



Camp Fire

Camp Kirby

Camp Kirby Camp Staff (Paid & Unpaid)

CAMP FIRE SAMISH

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PERSONNEL POLICIES AND PROCEDURES OF CAMP FIRE SAMISH
FOR CAMP KIRBY CAMP STAFF – paid and unpaid
(Subject to Annual Review)

**WELCOME to CAMP FIRE SAMISH
& CAMP KIRBY**

I believe that outstanding people with a passion for serving youth are the key to our success. Camp counselors and program staff are the primary instruments through which the objectives, goals, and philosophy of OUR CAMP are imparted to the camper. Through your efforts, and those before you; Camp Kirby is recognized as one of the leading youth serving organizations in our community. To ensure continued success, it is important that all staff and volunteers understand our policies and procedures. This handbook is intended to help familiarize you with them.

Please use this handbook as a valuable resource for understanding our organization. Do not hesitate to ask if you have questions. Thank you for taking this first step in getting to know us.

Erin “MamaKat” Walker
Executive Director

INTRODUCTION

EQUAL EMPLOYMENT OPPORTUNITY

It is the policy and practice of Camp Fire Samish that there be no discrimination with regard to hiring, assignment, promotions, training, termination, compensation, employee benefits, and other conditions of employment because of race, color, national origin, religion, creed, sex, sexual orientation, gender identity, or age as defined in applicable Federal and State laws.

EMPLOYMENT

Camp Kirby summer employees are seasonal members of the staff of Camp Fire Samish, responsible to the Camp Director. The Camp Director will report to the Executive Director. The Executive Director supervises the Camp Director who employs, assigns, and terminates staff, and also administers these personnel policies as approved by the Corporate Board of Directors.

CONTRACTS and POLICIES

Written agreement, personnel policies, general responsibilities, and job descriptions are provided to each staff member, covering the type of position, date of employment, compensation, and termination procedures. The employee's signature on the contract signifies full revelation of all criminal convictions and acceptance of the stated terms of the contract and personnel policies. The employee should recognize that while the job description is a basic statement for job performance, additions or deletions may become necessary during the season. Each employee will notice that their job description contains the clause "other duties as assigned". This is to allow the maximum of flexibility for directors and staff in providing the best possible program for Camp Kirby campers.

BACKGROUND CHECKS

Each staff member will provide information to facilitate a criminal background check each year regardless of a previous or continuing history of employment at Camp Kirby. These checks will include, but are not limited to the Washington State Patrol and the National Sex Offenders Data Bases. A National criminal background check may be utilized for staff who reside or have resided out of state.

GENERAL EMPLOYMENT

PAY PERIODS

The wage agreement is based on a contract rate, as it is impossible to clock the actual work hours of most camp staff in the camp setting. Your first check will include any and all agreed upon payroll deductions. EG: staff sweatshirt, food handlers card, etc. Please note that staff training week is paid at a lesser rate than subsequent weeks. Your final paycheck of the season includes the mandatory cleaning day (which pays a different rate), and any staff bonuses you qualify for, including but not limited to referral, returning staff, and performance bonuses. Paychecks will be distributed through direct deposit unless other arrangements have been made directly with the Camp Fire Samish Office ahead of time. This salary is subject to all taxes and deductions as required by law.

HOURS OF WORK

Generally, the work week is six days, twenty-four (24) hours per day during camper sessions and pre-camp training. Each staff member will have two (2) hours scheduled each day free from on-site responsibilities. These hours might not be contiguous. Each staff member will have twenty-four (24) consecutive unscheduled hours between camper sessions with the following exceptions: after the final day of camp; if the counselor volunteers to supervise campers who have signed up for a weekend stay, or if the counselor volunteers to work Alumni Camp. Staff will be financially compensated for weekend work, but will not receive comp time in addition.

Staff members who are under eighteen (18) may remain on camp property during the twenty-four hour weekend break at the discretion of the Camp Director if, and only if, they have a waiver signed by their parent or guardian on file. Additional time may be possible depending on staffing levels, but all additional time off will be evenly apportioned and approved by the Camp Director.

All staff are expected to participate in post camp cleanup after camp closes for the Kirby camping season.

