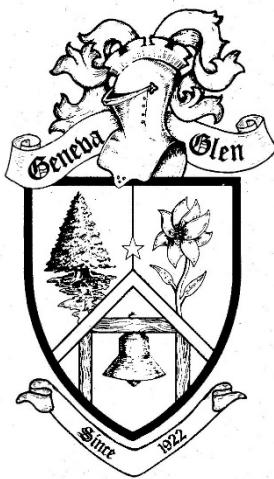


Employment Practices & Benefits

An Employee Handbook for Seasonal Employees of Geneva Glen Camp



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Introduction from Reid McKnight & Christa Redford, Executive Camp Directors

Welcome to Geneva Glen Camp, where for over 100 years, we've pioneered creative camp programming, leaving lasting impressions on children and youth, shaping countless lives with meaningful experiences and unforgettable memories.

At Geneva Glen, we recognize that our leaders are the cornerstone of our success. As a member of our Camp Family, your investment in the camp is met with incredible intangible rewards. Similarly, as your employer, we are committed to reinvesting in you, providing meaningful employment, and fostering a sense of belonging within our organization.

This handbook serves as a comprehensive guide to our employment practices and benefits. It aims to address many of the questions you may have about your employment at Geneva Glen, your responsibilities, and the benefits available to you. While it offers valuable insights, please note that it may not cover every detail of our practices.

We encourage you to read this handbook thoroughly and keep it for future reference. Should you have any questions or require clarification on any guidelines, please don't hesitate to discuss them with your supervisor or directors. We're here to support you every step of the way.

Welcome to the Camp Family!

Christa & Reid

About the Employee Handbook

While this handbook does provide information about many aspects of employment with Geneva Glen, it is not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. Also, future circumstances may require changes in the practices and benefits described in this handbook. Accordingly, Geneva Glen reserves the right to modify, rescind or supplement any provision in this handbook at any time, with or without advance notice or additional consideration to affected employees. Geneva Glen also reserves the right to make final determination and interpretation of the guidelines outlined in this handbook and to make exceptions to the guidelines at its sole discretion.

THIS HANDBOOK IS NOT INTENDED TO CREATE A CONTRACT OF EMPLOYMENT. ALL EMPLOYEES OF GENEVA GLEN ARE AT-WILL EMPLOYEES. AT-WILL EMPLOYEES MAY RESIGN, OR MAY BE DISCHARGED BY GENEVA GLEN, AT ANY TIME, WITHOUT PRIOR NOTICE, WARNING OR PROGRESSIVE DISCIPLINE, AND FOR ANY REASON, WITH OR WITHOUT CAUSE.

This handbook, Employment Practices and Benefits of Geneva Glen Camp, replaces and supersedes any prior procedures manual or handbook, as well as all oral and written guidelines, procedures, practices, memos, and statements, concerning the subjects covered herein.

Employment & Hiring Practices

Equal Employment Opportunity

Geneva Glen provides equal opportunity in employment to all employees and applicants for employment regardless of race, color, religion, sexual orientation, national origin, gender, disability, age, veteran status, genetic information, or other legally protected status. Equal employment opportunity applies to all facets of employment, pre-employment and the terms and conditions of employment, as well as discharge from employment.

Geneva Glen operates in accordance with all applicable Equal Employment Opportunity laws, directives and regulations of federal, state and local governing bodies or agencies.

Pursuant to federal, state, and local law, Geneva Glen will attempt to make reasonable accommodations for employee observance of sincerely held religious beliefs unless doing so would cause an undue hardship on company operations. If you desire a religious accommodation, you are required to make the request in writing to the Camp Directors as far in advance as possible.

Complaints concerning the application of this policy must be reported to the Camp Directors immediately. Employees can raise concerns and make reports without fear of reprisal. Anyone who engages in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

At-Will Employment

Your employment is "at will." This means your terms and conditions of employment, including but not limited to termination, promotion or demotion, compensation, benefits, rules, procedures, policies, duties, work assignments, and hours and location of work, may be changed at any time, with or without cause and with or without notice, at Geneva Glen's sole discretion. Employment with Geneva Glen is voluntarily entered into, and the employee is free to resign at will, at any time, with or without cause. Similarly, Geneva Glen may lawfully terminate the employment relationship at will, at any time, for any lawful reason or no reason, with or without notice or cause. This policy of at-will employment can only be altered through a written contract of employment executed by the Camp Directors, and no manager, supervisor, or other employee has the authority to enter into a contract of employment - express or implied - that changes or alters the at-will employment relationship.

