

Camp Marshall Summer Staff Policies and Information

Welcome to Camp Marshall:

The Episcopal Diocese of Montana welcomes you to Camp Marshall. Please read this document carefully as you prepare to enjoy serving at this amazing resource owned and operated by the Episcopal Diocese of Montana.



A high standard of communication:

The purpose of this addendum to the Episcopal Diocese of Montana Employee Handbook is to set clear communication between Camp Marshall and any paid employees or volunteers serving the mission and ministry of Camp Marshall.

Camp Marshall is accredited through the American Camping Association: Throughout this document you will see letters and references such as AD.29.1.A. Whenever you see a reference like this it is connected to an American Camping Association or ACA standard. Each standard is the answer to a specific question posed by ACA and is used to help us in the accreditation process.

The Episcopal Diocese of Montana Employee Handbook: This document applies to all diocesan employees (lay and clergy) unless a formal letter of agreement has stated specific benefits for that employee, in which case these policies still apply except for the specific amendments stated in the letter of agreement.

ABOUT THIS DOCUMENT:

The Episcopal Diocese of Montana Camp Marshall Summer Staff Policies and Information.

The provision of this addendum applies to Camp Marshall staff with the/following exceptions not addressed in The Episcopal Diocese of Montana Handbook. Specifically, camp staff work less than six months per year with significant differences in; Insurance, pension, personal time off, sabbatical, continuing education, paid holidays, and short/long term disability.”

All Camp Staff and volunteers are expected to be aware of and abide by the following personnel policies.

1. GENERAL:

- 1) **AUTHORITY:** Adoption and implementation of these personnel policies by the Executive Director and the Bishop of the Episcopal Diocese of Montana follows the by-laws of Camp Marshall Board of Directors and hereinafter referred to as Camp Marshall.
- 2) **SCOPE:** These personnel policies shall be applicable to all categories of staff and volunteers at Camp Marshall.
- 3) **THE EXECUTIVE DIRECTOR:** Is responsible to administer these personnel policies.
- 4) **HIRING AND TERMINATION:** The hiring and termination of staff is the responsibility of the Executive Director.
 - a. A designated representative such as the Summer Program Director can be appointed by the Executive Director to assist in administering these policies.

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- 5) **AMENDMENTS:** Amendments to these personnel policies may be made by the Executive Director of Camp Marshall from time to time, as approved by the Bishop of Montana.
- 6) **DEFINITION OF EMPLOYEE:** The term “employee” shall apply to any person engaged by Camp Marshall who is in a paid position.
- 7) **JOB DESCRIPTION:** Each paid position on the staff has an official job description. A substantial change in the content of a job will necessitate a new job description. At the discretion of the Executive Director, some volunteer positions may require a job description.
- 8) **RIGHTS OF EMPLOYEES:** No rights or privileges shall accrue to any employee by reason of these personnel policies which in any way limit or restrict the authority of the Executive Director or Bishop to make amendments, corrections additions or deletions to these personnel policies and the effective application of them to all employees and/or volunteers.

2. SENIORITY:

- 1) **GENERAL PRINCIPLE:** No rights shall accrue to any employee by virtue of seniority (Previous work seasons at camp).

RECRUITMENT AND EMPLOYMENT PROCEDURES:

3. EQUAL EMPLOYMENT: AD.29.1A.

- 1) The Episcopal Diocese of Montana is an equal opportunity employer. It is our policy to comply with applicable Federal and State employment laws that require equal opportunity to all qualified persons without regard to race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, pregnancy, childbirth, or a medical condition related to pregnancy or childbirth, sexual orientation, gender identity or expression, political beliefs, genetic information, military service or veteran’s status, culture, social origin or condition, or ancestry.
- 2) Exceptions to this policy may be as follows:

a. RELIGION:

- i. In those positions in which an understanding of the spirit and purpose of the Episcopal Church is an asset in fulfilling the responsibilities of the positions, preference in employment shall be given to persons maintaining membership in congregations of The Episcopal Church.
 1. As an example, any person responsible for sharing the mission of Camp Marshall, the Episcopal Diocese of Montana should not hold a position where in their work are antagonistic to that same mission.

b. GENDER:

- i. Staff who are expected to supervise children in changing, sleeping or spaces where they may feel vulnerable, such as may regularly occur in a cabin. Preference will be giving to staff based on their gender. Specifically, male counselors for boy’s cabins and female counselors for girl’s cabins.