EXPENSES

Camp Staff members, when using their personal cars for Council/Camp business will be reimbursed at the rate established by Federal guidelines. All camp business trips MUST HAVE PRIOR APPROVAL of the Camp Director to be reimbursed. This does not cover mileage to and from residence and camp.

TIPS/GRATUITIES

Staff members are asked not to accept any tips or gratuities from the parents or relatives of campers. Staff members are encouraged to direct individuals who wish to make program, supply, or monetary donations to the Camp Director or Executive Director so that such donations can be documented and the donor officially thanked.

ECONOMIC BENEFITS/ INSURANCE

The council participates in those insurance programs mandated by law and good management practices. Deductions from the employee paycheck are made for Social Security, Medicare, Worker's Compensation (L&I), Paid Family & Medical Leave, and Unemployment Insurance. The council also makes a contribution to those programs for each staff member. The council provides secondary accident insurance to volunteer staff members and L&I insurance for paid staff. Incidents necessitating coverage need to be reported within twenty-four (24) hours, be the result of assigned camp responsibilities, and, in the case of liability, be free from negligence on the part of the employee. Withholding deductions will be made for those employees who have not filed an exemption with the council office.

EVALUATION PROCESS

In an effort to help the staff member perform his or her duties at an optimum level, each staff member is observed and evaluated on a regular basis. However, one does not have to wait for a scheduled supervisory conference to seek advice or counsel from one's supervisor. All camp staff will be given feedback on their performance. There will be two evaluations during the summer season, once near the mid-point in the summer and a final evaluation at the end of the season. The employee and supervisor will both sign a written summary of the agreed upon final evaluation and it will be filed in the staff member's personnel file.

DISCIPLINE

If a staff member engages in behavior that violates these personnel policies or exhibits actions that need corrective action, disciplinary measures will be taken. First, their direct supervisor will give a warning, documented on a written Employee Warning Notice Form. If the behavior continues, or another incident occurs, the staff member will be terminated. There are many exceptions to this that are outlined in these Personnel Policies. An example of this can be found in the "ALCOHOL, DRUGS and DRUG PARAPHERNALIA" section.

LEAVES OF ABSENCE

PERSONAL LEAVE

Requests for out-of-camp time to attend to personal business (registering for college, non-emergency appointments) need to be made as far in advance as possible. Time will be allowed where possible. Emergency leave requests (medical emergency, bereavement) need to be made in as timely a manner as possible to allow rearranging staff coverage. The Camp Director must approve all absences from camp during the camp sessions. Personal leave MAY result in prorated payroll deductions.

SICK LEAVE

All employees must provide a completed health history form. Each employee is entitled to two (2) days of paid sick leave per camp season. Sick leave will be given only upon orders from the camp nurse, and with the approval of the Director. After two (2) days, the employee will be sent home to recuperate, without pay. The employee may return to camp when they are physically able. Days missed from camp (beyond the paid two (2) days of sick leave) may be deducted from the employee's salary at the end of the pay period. Sick days may be used as personal time in the case of a death in the immediate family. Upon termination, there shall be no pay in lieu of sick leave.

WORK PRACTICES AND STANDARDS OF CONDUCT

CAMPER WELFARE

The first responsibility of each and every staff member is the health and welfare of the campers. Each staff member is expected to take every care to protect the privacy and person of each camper. Physical punishment or any sexual contact between staff and campers is inappropriate and will be grounds for immediate dismissal and possibly legal action. Any suspicion that such behavior is occurring must be immediately reported to the Camp Director. Witnesses or staff members with knowledge of inappropriate behaviors who do not report said infractions, face the same consequences as the perpetrator. As a result of these rules, caution must be taken any time a staff member is alone with a camper (outside of the view of other staff members). This is for the protection of the camper and the staff member, as well as the camp.

MANDATORY REPORTING

Washington State Law (RCW) Chapter 26.44.030 requires that Camp Fire Samish staff report suspected cases of child abuse. As a youth serving agency, all staff are required by law to be mandatory reporters. Mandatory reporters are professionals who **MUST** make a report to DSHS if they have reason to believe that abuse, abandonment, neglect, or exploitation of a child has occurred. Washington State law requires that we report all instances of non-accidental injury, neglect, sexual abuse and cruelty to children by their parents, caretakers, guardians, and instances where a child is deprived of his/her right to conditions of minimum obligatory parental care, health and safety. This also includes the reporting of parents whose abilities appear to be impaired by drugs or alcohol. As required by law, Camp Fire will report such incidents within 24 hours to DSHS Child Protective Services and follow our protocol in regards to the annual training and 'mandated reporter' responsibilities.

