

Policies of Seasonal Staff Conduct

Personal and Camp Equipment	<p><u>Camp Equipment</u> The camp equipment is available for staff enjoyment during their time off and on weekends. All equipment must be used in a safe manner and for the purpose for which it was intended.</p> <p><u>Camp Vehicles</u> Camp cars, trucks, vans, tractors, trailers, etc. are to be driven ONLY by authorized and insured Crescent Lake Bible Camp drivers. Vehicle use must be approved by the Camp Director and must be checked out at the office or with the Maintenance Department before use. The Crescent Lake insurance policy does not allow riding in the back of pickup trucks. If you are interested in becoming van certified, please check in with the Camp Director for a driver test.</p> <p><u>Computers and Tablets (Electronics)</u> Staff are allowed to use computers during weekend off-time. Computers will be held in the Jones and/or locked in office during the week. All content viewed must be appropriate; failure to do so will result in the removal of the computer and or staff person to protect the networks at Crescent Lake. Appropriate video games can be played during weekend off-time, but only in the Staff Lounge, if following the Truddy Rule. If computer / tablet is needed during the week contact summer camp program director. (Personal electronics held in Jones and staff lounge are the responsibility of staff if lost or stolen and are encouraged to be left at home)</p> <p><u>Phones</u> At Camp, we want to create an environment free from technological distractions, so that we can be focused on the camper. Phones will be collected at Sunday's meeting and returned for the weekend at the Friday staff meeting. Music players (MP3 Players, etc.) are allowed during daily time off. Parents can always reach us at the CLBC Office or on-call cell if there is an emergency. Phones will be returned if staff person is going into town and will be collected again upon return to camp.</p> <p><u>Use of Camp Equipment</u> Use of camp equipment such as canoes, tents, etc. will be allowed by staff if cleared by a Director ahead of time. Staff must sign out equipment and be responsible for replacement of equipment if lost or damaged. Tools and equipment are available from the maintenance shop. Tools are to be checked out and returned after use. Staff are not to take tools from the shop if they are not fully instructed on proper use. Gas, liquid flammables, explosives and hazardous or poisonous materials are handled only by trained personnel.</p>
Expectations	<p><u>Cabins</u> Staff living quarters shall be kept clean and neat and cabins will be checked periodically by senior staff. Failure to maintain living quarters at an acceptable standard may result in curfew restrictions until the area is cleaned appropriately. Staff are allowed to sleep in their designated cabin ONLY unless they are part of an overnight trip; no other housing, either permanent or temporary, is to be used unless approved by a Director. No staff member is to be inside a residence / cabin area that is not their own unless they are helping to load or unload luggage.</p> <p><u>Church / Chapel Attendance</u> When not on assigned duty, Summer Staff are expected to be in all chapel sessions unless given prior approval from a Director. On Sunday mornings, staff are required to attend church.</p> <p><u>Meals</u> All staff are required to eat meals with campers unless their absence is approved by the Camp Director; or there exists a medical condition which prohibits them from eating in the Dining Hall. Food will be made available by the Kitchen Staff to eat on the weekends. Staff Lounge and the Dining Hall is to be left clean and neat by all staff; please pick up after yourself. Staff will only eat food that has been designated by the Food Service Manager for their use.</p> <p><u>Music / Movies</u> Any music that is played openly in the cabin must be Christian, the style acceptable to ALL who reside in the cabin and the volume set at a level which cannot be heard outside of the cabin. Headphones may be used in the staff cabins and lounge during Family Camps only. Movies shown at camp must be Christian in nature and pre-approved by the Camp Director.</p> <p><u>Outside Jobs</u> During the time covered by the Camp Staff Agreement, staff will not be allowed other employment outside of camp, or be allowed to perform regular outside services that hinder duties during the season.</p>

Garnishment of Wages

Canteen bills and any other money owed Crescent Lake must be paid in FULL by the end of camp. Failure to do so may result in garnishment of wages.

Grievances

Employees are expected to discuss their grievances with their immediate supervisor first. If the matter cannot be settled, the grievance shall be discussed with the employee and the Camp Director. If the employee is not satisfied with the settlement, he may present his/her problem in writing to the Executive Director of Crescent Lake Bible Camp after first giving notice to the Camp Director.

Leave of Absence

At the discretion of the Camp Director, pay deductions may be made for absences from work. When special time off has been arranged, pay will be adjusted accordingly. If work time is missed due to illness, pay will be adjusted when illness exceeds one day or occurs repeatedly.