4. HIRING: Application and Screening Processes: AD.24.1

The application and screening apply to all positions / paid or volunteer at Camp Marshall who are regularly or occasionally around children or youth.

- 1) **APPLICATION FORM:** Uniform employment application form shall be completed by all applicants, whether paid or volunteer, for any job that requires occasionally or regularly around children or youth. This includes, but is not limited to, kitchen staff, maintenance staff, counseling staff, music leaders.

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- 2) **BUILDING AN APPLICATION FORM FOR STAFF/VOLUNTEER :**
 - i) Application for Employment or a volunteer position.
 - ii) Including history of previous work experiences.
 - iii) Not less than two references.
 - iv) Voluntary Disclosure Form giving permission to perform background checks.
 - v) Background Check Form for both criminal history and national sex offender registry check.
 - vi) Vehicle records check (for any adult whose job includes the transportation of minors and/or regular driving for Camp Marshall).

- 3) **THE INTERVIEW:** Prior to hire or placement, all permanent, seasonal, full time and volunteer staff shall be interviewed by the Executive Director, Summer Program Director, or a designated Program Director

- 4) **EACH STAFF PERSON OR VOLUNTEER APPLICANT SHALL:**
 - i) Undergo a check made with the National Sex Offender Public Registry, and criminal background check. Summer staff at Camp Marshall are required to do this annually.

- 5) **BUILDING A STAFF FILE:** An individual file for each employee. containing confidential service records, position description and other pertinent documents will be kept at the Camp Office during the season and at the Diocesan Office at the end of the season.
 - i) Any staff member may examine his/her own personnel file on request within normal business hours and within the presence of the Bishop and or his/her designee.

- 6) **WHAT NEEDS TO BE IN THE FILE:** The file will include but is not limited to:
 - i) **AD.24.1** Current Job Application
 - ii) **AD.25.3** Interview notes AD.25.3
 - iii) **AD.27.1** Voluntary Disclosure Form
 - iv) **AD.27.2** Completed Sex Offender Registry Check both for new hires and returning seasonal staff that has been initiated prior to the arrival of campers or prior to the start of employment for any late hires. AD.25.1, AD.26.1
 - v) **AD.25.1, AD.26.1** Completed Criminal Background Search both for new hires and returning seasonal staff, who are 18 years of age and older, that has been initiated prior to the arrival of campers or prior to the start of employment for any late hires.
 - vi) **AD.25.2** Written record of at least two reference checks
 - vii) **AD.25.2** Verification of work & volunteer history on application.
 - viii) Certificate of Completion for Prevention of Sexual Misconduct training
 - ix) Certificate of completion for Prevention of Sexual Harassment training
 - x) Certificate of completion for Safeguarding God's Children training
 - xi) W-4 Income Tax Withholding Form, *Paid staff only.
 - xii) 1-9 Employee Eligibility Verification Form. *Paid staff only.
 - xiii) Copies of certifications relevant to their job responsibilities.
 - xiv) Signature page of Personnel Policies and staff information.
 - xv) Signed copy of the Job Description staff person is hired for.
 - xvi) Copy of the COVID vaccination indicating the applicant is fully vaccinated.