COMMUNITY RELATIONS

Staff members are asked to be sensitive to people in the communities near Camp. Each staff member represents the camp in his or her dealings with members of the local communities, as well as behavior off the camp grounds. Care should be taken to observe speed limits when traveling to and from camp. Staff should observe property lines when in the Kirby woods and on the beaches.

CONFLICT OF INTEREST

The interests or concerns of any employee or volunteer cannot compete with the interests or concerns of Camp Fire Samish & Camp Kirby. No employee or volunteer shall receive preferential treatment, benefits, or services,

COOPERATION

The intensity of camp living requires that all staff cooperate with each other to make working together fun as well as educational. Active participation in the pre-camp training period, staff meetings, and program conferences in order to prepare for the position accepted will enable the staff member to perform the best job possible for the campers and the Council. Each employee in camp is responsible for and to everyone else in camp. Each staff member in camp is responsible to the Camp Director.

DISPUTES and GRIEVANCES

Grievances: Should there be a disagreement over the interpretation of Camp policies or a grievance related to one's duties or relationships with fellow staff members, it should be reported to one's supervisor promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance directly to the Camp Director. A grievance with the Camp Director should be reported to the Executive Director. All job-related disputes and complaints which are not resolved at the interpersonal level will be handled in the following manner:

- Step one: Conference with direct supervisor(s) and all parties involved.
- Step two: Unresolved disputes or complaints referred to the Camp Director for resolution.
- Step three: In the event the dispute or complaint cannot be satisfactorily resolved within a reasonable period of time; the dispute is referred to the Executive Director.
- Step four: In the event the dispute or complaint still cannot be satisfactorily resolved within a reasonable period of time, it may be referred in writing to the Corporate Board of Directors. It will be the duty of the Board or Executive Committee to review the situation with the staff member, and to make the final recommendation.

HARASSMENT POLICY

Camp Fire Samish is committed to attracting, placing, and retaining the best qualified people. In order to do so, the Council intends to maintain a place of employment that is free from discrimination, including harassment. Harassment is any form of conduct that undermines the integrity of the employment relationship.

- Prohibited behavior includes comments, slurs, jokes, names, innuendoes, cartoons, pranks, physical harassment, etc. which are derogatory on the basis of an employee's race, religion, creed, color, national origin, sex, sexuality, or disability.
- Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior which is not welcome and which is personally offensive, interfering with effectiveness or creating uneasiness on the job. No employee should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.
- Such conduct, whether committed by supervisors or non-supervisory employees, is specifically prohibited.

Any individual who believes that they have been subjected to harassment or intimidation on the job is strongly encouraged to bring this to the immediate attention of his/her supervisor. If the complaint is against the immediate supervisor, then the Camp Director should be contacted instead. If the complaint is against the Camp Director, the Executive Director should be contacted. All such complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action taken. Employees shall not be retaliated against because they have made a complaint to management regarding conduct that undermines the integrity of the employment relationship.

WHISTLE BLOWER POLICY

Staff members are encouraged to report suspected violations of law, abuses of Camp Fire Samish's rules and regulations, and the illegal alteration or destruction of documents. Camp Fire Samish will use reasonable efforts to protect the confidentiality of the report and the anonymity of the employee.

Reports are to be made in writing or orally to the direct supervisor. In the event of a conflict, reports may be made to the Executive Director or the Corporate Board of Directors. An employee who submits a report in good faith and with reasonable grounds for believing or suspecting a violation, will not be subject to retaliation.

WORKPLACE HEALTH AND SAFETY

ALCOHOL, DRUGS and DRUG PARAPHERNALIA

We are a drug-free workplace. No controlled substances* (including marijuana), drug paraphernalia**, or beverages containing alcohol are allowed on the grounds or in the buildings at Camp Kirby. The exceptions are prescriptive and over-the-counter medications.