Pay Periods

Seasonal Staff are paid every two weeks, with one week held in reserve. Federal and Wisconsin state taxes are deducted from all employees at the rate listed in the W-2. Employees must complete all required paperwork before they are issued a check.

Release of Information

It is the policy of Crescent Lake Bible Camp that no personal information on campers or staff members be released to the media or other individuals except by the Camp Director. This includes both verbal and written communications.

Staff Evaluation

All staff will be asked to set personal and work goals for themselves and to participate in performance evaluation sessions. All staff are responsible for completing assigned feedback evaluations. Staff are encouraged to use the peer evaluation system to diversify and become comfortable with feedback. We strive to provide the most efficient and successful program for our participants. Staff feedback is valuable and important to our development.

Staff Health Care

Staff members are responsible for their own medical care expenses. Any illness or injury sustained during the season is the responsibility of each staff person or their family health insurance.

Staff Insurance

Any employee who suffers personal injury arising out of and in the course of his/her employment shall be paid compensation in the manner and to the extent provided by state Workman's compensation laws. The injury MUST be reported within 24 hours. Workman's Compensation Insurance does NOT cover injuries on Camp ground during casual time or times when staff are not working. No medical charge can be made against Camp without prior permission. All Crescent Lake staff and volunteers are covered by the general liability insurance policy of the Camp for all activities they are leading which conform to the operational policies and standards. Coverage does not extend to staff who are negligent in performing their proper responsibilities.

Termination

Camp staff shall give two weeks notice of their intention to discontinue employment. Notice must be given in writing. Employment may be terminated at the discretion of the Camp Director for cause or action not in holding with the spirit and principles of Crescent Lake Bible Camp.

Time Off

Staff time off will be scheduled depending on the group in camp. Typically, time off for Summer Staff starts when all responsibilities and meetings are completed on Friday and extends until the first meeting on Sunday. Time off during the week is to be used for personal Bible study and resting. All Summer Staff need to be at each meal and each chapel, regardless of program assignment. During Family Camps, adult staff leaving camp on night off need to sign out and get permission from Program Director. Those under 18 need permission to leave from the Summer Camp Program Director. All Summer Staff will be assigned to a cabin during Youth Camp, so nights off will not be available during those weeks.

Professionalism	<p><u>Alcohol, Tobacco and Other Drugs</u> The possession and consumption of alcoholic beverages and the use of tobacco, vape, illegal non-prescription drugs, and other controlled substances are not allowed while in the employment of Crescent Lake Bible Camp, on or off camp property. In Wisconsin, purchase of alcohol for minors by a person 21 years old or older is unlawful and subject to arrest.</p> <p><u>Appearance / Hygiene</u> The personal appearance of the staff is important both as a role model to campers and as a representative of Crescent Lake Bible Camp. General appearance should be neat and clean, including haircuts and general grooming issues. Staff are encouraged to shower on a regular basis, brush their teeth, comb their hair, etc. to role-model positive hygiene for campers. Enforcement of staff appearance will be at the discretion of the Program Director.</p> <p><u>Curfew</u> Each Staff member is responsible to make sure they are getting enough sleep to enable them to meet the demands of ministry. Please be respectful of the wishes of others in your cabin. Quiet hours on the lake are from 9:00 p.m. to 7:00 a.m. ALL staff have a curfew of no later than 11:00 p.m., Sunday night through Thursday night. Quiet hours in the cabin start at 10:00 p.m.</p> <p><u>Dress Code</u> Dress is to be casual but neat. Skirts, shorts, tops and swimsuits should be of modest length and fit – no sagging pants. No two-piece swimsuits are allowed; male staff need “boxer-style” swimsuits (no Speedos). Ragged or holey clothing and clothing with messages that may be deemed inappropriate should not be worn. (This policy applies to campers also.) On opening day of each camp and when campers are leaving for home, the staff shirt and ID badge must be worn by all staff members.</p> <p><u>Truddy Rule</u> We recognize that relationships can be formed over the summer that may involved mixed genders. To make sure that we are maintaining appropriate behaviors and examples to others, all mixed gender groups need to have three people while on camp.</p>
Social Life	<p><u>Babysitting</u> It is the policy of the Crescent Lake Bible Camp that no staff will baby-sit or engage in any extra-curricular activities with any camper or camper’s family unless first approved by the Camp Director.</p> <p><u>Dating</u> Staff are not allowed to date campers under ANY circumstances. Staff are expected to use moderation in dating and their actions must remain above reproach. Please refrain from P.D.A.s (public displays of affection) and be aware of the amount of time spent with members of the opposite sex. No mixed couples are to be alone together after dark (see Truddy Rule).</p> <p><u>Mail</u> Incoming mail is distributed daily by the Camp Office. It should be addressed as follows:</p> <p style="padding-left: 40px;">Name Crescent Lake Bible Camp 2750 Bible Camp Road Rhineland, WI 54501</p> <p><u>Staff Policies on Weekends</u> Between camps, you are still on the staff of Crescent Lake Bible Camp. Therefore, all policies of conduct apply with the exception of cell phone use and staff 18 and over may leave grounds without permission.</p> <p><u>Visitors</u> While we welcome others to come and see the ministry of Crescent Lake Bible Camp, care should be taken when inviting people to visit with you. Approval must be provided by the Program Director and the Office Manager needs to be informed in advance if you plan on having a visitor arrive on camp. Please note that our schedule does not always allow for visitors to be present; parents and friends are not encouraged to visit with you during program hours. All staff are responsible for their duties, even if a visitor is present. Staff members are responsible for payment of meals and lodging of their visitors. Guests staying for more than a few hours may be required to submit to a background check.</p>

