

PERSONNEL POLICIES

In addition to the expectations outlined in the Job Descriptions, the following are conditions of employment. Please read carefully before signing your contract.

General

1. Staff should arrive by 8:45am before the start of the camp day, unless riding the bus or van, and are expected to stay until after the buses have safely departed, at or shortly after 4:00pm.
2. Staff members must sign out and in at the office whenever leaving the camp grounds with their group during the day.
3. Personal trips off grounds during the camp day are prohibited without permission of the Director.
4. On rainy days a "Rainy Day" schedule may be in effect. Those staff members whose activities have been cancelled will be assigned duties where needed.
5. All staff are expected to carry out their assigned duties in a cheerful manner, to the benefit of the campers in their charge and to the camp in general. To further foster the ever-important camp spirit, every staff member will participate in any special day and/or event.
6. The State Department requires that on the first day of camp a record of a physical examination be on file for each staff member. This examination must have been given within the last 36 months by a licensed physician, Connecticut licensed Advance Practice R.N., R.N., or a Physician Assistant.
7. All staff will have on file a Health History completed within 6 months of opening of camp.
8. All staff members who ride our buses to and from camp are expected to act as bus monitors in support of the Bus Counselor on each bus. Duties will include maintaining order, crossing children whenever necessary, aiding the children on and off the bus as well as helping to keep the buses clean.
9. All camp activities will be conducted with respect for the natural environment, the camp site, and any non-camp property or people. Counselors will instruct campers on the first day of each session on the responsibilities in regard to litter, ground wear, damage to plant life, protection of wildlife habitats and the proper disposal of any refuse or recyclable items (i.e. soda cans, cardboard, etc.).
10. In the spirit of modeling positive behaviors, staff members will refrain from using tobacco products on camp grounds or in the vicinity of campers when off camp grounds.
11. Staff members will comply with all safety rules that apply to campers including, but not limited to: proper footwear at all times; swimming only when scheduled and with lifeguards on duty; climbing only approved apparatuses with proper spotting/belaying in place.
12. Holiday Hill is an equal opportunity employer that, in accordance with applicable federal and state laws, provides equal opportunities to applicants and employees without regard to race, color, religion, gender, national origin, age, disability, or veteran status. Any acts of harassment or discrimination toward any camper or staff member related to these areas of personal identity will not be tolerated and are grounds for dismissal.

Payment Of Salary

Salaries will be paid on the last Friday of each camp session. Supplemental hours (picnics, life guarding, bus counseling) must be recorded on a time card in the office. Social Security Employee Tax of 7.65% will be withheld. Additional taxes may be withheld at your request through completion of IRS W-4 form. Applicable Medicare and Connecticut State Income Tax will also be withheld.

Membership Privileges

In addition to Salary, Staff members are entitled membership privileges to use the pool and tennis facilities during non-camp hours. This privilege is extended to spouses and children of staff member when accompanied by the employee. Staff may bring guests at the regular guest fee of \$3.00, to be paid to the lifeguard on duty.

Attendance

Every member of the staff is important to the camp, and any absence results in disruption of programs and camper activities. In case of illness or unexpected personal emergencies, the following guidelines will apply:

Pre-Camp Staff Meetings

For each pre-camp staff training meeting missed, a staff member's first paycheck of the summer will be reduced by:

- a.) \$50 of the staff member's agreed salary for an absence on "Staff Day" or any other scheduled full-day training event agreed to in the camp staff contract.
- b.) \$25 of the staff member's agreed salary for an absence on any other scheduled less than full-day training event agreed to in the camp staff contract.

Note: Allowance will be made and no deduction taken for certain absences caused by unforeseeable, or important personal or family events, **provided application to the directors is made in writing and corroborated.**

Sick leave:

All Employees must report illnesses involving diarrhea, fever or vomiting to the Camp Nurse, the Director, and the Director of Food Operations. If an illness prevents a staff member from attending camp, it is his/her responsibility to call the office as soon as possible, and always before 9:00am. If illness extends beyond 3 days during the season, a deduction in salary will be necessary.

Personal leave:

One half-day will be allowed in the event of urgent personal business such as a job interview, doctor's appointment, etc.

