



PERSONNEL POLICIES FOR ROUGHING IT DAY CAMP STAFF

The personnel policies set forth represent a common-sense approach to group living in the outdoors and clearly set forth our standards of performance and the policies we expect our staff members to support. It may be necessary at some time for Roughing It to modify any of these policies at any time without notice. When such changes are made, however, we will make every effort to inform you as soon as possible. Additionally, because it is not possible for Roughing It to foresee all contingencies or circumstances which may arise, it may be necessary to depart from these policies when, in the sole discretion of Roughing It, individual circumstances warrant.

These policies are the property of Roughing It and are intended for your personal use and reference as an employee. Circulation of these policies outside of Roughing It requires the prior written approval of the Directors/Owners.

Whenever there is a conflict between any provision of these policies and your at-will employment relationship, your written employment contract, applicable laws, ordinances or regulations of federal, state or political subdivisions, the latter shall govern.

Please sign the acknowledgment form which accompanies these policies and return it to a Director/Owner.

Working Hours: The camp is in operation from 7:15 am (when staff begins arriving) to 7:15 pm (when Camp Plus staff leave), five days a week (Monday through Friday and Saturday for some staff). You are responsible for the performance of your assigned duties and for representing Roughing It for your scheduled full day. Camp staff is to be on time for all camp activities. Salaried employees receive no compensation time.

Communications with Parents: You, as a staff member, represent Roughing It to the general public. In your dealings with all parents, businesses, and the general public during camp hours, please strive to leave a good impression. We take great pride in Roughing It's professional reputation in the community and in the field of summer camps. Please do everything possible to help maintain this reputation.

- 1) Return all calls as soon as possible, definitely before you go home. A rule of thumb is:
 - Non-urgent concerns - within 12 hours
 - Urgent concerns - before 4.30 pm of day call is received
- 2) If you cannot reach the parent at home, try work and/or cell phone numbers for both parents.
- 3) If you still cannot contact the parent, fill out a "Roughing It Information Report" and leave the message carbons with your immediate supervisor as well as tell this person your dilemma.
- 4) If your message must get to the parent and you have repeatedly tried and must leave, after steps #1 and #2 above, ask your supervisor to make the call for you. If that person cannot, talk to the Program Director,
- 5) Head Counselor, Assistant Director, or Director, in that order. Make sure that one of them can do this for you.
- 6) Fill out Roughing It "Absence" or "Information" Report on every call you receive and post it and the carbons on correct boards or clips.
- 7) If a child is having a problem at Roughing It:
 - Fill Out a "Roughing It Information Report" on each incident as it occurs. Post it in correct spot.
 - Contact the parent as soon as possible (within 5-12 hours, depending upon the problem).
 - Contact the Program Director, Head Counselor or Assistant Director or Supervisor as soon as possible about the problem. They can and will help you - that is their job!
 - Work through the "Progression of Discipline" with the camper.
 - If it becomes necessary, a conference may be arranged with the parent.

Discipline: Staff members are expected to keep their groups under full control at all times. If a problem arises, contact the Director as soon as possible for assistance. Staff members will NEVER resort to physical punishment to solve discipline problems.

Supervision: Staff members have been provided with a separate procedures brief on supervision which covers the Roughing It supervision philosophy. However, it bears restatement here that campers will NEVER be left unsupervised. Staff members are responsible for knowing the precise whereabouts of all assigned campers at ALL times.

Safety: Every staff member is responsible for safety. To achieve our goal of providing a completely safe workplace, everyone must be safety conscious. Please report any unsafe or hazardous conditions to a Director immediately. Every effort will be made to remedy problems as quickly as possible. Each staff member is responsible for knowing and complying with all posted safety rules.

In case of an accident involving a personal injury, regardless of how serious, please notify a Director immediately. Failure to report injuries is a violation of Roughing It's rules and can result in a violation of legal requirements and can lead to difficulties in processing insurance and benefit claims. Staff members who fail to report on-the-job injuries immediately will be disciplined up to and including termination of employment.

