

# **Nebraska Lutheran Outdoor Ministries**

**Summer 2025**

## **Summer Staff Personnel Policies**

**The following policies are set to facilitate a safe, quality, Christ-centered camping program. The employee's signature on the Acknowledgement at the end of these policies as well as their Staff Service Agreement signifies acceptance of these policies.**

Staff members are employed for the express purpose of providing leadership, enabling campers at Carol Joy Holling Camp and Sullivan Hills Camp to achieve the objectives of Nebraska Lutheran Outdoor Ministries (NLOM). Each person's job is to ensure a safe, meaningful, Christian growth experience for campers.

### **Employment**

**Equal Opportunity Employment** NLOM is an equal opportunity employer. We pledge to provide equal employment opportunities without regard to race, age, color, sex, sexual orientation, gender identity, disability, creed, marital status or national origin. This pledge applies to all employees and applicants for employment in connection with hiring, placement, training, and promotion. It also applies to recruiting, advertising, or solicitation for employment and treatment during employment.

**Employment and Compensation** Staff members will sign a Service Agreement that lists job title, salary, dates of employment, and responsibilities. A job description and Personnel Policies will be provided with the Service Agreement. Any changes by the employee in the work schedule will result in a pro-rated salary adjustment.

**"At-Will" Employment** NLOM is an "At-Will" employer. Nothing contained in any policy and/or practice of NLOM, written or unwritten, communicated in writing or orally, shall be construed to mean that any employee is hired or continued in employment on an indefinite or permanent basis. NLOM reserves the right to vary job description, particular assignments, and working hours of any employee at any time or to terminate any employee for any reason, and the termination may be immediate. Any employee has the right to terminate employment at any time.

**Assignments** Staff will be assigned to programs and camp sites based upon NLOM's needs. Staff assignments may be changed at any time. Any staff may be assigned to a maintenance, food service and/or office assistance position. Assignments are made on a weekly basis.

**Housing** The Summer Camp Director will assign housing as determined by job position and current housing needs and availability.

**Training** Job information begins with the pre-camp mailings to all camp staff members prior to arrival on site. Staff members are held accountable for the content of all mailings and printed materials provided.

Staff members will participate in the pre-camp training in addition to participation in staff meetings and on-going training on site.

All staff are required to have current Red Cross Standard First Aid and CPR certification. Proof of current certification must be provided by the start of staff training. Those not having certification by the time staff training begins will become certified during pre-camp staff training when Standard First Aid and CPR classes are taught on-site at NLOM. Training offered through colleges or other organizations may be substituted for the Red Cross training if documented and approved by the Summer Camp Director.

Additional training and certifications may be required for some positions. Any certification required for your position will be paid for by NLOM with prior approval.

**Performance Appraisals and Evaluations** NLOM provides an opportunity for growth and development for both staff and campers. Staff will have the opportunity to participate in the evaluation process.

**Health Forms** All staff will be provided a digital Health History form to be completed and signed by the designated date.

For the safety of our campers, guests, and other staff members, NLOM requires all summer ministry team members to have vaccinations in line with the state guidelines for schools and colleges. Staff members should also have had an MMR booster within the last 10 years.

**Insurance** Staff members are covered for accidents while on duty. Expenses incurred through illness or accidents unrelated to the assigned duties will be paid by the staff member. Staff are responsible for purchasing

their own medical prescriptions and supplies during employment.

NLOM is not responsible for the personal property of staff members.

### **Payment of Salary**

Staff will be asked to present documentation to verify both identity and employment eligibility in compliance with federal regulations. The list of accepted documents will be provided with the federal I-9 form.

Staff will be asked to complete the federal I-9 and W-4 forms at the start of pre-camp training.

Salary will be paid in five bi-weekly installments. Final paychecks are issued upon completion of the checkout procedure that includes any required written reports, cleaning of housing unit, inventories and equipment return. Any changes by the employee in the work schedule will be reflected in a pro-rated salary adjustment.

**Termination of Employment** NLOM has the right to terminate an employee at any time. Termination would generally be preceded by a conference between the Director of Programs and employee.

