FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

CAMP HAZEN YMCA – PERSONNEL POLICIES

EMPLOYMENT: Camp Hazen YMCA offers equal employment opportunities to all individuals regardless of race, creed, gender, sexual orientation, age, disability, national origin or veteran status. A completed application with references is required before any consideration for employment is given. In addition to this, the individual must have a signed agreement and a completed, signed medical examination before being considered employed.

WORKER'S COMPENSATION: Staff members are covered by Workmen's Compensation for injuries received in the course of work related duties.

INSURANCE: Staff must bring health insurance information with them to Camp. Doctor or hospital bills may not be charged to the Camp for illness or injury. Accidents that are work related incidents would be referred to Workmen's Compensation.

HEALTH: Staff who are injured or ill must report to the Health Lodge so proper evaluation and treatment can be given. All medication must be turned in to the Health Lodge. Cabin counselors are responsible for the general health, safety, and wellbeing of campers, and for reporting any injury or illness of a camper to the nurse. Any illness or injury of a staff member, which prevents the person from carrying out assigned duties in a satisfactory manner, may necessitate replacement duties or change of assignments. Staff members will not be compensated for work missed due to injury or illness. A physical examination for staff must be completed within twenty-four months prior to the beginning of staff training. Prior to the start of employment and on an annual basis thereafter, all staff members must complete a Health History/Immunization Record.

WORK HOURS, TIME OFF, CURFEW

1. During the season, Overnight camp staff members will generally have three days off for per two-week session worked. Time off is as follows: one day from 10am to 11pm, one overnight from 6pm to 4pm the next day, and at the end of a session from Friday at 10pm to Sunday at 9am. Days and times may vary according to staff positions and actual responsibilities. Staff under the age of 18 must have signed parental permission to leave Camp during time off. Days off may not be accumulated during the season.
2. Day Camp staff will generally have Saturdays and Sundays off during two-week sessions. Day camp staff who live on-site will be able to leave camp at 6:00pm Friday night and must indicate whether or not they are staying at camp Saturday & Sunday evening. If staying at camp, staff must return to camp by 11pm. Day camp staff who live on site will be expected to assist with Overnight Camp Check In and participate in Camp evening activities, and may be asked to live in a camper cabin if needed.
3. All staff will generally have the Saturday between each session as a Day Off. However, every 5th year Camp Hazen holds an anniversary event on a middle Saturday and therefore days off may be arranged accordingly.
4. During staff training, staff members will have one evening off
5. When not on cabin duty, all staff must be in their cabin with the lights out by midnight.
6. Other than scheduled days off, no one is permitted to leave camp without the Camp Directors permission. Other than time off periods, staff will be on the camp property either on duty or on stand-by duty (downtime). 'On duty' means having scheduled responsibilities for activities or Campers. 'Downtime' means having no scheduled responsibilities, however you are not on time off and therefore must be available as needed.
7. Staff must sign out on the log at the Camp office when leaving Camp for any reason, and must sign in immediately upon returning to Camp.
8. Any other time off or absence from Camp must be arranged with the Camp Director.

AGREEMENTS: A signed agreement (letter of agreement) is mandatory. Any information purposely left off or falsely presented on the staff application that might materially affect a hiring decision is grounds for release.

PAY PERIODS, BENEFITS: Pay checks are issued every two weeks beginning approximately three weeks after a staff member begins working. Salary advances are not allowed. All staff in residence receive room and board in addition to their contracted salary. Should employment be terminated prior to the end of the Camp season, salary will be prorated to the last day worked. Bonuses will not be allowed for terminated employees, or those that do not complete their contracts.

PERFORMANCE EVALUATIONS: At least once during the summer a performance evaluation will be completed by the staff member and his/her supervisor. It will be based on job description, mutually agreed goals, and performance standards.

UNSATISFACTORY PERFORMANCE: An employee may be dismissed for any of the following reasons:

1. Failure to abide by policies or to carry out an assigned task.
2. Inability to live and work in harmony with Campers and/or other staff.
3. Any type of sexual harassment of campers or staff members, including inappropriate on-line behavior.
4. Medical condition which, in the opinion of the Director, the Camp Nurse, or a Physician may interfere with the welfare or best interest of the Camp, Campers, the employee or other employees.
5. Possession or use of alcoholic beverages or of illegal or illegally used drugs in Camp.
6. Reporting to work (duty or stand by duty) or interacting with Campers while under the influence of alcohol or drugs (other than as prescribed).
7. Striking or physical discipline of a Camper.
8. Misconduct on or off Camp property.
9. Gambling or use of profane language.
10. Disrespect and/or disloyalty to Camp.
11. Refusing to continue job assignments during the time agreed upon in the contract and/or refusing to change job assignments in the best interest of the Camp.
12. Such other grounds deemed in the best interest of the Camp, Campers, the employee, or other employees.
13. Failure to immediately notify the Director if arrested or convicted of a crime while employed by the YMCA.

AGREEMENT ADJUSTMENTS: Staff contracts may be adjusted for the following:

1. Any shortening of Camp season or sessions which may be caused by fire, epidemic, accident, natural disaster, etc.
2. Insufficient Camper enrollment to warrant retention of full staff.

BEHAVIOR: All employees agree that while at Camp they will adjust their personal habits, actions, and life-styles to the customs, policies, procedures, and ideals of the Camp. They will conduct themselves at all times, both in Camp and out of Camp, in such a manner that they will be a credit to themselves and to the Camp. Staff members must abide by common standards of decency and are not to use obscenities.

TRAINING: Staff training is required of all staff. It is held the full week immediately preceding the first Camper session. Staff who miss any part of staff training due to school must make satisfactory arrangements with the Camp Director.

