

# PERSONNEL POLICIES

Camp Fire Central Puget Sound

Camp Sealth

Policies for Seasonal Summer Employees and Volunteers



## PERSONNEL POLICIES OUTLINE

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## Section 1: Introduction

- A. **Purpose:** The purpose of this document is to set clear guidelines for conduct and workplace expectations for both the employee and employer to ensure a successful working relationship. These policies may be altered, rescinded or amended as necessary, in which case employees will be notified of the changes as soon as possible.
- B. **Applicability:** These policies apply to all seasonal summer camp staff, which includes paid employees and volunteers. Throughout the policies, the term "staff" refers to any staff, whether paid or volunteer, unless the policy specifically refers to one or the other.
- C. **Organization Overview:** Camp Sealth is a youth camp and retreat center, serving kids through overnight and day camp in the summer, and family programs, retreat groups, and environmental education throughout the school year. Camp Sealth is owned and operated by Camp Fire Central Puget Sound, a non-profit organization based in Seattle, WA and serving youth in King, Kitsap and north Mason Counties. Other programs operated by Camp Fire include day camps, traditional club programs, and teen programs.
- D. **Goals:** All Camp Sealth staff are expected to support and uphold the agency's goals for camper development, which are:
  - 1. Develop knowledge and appreciation for the natural world
  - 2. Develop and build leadership skills
  - 3. Acquire and improve social and emotional learning skills
  - 4. Develop skills for academic and workplace success
  - 5. Value people of diverse backgrounds and abilities
  - 6. Demonstrate civic engagement and stewardship
  - 7. Develop and maintain active and healthy lifestyle habits
  - 8. Be empowered with a sense of purpose and optimism for the future
- E. **Values:** Camp Sealth staff are hired for their shared values and are expected to uphold and enforce these values throughout their employment and association with Camp Fire. These values are:
  - 1. *Campers First:* The campers are our highest priority – the safety, health, and well-being of the campers are always at the forefront.
  - 2. *Inclusive:* We welcome and encourage campers and staff regardless of background or ability and value the uniqueness that each individual brings to the camp community.
  - 3. *Clean Communication:* In following the tenets of the ACT Program, we strive to be honest and forthcoming in our communication, to openly resolve conflict, and speak up for our needs in ways that foster respect and a healthy community.
  - 4. *Professionalism:* We strive for personal achievement and growth, to have a strong work ethic, and to be viewed as leaders in the field of youth development.

5. *Team-Oriented:* We recognize that individuals are stronger in a team, and therefore support and encourage our fellow staff in their jobs.
- F. **Organizational Structure:** All camp staff are hired, trained, and supervised by the Summer Camp Director, in cooperation with a team of Assistant Camp Directors, who also oversee camp logistics, scheduling, etc. The Summer Camp Director is supervised by the Executive Director of Camp Fire, who also lives on site and participates in the day to day operations at camp. Additional year-round staff support camp operations and other Camp Fire programs, and the Camp Fire Board of Directors oversee the Executive Director and all Camp Fire employees.

## Section 2: Staffing

- A. **Equal Employment Opportunity:** Camp Fire Central Puget Sound is an Equal Opportunity Employer. It does not discriminate with regard to hiring, assignment, promotions, or other conditions of staff and employment because of race, gender, creed, national origin, age, religion, veteran's status, marital status, sexual orientation, political ideology, physical or mental disability, or any other classification protected by applicable law. Furthermore, being committed to the value of diversity in its organization, Camp Fire will take steps necessary to enhance and promote such diversity as it deems appropriate.
- B. **Hiring Procedures:** All Camp Fire staff must complete an application form and pass a criminal background check each year they are employed. New employees must also complete an interview and have references and employment history verified. International staff may be hired through a contracted agency which does reference and background-checking.
- C. **Staffing Overview & Classification:** Camp Sealth employs approximately 120 paid staff and 80 volunteers each summer. A general breakdown of the staff positions are as follows:
1. *Counselors (60):* Cabin counselors work directly with the campers; counselors are responsible for the daily care and supervision of groups of 6 to 8 kids.
  2. *Specialists (20):* Specialists teach and lead camp activities including horseback riding, waterfront, archery, arts & crafts, challenge course, nature, and outdoor living skills.
  3. *Support Staff (25):* Support staff work in areas of camp other than camper units or activity areas, including the office, store, kitchen, dining hall, health care center, photography, and Inclusion.
  4. *Supervisors (15):* Supervisors oversee the camper units and specialty programs, supervise the front-line staff, and provide overall leadership for the entire camp community.
  5. *Volunteers (varies):* Camp Sealth recruits volunteers for a number of different positions, including Health Care, the LEAD program (teens), and returning staff may volunteer for a week or more in any capacity. Note: separate policy documents exist for LEADs and Health Care staff; all other volunteers fall under the scope of this document.