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7) **COMPENSATION: AD.29.1.B**

- i) Paychecks will be distributed on the 1st and 15th of each month. Any exceptions must be cleared through the Executive Director or his/her designee.
- ii) Employed staff periods begin and end per an individual's job offer. All compensation is subject to applicable federal and state payroll withholding requirements.
- iii) Room and board are provided during sessions worked. Chaplains and their families will be provided housing at Camp Marshall, to be arranged with the Executive Director or his/her designee before the Chaplain's arrival.
- iv) Workers' compensation insurance coverage is provided for all paid staff. It is the staff member's responsibility to appropriately report any injury immediately to the camp health care provider, Executive or Program Director.
- v) Volunteer Staff are responsible for their own accident/health insurance.
- vi) Transportation to and from camp is the responsibility of all staff & volunteers unless, due to exceptional circumstances, prior arrangements have been made with the Executive Director or his/her designee (or designee) prior to the trip having been made.

8) **TIME OFF: AD.29.1.C, AD.30.1, AD.30.2**

- i) Program staff, such as Waterfront Director, Arts and Crafts Director are responsible to take one to two hours off daily when they do not have assigned responsibilities and will take time off after the close of each session, typically on Saturdays.
- ii) Counseling Staff: One 24-hour period per week (Saturdays) and either a 2-hr. morning or 2 hr. afternoon activity block each day.
- iii) Volunteer staff will receive either a morning or afternoon activity block each day. If a volunteer is at camp for more than one week in a row, they will also have one 24-hour period off per-week.
- iv) Personal leave with or without pay, may be granted, under extraordinary circumstances, with the approval of the Executive Director or his/her designee.
- v) Health Issues: A staff employee may be required to be isolated (based on space available on the camp) or removed from camp only on the advice of the Camp Health Care Provider, based on the health care protocols of the camp.

5. **CONDITIONS OF EMPLOYMENT/PLACEMENT OF PAID AND VOLUNTEER STAFF:**

- 1) **COUNSELORS ARRIVAL/DEPARTURE:** All counselors are to arrive between 4:30 and 5:30pm on the Saturday night before their session begins and are expected to stay through camper departure and clean up. Typical counselor departure time is around 2pm on the last day but is subject to change if camp clean-up is not completed prior to that time.
- 2) **SAFETY:** The safety of our staff, counselors and campers is our number one priority. Your responsibilities include learning your role in safety and emergencies during staff/counselor training, alerting camp leadership to any hazards on camp, and prioritizing safety during your programs and tasks.
- 3) **CAMPER WELFARE:** All staff and counselors have a responsibility to conduct themselves in a manner which contributes to a physically and emotionally safe environment, sets a good example for others, and reflects positively on Camp Marshall.

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- 4) **STAFF AND PARTICIPANT ELIGIBILITY:** We celebrate a rich diversity of campers and staff including national origin, creed, religious belief, color, ethnicity, gender, gender identity, sexual orientation, family structure, and ability. Everyone is welcome and eligible to attend as long as program requirements are met.
- 5) **RULE OF 3: ST.36.1** Staff are to never be alone with campers. If you need to speak with a camper privately, do it within sight and sound of other campers and/or counselors. If you need to take a camper to the nurse, bring another staff member or camper as a buddy.
- 6) **ALCOHOL AND DRUGS AD.16.1 A:** Alcohol or drugs of any kind are not permitted anywhere on main camp including summer staff and counselor lodges, regardless of age.
 - i) **DRUGS:** The possession, sale, and use of illegal drugs is prohibited, as is the misuse or abuse of prescription drugs. Returning to camp under the influence of illegal drugs or misused prescription medications is subject to immediate termination.
 - ii) **ALCOHOL/MARIJUANA:** Alcohol/Marijuana for Persons Under 21: The use of alcohol or marijuana by persons under 21 (as well as providing alcohol or marijuana to underage persons) is strictly prohibited. This includes time on and off duty, including nights off and applies to camp facilities as well as staff residences.
 - iii) **ALCOHOL/MARIJUANA:** Alcohol/Marijuana for Persons 21+: The use of alcohol or marijuana is never permitted on camp property. The use of alcohol/marijuana while on duty or before returning to duty (including while campers are sleeping and on 2-hour breaks) is prohibited. Persons of legal age may participate in responsible, legal use while off duty and not on call or scheduled to return to work that day. There will be no use of alcohol at any camp sponsored staff/counselor gatherings. Persons returning to work under the influence may result in immediate termination.
- 7) **SMOKING/VAPING:** Persons under 18 may never smoke, vape, or use tobacco products in any form at camp. Persons of legal age may smoke/vape only on the staff beach or other designated smoking area. Smoking/vaping is never allowed in the woods, in staff housing, in front of campers, parents or visitors or when staff under the age of 18 are present. Tobacco users are responsible for ensuring they don't smell of smoke/vapor when returning to areas where children are present.
- 8) **FACILITIES:** All staff are responsible for the care of Camp Marshall's buildings and equipment. Camp vehicles are not available for personal use without prior approval of the Executive Director or his/her designee. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited. Office phones are for camp business only.
- 9) **LEAVING CAMP:** Staff members may not leave camp while on duty without the permission of the Executive Director, Summer Program Director, or their designee. When away from camp during time off, staff and counselors must behave in an appropriate manner that reflects Camp Marshall values.
- 10) **PERSONAL VISITORS:** Counselors may not have outside visitors during program time without prior approval from the Executive or Summer Program Director. Visitors can not interfere with the camp program and staff members' duties. Staff are responsible for the conduct of their visitors and must accompany them when in the vicinity of campers.

