



The Episcopal Diocese of Montana Camp Marshall Summer Staff Policies and Information 2019

Our camp staff members are expected to be aware of and abide by the following personnel policies:

1. Camper Welfare: The first responsibility of every staff member is the health and welfare of our campers. Each staff member is expected to respect the privacy and person of each camper. Physical punishment or any sexual contact between staff and campers is inappropriate and will be grounds for dismissal. Caution should be taken any time a staff member is alone with a camper or with a camper outside the view of other staff members. This is for the protection of the camper and staff member, as well as the camp.

2. Facilities: All staff are responsible for the care of Camp Marshall's buildings and equipment. Camp vehicles are not available for personal use without prior approval of the staff member's immediate supervisor. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited. Office phones are for camp business only.

3. Compensation:

A. Paychecks will be distributed on the 1st and 15th of each month. Any exceptions must be cleared through the Camp Director.

B. Employment periods begin and end per an individual's contract. All compensation is subject to applicable federal and state payroll withholding requirements.

C. Room and board is provided during sessions of employment. Chaplains and their families will be provided housing at Camp Marshall, to be arranged with the Camp Director before the Chaplain's arrival.

D. Workers' compensation insurance coverage is provided for all paid staff. It is the staff member's responsibility to appropriately report any injury immediately after it takes place.

E. Volunteer Staff are responsible for their own accident/health insurance.

F. Transportation to and from camp is the responsibility of all staff & volunteers unless, due to exceptional circumstances, other arrangements have been made with the Camp Director (or designee) prior to the trip having been made.

4. Time Off:

A. Program staff will take time off after the close of each session, typically on Saturdays.

B. Counseling Staff: One 24-hour period per week (Saturdays) and either a 2-hr. morning or 2 hr. afternoon activity block each day.

C. Volunteer staff will receive either a morning or afternoon activity block each day. If a volunteer is at camp for more than one week in a row they will also have one 24 hour period off per-week.

D. Personal leave without pay may be granted, under extraordinary circumstances, with the approval of the Camp Director.

E. Sick Leave: A staff member may take sick leave only on the advice of the Camp Health Care Provider, and with the permission of the Camp Director. Sick leave is unpaid.

5. Conditions of Employment/Placement of Paid and Volunteer Staff:

A. The hiring and termination of staff is the responsibility of the Camp Director.

B. The employee/volunteer agrees that pursuant to the terms of their relationship with the Episcopal Diocese of Montana, she/he will: Conduct him/herself, both in camp and away from camp, so he/she will be a credit to him/herself and the camp.

C. Keep hours and habits, which will enable him/her to serve the camp in a manner consistent with completing duties outlined in the job description. Will attend and complete any required training satisfactorily.

D. There will be no consumption of alcohol or use of tobacco or vaping products while on the camp property. Personal possession of alcohol, with the exception of sacramental wine, or being under the influence of alcohol is prohibited in camp at any time. Infractions of these policies will be considered grounds for immediate termination.

E. The use, possession, or being under the influence of any illegal, non-prescribed drugs during the time he/she is employed/or a volunteer for the Episcopal Diocese of Montana is cause for immediate termination. Staff that purchase alcohol or tobacco products for staff who are minors or for campers are subject to termination.

F. If you are not married and accordingly have not been provided a common living space with your spouse, there will be no sexual activity.

G. Firearms are not allowed on camp property, including in a personal vehicle.

6. Termination:

A. Termination without cause - paid staff and volunteers may be terminated without cause if funds are lacking due to insufficient camper sign-up. If only one or two camps are cancelled due to insufficient sign-up the Camp Director reserves the right to grant time off and adjust salaries by pro-rating time off from the weekly salary (daily deduction).

B. Termination with cause – paid staff and volunteers may be terminated without cause in accordance with the Disciplinary Action policy (see #7).

C. Resignation – Staff members are expected to provide a minimum of ten day's notice of resignation. During the time between notice and departure, the employee will continue to perform his/her duties in a satisfactory manner.

D. Termination Pay – In the event of termination, the staff member will be compensated through the last day actually worked. The final paycheck for a terminated or terminating employee will be paid on the next payroll or within fifteen days of the employee's departure, whichever is sooner.