Americans with Disabilities Act

Pursuant to federal, state, and local law, reasonable accommodations will be provided to individuals with known physical or mental disability if such accommodation would not impose an undue hardship on the company, and would enable the individual to apply for, or perform, the essential functions of the position in question.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should notify the Camp Directors and request such an accommodation. Geneva Glen and the employee will then work together to attempt to identify possible accommodations, if any, that will help to eliminate the limitation or barrier. If the accommodation is reasonable, will not impose an undue hardship, and will not pose a direct threat to the health and/or safety of the individual or others, the company will make the accommodation. The individual is encouraged to fully cooperate with the company in seeking and evaluating alternatives and accommodations. The company may require medical verification of both the disability and the need for accommodation as permitted by applicable law.

EEO Harassment

Geneva Glen strives to maintain a work environment free of unlawful harassment. Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. Prohibited behavior may include but is not limited to the following:

- Written form such as cartoons, e-mails, posters, drawings, or photographs.
- Verbal conduct such as epithets, derogatory comments, slurs, or jokes.
- Physical conduct such as assault, or blocking an individual's movements.

This policy applies to all employees including managers, supervisors, co-workers, and non-employees such as guests, clients, vendors, visitors, consultants, etc. Any such harassment may be reported and addressed under this policy.

Sexual Harassment

Because sexual harassment raises issues that are to some extent unique in comparison to other types of harassment, Geneva Glen believes it warrants separate emphasis.

Geneva Glen strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.

- Verbal form, such as comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another's sex life, or repeated unwanted requests for dates.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

Complaint Procedure

If you believe there has been a violation of the EEO policy or harassment based on a protected class, including sexual harassment, please use the following complaint procedure. Geneva Glen expects employees to make a timely complaint to enable Geneva Glen to investigate and correct any behavior that may be in violation of this policy.

Report the Incident to one or both of the Camp Directors, who will investigate the matter and take corrective action.

Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to any member of the Board of Directors.

Geneva Glen prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

If Geneva Glen determines that an employee's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of employment.

Work Eligibility

Geneva Glen seeks to comply with the requirements of federal law concerning work eligibility and employs United States citizens and non-citizens who are lawfully authorized to work in the United States. Employees are responsible for providing documentation required by law establishing identity and authorization to work in the United States.

Position Descriptions

Geneva Glen strives to maintain position descriptions outlining the primary functions and core responsibilities of your job. Your position description is not designed to spell out all the duties and tasks associated with your employment. Position descriptions are not carved in stone and may change over time. You are expected to discuss any significant changes in your functions and responsibilities with your supervisor, who may formalize changes in position descriptions.

Background Records Check

All employees are required to submit to background checks according to the rules and regulations of the Colorado Department of Early Childhood, and they must satisfactorily clear these background checks as a condition of employment and annually during continued employment. Failure to consent and/or satisfactorily clear a criminal background check according to specified Geneva Glen policies and practices will result in withdrawal of the job offer or immediate termination.

Employee Status

Employee Classifications

Employees of Geneva Glen are classified as either exempt or nonexempt under federal and state wage and hour laws, and are further classified for administrative purposes, such as the administration of benefits like paid time off. These classifications do not determine eligibility for participation in Geneva Glen's group health plan. Eligibility for participation in the group health plan is governed by the terms of the plan documents as well as applicable law. To obtain a copy of the Summary Plan Description or to discuss whether you are eligible to participate in the group health plan, please contact Anne Baalman, Finance Director. The following classifications are used throughout this Handbook.

Fair Labor Standards Act (FLSA) Classification

- **Exempt Staff** – Those staff members whose positions meet specific tests established by the FLSA and state law and who are exempt from overtime pay requirements.
- **Non-Exempt Staff** – Those staff members whose positions do not meet FLSA exemption tests and who are entitled to overtime pay, as required by federal and state law.

Staff are assigned an employment status based on their regularly scheduled working hours:

- **Regular Full-Time Staff** - Scheduled to work 40 hours per week, up to 52 weeks per year on a regularly scheduled basis. Full-time employees generally have access to the full complement of company benefits.
- **Part-Time Staff** - Staff who regularly scheduled to work 29 or less hours per week.
- **Temporary/Seasonal Staff** - Scheduled on a full-time or part-time basis with the understanding that employment will be for a limited duration. However, employment is not guaranteed for the duration of the assignment or assignments and is at will employment.

Employment Confidentiality

Employee Information

Personnel files are the property of Geneva Glen, not the employee. Current employees may inspect the personnel file relating to their employment during regular office hours by contacting the Camp Directors. Personnel files are kept safe and confidential and access to them is restricted.

