



Practices and Policies 2016

SACANDAGA

We are excited to have you join us this summer at Camp Sacandaga. We are going to have a wonderful summer building a new program that will have a positive impact on children. As a member of the staff, you will have an incredible opportunity to impact the life of a child. With this opportunity comes great responsibility to present yourself in a manner that any parent would want their child to emulate. Being a positive role model at all times to campers is one of the ways to accomplish this.

In these pages, you will find Camp Sacandaga's Practices and Policies. PLEASE read through these pages CAREFULLY. It includes the rules and policies that must be upheld as a staff member at our camp in order to ensure the safety, health and positive experience of all staff and campers. Each staff member is expected to become familiar with these policies to assure a smooth operation and fewer misunderstandings during camp training week and subsequent camper weeks.

After reading this document in its entirety, you must sign the Official Employment Contract. Signing the contract declares that you have read, understood, and commit to uphold and abide by camp's policies, procedures, and all contents of this document to their full extent.

Definition of a Camp Staff Member

The character and personality of the summer camp staff member is just as important as his/her counseling and activity skills. A camp staff member is anyone hired to perform the responsibilities of a particular position or positions. Examples would include: APD, Counselor Instructor, Coordinator, Kitchen Staff, etc. Future reference in the Practices and Policies statement will be made as "staff member." Volunteers during a week at summer camp may also be considered "staff".

The Staff member will supervise and work with a group of campers as assigned, and to perform any and all duties to which he or she may assigned.

Application for Summer Camp Staff Positions

False statements on the staff application shall be considered sufficient for dismissal or discontinued employment consideration. The Camp Director will hire all staff members.

Camp Sacandaga is an equal opportunity employer and seeks to employ the best qualified individual without regard to race, religion, color, national origin, ancestry, age, sex, sexual orientation, gender identity and expression, disability, atypical hereditary cellular or blood trait, marital status, civil union status, domestic partnership status, military service, veteran status, or any other legally protected status.

Compensation

Staff members will be paid every two weeks. If the staff member does not work for a portion of a summer camp work week, then their salary for that week will be adjusted accordingly. If the employee is absent from Camp, the employee will not be paid for the time missed. The Camp may dismiss an employee for excessive Absenteeism or Tardiness. Unexcused absences are grounds for immediate dismissal at the discretion of the camp director.

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Internal Revenue Service Employee's Withholding Allowance Certificates (W-4 forms) are required. Certain federal and state payroll deductions are required. The staff member must complete an Employment Eligibility Verification (I-9) Form required by the U.S. Dept. of Justice, Immigration and Naturalization Service and provide copies of the documents (information) needed to complete the form.

At the start of the camp training, the staff member must present to Camp the original documents used for completing section 2 of the I-9 Form. Employment is contingent upon the staff member presenting the original documents necessary for completing section 2 of the I-9 Form.

All medical forms, W-4 forms, contracts, copies of driver license and social security card (or acceptable substitute identification) must be returned, signed, to the office before camp begins

Insurance

Staff members are covered by Worker's Compensation and accident insurance. The Camp will not be responsible for any injury suffered by employees unless in performance of camp duties and any such camp's responsibilities are limited to only those benefits allowed employee from the Workman's Compensation Law of the State of New York. All injuries must be documented by the Nurse.

Background checks

The Camp will conduct a complete background investigation before the employee can work on staff.

Physical Examination

A completed health history form is required for all staff members. Staff are encouraged to have this form filled out after a physical examination by a physician or at a campus health center. As a condition employment, staff may be required to submit to drug and alcohol testing.

Personnel (staff member) Policies

Time off

Staff must keep hours and maintain habits that enable them to function at a high level of mental and physical activity for the camping program. All Staff will have time off each week. Staff will receive daily breaks from work as appropriate. Staff is required to return to their assigned living quarters no later than midnight during the workweek, and quiet times are established to make sure staff and campers get plenty of rest. Staff will have time off on weekends, from Friday when tasks are complete (around 7 PM) until 1 pm Sunday Afternoon. All staff will be required to work either the stay over weekend or mooseling weekend. Staff is expected to arrive at the Sunday meeting well rested, properly dressed in a clean staff shirt and ready for the rigorous schedule.

Absenteeism

Requests for excused absences, other than illness or death in the family, must be submitted in writing at least 1 week prior to the day requested. Excused absences are only determined by the director and will not be paid. Prearranged medical/dental appointments do constitute excused absences.

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Illness is an excused absence. Should a staff member be so ill that it precludes them working at camp, they must check in with the camp nurse before breakfast. Staff may be required to stay in the infirmary or senior staff housing if ill.

