NovusWay Ministries

SUMMER STAFF

PERSONNEL POLICIES

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Chapter 1 Ministry Distinctives

NovusWay Welcome Statement

Adopted by NovusWay Board, March 2020

We welcome all who seek God's love and grace. We welcome all as God welcomes all, regardless of race or culture, sexual orientation, gender identity, gender expression, family status, socio-economic circumstances, physical or mental abilities or citizenship. Our unity is in Christ.

NovusWay Mission

The ministries of NovusWay provide experiences for all people in God's creation that inspire faith, build relationships, and transform lives.

NovusWay Vision

Trusting in God's promises, lives are transformed to love and serve as part of inclusive communities.

2022-2024 NovusWay Strategic Plan

Each of our four locations showcases a beautiful setting to reconnect with nature and Jesus. A ministry of the Evangelical Lutheran Church in America, rooted in the Christian faith, we welcome all to share in the experience of our community. Built to become closer to God, we see your time away here as a chance to refresh before going back into the world to make a difference.

WE VALUE

Inclusion: Because we share one Lord and believe all should be welcomed and embraced, within whatever community they are in, we will welcome and seek out those who are excluded and marginalized to participate in our programs in order to nurture them and to facilitate their acceptance and engagement by all.

Renewal: Because growth in faith is a life-long endeavor, we strive and encourage one another by offering places set apart filled with grace for spiritual restoration and revival to equip all to go forward in sharing and serving.

Stewardship: Because we are created in the image of God, the giver of all things, we challenge one another to be faithful stewards of the human, financial and physical resources entrusted to us. We commit to educating people in sustainable practices to care for the earth within and beyond our sites.

Hospitality: Because sharing God's love is shown in everything we do, we provide spaces where all experience a kind and engaging reception in places that are cared for and safe for our guests. We work to ensure that people who arrive as strangers, leave as friends.

Formation: Because God calls us into a life of faith, we provide guests with experiences leading toward spiritual milestones. We offer special care for our staff so that they are nurtured and develop as servant leaders.

Discipleship: Because we are the body of Christ, we provide opportunities to intentionally mature in faith and learn to walk with all people in times of joy and struggle as part of a lifelong commitment to following God.

Chapter 2 Camp Overview

Introduction

The Summer Staff Community

Being a part of the **Lutheridge**, **Lutherock**, or **Luther Springs** staff is being a part of a dedicated team. Staff life has many opportunities for Christian ministry, fellowship, growth, self-giving, and support. Staff relationships build upon a foundation of respect, acceptance, honesty, and love. The strength and inspiration for this lifestyle is a common faith in Jesus Christ as Lord and Savior. Staff members are expected at all times to set an example in Christian living for guests, campers, and each other, in language, dress, behavior, and attitude. The community is rooted in forgiveness and joy experienced through serving, worshiping, praying, and learning together. Staff should take advantage of frequent opportunities for these experiences, both for renewal and growth of the individual and to strengthen and renew community life.

EEO Statement

NovusWay Ministries is an Equal Opportunity Employer, committed to creating a diverse and inclusive company culture. NovusWay does not discriminate against candidates and employees because of disability, sex, race, gender (including pregnancy, childbirth, or related medical conditions), gender identity, sexual orientation, religion, national origin, age, veteran status, or any other protected status under the law. NovusWay will make reasonable accommodations for employees and applicants with disabilities.

Acknowledgement

Please read the following policies. Please talk with a program director if you have questions or concerns about any of these subjects BEFORE you sign your summer staff contract. By signing your contract, means that you certify that you have read, fully understand, and agree to live by The Staff Personnel Policies.

Chapter 3 Staff Responsibilities & Expectations

Staff Assignments

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

Alcohol and Drugs

To ensure safe working conditions, NovusWay Staff may not report to work or perform work for Lutheridge, Lutherock or Luther Springs with alcohol or drugs in their systems, and they must remain unimpaired by the effects of alcohol or drugs throughout the workday. NovusWay also prohibits the manufacturing, use, possession, distribution, or sale on its premises, facilities, vehicles, workplaces or job sites of any alcoholic beverages, drugs, or drug paraphernalia. This policy applies to all NovusWay staff and will be strictly enforced.

Tobacco

Smoking and other use of tobacco products by staff members is discouraged in all areas and is NOT permitted in buildings or the presence of campers or guests. Program Directors will designate specific times and locations where tobacco use may take place. All other use is prohibited.

Staff – Staff Relationships

While friendships formed among staff highlight camp life, they should never interfere with staff focus on campers. If romantic relationships develop among staff, campers should be unaware of them i.e., staff shall refrain from public displays of affection while on duty and staff shall NOT talk with campers about staff-to-staff romantic relationships. In all situations, leadership expects staff to model Christian morals and behavior and protect the ministry from damaging actions and damaging perceptions.

Staff – Camper Relationships

Romantic relationships between campers and staff are strictly prohibited. Suspected cases must be reported to the Executive Director of your camp location immediately. The staff person will be removed from direct contact with the camper, while an investigation takes place. Proven cases of inappropriate staff-camper relationships will result in the immediate dismissal of the staff person.

Appearance and Dress

Personal appearance of staff members is often the first impression made on campers, guests, and parents trusting us with their children. NovusWay expects staff members to make this the best possible impression. Cleanliness is essential, particularly when working in the snack bar, dining hall, and other food service areas. 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 which T-shirts and other clothing convey. Staff will be provided with a staff T-shirt and name tag to wear on Sunday afternoons and closing days.

Tattoos and Piercing

New tattoos and piercings require care to avoid infection, which is impossible when caring for campers and participating in camp. These also draw undue attention from campers. Staff are asked not to get any new tattoos or piercings immediately before or during the contract period.