Employer Confidentiality

Confidential information (i.e. client lists, personnel information, etc.) obtained during or through employment with Geneva Glen may not be used by any employee for the purpose of furthering current or future outside employment or activities or for the gain or profit of the employee or third parties.

At no time should an employee disclose or even discuss openly or privately nonpublic or sensitive information to individuals other than on a need-to-know basis.

Pay

Paydays

Employees are paid every other Friday. On each payday, employees receive a statement showing gross pay, deductions, and net pay (available online through Geneva Glen's payroll company).

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through Anne Baalman, Finance Director.

For the employees' convenience, we offer the option of having their paycheck automatically deposited to their bank account.

Salary Determination

Employee pay is determined by the Camp Directors in accordance with compensation guidelines established by the organization and the needs and priorities of the organization. Employee compensation can be changed by Geneva Glen at any time, with or without advance notice to affected employees, and for any reason, all at the discretion of the Camp Directors.

Salary Reviews

Employees have the opportunity for an annual salary review. Whether an increase will be made is a function of various factors, which may include employee performance, organization budget, and organization planning and priorities. Employees cannot expect that they will receive increases according to a specific schedule or that their pay will always continue at or above a specific rate. Geneva Glen reserves the right to increase or decrease pay at any time, at its discretion.

Overtime Pay

Full- and part-time employees who are classified as non-exempt are entitled to overtime pay of 1.5 times their regular rate of pay for time worked over forty (40) hours during any workweek. All overtime hours must be approved in advance by the Camp Directors.

Other Compensation for Seasonal Staff

- Travel allowance is provided to staff who are required to travel from outside of Colorado, at a minimum of \$200 and not to exceed \$350 and is based upon one-way distance from the staffer's residence to Camp at a rate of \$.35 per mile. Travel allowance is distributed in one sum at the end of the summer.
- Camp provides worker's compensation insurance as required by law.
- Leadership pay is provided to Activity Directors and is commensurate with the level of responsibility, and amount of time required carrying out leadership duties (see Activity Director Leadership Pay).
- Seniority pay is provided to veteran seasonal staff based on the number of years of service.

Activity Director Leadership Pay

Activity Directors are provided Leadership Pay in addition to their base salary. One half of the Leadership Pay will be included in bi-weekly paychecks and the other half will held until all responsibilities are completed.

Leadership Pay Completion Requirements

- The program area is completely cleaned, organized, and secure following the camp season.
- The program equipment is in order, accounted for, and inventoried, and a written inventory is provided to the Camp Administration.
- A job description has been completed and returned to Camp Administration, including:
 - A general narrative description of how to run this activity area
 - A start-up list of what to buy and where for the next activity director
 - A Safety Evaluation of the area for purposes of Risk Management
 - Recommendations for the future activity director of this area and suggested improvements for the program.
- All keys, communication devices, buyer cards, and other camp-owned tools are returned to the office.

All responsibilities are completed by September 1. If the above responsibilities are not met, the Staff Member will forfeit the balance of the Leadership Pay.

Timekeeping Requirements

All non-exempt employees are required to submit time sheets for each pay period. Non-exempt employees must record actual hours worked on time sheets. Falsification of a time sheet may result in disciplinary action or discharge at the discretion of Geneva Glen. Exempt employees must report all time off including Paid Time Off, and Jury Duty.

Payroll Deductions

Your payroll and earnings deductions are detailed with your check. Mandated and voluntary deductions usually include the following.

Deductions Mandated by Federal and State Law

- Federal income tax
- State income tax
- Social Security, Medicare contributions
- Garnishments, wage attachments
- Colorado FAMLI program (Paid Family and Medical Leave Insurance Program)

Voluntary Deductions

- Health/Dental/Vision/Life
- Tax Deferred Savings Plan - 403(b)
- Deductions for personal expenses
- Postage (exempt employees only)
- Personal items such as sportswear
- Accrued debts owed to camp

***Wage Garnishments:** From time to time, we may be required to withhold monies from an employee's pay. If Geneva Glen receives a government or court-authorized garnishment or levy, the employee affected will be notified.

Any questions about your paycheck should be directed to the Finance Director, the Treasurer of Geneva Glen, or the Camp Directors.

Work Practices

Workplace Conduct

Every organization has certain guidelines and an expectation of conduct that reflects the culture of the organization, and its operational practices. Geneva Glen has standards of behavior with which all employees are expected to comply. Failure to comply with these standards may result in disciplinary action or discharge in the discretion of the Camp Directors of Geneva Glen.

