

CAMP NOR'WESTER
Summer Staff Policies
(excerpted from Human Resources Plan)

Camp Nor'wester provides a unique outdoor living experience where a diverse group of young people is challenged to develop skills that increase self-confidence and encourage respect, responsibility and compassion for themselves, their community and the environment.

Camp Nor'wester's Founders, Frank and Lucile Henderson, believed that a camp community, under the proper leadership, could provide an ideal setting for children to learn more about themselves and the world in which they lived. Seventy-five years later, that belief remains a cornerstone of the Nor'wester program. Essential to such a community is a staff who accepts each child as a valued individual, expects each child to experience success during their time at camp, and models for each child how to be a contributing member of a community.

We are committed to providing an experience that supports children as they work toward independence and self-discovery, in a community that values each member's unique contribution. We trust that you will partner with us in this commitment.

GENERAL

Statement of Equal Opportunity:

(HR-8.1)

Camp Nor'wester embraces our diverse community. It is the Camp's longstanding policy not to discriminate on the basis of race, color, national origin, age, religion, gender, disability, marital status, sexual orientation or political affiliation.

Disclaimer

This plan contains general information about Camp Nor'wester policies and benefits. The policies set forth herein are guidelines only, and not promises of specific treatment in specific situations, and this plan is not intended to be nor should it be construed as a contract, express or implied. The policies, practices and benefits provided by Camp Nor'wester are subject to change, deletion and exception at any time at Camp Nor'wester's sole discretion.

Anti-Harassment

(HR-8.5)

Harassment is a form of conduct that undermines the integrity of the employment relationship. Prohibited harassment includes written or spoken comments, slurs, jokes, names, innuendoes, messages, correspondences, cartoons, pranks, physical harassment, etc. which are derogatory on the basis of an employee's race, creed, color, national origin, age, gender, sexual orientation, or disability.

Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior which is not welcome, is disrespectful, and which is personally offensive, interfering with effectiveness or creating uneasiness on the job. No employee should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical. Such conduct, whether committed by supervisors or non-supervisory employees is specifically prohibited.

If an employee feels that he or she is being subjected to harassment or discrimination, the employee must immediately notify his or her supervisor or one of the Camp Directors. Reported incidents will be taken seriously and investigated.

Anyone who is found to have violated this policy is subject to disciplinary action up to and including termination. Retaliation against anyone who makes a complaint or who cooperates in an investigation of a complaint is prohibited.

Conduct

(HR-8.5)

Staff members are chosen for their experience, maturity, good judgment, self-discipline and interest in working with children. To be effective in this job, it is mandatory that staff members conduct themselves in such a manner that they earn the respect of the campers and fellow staff members. Illegal activity, or the appearance thereof, may be grounds for dismissal, as well as any activity that negatively affects the reputation or good name of the camp.

Personal Appearance: Staff members should make every effort to present themselves to campers, parents, visitors and alums in a neat and clean manner. Staff will not wear sexually suggestive or revealing clothing, controversial attire (including excessive piercing), or clothing with messages promoting drugs, alcohol, tobacco, violence, weapons, sexuality, etc. On Johns Island shoes are to be worn outdoors at all times except when swimming or on sandy sections of the beach.

Staff/Camper Relations: Each staff member is expected to take every care to protect the privacy and person of each camper. Physical punishment of or intimate relationships with campers are absolutely prohibited and are grounds for immediate dismissal.

Staff/Staff Relations: Staff members are expected to exercise discretion concerning their intimate relationships. Excessive displays of affection and engaging in sexual activity in close proximity to campers is inappropriate. At no time should couples pursuing intimate relations usurp a staff member's access to his/her tipi.

Drugs, Alcohol, & Tobacco

(OM-12)

Tobacco Products:

(HR-8.5)

It is difficult to reconcile the individual rights of adult staff members with their responsibilities as leaders of young people. The overwhelming evidence of the harmful effects of tobacco smoking and chewing dictates that campers be discouraged from the popular juvenile misconception that either of these is a measure of maturity.

