



Staff Personnel Policies

Luther Heights Bible Camp (LHBC or the Camp) is about Christian ministry. These policies are set forth in the context of our calling to share a particular dimension of that ministry together in a specific place, that Christ and his people (and his whole creation) might be faithfully served.

Luther Heights staff policies are designed to build on the best that strong tradition and prudent practice can provide. Each staff member is expected to be familiar with and abide by all policies. For the purposes of this handbook, the term staff or staff members will include all volunteers, summer staff, and permanent employees, whether working on a full or part-time basis, and whether paid or unpaid.

Camp Mission and Purpose

Through safe and amazing experiences, Luther Heights Bible Camp proclaims the Gospel, builds faith, and strengthens the body of Christ by serving all people.

Luther Heights Bible Camp is owned and supported by 19 congregations in Idaho, Oregon, and Wyoming that are affiliated with the Evangelical Lutheran Church of America. These congregations elect the Board of Directors that governs the Camp.

At Will Employment

The employment of all seasonal staff is at-will. Employment at-will generally means either LHBC or the seasonal employee may terminate the employment relationship at any time, with or without cause, and with or without advance notice.

The Shape of Life Together at Luther Heights Bible Camp

In our Luther Heights Community, we try to rely on the workings of grace to guide our life together. When there are several possible ways of doing things, it is important for a varied group such as the Luther Heights staff to have a consistent and unified way of working and living together, so that the structure of our common life may permit as much gracefulness and graciousness as possible.

Obviously, a listing such as this cannot cover all aspects of our life together. There are many ways of our being together where we must rely on common sense, good judgment, verbal instruction, and of course, much forgiveness, as well as efforts to pick up and try again when we fail.



At Luther Heights, we seek to live and work in light of Christ's presence among us. Loyalties to Christ, to each other, and to the ministry into which we have been called are all vital for our life together.

Job Descriptions. While staff positions have printed descriptions, the descriptions do not cover all phases of community responsibility. The Executive Director will expand, alter, reassign, or terminate staff assignments when such action will best serve Camp and personal needs. Staff may be rotated among various positions, so that there may be more variety of experience and greater mutual understanding among staff.

Everyone is part of the counseling staff; everyone is part of the support staff. No one's task is finished until everyone's task is finished. Each person's significance and responsibility to the staff community is equal.

Daily activities. Daily activities are normally planned during the staff meetings, with adjustments made as necessary by the Executive Director or Program Director. All staff are expected to be at all activities intended for the whole community, including meals, worship, quiet time, etc., throughout the day and evening. An exception is granted to food service staff if they are resting.

Counselors are responsible for seeing that the campers assigned to them are present at expected activities. This includes making sure that campers rise in the morning and are in their cabins at night.

Luther Heights tasks are demanding, the life intense, and the season long. Adequate rest is required. All counselors are expected to be in their cabins with their campers shortly after (about 20 minutes) the closing activity of the day (which is usually worship). Within another 30 minutes, cabins should be quiet enough to allow any person wishing to sleep to do so without interruption. Counselors will see to it that campers do not leave cabins unnecessarily during the night. The close of the day is an excellent opportunity to share with cabin mates in quiet devotion, meditation, and thanksgiving.

Standards of Conduct

The conduct of Luther Heights staff, both in camp and out, is carefully measured by others who see camp life reflected in the attitude and action of the camp staff. Offensive behavior, or that which might be interpreted as alarming, disruptive, or distasteful, must be avoided. Staff will seek to shape our life together, by word and example, in such a way that faith may be nurtured and personal growth deepened. Staff will always seek to perceive and to use the opportunities for strengthening our life together in Christ.



Use of beverage alcohol and controlled substances involves a high risk of damaging Luther Heights relationships with its constituency. Staff are asked to exercise great discretion and prudence in this regard. Use of beverage alcohol by those who are under legal age is prohibited at all times. Staff members may not use beverage alcohol during the regular camp sessions except in specified circumstances, nor on breaks by anyone driving a vehicle. Use of controlled substances is prohibited.

Luther Heights is a smoke-free property and no smoking or vaping is allowed. Staff are prohibited from using chewing tobacco during any camp program, including day camps.

Staff will not use alcohol or tobacco while representing Luther Heights at week-long day camps.