Prescription drugs are to be administered or taken only under the specific directions of a licensed physician. Both prescription and OTC medications must be administered or taken as directed. Medications for staff should be locked in Health House per protocol. They may be secured in a private lock box if the staff member does not wish to disclose the type of medication that they are taking and it is known that the drug will not impair the staff member's ability to perform the essential functions of their position. There may be exceptions as agreed on by the health care staff and the director. Individuals who are taking prescribed medications which might interfere with their efficacy as a staff member should consult with a health professional about the need to take sick leave.

No right or expectation of privacy exists for any employee as to the use of the Camp Kirby grounds or buildings. Any building containing an employee's personal property shall be subject to search for controlled substances, drug paraphernalia, and beverages containing alcohol. If controlled substances, beverages containing alcohol, or drug paraphernalia are found in an employee's personal property, that person's employment will be terminated immediately and they will be required to leave the Camp Kirby grounds. This directly impacts the camp's legal duty of care to protect its campers, and other on its premises, from unreasonable risks of harm

If the Camp Director and Health Care staff have reason to believe that an employee is or has been under the influence of a controlled substance while on the Camp Kirby grounds, that person shall submit to a drug screening test. The Health Care staff shall have sole authority to select the test and shall administer the test or appoint another qualified person. If the test shows the presence of a controlled substance, the person's employment may be terminated and they may be asked to leave the Camp Kirby grounds. A staff member who

tests positive has the option to refute the test by submitting to a Rapid Drug Screen at a licensed laboratory at their own expense.

The employment of any person shall be terminated immediately if the Camp Director has reason to believe that employee is, or has been under the influence of a beverage containing alcohol while on the Camp Kirby grounds. If the Camp Director deems it necessary, the employee shall submit to a sobriety screening exam by a trained individual.

Any person whose employment is terminated for a violation of our policy on drugs, alcohol, and/or drug paraphernalia will be in consideration of breach of contract.

* "Controlled substance" means a drug, substance, or immediate precursor included in Schedules I through V as set forth in federal laws or in RCW 69.50.

** "Drug paraphernalia" means all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.

MEALS AND BEDTIMES

The employee shall conduct himself/herself in such a way as to be physically and mentally able to perform the job. **This necessitates good eating habits and adequate rest.** All staff will be expected to attend all meals (unless otherwise excused by the director) and to observe staff "lights out" time. Cabin staffers are expected to sleep in their assigned cabin as campers need the security of knowing that they have immediate access to their counselor if they wake up in the night. Support staff members also need to sleep in their assigned area to maximize effective response in emergency situations.

USE OF PERSONAL EQUIPMENT

All equipment in Camp, regardless of ownership will be used only in compliance with camp policies covering the use of such equipment. For staff, these policies will remain in effect whether or not campers are present. Without explicit written permission from the Camp Director no staff member may bring any of the following onto camp property: power tools, scuba gear, kayaks, canoes, sailboats, hatchets and axes, firearms, fireworks, or other weapons. There may be items not listed here that fall under this restriction. If you have a concern, ask the director prior to bringing the item to camp.

PETS

To safeguard the health and safety of campers and staff, and to limit the general liability of the camp, pets of campers and the general public are not allowed to be present during camp. This stricture does not apply to service animals. Permission to bring a service animal to camp must be pre arranged with the Camp Director and will be considered on a case by case basis. Each certified service animal will have documentation of a recent veterinary examination and be current with all vaccinations. If it is subsequently determined that the animal is a distraction, a nuisance, or the animal becomes a health issue, it will be removed immediately from the property.

SMOKING

Due to the fire hazard, fire insurance regulations, and leadership standards, smoking is not permitted on the camp property. Leaving camp to smoke just off the property is discouraged due to time constraints and general neighborliness. Smokers should adequately dispose of all refuse in appropriate trash receptacles. **Underage use of tobacco products, marijuana, and vaping is prohibited.** Resident camp staff found to be in violation will be given a warning. On the second offense they may be terminated from employment.

