

Camp Purpose

“Calling Campers to Christ”

PSR Summer Camp will mentor campers into developing a meaningful relationship with Christ through the intentionality of staff in the way they portray Jesus and His love for all people.

Camp Focus

Each season the SECC Youth Department & PSR Camp develop a theme to center around for that season of summer camp. All of our themes are bible-based, and serve as a guide when planning our programs, worships, and activities. Each theme will demonstrate one or more of the following ideas:

- 1) Spreading the gospel
- 2) Training leaders
- 3) Outreach to the community
- 4) Building community among peers

Camp Mission

Our Mission is to reflect God’s character by:

- 1) Fostering a safe environment for children and guests
- 2) Appreciating and respecting nature that He created
- 3) Modeling a Christ-centered attitude and lifestyle
- 4) Encouraging and giving campers opportunities to practice independence & decision making.
- 5) Showing His love in every interaction

Camp Outcomes

We plan on achieving our mission this summer by doing the following things to the best of our abilities:

Supervisors who complete camp should be able to:

- 1) Make useful recommendations for program improvements.
- 2) Demonstrate growth in their leadership skills
- 3) Find other leadership opportunities at school, church, overseas, or local community
- 4) Identify new leaders to replace them as they move on to other ministry opportunities

Staff who complete camp should be able to:

- 1) Demonstrate growth
- 2) Find ministry opportunities at school, church, overseas, or local community.
- 3) Enhance their peer group with new friends.
- 4) Relate the camp experience to others, helping camp to continue by recruiting great staff.

Campers who complete camp should be able to:

- 1) Tell others about how they connect with God
- 2) Tell others about their awesome counselors
- 3) Tell others about the new friends they made
- 4) Tell others about the new things they learned
- 5) Tell others about their appreciation for nature
- 6) Tell others about how fun camp was for them

***Also see 'Camper Goals' on page 57.

What Campers Want

- 1) **We want** a personal introduction to the real Jesus.
- 2) **We want** *freedom* to make our own decisions and learn from any mistakes we make.
The freedom to choose helps us grow.
- 3) **We want** *responsibility*. Not too much, just enough to give us room to grow.
- 4) **We want** *authority* in a framework of life and understanding, but firm lines beyond which we cannot go. We want absolutes which cannot change—the truth of God's Word, God's changeless love, their absolute laws of justice and mercy.
- 5) **We want** *love* from a counselor with a big heart who did not come to camp out of a need for love, but out of a desire to give love without asking anything in return.
- 6) **We want** *a vacation* from parents, school, and responsibilities at home.
- 7) **We want** *stimulation* to achieve, to be actively interested in new fields.
- 8) **We want** *encouragement* to push through hard tasks.
- 9) **We want** *recognition* for a job well done.
- 10) **We want** to securely become an equal part of a group.
- 11) **We want** to have *fun* with our counselor and cabin mates.
- 12) **We want** friends! New and lasting friendships with kids the same age.

Staff Orientation

*Please be advised that until we are able to complete our staff policy training, these guidelines are provided for new staff as an introduction to PSR Camp and our site. All staff policies still apply so it is in your best interest to review them.

Rules Orientation

- 1) No smoking, drugs, marijuana, or alcohol permitted on site. Use of these items will result in termination.
- 2) Curfew for all staff is 10:30pm. After this time, employees should be in their designated areas unless a time extension is granted.
- 3) Men are not permitted in South Village and women are not permitted in North Village. No exceptions are allowed. Avoid the sleeping quarters & bathhouses of the opposite gender. No public displays of affection are allowed. Plan to never be alone with a member of the opposite sex for your own safety.
- 4) Do not attempt to feed, capture, kill, or manage wildlife.
- 5) Lighters, knives, fireworks, magnifying glasses, firearms, and slingshots are expressly forbidden.
- 6) Do not leave camp without permission and do not invite friends or family to visit during training week.
- 7) Obey all speed signals and other posted signs. Do not drive around camp in your personal vehicle.

Boundaries

EAST: Barbed wire & wooden pole fence along the Zen Center Rd.

SOUTH: Bonita Vista Rd. that runs beyond the horse corrals, sewer plant, and mine outpost.

WEST: Fort outpost & Marksmanship Range

NORTH: North Village living area, ropes course, and strawberry creek trail.

Natural Hazards

The PSR Pond is a non-enclosed body of water located near the campfire bowl. No swimming or fishing is allowed.

The PSR Ropes Course has non-enclosed spans of metal cable that run at elevations 1-2 feet above the ground. For this reason there is no admittance into that area without permission.

PSR Camp is surrounded by the San Jacinto Mountains which contain a variety of wild animals and poisonous plants. Please avoid contact with wildlife and unfamiliar plants and carry a flashlight at night for your own safety.

Potential Hazards

Please take care when using stairways, playing outdoor games, visiting the sauna, or visiting activity areas. Activity areas usually have specialized rules that you need to learn before participating.

Protective Gear

Face-shields, masks, gloves, helmets, pads, and other safety equipment, will be provided for activities such as weed-whacking, painting indoors, landscaping, board sports, ropes course, marksmanship, and medical emergencies, etc.