Employees are expected to:

1. Set the highest possible standards of character and personal conduct.
2. Become a participating member of our Camp Family, working for the best welfare of all members, willing to do their share of the work, helping to develop camp morale, and in every way making camp life at the 'Glen' a happy experience for all those around them.
3. Strive to provide campers with exemplary role modeling, through their best example of conduct and leadership.
4. Never inflict corporal punishment of any kind or resort to any form of punishment that may intimidate or hold potential danger to a camper's body, health, or spirit. Behavior requiring special disciplinary measures will be reported to the Camp Directors promptly.
5. Come to camp not only for the purpose of securing a summer job, but also to help develop that unique "Magic of the Glen" by expressing loyalty to the camp: its program, land, facilities, equipment, food, and members of the camp family, largely through my enthusiastic example.
6. Realize that early departures are harmful to camp morale and earnestly endeavor to see their job through to a fine finish.
7. Make no unreasonable demands upon the camp management to furnish entertainment, provide transportation, special diet, or request other camp employees to furnish use of automobiles.
8. Not bring weapons according to the Employee Handbook.
9. Observe and respect rules of camp; refrain from creating noise or disturbances, and refrain from using vulgar language.
10. Strive to maintain an attitude of growth, a desire to learn, a pleasing disposition, always remembering to consider the campers and the camp first.

Unacceptable standards of behavior include but are not limited to, any of the following:

- Job performance that does not meet expectations
- Failure to carry out job responsibilities
- Being absent from work without prior notification to supervisor
- Any safety violation
- Tardiness or absenteeism
- Rudeness or courtesy toward a guest, fellow employee, supervisor, volunteer, supporter, or member of the general public
- Disregard to appropriate conduct and language in the workplace

Punctuality & Attendance

In general, all employees are expected to be responsible and demonstrate respect for fellow employees by establishing a record of punctuality and regular attendance. These are factors considered in evaluating overall job performance. Chronic lateness or absenteeism may result in disciplinary action up to and including discharge.

Disciplinary Procedures & Corrective Action

There may be occasions where an employee's conduct or performance warrants disciplinary action. The questions of whether to apply disciplinary action, and what disciplinary action is appropriate, are entirely within the discretion of the Camp Directors. Geneva Glen evaluates each situation on a case-by-case basis and applies disciplinary action as it feels appropriate in the

circumstances. In some instances, Geneva Glen may move immediately to terminate without applying other disciplinary action. In other instances, steps such as oral counseling or a written warning may be deemed appropriate. In every case, how discipline is applied, and the form of disciplinary action taken are within the discretion of the Camp Directors.

Open-Door Policy

Geneva Glen has an open-door policy that encourages employee participation in decisions that will affect them and their daily professional responsibilities. This policy also encourages employees who have job-related problems or complaints to talk them over with their supervisor or a manager at any level of management who they feel can help them. Geneva Glen believes that employee concerns are best addressed through informal and open communication. We hope that employees will be satisfied with the resolution developed by Geneva Glen. We recognize, however, that employees may not always be satisfied with Geneva Glen's resolutions. In all cases, Geneva Glen reserves the right to resolve concerns in the manner that Geneva Glen determines is appropriate in the circumstances.

The organization will attempt to keep all such expressions of concern, their investigation, and the terms of any resolution confidential. However, confidentiality cannot be guaranteed, and, in the course of investigating and resolving concerns, some dissemination of information to others may be appropriate.

Performance Evaluations

You may participate with your supervisor in a performance review process. As part of this process, you and your supervisor will assess your accomplishments during the time period and set new performance goals for the future. Performance evaluations are just one of several ways in which supervisors may provide information to employees about successes and strengths and addressing any challenges or problems. Supervisors and managers may use methods other than performance evaluations, such as oral or written counseling, to communicate with employees about conduct or performance.

Conflict of Interest

It is important that employees avoid conflicts of interest to maintain high standards of conduct. A conflict of interest is a situation in which an employee's private or economic interest interferes with or in any way influences the employee's duties and responsibilities at Geneva Glen. A conflict of interest may arise, for example, where an employee wishes to hold outside employment, or the employee is associated with another firm or organization which either competes with or wishes to do business with Geneva Glen. Employees are expected to report all details concerning any actual or potential conflict of interest to the Camp Directors immediately so that the circumstances can be addressed. In many circumstances, a conflict of interest can be resolved with no loss of employment. Occasionally, however, the conflict may lead to a decision to discontinue employment.