7. Tips or gratuities: Staff members are not permitted to accept tips or gratuities from parents or campers.

8. Disciplinary Actions: It is the policy of Camp Marshall that employees who fail to perform job duties in a satisfactory manner, whose conduct disrupts camp operations, who fail to meet the expectations or the goals of a plan of improvement, or who violate camp procedures, policies, rules, or performance standards are subject to disciplinary action, up to and including termination. Each of the following disciplinary actions is independent of the other and may not be applied in the order listed. For example, depending on

the severity of the offense, an employee may be terminated without having been suspended.

A. Verbal Warning: A verbal warning may be given to an employee for job-related reasons. The nature of the problem will be explained to and discussed with the employee. The verbal warning must be documented, and a copy of the documentation must be provided to the employee and placed in the employee's personnel file.

B. Written warning: A written warning may be given to an employee for job-related reasons. The warning must be in writing and must contain a description of the specific conduct for which the employee is being warned, how the problem is to be corrected, and the consequences if the problem is not corrected. The employee must acknowledge receipt of a written warning with his/her signature and must be given a copy of the warning. Written warnings will be placed in the employee's personnel file.

C. Disciplinary Suspension: A disciplinary suspension may be given to an employee for job-related reasons. A suspension may be with or without pay and may result in dismissal or reinstatement with or without back pay. The purpose of a suspension may be to provide an opportunity to conduct an investigation.

D. Termination: An employee may be terminated for job-related reasons. Notice of a termination must be in writing. A copy of the notice must be given to the employee and will be placed in the employee's personnel file.

9. Grievance Procedure: Should there be a disagreement over the interpretation of camp policies, or a grievance related to one's duties or disciplinary action, it should be reported to one's supervisor within five calendar days. If the supervisor does not resolve the issue to the employee's satisfaction or if the supervisor is the source of the grievance, the staff member may report the grievance to the Office of the Bishop at (406) 422-2230 within five days of the initial discussion of the supervisor or the occurrence of the grievable event, as applicable. The Office of the Bishop will issue a written decision within five working days of receipt of the grievance. The Office of the Bishop's decision is the final step in the grievance procedure.

10. Harassment: Camp Marshall recognizes that a person's right to freedom from discrimination includes the opportunity to work and play in an environment free of harassment. Offensive speech and conduct that are discriminatory in nature are wholly inappropriate and intolerable to the relationships necessary for Camp Marshall's operations. Harassment includes

all unwelcome advances, written or verbal innuendos, threats, insults, or disparaging remarks concerning a person's sex, national origin, race, creed, color, age, sexual orientation, marital status, veteran status, physical or mental disability, or religion. Examples of harassment include verbal harassment, (derogatory comments, demeaning jokes, threats), physical harassment (assault, impeding or blocking movement, unnecessary touching), and visual harassment (demeaning cards, cartoons, or gestures).

Sexual Harassment Policies are outlined here (<http://diomontana.com/wp-content/uploads/sites/38/2013/04/Policies-for-Safeguarding-Gods-People.pdf>), and will be provided to each staff member during staff training.

11. Personal equipment: brought to camp by staff members remains the responsibility of the staff member, and the Episcopal Diocese of Montana is not liable for any damage incurred. We recommend that bicycles have locks and guitars have cases.

12. Personal automobiles: of staff or volunteers must be parked in the parking area. All personal vehicles remain the responsibility of the staff member, and the Episcopal Diocese of Montana is not responsible for any damage incurred. Staff under age 18 must have written parent permission to ride in other staff vehicles, or allow others to ride in their vehicle. Staff/Volunteers are not to leave the property without the knowledge of the Camp Director or designee, unless it is their regularly scheduled day off. Anyone using a personal auto on camp business must provide proof of personal automobile liability insurance with minimum limits in accordance with Montana State Law to the main office.

13. Staff may use Camp Equipment: during time off in camp with permission of the Camp Director, but only when use of equipment will not interfere with the program of the camp. All safety policies must be followed.

14. Photo Equipment: Cameras and any type of photo equipment are not to be used in changing areas.

15. Personal visitors: should be kept to a minimum and preferably not during camp sessions. Any requests for visitors must be cleared through the Camp Director in advance.

16. Appropriate dress shall be worn at all times: Staff may not wear clothing with words or graphics that could offend staff or parents. With the exception of time-off, personal audio players shall not be used. Men should wear shirts except when participating in watersports. Women must wear bathing suits that cover the torso.