If you are injured on the job, you will, in most cases, be entitled to benefits under the State Workers' compensation law. Roughing It carries workers' compensation insurance and will assist you in obtaining all benefits to which you are legally entitled.

Roughing It requires that every staff member who is a driver of or passenger in a Company owned vehicle to wear a seatbelt and to drive in strict accordance with all state, local and Roughing It policies.

Sunburn: As staff, you are responsible for taking precautions to avoid harmful exposure to the sun. Roughing It provides you with sunscreen, a hat and outer protective clothing to prevent sunburn. Staff is expected to take proper precautions to avoid possible serious long range injury to themselves from over exposure to the sun. Failure to protect your health at the work place can result in dismissal from your job.

Language/Attitude: Staff members are expected to maintain a mature, wholesome attitude at all times. Profanity, sarcasm, and immature behavior will not be tolerated. Rough horseplay is also prohibited.

Communications with Campers: The key to the Roughing It philosophy is communication. You have been selected for a staff position because you possess the attitude and traits that we feel young people should strive to attain. It is hoped that much of you will rub off on each camper during the summer. Please be sure that it is our good traits that are imitated by your campers. This will be your most precious gift. Remember the little courtesies (please, thank you, etc.), treat everyone with respect and dignity, be friendly and sincere in all your actions, be fair and ethical in everything you do. Remember most of all that children are extremely perceptive -- they may not listen to all you say, but they surely will know exactly what kind of person you truly are. Actions speak louder than words.

Discussing Socially Sensitive Issues: Staff will refrain from discussing any socially sensitive issue with camper groups or individual campers without the SPECIFIC PRIOR AUTHORIZATION of the Assistant Director or Owner/Directors. Socially sensitive issues include: religion, divorce, tattoos, drugs, smoking, dating, sexuality, body piercing and cults. Staff may use pre-approved Roughing It lesson plans to conduct discussions of a socially sensitive issue with the prior approval of the Assistant Director.

Camp Rules Apply to BOTH Campers AND Staff: The Camp Rules are sent home to Campers before Camp begins. These rules apply to all Roughing It folks (campers AND staff).

1. Be considerate (of others, of the earth, of animals, of everything)
2. Cooperate (with other campers and be helpful to each other)
3. Follow the instructions and directions of the staff.
4. Stay with your camper group and do not wander off.
5. Gum is not allowed at camp.
6. Leave sticks and stones on the ground where they belong.
7. Tread lightly on the earth – Be considerate of the environment.
8. Leave your shoes on except when your counselor says you may go barefoot.
9. We do not allow campers to bring guests to camp. Guests may come with parents on Parent's Visiting Day and the 4th of July Family Picnic.
10. Campers should dress for the outdoors all day. Expensive designer clothes, dangling or heavy earrings, and make-up are not needed or appropriate at camp.
11. Do not bring extra items from home to show/trade. They can be easily lost.
12. Campers must wear STURDY tennis shoes or boots. Sandals are NOT allowed at camp at any time since they do not provide adequate foot protection during horseback riding, hiking and sports activities.

Personal Equipment: Campers and staff members are discouraged from bringing personal equipment to camp. The camp is not liable for any staff or personal equipment. If you require a specific piece of equipment for your program, contact the Director concerning procurement of the needed equipment. No radios or tape playing machines are allowed at camp unless their use is approved prior to the event by the Director. We much prefer to have campers listen to nature's music for the few short hours they are in camp.

Personal Cell Phones, Pagers and Electronic Equipment: Cell phones, pagers, hand held electronic planners and all personal electronic equipment must not be used while at camp and must be left in the "OFF" position at all times while on duty at camp. It is even better if cell phones, pagers and electric equipment are not brought to camp by staff. It is most crucial that all staff totally focuses on the safety and supervision of campers and these personal electronic devices have proven to be very distracting.

