

DuBois Center Personnel Policies Summer Camp Staff

The conditions of employment as set forth in the Personnel Policies, Summer Camp Staff and the Job Description are a part of the Camp Staff Agreement between DuBois Center and the Employee. By signing your letter of acceptance, you are indicating that you have read these policies and have indicated your acceptance of these policies and practices.

I. CONDITIONS OF EMPLOYMENT

A. Mission Statement of DuBois Center: Our mission is to affirm the Lordship of Jesus Christ, by providing a setting where individuals and groups can discover Christian community, feel acceptance and love as whole persons, deepen one's faith in God and practice caring for all of God's creation.

B. Equality: To ensure equality in the operations and programs of DuBois Center, every person employed during the summer months at DuBois Center will be selected and treated during employment under fair employment procedures which provide equal opportunities to all persons regardless of race, color, religion, sex, age, physical handicap, or national origin and are defined by the Personnel Policies of the Illinois South Conference of the United Church of Christ. A copy is available upon request from the Director.

C. Statement of Purpose: In accordance with the philosophies of the Illinois South Conference and DuBois Center, the following is a guide for the implementation of DuBois Center's Programs.

1. All aspects of DuBois Center will affirm the Lordship of Jesus Christ.
2. Specifically, each person (staff and those participating in DuBois Center's Programs) will be encouraged to:
 - a. develop a deeper understanding of the Christian faith and express it in everyday living;
 - b. experience and give feelings and acceptance of love as a whole person, affirming that each person is child of God in his/her own right;
 - c. develop his/her own unique potential while encouraging others to do the same;
 - d. discover both the responsibilities and rewards of being a part of a Christian community;
 - e. encourage our personal and corporate responsibilities of being caretakers of God's creation. By so doing, we can receive and appreciate the Creator's blessings now and help preserve them for future generations.

D. Conduct: Employees are expected to conduct themselves in keeping with the objectives of the camp, with regard to the welfare of the campers and the respect of the community. It should be recognized that this might sometimes require that the employee adjust personal habits and actions to the customs, policies, and expectations of the camp. Staff members are expected to follow the same rules and guidelines as the campers do in regard to behavior, appearance, and personal integrity.

E. Personal Qualifications: We seek employees who:

1. Have a faith-centered perspective.
2. Have a sincere interest in, avid dedications to, working with children.
3. Have good health, stamina, enthusiasm and a spirit of cooperation.
4. Have an enjoyment of outdoor living and desire to live in a Christian camping community.
5. Will carry their share of responsibility for the safety and welfare of everyone in camp.
6. Will be ethical in their relationships with other employees and the policies of the camp.
7. Will lead by good example.
8. Will obey all camp rules.
9. Will adjust their life-style accordingly, to embrace our Statement of Purpose.

F. Physical Examination: Each employee is required to have an examination within one year of employment at his/her own expense using the form provided. This examination must be sent to DuBois Center before staff orientation or presented upon arrival at camp. If there is a question about the physical fitness of an employee, the camp reserves the right to require an additional health examination by a licensed physician of the camp's choice at DuBois Center's expense. If an employee arrives without a completed health examination, she/he must have a health examination at his/her expense within 48 hours of arrival at camp.

G. Staff Orientation: The camp conducts a Staff Orientation the week preceding the start of our summer camping season. Employment starts with this training session. Employees are required to participate in this training.

H. Substance Abuse:

1. The use and/or possession of any controlled substance or narcotic drug is illegal and shall not be tolerated on camp property.
2. The consumption and/or possession of alcoholic beverages on camp property or immediately prior to taking charge of campers is strictly forbidden. This applies to off-duty time too.
3. Smoking and tobacco products: The summer camp program is a tobacco free program. No campers, staff, or volunteers are allowed to smoke or use tobacco products on camp property, or to carry tobacco products with them while on duty.
4. Violation of any of the above three items is cause for immediate termination.
5. Staff admitting to drug/alcohol related problem will be given the opportunity to seek counseling and, at the discretion of the director, may be allowed to continue in their current position.