Examples of unacceptable behavior, which may result in disciplinary action or immediate discharge, include:

- Violating safety rules or safety practices.
- Possession and/or use of illegal drugs and/or inappropriate behavior resulting from the use of such drugs.
- Possession and/or consumption of alcohol on site. Inappropriate behavior resulting from the consumption and abuse of alcohol.
- Disorderly conduct.
- Abusive or inappropriate language with campers or staff.
- Sexual abuse or inappropriate behavior with campers and/or staff.
- Sexual harassment on the job.
- Immoral conduct.
- Inappropriate representation of NLOM in any way including through the use of Twitter, Instagram, Tik Tok or other internet connections.
- Making or publishing of false, vicious or malicious statements concerning any employee, supervisor, NLOM or its services.
- Misuse or removal of employee and camper lists, NLOM records or any other confidential information from the premises without permission.

- Abuse, misuse or deliberate destruction of camp property, tools, equipment or the property of other employees in any manner.
- Theft.
- Unacceptable and/or unlawful behavior.
- Possession of firearms.
- Insubordination, refusal to follow policy, rules or directives.
- Leaving the workplace during working hours without permission.
- Unauthorized absence.

## **Work Schedule**

**Attendance** Absence from work will not be permitted under circumstances that can be reasonably avoided. The normal workweek is Sunday through Friday

**Activities** Staff members are expected to actively participate in and be on time to all meals, worship and all-camp activities, unless excused by the Summer Camp Director or immediate supervisor. Staff will see this holds true for campers as well. If a camper or staff member is ill, it should immediately be reported to Health Care Specialists or Site/Activity Coordinator so proper steps can be taken. The Health Care Specialists will notify the Site/Activity Coordinator and Summer Camp Director.

**Work Hours** Staff are expected to be available to campers and the camp program at all times when not on specific time off. Staff will remain on camp property unless they have special permission from the Summer Camp Director. Staff are considered “on duty” starting at 12 p.m. on Sundays through 5 p.m. on Fridays and any additional hours when they are assigned to represent NLOM.

**Personal Time/Breaks** Each staff member will have at least two hours per day scheduled for personal break time. Additional break times will be scheduled as time allows. Breaks will be scheduled by the Site/Activity Coordinator with each staff member assigned to that specific site to ensure campers are properly supervised during the break time.

**Time Off** Under normal circumstances, all staff members are free from duties Friday at 5 p.m. to Sunday at 12 p.m. Staff will also have off 10 a.m. on July 2<sup>nd</sup> through 12 p.m. on July 6<sup>th</sup>. Staff are expected to work Memorial Day as well as the final week of camp through closing worship on July 27<sup>th</sup>. Staff may not leave the site until it is clean and ready for the next program event.

NLOM is not responsible for the activities or whereabouts of the staff during time off. It is expected, however, that staff will conduct themselves in a way that is appropriate and a credit to our Christian camp community.

**Staff Meetings** Weekly staff meetings are held to plan, evaluate, and provide training. Attendance is required.

Additional staff meetings and training sessions will be held in conjunction with the mid-season break.

**Emergency Leave** In the event of a death or illness in the family or urgent business of an employee, leave may be granted at the discretion of the Summer Camp Director. Such leaves may be without compensation.

**Personal Leave** Time off for personal reasons, other than sickness or emergency as defined, is not guaranteed. Time off must have prior approval of the Summer Camp Director. And if granted, an adjustment will be made in the employee's salary.

**Safety** Staff are expected to comply with all camp rules and safety measures, including swimming, storms, fires and other general camp policies.

**Questions** When in need of help concerning program, administration, disciplinary problems, maintenance, or personal problems contact the immediate supervisor, Summer Camp Director, Director of Programs or Executive Director.

## **Personal Conduct**

**Leadership** Staff members subject themselves to the same rules and regulations as the campers. The best of camp comes from healthy role modeling and strong relationships.

Staff are expected to work as partners and to role model a sense of unity and group loyalty. Although we may not see eye to eye on every issue, staff are expected to work together on projects for the sake of the campers, the team, and the ministry. Leading also means being a willing follower and an active participant in all aspects of camp life.