It is the camp's policy to promote a work atmosphere free of harassment and/or sexual harassment in any form at all levels of employment. Harassing behavior will not be tolerated; and any person who feels he or she has been subjected to harassment should notify the Executive Director immediately. Sexual harassment is the use of one's authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his or her refusal; or the creation of an intimidating, hostile, or offensive working environment through verbal or physical conduct of a sexual nature.

All staff have responsibility for personal and corporate devotional and worship life. All staff assume responsibility for appropriate health practices, personal cleanliness and order in camp and out. Obtaining piercings or tattoos during the summer is discouraged due the nature of living at Camp and the risk of infection.

Staff Interaction. It is important that each staff member accepts and attempts to understand every other staff member, both as persons and as associates chosen to do a particular joint ministry. All staff will work cooperatively with all other staff members, and specifically, as assigned by the Executive Director to various co-worker situations.

Should there be friction or grievances among various staff members, each will seek ways to overcome barriers among them that might interfere with the Luther Heights ministry, and with each person's part in that ministry. Be helpful, discreet, and caring in speaking of another's failures. When appropriate, seek the assistance of the Executive Director or Program Director in finding a solution to interpersonal problems.

While romantic relationships among staff persons are not prohibited, such relationships must be pursued with discretion, and must not be carried on in a way that interferes with a growing sense of unity and commonality among the staff.

Romantic relationships with campers are strictly prohibited.



Social Media and Privacy Expectations. In general, Luther Heights views social networking sites (e.g., Facebook, Twitter, Snapchat, Instagram, Tumblr, YouTube, etc.), personal web sites, and web blogs positively and respects the right of staff members to use them as a medium of self-expression. All camp staff members can be viewed (correctly or incorrectly) as representatives of LHBC, which can add significance to your public reflections on the organization (whether or not that is your intent). Because of this, our camp requires that staff members observe the following guidelines when referring to the camp (its programs or activities, its campers, and/or other employees) in any/all online platforms.

Photographs & Videos—LHBC staff members are prohibited from posting any photos/videos of campers online using their personal account. LHBC asks for written permission from each camper’s guardians to use camper photos/videos in written and online materials. Legal action can be taken against those who violate this policy. Any photos/videos taken by a staff member may be given to the camp office to be posted on camp's website, Facebook, Instagram, etc. It will be up to the discretion of the camp office to decide whether or not to post the photos/videos.

Use of Personal Social Media Sites—LHBC staff members must recognize that they are role models for campers at all times, and should limit their public profile to information, comments, photos, etc. that are appropriate should a camper or parent view them. LHBC staff members must agree to be respectful of LHBC (its employees, volunteers, campers, and its policies) in all social media postings, blogs and other mediums of online communications. (Note: Although some sites may offer privacy settings, staff members should be aware that the Internet is a public domain. Staff members are expected to be aware of these guidelines regardless of their privacy settings.)

Camp Logos—LHBC staff members are prohibited from using camp logos on personal pages or sites without written permission.

Communication during Camp Emergencies—In case of an emergency at camp, we have procedures in place to communicate with parents, churches, media, or any other outside groups. It is LHBC policy that the Executive Director or Program Director handle all media communications and there are other designated staff to communicate with parents and/or churches in times of an emergency. LHBC requires all other staff members to refrain from posting happenings of an emergency on their own social media profiles or sites.

Camper – Staff Communications. LHBC understands that interacting with campers after a camp session may be extremely positive, as it helps to keep the nourishing or spiritually uplifting experiences campers have at camp alive and helps maintain their connection to camp. However, as with any such communication, LHBC cannot guarantee the kind of supervision,



oversight, or program structure that will be present in such a situation outside of camp. For the protection of both the staff member and camper, staff members must abide by the following guidelines on appropriate interaction with LHBC participants after a camp session is over.

Communication with Campers via Social Media—Unless the camper is from the staff member’s home church, and relationships have already been established, we ask that staff members do not communicate with campers in any online platform (including Twitter, Facebook, Instagram, etc.) until the camper is 18 years of age. If the camper is under 18 years of age, it is camp policy that staff members do not communicate with campers via social media, unless arrangements have been made and approved by the camper’s parents/guardians, church staff, and the Executive Director.

