

CAMP ALLEGHENY PERSONNEL POLICY

Revised February 1997

1. All staff members are expected to be Christian in all of their actions in and out of camp. As a staff member you will be watched and modeled, you must be careful not to be a stumbling block to those around you.
2. All staff members are to cooperate to the fullest extent possible with the program of the camp.
3. Staff members are under the direct supervision of the individual named in their job description. The Executive Director is responsible for the general supervision of all staff members.
4. Supervisors will recommend to the Executive Director the termination of employment of employees whose performance is unsatisfactory. Dismissed employees have the right of appeal to the Personnel Committee.
5. The contract between the camp and summer staff employees may be terminated by either party upon fourteen (14) days written notice. Failure to do work properly, disobedience of personnel policy, misconduct, etc. shall be grounds for immediate dismissal.
6. All job descriptions are a guide, and as necessary, additional work within the scope of employment may be assigned by the supervisor.
7. Employees who feel they are not being utilized within the scope of employment may appeal to the Executive Director or the Personnel Committee.
8. Staff members shall not accept gratuities from campers or parents of campers.
9. A twenty-four (24) hour period off will be given each week to summer staff members. As an incentive, supervisors may recommend and the Executive Director may grant an additional twenty-four (24) hour period each month to exceptional employees.
10. A total of three (3) days sick leave, with pay, is authorized for summer staff employees, in case of illness verified by the Health Professional.
11. Emergency leave may be granted to summer staff members on an individual basis at the discretion of the Executive Director.
12. A thorough physical examination is required within (30) days of employment.
13. Staff members **will not** leave camp while on duty, without the consent of their supervisor.
14. Staff automobiles are permitted only by special permission of the Executive Director for travel to and from camp. The Executive Director or his designated representative must specifically authorize any other use of automobiles.
15. Staff members will observe the camp policy regarding the use and possession of tobacco, alcohol, and narcotics anywhere on the grounds or in the buildings.
USE OR POSSESSION OF SUCH SUBSTANCES CONSTITUTE GROUNDS FOR DISMISSAL.
16. The Staff Lounge is for the use of all staff members during leisure time, and will be kept clean by those who use it. Campers are not permitted in the lounge.
17. Staff members are required to keep living quarters they use clean at all times.
18. Summer staff members are not to have visitors while camps are in session.
19. The Director may grant permission for summer staff members to have weekend overnight guests.
20. Summer staff members are allotted four (4) free meals for guests per summer season.
21. Rumors, backbiting and unresolved interpersonal issues soon tear apart the people of God. Matthew 18:15-17 is clear about how to handle disagreements, misunderstandings and troubled feelings. All staff is expected to talk only with the

person/persons who have offended them about the offense and not talk to anyone else until you have worked through the problem in the proper biblical steps.

22. Violation of any item of this personnel policy, lack of cooperation, or failure to perform assigned duties may constitute grounds for dismissal.