Safety Signals

- 1) Please listen for the continuous ringing of the bell, as it indicates an emergency (or a drill). Proceed to the lower parking lot when you hear this signal.
- 2) Please listen for the exterior & interior alarm systems in the lodge. Proceed to the lower parking lot when you hear this signal.

Radio Codes

10-4: Acknowledged

10-7: Off Radio/ Off Duty

10-8: Back on Radio/On Duty

10-53: Medical Emergency (& Location)

10-57: Missing person (& Location)

10-66: Intruder (& Location)

10-66-ALL CAMP: Armed Intruder (& Location)

10-70: Smoke/Fire (& Location)

10-99: Department Closed (& Department)

Cell Phones

Cell phones are only to be used during designated time off. Even if staff use or carry their cell phone outside the lodge as a clock, they are not to be operated while on duty. Due to the needs of their job, PSR leadership team members, camp doctors and nurses, camp pastors, and year round adult staff are exempt from this restriction. PSR Camp is not responsible for missing/lost/stolen cell phones.

Cafeteria

Do not remove food from the cafeteria i.e. fruit, breakfast cereal, and desserts, etc. No unsealed food allowed in cabins.

What Supervisors Expect:

- 1) We hope that the people we hire maintain and grow from their personal connection to Jesus Christ every day.

- 2) We expect our employees to be committed to the camp's goals, standards, and training guidelines.
- 3) We want our employees to have a great experience at camp; sharpening their existing skills while also learning new ones.
- 4) We hope our employees will avoid the distractions that can arise from within our workplace such as:
 - a) Gossip & Drama
 - b) Distracting Relationships
 - c) Risky Behavior
 - d) Disrespecting Others
- 5) We expect all our employees to treat their supervisors with respect, and honor each other in their speech and actions.
- 6) We want to create a trusting, friendly environment where no one is afraid to ask for help or seek guidance.
- 7) Your PSR Leadership Team is here to train, help, encourage, and support you. We are also here to evaluate, correct, and hold you accountable.

Camp is most successful when all of our staff is committed to upholding the principles and guidelines as defined in this manual. Then, we can focus on the experience and success that God has in store for us!

Camp Specific Radio Codes

Black Hawk Down: Camper in Crisis/Request for help

Code Yellow: Wet sleeping bag

Code Brown: Camper with personal care emergency

Code Pink: Small family camper unattended

Green Sweater: Vomit

Blue Moose: Snake

Blue Moose with Antlers: Venomous snake

Staff Policies

Employment Opportunity Policy

PSR Camp (located at 58000 Apple Canyon Rd., Mountain Center, CA 92561) is wholly owned and operated by the Southeastern California Conference of Seventh-day Adventists (SECC; which is located at 11330 Pierce St. Riverside, CA 92505). We are a religiously-qualified Equal Opportunity Employer, with the right to prefer Seventh-day Adventists in hiring.

It is our policy to recruit and promote for all job classifications on the basis of merit, qualification, competence, attitude, and spiritual commitment. No aspect of employment shall be influenced by race, sex, veteran status, ethnicity, national origin, gender, or handicap.

AGE

It is the policy of PSR Camp that at least 80% of our summer camp staff are 18 years of age or older. All staff must be at least 16 years of age. All counselors are at least 25 months older than all of the children under their supervision. All PSR instructors are 18 years of age, head instructors should be 21 years of age or have at least two years of experience in the department they are leading. All drivers who transport campers are at least 21 years of age.

AGENCY

All summer camp employees are agents of the Southeastern California Conference of Seventh-day Adventists and represent the Seventh-day Adventist Church and its values to the clients of PSR Camp.

AT-WILL EMPLOYMENT

All positions at SECC/PSR Christian Youth Camp fall under an employment “at-will” relationship. **This means that the employee or employer may terminate the employment relationship at any time for any reason or no reason with or without notice.** No representative of the employer, other than the Conference Executive Committee or its delegates, has any authority to enter into any agreement with the employee for any specified period of time or to make any agreement contrary to the foregoing.

Staff Manual

This staff manual is provided to inform employees and answer common questions. This book also contains the standards of SECC/PSR Christian Youth Camp, our policies, outline of benefits, and all other procedures and how they will affect the employee. Please read it carefully and learn its contents. If questions arise which are not answered in this handbook, discuss them with your supervisor and/or the Camp Director. This staff manual replaces all previous staff manuals and shall be adhered to unless it is amended by SECC/PSR Christian Youth Camp.

PERSONNEL POLICIES

These policies have been established to help us:

- Keep Christ as the focus and center of everything we do
- Inform staff about the legal obligations they are about to undertake
- Minister as effectively as possible to the children who come to camp
- Make the best use of God's gift of time
- Minimize potential areas of conflict and misunderstanding with our fellow staff members

- Minimize, if not prevent, losses and emergencies. In addition, develop a well-known plan of action should emergencies occur
- Best utilize the camp's staff, environment, program, equipment, and financial resources.

BENEFITS

These policies will outline employees benefits, i.e. per diems, CPR/First aid cert., sick leave, and room & board, etc.

