



# LUTHER HEIGHTS BIBLE CAMP | STAFF PERSONNEL POLICIES

Intermountain Lutheran Camping Association

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.

Personnel policies are listed in two sections: those relating formally to employer/employee matters, and those relating to the shape of our life together at Luther Heights. This division of policies into two sections is somewhat artificial, because legal, ethical, and religious considerations are intertwined in the actual working relationships with which we live. Moreover, a listing of personnel policies inevitably sounds rather lifeless in the reading, a playing-off of rights and duties; and on one level, such a list does function that way.

Luther Heights is about Christian ministry; and 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.

## Employer/Employee Relationships

1. **Compensation and taxes.** Salaries specified on the employee's contract are the approximate cash amount paid for the season's work. Federal taxes, Social Security and Medicare taxes are withheld from pay if an employee is subject to those taxes as defined by the W-4. In some cases, Idaho State Tax may also be withheld.

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

Wages are normally 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.

2. **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 1:30pm 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 1:30pm 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.

In addition, it is a goal of our life together that each staff person have two hours each day free from assigned camp responsibilities. This goal of 2 hours off will not always be feasible and rarely will the 2 hours be consecutive. This may seem like an unreachable goal: the schedule or most camp days (both on – and off – site) makes it nearly impossible for counseling staff to have such time off in a single block. Time off during a usual camp day must be carved out in smaller portions during those times 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 some chores as needed, to help keep the camp neat, orderly, and safe.

Staff who go hiking on their time off are strongly encouraged that they not hike alone. It is also strongly encouraged that 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.

3. **Absence from work.** Each employee is provided sick leave with pay for up to five days during the camping season. Other unpaid leave of absences as outlined in the Family & Medical Leave Act of 1996 apply to all staff. Up to five days of emergency 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 Director. Personal leave without pay may, in appropriate circumstances, be negotiated with the Director.
4. **Health examination and health history.** All staff must have on file with Luther Heights Office a current health history (a standardized form is provided).
5. **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 ones family or personal health/accident insurance has been drawn upon. This can include using the camp’s coverage to cover deductibles in ones own family/personal insurance has been drawn upon. All staff will be covered under worker’s compensation.

All accidents or sickness that may require the attention of a physician must be reported as soon as possible after their occurrence to the Camp Health Manager and to the 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.

6. **Conditions of severance:**

- a. **Termination of Employment Agreement.** An employee’s contract with the camp shall continue only as long as the employee complies with its terms. If an employee and the camp agree that for their own best interests, or for the best interests of camp, the employment shall be terminated, the employee shall be paid to the end of the normal terminal notice period.

Either the employee or the Camp may terminate an employment agreement by giving the other a minimum of five days’ notice in writing, payment to be made in accordance with the number of days worked. If an employee tenders his/her resignation under these terms, the employee should do all in his/her power to protect the interests of the camp by leaving his/her work in good shape and by assisting in paving the way for his/her successor.

The camp reserves the right to cancel an employment agreement on or before May 1 in the unlikely event that low enrollment makes it necessary to reduce the staff. The camp also reserves the right to terminate an agreement if the camp period is shortened by catastrophic fire, epidemic, accident, etc.

- b. **Grievance Procedures.** Any employee who feels she/he has been unfairly treated should immediately notify their immediate supervisor person and the Camp Director in writing. If the employee does not feel her/his concerns have been dealt with sufficiently, their next recourse is to submit in writing to the Camp Director and the Executive Committee of the Camp’s Board of Directors their remaining concerns. The action of the Executive Committee is final.

7. **Performance evaluation.** Evaluation of an employee’s performance is most often done informally on an ongoing basis by the 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 20-to-30 minute “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.

It is assumed that because of personal commitment to Jesus Christ, and to working out 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. If the quality of a staff member's work fails to measure up to acceptable standards, the Director will discuss it with the staff member and seek such change as will meet the camp concerns. Comments concerning performance evaluation are considered confidential, and will not be shared with other staff (except possibly 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.

8. **Personal 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 should seek to shape our life together, by word and example, in such a way that faith may be nurtured and personal growth deepened. Staff should 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. Beverage alcohol may not be used by staff members during the regular camp sessions except in specified circumstances, nor on breaks by anyone driving a vehicle. Use of controlled substances is prohibited to everyone.

