

Camp Dark Waters: Personnel Policies and Practice

1. PAYMENT OF SALARIES: Salaries will be paid at the end of the camping season, and may be drawn against during the season.

2. TIPS AND GRATUITIES: Camp Dark Waters does not believe that tipping is necessary. Any tips received are put into a General Counselor Fund. At the end of the camping season, counselors decide collectively in a staff meeting how the Fund should be spent. In the past, one half of the Fund has been allocated for scholarships for needy children for the following summer, and the other half has been used to fund items for the betterment of camp.

3. PROMOTIONS AND INCREASES: Salary increases for all staff positions at Camp Dark Waters are given on the basis of individual performance and merit. Staff who have performed satisfactorily during one camping season are invited back for the following season. Counselor performance is evaluated weekly at staff meeting.

4. TERMINATION OF AGREEMENT: (a) Either of the parties may terminate the agreement by giving the other one week's notice in writing. If this occurs, payment will be made through the end of the notice period. (b) Camp Dark Waters reserves the right to cancel agreement on or before June 10th should low enrollment make it necessary to reduce the staff. (c) In the event of early departure or dismissal due to fire, accident, epidemic, etc., camp salaries will be pro-rated.

5. DISMISSALS: The camp director has the responsibility for dismissing or suspending staff members. Dismissal or suspension will have a minimum of one day written notice, except in cases of gross misconduct. Dismissal or suspension notices will specify the cause. Conditions warranting dismissal or suspension are as follows:

(a) clear and repeated evidence of inability or unwillingness to perform duties.

(b) use of corporal punishment of campers.

(c) bringing alcoholic beverages or illegal drugs onto the camp premises, using same while on duty, or reporting for duty while under the influence of the same.

If a staff member is dismissed, salary will be paid until the end of the notice period.

(d) any action deemed detrimental to the camp mission by the Director

6. SICK LEAVE: Camp Dark Waters provides five (5) days of sick leave with pay for all staff members. Extension of sick leave, with or without full pay, may be granted at the discretion of the camp director.

7. EMERGENCY LEAVE: In the event of death in the family of the employee, illness in the family, or urgent business, leave will be granted in relation to individual circumstances at the discretion of the camp director, not to exceed five (5) days with pay.

8. HEALTH EXAMINATION: Employment is cognizant upon a thorough physical examination within 2 years of employment, showing evidence of good health and freedom from physical defects which would interfere with adequate performance of the particular job. Should there be any question of physical fitness on the part of the employee, the camp reserves the right to require, at any time during employment, a health examination by the physician or a clinic of the camps choice, at the expense of the camp.

9. HOSPITALIZATION-MEDICAL CARE: Camp Dark Waters carries state Workman's Compensation Insurance. Injuries, accidents and illness occurring while off duty are the responsibility of the employee.

10. INSURANCE-SOCIAL SECURITY: Camp Dark Waters is fully protected by liability insurance and special insurance for certain camp activities such as canoeing, archery, team challenge course and horseback riding.

Social Security and Unemployment Insurance deductions are withheld from employees at the required rates.

11. TIME OFF: Each counselor will be given three (3) forty-eight (48) hour periods of continuous time off during the eight (8) week camping season. Administrative staff are given twenty-four (24) continuous hours of time off per week of the season. Transportation to and from the nearest town or to and from public transportation will be provided at the beginning and end of each time off period

Although not always possible, we attempt to give each counselor scheduled free time each day.

12. STAFF USE OF CAMP EQUIPMENT: The resources of the camp should be available to the staff for use during time off periods, but only when staff use of such resources will not interfere with the program of the camp. This would refer to kitchen, canoes, sports equipment, ect.

13. STAFF LOUNGE: Camp Dark Waters provides a staff lounge which is off limits to campers for use by staff during scheduled free time.

14. SMOKING: Use of tobacco products is prohibited in all buildings. An outdoor, designated smoking area will be available during free times for staff.

15. CARS: Staff may bring their automobiles, and their personal property to camp. All vehicles must be properly registered and insured.

16. Personal Property: Camp Dark Waters assumes no responsibility for any personal property brought to camp. Please leave any items of value at home.

17. Visitors: Staff visitors are welcome provided that:

1. Permission to have a visitor or visitors is obtained from the Director or Assistant Director at least one day in advance.
2. The cook is notified at least one meal in advance (if the visitor is to share a meal at camp).
3. The visitor does not interfere with staff responsibilities.