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- 11) **UNAUTHORIZED PERSONS:** If an unknown person is encountered on property, politely identify yourself as a staff member and ask if you can help. Explain that the camp is private property and that you must ask them to leave. Immediately notify the Executive Director or Summer Program Director. Once the Executive or Summer program director arrive, they will be in charge of the issue. For further information see the camps risk management plan.
- 12) **PROGRAM COMMUNICATION:** In addition to communication throughout the day, each program team should meet daily in the evening or after a meal. Program Leaders will help coordinate the use of camp program areas and equipment. Program staff meetings are held each Saturday Evening at 6:00 to look ahead at the next weeks schedule. Staff meetings will be held daily with representation from each group.
- 13) **SEXUAL MISCONDUCT:** All staff shall behave in an appropriate manner and not violate the sexual misconduct policy outlined in the Making the Church a Safe Place section of the Staff/Counselor Manual. Should a staff member feel that some form of misconduct has occurred, contact a supervisor. Violation may result in immediate termination.
- 14) **ROMANTIC/PERSONAL RELATIONSHIPS:** Cliques and exclusivity are disruptive to the atmosphere of welcoming and community. Generally speaking, personal relationships between staff should be kept private from campers. Romantic displays should be avoided in front of campers and while working. They should be limited during community get-togethers and break areas. Persons in a romantic or sexual relationship should not work in a supervisory relationship with each other. Any relationship deemed disruptive or hazardous to work and/or community life will not be tolerated at camp.
- 15) **PURCHASED ITEMS:** Staff members may not buy things for campers, including off-camp food items (with the exception of campers who travel to the hospital or clinic). Candy, soft drinks, gum, and other food items not available to campers must be kept in staff or counselor lounges or in staff residences and are not consumed in the presence of campers.
- 16) **FIREARMS AD.16.1.E** Firearms are not allowed on camp property, including in a personal vehicle.
- 17) **TIPS/GRATUITIES:** Staff members must not accept tips, gifts, or other gratuities.
- 18) **PERSONAL PROPERTY/EQUIPMENT: AD.16.1.B** brought to camp by staff members remains the responsibility of the staff member, and the Episcopal Diocese of Montana is not liable for any damage incurred. We recommend that bicycles have locks and guitars have cases.
- 19) **PERSONAL AUTOMOBILES: AD.16.1.C** of staff or volunteers must be parked in the parking area. All personal vehicles remain the responsibility of the staff member, and the Episcopal Diocese of Montana is not responsible for any damage incurred.
 - i) Staff under age 18 must have written parent permission to ride in other staff vehicles or allow others to ride in their vehicle.

