



Crescent Lake Bible Camp  
2750 Bible Camp Road  
Rhineland, WI 54501

## Seasonal Staff Personnel Policy



The Personnel Policy is intended to help employees understand the working conditions and to encourage them to improve their competence in the performance of their responsibilities. This policy should also serve as a device for helping all employees better understand not only their privileges, but also their responsibilities. As employees at Crescent Lake Bible Camp you are expected to model positive Christian behavior. Our rules are simple and few and we prefer to trust the staff we employ.

### Seasonal Staff Employment Procedure and Conditions

Recruiting, hiring, and training for all job classifications are done without regard to race, creed, color, religion, national origin, or sex.

#### Qualifications -

All camp jobs have written job descriptions which are made available to job applicants. It is important that applicants understand the job descriptions because they will be accountable for every aspect of that job. It is understood that applicants will take the time to go over the job description and discuss with the Camp Director any areas that they have concerns before accepting a position at camp.

All employees will complete an application form and other records necessary to be placed on the payroll of Crescent Lake Bible Camp. At the time of application for staff positions, all applicants shall be provided a personnel policy, salary scale, application, rules and regulations, statement of camp goals and objectives, job descriptions if applying for specific position, and calendar of camp dates.

Camp selects personnel who meet high standards of character, understanding, patience, spiritual depth, and an interest in youth. We are looking for Staff who can advance Crescent Lake's goals and objectives competently, who have capacity for growth and who will become a viable part of the Camp organization.

#### Staff Agreements -

Crescent Lake Bible Camp's formal offer of a job will be made by issuing a staff agreement form for applicants to sign. Included are the duties, dates of employment, salary, supervisor, and a statement for applicants to sign stating they have read and understand and agree to follow the job description, rules and regulations, personnel policies, and camp procedures.

#### Physical Examination -

At their own expense, Staff are encouraged to have a physical examination from a doctor with a complete report of findings of the examination given to the Camp Director within six months of the start of the camp season.

## Policies of Seasonal Staff Conduct

<b>Camp Equipment</b>	<p><u><b>Camp Equipment</b></u> The camp equipment is available for staff enjoyment during their time off and on weekends. All equipment must be used in a safe manner and for the purpose for which it was intended.</p> <p><u><b>Camp Vehicles</b></u> Camp cars, trucks, vans, tractors, trailers, etc. are to be driven ONLY by authorized and insured Crescent Lake Bible Camp drivers. Vehicle use must be approved by the Camp Director and must be checked out at the office or with the Maintenance Department before use. The Crescent Lake insurance policy does not allow riding in the back of pickup trucks. If you are interested in becoming van certified, please check in with the Camp Director for a driver test.</p> <p><u><b>Computers</b></u> Staff are allowed to use computers during their break times, only. All content viewed must be appropriate; failure to do so will result in the removal of the computer and/or staff person to protect the networks at Crescent Lake.</p> <p><u><b>Telephones</b></u> Cell phones may be used during staff time off and should be used in staff cabins or the staff lounge. While working, phones should only be used for work-related communication between staff members, and they should not be visible to campers.</p> <p><u><b>Use of Camp Equipment</b></u> Use of camp equipment such as canoes, tents, etc. will be allowed by staff if cleared by a Director ahead of time. Staff must sign out equipment and be responsible for replacement of equipment if lost or damaged. Tools and equipment are available from the maintenance shop. Tools are to be checked out and returned after use. Staff are not to take tools from the shop if they are not fully instructed on proper use. Gas, liquid flammables, explosives and hazardous or poisonous materials are handled only by trained personnel.</p>
<b>Expectations</b>	<p><u><b>Cabins</b></u> Staff living quarters shall be kept clean and neat and cabins will be checked periodically by senior staff. Failure to maintain living quarters at an acceptable standard may result in curfew restrictions until the area is cleaned appropriately. Staff are allowed to sleep in their designated cabin ONLY unless they are part of an overnight trip; no other housing, either permanent or temporary, is to be used. No staff member is to be inside a residence / cabin area that is not their own unless they are helping to load or unload luggage.</p> <p><u><b>Chapel Attendance</b></u> When not on assigned duty, Summer Staff are expected to be in all chapel sessions unless give prior approval from a Director.</p> <p><u><b>Closing Camp</b></u> After all the campers leave camp on the final day of the season, the staff members will remain for an additional 24 hours to close camp. This is included in the dates in your contract. All program areas and designated buildings will be thoroughly cleaned. All equipment is to be inventoried and turned in to designated spots.</p> <p><u><b>Meals</b></u> All staff are required to eat meals with campers unless: they are on their time-off; their absence is approved by the Camp Director; or there exists a medical condition which prohibits them from eating in the Dining Hall. Food will be made available by the Kitchen Staff to eat on the weekends. Legacy and the Dining Hall is to be left clean and neat by all staff; please pick up after yourself. Staff will only eat food that has been designated by the Food Service Manager for their use.</p> <p><u><b>Music / Movies</b></u> Any music that is played openly in the cabin must be Christian, the style acceptable to ALL who reside in the cabin and the volume set at a level which cannot be heard outside of the cabin. Headphones may be used in the staff cabins and lounge during Family Camps only. Movies shown at camp must be Christian in nature and pre-approved by the Camp Director</p> <p><u><b>Outside Jobs</b></u> During the time covered by the Camp Staff Agreement, staff will not be allowed other employment outside of camp, or be allowed to perform regular outside services that hinder duties during the season.</p>