Communication with Campers—Camp staff members are not allowed to give out personal information to campers. This includes phone number, email, personal mailing address, etc. If a camper wishes to stay in touch with a staff member after their camp session, LHBC recommends the use of letters between the camper and camp’s mailing address only. This type of communication between campers and staff is encouraged insofar as it is a positive, healthy relationship for all parties. If any sensitive content is revealed to a staff member during these interactions, we encourage staff members to seek help and support from the camper’s parents/guardians, church staff and/or camp. It is camp policy that staff members do not have ongoing continual communication with campers, unless arrangements have been made and approved by the camper’s parents/guardians, church staff, and the Executive Director.

LHBC strongly advises staff members to not personally interact with campers outside of camp without the awareness and approval of the camper’s parents/guardians. LHBC encourages any such gatherings to be done in public, and ideally in a group of at least two adults, and multiple students.

Additional expectations. This handbook does not include all behavior expectations at Luther Heights. If there is ever a question about what counts as appropriate behavior, staff are urged to ask their supervisor.

Performance Appraisals, Grievances, and Termination

Termination of Employment Agreement. An employee’s employment with the camp shall continue only as long as the employee complies with its terms. If an employee’s employment is terminated, the employee shall be paid through the last day of their employment.

Either the employee or the Camp may terminate employment by giving the other notice in writing. If an employee tenders his/her resignation, Luther Heights requests a five-day notice if possible and that the employee protect the interests of the camp by leaving work responsibilities as complete as possible and in good shape for a successor.



The camp reserves the right to cancel an employment offer in the unlikely event that low enrollment makes it necessary to reduce the staff. The camp also reserves the right to terminate an employment offer if the camp period is shortened by catastrophic fire, epidemic, accident, etc.

Grievance Procedures. Any employee who feels unfairly treated should immediately notify their immediate supervisor and the Executive Director in writing. If the employee does not feel the concerns have been dealt with sufficiently, the next recourse is to submit concerns in writing to the Executive Director and the Executive Committee of the Camp's Board of Directors. The action of the Executive Committee is final.

Performance evaluation. Based on a personal commitment to Jesus Christ and the expression of that commitment through the Luther Heights ministry, all staff will seek to do all aspects of their work to the best of their ability. Evaluation of an employee's performance is most often done informally on an ongoing basis by the Executive Director, Program Director, by peer review, and by self-review. Opportunity for an employee to discuss his/her performance with the Program Director is given during "fireside chats" (though these may serve other purposes, too). Each staff person should plan to participate in one of these at the conclusion of each camp session.

Comments concerning performance evaluation are considered confidential, and will not be shared with other staff (except with those whose position may make it necessary for them to know such information).

All staff are expected to provide written evaluations of each camping session, and to complete these prior to the beginning of the next session. These evaluations are available for all staff to see, and provide a way of mutual reflection, encouragement, and improvement.

Work Schedules and Time Off

Time off. All staff have at least 24 hours free from duties between each camp session, unless emergency or other extenuating circumstances require adjustments. Some time off periods may be of longer duration for some or all staff members.

Time off normally begins by 1:30 pm on the last day of a youth session, and ends at 1:30 pm on the following day. All staff are expected to be present for a 1:30 pm staff meeting on the opening day of each session. After a longer break, this meeting may be scheduled slightly earlier. Some staff serving on off-site programs may leave earlier on the first day of the session.



It is a goal of our life together that each staff person has two hours each day free from assigned camp responsibilities. This goal of two hours off will not always be feasible and rarely will the two hours be consecutive due to the schedule at camp. Accordingly, time off during a usual camp day must be carved out in smaller portions when a counselor is not expected to be at a specific place or performing camp-related responsibilities. Support staff have somewhat more ease in meeting this goal.

During time-off periods between camp sessions, those staff remaining at camp are expected to help with chores, as needed, to help keep the camp neat, orderly, and safe.

Pay Schedule

Compensation and taxes. Salaries specified on the employee's letter of appointment are the approximate cash amount paid for the season's work. Federal taxes, state taxes, Social Security and Medicare taxes are withheld from pay if an employee is subject to those taxes as defined by federal and state law.

At the beginning of the season, employees must complete IRS Form W-4 and file it with the Executive Director. Income tax withholding is based on the number of withholding allowances claimed on that form.

Wages are paid bi-monthly. However, other arrangements can be made. Employees who need to do so may draw upon wages or request salary advances during the season in increments of \$50.00.

