



CAMP POYNTELLE LEWIS VILLAGE

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SUMMER- PO Box 66, Poyntelle, PA 18454
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Personnel Practices

These Personnel Practices are a supplement to your contract. Please read and familiarize yourself with these policies closely. We hope to provide a sound basis for the development of a successful working relationship between camp (employer) and you (staff.) If you have any questions about the policies highlighted here, please contact camp management for clarification. Failure to follow these procedures can result in dismissal at camp's discretion.

Eligibility for Employment

I. The following documents must be on file to complete your employment record:

- Signed Contract
- Signed Personnel Practices
- Completed Applicant Release Form & State Central Register Clearance Form
- Medical Examination Form including PPD Test and immunization history
- Signed W-4 Tax Withholding Form
- I-9 Form & Supporting documentation

If you are under 18 years of age by your first day of employment, you must also have the following documents:

- Working papers (available at your school guidance office)
- Permission to Leave Campgrounds Form
- Authorization for Emergency Medical Treatment

Parent signature is required on the bottom of:

- Personnel Practices
- Employee Contract

The deadline for receiving forms is April 14, 2008.

II. It is the mission of Camp Poyntelle Lewis Village to build a community of people concerned about each other and their environment. It is the role of the staff member to create a safe and positive environment while acting with respect, dignity, and integrity. It is imperative that all employees present themselves in an appropriate manner, including conduct, demeanor and appearance designed to represent camp in a positive light. Staff that engage in or are associated with illegal, immoral, or other activities or conduct which a) adversely effects the camp or it's programs, b) compromises their personal safety or that of others, or c) effects their ability and/or credibility to carry out their employment responsibilities, may be subject to disciplinary action, and/or termination at the discretion of camp management.

General Information and Procedures

- Staff will receive written evaluations by their supervisor over the course of the summer. Evaluations are placed in the staff member's personnel file and are used as a basis for determining future employment & job references.
- Staff receives 5 days off a summer (one day a week excluding the first and last week of camp.) Days off are assigned routinely and are in effect from 8am- curfew. Periods off occur on non-trip days and days when no counselors are off (at camp's discretion.)
- Blankets, sheets, pillows and towels will be provided to international staff and laundered by the camp. Personal laundry will be done weekly along with the camper laundry.
- Salaries are paid in three installments during the summer; once at the end of July and two separate payments on the last day of the summer. Advancements are permitted in the month of July. Full salary payment is subject to the completion of the season (Including final reports.)

Responsibilities & Policies

- Staff is expected to be in attendance for all meetings and activities during orientation and camp unless previously authorized by camp management.
- Camp has an established curfew/sign in policy. We require all staff to sign in at that set time. OD (on duty) is assigned on a rotating basis. Counselors remain on duty until sign-in is completed.
- Staff may be required to act as a bus leader on select camp trips.

Responsibilities & Policies (Cont.)

- Staff is required to submit progress reports for every camper in their bunk before the end of each camp session. Reports are to be reviewed by supervisors and the Assistant Director.
- Staff members are expected to assist in the opening and closing of camp.
- Staff is expected to complete a daily log each evening chronicling bunk issues and progress.
- Staff is expected to supervise all aspects of a camper’s day including wake up, line up, meal times, clean up, rest hour, evening activity and lights out.
- Staff must attend weekly meetings with the Camp Director’s and supervisors.
- Staff is expected to set an example in manners, proper language, cooperation and sportsmanship at all times.
- Staff is responsible for any assigned equipment or property.

Rules and Prohibitions

- Camp Poyntelle Lewis Village reserves the right to search the belongings of any staff member at the discretion of the Executive Director.
- Visitors are not permitted on camp premises. If staff is to be picked up on a day off, their visitor must check-in and remain at the camp office.
- Smoking is only allowed in designated camp areas. Smoking outside these areas is prohibited.
- Alcohol, drugs, and drug paraphernalia are prohibited at camp. Anyone thought to be under the influence of, found with these substances, or are in the company of individuals possessing these substances, will be sent home immediately.
- Weapons or what is deemed as a dangerous object of any kind by camp management are prohibited on campgrounds and will result in dismissal.
- Pornographic materials are forbidden on campgrounds and will result in dismissal.
- Physical, Sexual and/or Verbal abuse of campers or other staff will result in immediate dismissal.
- Staff vehicles are not permitted on campgrounds. Cars must park in designated staff parking areas.
- Appropriate clothing should be worn at all times. No string bikinis or speedos.
- Staff members who have children in camp, may not take their child(ren) off campus, nor may they visit the child’s bunk unless it is within the camp program.
- Anyone damaging or defacing camp property, including acts of graffiti, is financially liable for such damage and will be charged a minimum of \$25 per offense and/or will be removed from camp.
- No medication may be kept in the bunks. All medicine needs to be left in the infirmary.
- No outside food is allowed in camp. Selling or distributing outside food or using outside food in a way deemed inappropriate by camp standards is a serious offense and can result in dismissal.
- No sexual or intimate behavior of any kind is permitted in cabins or on campgrounds including public displays of affection.
- Staff members of the opposite sex may never enter each other’s bunks or shacks at any time. Those caught in an opposite sex’s cabin are susceptible to punishment up to and including dismissal from camp at the discretion of the camp director.
- Thievery of any kind is prohibited in camp and will result in dismissal.
- Staff should contact the camp director immediately when in the company of or observing anyone violating these rules and prohibitions at any time.
- Any other act deemed illegal by the Government of the United States will result in immediate dismissal from camp and camp reserves the right to contact the proper authorities.

I, the undersigned, agree with the philosophy and goals of camp and agree wholeheartedly to join in its work. I agree to perform services and undertake responsibilities consistent with the camp mission statement or as Camp authorities direct. I have read the Personnel Practices Code and agree to abide by the policies and procedures listed herein. I understand that I am subject to termination of employment, at the sole discretion of the employer, should I fail to comply with these responsibilities and procedures including physical condition, service conduct or influence that is deemed unsatisfactory to the best interests of the camp as indicated in this policy.

Staff Member Name (print) _____ Date _____

Staff Member Signature _____

Parent/Guardian Signature (under 18) _____