Off Duty Relationships with Campers

During the term of the staff person's employment, staff members may not be alone with campers they meet at Geneva Glen programs outside of Geneva Glen. This includes employment, babysitting, sleepovers and inviting campers to your home unless one of the following conditions exist:

- Staff member and the camper's family or guardians have a relationship that predates your employment or volunteer position at Geneva Glen.
- Staff member and the camper's family or guardians have a relationship, which predates the camper's enrollment in the Geneva Glen program.
- Staff member and the camper or camper's family or guardian are related

In all of the above cases, the Camp Directors must be notified.

Expense Reimbursement

Reasonable and customary personal expenses incurred in the performance of one's job will be reimbursed. Reimbursement requires prior authorization by the employee's immediate supervisor, approval of actual expenses, and timely submission of itemized receipts with a clear explanation written legibly on each receipt.

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 Campership Fund instead.

Professional Appearance

It is expected that employees will exhibit an attitude of professionalism and hospitality, which includes openness and friendliness when greeting or meeting visitors, other employees, clients, camp neighbors, and the general public. The organization reserves the right to define appropriate standards of appearance for the workplace, but in general a person's appearance should reflect the respect the employee shows to the camp; good hygiene and cleanliness and exhibit an appearance of professionalism. Clothing must be clean and in good shape. Clothes that may be considered too revealing or inappropriate are not permitted. Tattoos or body art must not depict offensive or illegal activities.

Availability of Health Care

Basic first aid care is available on-site.

Pre-Camp

Pre-Camp and Post-Camp extend several weeks before and after the summer season. An employee may be able to work for additional wages, which are paid hourly. Pay for pre-camp work is distinct from pay for being an Activity Directors. A staffer will be paid during pre-camp if working for camp, and unpaid if working for their area as specified by the Camp Directors. The Employee Handbook policies apply for work during pre-camp or post-camp. Staff members may be provided room and board (if available) during pre-camp and post-camp but are not required to live at camp.

Camp Food

Nutritionally balanced meals are served family style. Our kitchen does its best to accommodate a variety of diets. Please discuss any specific dietary needs with Administrative Staff prior to the summer.

Guests

Your friends and family are welcome to visit Geneva Glen, but only when approved by the Camp Directors, and during time off. Ample notification should be given to the Camp Directors 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. Special events allow for a limited number of guests. All guests must contact the Camp Directors prior to the event to obtain permission to visit.

Personal Cell Phones & Smart Devices

Staff members are permitted to use cell phones and smart devices solely for work-related purposes, including emergencies. Personal use of cell phones and smart devices during on-duty hours is strictly prohibited. Staff members are expected to use cell phones and smart devices responsibly and maintain professionalism while on duty.

Permitted uses of cell phones and smart devices include:

- Communicating with camp administration and other camp staff regarding camp-related matters.
- Accessing camp-related emails, schedules, apps, and information (i.e. Geneva Glen "GroupMe").
- Playing appropriate music for approved programmatic use.
- Contacting emergency services or camp leadership in the event of an emergency situation involving campers, staff, or facilities.

Staff members are required to keep their cell phones on silent mode or vibrate during working hours to minimize disruptions, and they should be discreet about permitted use around campers. Personal calls, texts, social media usage, photography of campers, and non-work-related browsing are prohibited. Geneva Glen is not responsible for the loss or damage of cell phones while at camp.

Violation of this policy may result in disciplinary action, up to and including termination of employment.

Staff Offices

There are areas in the Lodge, and in the CTU that are designated for staff only. These areas have resources for staff to work on projects as well as allowing them time free from camper responsibilities. Staff members should not expect to be able to keep up with social networking or email correspondence during the summer. Personal time for computer use is limited and needs to be reserved to time off.

Use of Facilities & Property

Employees are asked to treat Geneva Glen Camp property as if they had paid for it with their own money. Specifically, employees are to keep common areas clean and well maintained and limit their use of Geneva Glen's equipment to work-related purposes. Employees need permission before removing any Geneva Glen property from the premises for personal use.

Employees must obtain permission to use the camp property for hiking and/or camping on their time off.

Use of Vehicles

An employee must obtain permission before using any Geneva Glen vehicle.

Employees who use their own vehicles for authorized business may receive reimbursement for mileage with prior approval of the Camp Directors. Mileage will be reimbursed at the predetermined annual rate. Employees will be required to track all mileage incurred for business purposes. Employees may not fill their vehicles using their business credit card unless previously approved by the Camp Directors. If an employee uses their personal vehicle, they must carry, at their own expense, the minimum insurance required by the state of Colorado for coverage of property damage and public liability. Employees must provide Geneva Glen with proof of insurance before using personal vehicles for business. Uninsured vehicles may not be driven on Geneva Glen property.

