

# **Camp Buckskin**

## **STAFF PERSONNEL POLICIES**

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### **STANDARD OF CONDUCT:**

- Staff members will serve as positive role models for the children participating in our summer program, which requires them to set good examples in conduct, manners, dress and grooming. It is presumed that staff members will maintain high standards of conduct and act in a mature and responsible manner at all times.
- Staff members agree to attend and participate in all scheduled staff training and meetings during the summer program.
- Staff members must follow safety rules and procedures, and report accidents or damage to Camp equipment or property.
- Camp Buckskin is a tobacco free and drug free property.
- Staff must not consume alcohol while on camp property or while on camp business.
- Staff members may not possess weapons while on camp property or when on camp business.
- Camp Buckskin reserves the right to inspect the work and living areas of all staff members to ensure these policies are accomplished.
- Camp Buckskin requires staff members to be clean, well groomed, and wear appropriate clothing. Clothing should not be revealing and should not promote illegal substances or products that are illegal to minors, or include offensive/inappropriate language or images.
- Staff member agrees to follow the procedures, policies, and regulations of the camp and to perform their assigned responsibilities and duties. Failure to comply with these policies may result in disciplinary actions up to and including dismissal.
- Staff members will not engage in romantic public displays of affection, unwelcome sexual advances, or request sexual favors, or other conduct of a sexual nature that makes others feel uncomfortable.
- Staff members are not allowed to enter into the living quarters (or bathroom/shower house) of members of the opposite sex.

### **TIME OFF/ATTENDANCE/COMPENSATION/PERFORMANCE:**

- Camp Buckskin agrees to allow staff members one day off and two evenings (9:30 – 12:30 am) per week, except during pre-camp training and the first week of the session. Staff members also have a 3 day break between sessions. To ensure adequate supervision of program participants, if it is necessary for staff to leave camp grounds at any other time, permission must be obtained from the Camp Director.
- Cabin/Flex Counselors agree that during time off, one counselor will be directly supervising their cabin group.
- When taking time off, staff members agree to sign out when leaving camp grounds and to sign in on return.
- All staff members are required to be in attendance, and on time, to perform the duties of their job description.
- Staff members agree to submit required documentation such as Health History, Immigration Forms, and other documentation required by law or American Camp Association.
- Staff members are furnished with room and board during pre-camp training and during the camp sessions.
- Camp Buckskin does not provide health insurance for camp staff. The cost of any medical or emergency services, medication, or hospitalization is the responsibility of staff unless it is included within the provisions of the Minnesota Workers Compensation Act.
- Camp Buckskin will provide transportation for all camp trips and activities. Personal vehicles are not to be used for camp business, unless arranged with and permission is given by the Camp Director.
- Staff members agree that they will not accept tips or gratuities from camper parents, relatives, or others.
- Staff members will be paid for their wages earned on the day after the summer program ends.

### **PERSONAL PROPERTY:**

- Camp Buckskin does not allow staff members to use their personal property or equipment in the camp program. Any exceptions must be granted by the Camp Director.
- The camp is not responsible for staff member's personal property, equipment, moneys, or vehicles that are lost, stolen, or damaged by acts of God, accidents, or third parties.
- Staff members are not allowed to have pets on camp property.
- Staff members are allowed to bring their vehicle to camp. All vehicles must remain in the parking lots provided and must not be driven on other areas of camp property.
- Staff members must keep all medications locked and safely away from campers.
- Staff members must not use personal electronic devices (computer, music player, etc.) or phones during working hours, and must keep them out of reach of campers when not in use.

**COMMUNICATION:**

- Mail is delivered daily according to the U.S. Mail service schedule.
- Camp Buckskin does not provide e-mail service or long-distance calling without a pre-paid card.

**MISCELLANEOUS:**

- Staff member agree to return all camp equipment and property at the end of the summer program.
- Staff member agrees that any pictures, videos, or materials taken/written by or of the staff may be used by Camp Buckskin for art, advertising, or promotional purposes. Staff waives the right to inspect or approve the finished product or copy, or any right to it.
- Staff member agrees to have their name and address printed in a directory available to other staff members. Names and addresses are confidential and are not to be sold or distributed.

**SOCIAL MEDIA:**

- No pictures of campers, identifying information of campers, or names of campers will be posted to any social medium without the express written consent of the Camp Director and legal guardian of the camper.
- Any violation of the above will result in discipline including and up to termination.