

# HIGH SCHOOL SUPPORT STAFF POLICIES

(INCLUDES RECENT HIGH SCHOOL GRADUATES UNDER 18 YEARS OF AGE)

- PERSONAL DEVOTIONS:
  - The most important aspect of your work at Lake Ann is your personal relationship with Jesus Christ. Though you are very busy, and in a “Christian” environment, these cannot be a substitute for daily time with God. Make your daily personal walk the non-negotiable of your life. You will want to share with others what God is teaching you!
- REQUIRED PAPERWORK:
  - Two completed W-4 forms (one federal form and one state form) (required for all new employees and for former employees who desire to change withholding information)
  - Proper identification (as indicated on Form I-9– one item from List A or two items: one from List B and one from list C. List items are not interchangeable. You must bring original documents). For your protection, these items can be stored in our safe during your stay at camp. (required for all new employees only)
  - Health Form (to allow proper medical treatment in the case of an emergency) (required for all new and former employees)
  - Completed Work Permit
  - Direct Deposit Form: indicate bank name, account type (checking or savings) routing number and account number. If you prefer a paper check, write your name on the form and add the note "paper check".
  - **If you arrive at camp without the completed paperwork or ID, you will be considered a volunteer until the completed paperwork is on file!**
- WORK TIME: Everyone is required to attend the Monday morning breakfast at 7:30am (or as announced). You are on duty through Saturday until 2pm. We expect everyone to remain at the camp on Sunday night through Saturday early afternoon.
  - The support staff may be called upon to assist in various ways besides the scheduled time for his/her appointed duty.
  - You are required to attend daily mid-morning devotions.
  - You are required to attend evening chapel every day unless your supervisor chooses to do an alternative group devotional.
- PAYROLL:
  - The pay week is Monday through Sunday..
  - You will be paid every 2 weeks.
  - Payday is the first Friday after the end of the pay week. In other words, when you get a paycheck on Friday it will be for the previous 2 weeks, not the current week.
  - Paychecks:
    - Use the Direct Deposit form to request direct deposit
    - If no Direct Deposit form is submitted -OR- if the processor reports that any information on the Direct Deposit form is errant, a paper check will be left for you in the summer staff mailbox.
- WEEKENDS:
  - Saturday afternoon and Sunday
  - After your job responsibilities are completed on Saturday, you will be under the direct supervision of the Support Staff Supervisors. All who have not signed out for the weekend (see below) will be required to participate in the planned activities for the weekend. Some of these activities will have a fee.
  - Meals are provided for all staff members staying over the weekend.
  - Everyone is required to attend church services on Sundays with the Support Staff Supervisor on the provided transportation.

- It is permissible to go home for the weekend. Please follow the proper procedures for signing in and out. If you plan on leaving camp on the weekend with someone other than your parent you will need a written, signed note from a parent (fax/email is permissible). Again, it is expected that you attend church if you are away from Lake Ann on the weekend.
- Your conduct and testimony off campus should always be honoring to the Lord and in harmony with camp standards
- Rest is the imperative for your weekend. Proper rest shows respect for the campers who will be coming Monday morning ready for a great week of camp.
- OFF CAMP TRIPS:
  - In respect to the team concept, all summer staff members are to remain on-site while camp is in session.
- CURFEW:
  - Lights out will be established by your Support Staff Supervisor.
  - All camp personnel are to be in their bunks, with lights out, at 10:30pm. on Sunday evening.
- ATTIRE:
  - There are many variations in convictions, but we ask you to condition your mind and hearts by studying 2 Corinthians 6:3-4, "Giving no offense in anything, that the ministry be not blamed, but in all things approving ourselves as the ministers of God, in much patience, in afflictions, in necessities, in distresses." Also consider 2 Corinthians 10:32, "Give none offense neither to the Jews, nor to the Gentiles, nor to the church of God." Parents and churches entrust the minds and hearts of their campers to us. We are responsible to God and others, not free to do our own thing.
  - Understanding this biblical principle, we ask you to adhere to our guidelines for the summer. Staff members are asked to dress appropriately/decently/modestly in a way that does not distract from the light of Christ in their lives. We want the parents who entrust their children to our care for the week to have a positive impression of our staff.
  - Men's hair is to be well groomed and should avoid extremes. As for facial hair, mustaches are allowed. Daily shaving is an expected discipline.
  - Women should always keep modesty as their standard in dress, keeping in mind the principles listed. One-piece swimwear or modest tankini is required. Tops/shirts should be long enough to cover the midriff. Long or short sleeve t-shirts are appropriate for work (vs. sleeveless shirts). Again, please avoid extremes that would call undo attention to yourself and distract from the light of Christ in your life.
  - Footwear is to be worn on the grounds at all times for safety purposes and per state regulations. While working, you will need to wear a fully enclosed shoe.
- LODGING:
  - Summer staff members will be housed on the Lake Ann Camp campus.
  - There is very little security in your room, so it is unwise to keep valuables there.
  - Please do not enter buildings that are designated for those of the opposite gender. Socializing should be done in "common" areas.
  - Private staff residences are off limits.
- FOOD:
  - Your example is very important, so your attitude about the food is important. The slogan, "The food is always good" should be your general attitude.
  - If there is a food item you do not particularly like, just say, "It's not my favorite" without further comment.
  - Please don't ask for a special diet except for health reasons.