Families expect us to serve as primary caregivers and to adhere to the rules and behavior acceptable to the average caring parent.

**Drugs and Alcohol** Possession or consumption of illegal non-prescription drugs, abusing prescription

drugs, or alcohol on camp, or reporting to work under the influence of such substance is prohibited. Drinking alcoholic beverages, or the use of cannabis, on site during the weekends is also prohibited.

All prescription and non-prescription medication and medical supplies must be turned in to the appropriate Health Care Specialist and taken under their supervision.

**Smoking/Vaping** Smoking/Vaping is allowed in designated areas only. Designated areas include; Hazel Dillon loading dock, Monke Lodge loading dock, and the Sjogren kitchen dock. Use of any tobacco products, including chewing tobacco, and vaping, is not permitted in the presence of campers, inside buildings or at staff meetings.

Due to the known health hazards, staff are strongly encouraged to refrain from smoking/vaping or using any tobacco product.

**Personal Appearance** Because we are considered partners with families, staff must present themselves in a manner acceptable with most families. This means role modeling through dress, personal appearance, hair style, and personal hygiene.

Staff are expected to refrain from piercing ears or any other body part during the camp season due to the possible risk of infection. Under no circumstances will campers be encouraged to pierce any part of their body or will they be allowed to pierce others' ears or any other body part while at camp.

Staff are also expected to refrain from getting a new tattoo during the summer season due to the possible risk of infection. Under no circumstances will campers be encouraged to get a tattoo and discussion related to tattoos will be discouraged with all age groups.

Staff are expected to shower daily, wear clean, appropriate clothing, and to exercise care in other areas of personal hygiene. Camp does not give you permission to ignore personal hygiene.

**Clothing** All clothing must be appropriate for performing the assigned job duties. Shirts must always be worn, with the exception of swim time. Remember staff will be playing games, bending over the campfire and living an active lifestyle. Dress appropriately.

Clothing advertising weapons, drugs, tobacco or alcohol products is prohibited. Any clothing that may be considered a racial slur, sexually inappropriate,

contradictory to the Christian faith, or offensive in any manner will not be allowed.

**General Staff Behavior** Staff members will conduct themselves in such a way as to set a proper example for the campers and in a manner that will reflect favorably on NLOM. This may mean adjustment of personal habits and actions to the customs, policies and standards of NLOM. NLOM may expect that certain habits, lifestyles, attitudes, personal values, and/or topics of conversation be put aside in order to conform to the standards and expectations of the campers, parents, NLOM, and Evangelical Lutheran Church in America.

Conduct both on and off site that may discredit the camp is grounds for immediate dismissal. Staff will be held accountable for unacceptable and unlawful behavior. Violation constitutes grounds for immediate dismissal.

Staff are expected to function **at all times** in a Christ-like, professional manner. That includes, but is not limited to, refraining from using illegal drugs, abusing alcohol, and using profanity.

All staff are expected to remain in good physical, mental, and spiritual condition. NLOM reserves the right to require hours and habits to be adjusted to assure good health and performance.

### **Internet Space**

Nebraska Lutheran Outdoor Ministries regularly searches and monitors internet sites for references to its programs. It is very important that staff members each understand that what is said on public internet space (i.e. Tik Tok, Instagram, a personal blog, etc.) can and does affect NLOM's image. NLOM asks that staff please consider the following when using such space.

1. Connecting with groups that reference Nebraska Lutheran Outdoor Ministries, Carol Joy Holling Camp, Sullivan Hills, or any other NLOM program can be a wonderful thing for all if the information that is shared is positive and complies with NLOM and basic Christian standards. If you are unwilling to comply, do not reference NLOM programs in any way.

2. Staff must be conscious of everything posted online. Not only does it affect Nebraska Lutheran Outdoor Ministries, but it very well could affect the staff member's future connection. Staff must not use blogs or personal Web sites to disparage NLOM, other campers, or other staff members.

3. You have control of what is posted on your page. Rude or inappropriate comments by friends or photos

from parties with alcohol or inappropriate dress do not reflect positively on you or NLOM – if such posts exist, please remove them.

