

CAMP GLEN BROOK PERSONNEL POLICIES—Land Steward

Employment and Performance Camp Glen Brook and summer camp employees have an "at-will" employment relationship. Either party may terminate the relationship at any time by giving the other party simple written notice. The salary would be pro-rated for the number of days worked. Camp Glen Brook does not discriminate. Camp Glen Brook employs without regard to gender, race, or national origin. Performance reviews will take place during camp.

Remuneration Salary is \$250 per week plus room, board, and laundry facilities. Paychecks will be disbursed on the 15th and 30th of every month. Any applicable payroll taxes will be deducted. You must complete an IRS W-4 withholding form, and all new employees must complete an INS I-9 (proof of U. S. employment eligibility) and a background check. (This requires you to present documents as proof such as a passport, OR a birth certificate and original social security card, etc. Contact us if you have questions; new employees need to bring these documents with them.)

Sick Leave and Emergency Leave The camp provides up to three days of paid sick leave. Emergency leave will be granted in relation to individual circumstances.

Medical Care and Insurance You must provide us with a completed and signed medical form that includes a physician's report of a medical exam you have had within two years prior to entering employment. You may use the camp's regular health room services at no charge. Employees are covered by worker's compensation insurance for any employment-related injury or illness. You may choose to buy into the Glen Brook health insurance policy to cover all non-work related health matters. The monthly cost for a single employee is: \$456.04 (**Employee share \$114.01** WSGC share \$342.03).

Time-off The schedule at Glen Brook varies from month to month so days off vary accordingly. You can expect to have the equivalent of two days off per week but the specific days off will vary.

Expectations You must adjust your personal habits and actions to conform with the customs, policies, and ideals of Glen Brook. Many of you are coming from college or other situations where life is very different from camp. The camp community is small and differences can magnify. We value our differences, but we also need to have a common set of basic "rules of conduct." Your behavior should reflect the fact that you are a role model for the hundreds of children that visit Glen Brook each year. You represent the camp to the parents and the public, and fair or not, your actions, appearance, speech, etc. will often be judged on first impressions and affect how you and the camp are perceived. You must also keep hours and habits which will allow you to remain alert and in excellent physical and mental condition. It is unfair to your colleagues or visiting students if you are grumpy, short-tempered, slacking or getting sick because you aren't getting enough sleep.

Actions Resulting in Immediate Dismissal We consider any of the following behaviors either so dangerous or so detrimental to the camp community that employment will be terminated immediately.

- Possession, use, or sale of illegal drugs at any time during the period of your employment or upon discovery that such was the case during the prior year.
- Possession and /or use of firearms or other weapons not part of the camp program
- Use of alcoholic beverages while on duty.
- Obtaining alcohol or tobacco for a minor including underage staff members.
- Repeated offensive language or conduct.
- Physical, mental, or verbal abuse or harassment of any camper or staff member.
- Use of corporal punishment (hitting, slapping, spanking, shaking, etc.) or discipline of a child when you are so angry that you are out of control.

Other Procedures and Policies

Tobacco: Glen Brook is a tobacco-free camp and use of tobacco is not allowed at camp. It is impossible to arrange for anyone to step off the 250 acres for a quick smoke. It will also not work for a smoker to come to camp and try to quit "cold turkey." If you smoke, you will need to find another camp with a different tobacco policy.

Alcohol: You must be twenty-one to consume alcohol on Glen Brook property. Consumption of alcohol while on duty is forbidden. If there is a program going on at Glen Brook and you are not on duty, you may consume alcohol in your private quarters. All alcoholic consumption must be modest. Inability to follow these guidelines will result in the termination of your employment.

Dress: In light of what is stated above about impressions and such, you must dress in clean and tasteful clothing, be well groomed, and not use extreme styles. Ultimately, the director's decision on dress code questions will be final, and you must be willing to accept that if you work at Glen Brook. If you have questions, talk to the director before you are hired. It is simply not fair to drain precious energy during the busy season debating dress codes, censorship, and expression of individuality when we should be working with the kids.

Visitors: Glen Brook welcomes visitors but please give the director advance notice if possible. If a visitor is going to stay more than two days, he or she will be expected to help out around camp.

Romance: In such a small, intense residential setting, dating and romance can be problematic for the community without mature sensitivity and discretion. Please be very mindful of this, avoiding any public display of affection. Romantic relationships between adult staff and minors are forbidden.

Visitation: During the six weeks the campers are in residence and while school groups are present, females may not visit male quarters and males may not visit female quarters unless approved by a director or there is an obvious emergency. Sit on the steps or take a walk together, but do not enter quarters. The issues are in the realm of privacy and safety as well as avoiding compromising situations, rumors, accusations, etc.

Harassment: Sexual or emotional harassment is unacceptable and is grounds for dismissal. Blatant harassment is probably rare in camp, but teasing or flirting or uncomfortable conversations or undesired physical contact can easily drift into harassment, sometimes without knowledge that the line was crossed. Ideally the first step is to let the person know that you don't find the conversation or actions or situation comfortable or acceptable. If it persists or you are unable to talk to the person about it, you should discuss it with a supervisor or nurse. If the issue cannot be resolved informally with all parties, a formal written complaint may be filed with the director. The administration will conduct an inquiry, make a ruling and a written report, and take any necessary disciplinary action or dismissal proceedings.

Child Abuse and Sexual Exploitation: As stated above, any physical, emotional, or sexual abuse of a child will result in immediate dismissal and possible referral to law enforcement agencies. Abuse issues including reporting procedures will be addressed in your training sessions.

Personal Vehicles: If you bring a car to camp you will need to park in the designated area and follow all applicable parts of the transportation section of the handbook. You may not transport campers or CITs or staff under 18 years old in your private vehicle unless specifically authorized by the director for each specific case. (The only exception may be the nurse or director transporting campers for medical reasons provided that proper releases and authorizations are signed.)

Electronics, Computers, Internet, and Such: Be aware that the campers and visiting students are not allowed to have personal stereos, electronic games, etc. One of our goals is to live simply and to attempt to transcend as much as possible the daily distractions and intrusions of everyday contemporary life. We want to meet each other and the natural world on a different level than often happens. As staff you may use your personal stereo if you wish, but in camp it must be used with earphones (not just the volume turned way down), not in the presence of campers, and not while you are on duty. The camp will provide a computer and Internet access for e-mail and legitimate browsing. It may not be used for gaming, instant messaging, chat rooms, or exploring websites not applicable to camp life. You are welcome to bring your laptop computer.

Pets: Since both the camp and you may be liable in a lawsuit if your pet injures someone, we normally do not allow staff to bring pets to camp. Any pet accepted will be on permanent probation and will need to leave camp if it doesn't work out. *Approved pets will be leashed at all times.*

Personal and Camp Equipment: Most camp sports equipment and such is available for staff use as long as it does not interfere with regular activities and rules for that equipment. Permission must be obtained from a director to take any vehicle or canoe off camp property. Authorized staff members only can drive camp vans and vehicles. See the transportation section of your handbook. Any personal sports equipment must be stored and handled properly. Personal archery equipment must be under lock.