



PO Box 428 Banner Elk, NC 28604
info@holstoncenter.org; www.holstoncenter.org
844-465-7866 phone & fax

PERSONNEL POLICIES

Holston Presbytery Camp provides equal employment and volunteer opportunities to staff and applicants without regard to race, color, religion, national origin, gender, age, disability, or veteran status – except in limited instances when age or gender considerations are bona fide occupational requirements (for example, for cabin counselors or to meet minimum accreditation age requirements.)

The camp counselor and camp staff person are the primary instruments through which the objectives, goals, and philosophy of Holston Presbytery Camp are transmitted to the camper. The counselor is expected to be aware of and abide by the following personnel policies:

1. **Camper Welfare:** The first 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. Caution should be taken any time a staff member is alone with a camper (outside of the view of other staff members). This is for the protection of the camper and the staff member, as well as the camp.
2. **Facilities:** All staff are responsible for care of the camp's buildings and equipment. Camp vehicles are not available for personal use without prior approval of the staff immediate supervisor. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited. Computers, printers and copiers are available for authorized users only.
3. **Insurance:** Worker's compensation insurance is carried by the camp on each employee for work related injuries/illnesses. This insurance does not cover non-work related injuries/illnesses. 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.
4. **Pay Periods:** The wage agreement is based on a weekly rate. Paycheck will be deposited directly into staff bank accounts every 2 weeks.
5. **Time Off:** Staff can normally expect to be off from Friday 8:00 p.m. until Sunday 1 p.m. Absences beyond those specified as days off or short-term sick leave, or requests for unpaid leaves of absence, will be considered by the camp administration and granted on a case-by-case basis at the convenience of the camp program.
6. **Alcohol/Tobacco/Controlled Substances:** Alcohol and controlled substances are not allowed on the camp property. In addition, employees are not to return to the camp property under the influence of alcohol or controlled substances. Breaking this policy is grounds for immediate dismissal. Summer Camp Staff may not use tobacco of any kind on camp property nor in the presence of campers.
7. **Appearance:** Summer Staff is expected to maintain a professional appearance and attitude at all times while on Camp property.



PO Box 428 Banner Elk, NC 28604

info@holstoncenter.org; www.holstoncenter.org

844-465-7866 phone & fax

Dress Code: Each staff member is provided with a Staff shirt to be worn on opening and closing days. Please do not wear apparel that exhibits sexually suggestive or derogatory slogans, advertisements for alcohol, tobacco, or drugs, or political messages. Staff will not wear clothing that will embarrass or sexually excite other campers or staff. Modesty is extremely important.

8. **Community Relations:** Staff is asked to be sensitive to the people in the communities near the camp. Each staff member represents the camp in his or her dealings with members of the local communities, as well as behavior off the camp grounds.
9. **Tips/Gratuities:** We expect our staff to treat all campers equally. Therefore, staff members are asked not to accept any tips or gratuities from the parents or relatives of campers.
10. **Health Services:** The cost of prescriptions, doctor's or hospital visits must be covered under one's personal insurance unless the injury/illness is work related.
11. **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 supervisor of the supervisor or to the camp director.
12. **Training and Evaluation:** Pre-camp training is included in the employment dates and is required for each staff member unless otherwise stated. In-Service training is scheduled periodically throughout the camp season. Supervision through regularly scheduled conferences with the immediate supervisor is encouraged. In an effort to help the staff members perform his or her duties at an optimum level, each staff member is evaluated on a regular basis. One does not have to wait for a scheduled supervisory conference to seek advice or counsel from one's supervisor. The primary responsibility of a supervisor is to be available to deal with the day-to-day problems of his or her supervisees.
13. **Discrimination/Harassment:** Holston Presbytery Camp recognizes that a person's right to freedom from discrimination includes the opportunity to work and play in an environment untainted by harassment. Offensive speech and conduct are wholly inappropriate and intolerable to the harmonious relationships necessary for the operations of the camp program. Harassment has the potential to create an intimidating, hostile, or offensive work environment and may unreasonably interfere with an individual's work performance, which could adversely affect an individual's employment opportunity.