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- ii) Staff who are driving for camp may not be approved until the office has a current vehicle records check conducted by the diocesan office.
 - iii) Staff/Volunteers are not to leave the property without the knowledge of the Executive Director or his/her designee or designee unless it is their regularly scheduled day off.
 - iv) Anyone using a personal auto on camp business must provide proof of personal automobile liability insurance, a copy of coverage will be left at the office, with minimum limits in accordance with Montana State Law to the main office.
 - v) At no time may a staff person transport a person in a vehicle, either personal or camp owned, on parts of the vehicle not designed for passengers.
 - vi) Anyone using a personal auto for the camp will be reimbursed for mileage (at the current IRS mileage rate).
- 20) **CAMP MATERIALS AND EQUIPMENT:** The Adventure Shed, Media Center, Kayak Shed and Maintenance Shop contain various tools, program materials, etc. which may be checked out by the staff for use. Anything checked out must be returned immediately after use. Hand tools will be kept in the shop -- the shop is closed to campers. The camp resources are available to the staff for use during time off, but only when it will not interfere with camp program. Lost, missing, or damaged equipment shall be replaced at the staff person's expense. Each staff member will be assigned a First Aid kit and will be responsible for restocking it weekly and as needed.
- 21) **COMMUNITY SPACES:** The counselor lounge in the staff house is the community room for staff. All counselors will be responsible for keeping the space tidy, and Support Counselors will be responsible for cleaning and closing it weekly. Quiet hours in the staff house are 9pm—7am. All staff are responsible for keeping the space tidy and Support Staff will be responsible for cleaning it weekly.
- 22) **LAUNDRY ROOM:** An on-site washer and dryer is available. Due to the limited number of machines, all volunteers staying for one week are requested to bring clothing for the duration of their stay. The laundry room must be kept clean and free of personal belongings. *Dryers need lint removed after each load.
- 23) **PHONES:** The phones in camp offices/First Aid Building may be used by summer staff only for emergencies. Cell phone use is typically not permitted while campers are present. Please save all personal cell phone use for your break or after campers are asleep for the night. When campers are present camp staff may occasionally use cell phones for work related purposes but are expected to move away from the group and be as discreet as possible. Cell phone use while supervising campers is considered a safety issue and is treated seriously as such.
- 24) **PHOTO EQUIPMENT:** Cameras and any type of photo equipment (INCLUDING CELL PHONES) are not to be used in changing areas.
- 25) **CLOTHING AND ATTIRE:** Staff and counselors must wear clothing appropriate for an active outdoor job with youth. Clothes should fit in such a way that they do not limit movement such as preventing sitting, squatting, or kneeling on the ground. Appropriate attire will vary based on the activity or task at hand (i.e., closed toed shoes in the kitchen and ropes course). Clothing should be

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appropriate for all ages and to Camp Marshall values: no word or image references to drugs, alcohol, sexual behavior, or offensive language.

- 26) **PERFORMANCE EVALUATIONS: AD.29.1.D** Performance evaluations will be performed in accordance with the employee handbook for employees. The Executive Director or his/her designee will meet with each staff member at the beginning and end of the term of employment, in order to set and evaluate progress toward the employee's goals. The Executive Director or his/her designee may meet with staff members during the camp season so that both can evaluate the employee's growth. Staff members need not wait for a scheduled supervisory conference to seek advice or counsel from one's supervisor. Those volunteers who have a job description will be given a performance evaluation at the end of their assigned duties.
- 27) **MAIL:** Outgoing mail will be placed in the mailbox located in the Dining Hall. From there a program staff will take mail to the camps mailbox on the road.
- 28) **INTERNET:** Camp Marshall provides wireless internet for appropriate use. Camp computers are not for personal use. Because of limited bandwidth, we request that staff refrain from downloading videos and other high bandwidth activities.
- 29) **SOCIAL NETWORKING:** Camp Marshall asks all parents to sign a release form allowing camp to take pictures their campers and use those images for camp promotion. That permission does NOT extend to private use of any other person. The use of personal images on private social networking platforms is not permitted. Unauthorized use of camper images may result in immediate termination. If a parent has not given the camp permission to take and or use images of their child(ren) the counselor(s) of that camper will be made aware so they can help direct / redirect where cameras are used to protect the campers in their care.
- 30) **PARKING LOT:** The parking lot is out-of-bounds to all campers during the entire camp session unless otherwise authorized by the Executive Director or his/her designee.
- 31) **LIVING AREAS:** All staff and counselors are responsible for regular cleaning of their own living areas (including shared restrooms, lounges, and common spaces) as well as a final deep clean at summer's end.
- 32) **REST:** Employed and volunteer staff are expected to maintain their focus on the needs of the campers throughout the day. In the evening, counselors are expected to stay with their cabin groups while program staff prepare for the following day. Keep hours and habits, which will enable him/her to serve the camp in a manner consistent with completing duties outlined in the job description.
- 33) **SWIMMING:** Staff members may use the swim area during the regularly scheduled waterfront hours with lifeguard. In addition, they may use the waterfront at other times when a certified lifeguard is present. Another lifeguard or other look-out is out of the water when five or more persons are swimming. There must be at least 2 people in the waterfront area if someone is swimming.