4. It is never allowed for you to post a picture of a camper on your personal social media accounts.

5. Staff are not allowed to reach out to, friend, or follow campers on social media. You must have the family's permission to be in contact with campers after their week at camp.

NLOM does monitor what is said in public internet spaces. We will not tolerate something being shared that may adversely affect the ministry of NLOM. Any staff member found to be in violation of any portion of this policy will be subject to immediate disciplinary action, up to and including the staff member's dismissal from the staff.

**Personal Relationships Among Staff** The highest standards and values are expected of staff and that includes maintaining appropriate boundaries with other staff members, volunteers, pastors, youth directors, and campers. Camp is not designed to be a dating service. Camp is for the faith formation of campers and staff, and that is where the focus of your time and energy needs to be.

If you happen to be in a relationship with another summer staff member, please remember that open displays of affection in the presence of campers and talking to campers about your relationship are not allowed. Campers do not need to know about your personal relationships, romances, or your personal life. Such discussions are not appropriate with campers and will not be tolerated.

It is expected that a certain level of discretion will be used in personal relationships among staff. Open displays of affection among staff are not appropriate during the work week. Staff who are in a relationship are expected to be courteous of other staff, recognizing this space is home to all of us. Sexual activity and cohabitation of any kind are not allowed on site.

**Camper-Staff Relationships** Camper-staff relationships are not allowed under any circumstances. Although staying in touch with campers as a way of supporting them seems like a good idea it raises liability concerns for NLOM, the staff member, and congregation.

Staff wishing to remain in contact with a camper following the camp session will seek permission through the camper's family and/or pastor of the camper's

congregation. One-on-one activities/visits are not allowed for risk management reasons. Telephone calls must always go through the family first.

E-mails to campers that in any way represent NLOM or could be considered official NLOM correspondence are illegal unless you have written permission of the family.

## **Facilities/Equipment**

**Care of Facilities and Equipment** Staff members are expected to clean up after themselves during the week and on weekends.

Staff are expected to keep their personal belongings in a neat and orderly fashion. Camp is not an excuse to be messy. An orderly housing unit will help cut down on lost and found and is consistent with our role as primary caregivers.

Staff should demonstrate leadership and example in caring for the buildings, camp equipment and property, and when damage is threatened or likely, take immediate action to prevent it. Staff members are expected to exercise personal concern for the quality, appearance and spirit of the camp.

**Food Service Equipment** Authorized staff members only are allowed in the food preparation and storage areas. All safety and sanitation rules must be adhered to in the kitchen

Equipment needed for cookouts and program activities will be stored in a separate location. Food and equipment are not to be removed from the kitchen without prior approval of the Chef/Food Service Manager.

**Staff Lounges** Staff members may use the staff lounge at their specific site during their time off. Staff will share responsibility for keeping the lounge in a clean and satisfactory condition. Each staff member will have a limited amount of space for storage of personal items such as cell phone, cameras, laptops, iPads, etc.

**Camp Equipment** Camp equipment has been purchased by NLOM for its program participants. Weekend use of the equipment off site must have prior approval from the Director of Programs. Use of equipment on site is permitted under normal use conditions with the observance of safety procedures. Staff will be held responsible for misuse of equipment. A lifeguard must be on duty to use the swimming pool or lake.

**Personal Property** NLOM is not responsible for damage or loss of personal property. Camp will not be held responsible for accidental loss or damage of personal staff property, including vehicles and personal sporting equipment.

Wallets, purses, credit cards and cash should not be stored in the housing unit with campers. These items may be left in the Program Office.

**Purchases** Any purchase or expenditure made in the name of camp must have prior approval of the Summer Camp Director. A receipt is required for all purchases. Persons making unauthorized purchases will be held accountable for the expense.

## **Other**

**Clothing and equipment** Staff members are responsible for providing their own personal clothing, bedding and equipment.

Staff uniforms are to be worn on the opening and closing day of each program (usually Sunday and Friday). The uniform is clean shorts, skorts or pants (hemmed, neat, appropriate length) and staff shirt on opening day and closing day. Staff must bring shorts, skorts or pants to camp and will receive the shirts at camp.

iPods, iPads, cell phones, and laptop computers are not allowed during camper sessions, except in circumstances approved by the Summer Camp Director.

