



Standards and Policies

Please read carefully, and do not sign your Staff Contract if you are not willing to abide by these Standards and Policies.

By signing your Staff Contract, you agree to abide by these Standards and Policies. You also agree to uphold and support the philosophies, goals, and policies of Camp Wise and The Mandel Jewish Community Center of Cleveland as stated in the Staff Manual and as expressed during Staff Training. All standards and policies are designed to promote the health, safety, and general welfare of the Camp Wise community.

Camp Wise Mission Statement

Camp Wise provides a friendly, supportive, and cooperative atmosphere that fosters individual growth at each camper's own pace. Campers are encouraged to learn new skills and master old ones, to make decisions, to take responsibility, to be expressive, to live with others, and to have fun. Complemented by our Jewish environment, campers develop a deeper understanding of and appreciation for Jewish heritage and traditions while also developing a true sense of community. Camp Wise is committed to making sure that every camper leaves with a greater sense of self-esteem and self-confidence; and with memories that will last for a lifetime.

Conditions of Employment

Staff Contract: You will receive and sign a Staff Contract indicating dates of employment, salary information, and basic employment information. One copy should be kept for personal records; the other copy must be signed and returned within 10 days of receipt, with all other appropriate paperwork.

Employment Eligibility: If you were not a Camp Wise staff member in 2011 you are required to provide proof of identity and employment eligibility by completing the Employment Eligibility Verification (I-9). If you are not a United States citizen, it is your responsibility to contact the Camp Director regarding the appropriate Visa required. All staff members are also required to fill out a W-4 form and an Ohio IT-4 form.

Under 18 Staff: If you are under 18 years of age, the signature of you and your parent is required on your Staff Contract, on the Camp Wise Drug and Alcohol Free Workplace Policy form, and on the back page of these Standards and Policies. In addition, your parent will be required to sign a release, allowing you to leave camp during your scheduled time off and for any camp-related activity.

Criminal Background Check: All employees are subject to a criminal background check, and must sign and return the Authorization for Background Information Form to work at Camp Wise.

Confidentiality: Information regarding all campers at Camp Wise is strictly confidential. As a staff member, you have access to a great deal of personal information and insight regarding your campers. Sharing any of this information with family or friends outside of Camp Wise is strictly forbidden. Likewise any information discussed at staff meetings is not to be discussed with campers.

Medical Information: You are required to submit the Staff Medical Examination Form to Camp Wise by May 14, 2012. This form requires a thorough physical examination by a Doctor within 12 months of your contracted start date. No Camp Wise staff member will be permitted to begin employment without the submission of this completed form. Staff members are required to keep all medications in the camp infirmary.

Camp Wise is not responsible for staff medical bills or prescriptions, with the exception of on-the-job injuries. Off-site doctor visits must be paid for at the time of the visit. Insurance claims may be submitted after visit.

Payment Deductions: Camp Wise will make all necessary deductions from the contracted salary, including Social Security, Workmen's Compensation, and appropriate taxes.

Employment Dates: You are expected to be at camp for the entirety of the summer season. Coming late or leaving early – for any reason – is subject to the approval of the Camp Director, and your salary will be pro-rated on a per day basis.

Certifications: Any relevant certifications must be photocopied and submitted to Camp Wise prior to the summer season. This includes, but is not limited to: American Red Cross First Aid, CPR, AED, Life Guarding, WSI, Canoeing and/or Kayaking Fundamentals, Archery, Ropes Course and Climbing, Horsemanship Safety Association, Eagle Scout, and Wilderness First Aid.

Swim Test: All staff members are required to take a swim test during Staff Training.

Evaluations: Each staff member will receive verbal performance evaluations throughout the summer from their immediate supervisor. A written performance evaluation will be completed at the end of each session and will be reviewed verbally. In addition, informal supervision is given on an on-going basis.

Compliance: All employees must comply with all applicable federal, state, and local jurisdiction laws, statutes, ordinances, rules and regulations during the course of their employment with Camp Wise.

Schedules and Time Off

Staff Training: All staff members are required to be at camp for the entirety of Staff Training Week, on the date set by the Camp Director. All specialists are required to arrive prior to Staff Training for extended trainings and certifications, on the date set by the camp director. All supervisors will be required to arrive prior to staff training and will have additional pre- and post- summer responsibilities.

Daily Schedules: Staff members are required to fully participate in all camp activities set forth in the daily schedules. If, for any reason, a staff member is assigned to an activity in which they cannot fully participate, they must bring it to the attention of their supervisor.

Staff Assignments: The Camp Director will determine the assignment of staff to program areas and villages. Specialists, Support Staff, Senior Staff and Supervisor positions are contracted for specific roles. Counselor village placements are typically arranged during Staff Training. If deemed in the best interest of Camp Wise by the Camp Director, reassignment of staff duties may occur during the course of the camp season.