Garnishment of Wages

Canteen bills and any other money owed Crescent Lake must be paid in FULL by the end of camp. Failure to do so may result in garnishment of wages and/or forfeiture of either part or all of the missionary support raised.

Grievances

Employees are expected to discuss their grievances with their immediate supervisor first. If the matter cannot be settled, the grievance shall be discussed with the employee and the Camp Director. If the employee is not satisfied with the settlement, he may present his/her problem in writing to the Executive Director of Crescent Lake Bible Camp after first giving notice to the Camp Director.

Leave of Absence

At the discretion of the Camp Director, pay deductions may be made for absences from work. When special time off has been arranged, pay will be adjusted accordingly. If work time is missed due to illness, pay will be adjusted when illness exceeds one day or occurs repeatedly.

Pay Periods

Seasonal Staff are paid every two weeks, with one week held in reserve. Federal and Wisconsin state taxes are deducted from all employees at the rate listed in the W-2. Employees must complete all required paperwork before they are issued a check.

Release of Information

It is the policy of Crescent Lake Bible Camp that no personal information on campers or staff members be released to the media or other individuals except by the Camp Director. This includes both verbal and written communications.

Staff Evaluation

All staff will be asked to set personal and work goals for themselves and to participate in performance evaluation sessions. All staff are responsible for completing assigned feedback evaluations. Staff are encouraged to use the peer evaluation system to diversify and become comfortable with feedback. We strive to provide the most efficient and successful program for our participants. Staff feedback is valuable and important to our development.

Staff Health Care

Staff members are responsible for their own medical care expenses. Any illness or injury sustained during the season is the responsibility of each staff person or their family health insurance.

Staff Insurance

Any employee who suffers personal injury arising out of and in the course of his/her employment shall be paid compensation in the manner and to the extent provided by state Workman's compensation laws. The injury MUST be reported within 24 hours. Workman's Compensation Insurance does NOT cover injuries on Camp ground during casual time or times when staff are not working. No medical charge can be made against Camp without prior permission. All Crescent Lake staff and volunteers are covered by the general liability insurance policy of the Camp for all activities they are leading which conform to the operational policies and standards. Coverage does not extend to staff who are negligent in performing their proper responsibilities.

Termination

Camp staff shall give two weeks notice of their intention to discontinue employment. Notice must be given in writing. Employment may be terminated at the discretion of the Camp Director for cause or action not in holding with the spirit and principles of Crescent Lake Bible Camp.

Time Off

Staff time off will be scheduled depending on the group in camp. Typically, Summer Staff will have time off when all responsibilities and meetings are completed on Saturday and extends until the first meeting on Sunday.