Pine Springs Ranch Christian Youth Camp Staff Policies

1. **APPEARANCE.** Our appearance at camp matters. When in a position of service, you are to dress in a clean and neat manner. Staff are expected to be in the unmodified, designated uniform at all times. Your personal day off is a great time to prepare your clothes for the next work week. **MODIFICATIONS TO THE UNIFORM ARE NOT PERMITTED.**
 - a. *Uniform:* PSR Christian Youth Camp will provide the top half of the daily uniform. Each day will have a designated T-shirt color, which must be worn. You will also be given a staff polo shirt to be worn on Sunday (all day). You will also be provided a jacket that can be worn to evening outposts when we have cooler weather. On Sabbath, blue jeans are not permitted. On Sunday, you must wear khaki shorts or pants.
 - b. *Hair:* Hair length and style must not be offensive to campers or the constituency, no unnatural colors.
 - c. *Tattoos:* All tattoos must be covered at all times while at camp or on a camp-sponsored trip.
 - d. *Swimwear:* Only one-piece swimming suits are permitted. For women, board shorts and swim shirts are permitted. No speedo briefs are permitted for men.
 - e. *Flip-flops:* flip-flops are not to be worn anywhere around camp except in the showers, at the pool, or at the waterslide area. Other types of sandals are permissible if they have a closed toed design and are secured to the foot by a heel strap or other means.
 - f. *Jewelry:* All forms of jewelry must be removed while on camp premises or on a camp sponsored trip. Achievement awards, crafts, and trinkets gained at camp are permissible. Hair bands worn on the wrist as well as wedding bands/ engagement rings are excused from this rule.
 - g. *Length of shorts:* All shorts for both men and women should extend to a length of at least 6" above the knees.
 - h. *Undergarments:* No undergarments should be seen at any time.
 - i. *Yoga pants/ leggings* are not permitted.

2. **AUTHORITY.** PSR Christian Camp staff are expected to respect the established chain of command. Daily camp operations are overseen by the Leadership Team, namely the Executive Camp Director, Assistant Summer Camp Director, Facilities & Logistics Coordinator, Village Coordinators, Programming Coordinators, Activities Coordinator, Staff Development Coordinators, and Camp Chaplain. Insubordination will not be tolerated, and will result in disciplinary action up to and including suspension without pay and/or termination. The Executive Camp Director has final authority over all camp personnel and activities on the grounds. In the absence of the Executive Camp Director, this authority is automatically delegated to the Assistant Camp Director. Further delegation of authority may be assigned for limited periods and will be announced as needed.
3. **AVAILABILITY.** When not on a regular day off, all camp staff are considered as being available for any and all camp ministry needs and duties around the clock regardless of primary work assignment. Should a staff member be asked by a member of the Leadership Team or department instructor for assistance, it is expected that the staff member will, within the reason, exhibit a willingness to help wherever needed.
4. **BREAK PERIODS.** All PSR Camp staff will receive at least 120 minutes a day of unstructured time between 7:00am (rise & shine) and 10:30pm (quiet time), where they have no work assignment. PSR Camp staff are not allowed to leave camp during their break period, but otherwise may rest, relax, gather in common staff areas, their own lodge room, or the lodge rooms of the same gender. Camp supervisors may restructure break periods to meet the needs of camp, but will provide break periods at other times to satisfy the 120-minute period. When not on break, camp staff should report to all programs, line calls, and camp activity areas for work.

General Break Periods

Counselors: 7:30am-9:15am (+1 additional 15 minute break from a counselor assistant before 10:30pm lights out) ***Instructors (Counselor Assistants) & Flex Staff:*** 1:30pm-2:30pm & 6:10pm-7:10pm

Flex Staff assigned to Cafe Rotation: 10:45am-12:00pm & 3:00pm-5:00pm & 8:45pm-10:30pm

Maintenance: 8:00pm-10:00pm

Office Staff: As assigned by Camp Office Manager

Student Nurses: As assigned by Head Nurse

5. CAMP VEHICLES. Specific permission will be given to those who are authorized to operate camp vehicles. Without direct permission, staff may not use any camp vehicle for any reason whatsoever aside from medical emergencies. Camp vehicles include golf carts, go-karts, trucks, vans, buses, or anything else with wheels belonging to the camp. Only licensed and approved drivers will be allowed to drive any camp vehicle.

Personal Vehicles: Limited to the parking lot use only. PSR Camp takes no responsibility for your personal vehicle, park at your own risk. All staff who park a personal vehicle must register it with PSR Camp. In the midst of an emergency, PSR camp gains written authorization for drivers to use their vehicles to evacuate campers and personnel. A speed limit of 15 mph is strictly enforced at all times.

Golf Carts: The golf carts we utilize during summer are to be driven ONLY by those to whom they are assigned and only on roads (no off-road driving except for the camp nurse during emergencies). All of our golf carts are leased for the summer. The assignments for the golf carts are: maintenance, housekeeping, camp nurse, and the leadership team. Occasionally, special permission may be extended to another staff member to utilize a golf cart for a necessary camp function. The “owner” of the golf cart is the one who decides who can use the cart and for what purpose. Only licensed drivers will be allowed to drive golf carts.