Staff Meetings: Staff members are required to attend all staff meetings scheduled by the Camp Director or immediate supervisors unless they are on Day Off. All staff attend nightly village meetings after campers go to bed and weekly all staff meetings.

Curfew: All staff members are required to be in their village by 12:30 a.m. and in their cabin by 1 a.m.

Days Off: All staff members are on-duty 24 hours a day with the exception of designated time off. Each staff member is entitled to five days off throughout the summer – three during the first session, and two during the second session. Staff member's days off begin at 6:00 p.m. and end at 7:00 p.m. the next day and are required to be back on duty by 7:15 p.m. Counselor days off will be arranged by Village Supervisors and specialist days off begin on Friday night and end on Saturday Night. Supervisor days off are set with the Camp Director. Days off may be taken in or out of camp. Staff members choosing to remain in camp on their time off are subject to the same rules as if they were on duty, including curfew. Staff members are required to sign in and out of camp when leaving for any reason, including running. Days off are not permitted on the first two or last two days of a session.

Special day off requests, as well as requests for consecutive days off are possible only with the approval of the Camp Director. These requests must be submitted in writing prior to camp.

Staff members under the age of 18 may not leave camp during their time off without prior approval from their parents on a form provided by Camp Wise. All parents and staff must understand and accept that Camp Wise does not have the ability or responsibility to supervise staff members while they are away from camp during days off. Each individual staff member assumes responsibility for their own actions while they are away from camp during their days off.

Time off: Time off during each working day shall be arranged on a flexible basis by immediate supervisors.

Open Nights: Monday and Thursday nights (with the exception of the beginning and ending days of sessions) are Open Nights. On Open Nights, staff members over the age of 18, or under 18 with a signed "Under 18 Consent Form" may leave camp after they have been given permission by their immediate supervisor when they are not scheduled to be on duty. All staff must check back into camp by 12:30 am. On Open Nights staff members must sign in and out of camp.

Camp Operations

Internet: Internet access is available for staff usage only in the staff lounge during designated times. Staff members should have family and friends use their personal e-mail addresses for correspondence. If the camp computers are misused (either physically damaged or used for inappropriate content, including pornography) the Director reserves the right to revoke this privilege. Staff members are only permitted to have personal computers, laptops, or DVD players at camp with prior permission from the Camp Director and are not permitted to keep these in their cabins.

Mail: Mail can be sent to: Camp Wise
 13164 Taylor Wells Road
 Chardon, Ohio 44024

Visitors: No visitors are allowed at Camp Wise during camp sessions. Guests meeting staff members for time off are allowed to meet the staff member in the parking lot, but may not enter camp beyond that point. All exceptions to this must first be cleared by the Camp Director. This includes friends, alumni, family members, and camper parents.

Telephones: The camp office phones are for camp business and emergencies only. A pay phone is provided for personal use by staff members on their time off. Staff members are permitted to have their personal cell phones in camp, but are not allowed to use cell phones in the presence of campers. Cell phones may only be used in designated areas during time off. Campers are not permitted to have or use cell phones.

Staff shirts: Staff members are required to wear their staff shirts at designated times, including the first day of each camp session and out-of-camp trips.

Laundry: Staff members are able to use both the camper laundry service and on-site laundry facilities.

Camp Vehicles: Only staff members designated by the Camp Director are authorized to use camp vehicles.

Personal Vehicles: Transportation of campers in private vehicles is not permitted without a signed written agreement between the vehicle owner and the Camp Director. All staff must submit a parking form in order to have their car at camp for the summer and spaces are not guaranteed.

Transportation: With the exception of staff members flying, staff members are required to provide their own transportation to and from camp. Occasionally for days off, Camp Wise is able to provide transportation to a drop-off and pick-up area designated by the Camp Driver for those staff members without a car at camp.

Gratuities: Staff members are not permitted to accept tips in any form from campers or their families for services rendered at Camp Wise.

Valuables: Camp Wise is not responsible for any personal belongings lost, damaged, or stolen while at camp. This includes, but is not limited to: vehicles, stereos, CDs, iPods, cameras, and clothing.

Pets: Pets are not allowed at Camp Wise without permission from the Director.

Staff Code of Conduct

Smoking: Smoking is not permitted for staff under the age of 18, and is grounds for immediate dismissal. Smoking is only permitted for staff over 18 years of age in a designated area behind the staff lounge between 10:30 pm – 12:30 am. Violating this policy is grounds for dismissal.

Drugs: Camp Wise has established and maintains a Camp Wise Drug and Alcohol Free Workplace Policy (the "Drug/Alcohol Policy"). The Drug/Alcohol Policy is incorporated into your Staff Contract and into these Standards and Policies.