Personal Use of Roughing It Equipment: Any personal staff use of Roughing It equipment is not allowed. Any Roughing It property such as equipment, desks and vehicles used by staff members remain the property of Roughing It and must be maintained according to our regulations. They must be kept clean and are to be used only for work related purposes. Roughing It specifically reserves the right to inspect or otherwise search its property to ensure compliance with its rules and regulations.

Camp Vehicles: All camp vehicles will be operated strictly in accordance with current laws and regulations, camp vehicle procedures (provided separately), and sound, mature judgment. A staff member who fails to operate a camp vehicle according to current state laws, regulations, and/or Roughing It policies risks losing his/her job. A staff member who gets a ticket for any infraction, including parking, must report the ticket to the Directors/Owners, and must pay the fine himself/herself.

Private Vehicles: Staff members who provide their own transportation to and from camp need to follow all rules and regulations regarding speed limits (15 mph on levee) and parking at the Reservoir and the Classroom. To transport Junior Counselors or other campers in your own vehicle, you need to obtain permission from the Directors.

Travel Time: The time spent in the bus is an integral portion of the camp program. We believe that it is an important part of our philosophical approach to group living in the outdoors and we require all campers to ride to and from camp on the bus. Staff members will strive to help campers conduct meaningful activities in the bus environment during transit times. This is an excellent time for singing, music, games, dramatic play, storytelling, and intellectual activities. Use a "Bus Helper" and be creative and keep it fun.

Supplies: The camp provides standard supplies and will (upon Director's approval) procure special supplies. Please contact your Supervisor early to insure that supplies are received in time. All supplies will be purchased through the camp office and not by individual staff members.

Reports: We strongly believe that a camp is a growing entity that will thrive and grow on systematic, routine evaluation. Staff members will be required to submit routine evaluations in accordance with the camp's evaluation procedures.

Guests: If you would like to have a visitor observe at camp, please contact your supervisor who will ask the Director at least one week prior to the desired date. We welcome visitors to our camp, but must also insure that their presence in no way hinders the camp program. The decision to allow or not allow visitors rests completely with the Directors.

The following are rules that pertain to guests:

1. Your guest cannot serve as a distraction.
2. Honor the Roughing It tradition of having your guest/group lead a song at Opening/Closing Circle.
3. Please make sure that your guest:
 - a) Does not ride a horse, swim, or canoe.
 - b) Does not wear a Roughing It Staff T-shirt or sweat shirt.
 - c) Does not come on any special day (Overnight day, last day of camp, picture day, Parents Visiting Day, etc.)
 - d) Knows and follows the Roughing It Rules and Procedures.
 - e) Guests must be 18 years or age or older.

Telephone: The camp telephone (925-283-3795) is covered by an answering service at all times. The Directors will routinely check in and pick up messages. If someone must get in touch with you in an emergency, please use the camp number. Do not use any camp phone for personal calls as our lines are too busy.

Salary: Salaries are paid every two weeks during camp by camp check. Standard deductions for federal income tax, state income tax, social security, and workman's compensation are made. Please see the Directors on questions concerning salaries or

deductions. You must have a current and correctly filled out W-4 Form turned into the office before Staff training in order to be processed for pay.

Sick Leave: The camp provides no sick leave. In the event you become incapacitated, please contact your supervisor or camp (925-283-3795) as soon as possible - (no later than 9 pm the night before) - so that a relief may be arranged for the time you will be gone.

Absence or Time Off (Seasonal Employees): Seasonal employees are NOT normally granted any time off from camp during the camp season. Any exception to this policy and all time off agreed to by the camp must be in writing and MUST be included within the employees work agreement. A non approved absence may result in discipline and/or dismissal from the job.

