

## POLICIES & PROCEDURES

At the conclusion of staff orientation, you will be asked to sign a contract indicating your understanding, commitment, and willingness to fully comply with the following stated policies and procedures.

1. Community Living: Staff must respect the property and living space of others and respect others' needs for privacy and quiet. Other cabins must not be entered without permission; opposite sex areas are strictly off-limits, (females who have been assigned to counsel male cabins are excluded) and campers are not to enter staff quarters or areas.
2. Alcohol, Narcotics, Smoking  
No alcoholic beverages or illegal drugs are allowed at camp. Smoking and the use of smokeless tobacco are prohibited at camp. Failure to abide by this policy may result in immediate termination.
3. Relationships - Camper/Staff  
All camp staff and volunteers will maintain friendly, supportive and professional relationships with campers of all ages. Intimate or sexual relationships, i.e. private meetings, holding hands, kissing, any inappropriate touching, etc. between campers and staff (or between staff and staff) are prohibited. Failure to abide by this policy will result in IMMEDIATE TERMINATION.
4. Relationships - Staff/Staff  
As a staff member of St. Dorothy's Rest, you will maintain a supportive and professional relationship with other staff members at all times. Any staff/staff relationship is not to interfere with staff responsibilities. It is expected that discretion will be used in staff personal relationships:
  - Display of affection is inappropriate in the presence of campers.
  - Staff members are not permitted to leave their assigned cabin at night after lights out to meet with another staff member.
5. Staff Contact With Campers During Off Season: For the protection of staff members, we discourage counselors' pursuit of friendships with campers outside of or after camp. If counselors pursue relationships with campers, there is a very high risk that children will suffer from hurt feelings if not included. Moreover, if campers don't receive adequate supervision or attention at home, they may develop an over stimulating attachment with counselors in order to compensate for this. In other words, counselors may become involved in relationships with children who are too needy or demanding when outside of the structure, supervision, support, and checks and balances of the entire St. Dorothy's staff. As a result, potentially abusive behavior may occur. Avoid this risk by choosing to not pursue camper relations outside of camp. It is, however, okay to respond to letters from campers. This is very different from counselors initiating and soliciting relationships with campers through letters, calls, and visits.
6. Firearms/Weapons

Absolutely no firearms are permitted at camp at any time. Weapons, which include but are not limited to - rifles, guns, knives, etc., are not permitted at camp at any time. Failure to abide by this policy will result in IMMEDIATE TERMINATION.

7. Confidentiality

All St. Dorothy's Rest staff and volunteers will maintain camper confidentiality at all times during and after the camp sessions. However, in the case of suspected child abuse or neglect, you are required by law to inform both the Program Director and Executive Director of the circumstances.

8. Photography and video

While all St. Dorothy's staff, volunteers and campers are asked to sign a Photo Release, there may be some campers who do not give consent to be photographed or video taped. If you bring a camera to camp, please use these photographs for your personal use only. Any other use of these photos or videos will require written permission from St. Dorothy's Rest.

9. Employment Dates & Wages

Summer wages are based on a daily rate for each full day worked. Individual staff member's wages are stated on their employment agreement. The following are days all staff are required to work unless otherwise designated on your employment agreement or with permission granted by St. Dorothy's Rest:

- Staff Training:
- LIT Week and J-Team training:
- Russian River Adventures:
- Grand Russian River Adventures:
- Health Camp I Orientation:
- Health Camp I:
- Health Camp II Orientation:
- Health Camp II:
- Explorations Backpacking Week:
- Russian River Adventures II:

Junior counselors' wages vary according to their individually assigned schedules, which are stated on their employment agreements.

Please note that all sessions will start at 9am unless otherwise noted.

PAYDAY will be August 15<sup>th</sup>, 2005. Checks will be mailed to the address that staff members have provided on their W-4 form. Please notify the Executive Director if this address changes prior to August 15<sup>th</sup>.

Each staff member, in addition to wages, will receive room for the entire summer plus meals on days that camp is in session.

10. Time-Off

Each staff member recognizes that he/she assumes a 24-hour a day responsibility for the welfare of enrolled campers. However, it is realized that time off is essential for good staff morale and working efficiency. Staff will have time off after the conclusion of each camp session. Once campers have left and camp is cleaned and fully prepared for the next session, staff may begin their time off. The Camp Director has the discretion to schedule any time off during camp sessions. As a general rule, staff may not leave camp while it is in session, and they must always have the permission of the Camp Director to leave, even in special circumstances and emergencies. If you do leave during camp or a break, you are asked to sign out before departure and sign in upon arrival. A staff lounge area will be provided in Lincoln House. Staff meetings will be located in this area. This area is a public space for staff and it must remain clean. Staff lounge privileges will be reduced or revoked if staff members do not take care of this area.