In the case of early departure or dismissal from camp, or should the camp period be shortened by fire, epidemic, accident, etc., or should an employee be absent without formal leave as listed below, the employee's salary will be pro-rated according to actual time worked.

Sick Leave and time off without pay. Each employee is provided sick leave with pay for up to five days during the camping season. Up to five days of unpaid personal leave may also be granted during situations of critical family illness or death, or gravely urgent personal business. Requests for such leave are made to, and granted by, the Executive Director.

The Importance of Safety and Security

Safety is a top priority at Luther Heights. Staff must perform their work in a safe manner at all times and respond effectively to safety and health emergencies.

It is the employee's responsibility to exercise due care for safety and protection. If an accident occurs, it is important to get proper first aid and/or medical attention immediately. Any injury



or illness should be reported to the immediate supervisor as soon as it happens, regardless of how minor it may seem. Within 48 hours, a written report must be filed with the immediate supervisor.

All accidents or sickness must be reported as soon as possible after their occurrence or within 24 hours to the Camp Health Manager and to the Executive Director.

Staff who go hiking on their time off are strongly encouraged not to hike alone. It is also strongly encouraged they take along appropriate equipment and supplies to be prepared for emergencies, and that they hike/climb only in areas that meet their level of skill and experience. Staff are required to take a day hike first aid kit and must follow check in and check out policies.

Personal recreation equipment and vehicles. Personal sports equipment requires safe handling (e.g. trail bikes, fishing gear, etc.) and must be stored in designated places away from camper access and will not be offered for camper use.

Staff vehicles should be parked and locked in the Luther Heights parking lot. Staff vehicles should not be used during camp session, except in the case of an emergency. If a privately owned vehicle is used in an emergency for Camp business, such use must be in accord with written vehicle procedures.

Luther Heights affirms as its own policy State law prohibiting operation of any motorized vehicle without current registration, valid driver's license, and proof of adequate insurance coverage.

Possession of certain items is prohibited at camp. Summer staff may not have firearms, ammunition, fireworks, or other equipment that poses an undue risk to campers, other staff or the environment. Pets, in some situations, may be allowed if permission is given by the Executive Director.

Insurance. Luther Heights carries an "excess-only" Camper/Staff Accident Policy on all staff up to a limit of \$2,500 for accident-related expenses and up to a limit of \$750 for sickness-related expenses. The Camp will pay the \$50 deductible for any staff member's claim under this insurance. "Excess Only" insurance means that the camp's coverage will come into effect only after one's family or personal health/accident insurance has been drawn upon. This can include using the camp's coverage to cover deductibles if one's own family/personal insurance has been drawn upon. All staff will be covered under worker's compensation.

Miscellaneous



Use of camp equipment. Use of any camp equipment (including backpacks, tents, audio visual equipment, etc.) must be cleared with the Executive Director or the Program Director. This remains true during the time-off periods. Camp sound equipment may be used during camp sessions only for program purposes. Staff may use it during breaks with the permission of the Executive Director. Personal use of camp sound equipment should be at volume levels and times that do not interfere with others' desire for peace and quiet. (Generally speaking, peace and quiet have precedence over sound production.) Weekend usage of the Camp will dictate the volume. Prior to such personal use of camp sound equipment, please ask permission from those in the vicinity. Personal sound equipment should not be operated at levels that can be heard outside of the cabin or beyond the immediate listening area. If sound equipment is to be utilized for "Roundups," skit nights, or worships, it needs to be cleared by the Executive Director or Program Director.

Staff-owned equipment and belongings used in the Luther Heights program, or on the camp premises, are not covered by the camp's property insurance, and are used at the staff person's own risk.

Camp cleanliness. Responsibility for keeping Luther Heights neat, clean, and free of litter is shared equally by all staff. In addition, staff have special responsibility for those areas designated "staff only" e.g., staff meeting room, staff storage, laundry room, maintenance building, staff cabins. These areas should be kept at least as clean as the public areas of the Camp at all times.

Gratuities. Because gratuities beyond staff salaries can seriously affect staff relationships with both campers and other staff, staff are prohibited from receiving monetary and/or gifts from campers or their parents. Any such gratuities must be turned in at the Camp office for return to the givers.

