; (2) The Camp Family Agreement (3) These Personnel policies and (4) Any verbal instructions given by the Directors.
- 2. SALARY** Salary is determined by the age, education, and experience of the staff person. Salary, which is stated in your employment contract, will be divided into four payments and will be distributed by check each two weeks, unless otherwise specified. Camp will deduct from your salary all amounts required by state and federal law.
- 3. OTHER REMUNERATION** . Travel *allowance* is provided to staff who are required to travel from outside of Colorado, at a minimum of \$180 and not to exceed \$300, and is based upon distance from the staffer's residence to Camp at a rate of \$.20 per mile. Travel allowance is indicated in the contract and distributed in one sum at the end of the summer.
- 4.** Camp provides worker's compensation insurance as required.
- 5.** Major medical insurance is provided free to staff members upon written request who are not otherwise covered by a policy within their own family.
- 6.** Seniority pay may be provided as an incentive to returning staff at the discretion of the Directors. Additional compensation may be provided to activity directors at the discretion of the Directors.
- 7. CAMP FOOD** Camp family members may need to adapt their eating habits. Delicious and nutritionally balanced meals are served family style. We are not a vegetarian camp and do not have a vegetarian menu; however we serve a variety of good food, which accommodates most people. Our meals are planned from the food pyramid, are balanced and nutritious.
- 8. PROMOTIONS** Staff members already employed by the camp have first consideration in filling vacancies, but promotion is based on evaluation of the employee's job performance and and that employee's capacity for the new position.
- 9. TIME OFF** Each staff member will receive one day off per seven day week, to begin at 8:00 a.m., or after morning announcements, until 1:00 a.m. or 12:00 a.m. (midnight) if under the age of 18, one "long-night" per week, to begin at 6:00 p.m., or after evening announcements, until 1:00 a.m. the following morning; and one-half day every other Saturday - the day of changeover. Time off is arranged weekly and cannot be predetermined.

Particular Attention -

10. CONDUCT The employee agrees that while in the employ of the camp he (she) will adjust his personal habits and actions to the customs, policies, standards and ideals of Geneva Glen Camp. He should conduct himself at all times, both in camp and away from camp, in such a way that he will be a credit to himself and to the camp: to refrain from loud and obnoxious behavior, to refrain from excessive drinking and partying, but rather to arrange his time away from camp to allow for re-generation of his body, mind and spirit, and to keep hours and habits which will enable him to remain at a top performance level and in excellent physical and emotional condition. Failure to observe Geneva Glen standards of conduct, as determined by the Director, may result in termination.

11. TERMINATION OF CONTRACT The Employment Contract and the Camp Family Agreement state: "If for any reason staff member is unable to fulfill terms stated in contract, the Director must be notified immediately." In regard to resignations, the employee should give a minimum of seven days notice. The more responsible the position, the greater the amount of notice the employee should give. During the time between notice, and actually leaving the position, the worker should do all in his power to protect the interests of the camp by leaving his work in good shape and assisting in paving the way for his successor. In no other area of employee-employer relations is the matter of professional ethics more important than here. In the event of resignation, transportation allowance will be forfeited, as will the balance of the contract wages. In regard to dismissals, the contract and Camp Family agreement states: "Geneva Glen Camp, Inc. reserves the right to terminate the above staff member if, in the Director's opinion, irreconcilable differences have arisen between the Camp and the staff member, including but not limited to staff member's violation on Personnel Policies and/or the Camp Family Agreement." Dismissal notices will be delivered by the Directors. Salary will end on the day the employee leaves camp, and he will be given his pay pro rata at that time. No severance pay will be offered.

12. PROFESSIONAL APPEARANCE Camp family members should present themselves as professional leaders in conduct and appearance. Long hair must be clean and well kept. On males it must be clean and pulled back. Hair may not be extreme in color or style. Clothing must be clean and in good shape. Pierced ornamentation on both males and females must be limited to the ears.

13. PROPERTY MAINTENANCE It is to be understood that the camp staff should demonstrate leadership and be an example in caring for buildings, equipment and property and that when damage is threatened or likely, action should be taken at once to prevent it. Damage caused by staff member's own personal behavior is to be reimbursed to the Camp and may be deducted from any salary owing.

14. TIPS - GRATUITIES It is our custom that gifts of money as "tips" should not be accepted by the staff member, but the giver of these gifts should be encouraged to give to the Geneva Glen Scholarship Fund instead.

15. GUESTS The Camp Family Agreement states: "[I will] arrange for any guests to visit me on my time off only, and do not expect the camp to feed and house my guests." (Number 8) Your friends and family are welcome to visit Geneva Glen, however, this must not become a habit. Ample notification should be given to the Director's if guests will attend any meal(s). Special staff times, such as the mid-season "hump," Counselor Banquet, In-Services, and Staff Orientation are considered working times and guests are not invited.

16. TELEPHONE The camp provides free telephone for local calls. The phone is located in the Staff office building (former Health Center). Private calls should be made and received on that phone. The number is (303) 697-0107, extension 15. Incoming messages are taken twice daily. There is a camp pay phone which is also for private and staff use and can be used for credit card or collect long distance calls. The use of **cell phones** while on duty is not allowed. Staff should use their personal cell phones at appropriate times and in private.

17. STAFF OFFICES There are areas in camp that are designated for staff only, and are only to be used for a work area. These areas provide resources for staff to work on projects as well as allow them time free from camper responsibilities. Staff members should not expect to be able to keep up with email correspondence. Personal time to allow computer use is limited, and needs to be adjusted to time off.

18. TOBACCO Smoking and chewing tobacco is considered poor role modeling, is highly discouraged, and opportunities to indulge while at camp do not exist.