

## EMPLOYEE POLICIES FOR EAGLE'S NEST CAMP 2011

1. All camp employees are expected to attend All Staff Orientation unless special arrangements are made. During this time, employees are on a room-and-board basis.
2. Individual camp employee schedules are made to provide a minimum of two hours each day (not necessarily consecutive) not obligated to specific duties. In addition, the Camp will provide 24 consecutive hours off per week (non-accumulative). There are 9 time periods corresponding to the 9 weeks of duty during which a counselor may arrange a 24-hour day off. Time off for employees working in the Hante program will vary. Employees may take one night off from 6:30pm until 12:00am and one Lunch Out from 12:15 – 2:15 each session. These are scheduled with approval of the camp administration.
3. Hours of duty shall be described as all those hours in residence at Eagle's Nest excepting days off, nights off and times when a counselor does not have cabin duty or other all camp obligations after "lodge" time. Camp employees are expected to be on campus except when signed out for scheduled days off, nights out or for approved quick trips (under 60 minutes) into town.
4. Counselors and Administrators are a part of ALL camp activities, as are all campers, and are expected to attend generalized activities such as Indian Village, field days, square dances, etc., unless otherwise directed.
5. Weekly counselor meetings include all Interns, Counselors, and Administration and representation from the Health Hut and the Kitchen.
6. If personnel are employed for a two-month period, the Camp will provide a three-day sick leave with pay for the entire two-month period for all camp employees.
7. 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 three days with pay.
8. **Termination** can occur in view of disregard of camp policies or in a breach of the general ethical code of Eagle's Nest as presented in the counselor orientation period. This includes repeatedly violating the community spirit of ENF by: having a negative attitude towards the program, participants or fellow staff, being disruptive, disrespectful, or unresponsive to participants, staff or administration or expressing a desire, through words or actions, not to be a part of the experience. Except as to those matters listed in paragraph 9 as grounds for immediate dismissal, dismissal due to breach of contract occurs after due deliberation by the full time Administrative Council and the Director.
9. **Violation of these policies will result in immediate dismissal:**
  - a. Possession, selling, giving away, using, or being under the influence of illegal drugs or counterfeit drugs on Eagle's Nest Foundation property or at any activity sponsored by Eagle's Nest Foundation.
  - b. Using alcohol or being mentally or physically impaired as a result of the consumption of alcohol on ENF property, at any activity sponsored by Eagle's Nest Foundation, or at anytime other than a scheduled day off or night out.
  - c. Being mentally or physically impaired as a result of consumption of any intoxicating beverage at any time other than a scheduled day off or night out or within eight hours of returning from a scheduled day off or night out.
  - d. Sexual, physical, intimate, or other inappropriate relationships between employee and campers, students or junior counselors.
  - e. Physical or mental abuse of any person, or child neglect of any kind.
  - f. Committing indecent exposure or appearing nude on campus or at an Eagle's Nest Foundation sponsored activity.
  - g. Engaging in any activity, which exposes a camper or other person to an unreasonable risk of physical injury or psychological injury or distress.
  - h. Any incidence of harassment or bullying, as defined in the ENF Harassment and Bullying Policy
10. Staff members who are aware of employees breaking policies outlined in #8 or #9 must inform a member of the full time administration of the breach of policies. Failure to do so may be considered negligence and could result in dismissal.
11. Employees are discouraged from visiting campers outside the context of their employment without the prior invitation and permission of the parent or guardian. This includes visits between campers and employee after completion of the program and/or employment, on or off premises. Employee is discouraged from establishing

relationships on social networking sites with campers. When corresponding with a camper, employee is expected to do so in a manner that is consistent with the mission, philosophy and policies of Eagle's Nest Foundation.

12. Medical certificates are required and must be on file before employee arrives at Camp. All employees are required to have up to date immunizations.

13. Eagle's Nest Foundation is **SMOKE FREE** on all of its grounds, in all of its buildings, or at any activity sponsored by Eagle's Nest.

14. Employees are provided with laundry facilities, including detergent, after the completion of daily camp laundry, usually after 2:00 p.m. The laundry closes at 10:00 p.m.

15. The camp phones, including Internet access, are off limits to counselors and staff, except for camp business and emergencies. Phone calls are to be made on an employee's charge card or on a collect basis at the counselor lounge phones. Personal cell phones and laptop computers may be used only in the staff lounge or while off duty and off campus. Employees may not keep laptops in cabins that house campers.

16. During Sessions I-III, all camp employees have an in-house "Staff Banking Account" through which they may make deposits or request cash advances on their paycheck. Payroll cash advances should be kept to a minimum and may be denied at the Camp Director's discretion. All cash advances will be paid back to ENC by payroll deduction at the end of each session; any positive balance in a "Staff Banking Account" will be given to employee at the end of their contract or sooner upon request. All employees will also have an in-house "Canteen Account" through which personal purchases may be charged. Payment to ENC for such charges will be made by payroll deduction at the end of each session. If for any reason "Staff Banking" charge balances due ENC are not deducted from an employee's paycheck, the employee agrees to be responsible for remitting payment to ENC by check or cash.

17. Employees are covered by Worker's Compensation as provided by law for on duty time. On the first of the month following employment the employee may participate in the Eagle's Nest Foundation Tax-Deferred Annuity Plan, a voluntary plan with TIAA-CREF. Details are provided in the plan's Summer Plan Description (available upon request).

18. Employee visitors are welcome at Camp on a short term basis-- i.e., for a meal-- during the busy summer months. Employee must receive permission from the Camp Director or Assistant Camp Director and have visitors logged in the visitors' book **before** arranging a visit. Visitation must be non-disruptive to the employee's work. Any employee who brings a visitor to Camp is responsible for the visitor's behavior; a violation of any employee policies by a visitor could constitute cause for an employee's dismissal. Visitors may not bring pets to campus.

19. Employees are asked to decline gratuities offered by parents of campers.

20. Due to health and American Camp Association standards, we are unable to allow employees to bring their pets to camp.

21. Employees should not arrive at camp with distracting items such as televisions, stereos, refrigerators, electronic equipment etc. Employees are responsible for all of their personal property brought to Eagle's Nest or on Eagle's Nest trips, including loss or theft.

**PLEASE INITIAL**

\_\_\_\_\_ I understand and uphold these policies.

\_\_\_\_\_ I will abide by all federal and state laws regarding sexual acts or relationships and laws for the protection of children.

\_\_\_\_\_ I have not been charged with, or convicted of any crimes including misdemeanors. (Note: please submit a list of any traffic violations in the last three years. (If none write "N/A" \_\_\_\_\_).

\_\_\_\_\_ I do not have any physical or emotional problems that would deter my ability to be an effective counselor of children, or fulfill my job duties.

\_\_\_\_\_ I have read and agree to follow the Dress and Appearance Code for Eagle's Nest Foundation.

\_\_\_\_\_ I have read and agree to follow the Harassment and Bullying Policies of Eagle's Nest Foundation.

\_\_\_\_\_ I have or am receiving current certification in First Aid, CPR for Adults and Children, and \_\_\_\_\_ before camp Orientation.

\_\_\_\_\_ I will send a completed medical form and immunization record to Camp prior to my arrival.

**Print Name** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Eagle's Nest Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age, disabling condition or sexual orientation.*