

## **POLICIES SPECIFIC TO SUMMER CAMP COMMUNITY**

### **Holston Conference Camp and Retreat Ministries, Inc. (CRM)**

Because at camp we are a community of persons living, working and sharing together 24 hours a day, there is need for boundaries within our community of which we are all aware and which we understand. Following are some general staff policies and guidelines that are applicable to all staff in every CRM camp. Each affiliated camp also has policies particular to its local situation, which are discussed during staff training.

1. Counselors are responsible for the care of their campers from the time a camper arrives at camp until the camper departs. This responsibility of care is defined in the CRM Summer Camp Counselor Job Description.
2. All staff are part of the camper supervisor/caregiver team which implies a professional relationship between staff and camper. Peer relationships with campers are inappropriate and therefore not allowed.
3. All staff will be in their cabins with lights out at whatever time the campers have lights out each week. Under no circumstances will a staff member "wander" through the camp or visit any other cabin.
4. The camp's phone is for business use. Personal phone calls are discouraged and must be limited to no more than three minutes. Please strongly discourage others from calling you at camp. Calls must be collect or credit card.
5. Any visitors who might want to come see a staff member during camp sessions must be cleared through the Camp Director. Such visits are not encouraged. Visitors may be charged for meals and lodging.
6. Upon arrival at camp and after moving into accommodations, personal vehicles shall be parked in designated areas, locked, and not moved until the close of the camp session.
7. Radios, Stereos, Tape and CD Players, Cell Phones, Pagers, TVs, Electronic Games, etc. are not allowed without authorization by Director or while campers are present.
8. Personally owned musical instruments, camping equipment, etc. must be plainly labeled with identification and with regard to use by others. The owner assumes all risks.
9. Personal Sports Equipment must receive approval from the appropriate adventure specialist and may only be used by the owner. Such equipment must be stored separately from camp owned equipment or it must be clearly identified for owner use only.
10. Pets: No pets may be brought to camp.
11. Food and snacks may not be taken to the rooms. No food is allowed from home unless in exceptional circumstances such as a staff get-together.
12. The kitchen area is off limits unless you are on duty in the kitchen.

13. Staff members are expected to be good stewards of all camp equipment, supplies and food.
14. Use of camp owned equipment is limited to activities or events sponsored or initiated by the camp.
15. The swimming pool is closed to all personnel except during designated swimming periods.
16. Only designated staff may drive camp vehicles to transport campers and/or staff.
17. Whenever possible, a camp vehicle is to be used by camp personnel while on camp business. When a camp vehicle is not available and a staff member is required to use a personal vehicle for camp business, the staff member will be reimbursed for the mileage at the applicable IRS rate per mile. When a camp vehicle is available and the staff member chooses to use a personal vehicle, the IRS Charitable Volunteer Rate will be used as the mileage reimbursement rate.
18. Staff members are allowed two paid days of sick leave during their term of work. Staff members are considered too weak to work if experiencing fever, nausea or diarrhea. If condition persists more than 24 hours, the staff member will be sent home to recover.
19. Emergency leave may be granted in the case of critical illness or death in the immediate family, or if the employee has urgent personal business. Time granted will vary with the circumstances at the discretion of the Camp Director, but will not exceed three days with pay.
20. Staff members are expected to be on time for beginning of week staff meetings. Any staff member who is habitually late for work assignments may be dismissed.
21. All staff are required to participate in scheduled camp evaluations and camp clean-ups at the end of each week and at the end of the season.
22. For staff under the age of 18, all evaluation of work performance and/or behavior may be made available to parents or legal guardians of employee.
23. Staff members may not spend the weekend at camp unless they are requested to work or have prior permission from their Camp Director.
24. Because of the unique nature of camp operations, it may, from time to time, be necessary to deploy staff members across job description lines. Staff members are expected to share in those tasks for which they are trained and deployed so that the total operation of the camp may proceed smoothly.
25. Tips/Gratuities: To insure equal treatment of all campers, no staff member may accept gifts, tips or gratuities.
26. The following will not be tolerated in the workplace, and will result in immediate disciplinary action, up to and including termination:
  - a. Sexual harassment
  - b. Sexual relations of any kind, with anyone (camper, counselor, visitor, etc.) at camp

- c. Tobacco use of any kind while on duty, in the presence of campers, or outside designated tobacco use area
- d. Use of profanity
- e. Possession or use of alcohol or illegal drugs
- f. Possession or use of a firearm, explosive or other weapon
- g. Possession or use of pornographic material
- h. Visits by male & female staff in one another's rooms

27. Use of illegal drugs while employed by CRM will result in immediate disciplinary action, up to and including termination.

28. All staff members are required to maintain a neat and safe appearance. Since summer camping ministry is a childcare ministry, the confidence of the parents of our campers is extremely important to our ministry. Therefore, specific appearance related concerns are addressed in detail.

- a. While on duty, body piercing jewelry attached other than to the ear, which would otherwise be visible, must be camouflaged to the satisfaction of the camp director or be removed. All body piercing jewelry posing a safety concern (i.e. loops, dangles) must be removed or replaced. Due to health and safety considerations, staff members shall not obtain new body piercing or tattoos during their period of employment.
- b. Hair color is to be kept within the range of natural hair color tones.
- c. The Camp Director/Executive Director reserves the right to ask that tattoos be kept covered.
- d. Clothing with profane slogans or slogans related to tobacco, alcohol or drug use shall not be worn.

The final interpretation of appearance issues resides with the Camp Director/Executive Director.

29. Conditions of severance: Employee agrees that any work-related grievances shall be brought to the attention of the employee's supervisor. CRM and its affiliate camps reserve the right to terminate this agreement with a one week written notice from the employee's supervisor. CRM also reserves the option to pay any terminated employee for the notice period rather than have that employee remain at the campsite. A terminated employee will not receive bonus compensation.

I have read the stated policies and guidelines and agree to abide by them during my time of employment.

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Signature

\_\_\_\_\_  
Date