Emergency leave

In the event of critical family illness or death, leave will vary according to circumstances, but generally will not exceed 3 days with pay.

Visitors

As campers are not allowed to bring visitors to camp, staff are requested to abide by the same policy. If unexpected visitors appear, the office should be notified and the visit should be of short duration, as not to detract from the staff member's duties.

Personal Property Regulations

We advise not bringing money or other valuables to camp. Staff-owned personal vehicles should be locked when parked at camp. Special items of value should be locked in staff-owned personal vehicles or brought to the camp office for safekeeping. Pets may not come to camp without permission of the director. Possession of alcohol, drugs or weapons is not permitted and will result in termination and potential legal action.

Staff Parties

A "staff party" is a scheduled, camp sponsored event held on the camp grounds or at a location arranged by the camp's administration. Alcoholic beverages will not be served at staff parties. Details of staff parties will always be available to parents of staff members if requested. Parties given by staff members in their private homes are not "staff parties" and should not be purported to be such, as this is misleading to the parents of staff and misrepresents camp activities.

Prohibition of Harassment Policy

Holiday Recreation Center, Inc. is committed to maintaining a work environment that is free of discrimination and harassment based on a person's sex, race, age, color, creed, religion, disability, ancestry or national origin, or any other classification protected by state or federal laws. All employees should respect the rights, opinions, and beliefs of others. Harassment, because of sex, race, age, color, creed, religion, disability, ancestry, national origin or whether conducted by, or affecting an employee, vendor, camper, volunteer or any other individual connected with Mansfield's Holiday Hill Day Camp is strictly prohibited. Examples of conduct prohibited by this policy include using racial and ethnic slurs, making offensive references to stereotypes, or making jokes about characteristics protected by law. Any such harassment is prohibited by this policy whether or not the conduct also violates federal or state law. This policy applies to all employees, directors, volunteers, visitors, campers and agents of Mansfield's Holiday Hill Day Camp including all vendors.

Sexual Harassment Prohibited

No one may threaten or imply that an employee's submission to or rejection of sexual advances will in any way influence any decision about that staff member's employment, advancement, duties, compensation, or other terms or conditions of employment. No one may take any personnel action based on an employee's submission to or rejection of sexual advances.

No one may subject another employee, volunteer, or camper to any unwelcome conduct of a sexual nature on or off camp grounds. This includes both unwelcome physical contact, such as touching, blocking, staring, making sexual gestures, and making or displaying sexual drawings or photographs, and unwelcome verbal conduct such as sexual propositions, slurs, insults, jokes, and other sexual comments. An employee's conduct will be considered unwelcome and in violation of this policy when the employee should have known that the conduct was unwelcome, or when the person subjected to the conduct voiced his or her objection.

Examples of sexual harassment are: unwelcome physical touching; sexual remarks, innuendos and jokes; graphic, obscene or sexual posters or calendars or other print material; e-mail, voice messages, or similar communications which are persistent and unwelcome and sexual in nature; and lewd suggestive comments regarding a staff member's style of dress, appearance, body, or personal life.

Making Complaints — Mandatory Reporting

If you believe you are the victim of harassment you must immediately report this fact to a camp director or assistant director. Also, if you observe harassment you should bring the offensive conduct to Mansfield's Holiday Hill Day Camp's attention. You should make any complaint about harassment directly to one of the two persons listed above. Complaints of harassment do not need to be in writing, however, in order for Holiday Hill Day Camp to properly investigate the report, it may not be anonymous. It is the policy of Holiday Hill Day Camp that no reprisal, retaliation, or other adverse action will be taken against any complainant for making a good faith report of harassment, or for assisting in an investigation of harassment.

Investigation of Complaints

Holiday Hill Day Camp will promptly and thoroughly investigate all alleged violations of this policy assuming the allegation is in good faith and made in sufficient detail for Holiday Hill Day Camp to conduct a confidential but thorough investigation. An investigation cannot be accurately conducted if the allegation is anonymous. The investigation will generally consist of an interview with fact witnesses including the complainant and the alleged harasser. Every effort will be made during the course of the investigation to protect the confidentiality of those involved and of the information gained during the investigation; however, information will be disclosed as necessary in order to conduct a thorough investigation. The investigation may take several weeks. During the time period following a complaint of harassment the alleged harasser and alleged victim are not permitted to have one-on-one unsupervised contact at the workplace. The results of the investigation will be reported to the complainant and the alleged wrongdoer.

