

**LUTHERAN CAMPING CORPORATION**

**OF CENTRAL PENNSYLVANIA**

**SUMMER STAFF PERSONNEL POLICY**

- I. **PURPOSE OF THIS POLICY:** This Summer Staff Personnel Policy has been created to ensure that you, an employee of the Lutheran Camping Corporation of Central Pennsylvania (herein "LCC"), understand your role as a summer staff employee and what is expected of you. Neither the publication of this document nor the receipt thereof constitutes a contract of employment between the LCC and any employee or group of employees or a promise of the benefits described herein. The LCC reserves the right to amend, alter and delete any provision in this policy. Although the LCC, through its camp directors and executive director, will attempt to notify employees in a timely manner of any changes made, employee notice will not affect the validity of the amendments, alterations or deletions.
  
- II. **AT WILL EMPLOYMENT:** Your employment with the LCC is "at will" employment. An employee may resign employment at any time at his/her discretion with or without prior notice and the LCC may terminate an employee's employment at any time at its discretion, with or without cause and with or without prior notice. Nothing said or written, now or in the future, is to be interpreted to the contrary. No employee, officer, representative or agent of the LCC has the authority to enter into any agreement for employment for a specified period of time or to make any agreement contrary to the foregoing.
  
- III. **EQUAL EMPLOYMENT AND NONDISCRIMINATION STATEMENT:** The LCC is committed to complying with all federal and state laws applicable to it and shall not illegally discriminate against any employee or group of employees in the terms and conditions of employment.
  
- IV. **SALARY AND BENEFITS:**
  - A. An employee's salary is determined on a weekly basis, and paychecks are distributed every two weeks. Paychecks may be reduced in a pro rata manner based on time the employee is absent from work.
  - B. The final paycheck will be distributed only after all outstanding debts to the LCC have been settled.
  - C. Payroll deductions will be made each pay period for social security, federal withholding tax, and all local taxes, according to schedules established by the taxing agencies.
  - D. Summer staff employees are provided room and board while living at camp.
  - E. Summer staff employees are provided one (1) camp shirt, which shall be worn during registration periods and other times designated by the camp director.
  - F. The acceptance of tips or gratuities by summer staff employees is strictly prohibited.
  - G. Due to the nature of the duties of summer staff employees, there is no overtime, paid sick leave or paid vacation.

V. PROMOTION AND REHIRING:

- A. While summer staff employees previously hired or presently employed shall be considered first for promotions and filling vacancies, promotion and re hiring will be based on job performance evaluations and the capacity to fill the vacant position.
- B. A summer staff employee wishing to return for a second or more summer in the same position has traditionally received salary increases in recognition of that employee's skill and experience.
- C. Nothing in the above two paragraphs constitutes a guarantee or promise to rehire any employee at any specific salary.

VI. TERMINATION OF EMPLOYMENT AND DISCIPLINE:

- A. Failure to follow the rules set forth in this policy may lead to the termination of employment.
- B. Unsatisfactory job performance may lead to the termination of employment.
- C. The use or possession of illegal drugs or alcohol on the LCC's property or during work hours is grounds for immediate termination of employment. Moreover, presence on the LCC's property while under the influence of illegal drugs or alcohol is grounds for immediate termination of employment.
- D. Gross misconduct, such as causing intentional physical harm to campers or other summer staff employees, is grounds for immediate termination of employment.
- E. When behavior by a summer staff employee is inappropriate or job performance is unsatisfactory, the following progressive disciplinary procedure is used:
  - 1. Discussion and resolution of the problem by the camp director and summer staff employee.
  - 2. If the problem is not resolved, the camp director will issue a written warning.
  - 3. Should the problem still not be resolved, the camp director and Executive Director will review the matter. Such review may lead to suspension without pay for a certain period as determined by the camp director and Executive Director.
  - 4. Finally, if all above steps do not resolve the problem, employment may be terminated. Grievances should be addressed to the Executive Director, and may be reviewed by the Executive Committee.
- F. Although employment is at will (see Section II) the LCC requests employees to provide, at a minimum, seven (7) days written notice to the camp director of any employee resigning. When practical the LCC will provide seven (7) days written notice of termination of employment.

- VII. LEAVE: Due to the nature and brevity of the summer camp season and camp staff structure, leaves of absence/time off may be granted for very limited and specific circumstances. In the event of illness, a death or severe illness in the family, or urgent business, leave from employment may be granted upon request by the summer staff employee at the discretion of the camp director and Executive Director. Length and terms of the leave will be determined based upon the individual circumstances. Leave may be granted for congregational or academic responsibilities at the discretion of the camp director and Executive Director. Multiple requests or requests for lengthy leave may result in termination. All requests will be considered on a case-by-case basis.
- VIII. HEALTH HISTORY AND SCREENING: Due to the nature of the work of a summer staff employee, the LCC requires all summer staff employees to present a current health history signed by the adult employee or custodial parent. This document includes clarification regarding any activities from which the employee should be exempted or limited for health reasons, any allergies, record of most recent tetanus shot, record of any current medications, emergency contact information, and permission to treat in the event of an emergency. Upon arrival for summer employment, all staff will undergo a health screening which includes a check for observable illness, injury, or communicable disease; verification and updating of the health history information; and review and collection of any medications to be given during employment. If the camp director believes that a summer staff employee is unable to physically perform the essential functions of his/her position, the LCC may require, at its own expense, a further physical examination.
- IX. CONDUCT: Summer staff employees shall conduct themselves in accordance with Christian principles at all times while in the employ of the LCC. The abuse of alcohol, use of illegal drugs, or other illegal activity during time off may be grounds for termination of employment.
- X. TIME OFF: Summer staff employees will be free from camp duties from Friday evening after all job tasks have been completed until Sunday afternoon at 2:00 PM. During this time, summer staff employees are to leave the property unless approval to stay/return early is granted by the camp director. All staff under the age of 18 must provide, to the camp director, permission from their legal guardian to be at camp during time off. Meals are not provided during time off unless part of the camp program. Staff under the age of 18 are to inform the camp director of their plans for time off if they are not immediately going to their legal residence.
- XI. STAFF USE OF CAMP FACILITIES AND EQUIPMENT: The resources of the LCC are available to staff during free time; however, use of these resources may not interfere with camp programs and must be in accordance with general safe practices. Moreover, the LCC assumes no liability for injuries or damages caused by the use of facilities or equipment outside of the camping program.
- XII. STAFF ROOM: The LCC may provide to the summer staff employees a designated area for retreat and relaxation as such space is available.
- XIII. KITCHEN: The kitchen is for authorized personnel only. Permission to use any food or equipment in the kitchen must be obtained from the head cook or camp director.
- XIV. CAMP VEHICLES: Automobiles owned or leased by the LCC are for camp program use only and may only be driven by those designated by the camp director.
- XV. LAUNDRY FACILITIES: Laundry facilities are available for staff use.

