

Camp Dark Waters: Personnel Policies and Practice

1. PAYMENT OF SALARIES: Salaries will be paid at the end of the camping season, and may be drawn against during the season.

2. TIPS AND GRATUITIES: Camp Dark Waters does not believe that tipping is necessary. Any tips received are put into a General Counselor Fund. At the end of the camping season, counselors decide collectively in a staff meeting how the Fund should be spent. In the past, one half of the Fund has been allocated for scholarships for needy children for the following summer, and the other half has been used to fund items for the betterment of camp.

3. PROMOTIONS AND INCREASES: Salary increases for all staff positions at Camp Dark Waters are given on the basis of individual performance and merit. Staff members that have performed satisfactorily during one camping season are invited back for the following season. Counselor performance is evaluated weekly at staff meeting.

4. TERMINATION OF AGREEMENT: (a) Either of the parties may terminate the agreement by giving the other one week's notice in writing. If this occurs, payment will be made through the end of the notice period. (b) Camp Dark Waters reserves the right to cancel agreement on or before June 10th should low enrollment make it necessary to reduce the staff. (c) In the event of early departure or dismissal due to fire, accident, epidemic, etc., camp salaries will be pro-rated.

5. DISMISSALS: The camp director has the responsibility for dismissing or suspending staff members. Dismissal or suspensions will be effective immediately at the discretion of the Director. Dismissal or suspension notices will specify the cause. Conditions warranting dismissal or suspension are as follows:

- (a) Clear and/or repeated evidence of inability or unwillingness to perform duties.
- (b) Use of corporal punishment of campers.
- (c) Bringing alcoholic beverages or illegal drugs onto the camp premises, using same while on duty, or reporting for duty while under the influence of the same.
- (d) Any violation of policies stated in the Camp Dark Waters Staff Handbook
- (e) Any actions deemed by the Director to be against the "Spirit of Camp Dark Waters"

If a staff member is dismissed, salary will be paid until the end of the notice period.

6. SICK LEAVE: Camp Dark Waters provides five (5) days of sick leave with pay for all staff members. Extension of sick leave, with or without full pay, may be granted at the discretion of the camp director.

7. EMERGENCY LEAVE: In the event of death in the family of the employee, illness in the family, or urgent business, leave will be granted in relation to individual circumstances at the discretion of the camp director, not to exceed five (5) days with pay.

8. HEALTH EXAMINATION: Employment is cognizant upon a thorough physical examination within 1 year of employment, showing evidence of good health and freedom from physical defects which would interfere with adequate performance of the particular job. Should

there be any question of physical fitness on the part of the employee, the camp reserves the right to require, at any time during employment, a health examination by the physician or a clinic of the camp's choice, at the expense of the camp. Failure to complete a Health Examination prior to arriving at camp will result in a loss of one day's pay. Additionally, the employee will need to make arrangements to get the examination at the employee's own expense.

11. TIME OFF: Each counselor will be given three (3) forty-eight (48) hour periods of continuous time off during the eight (8) week camping season. Administrative staff members are given twenty-four (24) continuous hours of time off per week of the season. Transportation to and from the nearest town or to and from public transportation will be provided at the beginning and end of each time off period

Although not always possible, we attempt to give each counselor scheduled free time each day.

12. STAFF USE OF CAMP EQUIPMENT: The resources of the camp should be available to the staff for use during time off periods, but only when staff use of such resources will not interfere with the program of the camp. This would refer to kitchen, canoes, sports equipment, etc...

13. STAFF LOUNGE: Camp Dark Waters provides a staff lounge which is off limits to campers for use by staff during scheduled free time.

14. SMOKING: Smoking is not permitted in any camp building, camper area, or in view of campers. An outdoor, designated smoking area will be available during free times for staff. Smoker's breath, body and clothing should be free of cigarette odor. Cigarettes should be stored in the lodge and never in a camper cabin.

15. Drugs and Alcohol: Counselors ability to do their jobs is completely impaired when they use drugs or alcohol. They endanger themselves, campers and Camp Dark Waters reputation while under the influence. Camp Dark Waters staff members may not use, keep, buy, sell, or transport alcohol or illegal drugs on the Dark Waters property. Nor may staff members provide such for under-age staff members. Staff members remaining at Camp Dark Waters during days off are covered by this policy.

16. CARS: staff members are permitted to bring their own cars to camp. However, personal cars are to be used only for personal use, such as leaving camp on days off or for approved personal time out of camp. Staff and counselors are not permitted to use their vehicles for transport of campers at any time. All camp business necessitating transportation shall be conducted in one of the camp vehicles. All vehicles must be properly registered and insured. Camp Dark Waters assumes no responsibility for any damage to staff member's cars while parked on the property.

17. PERSONAL PROPERTY: Staff members are encouraged to bring personal musical instruments, books, cameras, camping gear, personal sports equipment, etc. to camp, as these items can augment to camp program and provide enjoyment and pleasure both to the individual and to the larger camp community. A pocket knife is permitted for use by staff members. No other form of weapons of any kind

are permitted. Staff members are permitted to store such personal items in their cabins or the lodge. The camp is not responsible for damage or loss of personal items.

Camp Dark Waters assumes no responsibility for any personal property brought to camp. Please leave any items of value at home. Staff members' personal property should not be borrowed or used without the person's consent. **Counselors are not permitted to borrow camper property.**

18. VISITORS: Staff visitors are welcome provided that:

1. Permission to have a visitor or visitors is obtained from the Director or Assistant Director at least one day in advance.
2. The cook is notified at least one meal in advance (if the visitor is to share a meal at camp).
3. The visitor does not interfere with staff responsibilities.

19. PETS: Staff members are generally not permitted to bring pets to camp. In rare cases, permission may be granted by the Camp Director prior to arrival at camp. In such cases, no staff pets are permitted to live in the cabins which are used by campers. Staff members must assume responsibility for the care of their pets.