## Section 3: Employment and Work Conditions

- A. **Supervision:** All camp staff will be assigned a supervisor who is responsible for giving work assignments, feedback, and performance evaluation. In some cases, an employee may work under two supervisors who evaluated different aspects of their job. Camp staff may be temporarily reassigned to another supervisor if working in a different part of camp, typically on a week by week basis.
- B. **Training:** All camp staff go through training at the beginning of the employment period. Training length and content varies by position. Full-summer paid employees will attend at least 10 days of training; supervisors attend an additional 5 days of training. Staff training will cover all aspects of job responsibilities and an orientation to camp. Staff who are absent for part of the training period must make up missed training sessions.
- C. **Performance Evaluation:** Employees will participate in written evaluations, including both supervisor evaluation and self-evaluation, twice during the employment period; once at the mid-point and again at the end of the season.
- D. **Work Location & Housing:** Unless specific job responsibilities require an employee to work off-site, all employees work at Camp Sealth on Vashon Island.
1. **On-Call:** With the exception of cooks and office staff, all staff are required to live on site and be on-call up to 24 hours each day when camp is in session.
  2. **Housing:** Room and board is provided at no cost to employees. Housing accommodations vary from rustic, unheated cabins to dorm-style rooms; most staff will share a living space.
  3. **Food Service:** Meal service is provided during staff training and when camp is in session and leftovers are accessible on break days.

**E. Work Schedules & Time Off:**

1. **Work Schedules:** Employees are required to be at work through the entirety of staff training, for staff in-service and cleaning days, and whenever camp is in session, except for scheduled break times. The camp staff schedule is available online and in the staff information packet. Changes to the work schedule will be announced with as much advance notice as possible.
2. **Time Off:**
  - a. Staff will have a break of at least 24 hours between every camper session (once per week).
  - b. Each staff member will have two hours each full day of camp free from assigned responsibilities.
  - c. Additional time off requests for personal reasons (such as school or family events) should be made, whenever possible, during the application, interview, or hiring process; or, at a minimum, at least two weeks in advance. Time off requests are not guaranteed, and will only be granted if they can be accommodated with minimal disruption to the camp program. Time off requests should be made in writing to the Camp Director or an Assistant Camp Director.
  - d. Time off is unpaid and will be prorated based on the staff member's weekly rate.
  - e. If an employee must be absent or late to work, he or she must notify his or her supervisor or the Camp Director immediately.
  - f. Due to the short term of employment, Camp Sealth cannot accommodate leaves of absence except for emergencies or highly unusual circumstances. Leaves of absence must be approved by the Camp Director and will be unpaid.
3. **Employment of Minors:** Camp Sealth adheres to all laws pertaining to the employment of minors.

**F. Accommodations for Disabilities:** Camp Fire shall, when reasonable, make accommodations for a staff member with a disability to perform his or her job responsibilities. The staff member should make the Camp Director aware, prior to employment, of any accommodations needed.