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- 34) **PETS:** AD.16.1.D Pets are not allowed for summer staff or program volunteers without express permission of the Executive Director or Summer Program Director. If permission is granted, the camp will require current shot records for the animal(s) and a copy will be kept in the personnel file. Guests who request to bring a pet may only do so with prior approval of the Executive Director. (will also require current shot records).
- 35) **CAMPER SUPERVISION:** Campers must be supervised at all times, with the expectation adults supervising students direct them to wake them if they are needed during times set aside for rest. Supervision means a staff and/or counselor is able to see and hear them and respond in case of emergency. Campers may not go between program areas and cabins without a staff member except during Free Time when counselors are assigned to zone coverage of camp facilities.
- 36) **MEDICAL INFORMATION:** All medical and social/behavioral information at camp is **on a need-to-know basis**. Nurses will communicate with kitchen, counselors, staff, and leadership as necessary to ensure camper safety. The medical information staff and counselors are given about campers is confidential. Failing to hold this confidence may result in immediate termination.
- 37) **CAMPER ITEMS: Phones:** Campers turn in their phone to the office when they check into camp. (At the request of a parent, phones may be made available for campers to touch base with parents if arrangements are made on the first day of camp (or during the week if a parent has called in) If campers have any inappropriate items (candy, electronics, pocketknives, etc.), confiscate the items and bring them to the Summer Program Director immediately. These are returned when they leave on Saturday morning. Digital cameras and non-connected music devices are the only electronic devices allowed for campers.
- 38) **CAMPER HYGIENE/HEALTH:** It is the responsibility of staff and counselors to help ensure that campers remain hydrated, clean, warm enough to sleep, and protected from the sun throughout the week. See healthcare team or Summer Program Director if your camper is missing something they need.

6. STANDARDS OF CONDUCT: AD.29.1.F

All staff and counselors have a responsibility to conduct themselves in a manner which contributes to a physically and emotionally safe environment, sets a good example for others, and reflects positively on Camp Marshall.

- a) As representatives of the Camp Marshall, employees have an obligation to conform to its standards of conduct. It is important that the staff person adapt conduct to reflect standards set down in the prevention of sexual harassment policies. Be courteous and respectful toward co-workers, supervisors, campers, and the general public and an appropriate attitude toward work are required. Employees are expected to work in the best interest of the Camp Marshall and to keep the premises clean and free of trash. All employees are required to perform assigned job duties in a satisfactory manner and within specified guidelines. Employees are expected to respect the rights, property, and privacy of others.

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- b) **PERSONAL CONDUCT / Employee Behavior:** The employee/volunteer agrees that pursuant to the terms of their relationship with the Episcopal Diocese of Montana, she/he will: Conduct him/herself, both in camp and away from camp, so he/she will be a credit to him/herself and the camp. Is in addition to employee behavior outlined in the employee handbook.

If an issue arises: Discuss the matter with the Executive or Summer Program Director within five days of the incident. Every effort should be made to settle the matter at this stage.