Smoking is discouraged, and is prohibited in the presence of campers, in the kitchen, or inside buildings. The designated area for smoking is in the main parking lot and around the exterior of the main lodge.

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 director immediately. Sexual harassment is defined as "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." US Federal employment opportunity Commission definition.

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. It is expected that staff will not get 'piercing's' or tattoos during the summer as you would find it difficult to keep the area clean and dry due the nature of living at Camp and being fully involved with your campers.

9. **Personal recreation equipment and vehicles.** Personal sports equipment that required safe handling (e.g. trail bikes, fishing gear, etc.) should be stored in designated places away from camper access, and should 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, and valid driver's license, and proof of adequate insurance coverage.

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

10. **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 inappropriately expensive gifts from campers or their parents. Any such gratuities must be turned in at the Camp office for return to the givers.

## The Shape of Life Together at Luther Heights Bible Camp

In a community of “alternate vision” such as Luther Heights, we try to rely on the workings of grace to guide our life together. However, we are not so naïve as to think that we have reached the End of all things in our life together here. Moreover, when there are several possible ways of doing things, it is usually 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. Loyalty to Christ, to each other, and to the ministry into which we have been called are all vital for our life together. In that context, the following policies and procedures are sketched out:

1. **Job Description.** While staff positions have printed descriptions of responsibilities, those descriptions do not cover all phases of community responsibility. It is within the responsibilities of the Director to expand, alter, reassign, or terminate staff assignments when such action will best serve Camp and personal needs. When possible, we seek to rotate staff among various positions, so that there may be more variety of experience and greater mutual understanding among staff people.

The following statement, borrowed from another camp, is affirmed here, too: 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.

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

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

While “special relationships” among staff persons are not at all discouraged, such relationships should be pursued with discretion, and should not be carried on in a way that interferes unduly with a growing sense of unity and commonality among the staff.

3. **Canteen and Office charge accounts.** Each staff member may charge purchases in the Canteen. Such charges should be promptly recorded by each staff person according to procedures specified. In addition, a charge account is maintained in the Camp office for each staff member, in which are recorded 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.
4. **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. Personal calls should be placed from the telephone at the top of the stairs in the lodge.

It is expected that telephone calls will not interfere with staff duties or with the normal flow of Camp life. Normally, staff members should make their personal calls during break periods, and not during the regular Camp sessions. Permission must be secured from the 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 called will be told when the best time would be 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 your personal time off and in non public designated areas. It is expected that no one will ever hear staff cell phones ring when they are on duty.

5. **Daily activities.** Daily activities are normally planned during the regular staff meetings, with adjustments made as necessary by the 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. 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.

6. **Use of camp equipment.** Use of any camp equipment (including backpacks, tents, audio visual equipment, etc.) must be cleared with the 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. It may be used by staff during breaks with the permission of the Director. Personal use of camp sound equipment should be at volume levels and times that do not interfere with a person's desire for peace and quiet. (Generally speaking, "peace and quiet" have precedence over sound production.) Often weekend usage of the Camp will dictate the volume. Prior to such personal use of camp sound equipment, it's wise to ask permission from those in the vicinity. Personal sound equipment (with the exception of that which is heard through earphones) should not be operated at levels which 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, such use needs to be cleared by the Director or Program Director.
7. **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" (for example, staff meeting room, staff storage, laundry room, maintenance building, staff cabins, etc.) These areas should be kept at least as clean as the "public" areas of the Camp at all times.

During time off periods (when no group is on-site) between camp sessions, those staff remaining at camp are expected to help with cooking as needed , with kitchen procedures, and in general, to help keep the camp site neat, orderly and safe.

8. **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 to sign up for laundry times.

9. **Staff visitors and guests.** Staff members expecting visitors should notify the Director in advance, and should introduce their guests to the 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, if they wish, to help cover the costs of providing meals, etc.

10. **Kitchen.** The kitchen is a work area, and should not become a gathering place for staff during work times. Only staff who are helping there should remain in the kitchen. For safety and for kitchen convenience, the main entrance to the lodge should normally be used by staff, instead of the kitchen entrance.

All staff (and campers) who handle food or utensils should wash their hands ahead of time in the Clivus bathhouse.

Sitting on counters is not permitted.

Stored leftover foods, fruit, etc. should not be used 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 should not enter the freezer.

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

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