**G. Health & Safety:**

1. **Reporting Conditions:** Camp Sealth will take every precaution for the health and safety of the staff. Employees are required to adhere to all safety standards and to report any unsafe conditions. Accidents must be reported immediately to the Camp Director. The provisions, conditions, and reporting requirements of the Department of Labor and Industries and the Occupational Safety and Health Act will be adhered to in cases of accidents while they are at work.
2. **Worker's Compensation:** Camp Sealth is covered by Worker's Compensation through the Department of Labor and Industries, which pays medical bills and compensation for lost wages in cases of work-related injuries. The Camp Director must be consulted immediately to ensure L&I coverage for medical bills.
3. **Health Care at Camp:**
  - a. **Health Care Staff:** Licensed medical professionals are available to camp staff during the duration of employment, either on site or available for consultation. The Health Care staff will recommend when staff should be seen by outside medical personnel.
  - b. **Health History:** All staff must complete a Health History Form and sign a Consent to Treat waiver before starting employment. The Health History Form will be seen only by the Health Care Staff, Camp Director, and medical professionals as needed to provide routine or emergency care.
  - c. **Medication:** It is recommended, but not required, for staff to disclose all medication (both prescription and over-the-counter) in their Health History. However, if the medication being taken will affect a staff member's ability to do his or her job, he or she must disclose this information. Medication must either be kept in the Health Care center, or in a locked box in the staff member's living quarters.
  - d. **Mental Health:** Due to the unique nature of camp work, it is especially important that all staff take care to protect their own physical and mental health and well-being. In the case of a mental health concern, camp will recommend that the staff member seek support from a mental health professional outside of camp. If the staff member's personal well-being or job are significantly impacted by their mental health status, they may be asked to end their employment to seek further treatment.
  - e. **Insurance:** Except in the case of work-related injuries, all medical expenses incurred during employment are the responsibility of the employee.
  - f. **Certifications & Licenses:** All employees must have current certification in First Aid and CPR. Employees who work in the kitchen must have a Washington State Food Handler's Card. Medical staff must have a current health care license in Washington State. Staff employed to facilitate waterfront activities must have a current Lifeguard certification. Trip staff must have current WFA or WFR certification. Persons driving camp vehicles must have a current driver's license and good driving record.
4. **Sick Leave:** Employees may take up to 24 hours (non-consecutive) of paid sick time for illness or injury that prevents the employee from his or her job, with the advice of medical counsel. If more than 24 hours of time off is needed, the time will be unpaid. Staff may be sent home, if practical, to recover from illness or injury before returning to work.

## Section 4: Personal Conduct & Discipline

- A. **Conduct Policies:** Throughout the period of employment or volunteer service, Camp Sealth staff are expected to behave in a manner that is professional and appropriate for youth, whether at work or during break time, both on and off the camp property. Specific conduct rules are listed below, and staff may reference the Personnel Policies addendum for further clarification on these policies.
- 1. Workplace Communication:** Staff are expected to adhere to the ACT program, which will be covered during staff training and is detailed in the employment packet. The ACT program promotes asking for help when needed, dealing with conflict and frustrations in a constructive manner, and avoiding gossip and spreading negativity amongst the camp staff.
  - 2. Drugs & Alcohol:**
    - i. The possession or use of alcohol and drugs (including marijuana) are prohibited on site at all times. Staff may not report to work or be on the camp premises while under the influence of drugs or alcohol at any time.
    - ii. Use of tobacco is allowed only in designated areas of camp on time off and never around children. Minors may not use or possess tobacco products.
  - 3. Personal Sports Equipment:** Personal sports equipment, such as bikes, boats, vehicles, archery equipment, etc. are allowed at camp only with a written agreement with the Camp Director. Campers may not use personal equipment belonging to staff unless approved by the Camp Director.
  - 4. Vehicles & Transportation:**
    - i. Staff are responsible for providing their own transportation to camp. Camp will provide rides for staff to and from the local airport, bus or train stations, or ferry terminal at the beginning and end of employment.
    - ii. Transportation to and from camp on time off is entirely the staff member's responsibility. Occasional rides to town or to the ferry may be provided by camp and are offered on a first-come, first-served basis.
    - iii. Staff vehicles must be parked in the designated parking lot when camp is in session. Personal vehicles may not be used for camp purposes or to transport campers. Camp staff are expected to adhere to the speed limit and ensure safety while driving on the camp road.
    - iv. Camp vehicles may be driven only by designated staff whose job responsibilities necessitate driving. Camp drivers must complete a training course and have their driving skills verified.
  - 5. Pets/Animals:** Staff may not keep pets at camp. Staff-owned horses may be allowed with a written agreement with the Camp Director.
  - 6. Weapons:** Possession or use of weapons is prohibited on site. This includes all types of guns, including fake/inoperable or toy varieties. Pocket knives smaller than 4 inches are allowed as long as they are used in a safe manner.
  - 7. Language:** Staff will not use language that is inappropriate for young children, including swear words, rudeness or offensive language, or derogatory terms or comments.
  - 8. Pornography:** Pornography of any kind, including pictures, videos, or graphic novels, are not allowed on the camp premises, including on staff's personal computers or in living areas.
  - 9. Dating Relationships:** Staff may engage in dating relationships as long as they do not interfere with the ability to do one's job or impact the camp program in any way. Supervisors may not date their supervisees; nor may any staff member engage in a relationship with a camper, CIT, RSIT, or LEAD; nor may any adult staff member engage in a relationship with a staff member under the age of 18. Non-consensual sexual contact is strictly prohibited, both on and off camp property, during the entire employment period. Public displays of affection are not allowed in the presence of campers.
  - 10. Music:** Staff may not listen to music during work hours, unless it is part of the camp program and all specific music policies are followed. Staff may listen to personal music with headphones during time off.
  - 11. Dress Code:**
    - i. Staff of all genders must wear clothing that covers butts, boobs, backs, bellies, and balls. Clothing worn at camp must not promote any messages of drugs, alcohol, sexuality, violence, hate, or discrimination.
    - ii. Swimsuits may only be worn at the waterfront, and must be appropriate for water sports.
    - iii. Shoes must be close-toed or sturdy open-toed shoes and worn at all times outdoors, except at the waterfront.
    - iv. On the first and last day of each session, staff are required to wear their staff t-shirt to identify themselves to campers and parents.
    - v. Blues & Whites are required to be worn for the last evening of every session; solid navy or dark blue pants, shorts, or skirt and a solid white shirt.
    - vi. All staff will be given a staff tie, to be worn any time that the staff shirt or blues & whites are required.
  - 12. Visitors:** Staff may have visitors at camp only on when camp is not in session. Overnight visitors are not permitted at any time. Visitors arriving during camp must check in at the camp office and be escorted by a staff member while on camp property.
  - 13. Facilities:** Staff will treat the camp property and facilities with respect and care, use sound judgment regarding safe use of camp facilities and property, and keep living and work areas clean and orderly. Graffiti, excessive horseplay, climbing trees or structures, or any other reckless or harmful behavior is not allowed.