Illinois South Conference Personnel Policy XII Substance Abuse:

- A.** It is the intent of Illinois South Conference to provide a drug-free, healthy, safe and secure work environment. Employees under the influence of non-prescribed, controlled or illegal drugs or alcohol while at work can be serious safety risks to themselves and/or others. The manufacture, possession, use, sale, distribution or dispensing of such drugs or alcohol in the workplace is prohibited. This policy is applicable to all employees while at work, on business, or on Conference maintained property, including DuBois Center. Any violation of this Substance Abuse Policy may result in disciplinary action, up to and including discharge.
- B.** Illinois South Conference reserves the right to take any and all appropriate and lawful actions necessary to enforce this Substance Abuse Policy including, but not limited to, drug testing, the inspection of employee's personal property, desks or other suspected areas of concealment. Full compliance with this policy is a condition of employment and continued employment.
- C.** Any violation of this substance Abuse Policy may result in termination of employment, even for a first offense. If there are any questions concerning this policy, please consult the Conference Office.

I. Sexual Activity:

1. Employees shall not engage in sexual activity while on camp property.
2. Employees shall take every precaution to prevent campers in their charge from engaging in sexual activity.
3. Employees shall not engage in sexual flirtation and/or harassment and shall take every provision to prevent campers in their charge from doing so.
4. Employees shall not make sexual advances to any camper or volunteer while on duty and/or on the camp property.
5. Anyone feeling that she/he has been sexually harassed by anyone (another staff, camper, or volunteer) is to report it immediately to the Camp Director. Reports will be held in the strictest confidence.
6. Employees shall abide by the camp's standards for appropriate apparel. See section Q below.
7. Violation of the above is cause for immediate termination.

J. Pets: Employees are not allowed to have personal pets on camp property. The Camp Director must clear any exceptions. DuBois Center is not liable for any animal or pet brought on the property by any guest, staff member, or volunteer.

K. Personal Property: DuBois Center does not assume liability for personal property of staff. Staff, campers and volunteers are encouraged not to bring valuable items such as jewelry, expensive clothes, expensive radios, etc. Such items can be locked in the camp office, but the camp is not liable in case they are damaged or stolen. Items such as guitars, personal sports equipment, etc., that staff or volunteers may use in programming can be kept safe when not in use. Again, DuBois Center will not be liable for items that are lost, damaged or stolen.

L. Guests:

1. All staff and volunteer requests for visitors must be cleared in advance by the Camp Director or Program Director. This includes visitors who come on camp property during the staff's day off.
2. The camp assumes liability for any and all people who come onto the property. For this reason, all guests must check in the office upon arrival.
3. Visitors may come while staff is on duty if prior permission is requested in advance.
4. Visitors are not to have contact with campers, and under no circumstances, left alone with any camper.
5. No overnight guests under the age of 18 years of age or any guests of the campers will be permitted at any time.
6. Guests should not inhibit the work of staff and volunteers. If it is determined by the Camp Director and/or the Program Director that a visitor is disrupting the work of others, the visitor may be asked to leave.

M. Gratuities and Gifts: In accordance with accreditation standards published by the American Camp Association, employees do not accept gifts or gratuities (tips) for services rendered.

N. Camper Punishment:

1. At no time will any employee make use of any form of corporal punishment (i.e. physical force) in dealing with disciplinary problems with campers.
2. Mental, verbal and/or sexual abuse or hazing of a camper or campers will not be tolerated.
3. Staff will be trained with appropriate behavior management skills during staff training.

O. Conduct: All employees are expected to conduct themselves in such a way that they display a positive, Christian image and exhibit Christian life-styles. Good judgment, self-discipline and discretion on the part of all employees are necessary. These work rules and regulations will serve as general guidelines for all employees at DuBois Center.

P. Attire: Staff should dress in such a way as to display a safe and positive, Christian image.

1. Clothing should not be excessively revealing in cut or suggestive in print, (i.e. no clothing with designs, messages, slogans, etc., that are vulgar, suggestive, or promote behavior inappropriate for minors such as smoking or drinking).
2. Swimwear should be modest. No bikinis. 2-piece swimsuits may be worn if stomach area is covered.
3. Thick soled, wide strap sandals are acceptable – NO FLIP FLOPS
4. Short shorts are not acceptable. Mid-length tops are not acceptable – stomachs must be covered.
5. Body art and/or piercings others than earrings must be covered and stay out of sight of the campers at all times.