17. A performance evaluation: may be given to employees/volunteers following the close of camp. The Camp Director will meet with each staff member at the beginning and end of the term of employment, in order to set and evaluate progress toward the employee's goals. The Camp Director may meet with staff members during the camp season so that both can evaluate the employee's growth. Staff members need not wait for a scheduled supervisory conference to seek advice or counsel from one's supervisor.

18. Laundry: An on-site washer and dryer is available. Due to the limited number of machines, all volunteers staying for one week are requested to bring clothing for the duration of their stay.

19. Mail: Outgoing mail may be placed in the mailbox.

20. Internet: Camp Marshall provides wireless internet for appropriate use. Camp computers are not for personal use. Because of limited bandwidth, we request that staff refrain from downloading videos and other high bandwidth activities.

21. Social Networking: Employees and volunteers must be respectful in all communications related to or referencing Camp Marshall, its campers, or staff. Staff and volunteers must refrain from posting photos of campers on the internet, except on approved camp websites. If you identify yourself as an employee of Camp Marshall on a social networking site, you must set your page to private. Staff should refrain from communicating with campers online, except through approved camp venues.

22. Parking lot: The parking lot is out-of-bounds to all campers during the entire camp session unless otherwise authorized by the Camp Director, or her designee.

23. Purchases: Staff members may not purchase items for campers, or give money or other gifts to campers. Food and drinks purchased outside of camp must be kept in the staff house and not consumed around campers.

24. Rest: Employed and volunteer staff are expected to maintain their focus on the needs of the campers throughout the day. In the evening, counselors are expected to stay with their cabin groups while program staff prepare for the following day.

25. Standards of Conduct: As representatives of the Camp Marshall, employees have an obligation to conform to its standards of conduct. Courteous and respectful behavior toward co-workers, supervisors, campers, and the general public and an appropriate attitude toward work are required.

Employees are expected to work in the best interest of the Camp Marshall and to keep the premises clean and free of trash. All employees are required to perform assigned job duties in a satisfactory manner and within specified guidelines. Employees are expected to respect the rights, property, and privacy of others. For example, they will not:

- Fight with or abuse others, or behave in an offensive or inappropriate manner.
- Destroy, deface, damage, or wrongfully acquire property belonging to Camp Marshall or to its employees,
- be regularly tardy, or cause campers to be tardy,
- misuse or misappropriate assets or property of the Diocese, or other employees.
- help anyone gain unauthorized entrance to Camp Marshall facilities or property.
- disclose confidential information without authorization from the appropriate legal authority.
- disregard safety or security procedures and regulations.
- fail to immediately report damage to or an accident involving Camp Marshall equipment or personnel,
- fail to maintain a neat appearance (note: men should wear shirts when they are not swimming, women should wear bathing suits that cover their midriff);
- falsify employment or other Diocesan records.
- use profanity or behave rudely toward co-workers, clergy, parishioners, or the public.
- communicate untrue statements or writings about Camp Marshall or its staff or campers.

26. Weapons: Weapons of any kind are not permitted at Camp Marshall.

27. Equal Employment: Camp Marshall prohibits unlawful discrimination in employment on the basis of race, color, national origin, veteran's status, age, physical or mental disability, marital status, creed, religion, or sex, except when the reasonable demands of the position require an age, physical or mental disability, marital status, creed, religion, or sex distinction. In the case of religion and creed, such distinctions may be appropriate under state and federal constitutional provisions due to the religious character and Episcopalian identity of Camp Marshall and the nature of the particular employment position at issue.

28. Pets: of any kind are not allowed on camp property during term of employment, or on any visit to camp. This includes dogs on leashes. Any decision to make a change in this policy must be approved by the Camp Director.

ACKNOWLEDGMENT

I acknowledge receipt of Camp Marshall's Personnel Policies and understand that this document supersedes all prior documents and any other verbal or

written agreements, with the exception of my individual contract. In the case of conflict between these policies and my contract, the contract will govern. I have read and understand the camp policies.

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 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 in 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, ethnic, and cultural background of my campers, and not seek to impose my own particular views.

Employee Signature _____ Date _____

Camp Director Signature _____ Date _____