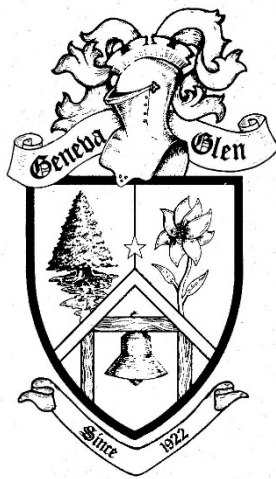


Employment Practices & Benefits

An Employee Manual for Seasonal Employees of Geneva Glen Camp



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Table of Contents

Introduction.....	5
About the Employee Handbook	5
Employment & Hiring Practices.....	5
Equal Employment Opportunity.....	5
At-Will Employment.....	6
Americans with Disabilities Act	6
Fair Labor Standards Act (FLSA) Classification.....	6
Work Eligibility.....	6
Performance Evaluations.....	6
Position Descriptions	6
Employment Confidentiality.....	7
Employee Information	7
Employer Confidentiality	7
Work & Hours Pay	7
Salary Determination	7
Salary Reviews	7
Overtime Pay	7
Timekeeping Requirements.....	7
Payroll Deductions	7
Deductions Mandated by Federal and State Law	7
Voluntary Deductions	7
Work Practices	8
Punctuality & Attendance.....	8
Use of Vehicles	8
Expense Reimbursement.....	8
Workplace Health & Safety	8
Safety Policy	8
Security	9
Drugs, Alcohol & Tobacco.....	9
Weapons.....	9
Pets	9
Paid and Unpaid Time Off.....	10
Jury and Witness Duty	10
Voting Time	10

Bereavement Leave	10
Summary of Benefits.....	10
Family and Medical Leave.....	10
Long-term Illness or Permanent Disability.....	11
Military Leave	11
Personal Leave	11
Standards of Conduct	11
Freedom from Harassment	11
Criminal History Records Check	12
Workplace Conduct.....	12
Open-Door Policy	12
Gratuities	12
Professional Appearance	13
Disciplinary Procedures & Corrective Action.....	13
Conflict of Interest	13
Conference Guidelines.....	13
Seasonal Policies	13
Availability of Health Care	13
Pre-Camp	13
Camp Food.....	14
Time Off	14
Guests	14
Personal Cell Phones.....	14
Staff Offices	14
Use of Facilities & Property	14
Off Duty Relationships with Children	14
End of Employment.....	15
Voluntary Termination of Employment	15
Re-employment.....	15
Involuntary Termination	15
Exit Interviews	16

Introduction

For over 95 years, Geneva Glen Camp has been an innovator in creative camping and has provided meaningful experiences 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. To the extent the employee, or “Camp Family” member, invests him/herself into the camp, the intangible rewards are great. Geneva Glen, as an employer, is similarly dedicated to re-investing in the employee in its dedication to providing meaningful employment, and membership in the organization.

This Handbook details our employment practices and benefits and will answer many of the 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. This handbook is a general guideline and is not intended to capture every detail of our practices.

Please read the handbook and keep it for future reference. If you have any questions about any of the guidelines, please feel free to discuss them with a supervisor/director.

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 Director as far in advance as possible.

Complaints concerning the application of this policy must be reported to the Camp Director 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 Director, 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 Director 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.

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.

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 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.

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.

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 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 or even discuss openly or privately nonpublic or sensitive information to individuals other than on a need-to-know basis.

Work & Hours Pay

Salary Determination

Employee pay is determined by the Director 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 Director.

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 Director.

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

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 Accountant, the Treasurer of Geneva Glen, or the Camp Director.

Work Practices

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.

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 Director. 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 director. 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.

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.

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

- Radio Camp Director 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 a private residence on the camp property, i.e. the camp apartment. In this case, only the lawful use of alcohol is permitted. Any additional exceptions may be determined by the director.
3. Working under or reporting to work in an impaired condition because of drug or alcohol use is prohibited.
4. Adhere to a camp-wide no-smoking, 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 Director.

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 a Camp Director.

Pets

Any pet that an employee brings onto any part of the camp property must first be approved by the director. Owners of pets living on camp property, or visiting the camp with their owner, must provide current shot records to the director who will keep them on file. Owners will be fully responsible for the actions of their pets including: cleaning up feces, providing them 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

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 Director. Part-time employees will be paid based upon their average daily wages for the past month.

Voting Time

Employees are encouraged to take time off in the morning of the Election Day or during a time throughout the day that will minimize camp business interruptions. Time away from work will be paid time off and employees are not required to use available PTO.