Canteen and Office charge accounts. Each staff member may charge purchases in the Canteen. Such charges will be promptly recorded by each staff person according to specified procedures. In addition, a charge account is maintained in the Camp office for each staff member, which records all purchases requested from town (as well as telephone bills – see below) and staff advances. Canteen and office charge accounts must be settled before final payment of wages.

Telephone. Luther Heights telephone is for the Camp's business purposes. The privilege of using it for personal calls is granted to staff members, under the following conditions, as well as under conditions explained during staff training:

Staff members may make long-distance calls by 0+dialing (credit card, or collect, or by billing the call to a third party). Twenty second calls asking someone to call you back immediately may



be called directly. Staff calls (both outgoing and incoming) must be limited in duration to twelve minutes, so that Luther Heights line will not be unduly tied up.

Telephone calls will not interfere with staff duties or with the normal flow of Camp life. Staff members must make their personal calls during break periods, and not during the regular Camp sessions. Permission must be secured from the Executive Director or the Director's designated representative for personal calls made during camp sessions. If a staff person receives a call at an inappropriate time, the caller will be told when to try calling again, and the staff person will be notified that a call has been received. If the phone call is an emergency, an attempt will be made to contact the staff person immediately.

Due to the disruptive nature of cell phones to the formation of community, the use of cell phones is permitted only during personal time off and in non-public designated areas. Cell phone use is not allowed during program hours for Luther Heights day camps. It is expected that no one will ever hear staff cell phones ring when they are on duty or observe staff texting.

Laundry. Staff are responsible for doing their own laundry. The Camp's laundry equipment and detergent are offered for that purpose. All laundry is to be dried on the clothesline whenever possible.

Laundry procedures must be observed carefully to avoid damaging equipment. Kitchen needs have first priority. If needed, a signup sheet will be put up for laundry times.

Staff visitors and guests. Staff members expecting visitors should notify the Executive Director in advance, and should introduce their guests to the Executive Director when the guest arrives.

Visitors should be informed of the basic camp schedule prior to their arrival. Visitors are expected not to interfere with Camp life.

If room is available, parents and immediate family who are Luther Heights visitors may have one night's lodging without charge. Visitors may contribute to help cover the costs of providing meals, etc.

Kitchen. The kitchen is a work area and not a gathering place for staff. Only staff that are helping there should remain in the kitchen. For safety and for kitchen convenience, the main entrance to the lodge should be used by staff, instead of the kitchen entrance. Kitchen staff (Head Cook, Asst. Cooks, and those approved by Head Cook) are the only ones allowed in the kitchen during any camp program or hosted group program.

All staff and campers must wash their hands before handling food or utensils.



Sitting on counters is not permitted.

Stored leftover foods, fruit, etc. will not be consumed by staff without express permission from Head Cook. Food items that are available to staff will be left in designated locations.

Unless instructed to do so by the cook, non-kitchen staff will not enter the freezer.

During time off periods, no special food projects will be undertaken without permission from the Head Cook.

Office. Office equipment, supplies and records, are for the use of the Executive Director and office staff only. Records, files, and secretarial work are considered confidential, and are not available to other staff.

Policies Are Subject to Change

Revisions of policies may occur at any time, upon approval by the Board. Such revisions may supersede, modify or eliminate existing policies. Additionally, the Board may adopt new policies.

Non-Discrimination Statement

Luther Heights Bible Camp does not discriminate on the basis of race, color, and national and ethnic origin. All employees and participants are granted access to all the rights, privileges, programs, and activities available. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its policies, admissions policies, scholarship and other camp administered programs.

In all of our positions we hire women and men who are committed to Jesus Christ. We seek to create a community of acceptance, respect, and care that is uplifting to all—campers and staff alike.

It is essential for all persons on staff at Luther Heights to have a desire to create such a community in order to minister to those who come to camp for a Christ-centered experience. Living out God's love is the challenge placed before all of us. This challenge orients us beyond ourselves to those in our midst and results in the focus being centered on others.



ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I have received a copy of the Employee Handbook that contains important information about Luther Heights Bible Camp.

I understand that I should consult with the Executive Director regarding any questions I may have that are not answered in the Handbook.

I understand that the information, policies, and benefits described in the Handbook are subject to change at any time, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand that I am an "at-will" employee and that the Handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the Handbook and I accept its terms.

I understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it.

I understand that I am expected to read the entire handbook and that this form will be retained in my personnel file.

Signature of Employee

Date

Employee's Name - Printed