Smoking and chewing tobacco is strongly discouraged, but is permitted in designated areas on Johns Island. Smoking is prohibited in any building. **Smoking is only permitted on the beach, below the driftwood line, away from the units, after lights out.** Staff members who smoke or use tobacco are expected to do so privately and **never in the presence of campers.** Staff members are not to smoke or use tobacco when supervising the activities of campers, in camp, in the lodge, on the trail, or on any out-camp trips. Campers should not be able to smell tobacco smoke on staff member's clothes or breathe. Campers are never allowed to smoke or use tobacco.

(OM-8)

In addition, there is a real and significant safety issue related to smoking. There is no fire-fighting support available on Johns Island, except that which the camp provides for itself. Use of any open flame is severely restricted.

Alcoholic Beverages

(OM-12, HR-8.5)

The Camp property on Johns Island is an alcohol/drug free zone. Alcohol is not to be stored, served, or consumed at staff gatherings or in private quarters, anywhere on the camp premises, or away from camp while a staff member is serving in the capacity of a camp employee, or transported while riding/driving a camp vehicle. Conduct on official time off is at the staff member's discretion except as it affects the camp's reputation. Many of the staff are under legal age. State law forbids the selling or serving of liquor to anyone under the age of 21. Underage drinking subjects both staff and the owners of the property or tavern where the beverages are being served to criminal penalties. The Camp Directors are friends of the owners of businesses in the islands and would hate to have them prosecuted. Staff members may not recycle alcoholic beverage containers at the camp's Recycling Center.

Drugs

(HR-8.5)

The use or possession of any type of illegal drugs, i.e. marijuana, etc., or abuse of prescription drugs while on duty at any Camp Nor'wester site or function, in the presence of campers or while using any camp vehicles/vessels is ABSOLUTELY PROHIBITED and is grounds for immediate dismissal.

Personal Property

(OM-12)

Staff members may bring personal equipment with them to camp for use during their time off. Staff members may use personal equipment in the course of their work only with a Director's permission. In either case staff bring such equipment with the understanding that the camp is not responsible for valuables and personal articles damaged, lost or destroyed.

Firearms (including Paint Ball, BB and Pellet guns) ammunition, fireworks, explosives, flammables, incense and pressurized spray cans

These items are prohibited and should not be brought onto Camp property.

(OM-8, OM-12)

Pets**(OM-12)**

Seasonal staff are asked to leave all pets at home. There are camp animals in residence for campers and staff to enjoy.

Cars/Bikes at Camp**(OM-12)**

Staff cars are not transported to the camp summer property. Cars can be kept off site in either Roche Harbor or Anacortes. Parking in Roche Harbor is limited and drivers will be charged a seasonal fee. Owners of cars used for camp errands will be reimbursed at the rate of .50 cents per mile when prior arrangement is made with the directors. Bikes are to be stored in an assigned area. In order to protect the camp property, and the safety of others, personal use of bikes is prohibited on the campsite with rare exceptions. Camp bikes are not available for staff use except during camp sponsored trips.

Inspection of Person or Personal Property.**(OM 8)**

Camp Nor'wester reserves the right to conduct investigations that may include inspections of a staff member's person or personal property if there is reasonable cause to believe that the employee is in possession of, and/or concealing drugs, alcohol, stolen property, or property possessed or concealed without authorization upon the premises and/or on the employee's person and to take possession of such items where so found or discovered. An employee is expected to cooperate with such investigations as a condition of employment and failure to do so could result in termination.

Staff Guests

Staff members must schedule official time off to spend time with a visitor on the campsite. It is impossible to entertain guests and also do one's job. If space permits, we are happy to invite guests to have lunch or dinner with us. Please check with the Camp Director or the Director's Assistant in advance of any visits. Any staff visitors will need to make their own plans for transportation to and from Johns Island. Overnight guests are not permitted.

Facilities

All staff members are responsible for care of the camp's buildings and equipment. If equipment is lost, stolen or broken due to a staff member's negligence the cost of the repair or replacement may be deducted from his/her summer wage.

Vehicles/Tools/Equipment

Use of camp vehicles is not permitted without prior approval of the Camp Director, Program Director or Director's Assistant. Unauthorized use of camp gasoline, tools, equipment or supplies is prohibited.