6. CAMPER DISCIPLINE. Each staff member is fully and directly responsible for all campers under his/her care. Camp staff are expected to maintain camper discipline and keep their campers under control at all times. Each village coordinator is fully and directly responsible for all counselors in their village and should be informed of any defiant behavior by campers and/or counselors. Staff must never, under any circumstances, strike, taunt, or otherwise physically and/or psychologically harm a camper. All camper behavior problems are to be dealt with on an individual basis. First by the counselor, then the appropriate village coordinator and finally, in serious situations, by the assistant summer camp director. At no time shall another staff member attempt discipline of a camper not assigned to their cabin unless they are:
 - a. **Directly under their activity supervision** (e.g., lifeguard, activity instructor, etc.)
 - b. **Exhibiting behavior which might result in bodily harm to themselves or another person or is being disruptive to a group activity** (such as a camp program). In such cases, the staff member should also advise the counselor of the action(s) taken so the counselor can follow through with the camper involved.

7. **CLEANLINESS.** Your living area should be as neat and clean as possible at all times. This will show respect to your roommates and the property of PSR. Room inspections will be conducted on a weekly basis. Food found in lodge rooms that is not placed inside rodent-proof containers will be confiscated during room checks.
8. **CONDUCT.** While in the employment of SECC/PSR Christian Youth Camp, all camp staff agree to have their behavior in harmony with the ideals and standards of the Seventh-day Adventist Church and PSR Christian Youth Camp while at camp and during days off.
9. **CONFLICT OF INTEREST.** All trustees, officers and employees of denominational organizations have a duty to be free from the influence of any conflicting interest when they represent the Conference in negotiations or make representations with respect to dealings with third parties. These individuals are expected to deal with all persons doing business with the Conference on a basis that is in the best interest of the conference without favor or preference to third parties or personal considerations. A conflict of interest arises when a trustee, an officer, or an employee of the Conference has such a substantial personal interest in a transaction or in a party to a transaction that it reasonably might affect the judgment he/she exercises on behalf of the Conference. He/she is to consider only the interests of the Conference, always avoid inappropriate practices, and faithfully follow the established policies of the Conference. Although it is not feasible in a policy statement to describe all the circumstances and conditions that might have the potential of being considered a conflict of interest, the following situations are considered by way of example only to have the potential for being in conflict and, therefore, are to be avoided:
 - a. Engaging in outside business or employment that permits encroachment on the denominational organization's call for the full services of its employees even though there may not be any other conflict.
 - b. Engaging in business with or employment by an employer that is any way competitive or in conflict with any transaction, activity, or objective of the organization.
 - c. Engaging in any business with or employment by a non-denominational employer who is a supplier of goods or services to the denominational organization.
 - d. Making use of the fact of employment by the denomination organization to further outside business or employment, or associating the denominational organization or its reputation with an outside business or employment.
 - e. Owning or leasing any property with knowledge that the denominational that the denominational organization has an active or potential interest therein.
 - f. Lending money to or borrowing money from any third person who is a supplier of goods or services or a trustor or who is in any fiduciary relationship with the denominational organization or is otherwise regularly involved in business transactions with the denominational organization.
 - g. Accepting any gratuity, favor, benefit, or gift of greater than nominal value beyond the common courtesies usually associated with accepted business practice, or of any commission or payment of any sort in connection with work for the

denominational organization other than the compensation agreed upon between the denominational organization and the employee.

- h. Making use of any confidential information acquired through employment by the denominational organization for personal profit or advantage, directly or indirectly.
10. CURFEW. All areas of PSR Christian Youth Camp close down at 10:30pm each night and all camp staff are expected to be in their assigned quarters by this time, unless dismissed to perform other duties. Cabin checks and lodge room checks will be done every night. It is important that staff get sufficient rest not only to have the energy to perform their duties, but also for their own well-being and the safety of the campers. Room assignments may be changed to facilitate rest periods.
11. DEVOTIONAL LIFE. In addition to required attendance at staff worship every morning, you are urged to develop your own regular daily time and place for your communion with God. The extra demands placed upon you at camp make this strengthening of your own spiritual life a priority.
12. DINING ROOM. No bare feet, bathing suits, unpaid guests, or animals are allowed in the dining room. No silverware, dishes, or unauthorized food is allowed out of the dining room.
13. DIRECT DEPOSIT. If you have elected to utilize direct deposit for your paychecks, your initial check(s) may or may not be automatically deposited; depending upon the testing time, the Conference Office needs to verify the transaction routing. Expect that a regular paycheck will be available for pickup at the office for at least the first payday. Once you have been confirmed on direct deposit, you will receive a Statement of Deposit (available for pickup) on each payday.
14. DISMISSAL. The executive director & assistant camp director have the option of automatically dismissing staff if given sufficient cause by your supervisor. You may be given a probationary notice period of three days during which you will be sent off campus (unpaid suspension). PSR Christian Youth Camp always reserves the right, in the case of gross misconduct, to relieve staff members of their duties immediately.
15. ELECTRONIC DEVICES. Personal listening devices are only allowed in the lodge, never when supervising campers. No video game consoles are allowed. Staff members not complying with this policy will be required to remove non-allowed items from camp or risk confiscation.