Bereavement Leave

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

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 director. 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 Director.

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.

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 may be reported and addressed under this policy.

Harassment based on national origin, religion, race, color, gender, 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 should report the harassment immediately to the director, or to

any member of the camp's board of directors. Employees are encouraged to report 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 up to or including 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 should report it immediately to the Camp Director or any member of the camp's board of directors.

Criminal History Records Check

All candidates for employment and/or staff members are required to allow Geneva Glen to conduct a criminal background check, and they must satisfactorily, in Geneva Glen's sole discretion, clear a criminal background check 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. Former or returning staff members are required to have a criminal background check conducted if they have been away from Geneva Glen for 6 months or longer.

Workplace Conduct

Every organization has certain guidelines and a 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 director of Geneva Glen.

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 discourtesy toward a guest, fellow employee, supervisor, volunteer, supporter, or member of the general public
- Disregard to appropriate conduct and language in the workplace

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.

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: 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. Clothes that are too revealing or inappropriate are not permitted. Tattoos or body art must not depict offensive or illegal activities. Pierced ornamentation on both males and females must be limited to the ears.

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 Director. 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 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 Director.

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 Director 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.

Conference Guidelines.

While traveling on company business, the employee should use the following guidelines for expenditures:

Meals should be charged on the business credit card and should follow the following guidelines: \$15/breakfast, \$20/lunch, \$30/dinner (\$65/day). **Airfare** should use the lowest available coach airfare. Geneva Glen will pay conference rate or less for a private **Hotel** room. Extra nights on the employees own expense. No more than 20% **tips** should be given out, make receipt for cash tips. **Parking** at the airport should use the long term, reasonably priced parking only (\$10/day). **Shuttles** from the airport to the hotel should use two-way deals preferred. **Dress** at conferences should be business casual, but more formal attire may be required for certain events. **Alcohol** at the appropriate conference events is at the employees own expense. **Mileage** will be reimbursed at the designated yearly rate. Employee must track the total miles used on any business-related trip.

Seasonal Policies

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 Director. A staffer will be paid during pre-camp if working for camp, and unpaid if working for his/her area as specified by the Director. Personnel Policies apply for work during pre-camp or post-camp. Staff members are may be provided room and board (if available) during pre-camp and post-camp but are not required to live at camp

Camp Food

Camp family members will need to adapt their eating habits. Delicious and 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. Our meals are planned from the food pyramid and are balanced and nutritious.

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 director.

Guests

Your friends and family are welcome to visit Geneva Glen, but only when approved by the Director. Ample notification should be given to the Director 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, including but not limited to Merlin's Masque, Pulling of the Sword, Induction and Ladies Court, will allow for a limited number of guests. All guests must contact the Director prior to the event in order to obtain permission to visit.

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, may only be stowed in the staff person's locker, and never used in dorms, cabins, or other areas on the camp property. 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 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 & 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.

Off Duty Relationships with Children

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

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

In all of the above cases, the Executive Director must be notified, a release must be signed by the child's parent or guardian and the signed release must be in the staff member's personnel file.

End of Employment

Voluntary Termination of Employment

The Employment Contract and the Camp Family Agreement state: "If for any reason a staff member is unable to fulfill terms stated in contract, the Director must be notified immediately." Regarding resignations, the employee should give a minimum of two (2) weeks' notice. The more responsible the position, the greater the amount of notice the employee should give. During the time between notice, and leaving the position, the employee should do all in his/her power to protect the interests of the camp by leaving his/her work in good shape and assisting in paving the way for his/her successor. In no other area of employee-employer relations is the matter of professional ethics more important than here. In the event of resignation of a seasonal staff member, transportation allowance will be forfeited, as will the balance of the contract wages.

Any employee may voluntarily resign at any time and for any reason. Employees will be considered to have resigned if either of the following events occurs:

- Failure to return from an approved leave of absence on the specified return date
- Failure to report to work without notice for three (3) consecutive days

Employees are required to turn over all keys and other Geneva Glen property to their supervisor before leaving on their last day of work.

Re-employment

Should an employee voluntarily leave Geneva Glen and then be rehired within 30 days, he/she 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, he/she will generally be considered a new hire and subject to new hire rules.

Involuntary Termination

Regarding 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 Camp Director. Salary will end on the day the employee leaves camp, and he/she will be given his pay pro rata at that time. No severance pay will be offered.

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.

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 personnel 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.