1. It is helpful to address issues/concerns early.
2. It is helpful to make this a priority. Do not let problems fester or grow.
3. It is helpful to deal directly with the individual(s) concerned.

- 1) **HARASSMENT: AD.29.1.F** In addition to the Harassment covered in the Episcopal Diocese of Montana Employee Policy Handbook, Camp Marshall recognizes that a person's right to freedom from discrimination includes the opportunity to work and play in an environment free of harassment. Offensive speech and conduct that are discriminatory in nature are wholly inappropriate and intolerable to the relationships necessary for Camp Marshall's operations. Harassment includes all unwelcome advances, written or verbal innuendos, threats, insults, or disparaging remarks concerning a person's sex, national origin, race, creed, color, age, sexual orientation, marital status, veteran status, physical or mental disability, or religion. Examples of harassment include verbal harassment, (derogatory comments, demeaning jokes, threats), physical harassment (assault, impeding or blocking movement, unnecessary touching), and visual harassment (demeaning cards, cartoons, or gestures). Sexual Harassment Policies will be provided to each staff member during staff training. Violation of these policies may result in immediate termination.
- 2) **GROSS MISCONDUCT DEFINITION:** "means a criminal act, other than a violation of a motor vehicle traffic law, for which an individual has been convicted in a criminal court or has admitted or conduct that demonstrates a flagrant and wanton disregard of and for the rights, title, or interest of a fellow employee or the employer". Violations may result in immediate termination. Some examples might include (but not limited to)
 - a) Fight with or abuse others or behave in an offensive or inappropriate manner.
 - b) Destroy, deface, damage, or wrongfully acquire property belonging to Camp Marshall or to its employees,
 - c) Be regularly tardy, or cause campers to be tardy,
 - d) Misuse or misappropriate assets or property of the Diocese, or other employees.
 - e) Help anyone gain unauthorized entrance to Camp Marshall facilities or property.
 - f) Disclose confidential information without authorization from the appropriate legal authority.
 - g) Disregard safety or security procedures and regulations.
 - h) Fail to immediately report damage to or an accident involving Camp Marshall equipment or personnel,
 - i) Falsify employment or other Diocesan records.
 - j) Use profanity or behave rudely toward co-workers, clergy, parishioners, or the public.

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- 3) **INSUBORDINATION DEFINITION:** Insubordination in the workplace refers to an employee's intentional refusal to obey an employer's lawful and reasonable orders. ... The employee acknowledges the order and refuses to carry out the order.
- a) Insubordination: May be grounds for immediate dismissal.
 - b) It is serious insubordination when an employee refuses to follow sound instructions given by a supervisor or manager.
7. **TERMINATION:**
- a) **TERMINATION WITHOUT CAUSE:** - paid staff and volunteers may be terminated without cause if funds are lacking due to insufficient camper sign-up. If only one or two camps are cancelled due to insufficient sign-up the Executive Director or his/her designee reserves the right to grant time off and adjust salaries by pro-rating time off from the weekly salary (daily deduction).
 - b) **TERMINATION WITH CAUSE:**— paid staff and volunteers may be terminated in accordance with the Disciplinary Action policy (see #8).
 - c) **RESIGNATION:** Staff members are expected to provide a minimum of ten days' notice of resignation. During the time between notice and departure, the employee will continue to perform his/her duties in a satisfactory manner.
 - d) **TERMINATION PAY:** In the event of termination, the staff member will be compensated through the last day actually worked. The final paycheck for a terminated or terminating employee will be paid on the next payroll or within fifteen days of the employee's departure, whichever is sooner.
8. **DISCIPLINARY ACTIONS: AD.29.1.D**
- a) It is the policy of Camp Marshall that employees who fail to perform job duties in a satisfactory manner, whose conduct disrupts camp operations, who fail to meet the expectations or the goals of a plan of improvement, or who violate camp procedures, policies, rules, or performance standards are subject to disciplinary action, up to and including termination. Each of the following disciplinary actions is independent of the other and may not be applied in the order listed. For example, depending on the severity of the offense, an employee may be terminated without having been suspended.
 - b) **Verbal Warning:** A verbal warning may be given to an employee for job-related reasons. The nature of the problem will be explained to and discussed with the employee. The verbal warning must be documented, and a copy of the documentation must be provided to the employee and placed in the employee's personnel file.
 - c) **Written warning:** A written warning may be given to an employee for job-related reasons. The warning must be in writing and must contain a description of the specific conduct for which the employee is being warned, how the problem is to be corrected, and the consequences if the problem is not corrected. The employee must acknowledge receipt of a written warning with his/her signature and must be given a copy of the warning. Written warnings will be placed in the employee's personnel file.
 - d) **Disciplinary Suspension:** A disciplinary suspension may be given to an employee for job-related reasons. A suspension may be with or without pay and may result in dismissal or reinstatement with or without back pay. The purpose of a suspension may be to provide an opportunity to investigate.