SPECIAL WORK ASSIGNMENTS: From time to time special work assignments may be given which are not specifically within a person's job description. Such assignments are necessary and vital to the smooth operation of the Camp.

GENERAL POLICIES:

1. Under no circumstances will staff members accept tips and other monetary rewards from Campers and/or parents.
2. All Camper cabins and staff cabins are off limits unless it is your assigned housing.
3. Staff members must agree to keep their personal quarters and themselves in a neat, clean, presentable manner. Personal appearance must be in keeping with the character role modeling responsibilities of a Camp Hazen staff member.
4. Firearms and Knives are not permitted on Camp property without prior permission by the Camp Director. Bows are considered firearms. The exception: a small folding pocket knife is acceptable (examples: Boy Scout or Swiss Army Type)
5. Staff are not permitted in the kitchen at any time without permission of the Food Service Manager, Executive Director or Camp Director.
6. Staff must be physically and mentally capable of handling responsibility for Campers and in a condition acceptable for the Camp Hazen YMCA.
7. At least one staff member must be in each cabin after Cabin Chat.
8. Smoking and use of tobacco products including dip or chew or vaping is NOT permitted on camp property. Camp Hazen is a smoke-free environment.
9. Tattoos that are not considered child friendly may be asked to be covered.
10. Staff visitors are discouraged. The Camp Director will consider only special requests. Visitors may not use equipment. Meals are available with prior arrangements and permitted only with permission of the Director.

11. At no time, and not for any reason, is there to be physical punishment of Campers. Any incidence of physical punishment of a Camper may result in dismissal. Physical punishment is not the same as physical restraint used to prevent a Camper from an action that may be harmful to him or herself or others.
12. Staff may not bring personal vehicles to Camp unless the Camp Director gives prior permission. Parking areas will be assigned, license numbers and make of cars are to be recorded in the office.
13. Pets may not be brought to Camp except by prior arrangement with the Camp Director.
14. Camp Hazen YMCA is not responsible for loss or damage of staff member's personal property, whether in transit or at Camp.
15. Staff members are obliged to immediately report to the Executive or Camp Director any incidence which they observe or learn of involving physical or sexual abuse, molestation, physical or sexual harassment, or any conduct which adversely affects the morals of the Campers and/or Staff.
16. Staff members are expected to be present and on time for all meals, activities, events, programs, and meetings.

ROMANTIC RELATIONSHIPS: It is especially important that all staff conduct themselves as positive role models to our Campers. All public displays of affection should represent the values of what Camper's parents would want their children exposed to. As romantic relationships develop (and they naturally do at Camp) displays such as kissing, caressing, sitting on laps, holding hands, and exclusively spending time with each other, etc. will not be considered appropriate for public display. These relationships must not in any way interfere with the job you have agreed to do.

USE OF CAMP FACILITIES AND PROPERTY

1. All Camp staff are responsible for the care and use of Camp facilities, property, and equipment.
2. Camp vehicles may be used only with permission of the Camp or Executive Director.
3. The resources of the Camp are available for staff use during time off only when such use will not interfere with Camp Programs.
4. All staff agree to abide by policies and procedures established for each program area.
5. Any staff member found with Camp property or materials for which there is no reasonable justification may be dismissed and prosecuted at the discretion of the Camp or Executive Director.
6. Staff members who are in charge of a designated activity or program area are responsible for all materials and equipment for that area.
7. Use of Camper equipment or property by staff is strictly prohibited.
8. Cabins will be inspected for neatness and cleanliness. Cabins (Camper and staff) will also be inspected at the beginning of the Camp season for damage or other irregularities. It is the responsibility of the staff person living in a cabin to report any damage or malfunction within or about the cabin. Any damage beyond that of normal wear will be the responsibility of the staff member living in the cabin. Writing on walls, floors, ceilings, rafters, or furnishings is prohibited.
9. Counselors and other staff living in Camper cabins must not place a barrier between their quarters and the main cabin area. Free access to both doors must be afforded at all times. This is a fire and safety requirement.
10. Staff must refrain from decorating or personalizing the cabin with items that are unsafe or of questionable taste. Alcohol containers (even if they are empty) are not to be used. Posters must be in keeping with the wholesome atmosphere of the Camp Hazen YMCA.
11. Staff must limit their use of electrical appliances to the number of outlets provided. It is a fire hazard to overload outlets by using cube taps or extension cords. Heating devices such as hot plates or heaters are not permitted without permission of the Executive Director.
12. Staff telephone use is limited to the designated areas and only during personal time. Any calls coming in for staff members on the business telephone line cannot be transferred. Only messages will be taken.
13. Staff may only use personal cell phones, lap-tops and other electronic media during time-off and out of sight of campers.

LAUNDRY SERVICE: Laundry facilities are not available in Camp for staff use. However, there are Laundromats close to Camp and a drop off service is available for a fee.

INTERNET POLICY: Of course, the YMCA does not mean to interfere with anyone's private life, but publicly observable communications, actions or words are not private.

- The use of photos, logos or images of the YMCA or its programs is prohibited. This includes pictures of children in our programs. If you use the YMCA's name (including names of camps or other programs) in any such communication, you should be especially careful to support and certainly not to harm or ridicule the YMCA's image or mission.
- Staff must uphold the YMCA's value for the individual and avoid making defamatory statements about YMCA employees, campers, partners, affiliates and others, including competitors.
- The YMCA Code of Conduct requires that staff do not initiate outside contact with members or program participants. Under no circumstances should an employee encourage access or provide access information to his or her personal website, blog, or social media to a camper.