Absent staff members who are sick should be available throughout the day so that they can be reached in case of questions.

Staff Meetings

Staff members are expected to attend regular weekly staff meetings. Typical meetings are before and after each session and Thursday evening. Staff members are expected to attend any special meeting held by the Directors or Senior Staff.

Living Quarters

Quarters will be assigned to the staff member. Staff members are expected to sleep in their assigned quarters and are expected to maintain his or her living areas in a neat and clean condition at all times. Decorations must be appropriate for a camp environment. Candles are a fire hazard and are not permitted in the cabins.

To ensure privacy and provide other protections to our community life, staff members and campers are not permitted in the cabins of the opposite sex.

Radios and musical instruments, etc. are not to be played at a volume that can be heard beyond the rooms. All music played must be appropriate for the camp population.

Fireworks/crackers, firearms, knives, weapons and sexually explicit materials are prohibited at camp. Pocket knives should be kept locked up or in the staff members' personal possession during appropriated activities. Personal shooting sports equipment shall remain in locked area when not being used.

The Camp is not responsible for employee's equipment or personal belongings if lost or damaged by fire, theft, etc.

Staff members are not allowed to have the following items in staff quarters: Refrigerators , Heaters, TV/VCR/DVD Players, Air Conditioners, Microwave Ovens, cell phones.

Electrical extension cords create a fire hazard and are not allowed in sleeping areas. Small personal fans may be used, but must not block egress from the cabin.

Portable Electronic Devices

All personal portable electronic devices (MP3 players, CD players, etc.) are to be kept in the cabin and are to be used only when staff has time off. Radios and speakers are not to be played at a volume that can be heard beyond the cabin. Earbuds, headphones or other devices should not be used while supervising children. All music played must be appropriate for the camp population.

Personal laptops and tablets are not to be used in the cabins, and can only be used to access the internet during time off at night and when bandwidth permits.

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Cell Phones

Use of cell phones during work hours or in cabins while children are present is not allowed. Staff are not permitted to carry cell phones while on duty, and are not permitted to have them in their cabins. A central storage locker will be provided for staff. Please let your family and friends know that your schedule is very busy during camp and that there will be very limited times to make phone calls or texting. If there is some sort of emergency during business hours, your families may leave a message for you on the camp business line.

At no time are staff to allow children the use of a cell phone.

Autos and Bikes

Staff members may bring their autos and bikes to camp, but are not allowed to transport campers. Speed limits around camp must be observed. Autos and bikes are to be housed in assigned areas only. Bikes can only be used during staff time off. Permission to leave the camp during work hours must be obtained from the Director. Autos should remain locked.

Meals

Staff members will be provided 3 meals a day and a snack while camp is in session. Staff members are expected to be present and on time for all meals.

Special dietary needs (Vegan, Vegetarian, Gluten-Free, Dairy-Free, etc.) need to be specified on the health form before the staff member comes to camp so that we can alert food service staff to any allergies or needs and can order appropriate amounts of food items. People with highly specialized dietary needs or preferences need to talk with our Camp Chef during staff training.

We will provide some special food items (for example, gluten free breads and pastas) only for staff specifying the allergy on their form before camp. We will not be able to accommodate new dietary decisions/changes mid-summer other than continuing to provide all of the varied options that we always offer.

In cases of a highly selective eater with specific brand preferences or an extremely restrictive diet, the staff member may be asked to bring some of their own food items to supplement what we provide. This needs to be discussed with our Chef during staff training, as we have limited storage space for personal food items and need to be aware of storage space required for each individual staff member. Small, labeled plastic bins (shoe box size) will be provided for staff members needing to store personal food items due to dietary restrictions or allergies. These can be accessed at meals by notifying a kitchen staff member.

During time off, staff members may prepare their own meals, but are expected to clean the kitchen area after doing so.

Visitors

Staff members are not allowed to have visitors, family or relatives at Camp Sacandaga while camp is in session. When camp is not in session, visitors, family or relatives are permitted at the discretion of the Camp Director. Permission must be obtained in advance for visitors on the weekends. All visitors, family or relatives must respect the privacy of other staff members and follow all rules of the facility.

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Use of Camp Facilities

The use of the waterfront /pool and other Camp facilities by a staff member will be in accordance with camp schedule and rules covering that area. For details contact the Director.

Gratuities

We do not accept tips. All campers are to be treated on a fair and equitable basis. Special favors or service for individuals would defeat the purpose of camp. Acceptance of monetary tips is not in keeping with the practices of the camp. Any money given to staff will be placed in a fund for staff enrichment programs.