14. **Phones & Electronics:**

- i. Cell phones may not be kept or used in sight or reach of campers at any time, except in an emergency. Staff should carry phones, out of sight and hearing, for emergency use. Phones may not be used for personal use during work hours.
- ii. Staff may bring small electronics (laptops, tablets, e-readers, etc.) for personal use on time off only. Electronics may not be used for camp purposes or kept or used in sight of campers. Camp Sealth cannot be held responsible for lost, broken, or stolen belongings.
- iii. Large appliances or electronics, including gaming systems, desktop computers, TVs, stereos, speakers, refrigerators, etc. are not allowed at camp.

15. **Internet, Social Media & Contact With Campers:** The policies described below remain in effect both during and after employment with Camp Fire.

- i. Staff may not have contact with campers in person or by phone, text, mail, e-mail, or social media outside of Camp Fire programs unless approved and monitored by Camp Fire. Staff may not give their full real name or contact information to campers, nor except any contact requests through social media.
- ii. Pictures of campers may not be shared or posted online without approval from Camp Fire.
- iii. Staff may not post or use logos, text, or images uniquely associated with Camp Fire or Camp Sealth without permission from Camp Fire.
- iv. Staff are expected to uphold the values and represent Camp Fire and Camp Sealth in a positive and professional way, particularly in their online communication.

B. **Harassment & Bullying:** In order to provide a safe and healthy working environment, any form of harassment or bullying will not be tolerated. Staff members should report suspected bullying or harassment to a supervisor immediately. Reports of harassment and bullying will be taken seriously and when appropriate, disciplinary action will be taken.

1. **Definitions:**

- i. *Bullying & Harassment:* Conduct that is threatening, humiliating, or intimidating; interference which prevents work from getting done; or verbal or physical abuse.
- ii. *Sexual Harassment:* Includes unwelcome sexual advances; requests for sexual favors; or verbal or physical conduct of a sexual nature which has the purpose or effect of interfering unreasonably with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

2. **Complaint Procedure:** Staff members who believe themselves to be the victim of bullying or harassment should take the situation seriously and follow the procedures below.

