

Personnel Practices and Policies of Camp St. Charles

(Last updated 2015)

Review these policies carefully before signing your contract.

Payment of Salary: Salaries are paid in five equal installments. Paychecks will be distributed on Visiting Sunday of each session and on the final day (for staff) of camp. There will be no salary advances. Direct deposit is available. Direct deposit form must be returned by June 1. Due to the short season for employment, seasonal staff may NOT change their method of payment during the season.

Other Benefits: Camp counselors, medical staff, administrative staff and junior counselors are provided with room and board for the period of employment. Camp staff are not permitted to accept monetary gifts from parents. They are also provided with a staff shirt. Staff also have canteen privileges, access to a telephone and internet during free time. Hourly staff who do not live on site are to give priority to the on site staff in regards to use of the internet.

Salary: Senior, American staff, start at a base salary of \$1,700 for the nine week period, with a \$125 increment added when they return the following year. Department heads receive an additional \$100. There are additional increments for some certifications. Junior Counselors' base salary is \$500 with additional pay for extra responsibilities. Returning JCs will be paid \$750. The salary of the camp director is set by the Camp Board of Directors.

All International staff (camp America, ICEP etc) are paid according to the guidelines set by their placement service. Hourly staff pay rates are set on an individual basis.

Health Examination: Following American Camp Association guidelines, all employees with undergo an annual health examination. The physical form will be sent with your contract and should be returned to the camp prior to your arrival at camp. The form is also online at campstcharles.com

International staff should bring a copy of their health exam to camp. (Camp America/ICEP/BUNAC will provide you with a copy.) International staff should also complete the camp st charles form and submit it with your physical form.

Background check: All new employees and volunteers must submit to a criminal background check. Camp will provide you with information regarding obtaining a background check. Currently, the MVA will take fingerprints by appointment only. The fee for the service is \$37.25 and will be reimbursed. However, if you opt to utilize another service provider to submit your background check, the maximum amount of reimbursement is \$37.25, retain your receipt for reimbursement.

International staff will have a background check completed during orientation/work week.

Telephone: All calls from camp (except camp business) must be made on the staff lounge phone. This phone requires the use of a phone card or credit card. Local staff whose cell phones work at camp (verizon is the best here) may use their phone to make calls. However, **staff are not permitted to have their cell phones on while working.** (Some administrative staff will be asked to keep cell phones on while working.) This means that cell phones must be switched off and stored in staff living quarters, except for time off.

Staff Use of Equipment: The resources of the camp are available to staff members for use during time off periods when it does not conflict with the children's use of the facilities. Staff must follow the same safety rules and guidelines as the children. More details about this topic will be presented during staff training week.

Time Off: In order to ensure that staff members are able to give a high quality of service and be effective in performance of their duties, there are unscheduled periods of time included in the daily schedule for each staff member. Each staff member is also assigned a 24-hour period off each week. This day begins at 6:00pm and continues to 6:00pm the following day. Staff are expected to be back at camp and ready to work at 6:00pm.

Traffic is not an excuse for being late. Late return to camp may result in loss of time off equal to the time missed or loss of pay. There is no day off during the first week of camp, staff training.

Leaving Camp: Permission to leave camp property must be obtained directly from the Camp Director or Assistant Camp Director prior to leaving camp property. (except when on your day off) Staff members may not walk/jog/bike on the gravel road that leads to camp.

Sickness: Due to the short length of employment, there are no accumulated sick days. Notify the Director or Assistant Director if you are not feeling well and need another staff member to cover your duties. The Camp Director will determine when a staff member's pay should be docked.

Mackin House (Cottage): The small house past the archery range is the sleeping quarters for a few members of staff. Access is limited to those who live there and guests approved by the Camp Director.

Infirmary: The double wide white trailer at the end of the ball field houses the infirmary and some female staff living quarters. All staff needing to visit the infirmary for medical treatment or to take medications MUST enter and exit the building by the infirmary entrance (next to the archery range). All Staff needing the assistance of the Infirmarian who do not live in this building must enter and exit using the entrance located on the end of the building closest to the Archery Range. Only the staff who live in the infirmary building may be in the living quarters of the building.

Medical Treatment of Genital Areas: When the medical treatment of a camper necessitates the exposure of the child's genitals, buttocks or (for girls) breasts, there must always be TWO senior staff members of the same gender as the child. Non-compliance with this policy will be grounds for immediate dismissal.