Harassment includes all unwelcome advances, written or verbal innuendos, threats, insults, or disparaging remarks concerning a person's gender, national origin, race, creed, color, ancestry, age, sexual orientation, veteran status, physical or mental disability, or religious beliefs that are offensive to a person associated with the camp program. Examples include verbal harassment (epithets, derogatory comments, demeaning jokes, slurs, threats, etc.), physical harassment (assault, unnecessary touching, impeding or blocking movement, physical interference with normal work or movement, etc.), and visual harassment (derogatory or demeaning posters, cards, cartoons, graffiti, gestures, etc.).



PO Box 428 Banner Elk, NC 28604

info@holstoncenter.org; www.holstoncenter.org

844-465-7866 phone & fax

Sexual Harassment: In addition to the above, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and conduct of a sexual nature when submission to such conduct is made, either explicitly or implicitly, a term or condition of employment AND/OR submission to, or rejection of, such conduct is the basis for or a factor in any employment decision affecting the individual.

Any employee who has a question or concern regarding any type of discrimination or harassment is encouraged to bring it to the attention of their immediate supervisor or the camp director. Any individual, who is found to have harassed another individual, will be subject to dismissal. Persons that have been exposed to harassment are encouraged to report the harassment to an appropriate supervisor. Supervisors that become aware of unlawful harassment or inappropriate behavior must report the incident to the camp director.

14. **Health Information:** Health history information must be completed and on file no later than date of arrival on the grounds. Any prescription medication must be in original container and noted on the Health History form.
15. **Cell Phones and Internet:** Because we discourage campers from bringing cell phones and Wi-Fi devices to camp, we also discourage Camp Staff from using these devices in presence of our campers. ***BUT we also realize that to stay in contact with Staff for day-to-day needs and emergencies, that it is practical that they carry a cellphone.*** Unfortunately, reception is not present in many parts of the campus or in the general area

The camp is wired for Internet and Wi-Fi is available in the Main Camp area. Staff is asked to limit the use of Wi-Fi to afterhours and not to engage in seeking illicit material, pornography, or other questionable subjects. The use of the Internet can be monitored and traced to an individual's device.

16. **Job Descriptions:** Each staff member will receive a job description outlining specific responsibilities. Additionally, each staff member is responsible for the following:
 - a) Consideration for the well-being and wholesome development of the campers. Health and safety are of primary concern.
 - b) Being calm, reflecting a mature personality and an intelligent understanding of one's job.
 - c) Reasonable maintenance duties, including cleaning of living and activity areas, care and inventory of camp equipment, and sharing responsibility opening and closing camp.
 - d) Attendance at all regularly scheduled staff meetings.
 - e) Making frank, constructive recommendations to immediate supervisor or Director.
 - f) Attendance at all meals with assigned camper group.
 - g) Attendance, responsible participation, and supervision of campers at all "camp-wide" activities as scheduled throughout the summer.
17. **Involuntary Separation:** Holston Presbytery Camp will initiate the release of an employee only after full consideration of all factors involved. Reasons for the camp to initiate separation usually fall into one or more of the following categories:



PO Box 428 Banner Elk, NC 28604

info@holstoncenter.org; www.holstoncenter.org

844-465-7866 phone & fax

- a) Unsatisfactory work performance
- b) Violation of policy, malfeasance (wrong doing that is illegal or contrary to official obligations), repeated insubordination
- c) Inability to perform because of a health condition
- d) Reduction of staff necessitated by unforeseen circumstances
- e) Physically abusive behavior, physical neglect, emotional maltreatment, including verbal abuse of any staff member, volunteer or camper
- f) Display, demonstration, or discussion of sexual activity between staff, volunteers, or campers

