

**PERSONNEL POLICIES
AND
EMPLOYMENT PRACTICES**

For Summer Staff of Geneva Glen Camp

Summer, 2010



Geneva Glen Camp
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INTRODUCTION

For nearly 90 years, Geneva Glen Camp has been an innovator in creative camping and has provided meaningful experiences, opportunities for personal growth, and indelible memories for children and youth that has helped to shape thousands of lives.

The key factor in the continuous popularity of Geneva Glen is the quality of its leaders. These Personnel Policies for Seasonal Staff will provide solid guidelines and answer questions you might have regarding the conditions of your employment at Geneva Glen, the responsibilities you may have, and the benefits that you can enjoy. These Personnel Policies are a guide to understanding your summer employment, and not a contract of employment, nor are they intended to capture every detail of our practices.

Please read these policies before signing your at-will contract, and keep it for future reference. If you have any questions about any of the guidelines, please feel free to discuss them with the camp director.

EMPLOYMENT AND HIRING PRACTICES

The terms “Employee,” and “Staff Member” are used interchangeably.

Equal Employment Opportunity

Geneva Glen provides equal opportunity to all persons without unlawful discrimination on the basis of race, religion, sex, national origin, ethnicity, age, disability, color, or marital status.

Employment Status

All employees of Geneva Glen are at-will employees. At-will employment means the employee may resign or be discharged by Geneva Glen at any time, with or without advance notice, and for any reason, or for no reason at all, with or without cause.

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.

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 work issues and problems as well as successes and strengths. Supervisors and managers may use methods other than performance evaluations, such as oral or written counseling, to communicate with employees about conduct or performance.

CONFIDENTIALITY

EMPLOYEE INFORMATION

By law, Geneva Glen is required to obtain certain personal information and maintain up-to-date files regarding each employee.

Employees should inform their supervisor immediately whenever there are changes in their personal data, such as address, telephone number, marital status, number of dependents, and person(s) to notify in case of emergency.

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 a director. Former employees have no right to inspect personnel files. Personnel files are kept safe and confidential and access to them is restricted to only the most senior level staff.

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 nonpublic or sensitive information to individuals other than on a need-to-know basis.

COMPENSATION

PAY PERIODS

The standard pay period for all employees is bi-weekly.

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.

SALARY DEDUCTIONS

Aside from withholding deductions required by law, salary deductions may be made for postal costs, purchases of sportswear or similar items, costs incurred for lost payroll checks, payment owed for property damage, and any other accrued debts owed to the camp.

OTHER REMUNERATION.

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 \$.25 per mile. Travel allowance is indicated in the contract and 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 to carry out leadership duties.

Seniority pay may be provided as an incentive to returning staff at the discretion of the Directors. Additional compensation may be provided at the discretion of the Directors.

AVAILABILITY OF HEALTH CARE.

Major medical insurance is provided free to staff members upon written request who are not otherwise covered by a policy within their own family. 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 are distinct from pay for being an Activity Director. A staffer will be "on the clock" during pre-camp if working for camp, and off the clock if working for his/her area. Personnel Policies apply for work during pre-camp or post-camp. Staff members are provided room and board (if available) during pre-camp and post-camp but are not required to live at camp.

CAMP VEHICLES

In order to drive any of the camp vehicles carrying passengers, a staff member must be 21 years old, possess a clean driving record, and pass a Driver Qualification Road Test.

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.

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

PERSONAL VEHICLES

Employees who use their own vehicles for authorized business will obtain a Mileage form and will be reimbursed the current rate per mile. If an employee uses their personal vehicle, they must carry, at their own expense, the minimum insurance coverage for 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.

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 sheet which is used to identify the vehicle.

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 to the bookkeeper with a clear explanation written legibly on each receipt.

CAMP FOOD

Camp family members will 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. Some meals may have vegetarian alternatives if appropriate. Our meals are planned from the food pyramid, are balanced and nutritious.

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 that employee's capacity for the new position.

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. (if age 18 and above), or 12:00 a.m. midnight (if under the age of 18); one night off per week, to begin at 6:00 p.m., or after evening announcements, until 1:00 a.m. (if 18 and above), or 12:00 a.m. midnight (if under the age of 18); and one-half day every other Saturday - the day of changeover. Staff members are to return to camp free from the influence of alcohol. Time off is arranged weekly and cannot be predetermined. Most staff live in the Denver area. In this case a staff member (or staff member's guest) can return from their time off the following morning, and must arrive at his/her cabin/dorm no later than the wake-up bell. This pertains to all staff members.

In regard to **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 director.

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: 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.

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.

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.

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.

CAMP TELEPHONE

The camp provides free telephone for local calls. The phone is located in the CTU (staff office building). Private calls should be made and received on that phone. The number is (303) 697-0595. The staff extension is 15. Incoming messages are taken twice daily and delivered to the staff member’s mail slot. Although occasional personal phone calls are to be expected, please confine your use of the camp phones to business calls as much as possible. Employees are asked to keep any personal calls as brief as possible. Should circumstances require that you place a long-distance call, we ask that you use a personal calling card, call collect, or as is most common in this case, use your own cell phone.