Retaliation for Reporting Sexual Harassment is Prohibited

Retaliation against employees, volunteers, parties or visitors who report sexual harassment, who object to sexual harassment or assist in a sexual harassment investigation, is prohibited by law. There will be no adverse consequences in the terms and conditions of employment and receipt of services of such an employee, volunteer, party or visitor.

Penalties for Violations

Holiday Hill Day Camp will take prompt disciplinary and remedial action in response to policy violations, including breach of confidentiality, retaliatory action, or bad faith allegations. Disciplinary action may include termination of employment. If you have questions about this policy, contact Dudley Hamlin for additional information.

Termination Of Agreement

Staff members are "employees at will" of the camp and may be terminated at any time if, in the judgment of the directors, such action is in the best interest of the camp. Terminated employees will be paid for days worked.

Telephone

Telephone messages, except for emergencies, will be kept in the office, and staff will be notified as soon as is convenient. Our phones are business lines. Staff are requested to limit their use. Personal calls should be made from the office, and never from the pool phone. Toll calls should be made only with the

permission of the directors. Personally owned wireless phones are not to be used at camp during times when campers are present. See policy following:

Holiday Hill Day Camp

Lloyd and Gwen Duff, Founders | Dudley and Wendy Duff Hamlin, Directors
Holiday Recreation Center, Inc., 41 Chaffeeville Road, Mansfield, CT 06250-1112
TEL 860-423-1375 FAX 860-456-2444 www.holidayrecreation.com

Policy For Employees Regarding Internet Communication

We know that the Internet, when used wisely, provides many safe ways to stay in touch and communicate with your friends from camp. We view Internet venues as your right to self-expression and generally regard them in a positive light. Once you identify yourself as a camp employee in a social networking profile, website, group page or weblog, however; or use the camp name or logo, we require you, as a condition of employment at camp, to observe the guidelines below. Even if you do not intend to, and even if you state otherwise, once you identify yourself as an employee of our camp or use our camp name or logo or any official camp photograph or text, everything and anything that you post or say on the site can then be seen as a reflection of camp. These guidelines have been established to assure that all camp staff, employees, campers and families enjoy an emotionally and physically safe environment.

- 1) As a camp employee, before I...
 - a. use the camp name or official camp logo or camp photograph;
 - b. add a link from my or any group page, profile or other site to the official camp website;
 - c. include text or photographs that are the property of camp;
 - d. include photographs of campers or other staff members;
 - e. create a camp "group page" with the above items......I must request and receive **prior written approval** from the camp director.
- 2) As a camp employee I agree to be respectful of the camp, its program, the campers and its employees in all communications in my profile, blog or other Internet sites and communications. This includes the following:
 - a. I will not use obscenities, profanity or vulgar language;
 - b. I will not engage in harassment or intimidation;
 - c. I will not post comments that are derogatory with regard to individual person's race, gender, religion, sexual orientation or disability;
 - d. I will not engage in sexually explicit, suggestive, humiliating or demeaning comments.
- 3) As a camp employee I agree not to use a social networking profile, group page, weblog or other Internet medium to discuss behavior that is prohibited by camp policy, including, but not limited to alcohol or drug use, sexual behavior, delinquent behavior, destruction of property, harassment or intimidation.
- 4) I understand that I may not give my cell phone number, e-mail or AIM address, weblog address or social networking site name or other contact information to a camper **unless I, and the camp directors have contacted that camper's parent and received their consent.**
- 5) Once I identify myself as a staff member at camp, which is to say as an employee of the camp, the general public may see me as an ambassador or spokesperson of camp. I understand that it is therefore a condition of employment that I agree to and adhere to the guidelines outlined above. I understand if any of the guidelines outlined in this measure are violated, it may result in disciplinary and/or legal action including possible termination of my employment.

I have read and understand the above guidelines and agree to their terms.

Staff Signature

date