Laundry Facilities

The camp provides washing machines, soap, and dryers for use by staff members during the summer. A Laundromat is also available in Roche Harbor.

Telephones

There are no phone lines to the campsite. Calls are made via cell phones and, at times, VHF radios. Staff members are encouraged to bring their own cell phones, but their use is restricted to certain areas in camp specified by the Directors. Cell phones are not to be used in the presence of campers, except in an emergency situation. The Camp phone will generally be available to staff between the hours of 8 AM and 9PM for a maximum of 2 calls per day and 3 minutes per call.

Reimbursement

Camp Nor'wester will reimburse the reasonable travel or other business related expenses such as ferry travel and meals that are connected to the performance of duties.

Health Examination: Staff members are required to complete a Physical and Health History form provided by the camp and must have a physical within two years of employment. The physician's portion of the form must be completed within six months of employment and must contain all requested information, including Immunization History. All staff members are required to have an up-to-date Tetanus vaccine (within 10 years).

Employee Compensation Salaries

HR-8.2

Full Time Staff - Salaries are based on job assignment and seniority. Consideration may also be given to education, experience, and particular competence.

Summer Staff - Summer salaries are generally based on the length of the season which includes staff training, two days between camper sessions, eight weeks of camper sessions and two post-camp cleanup days. Salaries for seasonal staff members who arrive late or leave early will be prorated.

CAMP NOR'WESTER SUMMER SALARY SCHEDULE – 2010

The Camp Nor'wester salary policy/schedule for 2010 is as follows. The season runs for approximately 10-weeks, June 15 or 16 – August 26, 2010. Certain positions report earlier. If you have any questions regarding your personal situation please call the camp office as soon as possible.

Position	Entry-level salary
Kitchen support staff (early arrival included)	\$1900 season - approx. \$190/wk
Department staff	\$1900 season - approx. \$190/wk
Assistant Unit Leader	\$1900 season - approx. \$185/wk
Single Dept Head	\$1950 season - approx. \$195/wk
Relief Staff	\$1950 season - approx. \$195/wk
Department Head	\$2000 season - approx. \$200/wk
Unit Leader	\$2000 season - approx. \$200/wk

Returning staff will receive the entry-level wage for their respective position, plus \$50 per year of previous employment with the camp

Example: Returning Unit Leader with 3 previous years at CNW
 Base salary \$2000 season + \$150 bonus = \$2,150.00 season

Staff members with current Life Guard Training, Advanced First Aid, EMT or other advanced certifications will receive an additional \$50/certification for the season.

Special contract positions

Program Director	Head Counselor
Kitchen Manager	Nurse
Cook	

Benefits

HR-8.2

In addition to salary, Camp Nor'wester agrees to provide all staff room and board during the summer months on Johns Island. The camp carries worker's compensation insurance on each employee and full-time volunteer for work-related injuries/illnesses. The camp also carries liability insurance that covers each employee when carrying out assigned camp responsibilities, as long as the employee is not negligent in carrying out those responsibilities.

In the summer a registered nurse is on duty at camp and staff members have access to his/her services as needed. The cost of prescriptions, doctor's or hospital visits must be covered by one's personal insurance unless the injury/illness is work-related. Proof of insurance must be submitted by summer staff prior to arrival at camp. Summer staff members without health insurance will need to make arrangements with the Directors.

The summer menu has been reviewed by a registered dietitian and is well-balanced, meeting the nutritional needs of campers and staff. There will be meals where the major source of protein is meat. We recognize that some of

our staff are vegetarians and regret that we are not always able to meet their special needs. There is a health food store on San Juan where a protein supplement can be obtained, and we suggest this as a sensible way to supplement a vegetarian diet. Staff with allergies to many foods or who are vegans will need to bring specialized items with them. If you have any questions, please contact the camp office. Personal cooking is not allowed in any department area.

Pay Periods

Summer Staff are paid at the end of the season unless otherwise arranged with the directors at the beginning of camp. Advances on salaries for time worked can be made during the season. Payment is by check, which can be cashed at a local Friday Harbor bank.

Time Off

HR-8.3

Seasonal staff members earn 2.75 days off per session, which must be taken in the session earned unless approved by the Directors in advance. Two additional days off occur between sessions. No time off is permitted during staff training, the first and last three days of each session, or on days specified by the directors. Cooks and Nurses have a separate time off schedule.