Q. Minor Rule Violations: Violations of minor rules may not be initially serious but become serious if continued without correction. Violations of the following will result in corrective action. Please note that this is not a comprehensive list, but rather a guide describing what type of infractions are considered “minor”

1. Playing practical jokes.
2. Staff use of profane or vulgar language in the presence of other staff.
3. Failure to report for assigned duties on time.
4. Insubordination.
5. Loafing or other abuse of time during working hours.
6. Interference with the work of other staff, visiting, distractions, etc.
7. Unsatisfactory work performance.
8. Leaving assigned work place without permission from your supervisor (personal needs excepted).
9. Failure to observe basic daily schedule.
10. Failure to keep work and living areas neat, orderly, and clean.
11. Disregard for personal appearance, dress, and hygiene.
12. Other offenses as determined by the Camp Director or Program Director.

R. Major Rule Violations: Violations of major work rules are very serious and maybe cause for severe disciplinary actions, up to and including dismissal. Again as with the Minor Rule Violations, this is not a comprehensive list, but rather a guide describing what type of infractions are considered “major”.

1. Fighting or gambling.
2. Theft, unauthorized use of camp supplies, food, and snacks, etc.
3. Use of profane or vulgar language in the presence of children or other guests.
4. Drinking or possession of any alcoholic beverage or illegal substances at camp or being under its influence when reporting for work.
5. Sexual activity or abuse on camp property.
6. Leaving children unsupervised.
7. Refusal to accept reasonable assignment changes for the best interests of camp and campers.
8. Physical or mental punishment, abuse or hazing of children.
9. Serious safety violations. Dangerous horseplay.
10. Public behavior on or off duty that causes the camp bad public relations or embarrassment.
11. Sleeping during working hours.
12. Repeated unsatisfactory work performance.
13. Refusal to carry out assigned work.
14. Abuse or destruction of camp property.
15. Divulging confidential information.
16. Inability to get along with other staff.
17. Other offenses as determined by the Program Director or the Camp Director.

S. Dismissal: It may be necessary to dismiss a staff person because of continued failure to carry out work assignments. We will make every effort to correct the problem(s) before dismissal, but if the staff person shows no sincere effort to change, he/she will be dismissed and employment and pay will stop immediately. The Camp Director will make all decisions in regards to dismissal and will have the last word in it. Dismissal will also normally carry with it a time frame in which the dismissed staff member is not allowed to return to DuBois Center for any reason unless specific permission is obtained by the Camp Director.

II. JOB DESCRIPTION – SALARY – EVALUATION

A. Job Description: There is a written job description for all position. All staff are expected to be familiar with his/her own position description. Staff will be evaluated by how they measure up to their job description. The Camp Director or Program Director reserves the right to place staff members in positions other than those for which they were hired to provide the best program for campers.

B. Salary Scale:

1. A salary scale is established, administered, and reviewed annually by the Outdoor Ministries Team of DuBois Center.
2. Salary increases may be given upon re-employment.

C. Fringe Benefits:

1. Summer staff are provided with room, board, and staff shirt as a part of employment, unless otherwise stipulated in the contractual agreements.
2. Staff members are covered by camp insurance for on-the-job injuries and specific illnesses (ie. ear infections, poison ivy). This insurance covers accidental injury incurred while employed and on camp property and/or camp business. Treatment for previously existing conditions, accidents, and sickness incurred that is not directly related to camp employment is not covered. Medical expenses beyond these limits are expected to be covered by your own personal health insurance. If staff becomes ill and needs to see a physician, and returns to work, he/she is expected to follow the prescribed therapy. The camp health supervisor will monitor such. If it is determined that the staff person is not taking the care necessary to become well, he/she will be sent home without pay to recover and not allowed to return without a doctor's statement.

III. OTHER INFORMATION

A. Staff Training:

1. Staff training is conducted prior to the camp season as designated in the Employment Contract. Participation is required.
2. DuBois Center may offer additional training to employees at the expense of DuBois Center.