11. Sick Leave

One day of unpaid sick leave is permitted during the duration of the employment agreement. The Camp Nurse/EMT must declare the staff member physically unfit for duty in order for him or her to be excused for the day.

12. Emergency Leave

In the event of a death in the family, family illness, or urgent business, leave may be granted in relation to the individual circumstances and at the discretion of the Camp Director. Time off for personal reasons, other than those listed above, is discouraged. If time off is necessary, the Camp Director must approve it and wage adjustments will be made accordingly.

13. Hospitalization - Medical Care

All staff members are covered by workers' compensation for work-related accidents only. This does not cover non-work related accidents or injuries sustained while on time off. Ensuring personal, non-work related medical care involving the services of a physician, hospital or clinic is the responsibility of staff members.

14. Dress code

Staff members will wear a staff shirt during opening & closing days & beach day of each session. All staff needs to keep in mind that they are to present themselves as role models in all aspects, including dress. Shorts must not be shorter than the height of one's fingers when arms are to the side. Staff should not wear string bikinis or clothing that reveals midriff area, stomach, and/or cleavage. In addition, staff is not to bring or wear clothing that contains or depicts messages that conflict with the philosophy of St. Dorothy's Rest (i.e. music, clothing, or posters that encourage violence or demean or degrade others). Shoes must be worn at all times! For the Duration Health Camps, a one-piece bathing suit and or shorts and a tank top or shirt must be worn during and around all water related activities. Males should not wear Speedos!

15. Personal Vehicles:

Staff members may bring their vehicles to camp under the following provisions:

- Vehicle is insured.
- Vehicle will not be used for camp without the explicit permission from the Camp Director.

- Transporting campers in staff vehicles is forbidden.
- Cars must be parked in designated parking areas only.
- St. Dorothy's Rest is not responsible for loss or damages of staff personal property.

16. Termination of Staff Agreement

A staff member may terminate his or her staff agreement at any time during the summer with at least a one-week's notice prior, provided that he or she gives just cause. The Camp Director may terminate a staff member's employment agreement without notice, if the welfare of the camp or any campers is in jeopardy.

17. Mail:

Mail may be sent to you at camp. It will be picked up daily. Your mailing address is:

YOUR NAME  
 St. Dorothy's Rest  
 P.O. Box B  
 Camp Meeker, CA 95419

18. Phone Use:

There is a phone located for staff use in Lincoln House (707) 874-2309.

19. Language:

Staff is not to swear in front of campers or express negativity towards other staff members to or around campers under any circumstances. Counselors should not exhibit provocative language towards others. This should never happen around campers.

20. Visitors

Because St. Dorothy's is a small community, we do not encourage guests or visitors to come during camp sessions. All visitors (and this includes former staff members) must receive permission from the Program or Executive Director prior to visiting. If they do not, they will be asked to leave the premises immediately. No one besides staff should expect to spend the night unless arrangements have been made with the Executive Director. If staff sees someone on site that is not on staff, they must report the person immediately to the Program or Executive Director.

21. Pool

A lifeguard must accompany all pool trips (including staff swims & breaks). No staff member is to swim alone. This includes lifeguards! At the pool, all staff must defer authority to the lifeguard. No Swimming after dark. No skinny dipping.

22. Pets

Staff is not permitted to bring pets to camp.

23. Tipping

Staff is not to accept gifts or money from parents. This could lead to favoritism.

24. Laundry

There is a washing machine & dryer Farmer Lodge. Remember that many people use the machine for camp purposes. Be prompt in getting clothes from the washer to the dryer and out of the laundry room when done. Laundry should only be done during breaks. The washer and dryer in Lydia House are off limits.

**25: PERSONAL CONDUCT:**

You have been entrusted to work with children on behalf of St. Dorothy's Rest on the basis of your demonstrated judgment and the quality of your decision-making. Once employed, you are expected to continue to demonstrate high quality decisions, particularly with regard to your conduct around children and minors. Your behavior during camp sessions and between camp sessions are examples of your judgment. When it comes to the attention of St. Dorothy's Rest that your behavior during camp or between sessions demonstrates poor judgment and decision-making, such behavior may be used to judge whether it continues to be appropriate for you to be entrusted with children and minors at camp. Your behavior and the quality of your judgment may, if serious enough, make it impossible for your employment at St. Dorothy's to continue. You should therefore be prepared to account at any time for your behavior and decisions and their consistency with being entrusted with campers.

I have read and understand the provided staff training manual and I agree to abide by the policies and procedures of St. Dorothy's Rest.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