WEAPONS and FIREWORKS

Personal weapons are prohibited on camp property. Their presence will be grounds for immediate dismissal. Service weapons are allowed. Personal archery equipment and knives (pocket or sheath knives with legal blades) or other items of this ilk may be allowed with permission of the Camp Director. They must be stored in areas unavailable to campers. Fireworks are allowed only during the Skagit County mandated windows and with permission of the Camp Director.

COMMUNICATIONS

GENERAL COMMUNICATION and INTERNET COMMUNICATION

Your personal use of the internet will be limited while at camp, as it should not interfere with your camp responsibilities. Access may be allowed using a camp computer until the privilege is abused. If you are bringing your own computer to camp, you need to be well aware of the limit to the liability of the council for personal items. Staff members are expected to adhere to the council communications policies. In all communications (including e-mail, IMs, social networking, profile, weblog, Youtube, and other internet content) you must receive prior written permission to: use the camp name, official camp logo, camp photographs which include campers or staff, to add a link to the official camp website or to the council website, or to create a camp "group page". While camp may have a page to aid in communication prior to camp, you are not required to join as a condition of your employment. As an ambassador of Camp Kirby, you are expected to model civil behavior and to communicate in a respectful and professional manner at all times. You are not to use profanity or engage in harassment. Pay attention to communication that you are making public – what gets posted on a "wall" versus what is messaged privately. Camp Fire Samish has the right to act on information that it encounters on the internet.

LANGUAGE

Staff shall avoid vulgarity, profanity, obscenity and other offensive language while dealing with campers, other staff, equipment & computers while on Camp Fire Samish grounds or viewed as representing Camp Fire Samish & Camp Kirby.

PERSONAL INTERNET PAGES

Make sure your profiles are set to PRIVATE.

Do not friend campers – **including CITs or JCs.**

Make sure your main profile photo complies with camp behavior standards.

Do not give the impression that you are officially representing Camp Kirby or Camp Fire Samish.

You must receive individual written permission from staff members to use their photographs.

Although all campers sign a photo release to the council, this does not extend to allow you to use such photos. Staff should NOT post pictures of identifiable campers on their personal internet pages even with the written permission of the camper's guardians.

Staff should not distribute personal contact information such as phone numbers or e-mail addresses to campers.

PUBLIC COMMUNICATIONS

All communications to the public are to be made by the authorized council representative: in general the Council Corporate Board of Directors President or Executive Director. Staff members are expected to follow this directive. No staff member should speak to representatives of the press without previous permission of the council. Additionally it is inappropriate to text or tweet or blog about what is happening at camp. In the case of an emergency where the media approach a staff member for comment, all media questions should be referred to the council representative. A media packet with informational material about the council will be made available to the media.

TELEPHONE USE

The camp cell phone is for camp business and camp emergencies only. Staff phone calls should be made during scheduled time off unless a personal emergency occurs. Staff cell phones should not be turned on during times when staff are working nor in the areas frequented by campers. Calls of a personal nature received on cell phones should be taken away from areas housing campers. Texting is not appropriate while engaged with campers. Camp provided two-way radios, or "walk-talkies" should be the primary mode of in-camp communication. Camp's policy on letting campers call home requires that the directors be consulted prior to such a call. It is not appropriate to allow a camper to make calls using a personal cell phone belonging to a counselor.

TRANSPORTATION

TRANSPORTING OTHER STAFF MEMBERS

A staff member may not transport any non-emancipated staff member under the age of 18 without written permission from that person's parent or guardian. (Campers may be transported only in pre-approved emergency vehicles or on field trips.)

VEHICLES

Staff vehicles must be parked in designated areas. Staff vehicles are to be parked in such a manner that they do not obstruct the camp and its functions. A speed limit of five (5) miles per hour will be observed at camp. Movement of vehicles should be done in such a manner as to preclude interfering with camp and its programs. Vehicles ascending or descending the hill must exercise extreme caution to make allowances for other vehicles which either have ignored or cannot follow (dead horn) the posted procedures. Drivers should also be aware that campers routinely traverse the hill to access camping and program areas and drive accordingly. Parking for CITs and JCs will be at the director's discretion.

