# PERSONNEL POLICIES FOR LUTHERANCH SUMMER STAFF

**Alcohol and non-prescription drugs:**  All members of the summer staff community agree to live without alcohol or illegal drugs during the summer contract period. This means that regardless of age, staff will not consume or have in their possession alcohol or illegal drugs during the dates listed on one’s contract.

**Tobacco:** Smoking and other use of tobacco products by staff members is discouraged in all areas and is NOT permitted in buildings or in the presence of campers or guests. Specific times and areas will be designated where tobacco use may take place. All other use is prohibited.

**Staff-Staff Relationships:** While friendships formed among staff are highlights of camp life, they should never interfere with the focus on campers. If romantic relationships develop among staff, campers should be unaware of them. The ELCA does not condone pre-marital or extra-marital sexual relationships. As an affiliated outdoor ministry site of the ELCA, these types of relationships are not allowed among staff members. In all situations, staff are expected to model Christian morals and behavior and to protect the ministry not only from damaging actions but also from damaging perceptions.

**Romantic relationships between campers and staff are prohibited.**

**Internet Social Networking**: Each Lutheranch staff member who posts information (text, videos and photos) on the internet in any format including, but not limited to, social networking websites, personal websites, blogs, and any other information posted on the internet, must do so in accordance with that of a Christian lifestyle (please read attached addendum for full expectations).

**Dismissals:** If a staff member is engaged in the use of, under the influence of, or in the possession of alcohol or illegal drugs while under summer contract, or if a staff member engages in sexual misconduct, physical or mental abuse of a camper, guest or another staff member, or if a staff member engages in any action or activity that would adversely affect the health or safety of any person, or the reputation of Lutheranch, then that staff member may be subject to immediate dismissal and will be required to promptly leave the premises.

**INFORMATION & EXPECTATIONS:**

## Please talk with a program director if you have questions or concerns about any of these subjects BEFORE you sign your summer staff contract.

**Appearance and Dress:** Personal appearance of staff members is often the first impression made on campers, guests and parents who are trusting us with their children. Staff members are expected to make this the best possible impression. Cleanliness is important, particularly when working in the snack bar, dining hall, etc. There is not a daily staff uniform and casual clothes are always acceptable. Good taste and Christian witness are the only guidelines. Staff are encouraged to consider the messages that T-shirts and other clothing convey. Staff will be provided with a staff shirt and name tag to wear on Sunday afternoons and Friday evenings.

**Tattoos and Piercings:** New tattoos and piercings require care to avoid infection and draw undue attention from campers. Staff are asked not to get any new tattoos or piercings immediately before or during the contract period.

**Cars and Drivers:** Staff are allowed to bring cars to camp. All cars must be parked in designated areas, and except for some senior staff, use of cars is limited to off-duty time. Posted speed-limits must be observed or driving privileges on grounds will be suspended. **Campers are not allowed in staff members' cars.** Staff members must be 21 or older and have written authorization to drive a camp vehicle – including golf carts.

**Contract time and time-off**: Staff are expected to work the entire period of time contracted unless other arrangements are made with the Program Directors. This includes training/orientation and all staff meetings. Except for emergencies, time off must be requested and approved by May 1st and is negotiated with the Program Directors. Normally counselors receive about 40 hours off each week, from late Friday evening to early Sunday afternoon. However, staff members may be invited to work extra on weekends for additional compensation.

**Health:** Each staff member is encouraged (but not required) to have a complete physical examination. Even without a physician’s exam a summer staff health form (provided) must be filled out completely – including insurance information and policy numbers - and filed at the NovusWay office before the contract period begins. **Staff must report any pre-existing conditions** that might limit activities or require special consideration. Failure to report pre-existing conditions may have implications for worker compensation coverage as well as staff assignments.

**Insurance:** Any on-the-job accident or incident requiring medical treatment must be reported immediately to your supervisor.  The supervisor will work with the Health Care Director and staff member to determine appropriate care and to complete the Accident/Incident form within the 24 hour required time period.  NovusWay provides worker’s compensation insurance coverage for all on-the-job accidents.  **No health insurance or additional medical coverage is provided by NovusWay for seasonal employees.** In the event of an on-the-job accident, expenses not covered by Workers' Compensation for treatment sought without knowledge/consent of the Health Care Director are the responsibility of the individual staff member.  Each staff member should ensure that he/she has adequate health insurance coverage during the summer contract period.