Sick Leave/Emergency Leave Pay

HR-8.3

Summer Staff - Camp will provide up to a maximum of 3 days during the employment period. In case of prolonged or acute illness, it may be necessary to terminate employment or reduce salary for days not worked.

PERSONNEL

Performance Evaluation:

**HR-8.4, HR-20, PD-13, PD-14,
PA-2, PC-3, PC-4, PT-6**

Summer Staff

In order to help staff members perform their duties at an optimum level, every effort will be made to evaluate each summer staff member twice during the season. Mid-summer evaluations will be verbal. End of the summer evaluations will be written and will become a permanent part of the staff record.

At the beginning of the summer, staff will be provided with a copy of the evaluation form to be used during the current season and information on acceptable job performance as well as staff behavior.

These evaluations will, at a minimum, address the following:

- Enforce established safety regulations
- Provide appropriate instruction to participants
- Identify and manage environmental and other hazards related to the activity, and
- Apply appropriate emergency procedures related to the activity and the participants

Staff responsible for instructing in specialized program activities such as: archery, biking, aquatics/watercraft and challenge course will be evaluated, in writing, during Staff Training to verify that they have the skills required to lead such activities.

A system of regular observation of staff will be used to provide coaching, encouragement and necessary corrective action. Department Heads work in the department with their staff and will observe them daily. The Program Director and Head Counselors will use a system of regular observation of the staff they supervise to ensure timely and appropriate support. Every effort will be made to complete written observations at least once during each session and mid-season. These written observations will be used as the basis for the oral evaluation mid-season and the formal, written evaluation at the end of the summer.

Trip Leaders will generally be evaluated by their support staff after each extended trip. Similarly, Trip staff will generally be evaluated by the Trip Leader after each extended trip.

Termination

Employment with Camp Nor'wester is at will. "At will" employment means that either an employee or Camp Nor'wester may terminate the relationship at any time. Neither the employee nor Camp Nor'wester need demonstrate cause for termination of the relationship. **(OM-8)**

Without limiting Camp Nor'wester's rights to discharge at will, staff are on notice that the following are examples of behavior that are likely to result in immediate dismissal:

- Evidence of violation of Camp standards and regulations pertaining to health; safety; sexual, disciplinary or personal conduct; or disregard for the health and safety of campers or fellow staff members; or the perception of any of these;
- Any possession or use of alcoholic beverages, illegal drugs, or abuse of prescription drugs, on the campsite at any time, or in camp vehicles/vessels, or being under the influence at any time while on duty for the Camp or representing the Camp in any capacity, on or off the property;
- Any possession, use, sale, or disposal of illegal drugs/substances;
- Violation of any city, county, state or federal laws;
- Evidence of false information given on an application, in an interview, or in conversation with the Camp Directors or other camp administrators;
- The result of the criminal background check indicating previous crimes against persons.

Summer Housing Assignments: Staff members will, in most cases, live three per tipi in one of the camp units. They are part of the unit and are expected to share unit responsibilities in addition to their own particular assignments. This will include helping with unit activities, remaining on duty in the unit on certain evenings as scheduled by unit leaders, going on overnights, and sitting with the unit during breakfast and dinner.

Gratuities

Acceptance of gratuities, monetary or otherwise, from parents of campers is prohibited.

Responsibilities

The selection, placement, and release of staff members are the responsibility of the Camp Directors. Staff members are responsible in the performance of their duties to their immediate superior and, ultimately, to the Camp Directors. It should be clearly understood that each staff member, no matter what his or her job or specialty, is expected to help whenever and wherever needed at the request of the camp administration.

It helps to remember that the experience, happiness, and well-being of the campers are the camp's primary goals and the sole purpose for its existence. Success will be measured by each person's contribution toward this end. Compassionate guidance and mature leadership are the most important factors in making camp a rewarding and meaningful experience for the children. There is little doubt that the contribution made by the staff will be returned in terms of love and respect from the campers and satisfaction from a job well done. Talk with the directors frequently and bring any questions and suggestions. Only by mutual consideration can these goals be achieved.