Laundry: When possible, American staff are asked to do laundry on their days off. There are laundry facilities located in several places around camp. In all areas, staff are required to remove their laundry as promptly as possible and are required to be respectful of the property of others. Laundry baskets are available for staff use. It is essential that the lint trap on the dryers is

checked and cleaned before and after each load is dried. This is a fire hazard!! Below each laundry room is listed with those who may use it:

Hill Laundry Room (located behind Cabin 7): Staff who live in cabin 6, 6 ½ or 7.

White House Laundry Room (located by white house bathroom in the middle of cabins 1-5): Male and Female staff who live in cabins 1-5 and staff who live in the long house.

Infirmiry Laundry Room: Staff who live in the infirmiry and infirmiry staff.

Mackin House Laundry Room: Staff who live in the Mackin House. On Fridays, this laundry room is reserved for Arts and Crafts laundry needs.

Use of Camp Vehicles: The use of camp vehicles is permitted only when specific permission has been given by the Camp Director or Assistant Director. The driver's responsibilities will be outlined during staff training week. Any unauthorized use or misuse of camps' vehicles may result in the immediate firing of the driver and others involved in the incident. The driver is responsible for: Filling out the vehicle logbook (checking lights, oil and other fluids each time a vehicle is used), returning the vehicle free of trash/garbage, and to return the vehicle with a full tank of gas (i.e. – fueling in La Plata on the return trip to Camp) and parking the vehicles in the designated area by the archery range.

Termination of Contract: The contract shall continue as long as the employee complies with its terms. Either the employee or employer may terminate this agreement subject to the terms below.

A Resignation: Employees, having served notice of resignation, agree to remain in place until a replacement is found or at least for seven days. During the time between notice and actually leaving, the employee shall do all in his/her power to protect the interests of the camp by leaving the work in good order and assisting their successor.

B. Dismissals: These are the conditions warranting dismissal:

1. mistreatment/abuse of campers or staff-including but not limited to: belittling or demeaning language; intimidation or threatening behavior.
2. conduct detrimental to the staff member's ability to perform his/her job, the reputation of the camp or the moral development of the campers.
3. Possession of illegal drugs on or off camp property.
4. Indiscreet sexual behavior on or off camp property.
5. Inability or unwillingness to perform his/her duties.
6. Use of alcoholic beverages on or off camp property while on duty or when returning to camp. Nonconformity to the Maryland Sate Law (21 years) at anytime.

It is understood that the Camp Administration reserves the right to dismiss any member of staff if the best interest of the camp demand it. This is determined by the Director or Assistant Director. Appeals may be made to the Executive Director and the Board of Directors.

Personal Attire, Jewelry, Tattoos, etc.: All attire must be appropriate for working with children. Extremely short shorts are not permitted. No cleavage may be exposed. Any messages (on shirts, tattoos, posters, etc) should reflect the values consistent with our Catholic ministry

and cannot contain the following elements: anti-religious and/or satanic, discriminatory, sexually explicit or suggestive (ie co-ed naked, Big Johnson, etc), profanity (or suggestion of profanity such as FCUK), promoting the use of alcohol, tobacco, drugs, promoting violence.

Staff members are not permitted to use any **body piercing** except for ear piercing, tongue piercing (**only permitted with a very small rod and clear or flesh colored end pieces**) and belly button piercing (**must be concealed at all times at camp**). Piercing of any other nature are not permitted at camp. Piercings of the eyebrow, lip, etc must be removed. Because of the hazard they present, only small stud earrings may be worn while at camp.

Bathing Suits: Female staff and campers must wear MODEST one-piece bathing suits. Any female staff member with a VERY modest two piece suit (where the top and bottoms meet or overlap) may have the suit approved by the Director. Male staff may not wear extremely tight/speedo type suits.

Staff Behavior/Attendance at Mass/Prayer Time: Although there is no expectation that staff be Roman Catholic or overtly religious, all staff members must behave in a manner consistent with the operating philosophy and morals of the camp. Each staff member is expected to be a role model at all times. All staff members are expected to reverently attend Mass on Visiting Sunday. Mass is offered at other times and will be announced, staff are encouraged to attend. Cabin staff are expected to lead a prayer or allow a camper to lead a bedtime prayer when on cabin duty. All staff are expected to participate in prayers before and after meals. Each cabin will receive a book of prayers/devotions to read at bedtime to reinforce the theme presented at morning line up.