- i. *Step 1:* Express displeasure clearly to the harasser and ask them to stop.
- ii. *Step 2:* Report the situation to your supervisor. Should the harasser be your supervisor, report directly to an Assistant Camp Director or the Camp Director.
- iii. *Step 3:* The complaint will be investigated. All reports of bullying or harassment will be taken seriously and kept confidential. Should the investigation confirm an allegation of harassment or bullying, appropriate action will be taken.

C. **Disciplinary Actions & Employment Termination:**

1. **At-Will Employment:** Employment with Camp Fire is "At Will", which means that either a staff member or Camp Fire may terminate the relationship at any time. Neither Camp Fire nor the staff member need demonstrate cause for termination of the relationship.

2. **Causes of Disciplinary Action:** Without limit to Camp Fire's rights to discharge at will under section (1) above, disciplinary action may occur for:

- i. Evidence of violation of camp standards and regulations pertaining to health, safety, sexual, disciplinary, or personal conduct; or disregard of the health and safety of campers or fellow staff members;
- ii. Possession or use of alcoholic beverages, illegal drugs (including marijuana), or weapons on the campsite at any time, or being under the influence of alcohol or drugs while on the premises, whether on- or off-duty;
- iii. Violation of city, county, state, or federal laws;
- iv. Evidence of false information given on application or in an interview;
- v. The result of the criminal background check indicating previous crimes against persons;
- vi. Conditions beyond Camp Fire's control, such as government order, lack of camper registration, or destruction of the site and/or facilities;
- vii. Making material misrepresentations in connection with work or falsification of Camp Fire documents or records;
- viii. Insubordination, including failure or refusal to carry out job assignments and management requests;
- ix. Fighting or making threatening comments or other forms of intimidation;
- x. Failure to take reasonable care of, or intentional damage to Camp Fire property;
- xi. Unauthorized taking or removal of employer or co-worker funds or property, or charges to Camp Fire's accounts;
- xii. Discrimination, harassment, or bullying behavior against co-workers;

- xiii. Unauthorized release of confidential information.
- xiv. Violation of personal conduct rules described above.
- 3. **Disciplinary Actions:** Staff or volunteers who commit any of the above offenses are subject to disciplinary action. Any or all of the following actions may be utilized, depending on the frequency, nature, and severity of the offense.
  - i. Docked pay
  - ii. Verbal warning
  - iii. Written reprimand
  - iv. Employment termination
  - v. Ineligibility for rehire
- 4. **Employment Termination:** If an employee or volunteer is terminated for violation of camp rules, inappropriate behavior or poor performance, he or she must turn in any camp equipment or supplies and leave camp immediately without disrupting the program, campers, or staff. Transportation in this situation is the sole responsibility of the staff member.
- 5. **Grievance:** Camp Fire provides the opportunity for a staff member to request a formal review of disciplinary action that has resulted in disagreement as follows:
  - i. The staff member should discuss the situation with his or her immediate supervisor.
  - ii. The staff member should discuss the situation with the Camp Director.
  - iii. If the situation cannot be resolved, the staff member may request, in writing, a review by Camp Fire's Human Resources Department and the Executive Director.

## Section 5: Wages, Payment & Expenses

- A. **Conflict of Interest:** Employees and volunteers of Camp Fire shall not engage in any undertakings for personal gain that are in conflict or could be perceived to be in conflict or competition with the interests of Camp Fire. Under no circumstances shall staff accept a commission, payment, or gift in any form from dealers, vendors, or contractors with which Camp Fire does business.
- B. **Gratuities:** Except for token treats, gratuities from campers or their parents may not be accepted by staff.
- C. **Payment of Salary:**
  - 1. Employees are paid a weekly salary commensurate with their position, previous experience, and tenure. The weekly salary is stated on the employment offer letter. Salaries are subject to withholding of Federal income tax, FICA (Social Security), and Medicare taxes according to federal regulations.
  - 2. Employee salaries will be paid twice each month on designated paydays. Paychecks are given out only after all work responsibilities, including cleaning and paperwork, are completed on paydays. Camp Fire cannot issue advances or give checks early.
  - 3. Lost paychecks can be reissued for a fee of \$25.00.
- D. **Expense Reimbursement:** Staff members should not incur camp expenses without prior approval from the Camp Director. Expenses not having received prior approval may not be reimbursed.