Health: It is the responsibility of the staff member to keep himself/herself in a healthy state of being. Camp counseling is a strenuous undertaking and requires a great deal of energy and enthusiasm. Every staff member must make every effort to get as much rest and recreation as required to remain alert and enthusiastic in the performance of his/her job. Continued tiredness, sluggishness, or chronic illness will have to require dismissal of the staff member. Staff who drive a bus or van are required by law to have at least 8 hours of sleep the night before he/she drives.

Tobacco, Alcohol and Drug Policy: Roughing It is concerned with an employee's use of tobacco, alcohol or other drugs which may affect the employee's performance and safety on the job. In recognition of this concern, Roughing It strictly prohibits the possession, sale, distribution, purchase or use of tobacco, alcohol or other drugs, while on the job or on Roughing It premises; and strictly prohibits working, attempting to, work or reporting to work while under the influence of alcohol or other drugs. Any employee violating this prohibition is subject to discipline up to and including discharge.

Roughing It reserves the right as part of its tobacco, drug and alcohol policy to search any private vehicle, possession or item of clothing or container brought onto Roughing It property or placed in a Roughing It vehicle. A staff member's failure to submit to such a search may be grounds for discipline, up to and including being discharged.

Tips/Gratuities: Tips and gratuities are expressly forbidden and staff members will politely refuse any such offer. Small gifts and mementos may be accepted but staff members will not encourage this practice.

Dismissals: If it becomes necessary to dismiss a staff member the decision will be made by the Directors and will be final. The Directors will endeavor to give the staff member seven calendar days' notice. The Directors will also inform the dismissed staff member as to whether or not he/she will continue his normal staff duties during the dismissal notice period.

Resignation: If it is necessary for an employee to resign his/her position, fourteen calendar days' notice must be given the Directors to allow recruitment of a relief. The Directors will make every effort to secure a relief as soon as possible, but this process almost always takes a full two weeks. If resignation becomes necessary, please contact the Directors as soon as possible so that, if at all possible, such a resignation can be scheduled between camp sessions.

Performance Evaluation of Staff: Staff will be regularly evaluated by their immediate supervisor and other administrators. Roughing It normally will evaluate summer seasonal staff once during each camp session (4 week). Supervisors may as necessary conduct evaluations more frequently. All evaluations of staff will be signed by both the supervisor AND the Camp Director/Owner. Employees may submit a request for review of the evaluation to the Camp Owner (Ann or Hobie) and a review will be conducted.

Junior Counselors: The Junior Counselors are teens who are an important part of our program, but they are legally campers and must be supervised by an adult staff member at all times. Dating between adult staff and Junior Counselors is prohibited. Also, Junior Counselors should not be invited to, nor may they attend, any social function with adult staff at which beer or alcohol is served.

Insurance: In addition to your wages, federal and state laws require Roughing It to provide you with certain other benefits. These "statutory" benefits include Social Security and Workers' Compensation. Roughing It pays the entire cost of unemployment insurance and Workers' Compensation and also contributes to the cost of your Social Security benefits.

Payroll Deductions: The law requires us to make the following deductions from your gross pay: Federal income tax; Social Security tax (FICA); state income tax; and state disability tax (SDI). Your paycheck will reflect these deductions. No other deductions will be made without your written authorization.

The withholding of federal and state income taxes is deducted from each paycheck based on your earnings and exemptions. You sign a withholding exemption certificate when you are hired. After the end of the calendar year, you will receive a W-2 statement of your withheld earnings and other taxes. If you wish to change your exemptions after your initial hire, forms are available in the office.

Benefits: Employees at Roughing It are not provided any additional benefits of material types. However, we feel that the evaluations that are given to staff benefit them and help them to grow as individuals and in their jobs. We are happy to write letters of recommendation for staff in the future.

Items you are required to bring each day:

Clipboard
Pen
Watch
Backpack
Lunch and Beverage in Paper Sack
First Aid Kit -- provided by program
Whistle on a line or necklace -- for Swim Staff only

Representing Roughing It to the Community: Realize that you represent Roughing It to the community we live and operate in, even on your days off, so please act accordingly.