**Visitors** Guest visits are discouraged during the week due to the inability for staff and guests to spend time together while staff are on duty. Guests arriving unannounced on site may be asked to leave. Permission of the Summer Camp Director must be received prior to having any guests on site. Our job is to care for the campers and having guests on site may interfere with this responsibility. ALL GUESTS (including families) are to sign in at the camp office upon arrival at camp.

Overnight weekend guests must have prior approval of the Summer Camp Director. NLOM assumes no responsibility for staff guests; staff are responsible for the conduct of their guests. Meals and lodging for guests, if allowed, will be charged to the staff member with whom they are visiting.

**Vehicles** Staff owned vehicles must be parked in designated areas. NLOM assumes no responsibility for staff-owned vehicles. Vehicles shall not be driven off

roadways. The speed limit in camp is 20 mph and staff are expected to adhere to this regulation.

Only staff approved by the NLOM auto insurance carrier and specifically assigned to the task shall drive camp vehicles, including golf carts, tractors, UTVs, and vans.

Pick-up trucks, trailers, and tractors will not be used to transport staff or campers without the direct consent of the Summer Camp Director or Maintenance Director.

Golf carts should be driven on roadways and are to be used by only those having permission of the Summer Camp Director or Site/Activity Coordinators. All passengers must be seated when the golf cart is in motion. And passengers are limited to the number of seats per golf cart.

Private vehicles used for official camp business must have prior approval of the Summer Camp Director and Executive Director and must be covered by a comprehensive insurance policy. A written agreement regarding such will be negotiated.

**Pets** NLOM is not in a position to allow summer staff to bring pets to camp. However, small animals or reptiles may be housed in the outdoor program center if approved in advance by the Summer Camp Director. NLOM assumes no responsibility for injury or loss.

**Laundry** Staff are responsible for their own personal laundry. Laundry facilities and laundry soap are provided on site for staff use. Camper, food service, and housekeeping laundry is priority during the week.

**Food and Snacks** Since campers are not allowed to bring gum, candy, or other snack food to camp, pop and candy are not available on site during the week. Staff are not allowed to have pop, candy, or any kind of snack food in any camper housing unit.

Staff are allowed to have snacks in the staff lounge area at their site. However, no food items are to be taken out of the lounge area and snacks are not to be shared with campers.

Each staff lounge has a small refrigerator available for staff use. Refrigerators will be cleaned on a weekly basis and leftover food or items that do not have a name and date on them will be thrown away. Cleaning is the responsibility of the staff on that site.

NLOM reserves the right to restrict food items brought into the staff lounge if it becomes a problem in any way.

**Telephone** If a non-emergency phone call for a staff member comes in, office staff will take a message and deliver it at the next meal. In case of an emergency call, the staff member will be notified as soon as possible. Intra-camp phones are located on each site. Emergency calls can be made on any of these phones.

The camp telephones are for business use, not personal calls. Personal cell phones may be used in the staff lounges. Personal calls should be made on weekends or on breaks.

Cell phones may be carried by staff, but should not be used in the presence of campers.

Campers are not allowed to receive or make calls during the camp session.

The telephone number at Carol Joy Holling is (402) 944-2544. The telephone number at Sullivan Hills is (308) 483-5804. Phones are monitored 24 hours a day when campers are on site.

**Mail** Mail is delivered daily during the camp week.

(Staff Name)  
Carol Joy Holling Camp  
27416 Ranch Road  
Ashland, NE 68003-3518

(Staff Name)  
Sullivan Hills Camp  
4236 Road 149  
Lodgepole, NE 69149

Mail for those on off-site programs/trips will be held for delivery when staff return on Friday afternoon.

## Questions

Questions or concerns related to these policies should be directed to Bailey Neitzel, Summer Camp Director; Korey Breutzmann, Director of Programs; or to Jason Gerdes, Executive Director.

**Nebraska Lutheran Outdoor Ministries**  
**27416 Ranch Road**  
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**402-944-2544**  
**[www.nlom.org](http://www.nlom.org)**