- XVI. TELEPHONE CALLS: Use of an LCC telephone must be approved by the camp director. Use of personal cell phones for non-work purposes by summer staff shall be limited to off duty time. Cell phones carried by summer staff shall be kept away from campers and set to Do Not Disturb except for designated emergency and supervisor numbers during work hours. Campers are not permitted to use a staff member's cell phone.
- XVII. ON DUTY TIME: All summer staff employees are expected to remain in camp during on duty times, without leave, during the entire camping season. Any leave must be obtained in accordance with this policy (see Section VII).
- XVIII. SLEEPING ROOMS/CABINS: Sleeping rooms and cabins are private areas; no visitors are allowed.
- XIX. LIGHTS OUT/QUIET TIME: Because of the hard pace of camp life, it is important that summer staff employees are well rested. Failure to get enough rest is likely to affect job performance and judgment and may result in poor evaluations and possible discipline or termination. Quiet time begins with campers' lights out time. Lights out time for summer staff employees is 12:00 midnight unless otherwise specified by the camp director.
- XX. MEALS: Proper nourishment will help summer staff employees maintain energy levels for their busy days. All summer staff employees must attend and consume all meals unless excused by the camp director.
- XXI. SMOKING/USE OF TOBACCO: In the interest of promoting a healthy lifestyle, smoking, the use of tobacco, and e-cigarettes (vaping) are discouraged. All LCC sites and facilities are designated "non-smoking." Under no circumstances may a summer staff employee smoke or use tobacco in the presence of campers. In accordance with Commonwealth of PA law, persons under the age of eighteen (18) are prohibited from use or possession of tobacco products.
- XXII. VISITORS: Summer staff employees may have visitors in camp as long as their presence does not interfere with work responsibilities and the camp program. All visitors are expected to abide by the policies and practices of the LCC, and the hosting summer staff employee is responsible for such. Permission to have visitors in camp must be obtained from the camp director.
- XXIII. PERFORMANCE EVALUATIONS: All summer staff employees will be evaluated by the camp director. A verbal performance evaluation will be given mid-summer for all staff. A written evaluation may be given at the end of the camping season. Satisfactory evaluations do not constitute a promise or guarantee of continued employment or raise in salary.
- XXIV. APPEARANCE: Personal appearance of summer staff employees reflects upon the camping ministries' standards and is highly indicative of the pride and interest the employee has in the camp's programs. Summer staff employees are expected to be neat, clean, and practicing good personal hygiene at all times. Consideration for camp activities should be taken when choosing attire and jewelry so that clothing allows for full participation in activities. Clothing should not display offensive or suggestive language or images. Tattoos visible to the public shall not be inconsistent with the mission and teachings of the LCC. Hair is expected to be neat, clean and well groomed. Long hair shall be worn in such a fashion as to look neat and not interfere with work. The LCC reserves the right to ask summer staff employees to change clothing when it is deemed inappropriate for the camp program.

XXV. MISCELLANEOUS EMPLOYMENT POLICIES:

- A. Cars are to be parked in designated areas. Normally they are to remain parked throughout the week and not to be used to travel from one area of the camp to another. Campers shall not be transported in staff owned vehicles.
- B. The LCC does not assume responsibility for damage or theft of personal property, including personal sports equipment, of summer staff employees.
- C. Summer staff employees may bring personal audio equipment and/or computers to camp, however such equipment is not to be used for the entertainment of campers.
- D. Summer staff employees are not permitted to have pets with them in camp, except in rare circumstances in which the camp director has granted express permission.
- E. During weeks of low registration, summer staff employees may be assigned to work in other areas of the camp or to assume other responsibilities within the LCC's program.
- F. Guns and other weaponry, gambling, lottery or any other games of chance are prohibited.
- G. Summer staff employees are expected to use language appropriate to a church camp environment.
- H. Daytime watching of television or use of personal electronic devices is prohibited. Summer staff may use personal electronic devices or watch television or movies after camper lights out. All content watched or shared with others must be appropriate for the age of the viewer and may not be in opposition to the values of the LCC.
- I. Items posted by LCC employees on social media networks or within online communities should not be in opposition with core Christian values. Inappropriate, unauthorized, or unfavorable representation of LCC sites, programs, staff, etc. may lead to termination of employment.
- J. According to ELCA social ministry statements, sexual relations are to take place within the bonds of a publicly accountable, long-term monogamous relationship; therefore, sexual relations between non-married summer staff employees are prohibited.