<b>Professionalism</b>	<p><u><b>Alcohol, Tobacco and Other Drugs</b></u> The possession and consumption of alcoholic beverages and the use of tobacco, illegal non-prescription drugs and other controlled substances are not allowed while in the employment of Crescent Lake Bible Camp, on or off camp property. In Wisconsin, purchase of alcohol for minors by a person 21 years old or older is unlawful and subject to arrest.</p> <p><u><b>Appearance / Hygiene</b></u> The personal appearance of the staff is important both as a role model to campers and as a representative of Crescent Lake Bible Camp. General appearance should be neat and clean, including haircuts and general grooming issues. Staff are encouraged to shower on a regular basis, brush their teeth, comb their hair, etc. to role-model positive hygiene for campers. Male staff must keep their facial hair trimmed appropriately. Men are not allowed to have visible piercings; women are allowed no more than one pair of modest earrings. Tattoos must remain covered at all times.</p> <p><u><b>Curfew</b></u> Each Staff member is responsible to make sure they are getting enough sleep to enable them to meet the demands of ministry. Please be respectful of the wishes of others in your cabin. Quiet hours on the lake are from 9:00 p.m. to 7:00 a.m. ALL staff have a curfew of no later than 11:00 p.m.</p> <p><u><b>Dress Code</b></u> Dress is to be casual but neat. Skirts, shorts, tops and swimsuits should be of modest length and fit – no sagging pants. No two-piece swimsuits are allowed; male staff need “boxer-style” swimsuits (no Speedos). Ragged or holey clothing and clothing with messages that may be deemed inappropriate should not be worn. (This policy applies to campers also.)</p> <p>On opening day of each camp and when campers are leaving for home, the staff shirt and ID badge must be worn by all staff members.</p>
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<b>Social Life</b>	<p><u><b>Babysitting</b></u> It is the policy of the Crescent Lake Bible Camp that no staff will baby-sit or engage in any extra-curricular activities with any camper or camper’s family unless first approved by the Camp Director.</p> <p><u><b>Dating</b></u> Staff are not allowed to date campers under ANY circumstances. Staff are expected to use moderation in dating and their actions must remain above reproach. Please refrain from P.D.A.s (public displays of affection) and be aware of the amount of time spent with members of the opposite sex. No mixed couples are to be alone together after dark.</p> <p><u><b>Mail</b></u> Incoming mail is distributed daily by the Camp Office. It should be addressed as follows:</p> <p style="padding-left: 40px;">Name Crescent Lake Bible Camp 2750 Bible Camp Road Rhineland, WI 54501</p> <p><u><b>Staff Policies on Weekends</b></u> Between camps, you are still on the staff of Crescent Lake Bible Camp. Therefore, all policies of conduct apply with the exception of cell phone use and staff 18 and over may leave grounds without permission.</p> <p><u><b>Visitors</b></u> While we welcome others to come and see the ministry of Crescent Lake Bible Camp, care should be taken when inviting people to visit with you. Approval must be provided by the Program Director and the Office Manager needs to be informed in advance if you plan on having a visitor arrive on camp. Please note that our schedule does not always allow for visitors to be present; parents and friends are <b>not</b> encouraged to visit with you during program hours. All staff are responsible for their duties, even if a visitor is present. Staff members are responsible for payment of meals and lodging of their visitors. Guests staying for more than a few hours may be required to submit to a background check.</p>
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**Firearms**

Firearms, other than those owned by Crescent Lake, are NOT allowed on camp property.

**Leaving Camp**

Staff must get permission from the Camp Director before leaving the grounds when camp is in session. Staff under 18 must have a permission form signed by the parent that gives them permission to leave; this form will specify if that staff person may leave with a specific individual, all staff over 18 or requesting a phone call before each time they leave camp. Underage staff are not allowed to leave on the weekends with other staff without specific permission.

**Media Relations During an Incident**

If an accident or other emergency occurs, the event will be handled in accordance with written emergency procedures. As outlined, be sure the Executive Director is notified as soon as possible so that he or she may take direct charge of the situation in conjunction with the Camp Director. Community emergency services will be contacted as outlined in the emergency procedures.

**Pets**

No pets are allowed on camp property without the prior approval of the Executive Director. No animals found on camp can be domesticated and kept without approval from the Executive Director.

**Personal Vehicles**

Since the second most common cause of accidents in camping is automobiles, vehicles must be used with care. Personal vehicles need to be insured, driven with care and parked and locked in the Hunerdosse parking lot when not in use. No staff vehicles may be driven through camp unless specifically approved by the Camp Director. Only full-time staff members may transport campers and then only in approved camp vehicles. Staff vehicles and identification must be registered at the office in case of emergency.

**Pranks**

Pranks on campers, whether adult or child, are not allowed. Pranks pulled on youth (under 18 years of age) may be deemed child abuse and result in the involvement of local law enforcement personnel. Pranks pulled on other Staff members must be cleared in advance with the Program Director to verify that they are appropriate.

**Staff Lounge**

The staff will be provided with a lounge area in the Legacy Room (program permitting). It is the responsibility of the staff to keep this area clean and in compliance with state health codes. Failure to do so will result in the Staff Lounge being closed.

**Strangers on Camp**

All visitors should be greeted in a friendly manner and directed towards the office. Intruders of any sort, at any time, should be reported to the Director as soon as possible. Unfamiliar or suspicious vehicles or persons must be reported and confronted immediately.

**Swimming**

Swimming is only to be done in the approved swimming area with a certified Lifeguard on duty; this includes both during the week and on weekends. Trip programs may go swimming provided the area is thoroughly scouted beforehand and a certified Lifeguard is on duty.

**Valuables**

Crescent Lake Bible Camp cannot be responsible for any personal property of staff. Damages, theft or loss of private property are the individual's responsibility. Staff are encouraged to leave valuable possessions at home.