FACILITIES

BUILDINGS/EQUIPMENT

All staff members are responsible for the care of camp buildings and equipment. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited. Additionally, due to an increasing amount of graffiti on camp buildings, counselors are expressly reminded that no unauthorized permanent alterations are to be made to camp equipment or buildings. Should it be determined that a staff member is responsible for such alteration, the cost of removing it will be deducted from their paycheck at the cost of \$40 per hour for the work necessary.

STAFF ONLY AREAS

There are very few areas in camp where staff can retreat from the constant presence of campers or where it is inappropriate for campers to be. In general, you may consider the counselor's section of any cabin to be camper free or by invitation only. The storage areas in Shuta and at the archery range/climbing wall are off limits for campers. At no time should campers be invited into Tayito as that is sacrosanct to the counselors.

KITCHEN

Employees (other than the kitchen staff or others with food handlers permits designated by the Camp Director) are prohibited from the kitchen and storage rooms of the kitchen during the camp season. Kitchen staff will determine an appropriate area outside of the kitchen to store leftovers available for staff consumption. Cooking for personal purposes will be done in Tayito and cleanup will be the individual staff member's responsibility. Staff wishing to use the laundry facilities in the back of the lodge should enter and exit via the exterior door. Kitchen laundry and other camp laundry (Health House, soiled sleeping bags etc) have first priority in the kitchen laundry facilities. The toilet located next to the laundry is intended for the use of the kitchen staff and is not to be used by campers; but may be used by other staff if necessary and not an inconvenience to the kitchen staff. Staff dishes are the responsibility of the staff who used them and not of the dishwashers. It is permissible to use the dish pit to clean and sanitize staff dishes if it is done during hours of low use of the dish pit.

PERSONAL POSSESSIONS

Neither the Camp nor Camp Fire Samish is responsible for staff possessions, including personal sports equipment or automobiles and their contents. The use of special personal equipment during the camp season will be governed by the policies covering the use of such or similar equipment. These policies are in effect whether or not campers are present.

VISITORS

Due to the extent of the staff responsibilities and liability considerations, under normal conditions visitors during camp sessions will be allowed only after consultation with and approval from the Camp Director. Visitation should be arranged at least one week prior to the visit. Any visitor will need to provide appropriate documentation for a background check. There will be a \$15 fee for this service.

PROFESSIONALISM

CAMP DRESS REQUIREMENTS

As Camp staff, a major part of our role is to nurture our campers as well as to be positive role models for them. Differences in attire and grooming send messages about who we are; however, while at camp we are representatives of the camp. To further Camp Kirby's positive message for children, we have established guidelines that will provide positive and healthy messages for our campers. The dress policies at Camp Kirby are designed to present a professional appearance when parents and visitors are in camp, to model appropriate attire for campers, to maintain a sexually neutral work environment, and to minimize health risks caused by walking barefoot, chafing, or sun exposure. Our expectation is that all staff will abide by these guidelines. If there are any questions, please talk to the camp director:

- A staff tie will be provided for each staff member to identify them to campers and visitors. Staff will also receive a name tag/bead. These will be worn to all meals and during all activities except waterfront, archery, challenge, or climbing activities. Kitchen staff members are exempt while performing cooking and dish pit duties.
- On Saturdays and Sundays, we make extra efforts to look our best. This will include wearing the staff t-shirt. Staff shirts from previous years or other Camp Fire attire may be worn on Saturdays in lieu of the current staff shirt. At other times, employees will dress appropriately for the environment and their positions as role-models for children and as representatives of Camp Fire.
- The waterfront is the place to wear swimwear. Swimwear should be appropriate for watersports.
- Closed-toed shoes are the preferred camp footwear and must be worn in all program areas. Sandals must have a heel strap. Protective footwear will be worn on the Kirby beaches to safeguard campers and staff from abrasions and lacerations due to sharp rocks and shells.
- Costumes for theme weeks should be designed to honor the intent of the dress code.

Staff attire and grooming will always reflect the high standards of Camp Kirby. This includes wearing clothing that is clean and in good repair.

Examples of clothing that would not meet these standards are: off-the shoulder or low cut tops, low rider or sagging pants; dirty clothing (except after a campout!) or clothing that is not in good repair.

GROOMING

All staff should be presentable. Facial hair is acceptable as long as it is kept clean, especially after meals. Dreadlocks should be clean and neat. Hair length and color is a personal choice.