- **KITCHEN:**
  - Please do not go into the food prep area unless you are on duty.
- **SNACK PRIVILEGES:**
  - One small pop and one small slushee per day at the RC. Slushee allowance is once a day. This means you may not do two small half pop/half slushee combos twice a day. If you would like to do a slushee/pop combo you may once a day and that will count as your slushee for the day. Please remember that these snack allowances are a privilege. Any taunting/teasing of the Red Canoe staff for these policy restrictions is prohibited and may result in a loss of privileges.
    - Each staff member will have the option of charging their purchases to an account which will be deducted from your paychecks.
- **PRANKS:**
  - All campers are to be treated with respect.
  - No staff member is to torment, pull pranks or practical jokes on any campers or staff for any reason, at any time.
  - At the same time, you are to accept the tricks or jokes that campers play on you unless it is destructive or distracting to the program.
  - Camp staff must be an example, therefore, no "in house" pranks that would set the pace for the campers to follow re allowed. Even when camp is not in session, staff members should not engage in fun/pranks that would hurt the inner staff relationships. Pranks are a dismissable offense.
  - No one is to be forced down the water slide or thrown into the lake.
  - Food fights are absolutely not tolerated in the buildings.
- **STAFF DATING:**
  - The camp does not disapprove "dating" among staff members if the motives and conduct are wholesome and becoming to a Christian testimony. It should not be obvious to campers or staff if you are dating or interested in someone.
  - No dating is allowed between the college age and high school age staff members.
- **RELATIONSHIP TO CAMPERS:**
  - Supportive staff members must recognize that it is the counseling staff who are accountable to counsel campers. Therefore, if a camper is observed in need of assistance, the supportive person should find the appropriate counselor and direct the distressed camper to that counselor.
  - Please respect this chain of authority because the temporary assistance you may provide to a camper in need may make it hard for him to respond appropriately to his counselor when faced with a serious spiritual concern.
- **ELECTRONIC DEVICES:**
  - Plan to make phone calls on weekends or during your time off.
  - Please do not encourage incoming calls.
  - Welcome Center and kitchen phones are not to be used for personal calls, unless permission has been given by a full-time staff member.
  - Cell phones should be placed in silent mode while you are working.
  - If you use a cell phone during your time off, it should be used in a place where it is not a distraction to campers. Cell phones must be turned off at "lights out." We do have Wi-Fi available in the Welcome Center and ARC for personal laptops, but we ask that you use it in either the Training Room or Board Room not the Welcome Center lobby.
  - Please do not use Wi-Fi on Monday mornings during camp registration, as there is a high demand for bandwidth during this period, and registration needs to take priority.