B. Time Off:

1. Employees will have no more than two hours off per day, and may have less. All staff arrange for their free time with their immediate supervisors. Staff are to remain in camp during daily free time. The free time cannot be scheduled during meal times, before breakfast, or after supper.
2. Employees may be required to work days with no time off.
3. Staff will be given at least 24 hours off between most camp sessions in which they may leave camp. Some sessions are only 3 days in length and run concurrently. Staff 18 and older may remain in camp over weekend breaks with Camp Director's approval. All personnel policies and camp operating procedures are to be adhered to during camp session/weekend breaks.
4. Staff may request time off for personal and school related matters. Such requests should be made as far in advance as possible. We will make an effort to meet those requests. However, our foremost commitment is to our campers and program. We ask staff to assume a similar commitment and responsibility when we offer contracts for employment, and to consider this when making requests for special time off. These special requests will be time off without pay.

C. Staff Meetings: Staff meetings are held before and after each camp session. These meetings are important and staff will be considered negligent in their work for showing up late or missing these meetings.

D. Other Policies and Procedures:

1. Use of the telephone. Staff may use the phone for their personal use during their time off. All calls are to be written down on the log beside each phone. Failure to do this may mean a loss of this privilege. When you receive a call, we will determine the nature of the call. If it is an emergency, we will get in touch with you ASAP. For all other calls, we will take any message and/or phone number and advise caller when he/she can expect a return call.

2. Incident Reports. We strive to operate our camp in the safest possible fashion with equal concern for the care and safety of both campers and staff. But we acknowledge that accidents do happen. It is important, no matter how minor the accident may appear that you take the time to fill out an Incident Report Form. This includes accidents and incidents where no treatment was given at the time of the occurrence, but problems could conceivably occur sometime later (such as headaches, stiff muscles, etc.). When in doubt, fill out the report and make sure the session director and/or camp nurse is aware of it.

3. Sickness/Accident Leave. It has been our experience that staff may become ill or get minor injuries sometime during their summer employment. However, this is not always the case. Usually if the employee stays at camp during his/her illness, no wages are deducted if employee is back to work within 24 hours. However, if the employee has to go home to recover, we deduct the appropriate amount of pay. Each case will be considered individually and the Camp Director/Program Director will have the final word in the matter.

4. Vehicles:

a. Personal vehicles are to be parked in designated areas only.

b. Use of personal vehicles to conduct camp business or transport campers is by permission of the Camp Director/Program Director.

c. Only persons designated by the Camp Director/Program Director may drive camp vehicles.

d. Horses and campers have the right-of-way. Speed limit is 5 m.p.h. around any pedestrian traffic.

5. Firearms: Firearms and/or weapons are not permitted on camp property unless prior approval has been arranged with the Camp Director. At no time will the weapon/firearm be in an unsafe condition unless being used for reason permitted. The weapon/firearm will be under lock and key when unattended.

6. Power Tools: All power tools are to be used only by the maintenance staff. For those under age 18, use will be only as assigned by the Maintenance Director. All other staff must have prior approval from the maintenance staff before operating any power tool.

E. What Staff May Expect From DuBois Center:

While it may at first appear that these policies are restrictive, that is not their intention. We hope they will allow you to work to the best of your abilities. It is our intention to create a work environment which is a safe and secure place, where all staff feel accepted and appreciated. DuBois Center, in appreciation for all your efforts, will provide the following.

1. Supervision – Staff will be available any time to listen to your needs and to help you deal with situations that are beyond your capabilities. This is a learning experience for staff and for DuBois Center, and supervision is an important part of the learning process.
2. Christian Community – Life at DuBois Center is intended to be a model Christian Community. This means that we do things differently. Christian values are often different than societal values. We celebrate not only our common belief in God as Creator, Christ, and Holy Spirit, but we celebrate the uniqueness of all individuals who work for us. We accept you because you are a child of God, special and precious and deserving of the love and care that we try to give to all whom come to DuBois Center.
3. Spiritual and Personal Growth – We are committed to bringing out the magnificent potential of all of our staff. Most of the time the staff is able to help one another overcome many of life's hurdles. When we are unable to do that ourselves, we will assist any individual who desires to find the professional help necessary to reach their full potential. We care and are willing to invest in your personal and spiritual growth.
4. Leadership Skills – We believe that the church leaders of tomorrow are in the church camps of today. This applies to camp staff as well as to campers. We will help staff learn leadership and "people" skills necessary to feel confident in doing their assigned tasks. It is our hope that these skills will become useful to staff in their daily lives at school, work and in their local church.