Medicine and Health

No staff member shall dispense medicine or give treatment except the Camp Nurse. To protect our campers, all medication (prescribed and over the counter), including staff medications are to be kept in the camp's health center. Emergency medications such as inhalers and epi-pens may be kept with you as prescribed by your physician, but please have it noted in the health center's log. All medications that have been prescribed must be noted on your medical form. If a staff member is ill and/or unable to work, he/she must stay in the infirmary. In case of illness, sick and emergency leave will be arranged with the Directors.

The Last Day of the Summer Camp Season/Employment

On the last day of employment, all staff are required to work until 7pm or until they are released by the Director. Camp keys are to be turned in to the Director. Work areas must be left in a neat and clean condition. Supplies and equipment must be left in a neat and clean condition and must be inventoried and stored.

Living areas and common areas must be left in a neat and clean/sanitized condition. Staff must have their living spaces checked prior to their departure. Camp is not responsible for personal belongings left after the last day of the summer camp season.

Personal Conduct and Your Job

Neatness and Cleanliness

Camp recognizes that appearance is a form of self-expression, but we also know that appearance is the first impression a parent has of camp. How a staff member dresses can have a direct impact on the perceptions of families, the camper and other staff, and can affect the ability of a staff member to perform their duties. Neatness and cleanliness of personal dress will be expected at all times. Clean staff shirts will be worn on Arrival and Departure days.

Clothing which contains logos that are sexually suggestive, culturally insensitive, tobacco or alcohol industry sponsored shirts, inappropriate cut shirts, shorts, pants or skirts, are unacceptable. Clothing that reveals too much cleavage, your back, your chest, your stomach or your underwear is not suitable for a place that works with youth. Pants that hang too low are also deemed inappropriate. Bikinis and tight cut swim shorts are not appropriate for a youth setting.

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Closed toe and closed heel shoes are to be worn when working in the kitchen, hikes and all camp games. Teva “style” sandals and Birkenstocks “styles” are allowed when activities permit – anything with straps around the top and back of your feet. CROCS are permitted at appropriate times as well. Flip-flops are not to be worn around camp, even when traveling to the showers, but can be used once in the bath houses.

Please consult with director when considering drastic alterations to personal appearance, i.e. drastic haircuts, piercings and tattoos. These alterations could have a major impact on how parents and campers perceive the staff. In some circumstances, these alterations could lead to illness and inability to perform job responsibilities, which may lead to job termination.

All staff members are expected to perform the responsibilities outlined in their job descriptions. When requested by the Director, the staff member will perform tasks necessary for the operation of the camp and fill in for sick or injured staff members. All staff members are expected to be on time for meetings, classes, work details, etc. Staff members will be continually evaluated on their job performance and must consistently and appropriately complete their responsibilities.

Behavior

The appearance of camp and the camp program should be an indication to visitors, as well as campers that Kindness, Respect and Responsibility govern our conduct in camp. Naturally, there are certain understandings with which we must be able to work smoothly and efficiently.

A public display of affection between staff members should be modest and respectable. Staff relationships are to be discrete and should not affect job performance. Campers should never know of the intimate relations between staff members. Staff relationships should never be a subject of conversations with children. A romantic relationship between a youth and staff member is inappropriate and will result in dismissal from your position, reporting to the authorities and may be subject to prosecution.

The language we use should encourage the creation of a nurturing community. Profanity, lewd or suggestive remarks and/or language that degrades, stereotypes or intimidates others is not appropriate to the environment we are trying to create at camp. Profanity, foul or abusive language, inflammatory statements, derogatory comments or physical altercations, whether to campers or staff is prohibited and may result in dismissal. Failure to address these situations with campers may also result in dismissal.

Smoking

Camp Sacandaga is a smoke and tobacco free environment in which smoking, the use of smokeless tobacco products, and the use of unregulated nicotine products (e-cigarettes), is strictly forbidden near the children. Smoking is only allowed during designated times and in designate locations, when children are not present. Volunteers under the age of 18 are not permitted to smoke or be at designated smoking areas at Camp.

Alcohol / Illegal Substance Use

Camp is an alcohol and drug free environment. Alcoholic beverages, paraphernalia, illegal drugs/paraphernalia or controlled dangerous substances are not allowed on camp property. Use or abuse of alcohol, illegal drugs or other substances impairing judgment will result in dismissal. All staff are expected to adhere to local, state and federal laws concerning alcohol and drug use.

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Allegations of alcohol use / possession (on camp property) or drug use /possession (on or off of camp property) will be investigated. Camp Sacandaga reserves the right to administer drug tests. Providing minors with alcohol will result in dismissal and legal prosecution. Staff members (21 or older) who choose to drink on their time off must not return to camp intoxicated or unable to function the next day.