All employees, regardless of whether they use Geneva Glen or non-Geneva Glen vehicles, must possess a valid driver's license and be approved by Geneva Glen's insurance company to operate a vehicle on Geneva Glen property or conduct authorized Geneva Glen business.

Personal Vehicles & Parking

Employees who drive a personal vehicle to and from camp and park it on camp property are responsible for damage and theft that may occur. Geneva Glen requires staff to park their vehicles in appropriate areas on camp property, remove valuables and keep them securely locked. Employees must complete a vehicle information form which is used to identify the vehicle.

Workplace Health & Safety

Safety Policy

All employees are expected to comply strictly with safety rules.

All employees and volunteers should work in a safe and responsible manner. Safety requirements for employees and volunteers include all of the following:

- Considering safety as a daily on-the-job priority
- Following all safety rules and work procedures
- Promptly reporting any unsafe condition, accident, or near-miss to their supervisor
- Maintaining a clean and orderly work area
- Working only with equipment or materials with which they are familiar and for which they've been properly trained
- Always wearing seat belts when traveling on Geneva Glen property or on camp business

Working in an unsafe manner can result in disciplinary action up to and including termination of employment.

Security

Security is the responsibility of all employees. To assist in maintaining a safe workplace, Geneva Glen has a no solicitation policy and prohibits individuals selling goods or services on camp property without permission.

Geneva Glen recommends that employees maintain the security of their personal property. Desks and cabinets should be locked when unattended for long periods of time. Never loan equipment, property, or keys to people who are not known or to people who have no right to use them. Be prudent in bringing expensive items to work or keep large amounts of cash.

Geneva Glen reserves the right to conduct a search of personal property if management believes drugs, alcohol, weapons, bombs, or any article that could be used or brandished as a weapon is on Geneva Glen's property. Examples of personal property are bags, suitcases, trunks, purses, coats, lockers or automobiles.

If you discover or observe any actual or suspected criminal activity or other emergencies, you should:

- Report via phone or radio to the Camp Directors or senior staff
- Call 911

Drugs, Alcohol & Tobacco

All employees are expected to understand and comply with the following guidelines regarding the use of drugs, alcohol, and tobacco in the workplace. Failure to follow Geneva Glen's drug, alcohol and tobacco policy may result in disciplinary action or discharge at the discretion of Geneva Glen.

1. Illegal possession, use, distribution, sale, manufacture or purchase of controlled substances on Geneva Glen premises or while on Geneva Glen business is strictly prohibited.
2. The use and possession of alcoholic beverages of any kind is not permitted on camp property. Exceptions to this policy concern private residences on the camp property, i.e. the Camp Apartment, Cabin 1, the Lee House. In this case, only the lawful use of alcohol is permitted. Any additional exceptions may be determined by the Camp Directors.
3. Working under or reporting to work in an impaired condition because of drug or alcohol use is prohibited.
4. Adhere to smoke-free environment on Geneva Glen Camp property, which includes vaping products.
5. The off-the-job use of alcohol or drugs in any manner that adversely affects job performance will also not be tolerated. Violation of this policy will result in disciplinary measures against the offender and may result in termination of employment.

Any employee arrested or charged with or convicted of an alcohol or drug-related criminal offense, whether on or off the premises, is required to report the arrest, charge, or conviction immediately to the Camp Directors.

Weapons

Geneva Glen prohibits employees, volunteers, visitors, vendors and anyone other than official law enforcement agents from bringing weapons of any kind onto Geneva Glen property. Under special circumstances Geneva Glen may grant exemptions to employees who, during the normal course of their employment, have a justified need for access to a firearm. Any employee granted such exemption must take approved precautions to keep all firearms under lock and key and out-of-sight. Any employee who believes that someone has carried an unauthorized weapon onto Geneva Glen premises, or intends to do so, should immediately contact the Camp Directors. A folding pocketknife with a 4-inch blade or less, is appropriate for a camp setting, but must be always kept under the control of the staff member.

Pets

Any pet that an employee brings onto any part of the camp property must first be approved by the Camp Directors. Owners of pets living on camp property, or visiting the camp with their owner, must provide current shot records to the Camp Directors who will keep them on file. Owners will be fully responsible for the actions of their pets including cleaning up feces, providing water and food, and bathing them. Owners also accept full liability for their pets' actions including biting, growling, or hurting other dogs, people, or property. Geneva Glen will not be responsible for any incidents or accidents resulting in the actions of a pet, even if that pet was performing duties for the owner that could be construed as helping Geneva Glen.