Dismissals

If a staff member is engaged in the use of, under the influence of, or in possession of alcohol or 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 participates in any action or activity that would adversely affect the health or safety of any person, or the reputation of Lutheridge, Lutherock and Luther Springs, then that staff member may be subject to immediate dismissal and will be required to leave the premises promptly.

Chapter 4 Safety, Health, & Compensation

Health

Each staff member is encouraged but not required to have a complete physical examination. Even without a physician's exam, summer staff must fill out and submit a NovusWay health form before the contract period begins. This form includes insurance information and policy numbers. Staff should report any pre-existing conditions that might limit activities or require special consideration. Failure to document pre-existing conditions may have implications for worker compensation coverage as well as staff assignments.

Staff Screening

All Lutheridge, Lutherock and Luther Springs staff members must have a background check completed by NovusWay before employment. Staff who are 21 and willing to drive for camp will also have driving records checked.

Sufficient Sleep

Staff work is demanding, both physically and emotionally, so NovusWay expects counselors to get adequate rest. Leadership expects staff to return from time off rested and ready to give energy to campers. Each camp has specific guidelines for lights out, which Program Directors will communicate during orientation.

Staff Illness

Staff members must report to Senior Staff when they are unable to work due to illness. If a visit to urgent care or a hospital is needed, staff members are welcome to use their personal vehicles. A note from a doctor or documentation from urgent care is required if a return to work is not possible. Co-pays for urgent care and medication are not covered by camp and are the responsibility of the staff member. When a staff member is taking time off due to illness, they are encouraged to leave site until able to return to work.

Summer staff members are seasonal employees. Seasonal employees are not eligible for paid time off. Therefore, summer staff members will not be paid for time missed due to illness.

Payment of Salary

Salary will be paid by direct deposit weekly upon completing tax and employment forms. NovusWay provides room and board for summer staff. NovusWay will withhold all appropriate federal, state, and social security taxes. NovusWay will mail final checks to staff members after reconciliation and deduction of any outstanding charges.

Tipping

Tipping is not to be encouraged. If guests or parents leave a tip, counselors should give it to a Program Director. These funds will cover campers who do not have money for snack bars or camp stores.

Personal Information

NovusWay will not release any personal information shared with NovusWay through health forms, background checks, driving records, or other methods unless the staff member gives consent.

Insurance

Summer staff must report any on-the-job accident or incident requiring medical treatment immediately to a supervisor. The supervisor will work with the Health Care Director and staff member to determine appropriate care and complete the Accident/Incident form within the 24 hours required period. NovusWay provides worker's compensation insurance coverage for all on-the-job accidents. NovusWay provides no health insurance or additional medical coverage 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 individual staff member's responsibility. Each staff member should ensure that he/she has adequate health insurance coverage during the summer contract period.

Chapter 5 Leisure Activities

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 except as an alarm clock or music source. Senior Staff, Leadership Staff, counselors at day camps, and OAP staff may need to use their cell phones for emergency contacts while off-site. Counselors can only use their cell phones for talking during time-off.

Contracted Time and Time-Off

NovusWay expects staff members to work the entire time contracted, including orientation and staff meetings unless staff members make other arrangements with the Program Directors. Except for emergencies, staff members must request time off and negotiate with Program Directors by May 1st. Typically counselors have a portion of the weekend off, which differs at each site. However, Program Directors may request staff members to work extra on weekends for additional compensation.

Visitors

Guests of a staff member are encouraged to visit only on weekends or during time-off to keep staff focus on campers. Staff members must clear any exceptions beforehand with the Program Director. Guests must register upon arrival at the site.

Social Networking

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

In general, NovusWay views social networking sites (e.g., Twitter, Facebook) and personal web sites positively and respects the staff's right 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 photos) on the internet, including social networking websites and personal websites, must do so according to a Christian disciple's actions. Staff may not post pictures of campers on their personal social media accounts. Staff may share posts published on Lutheridge, Lutherock or Luther Springs social media accounts.

NovusWay requires that staff observe the following guidelines when referring to this ministry, its programs or activities, its campers, and other staff, in a blog or on a Web site:

1. Staff should remove any inappropriate photos or messages linked or tagged from friends and attached to your sites or profiles.
2. Staff must be respectful in all communications and blogs related to or referencing NovusWay, its campers, and 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 or Luther Springs.
5. Staff must not use these venues to discuss engaging in conduct prohibited by camp policies and a Christian lifestyle. This conduct includes, but is 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.

Any staff member found to violate 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.

Chapter 6 Property

Cars and Drivers

Staff are allowed to bring vehicles to camp. Summer Staff will park vehicles in designated areas. Except for some senior staff, the 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.

Camp Property

NovusWay expects staff members to respect camp property and equipment. NovusWay may assess charges for excessive breakage or damage through carelessness or willful destruction.

Personal Property

NovusWay Insurance does not cover personal items that are lost, stolen, or damaged, even if you use items for program purposes. These items include clothing, electronics, bicycles, jewelry, ANYTHING. Please do not bring items to camp if they are expensive or have great sentimental value. You are solely responsible for any items that you bring.

Pets

Summer staff are not allowed to bring or acquire pets without permission from the Program Director. Summer staff may not house pets of any type in facilities where guests and campers stay.

Chapter 7 Infectious Disease

COVID-19

All summer staff agrees to live under the Covid-19 related protocols both when camp is in session as well as during their off time. These will be shared by Program Directors prior to the summer and may need to be adjusted as the summer progresses. These protocols may include but are not limited to mask-wearing, testing, how we conduct ourselves while off-site, and the ability to travel and leave the site. All protocols will be put in place to move our community forward towards the goal of keeping campers, staff, and guests healthy and safe.