PIERCINGS and TATTOOS

Inappropriate tattoos need to be covered during camp sessions. As the risk of infection is higher in a camp environment, staff members are advised not to acquire new piercings or tattoos during the camp season. Again, if you have any questions about what best sets the tone for the camp, please talk to the Camp Director.

PERSONAL RELATIONSHIPS

Staff should take care that personal relationships do not interfere with their work at camp. It is important that campers not be aware of all the intimate details of the lives of staff. Discussion of personal problems with other staff members or with individuals not on site should not be done in the presence of campers. Additionally, staff should be careful that their actions do not give campers any inappropriate window into their private lives or the private lives of other staff members.

It is imperative that staff have firm boundaries with campers. No staff should carry on a private correspondence with a camper or CIT. If a camper wishes to correspond with a staff member after they leave camp, permission from the camper's parent(s) should be obtained prior to the camper leaving camp. Failing that, a permission slip should be sent to the parents for signature before commencing any correspondence. Said permission slip should then be sent to the council office to be kept on file in the counselor's personnel file. This is for the protection of the staff member and is not meant to be punitive. Campers should not be given private addresses for the staff; letters sent after the end of camp should be sent via the council office with the understanding that they will not be forwarded unless the parental permission form is on file. It should be further understood that for risk management purposes such letters may be opened by other than the addressee.

It is inappropriate for any staff member to enter into an intimate personal relationship with any camper even after camp is over for the season. It is also important that any person in a supervisory position not form such a personal relationship with any staff member whom they supervise(d). Additionally, staff members should refrain from getting involved in facilitating such relationships between a camper and a staff member, between two staff members, or two campers.

STATEMENT OF UNDERSTANDING AND AGREEMENT

Note: These policies are designed to clarify, generally, the employer/employee relationship and should not be considered as a contract or a guarantee of employment. Before you sign these personnel policies, be certain you have a complete understanding of what it will demand of you. Proper expectations and communications are necessary for a successful and enjoyable experience. Please contact your supervisor with any questions.

ACKNOWLEDGMENT

- I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE **PERSONNEL POLICIES, PRACTICES, REQUIREMENTS AND GUIDELINES FOR EMPLOYEE CONDUCT, COUNSELING, AND DISCIPLINE** OF CAMP FIRE SAMISH AS STATED.

I acknowledge receipt of the Camp Kirby Personnel Policies and understand that this document supersedes all prior documents and any other verbal or written agreements. I have read and understand the Camp policies. I also understand and agree that my employment is at-will, which means I have the right to terminate my employment at any time and for any reason and the camp has the same right.

I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers and all staff.

I shall conduct myself in an exemplary manner, recognizing that I am an adult role model for my campers. By my behavior, I will always try to demonstrate high ethical and moral values. I recognize that my conduct when I am away from the camp premises also reflects on the camp.

I shall always seek to be truthful, honest, and fair in my communication and interaction with campers and all staff, including directors.

I accept the challenge of helping my campers increase their awareness of and responsibility to others, and to the world of nature, helping them gain self-confidence and self-worth, and of teaching them new skills.

I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealing with campers and other staff.

I shall be accepting of the diverse racial, national, religious, dietary, and cultural background of my campers and shall not seek to impose my own particular beliefs.

I give my permission for Camp Fire Samish to use my picture in promotional materials.

Retain the Policies and Procedures packet for your own records. This document must be signed online through your UltraCamp Account and will be kept as a part of your permanent records.

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I accept the challenge of helping my campers increase their awareness of and responsibility to others, and to the world of nature, helping them gain self-confidence and self-concept, and of teaching them new skills.

I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealing with campers and other staff.

I shall be accepting of the diverse racial, national, religious, dietary, and cultural background of my campers and shall not seek to impose my own particular beliefs.

I give my permission for Camp Fire Samish to use my picture in promotional materials.

I have read and understand the Camp Kirby Personnel Requirements and Guidelines.

Employee Printed Name _____

Employee Signature _____ Date _____

Camp Director Signature _____ Date _____

OR

Executive Director Signature _____ Date _____

This document must be signed online through your UltraCamp Account and will be kept as a part of your permanent records.