Paid and Unpaid Time Off

Seasonal Time Off

Each staff member will receive one day off per seven-day week, to begin at 12:15 pm, or after lunch announcements, until 11:45 am the next day; and one night off per week, to begin at 6:00 p.m., or after evening announcements, until 8:00 am the next day; and one-half day every other Saturday - the day of changeover. Staff members are to return to camp free from the influence of alcohol and drugs, including marijuana. Time off is arranged weekly and cannot be predetermined.

Regarding ABSENCES and LEAVES OF ABSENCE, staff members are allowed absences due to sickness of not more than 5 days. Leaves of absence must be pre-determined and approved by the Camp Directors.

Jury and Witness Duty

Geneva Glen believes that employees should fulfill their civic duty by serving as a juror or witness when requested to do so through an official court notice. Full-time and part-time employees who average twenty (20) hours or more per workweek and are called to serve on a jury will be granted paid leave up to one (1) week. Paid leave in excess of one (1) week may be granted

at the discretion of the Camp Directors. Part-time employees will be paid based upon their average daily wages for the past month.

Voting Time

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor/manager no later than the day prior to Election Day.

Bereavement Leave

Bereavement leave may be extended at the discretion of the Camp Directors.

Summary of Benefits

Benefit	Full Time	Part time (over 20 hrs)	Part-time (under 20 hrs)
Medical	Yes	Pro-rata	No
Retirement Plan	Yes	Yes	Yes
Paid vacation	Yes	Pro-rata	No
Paid holidays	Yes	No	No
Paid sick time	Yes	Pro-rata	No
Paid personal time	Yes	No	No
Paid jury duty	Yes	Yes	No
Paid bereavement	Yes	Yes	No

Family and Medical Leave

To be eligible for medical leave an employee must have worked for Geneva Glen for a total of 12 months and have worked at least 1250 hours over those previous 12 months.

Eligible employees may take up to a total of 12 workweeks of unpaid leave during any 12-month period for one or more of the following reasons:

- 1) For the birth and care, of the newborn child of the employee,
- 2) For the placement with the employee of a child for adoption or foster care,
- 3) To care for an immediate family member (spouse, child, or parent) with a serious health condition, or
- 4) To take medical leave when the employee is unable to work because of a serious medical condition.

For purposes of this guideline, the 12-month period is the rolling year method; that is, the 12- month period is calculated from the time of employment or the conclusion of the last medical leave taken.

If the need for leave is foreseeable, such as for planned medical treatment, or adoption or birth where the date of placement or due date is planned or reasonably foreseeable, the employee should give 30 days notice prior to the day the leave is to begin.

Employees may be required to apply any accrued vacation, personal or sick leave time to the first portion of the unpaid 12-week leave period taken. Such paid vacation, personal and sick leave will run concurrently with the 12-week leave period. If the employee is receiving worker's compensation or disability benefits, the employee will not be required to apply paid vacation or sick leave to the time covered by worker's compensation or disability benefits. The time in which an employee is away from work on worker's compensation or disability leave may run concurrently with the 12- week period. Geneva Glen may require certification by a health care provider for any medical leave.

Geneva Glen will continue to pay its portion of the employee's health insurance for 12 weeks during the unpaid portion of a medical leave. Beyond that time, if additional leave is approved, employees participating in health insurance coverage will be given the option of paying for continued coverage for the duration of the leave at the employee's cost.

Benefits that accrue for hours worked will not accrue during a medical leave.

Upon return from medical leave, the employee generally will be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and conditions of employment.

Long-term Illness or Permanent Disability

Employees requiring additional leave time, due to illness or disability, in excess of the amount allowed by the medical leave policy above, are asked to consult with the Camp Directors. Whether such leave will be allowed is a matter within the discretion of Geneva Glen.

Military Leave

Employees who are or who become members of the National Guard or military reserves will be granted a leave in accordance with the provisions of the Uniformed Services Employment and Reemployment Rights Act of 1994 and any applicable and subsequent Federal and state law.

Personal Leave

Employees are expected to maintain a continuous record of employment. However, we recognize that it may be necessary for an employee to be excused from work for personal reasons. In such cases, employees must submit a request for a personal leave of absence as far in advance as possible. All requests will be given every consideration consistent with the urgency and need of the employee's circumstances, the employee's job performance, and the workload in their particular area.