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- e) Termination: An employee may be terminated for job-related reasons. Notice of a termination must be in writing. A copy of the notice must be given to the employee and will be placed in the employee's personnel file.

9. GRIEVANCE PROCEDURE: AD.29.1.E

See the Episcopal Diocese of Montana Handbook Complaint Resolution / Grievance Procedure.

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Camp Marshall Summer Staff Policies and Information

ACKNOWLEDGMENT / Signature Page

I acknowledge receipt of Camp Marshall's Personnel Policies and understand that this document supersedes all prior documents and any other verbal or written agreements, with the exception of my individual contract. In the case of conflict between these policies and my contract, the contract will govern. I have read and understand the camp policies.

I shall endeavor to understand and faithfully interpret the camp philosophy, objectives, and goals in my relationship with campers and all staff.

I shall conduct myself in an exemplary manner, recognizing that I am an adult role model for my campers. By my behavior, I will always try to demonstrate high moral values. I recognize that my conduct when I am away from the camp premises also reflects on the camp.

I shall always seek to be truthful, honest, and fair in my communication and interaction with campers and all staff including directors.

I accept the challenge of helping my campers increase their awareness of and responsibility to others and to the world of nature, helping them gain in self-confidence and self-concept, and of teaching them new skills.

I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealing with campers and other staff.

I shall be accepting of the diverse racial, national, ethnic, and cultural background of my campers, and not seek to impose my own particular views.

Employee Name (Please Print) _____

Employee Signature _____ Date _____

Executive Director Signature _____ Date _____

To see Diocesan Personnel Policies, go to: <https://diomontana.com/>

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Appendices:

1. ST.34.1 Camp Marshall Performance Review ST.34.1
2. **AD.29.1** Corrective Action Plan
3. **AD.29.1** Staff Self-Evaluation

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Camp Marshall Performance Review

Staff Member: _____ Supervisor: _____ Date: _____

Activity/area observed: _____

Staff Qualities: For the categories listed below, please rate the employee as either satisfactory (S) or unsatisfactory (U) and provide any relevant notes or comments.

Skills	Rating	Comments
Quantity of Work		
Quality of Work		
Safety Regulations		
Managing Hazards		
Emergency Procedures		
Appropriate instruction (if applicable)		
Overall Job Performance		

What goals and expectation does the supervisor have for the staff member?

What are the staff member's strengths?

List some of the staff member's accomplishments from the past year?

What areas that the staff member most need to improve?

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Corrective Action Plan

At this time, does this staff member require any immediate corrective action? Yes. No

(If yes, please complete the following section):

Please list no more than three areas for immediate corrective action:

One week plan for correction

Measurable goals due for the one-month time period:

Comments:

Signature of supervisor: _____ Date: _____

Reviewed by staff member: _____ Date: _____

Reviewed by Executive Director: _____ Date: _____

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Staff Self-Evaluation Questionnaire

What are others' expectations for you as a staff member?

What goal and expectations do you have for yourself?

What personal strengths can help you accomplish your goals?

List some of your accomplishments from the past year

What areas do you need to strengthen to better accomplish your objectives?

What support can the camp provide to make you more successful?

Additional comments:

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