

BLACK BEAR LAKE DAY CAMP PERSONNEL POLICIES

(Please Keep For Your Files)

SALARY PAYMENT SCHEDULE FOR ALL STAFF:

Staff will be paid every two weeks. All payroll checks are processed the day after the pay period ends, and mailed home immediately after. Every employee shall submit a W-4 form, so that appropriate government taxes can be withheld from payroll.

HEALTH EXAMINATION:

All staff personnel shall submit a health history form.

TERMS OF EMPLOYMENT:

Staff are hired on an at-will basis for the camp season, plus training and set up unless otherwise noted in writing. Since this is a day camp operation, five days a week, with limited hours, there are no provisions for paid sick leave or paid emergency leave. Salary will be reduced on a per diem basis in the event of unavoidable absences.

CONDUCT:

The use of alcohol or controlled substances on camp property or prior to the camp day is absolutely forbidden, and is grounds for immediate dismissal. Smoking is not permitted at Black Bear Lake Day Camp. Staff members may not have visitors at camp, without the prior approval of the Director.

APPEARANCE/UNIFORM:

Staff appearance is a representation of our organization. Black Bear Lake is a PROFESSIONAL staff that takes care of children, and maintains a professional appearance that makes our families comfortable and confident. All staff is required to wear a watch, a camp issued shirt and a nametag every day. **Body Piercings are strictly prohibited on any visible part of the body besides the ears.**

INSURANCE:

Health insurance remains the responsibility of the employee.

ORIENTATION DAYS AND PARENT NIGHTS:

Staff must attend all scheduled Staff Orientation days. Please make certain that there are no conflicts with the scheduled Orientation Days or the evening's scheduled activities.

TERMINATION OF AGREEMENT AND DISMISSAL:

Black Bear Lake can terminate the employment relationship at any time prior to or during the camp season for any reason other than race, creed, color, sex, religion or other unlawful reason. The camp reserves the right to terminate employment if it is in the best interest of the camp and/or the campers.

OTHER ITEMS:

Staff is not allowed to use cell phones or PDAs at any time during the camp day or while riding the bus to/from camp.

The employee gives permission to the camp to use photos, videotapes and movies of him or her for the purpose of advertising and promotion, including, but not limited to, newspapers, radio, television and the internet.

Black Bear Lake is not responsible for the employee's personal effects or automobile.

Black Bear Lake, in accordance with applicable federal laws, provides equal opportunities to employees without regard to race, color, religion, sex, national origin, age, disability, or veteran status.