Reprimands/Discipline

Under no circumstances should a staff member use physical force in reprimanding anyone. Campers or counselors that need disciplining should be referred to the Senior Staff or Director and documented. The staff member is forbidden to hand out any type of discipline without first consulting the Senior Staff or Director.

Camp Sacandaga's policy on discipline is as follows: a child shall not be deprived of food, isolated, or subjected to corporal punishment or abusive physical exercise as a means of punishment either by staff or by another camper.

New York is a mandatory reporting State. This means that any person having reasonable cause to believe that a child has been subjected to child abuse must report his/her concerns or findings immediately to the camp director, so that it can be reported to the authorities.

Health and Safety

All Camp health and safety rules apply to everyone in camp at all times. It is important that staff members get adequate sleep and rest. Staff regularly arriving at the Pre-Session Staff Meeting in a tired and haggard condition, and thus unfit to perform their duties, may be subject to disciplinary actions.

Confidentiality

Staff must respect the privacy of other staff members and campers. Do not discuss personal health or private situations with anyone other than the nurse or directors.

Internet Policy

We recognize that our staff as adults who are entitled to a private life outside the boundaries of the camp community. Our hope is that you, as a Camp staff member, will lead all aspects of your life with pride and integrity. We hope you also recognize that private aspects of your life, such as your personal relationships or the manner in which you spend leisure time with other adults, will remain private.

Key Points:

The only type of relationship that is permitted between a camper and a staff member is a professional leadership relationship.

Socializing between staff and campers in the off-season is permitted only at official, supervised camp functions, or our camp's Official Facebook page. Other off-season socializing between campers and staff is not permitted. Staff is not allowed to "friend" campers on Facebook or other social media websites.

How you behave is a reflection on both you and camp, especially when you are at camp, wearing camp gear outside of camp, and posting in the camp's Facebook page.

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Staff are never allowed to share, modify, post or send photos of camper clients, and are never permitted to photograph any camper clients engaged in any private activity, including sleeping, using the bathroom, or changing.

Staff are not allowed to share personal e-mail address, cell phone number, or screen name with any camper clients, and are not allowed to permit current or past campers to have access to their pages or photos on any social networking site, such as Facebook.

We remind staff that the Internet is public space. Staff behavior online is, ultimately, not private. Staff are youth development professionals and we encourage staff to behave at all times in ways that reflect the seriousness of that responsibility.

A full copy of the internet policy is attached to the staff agreement, in the staff manual, and posted on the staff page of our website.

Termination of Services

Employment with the camp shall be on an “at-will” basis, meaning that either the staff member or Camp may terminate the employment relationship at any time, for any reason or no reason, and with or without notice, without incurring any obligation or liability.

The staff member understands and acknowledges that the camp enters into this Agreement based on the Camp’s current good faith estimate of its staffing needs for the coming season. If for any reason, and at any time, the Camp requires fewer staff members than it currently projects, the Camp may terminate this Agreement on notice to the Employee.

The Camp may be prevented from conducting a camp season, or a full camp season, by an act of God or other occurrence beyond the control of the parties. If that should occur, the camp shall be excused from further performance under this Agreement on notice to the employee of the reason for nonperformance.

The camp may dismiss the said employee should the employee’s physical condition, service, conduct, or influence be deemed unsatisfactory or inimical to the best interests of the Camp, or for other just cause, and in such case the employee will not be paid. Employment can be terminated prior to the scheduled departure date because of, but not limited to: low enrollment, poor job performance, and inappropriate behavior, violation of practices and policies, or gross misconduct.

Upon termination staff will leave the camp immediately unless other arrangements are made with the director. The staff member will be paid in full for only the time they have served. If employment is terminated prior to the scheduled departure date, then the staff member will be paid for the time they have worked. Pay will be issued and mailed to the terminated staff member the next pay cycle.

Other

Employee agrees to supervise and work with a group of campers as assigned, and to perform any and all duties to which he or she may be assigned and further agrees to abide by all camp rules, regulations and policies, established by the camp. (It is hereby agreed that any and all rules and regulations of the Camp and any special clauses attached

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hereto are made part of this contract). When requested by the Director or Assistant Director perform additional tasks required for the successful operation of the camp.

Staff members agree to abide by additional practices and policies as announced during staff orientation, staff meetings or at other times and as determined by the Director for the successful operation of Camp Sacandaga.

Camp Sacandaga is an equal opportunity employer. We will not discriminate in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.