

CAMP TAMARACK

PERSONNEL POLICIES

*Camp Tamarack is in accordance with Equal Employment Opportunities. Hiring is based on ability, work performance and potential to learn. Hiring is **not** based on sex, age, race, color, religion, physical condition or national origin.*

Orientation/Staff Training dates are included in the employee contract. During this time staff will have the opportunity to get to know one another, familiarize themselves with Camp Tamarack, engage in program training, develop team-building skills, practice communication skills, review child development, set-up camp and prepare for campers.

Closing Camp dates are also included in the employee contract. This time is designated for cleaning cabins, putting things in storage, inventorying program equipment, and general cleaning of camp. Staff may leave when the Director believes that all responsibilities have been attended to.

Daily Camp Duties include a variety of things that are needed for the operation of camp. These duties will be posted for everyone to see and responsibilities will rotate among the entire camp.

Payment will be made at the end of the season. An optional advanced payment day is scheduled for the end of the first session. Staff may request any amount not exceeding amount earned up to that point. Exceptions and any requests for payment draws will be made at the discretion of the Director.

Other Compensation includes room and board. No staff member may accept tips or gratuities from campers or parents.

Termination of Contract will occur in the event of unsatisfactory service or unsuspected closing of camp due to unforeseen cause, event, or emergency. Should the employee contract be terminated by resignation of the employee we require a seven-day notice be given to the Director in order to receive payment for days worked. If the Director does not receive a seven-day notice, Camp Tamarack has the authority to withhold payment.

Time Off will be assigned by the Director. All staff will have one day off every week worked. Staff needing sick or emergency leave can make arrangements with the Director. Pre-arranged time off without pay will be subject to approval by the Director.

Absenteeism is defined as being absent from expected assigned duties without notification. If this should occur it is the Director's discretion as to reprimand or possibly terminate the employee.

Conduct The staff represents Camp Tamarack and is expected to conduct themselves in a manner that promotes the mission of the camp while on and off campus. You must always conduct yourself as a suitable role model to the campers and to the public.

Alcohol and/or Illegal Substances may not be brought into camp, and may not be used or consumed by staff while on camp premises, whether on or off duty. While out-of-camp and not conducting camp business, staff shall adhere to the Oregon State Laws. Violations of these laws will be grounds for immediate dismissal. If suspicion arises that these substances have been brought into camp the Director retains the right to investigate and search the quarters.

Smoking Policy is that Camp Tamarack employees are not allowed to smoke. This strict policy is necessary to minimize the fire danger. The policy also reflects the fact that the staff members are role models to the campers.

Personal Hygiene is an important factor in being a role model to the campers. Dress needs to be appropriate for the occasion and living quarters are to be properly maintained and regularly cleaned. In particular, swimwear is not permissible attire while in the lodge during meal times or all-camp activities.

Fraternization Extreme caution is to be used when showing affection to fellow staff members or campers to avoid accusations of inappropriate touch.

Sexual Harassment is defined as: any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive work environment. If a complaint is brought to the Director's attention it will be handled confidentially and an appropriate investigation will follow. Disciplinary action will take place if appropriate. Employees making a good faith report of such harassment can be assured that retaliatory action will not be tolerated.

Benefits and Limitations with regards to the use of equipment, facilities, kitchen, snacks, telephone, etc will be available to staff in the operational guidelines.

Staff Swimming is only allowed with supervision while on camp property.

Staff Meetings will be scheduled on a regular basis and require attendance by notified personnel.

Participation in Camp Events is required. Staff must attend and participate in camp routines, services, ceremonies and activities that make up the camp program.

Cars and Driving Staff vehicles are only allowed in designated areas. Staff shall not transport campers in their personal vehicles or camp vehicles unless requested to do so by the Director. A valid driver's license and acceptable records are mandatory for operation of camp vehicles.

Staff Personal Belongings Unless prior arrangements are made with the Director, Camp Tamarack programs will not use equipment owned by staff and will not accept responsibility for damage or disappearance of personal equipment used without authorization. Camp Tamarack will provide the best possible secure storage for staff valuables but will not accept responsibility for damage or disappearance of valuables.

Staff Visitors are allowed but arrangements must be made with the Director 24 hours in advance. The Director will collect the cost incurred by the visitor as follows: \$4.00 for breakfast and lunch, \$5.00 for dinner and \$10.00 for overnight lodging. All visitors not staying overnight will vacate camp by 10pm.

Minor Visitors of campers or staff are allowed but arrangements must be made with the Director 24 hours in advance. A minor visiting camp must have a parent/guardian present or have additional paper work with signature (health form and liability release). All applicable charges apply as above.

Parents Visiting their children at camp are always welcome. Arrangements should be made at the discretion of the Director.

Enforcement of Policies will take place by the Director if there is any real or perceived infraction made by an employee. The Director reserves the right to terminate the employee contract in the event of unsatisfactory service.

Health Exam documentation must be on file with Camp Tamarack. This health exam must be dated within 24 months of employee contract start date. If exam is not current the camp will arrange for an exam at the expense of the employee.

Accident Benefits Camp Tamarack adheres to the State of Oregon laws in regards to Workers Compensation. Foreign staff coming through, Camp Counselors USA (CCUSA) or International Cultural Exchange Program (ICEP), are under the jurisdiction of their agency.

Performance Evaluation offers employees an opportunity to improve in any given areas of need. Once individual expectations are set by Camp Tamarack, a mid-season and end-of-season evaluation will take place. The Director and/or an immediate supervisor of the employee will administer these evaluations.