Cell Phones. Cell phone calls are only to be made during designated time off in the lodge or at the gate. If staff use or carry their cell phone outside the lodge as a clock/alarm clock, they are not to be operated while you are on duty. Due to the needs of their job, PSR leadership team members, camp doctors and nurses, camp pastors, and year round adult staff are exempt from this restriction. PSR Camp is not responsible for missing/lost/stolen cell phones.

16. EMERGENCIES. The continuous sounding of the bell will signal fire or other danger. You are to report immediately to the area specified in the emergency plans.

17. **EMPLOYEE EVALUATIONS & FEEDBACK.** Staff observation is measured in three ways, testing during staff training week, regular daily feedback, & written evaluations. Initial testing will occur during the staff training session, and the regular evaluations (both verbal and written) will occur under the supervision of department heads and head instructors on the following schedule:
- a. Head instructors (PC-1) will complete evaluations of the individuals in their departments at the conclusion of our discovery and combo camp II sessions.
 - b. Village Coordinators will complete evaluations of counselors at the conclusion of each week within the camp session.
 - c. Department Heads (PC-2) will complete a total of three evaluations of each activity area they supervise during the camp season.
 - d. The assistant camp director will complete a total of three evaluations of each department head, the first one to occur within the first ten contract days.
18. **EMPLOYEE TRAINING & TESTING.** PSR Camp reserves the right to change the work assignment of any staff member based on how they respond to training and testing.
19. **EQUIPMENT.** Tools, keys, supplies, and other equipment may be checked out to camp staff for use. These must be returned. You will be charged for all non-returned items. Please use the checkout forms. Camp equipment should be checked before each use. If equipment is no longer in good condition, remove it for evaluation by your supervisor. Damaged equipment should be marked and not stored with working equipment.
20. **FIRE.** No open flame is permitted at PSR, except as approved by the Director for a specific program. This includes all lighters, candles, matches, firecrackers, etc. It is against camp regulations to play with any fire equipment or fire-fighting apparatus within the camp. All fire hoses will be kept in their respective positions and are not to be used except by order of the Leadership Team or in case of fire. No campers or staff may have matches or lighters in their possession. Absolutely no candles are allowed in the cabins.
21. **FOOD.** Food, drinks, candy, and/or gum are not permitted in cabins. Any food brought by a camper must be in a sealed container. Parties are to be scheduled in advance with the appropriate Village Coordinator.
22. **GASOLINE PURCHASES.** Gasoline is available for emergencies or camp business only. Arrangements are to be made with camp rangers or the camp director. All gasoline is to be paid for at the time of purchase.
23. **GOSSIP & DRAMA.** Gossip: Engaging in casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true. In the workplace, gossip is an activity that can drain, distract, and detract from employee job satisfaction. We all have participated in this, yet most of us say we don't like it. In order to create a more professional and Spirit-led workplace, we are choosing to make a commitment to change our atmosphere to be gossip free. You enter into gossip by choice— you can opt out of the activity at work. In order to end gossip means to end a particular type of communications—and that can be talk or email communications.

- *Gossip always involves a person who is not present.*
- *Unwelcome and negative gossip involved criticizing another person*
- *Gossip often is about conjecture that can injure another person's credibility, reputation.*

We commit ourselves to the "clean communication" code:

- 1. I will not speak or insinuate another person's name when that person is not present unless it is to compliment or reference regarding work matters.*
- 2. I will refuse to participate in negative conversations about someone who is not present. I will change the subject or tell them I have agreed not to talk about others.*
- 3. I will choose not to respond to negative email or use email to pass on private or derogatory information about any person on our staff.*
- 4. While off the job, I will not speak to another staff member about people at camp in a derogatory light. If I have feelings, I will select to talk to someone not associated with the camp.*
- 5. If another person on the staff does something unethical, incorrect, against policy/procedures, or disruptive I will use the proper channels to report this to the person in authority to take corrective action.*
- 6. I will mind my own business, do good work, be a professional adult and expect the same from others.*
- 7. I will talk to people who I have minor disagreements with and do my best to resolve them amicably.*

24. GRIEVANCE POLICY. Wherever people work together, misunderstandings may occur because of differences in personality and viewpoint, communication problems, and work pressures. The conference encourages all misunderstandings to be handled at the department level whenever possible. The human resources department level is always available, however, to assist departments and employees in resolving misunderstandings. The conference has established a procedure to allow employees an opportunity to voice any concerns they may have as to the identification and solution of differences regarding wages, hours, or working conditions. The following steps are provided to all employees:

- 1. Step 1: Employee should first raise any problems verbally with the immediate supervisor. If the problem is not resolved by this process, the employee should consult verbally with the department head.**
- 2. Step 2: If the problem is not resolved, an employee may file a written complaint with the Human Resources Department. The Human Resources Department will review and investigate the grievance and endeavor to provide the employee with a response within ten working days from receipt of the grievance.**
- 3. Step 3: Grievance Committee-if the previous steps do not resolve the issue, the employee has the right to ask for a hearing before the personnel committee which shall forward its recommendation to the conference executive committee. Conference executive committee's evaluations and resolution of the problem will be considered final and binding.**

25. HEALTH EXAMINATION. Should there be any question of physical fitness on the part of the employee; the camp shall reserve the right to require, at any time during employment, a health examination by the physician or clinic of the camp's choice at the expense of PSR Christian Youth Camp.