PERSONAL CELL PHONES

The use of **cell phones** while on duty is not allowed. Staff should use their personal cell phones at appropriate times and in private and should not carry them around with them. Cell phones should be securely stowed out of view and out of reach of campers. The camp is not responsible for loss or damage to the staffer’s phone while at camp. Phones should be clearly identified. Cell phone numbers must be provided to the office in the event a staff member needs to be contacted while on his/her time off.

STAFF OFFICES

There are areas in main lodge, and in the CTU (staff offices) that are designated for staff only, and are only to be used for camp work. These areas have 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 social networking or email correspondence during the course of the summer. Personal time for computer use is limited, and needs to be adjusted to time off. Staff need to conform to social networking policies covered during staff orientation.

USE OF FACILITIES AND 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.

WORKPLACE HEALTH AND 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 will result in disciplinary action or immediate termination of employment at the discretion of the Directors.

DRUGS, ALCOHOL, TOBACCO, AND FIREARMS

Employees are not allowed to have weapons whether firearms, knives, or other items that could be used as weapons, in their personal possession. A "Swiss Army" style folding pocket knife with a 4-inch blade or less, is appropriate for a camp setting, but must be kept under the control of the staff member at all times. Items that campers bring to camp that could be considered weapons, must turn these items in to the counselor, who then will store it in a safe and appropriate location. A staff member that brings a rifle to camp for the purposes of use in the riflery program, for example, must have the item stored under the camp's control.

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

- The use and possession of alcoholic beverages of any kind is not permitted on camp property.
- Working under or reporting to work in an impaired condition because of drug or alcohol use is prohibited and will result in termination.
- Illegal possession, use, distribution, sale, manufacture or purchase of controlled substances on Geneva Glen premises or while on Geneva Glen business is strictly prohibited.
- Employees will observe a camp-wide no-smoking policy.

Any employee contacted for, stopped for, 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 contact, stop, arrest, charge, or conviction immediately to the Camp Director.

Summer staff members are required to submit to background checks, disclosure statements, and more detailed policy standards concerning alcohol use and consumption, and personal conduct on or off camp property during the time of their employment

STANDARDS OF CONDUCT

Freedom From Harassment

Geneva Glen expects that all employees, including supervisors and managers, will not engage in harassment directed to other employees, guests, visitors, and/or contractors of Geneva Glen. This policy applies also to harassment committed by visitors and/or contractors. Any such harassment must be reported and addressed under this policy.

Harassment based on national origin, religion, race, color, age, disability, and protected activity (opposition to prohibited discrimination or participation in making a complaint of harassment or discrimination) is prohibited.

Sexual harassment is also strictly prohibited. Sexual harassment may take the form of unwelcome remarks, jokes, gestures, writings, graffiti, propositions or advances, touching or other physical contact, or other communications or conduct of a sexual nature, whether committed by a male or a female, which makes an employee's work environment intimidating, hostile or offensive, or which are done in such a way that the employee is made to understand that submission to or acquiescence in such conduct is a condition for continued employment or a basis for employment decisions.

If an employee feels that (s)he has been subjected to or is a victim of racial, sexual or other harassment, or if an employee believes (s)he has observed such harassment, the employee must report the harassment immediately to the director, or to any member of the camp's board of directors. Employees must report perceived harassment before it becomes severe or pervasive.

Geneva Glen will review and, as it deems appropriate in the circumstances, investigate the report. At the conclusion of the review and any investigation conducted, Geneva Glen will take such action as it deems appropriate, which may include disciplinary action or discharge.

Geneva Glen may seek to preserve confidentiality regarding the matters alleged in the report to the extent that such confidentiality does not conflict with efforts to review, investigate and otherwise address the report, take remedial or other action in response to the report, and/or prevent further harassment.

Retaliation against persons who bring a complaint of actual or perceived racial, sexual or other harassment is prohibited. Employees who believe they have experienced or observed retaliation must report it immediately to the Camp Director.

Workplace 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 will 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, will follow the law as it pertains to the legal age for drinking, 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, mental, and emotional condition. Failure to observe Geneva Glen standards of conduct, as determined by the Director, may result in termination.

Open-Door Policy

Geneva Glen has an open-door policy that 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.

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.

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 does not have a system of progressive discipline. Instead, it 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 any prior disciplinary action or warning. In other instances, steps such as oral counseling or a written warning may be deemed sufficient. In every case, how discipline is applied and the form of disciplinary action taken are within the complete discretion of the Camp Directors.

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. A conflict of interest may also arise in personal relations, for example an employee who is in a supervisory capacity over another employee with whom he/she is involved in a romantic relationship. 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 reassignment, or a decision to discontinue employment.

DEPARTURE FROM EMPLOYMENT AT GG

RESIGNATION

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.

DISMISSALS

Procedures for dismissals are addressed in the Camp Family Agreement and your At-Will Employment Contract.