Staff Notes

Firearms

Firearms, other than those owned by Crescent Lake Bible Camp, are NOT allowed to be used at the ranges.

Leaving Camp

Staff must get permission from the Camp Director before leaving the grounds when camp is in session. Staff under 18 must have a permission form signed by the parent that gives them permission to leave; this form will specify if that staff person may leave with a specific individual, all staff over 18 or requesting a phone call before each time they leave camp. Underage staff are not allowed to leave on the weekends with other staff without specific permission.

Media Relations During an Incident

If an accident or other emergency occurs, the event will be handled in accordance with written emergency procedures. As outlined, be sure the Executive Director is notified as soon as possible so that he or she may take direct charge of the situation in conjunction with the Program Director. Community emergency services will be contacted as outlined in the emergency procedures.

Pets

No pets are allowed on camp property without the prior approval of the Executive Director. No animals found on camp can be domesticated and kept without approval from the Executive Director.

Personal Vehicles

Since the second most common cause of accidents in camping is automobiles, vehicles must be used with care. Personal vehicles need to be insured, driven with care and parked and locked in the Hunerdosse parking lot when not in use. No staff vehicles may be driven through camp unless specifically approved by the Program Director. Only approved staff members may transport campers and then only in approved camp vehicles.

Pranks

Pranks on campers, whether adult or child, are not allowed. Pranks pulled on youth (under 18 years of age) may be deemed child abuse and result in the involvement of local law enforcement personnel. Pranks pulled on other Staff members must be cleared in advance with the Program Director to verify that they are appropriate.

Staff Lounge

The staff will be provided with a lounge area in the Activity Center (program permitting). It is the responsibility of the staff to keep this area clean and in compliance with state health codes. Failure to do so will result in the Staff Lounge being closed.

Strangers on Camp

All visitors should be greeted in a friendly manner and directed towards the office. Intruders of any sort, at any time, should be reported to the Director as soon as possible. Unfamiliar or suspicious vehicles or persons must be reported and confronted immediately.

Swimming

Swimming is only to be done in the approved swimming area with a certified Lifeguard on duty; this includes both during the week and on weekends. Trip programs may go swimming provided the area is thoroughly scouted beforehand and a certified Lifeguard is on duty.

Valuables

Crescent Lake Bible Camp cannot be responsible for any personal property of staff. Damages, theft or loss of private property are the individual's responsibility. Staff are encouraged to leave valuable possessions at home.

I have read and understand all of the above Staff Policies. I understand that choosing to disregard any of these policies is grounds for disciplinary action and/or dismissal and could affect my involvement with Crescent Lake Bible Camp in the future. In addition, I am aware that the scope of work and other activities that I may be participating in at Crescent Lake Bible Camp carry some inherent risk of injury. I knowingly assume full responsibility for all risks involved. I hereby release and hold harmless Crescent Lake Bible Camp and its parent company, Northern Lakes Partners, Inc., its employees, volunteers and camp management from liability, expenses or claims of any kind in the case of accident, injury or illness. I also give my consent for any treatment / hospitalization determined by a licensed physician to be needed as a result of accident, injury or illness occurring during involvement with the camp.

Signature (Under 18 requires the signature of a parent or guardian.)

Date