26. HOSPITALIZATION-MEDICAL CARE. All SECC/PSR Christian Youth Camp employees and volunteers are covered by workman's compensation insurance. The camp will take care of all expenses of employees and volunteers due to injury, if the injury is sustained when the employee and volunteer are carrying out the responsibilities of their employment. Expenses created by sickness or injury when not at work are the responsibilities of the employee and volunteer.

28. INSURANCE. Employees and volunteers driving PSR/SECC rental vehicles are covered by SECC's commercial auto insurance policy. If an employee is driving their own personal vehicle while on duty, they are covered by their own auto insurance primarily, and PSR/SECC's auto insurance secondarily. Only during an emergency, and or evacuation, will you be asked to drive your own personal vehicle for PSR Camp. For off site staff events, where employees are expected to attend, minor staff must be transported by an approved PSR driver.

29. INVENTORIES. Each staff member is responsible for ensuring that an adequate supply of materials is always on hand. Monitoring of quantities will be done regularly, but whenever the last box/case/bag etc. is opened, it should be reported to their supervisor. Each department is to turn in a complete inventory at the beginning and end of camp.

30. KITCHEN. No one is permitted in the kitchen preparation area unless on duty there. Members of the leadership team are permitted to enter the kitchen when on camp business.

31. LAUNDRY. Laundry is available for \$10 (per load) paid to the office and then dropped off with PSR Camp's housekeeping staff. The availability of this service is limited.

32. LIGHTS. The last person leaving a building is to close the door and turn out the lights. This is the responsibility of the counselors in their cabins or whoever is in charge of an activity in a particular building.

33. LODGE POLICIES. All staff are required to assist in keeping all areas of the lodge clean, tidy at all times, and to take a personal interest in caring for lodge furnishings, instruments, and recreational equipment. There will be lodge room inspections every week. At no time are individuals allowed into the rooms of the opposite gender. Campers are not allowed in the lodge except to visit the Camp Nurse or as part of a camp activity.

34. EMPLOYEE CHECKOUT. At the conclusion of camp, employees are responsible for damage done to their shared lodge room and common staff areas. Any unpaid charges will be deducted from the general pool for seasonal bonuses.

35. OFF GROUNDS. Staff members may leave the camp grounds only after signing out at the PSR Christian Youth Camp Office on a chart with time due back, purpose of the trip, and if needed, the supervisor's initials in advance. Substitutions for jobs must be posted before leaving, with supervisor's initials. Call the office if you cannot be back at the noted time.

Leaving the campground without permission, except for a real emergency, is grounds for dismissal from employment.

36. ON TIME, ON LOCATION. PSR Christian Camp Staff are expected to know the camp schedule and be on time to their assigned locations with a positive attitude, ready to work. This includes being punctual to all staff meetings and worships. If necessary, staff are expected to take the initiative in finding out their work assignments from the appropriate leadership team member.

37. PAYMENT OF SALARY. Staff paychecks are distributed every other Sunday at staff meetings. Staff paychecks may only be picked up by the payee (a signature is required). Federal and state income tax and social security will be deducted from each paycheck. Room and board is provided as part of your compensation. Your last paycheck will be mailed directly to you at the address you specify at the end of camp. Direct Deposit*

38. PERSONAL EQUIPMENT. The camp administration assumes no responsibility for staff members' personal equipment and/or valuables. Staff members may check in valuables and personal items with the PSR Christian Youth Camp Office for safekeeping. At no time will the use of your personal equipment:

- a. Endanger the life or safety of another human being or animal.
- b. Distract the staff member from her or her assigned duties
- c. Violate any camp policy (listed in these staff policies).
- d. Be annoying and/or disruptive to another staff member or camper.

39. PETS. No staff pets are allowed unless prior arrangements have been made.

40. RESIGNATIONS. Employees should give a minimum of three days' notice of resignation. The greater the responsibility of the position, the greater the amount of notice the employee should give. During the time between notice and actually leaving the position, staff members should do all in their power to protect the interests of the camp ministry by leaving their department in good shape and by assisting in paving the way for their successor.

41. ROOM & BOARD. PSR Camp will deduct the 'fair value' of meals and lodging from staff members' salaries as determined by California state labor code for recreational employees. PLEASE NOTE: Your contracted weekly wage & daily rate above already reflects the lodging and meals deduction.

42. SAFETY. Safety at PSR is a high priority. We proactively analyze risks and focus on prevention. We must think of safety in two ways: outside safety and inside safety.

Outside safety means "physical" safety—preventing as much physical hurt and harm to campers as possible. Do not take unnecessary risks! While we cannot eliminate risk from our active camp program, we can minimize it to an acceptable level. When doing an activity, ask yourself, "is there anything unsafe here?" and "If something goes wrong here, what will it be?" Parents expect that you will make the same safety decisions they would make under similar circumstances. If you are injured, report immediately to the nurse for care. In case of illness, the nurse can request that your supervisor excuse you for that day.