There are certain types of misconduct that may be so serious as to subject employees to immediate dismissal without notice. The following are examples of such misconduct:

- a) Willful damage to camp property or the personal property of other staff members
- b) Threatening, intimidating, or coercing other staff, volunteers, visitors, or campers
- c) Insubordination or refusal to perform duties assigned
- d) Unauthorized possession of drugs, narcotics, intoxicants, or weapons while employed
- e) Being under the influence of drugs, narcotics, or intoxicants while on the job
- f) Theft, pilfering, or other forms of dishonesty
- g) Gross negligence of duty
- h) Absence without cause or without authorization
- i) Sexual harassment or misconduct

18. **Pets:** Pets should not be brought to camp.

19. **Vehicles:** Staff cars may be used for camp transportation only upon authorization of the Camp Director. Said usage shall be reimbursed. Private cars are subject to camp regulations. Any time a staff member accepts a ride in, or use of a private care, the arrangement is between the staff member and the owner; the camp does not accept responsibility. Staff members under 18 may not ride in private vehicles without parental permission and Camp Director knowledge.

20. **Meals and Lodging:** Summer Staff is required to be in residence unless otherwise specified and will receive meals and lodging while at camp. Meals are not provided during time-off, however, food is available. Food may be heated in a microwave oven. The stove, oven, and other kitchen appliances are not to be used for the preparation of food unless the Kitchen Manager is present. During camp, staff should only eat when campers are fed.

21. **Visitors:** Due to the disruption of normal camp program, visitors are generally not allowed. Requests for friends and family to be on the grounds, are sometimes honored, and should be discussed with the Camp Director well in advance. Visitor's behavior is the responsibility of the staff member, and is expected to conform to the standards outlined in these policies.



PO Box 428 Banner Elk, NC 28604

info@holstoncenter.org; www.holstoncenter.org

844-465-7866 phone & fax

- 22. **Personal Conduct:** Holston Presbytery Camp is committed to the mission of Jesus Christ in all of its operations. Staff will adjust personal habits and actions to the customs, policies, and ideals of the camp as outlined by the Camp Director, reflected in the Staff Training Manual, and discussed at pre-camp staff training. Staff is expected to keep hours and habits which enable them to remain in good physical and emotional condition. Employees, volunteers, and their visitors are expected to conduct themselves in such a manner as to project a positive image of Holston Presbytery Camp to the public.

Note: These policies are designed to clarify, generally, the employer/employee relationship and should not be considered as a contract nor a guarantee of employment.

Before you sign this personnel policy, be certain you have a complete understanding of what it will demand of you. Proper expectations and communications are a must for a successful and enjoyable experience. Please contact Jim Austin, Interim Camp Director, with any questions.

ACKNOWLEDGMENT

I acknowledge receipt of the Holston Presbytery Camp Personnel Policies and understand that this document supersedes all prior documents and any other verbal or written agreements. I have read and understand the camp policies. I understand Retreat Program Policies may differ from Summer Program Policies. I also understand and agree that my employment is at-will, which means I have the right to terminate my employment at any time and for any reason and the camp has the same right.

I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers and all staff.

I shall conduct myself in an exemplary manner, recognizing that I am an adult role model for my campers. By my behavior, I will always try to demonstrate high moral values. I recognize that my conduct when I am away from the camp premises also reflects on the camp.

I shall always seek to be truthful, honest, and fair in my communication and interaction with campers and all staff including chaplains, volunteers, permanent staff, board members and directors.

I accept the challenge of helping my campers increase their awareness of and responsibility to others and to the world of nature, helping them gain in self-confidence and self-concept, and of teaching them new skills.

I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealing with campers and other staff.

I shall be accepting of the diverse racial, national, religious, and cultural background of my campers, and not seek to impose my own particular views.

Employee Signature _____ Date _____

Camp Director Signature _____ Date _____