Authorization for such personal leaves of absence is fully at the discretion of the Camp Directors.

Personal leaves of absence are without pay and are available to full- and part-time employees who have completed one (1) year of service. Failing to return to work upon completion of the leave or working for another employer during the leave without prior approval will be considered a resignation.

A personal leave of absence of no more than thirty (30) days will not be considered an interruption of continuous service with respect to benefit plans. Employees on personal leaves of more than thirty (30) days may continue insurance coverage by paying the cost of the monthly premium. Benefits that normally accrue for hours worked will not accrue during a leave. Upon returning from a personal leave, an employee will have the same amount of seniority as when the leave began. All personal leaves are granted at the discretion of management, based on its needs related to the employee's position and the hardship that might result from the employee's absence at a particular time.

End of Employment

Voluntary Termination of Employment

If you desire to end your employment relationship with Geneva Glen, we ask that you notify us as soon as possible of the intended separation. Notice generally allows sufficient time to transfer work, cover shifts, return Geneva Glen property, review eligibility for continuation of insurance, and make arrangements for your final pay. During the time between notice, and leaving the position, the employee should do all in their power to protect the interests of the camp by leaving their work in good shape and assisting in paving the way for their successor. In the event of resignation of a seasonal staff member, transportation allowance will be forfeited.

Exit Interviews

The supervisor may conduct an interview with each employee who voluntarily terminates employment with Geneva Glen prior to the last day of work. These conversations enable the organization to gather important information about these policies and procedures that may be of benefit to many other employees. Although exit interviews are not mandatory, employees are encouraged to participate in them and to speak frankly about their employment experience with Geneva Glen.

Re-employment

Should an employee voluntarily leave Geneva Glen and then be rehired within 30 days, they may be eligible for reinstatement of their original hire date for purposes of employee benefits and performance evaluations. If an employee returns beyond 30 days, they will generally be considered a new hire and subject to new hire rules.

Involuntary Termination

Employment with Geneva Glen is at-will employment. Geneva Glen reserves the right to terminate any employee at any time, for any reason, with or without cause or notice. The question of whether and for what reasons an employee may be terminated is a matter entirely within the discretion of Geneva Glen. Geneva Glen makes termination decisions on a case-by-case basis. The following list, though not complete, gives *examples of* behavior that may *result in immediate termination of employment:*

- Violating the drug- and alcohol-free workplace policy
- Theft—including, but not limited to, the removal of Geneva Glen property or the property of a guest or another employee from the premises without prior authorization
- Walking off the job without supervisory approval
- Fighting, abusive language, or conduct that is hostile or disrespectful toward a guest, coworker, supervisor, board member, volunteer, or any person associated with or served by this organization
- Disregarding established safety procedures; creating an unsafe work situation for a guest, self or any coworker
- Falsifying or altering records or time sheets
- Refusing to perform a work-related duty when directly instructed to do so by a supervisor or member of management
- Possessing an unauthorized weapon or firearm on the property
- Unauthorized use or dissemination of proprietary information
- Violating this organization's equal opportunity or harassment policies
- Unauthorized use of property, including vehicles and guest facilities
- Personal behavior even off duty, which constitutes a conflict with Geneva Glen's child care license.

Acknowledgment of Receipt

The following acknowledgement of receipt is to be signed in the Employee's WorkBright online HR file.

I have received a copy of our employee handbook dated February 2024. I understand that the handbook provides a summary of the company's guidelines and its expectations regarding my conduct. I understand I am to become familiar with its contents.

I understand that, except as may be required by state law, my employment with the company is at-will. This means that neither I nor the company is committed to an employment relationship for a specific period of time and the employment relationship may be terminated by me or the company at any time, for any reason.

The language used in this handbook and any verbal statements of management are not intended to constitute a contract of employment, either express or implied, nor are they a guarantee of employment for any specific duration.

I understand that no representative of Geneva Glen Camp, Inc, other than the Executive Director(s), has the authority to enter into an agreement of employment for any specified period and any such agreement must be in writing, signed by the Executive Director(s) and me. We have not entered into such an agreement.

Further, I understand that the contents of this handbook are summary guidelines for employees and therefore not all inclusive. This handbook supersedes all previously issued editions. No oral statements or representations can change the provisions of the handbook or any supplement. Except for the at-will nature of employment, the company reserves the right to revise, delete, or add to any or all of the guidelines mentioned, along with any other procedures, practices, benefits, or other programs of Geneva Glen Camp, Inc. These changes may occur at any time, with or without notice.

I have read and understand the above statements.