Inside safety means "psychological" or "emotional" safety. It means protecting campers from damage to their feelings that is inflicted intentionally or even unknowingly by others. This means creating a camp culture where everyone works on eliminating put-downs, "dissing", cruel teasing, taunting, ridicule, and other demeaning and degrading behavior.

Remember, at PSR, everybody's safe. At NO TIME should any staff member join in on these kinds of behaviors—neither should they stand by and tolerate it.

43. SHADE. For every two hour activity period (regardless of the activity) employees & campers should plan to spend at least ten minutes within the shade. During that time rehydration should take place, sunscreen may need to be reapplied, and employees should check-in with each other to determine levels of exertion. For sports activities (i.e. basketball, biking, soccer, etc.) staff & campers should spend ten minutes in the shade for each hour they are participating in the activity.

44. SICK LEAVE. PSR Camp will advance all contract employees one day (24 hours) of paid sick leave for the entire summer camp season. In order to qualify for sick leave, employees must have a sick-leave form filled out by either the camp nurse or a physician. Returning staff can accrue leave up to 3 days.

45. STAFF DISCIPLINE. Staff members violating a stated camp policy will be approached first by their immediate supervisor or member of the Leadership Team. If the matter cannot be resolved, it will then be referred to the Assistant Camp Director. Serious and/or recurring cases of staff discipline will be referred to the Executive Director. Depending on the severity and/or frequency of the infraction (s), consequences include verbal or written warnings, suspension without pay, or immediate termination of contract and dismissal. Members of the leadership team will be able to issue verbal and written warnings and/or recommend other disciplinary measures to the directors. The Camp Director and the Assistant Camp Director have the authority to place staff on suspension. Only the Camp Director and Assistant Camp Director can terminate a staff contract.

The following behaviors will result in immediate termination:

A. Fraternalization with campers

a. You are here to serve the campers and prayerfully lead them to Christ. Only a minimum of social contact will be permitted. PSR Christian Camp staff are expected to never become romantic, intimate, suggestive, sexual, or be alone with a camper at any time. Do not take a camper into your room or behind a closed door for any reason. NO DATES OR ROMANTIC INVOLVEMENT WITH CAMPERS WILL BE TOLERATED.

B. Insubordination/ defiance toward authority of the leadership staff/ leaving camp without permission

a. employee/employer relationships are based on mutual trust & respect, however employees are expected to follow the directives of their supervisor within reason.

C. Relationships: Sexual harassment or visible/inappropriate relationships between staff.

- a. *Staff members must never engage in behavior that may be construed as sexual harassment towards a camper or another staff member. Verified cases of sexual impropriety or harassment will result in immediate termination and possibly legal action. As representatives of Christ here on earth, employees of SECC/PSR Christian Youth Camp are to be Christ-like in every action, thought, and deed. We are instructed to honor and uplift one another. As such, one must never place another staff member in a position of embarrassment or disrespect/harassment due to sexual gestures, pictures, or comments. To do so would be a violation of God's law and the governmental law; this protects human rights in the workplace.*

Title VII of the Civil Rights Act (1964), administered by the U.S. Equal Employment Opportunity Commission (EEOC) has issued guidelines which relate to sexual harassment as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment. Specific examples of the above mentioned sexual harassment guidelines may include, but are not limited to, the following:

- I. Verbal harassment or abuse (e.g. degrading comments, propositions, jokes, pictures, posters;*
- II. Unnecessary or inappropriate touching of an individual (e.g. patting, pinching, hugging, repeated brushing against another individual's body, etc.);*
- III. The threat, suggestion, or action making the individual's job, future promotions, wages, or any terms or conditions of employment dependent on whether or not he/she submits to sexual demands or tolerates sexually related harassment.*

SECC/PSR Christian Youth Camp recognizes its responsibility to all employees to maintain a working environment free from sexual harassment. To achieve this goal, certain appropriate methods are utilized to alert employees of this issue. In order to do this, all employees are made aware that sexual harassment violates the law and is prohibited by SECC/PSR Christian Youth Camp. Further, each employee is advised that appropriate sanctions will be utilized if sexual harassment is found to have occurred. Sexual harassment at SECC/PSR Christian Youth Camp will not be tolerated in any form. If an employee encounters verbal or physical sexual harassment from supervisors, fellow employees, clients or nonemployees on the premise, the following steps should be taken immediately:

- I. *The complaint should report the incident(s) to the department coordinator, Camp Director, or conference human resources director immediately. In Lieu of the Conference Human Resources Director, the individual may be designated by Conference Administration. Originally, the complaint may be made verbally or in writing. If a verbal complaint is received, the employee should be asked to reduce it to writing. A discussion should be conducted in an objective and thorough manner with both parties and both parties should be notified not to discuss the matter elsewhere due to the confidentiality of the complaint and the investigation process.*
- II. *The conference human resources director, or designee, will talk confidentially to all involved persons and determine whether an act of unwanted sexual harassment did occur. Written statements will be obtained as appropriate. If it is determined the complaint is valid, immediate and appropriate disciplinary action will be taken. Depending upon the severity of the harassment, discipline may include a written warning, relocation, suspension, or termination.*
- III. *The conference human resources director, or designee, will then notify the complainant and explain that appropriate corrective action has been taken.*
- IV. *All employees of SECC/PSR Christian Youth Camp who are aware of incidents of sexual harassment in the workplace are responsible for reporting such incidents immediately to the Conference Human Resources Director, or designee, supervisor, department, or another official for investigation.*

