

Camp Leo Personnel Policy

Camp Leo provides equal employment and volunteer opportunities without regard to race, color, religion, national origin, gender, sexual orientation, age, disability or veteran status, or other legally protected calls, except in limited instances when such considerations are bona fide occupational requirements (for example, for counseling staff to meet minimum accreditation age requirements.)

Camp staff are the primary instruments through which the objectives, goals, and philosophy of Camp Leo are transmitted to the camper. Staff is expected to be aware of and abide by the following personnel policies:

1. Camper Welfare

The primary responsibility of each and every staff member is the health and welfare of the campers. Each staff member is expected to take every care to protect 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. For the protection of the camper, staff member, and Camp Leo, staff should never be alone with a camper outside of the view of other staff members.

2. Fit for Duty

Camp Leo protects the health and safety of campers and staff by insisting all staff members are fit for duty. "Fit for duty" means:

- able to perform your duties in a safe and effective manner, unimpaired by any medical conditions (we recognize that many of you have diabetes), personal problems, medication, alcohol or drugs.
- not currently abusing alcohol, and that you are not using any drugs (legal, illegal, or prescription) that have a potential to alter your mental status.
- not suffering from any personal problems that will interfere with your ability to care for campers or to interact professionally with other staff members.

3. Facilities

All staff are responsible for the care of the buildings and equipment that Camp Leo rents and owns. Such building and equipment are not available for personal use without prior approval of the staff member's immediate supervisor. Office phones are for camp business only.

4. Insurance

General liability insurance is carried by the camp which covers each employee when carrying out assigned camp responsibilities, as long as the employee is not negligent in carrying out those responsibilities. Copies of this insurance are available upon request.

Medical malpractice insurance is required for all medical staff, and can be obtained through The Washington Volunteer/Retired Providers Malpractice Insurance Program funded by the Washington State Department of Health. *If you require medical malpractice insurance for your time at camp you must contact Molly Korab at the Washington Healthcare Access Alliance at: vrp@wahealthcareaccessalliance.org*

5. Salary

Camp Leo is staffed by volunteers. However, staff will be reimbursed for pre-approved camp expenses. Please check with your direct supervisor before purchasing anything for camp that will require reimbursement.

6. Time Off

Time-off periods will be scheduled as regularly as possible at the convenience of the camp program. Each staff member is eligible for 2 hours off each day, which is made clear in the daily schedule. Any additional time off must be scheduled with your direct supervisor and will not be granted until coverage for your position is arranged for that time.

Additionally, if attending more than one week of camp, staff can expect one 24-hour period each week free of duties.

7. Dismissal and Resignation

Camp Leo staff members are employed at the will of Camp Leo. Camp Leo will make staff termination decisions that best support its mission and are in its best interests. Dismissals and resignations will be managed by the Executive Director. While not all possible reasons or contexts for dismissal can be listed here, obvious reasons include, but are not limited to:

- a. gross misconduct
- b. neglect of responsibilities
- c. endangerment of campers, staff, or camp property
- d. conduct which reflects negatively on Camp Leo
- e. mental or physical abuse of another individual
- f. harassment (sexual or other)
- g. alcohol, marijuana, or illegal drug use at camp
- h. poor judgment that puts campers at risk
- i. conduct that is incompatible with the mission of Camp Leo
- j. violation of Camp Leo policies

8. Sick Leave, Emergency Leave, and Healthcare

Leave will be managed by the Camp Director in coordination with the camp physician. At Camp Leo we believe that in order to maintain the health of the campers we must maintain the health of our staff. Special attention to individual needs of the staff will be given when requesting sick or emergency leave.

Camp Leo medical staff is available to the staff when on camp grounds. Cabin medical staff is responsible for the health of the cabin counselor and counselor in training, as well as the campers in their cabin. The cost of prescriptions, physicians, or hospital visits must be covered under one's personal insurance unless the injury/illness is work related

9. Community Relationships

Each staff member represents the camp in his or her dealings with members of the local communities, as well as behavior off camp grounds. Staff are to be sensitive and respectful to the people from whom we rent the camp facilities and the people in the communities near camp. Conflicts with or inappropriate behavior by the staff of the rented facility (Black Diamond Camps) should be immediately reported to the Camp Director.

10. Grievances

Should there be a disagreement over the interpretation of camp policies or a grievance related to one's duties or relationships with fellow staff members it should be reported to one's supervisor promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance to the Camp Director. Should the Camp Director be the source of the grievance, the staff member may report the grievance to the Executive Director. Should the Executive Director be the source of the grievance, report the grievance to the head of the Board of Directors.

11. Evaluation

In an effort to help each Camp Leo staff member perform their duties at an optimum level we will provide evaluation on a regular basis. The supervisor will indicate the frequency of the evaluation and will share it with the staff member. The staff member and the supervisor will both sign the agreed upon evaluation. You do not have to wait for a scheduled supervisory conference to seek advice or counsel from your supervisor. The primary responsibility of a supervisor is to be available to deal with the day-to-day problems of his or her supervisees.

NOTE: These policies are designed to clarify, generally, the employer/employee relationship and should not be considered as a contract or guarantee of employment. Be sure you have a complete understanding of what it will demand of you, correct expectations and communication are a must for a successful and enjoyable camp experience!

I agree to comply with this policy.