**Staff Screening:** All staff members are required to have a background check completed by NovusWay before employment can begin.  Staff who are 21 and willing to drive for camp will also have driving records checked.

**Payment of Salary:** Salary will be paid by direct deposit weekly upon completion of tax and employment forms. Room and board are also provided. Appropriate federal, state and social security taxes will be withheld. The final check will be mailed to staff members after reconciliation and deduction of any outstanding charges.

**Personal Information:** All personal information shared with Lutheranch through health forms, background checks, driving records or any other methods will not be released unless consent is given by the staff member.

**Pets:** Summer staff are not allowed to bring/acquire pets without permission from the Program Director. No pets of any type may be housed in facilities where guests/campers stay.

**NovusWay Property:** Staff members are expected to respect camp property and equipment. Charges for excessive breakage or damage through carelessness or willful destruction may be made against wages.

**Personal Property:** NovusWay Insurance does not cover personal items that are lost, stolen or damaged, even if you allow items to be used for program purposes. This includes clothing, electronics, bicycles, jewelry, ANYTHING! We suggest that you do not bring items to camp if they are expensive or have great sentimental value. You are solely responsible for any items that you do bring.

**Sufficient Sleep:** Staff work is demanding, both physically and emotionally, so counselors are expected to get sufficient rest. Counselors and general duty staff are expected to be in their lodging by midnight. At Lutheranch, Friday and Saturday nights provide for additional sleep time as counselors stay in their own rooms without campers. Staff are expected to return from time off rested and ready to give energy to campers.

**Staff Assignments:** Staff members will work in areas and positions assigned weekly by the Program Directors or their designated representative.

**Cell Phones:** Camp is a “place apart.” Campers are not allowed to have cell phones while at camp. Staff may have cell phones for limited use. Staff may not use their cell phones when around campers with the exception of use as an alarm clock, music source or camera. Senior staff may be asked to use their cell phones for emergency contacts while off-site. Counselors may only use their cell phones for talking or texting during time-off.

**Tipping:** Tipping is not to be encouraged. If guests or parents leave a tip, it should be given to a Program Director.  These funds will go towards covering the cost of camp for campers who cannot afford it.

**Visitors:** In order to keep our focus on campers, guests of a staff member are encouraged to visit only on week-ends during time-off. Exceptions to this must be cleared beforehand with the Program Director. Guests must register upon arrival at the site.

**Camper Photographs/Images:** Staff may not post photos or videos of campers under 18 years of age anywhere on-line (except official NovusWay sites when permission from parents has been obtained)

NovusWay Ministries

**Staff Policies for Online Social Networking and Blogging Websites**

Once a person accepts a position as a member of the staff at Lutheridge, Lutherock, Luther Springs or Lutheranch, they accept a great responsibility that lasts well beyond the time that one spends at the specific sites. Camp staff members will forever be recognized by campers, parents, clergy, fellow staff members, and many others as a representative of the Camp and, more importantly, the Christian community.

In general, NovusWay views social networking sites (e.g., Twitter, Instagram, Facebook, etc.), personal websites, and blogs positively and respects the right of staff to use them as a medium of self-expression. With the advent of internet technology and social networking websites, information can be posted on the internet and seen by just about anyone with access to the internet.

Each staff member who posts information (text and images) on the internet in any format including social networking websites, personal websites, blogs, instant messenger profiles and away messages, and any other information posted on the internet, must do so in accordance with that of a Christian lifestyle. In addition, NovusWay requires that staff observe the following guidelines when referring to this ministry, its programs or activities, its campers, and/or other staff, in a blog or on a website:

1. Any photos or messages that are linked or “tagged” from “friends” and attached to your site(s) or profile(s) that are inappropriate should be removed.
2. Staff must be respectful in all communications and blogs related to or referencing NovusWay, its campers, and/or other employees.
3. Staff must not use obscenities, profanity, or vulgar language.
4. Staff must not use blogs or personal websites to disparage NovusWay, other campers, or staff of Lutheridge, Lutherock, Luther Springs or Lutheranch.
5. Staff must not use these venues to discuss engaging in conduct prohibited by camp policies and a Christian lifestyle, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.
6. The use of the official camp logo is not allowed without permission.
7. Staff may not post photos of campers under 18 years of age anywhere on-line (except official NovusWay sites when permission from parents has been obtained)

Any staff member found to be in violation of any portion of this policy will be subject to immediate disciplinary action, up to and including the staff member’s dismissal from the staff. Infringement of this policy would also be a factor in decisions of rehire or acting as a reference.