Harassment

Harassment of any kind is unacceptable behavior at SECC/PSR Christian Youth Camp. We expect all employees to respect and uplift one another and to abide by God's law which protects human rights. SECC/PSR Christian Youth Camp will not tolerate harassment and doing so can lead to termination. If an employee is affected, the process to follow is the same as the one described under the sexual harassment policy.

Staff Relationships

PSR Christian Camp staff are expected to keep staff relationships discreet, preferably private for the summer. Public displays of affection, including but not limited to kissing, hand holding, massages, or extended physical contact, with any staff member are inappropriate and unacceptable at any time, even in private, while on camp premises or during any camp-sponsored activities away from camp, including trip camps. Staff relationships must not interfere with camp work responsibilities. Staff and guests of staff are never allowed to enter the rooms and cabins of the opposite gender. If you are dating another staff member who is below you in the chain-of-command, you are required to disclose that information to the camp administration.

D. Extreme behavior & pranks

Extreme behavior & pranks are broadly defined as any behavior that is indecent, dangerous, outrageous, and might cause someone emotional or mental distress. Pranks are not allowed at PSR Camp because they erode morale and often elicit a response that is larger than the initial instigating incident.

E. Drugs, firearms, alcohol, tobacco, & knives (the use or possession of these items at camp)

PSR Christian Camp staff are expected to abstain from drugs, alcohol, and tobacco in the time up to and during their term of employment. Simple possession of any of these items or any illegal controlled substance will result in immediate termination. All prescription and over-the-counter medication must be disclosed to the Camp Nurse. Leadership staff have the right to search a staff member's personal belongings (in consultation with the assistant camp director and executive camp director) in their lodge room and/or car with or without the staff person being present, under reasonable suspicion that a violation of this policy has occurred. No firearms are allowed on camp property, however, possession of knives is limited to those who are cleared to have one in their department area. In the event of immediate termination, the staff member is expected to leave camp premises with all belongings within 20 minutes of termination notification.

46. STAFF FATIGUE. Staff fatigue can be minimized if you go to bed on time and get adequate rest. You are free to enjoy your day off as you wish within Christian standards; however, you are also expected to do your part in getting proper rest.

47. STAFF GUESTS. Given the nature of summer camp employment, staff guest visits are inappropriate and not allowed Sunday thru Friday. However, exceptions may be made for family visits on Sabbath with prior approval by the assistant camp director. Only checks and cash will be accepted for meals, lodging, or souvenirs. Staff members are wholly responsible for any expenses incurred by staff guests (e.g. cafeteria meals: \$10.45, lodge room \$59.95, rental fees, etc.)

48. STAFF DAYS OFF. All staff members have one 23-hour period off per week. You are required to be back on duty at 5:10pm after your day off. On-time employees will be in uniform and checking in with the staff care coordinator at 5:10pm in front of the lodge.

- a. Absence: PSR is not obligated to honor requests for specific and/or additional time off if they have not been pre arranged and stated in your contract. If no prearranged time off is stated on this contract, then you are accepting a commitment to continuous employment for the dates listed at the top of your contract.
- b. Emergency Leave of Absence: in the event of death or serious illness in the family or other similarly urgent business, unpaid leave will be granted according to individual circumstances at the discretion of the Assistant Camp Director.

Employees who are consistently late may be disciplined with write-ups, work suspension(s), and termination.

49. STAFF PROGRAM POLICY. One of the most meaningful parts of camp is our large group programs. These programs are aimed at the campers, not the staff. While we hope that our staff will enjoy the camp programs, all material shared will be age-appropriate for the camper. Each program has an L team director for that particular program, often a Program Coordinator or the Activities Coordinator. They will choose participants that will help accomplish the purpose of the particular program. If the program involves a scripted play, each actor/actress is required to STAY ON SCRIPT, and avoid ad-libbing. It is a privilege, not a right, to be involved in our public programs. If an actor/actress persists in distracting campers through their actions or attitude, he/she will be replaced. Staff in the audience are also a part of the program. Their role is to minimize distractions during the program. Staff in the audience are not to distract campers from the program by talking with each other during the program or allowing campers to disrupt the program by their shouting/talking/behavior at inappropriate times. Staff should be engaged with the programs, and will avoid sleeping, reading, or loud conversations with others. Non-counseling staff (not on break) are required to stay by after the nightly programs to help with tear down.

50. TRAVEL MEAL PER DIEM. Employees who are requested to work off-site (excluding trip camps) during meal times will be provided a meal per diem at a rate determined by SECC/PSR Camp. Employees must submit a SECC Travel & Expense Report form for each per diem meal, which will be added to the next employee payroll. Employees will receive the current set amount of the per diem regardless of out of pocket expenses.