Smoking/Tobacco Use: Most American school campuses have a strict tobacco free policy. Since staff are living and working at camp during the summer, a **few very restricted times and a single area are permitted for smoking**. Staff may smoke prior to the wake up bell (before 7:30am), during siesta (after lunch until 1:30pm) and after lights out (after 9:30pm). Staff may only smoke during these times if they do not have cabin duty OR if they have another senior staff member covering a portion of their duty. Smoking staff are expected to “make up” time for any staff member how covers a portion of their duty. “Smoke breaks” are not permitted during the first 15 minutes of any cabin duty (regardless of coverage) and not at any times other than those listed above. On opening and closing days, staff may take very brief smoke breaks in groups of two or fewer staff members. Staff who smoke must do so in the designated smoking area, by the green trailer at the end of the field nearest the arts and crafts building. Staff who are under 18 years old are not permitted to smoke or to be in the designated smoking area. All cigarettes and lighters must be stored away from view of campers. All cigarette butts must be disposed of properly, in the can of sand. The smoking area must be kept tidy by the smokers.

Drug Use/Drug Screening of Staff: Use of illegal drugs is not permitted on or off of camp property. Failure to adhere to this policy may result in immediate firing and legal action.

All staff will submit to a pre-employment drug screening. This test will be conducted at the Lab Corp facility in LaPlata, MD or another LabCorp facility that provides this service. Staff will be provided with all necessary paperwork to complete this test. International staff will complete this test during work week. During the summer, random drug testing will be conducted. Staff who are selected (by computer) will be required to provide a sample

immediately. The camp director and assistant director may require additional drug screening of any staff member, at any time for any reason.

Relationships (sexual) between staff members: Care must be taken to ensure that campers are not aware of dating relationships between staff members. (ie, no hand holding, kissing, etc) Relationships between adults and children(campers and staff) are not permitted. Some staff members are under 18 and it is inappropriate and forbidden for adults on staff to be involved in a “dating” or sexual relationship with them. Failure to follow this policy may result in firing of the adult, notification of the parents of the minor and criminal charges against the adult. The age of consent in the US is 18 years old. Friendships will develop between staff and when 18+ and underage staff are involved, socializing must be done in a group setting and/or in a public setting (staff lounge).

Social Networking Websites: Camp Staff who use social networking sites (myspace, facebook, twitter, etc) are required to monitor contact with campers closely. Myspace pages must be set to private and may not include campers as “friends.” Facebook pages should not include camper friends OR must have a limited profile set up that would limit the access that campers have to personal information. The name Camp St Charles may not be used without permission. Staff are advised to use CSC or camp when discussing camp st charles.

Off Camp Contact with Campers: Some campers may wish to keep in touch with staff beyond their time at camp. Communication with campers is only permitted with parental permission. Staff must meet with a camper’s parents on visiting day or closing day to exchange contact information. Staff are not permitted to share email addresses, phone numbers, screen names or other contact details without the camper’s parents knowledge and permission. Once parental permission is established, camp staff should allow campers to initiate contact with them. Staff are not to arrange to meet with campers outside of camp functions without the prior knowledge and permission of the camper’s parents.

Change-over Saturdays: Changeover is the Saturday when one group of campers departs and another groups is expected the next day. The staff will go as a group on an outing each change over weekend. Camp will provide transportation for all camp staff. Staff are responsible for paying for their own meals and other expenses during change over time. Change over outings are not contracted time off, but an extra opportunity for staff bonding.

Guests at Camp: All staff must follow these guidelines for guests at camp:

1. Arrangements to have guests must be made with the camp director prior to finalizing plans with your guests. Guests may only visit camp staff during their scheduled time off and with the camp director’s permission.
2. Guests must sign in at the office and wear a visitors badge.
3. Guests are not permitted to be in cabins when children are present.
4. Guests must not be alone with any campers for any reason.
5. Guests may not supervise or discipline any campers for any reason.
6. Guests must follow the camp rules at all times.
7. Your guest is your responsibility. You must monitor them.
8. Your guest must not distract your from your duties.

I have read and agree to the
Personnel Policies and Practices of
Camp St. Charles. (updated 2015)

(printed name of staff member)

(signature of staff member)

(date)

For staff members under 18, please include parent signature as well.

(signature of parent of staff member)

(date)