1. Our staff may not hitchhike.
2. Our staff may not go into bars or liquor stores in Roughing It clothing.
3. Your conduct at parties and social gatherings can and does influence others (staff and friends) in their opinion of you.

Discussing Staff Personal Lives: Staff will NOT discuss their own personal lives or the personal lives other staff members in any location where campers can possibly overhear the discussion. This prohibition especially applies to staff dating, staff parties and staff social events.

Policy on Rules: All Roughing It Rules/Policies/Procedures are to be strictly adhered to by Roughing It staff. All rules must be written down and receive prior approval from the Owners/Directors. This includes rules for Program Activities, camper groups or Code of Living.

Communication Between Staff:

1. Check your clips or message boards daily.
2. Take your copy of the message off your clip when you check in. Ask any questions of fellow staff members after you read the messages and read them before you leave to go to be with the campers.
3. Please respond to all messages as soon as possible and definitely before you go home.
4. Affirmation: Be supportive of one another. It is important to be as positive as possible in your dealings with other staff. Constructive criticism is a necessary part of professional growth and should be given directly and swiftly to staff as important feedback. However, gossip, sarcasm and talking behind other staff's backs is not proper behavior for anyone at Roughing It - campers, counselors or administration.

Open Door Policy: At Roughing It, we recognize that our continued success depends, a large part, on you. We value good relations with our staff members as a sound practice in the best interest of all of us. And to a large extent, good relations mean good communications -- up, down and sideways throughout the organization. That's why we've established an open door policy for you. We believe that in most cases problems, concerns or misunderstandings can be cleared up by frank and open discussion. So we strongly encourage open, ongoing communications between employees and Roughing It's management. We promote a spirit of willingness to listen and a practice of fair dealing. In order to have open communications, there must be mutual trust. You will not be disciplined in anyway for bringing your problems and concerns to the attention of Roughing It. So please try not to keep a problem inside. You can't reach a solution if no one knows about it. The door is open; use it.

Equal Employment Opportunity: It is the express policy of Roughing It to provide equal employment opportunity in all aspects of the employer-employee relationship. Roughing It will not unlawfully discriminate on any basis made unlawful by federal, state or local law or ordinance or regulation. The following statement is printed on the Roughing It Staff Application:

In compliance with equal employment opportunity laws, applicants are considered for employment without regard to race, color, religion, marital status, national origin, sex, age (40 years and above), disability, medical condition (cancer related), or any other basis made unlawful by federal, state or local ordinance or regulation.

Sexual Harassment

- 1) **Definition of Sexual Harassment:** Sexual harassment consists of unwelcome sexual advances or requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a) Submission to such conduct is made a term or condition of the individual's employment;
 - b) Submission to or rejection of such conduct is used for the basis of employment decisions affecting such individual; or
 - c) Such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, offensive work environment.

- 2) **Forms of Prohibited Conduct:** Prohibited unlawful discrimination or harassment includes, but is not limited to:
 - a) Verbal conduct such as racial, ethnic or religious epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or comments;
 - b) Visual conduct such as derogatory posters, photography, cartoons, drawings or gestures;
 - c) Physical conduct such as unnecessary or unwanted touching, impeding or blocking normal movement, or interfering with work directed at the employee of sex or any other protected basis;
 - d) Threats and demands to submit to sexual requests in order to keep a job or to avoid some other loss, and offers of job benefits in return for sexual favors; and/or
 - e) Retaliation for having reported or threatened to report discrimination or harassment.

- 3) **Complaint Procedure:** If any staff member believes he/she is being unlawfully harassed on the job or believes the comments, gestures or actions of any employee, include in members of management, to be offensive or of the nature to impair the employee's working ability or emotional well being, the staff member should write a written complaint and submit it to the Director for investigation.