- SUMMER STAFF CARS:
  - Cars are to be locked and parked in designated areas. The north lot near Petoskey Lodge is reserved for summer staff parking. Please do not ask to borrow camp or staff cars. Please do not park /drive in front of cabins, etc. on the weekends. High school aged staff are not to transport other staff members even if permission is granted. Car keys must be turned in to the Support Staff Supervisors.
- LAUNDRY:
  - Laundry will be done for each high school staff worker.
  - The camp will provide the laundry soap.
  - There will be designated times for each staff to turn their laundry in. Please bring a 13 gallon plastic tote with lid with you for this service.
- SUMMER CAMP ATTENDANCE:
  - All high school staff members will be expected to attend one week of camp (Fresh Start, Senior High, or Reborne Rangers) The Support Staff employee contract spells out the specific monetary benefit. This privilege is non-transferable.
- CAMP PROPERTY:
  - Please respect the possessions of the camp.
  - Camp owned TV's, projectors, cameras, vehicles, etc. may not be used for personal use under any circumstances.
  - We have limited resources and using these items for personal use adds additional wear and tear on our equipment that we cannot afford.
  - Please respect that we are trying to be the best stewards of what God has given us and do not use these items for personal use.
- SWIMMING:
  - There must be a certified, Lake Ann lifeguard at the designated swim area. Swimming is not allowed after dusk. Please do not invite the lifeguards to participate in activities while they are on duty. This applies on weekends as well.
- STAFF CHILDREN:
  - It is important for camp families to have as near normal relationships with their own children as possible.
  - Therefore, please do not tease or play with them in such a way that encourages habits the parents may not want.
  - Do not give staff children candy and soft drinks unless the parents help to determine the amount.
- CHILD ABUSE:
  - Every contracted staff and volunteer staff member is responsible for the safety of our campers.
  - No one shall be involved in non-accidental physical or mental injury or sexual abuse.
  - You are liable by Michigan law to report any known injury or abuse, whether it occurred at camp or before camp, to the Executive Director or Head Health Officer.
  - He or she will then notify the child protective services.
- INSURANCE:
  - Workman's compensation insurance is provided in the case that you sustain an injury as a part of your working at the camp.
  - If injured at Camp, immediately notify the Health Officer and/or Finance Director.
    - Do not go to urgent care/emergency room on your own.
    - Proper documentation must occur and be initiated immediately.
    - Not all injuries are eligible for workers compensation, and therefore, employees must contact the appropriate Camp staff when injured.

- LEAVE OF ABSENCE
  - If you become ill at Camp for a prolonged period (3 or more days), it may become necessary to send you home.
  - In most cases, staff will be granted an unpaid leave of absence until recovered and able to return to work.
  - If you experience a family emergency, the Camp will work with you on granting an unpaid leave of absence.
- PERSONAL SPORTS EQUIPMENT
  - You are not permitted to share personal sports equipment with campers or guests.
  - Lake Ann Camp is not liable for lost or stolen property.
- WEAPONS
  - Firearms (IF you have them) must be locked in your personal vehicle or surrendered to a full-time staff member, to be returned to the person at their departure.
- PETS
  - No pets are allowed to be brought to camp for the summer.
- DAMAGE POLICY
  - If you damage or notice damage to camp property that you are using, report it to your supervisor immediately.
  - You will not be asked to pay for damage caused by an accident that occurs during the legitimate use of equipment.
  - You will be held responsible for the illegitimate use of equipment which could include discipline and financial reimbursement. Illegitimate use would be using equipment for a purpose other than what it was designed for or using equipment for purposes other than the camp.
- PICTURES, VIDEOS, & SOCIAL MEDIA
  - We value the safety and security of our campers, and as a result, members of the staff of LAC are not allowed to take any personal photos or videos of campers at any time.
  - Pictures and videos of campers cannot be posted to personal social media accounts.
  - Our campers' parents have given permission to LAC to take photos and videos and utilize them in our social media accounts exclusively.
- TERMINATION
  - Staff members may be terminated from employment without grievance.
  - Terminated staff members will be paid for the days he/she worked up to and including the day employment is terminated.