



Personnel Policies and Guidelines

For
Camp Wightman Summer Staff

We have searched and believe we have found very special persons to be a part of the Camp Wightman Summer Staff. During the summer several hundred persons will spend time at Camp Wightman in addition to parents and guests. The campers' experiences and impressions made upon them depend in large part upon our summer staff. We believe that your attention to the policies and guidelines below will assist in making our campers' experiences and impressions all the best.

SALARY

Paychecks will be paid every 2 weeks throughout the summer beginning with Friday, June 29th. The last check **may** be adjusted higher or lower than your weekly rate for extra days off, unpaid store bills, staff housing damage, etc. Paychecks will be issued upon completion of duties prior to beginning your day off.

Tips and gratuities are not to be accepted. If they are received, they are to be added to a "staff fund" which adds to funds for staff activities, trips, etc.

HOUSING

Staff housing is "off limits" for campers, CITs/JCs and other non-staff persons unless special permission is granted by the Camp Director. Likewise, we ask that staff only visit program areas such as cabin and wagon villages, etc., upon the invitation/approval of the program coordinator. We will encourage program staff to include summer staff in activities when appropriate.

Staff housing, including bedrooms, bathrooms, kitchen and common rooms, is to be kept in a clean and orderly condition and regular inspections may be made. Staff will be expected to allocate/assign cleaning duties fairly and according to a schedule to ensure that staff housing is kept clean. Temporary decorations must be in good taste and be created in such a way as to do no damage to the facilities.

MEALS

Meals will be provided from Sunday lunch through Saturday breakfast and by sign-up only on Saturday evening and Sunday morning. It is necessary that you be in attendance and on time to all meals (Saturday dinner and Sunday breakfast attendance is optional) unless your job duties or program duties keep you away. If there are other reasons that you cannot be present at a meal, prior arrangements must be made with the Director.

VISITORS

Visitors are welcome, but visits should be cleared in advance with the Camp Director. Visitors must check in at the office upon arrival. We do not welcome visitors during your working hours. All visitors must be off the grounds by 11:00 p.m. unless overnight arrangements have been made with the Camp Director. Guest meals are available at a nominal cost (\$8 per meal) by arrangement with the Camp Director in advance.

TELEPHONE AND E-MAIL

Callers may reach you through the main camp number. Callers will be able to dial through to the staff housing building by following voice-mail prompts. Since there is only one extension in the staff house, calls should be kept brief and should not be allowed to keep you from your staff responsibilities. If you need to make a longer call, please see the Camp Director to make arrangements. It is possible to make outgoing long distance calls from the phone in the staff house if you have a telephone calling card. If you will be using a telephone calling card other than MCI/SNET/Sprint or AT&T, please be sure that we have your access number programmed into the phone system.

The camp office has a FAX machine that you may also use on your calling card. E-mail access will be available in the office but only after 5:00 pm. At least one computer is reserved for staff use. The office computer will not be available for personal staff use. In addition, wireless Internet access is available in the staff housing building. Training on use of the telephones, voice-mail service and e-mail will be provided. We reserve the right to place time limits on Internet use if staff members are spending too much time on the Internet. Internet use will be restricted if staff members are found to be accessing inappropriate online content.

STAFF MEETINGS

Staff meetings are held weekly and attendance is expected unless work assignments or program responsibilities prevent this or unless the Camp Director excuses you. Staff meeting times will be determined during training week. Throughout the summer there may be an additional time each week for a staff activity or group building. Attendance at those events is also expected.

CLOTHING

Proper clothing is expected both for safety and appearance. Shorts and sneakers, for example are considered unsafe for kitchen work. Please note that **no open-toed** shoes are to be worn at Camp Wightman. Please also remember the Christian atmosphere that we strive to maintain at Camp Wightman. There may be some t-shirts with slogans and designs that are not appropriate.

DUTIES AND TIME OFF

The immediate supervisor determines work responsibilities, after consultation with the Director. Your day off will normally be from noon on Saturday until noon on Sunday. If you are unable to take your day off at that time then other arrangements will be made. The day's work is not finished until your supervisor announces it. Your supervisor determines time off, breaks, completion of jobs, etc.

SICKNESS AND SICK PAY

Any complaints of sickness must be checked out by the Camp Health Director, in consultation with your immediate supervisor. If a person is unable to work for more than two consecutive days, he/she may be asked (if possible) to return home without pay until well enough to work. During the period of employment no more than 3 days sick pay will be allowed.

NOISE/QUIET TIME

Recognizing how easily noise travels at night, staff is urged to keep a low noise level, respecting the campers' bedtimes. Summer staff are required to be in their own housing by 11:00 p.m., and for everyone's health and well being quiet must be maintained after 11:30 p.m. It is expected that summer staff will be rested and ready to work in the morning. An 11:00 p.m. curfew will be enforced if necessary to ensure that staff persons are well rested. If you need to be out beyond the curfew time it will be necessary to make arrangements with the Director. Please note that

while ensuring that all staff persons are well rested, it is also particularly important that we know where you are in case an emergency should arise.

BEHAVIOR AND LIFESTYLE

These guidelines are a starting point, not a complete list of rules and regulations. Our **Camp Wightman** philosophy assumes a lifestyle based on the highest standards, respecting our Christian ideals as well as the laws of the state. While in the employ of Camp Wightman, personal habits and activities must be secondary to these ideals, bringing credit to oneself, to Camp Wightman, and to the Christian faith.

The use of **intoxicants or narcotics** will lead to termination of employment. **Smoking** is generally prohibited and is something we would like to discourage among our staff. We realize that some may have picked up this habit prior to being selected as part of our staff. These persons need to know that smoking is not permitted in any of Camp Wightman's buildings. We have designated a "smoking area" a sufficient distance from the staff house. This area and the privacy of one's own automobile are the **only** places on the grounds where staff may smoke. If a staff person's need to smoke interferes with work responsibilities, supervisory personnel will be asked to arrange for a conference with the Camp Director. You will be given **one** written warning. Following that warning, a second offense may result in dismissal from the staff.

Again, we have sought and believe we have found a fine staff. We will expect your best throughout the summer. We want you, and welcome you as part of our staff if you agree with the tone and spirit of our standards, above and beyond the specific guidelines as stated above.