As set forth in the Drug/Alcohol Policy, illegal drugs, and the illegal use of legal drugs, are not permitted at Camp Wise. Possession, consumption, or use of illegal drugs or the illegal use of legal drugs is grounds for immediate dismissal. If any staff member is found on camp property at any time (including returning from any time off) or at any location of a Camp activity and appears to be under the influence of drugs to any extent, as determined by the Camp Director, the staff member may be dismissed. At any point during the contracted period of employment the Camp Director reserves the right to require an alcohol or a drug test from a staff member in accordance with the terms of the Drug/Alcohol Policy. Non-compliance could result in termination.

Alcohol: Camp Wise is a dry facility during the Camp season, and specifically while campers are on the premises. There is no alcohol permitted in camp for any purpose, at any time, during the Camp season, and specifically while campers are present. As set forth in the Drug/Alcohol Policy, the possession, consumption, or use of alcohol at Camp Wise is grounds for immediate dismissal. If any staff member is found on camp property at any time (including returning from any time off) or at any location of a Camp activity and appears to be under the influence of alcohol to any extent, as determined by the Camp Director, the staff member may be dismissed. At any point during the contracted period of employment the Camp Director reserves the right to require a breathalyzer test from a staff member. Non-compliance could result in termination.

Weapons: Weapons of any kind are not permitted at Camp Wise. Knives and tools necessary for programmatic purposes will be provided – staff members are not permitted to have their own knives or tools at camp without permission from the Director.

Raids: The only raids permitted at Camp Wise are those with prior approval from your Supervisor.

Language: Profanity is not permitted at Camp Wise, especially in the presence of, or directed at campers.

Clothing: As the role models of Camp Wise, staff members are expected to use good judgment when packing for camp. Skimpy and revealing clothing not only sends a poor message to campers regarding respect for their bodies, but also makes it very difficult to fully participate in many camp activities. Clothing with inappropriate language or drug/alcohol references is also not permitted.

Pornography: Pornography is not permitted at Camp Wise.

Boundaries: Males are not allowed in female living spaces, and females are not allowed in male living spaces. With the Director's permission, specific staff members may be allowed exception to this rule for programmatic purposes. (i.e., a male member of staff playing guitar at bedtime for a female cabin). Same- sex staff members who are intimately involved also may not be in each other's living spaces at any time.

Searches: Camp Wise reserves the right to search the belongings of any camper or staff member's personal belongings when investigating a theft, or upon reasonable suspicion of possession of alcohol or drugs, or for other appropriate reasons. When possible, the search will be conducted with the individual present. Refusal to allow a search will lead to disciplinary action, with possible dismissal.

Progressive Discipline: Camp Wise staff members are hired for their abilities to help create a positive, safe environment in which our campers can have fun, thrive, and learn. When a staff member is not positively contributing to this community, either through actions or lack of actions, the Director reserves the right to terminate employment. Incidents of misconduct will result in discipline, with the severity ranging from a verbal warning to termination.

Abuse and Harassment

The camp community provides the setting for intimate, 24-hour contact between campers and staff. The closeness and uniqueness of this is one of the most special aspects of camp. These relationships are encouraged, nurtured, and often form the backbone of our camp experiences. With such closeness, extreme care must be taken and sound judgment must be used in order to avoid even the slightest possible misconception of inappropriate behavior. Camp Wise does not tolerate or condone the following:

Physical Abuse: A staff member should never, under any circumstances, lay a hand on a camper – either as a serious consequence or as a playful gesture. Even with the best intentions, such gestures can be subject to many interpretations. If you feel yourself getting angry, walk away, find a friend, count to ten, but never touch a camper.

Psychological/Emotional Abuse: This common form of abuse leaves deep scars, as fear and distrust replace the comfort and trust we try to build. Threats, jokes, and sarcastic comments can all lead to this form of abuse.

Verbal Abuse: While staff members will find themselves stressed, tired, and frustrated, they are never to yell or curse at campers. This indicates loss of control, and never leads to a solution.

Sexual Abuse: Romantic relationships between staff and campers are strictly forbidden. Camp Wise does not tolerate overt display or demonstration of sexual activity between and/or among staff, volunteers, visitors, and campers. Friendliness can be misinterpreted by a child as a sexual advance – therefore use good judgment and avoid placing yourself in one-on-one situations with campers that can be taken out of context. S.I.T.s at Camp Wise are paying campers.

Neglect: Physical neglect, including failure to provide adequate safety measures, care and supervision is not tolerated at Camp Wise.

Camp Wise is committed to providing a work environment free from harassment or hostility. Engaging in any act which discriminates against another employee, volunteer, or camper because of race, color, national origin, sex, religion, creed, age, the presence of a disability, sexual orientation, or any other basis prohibited by local, state, or federal laws will not be tolerated. In accordance with the guidelines on sexual discrimination issued by the Equal Employment Opportunity Commission, Camp Wise endorses the following:

- Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that creates an intimidating, hostile, or offensive work environment.
- It is illegal and against our policies for any employee, male or female, to sexually harass another employee, volunteer or camper of the same or opposite sex.
- Sexual harassment is a form of misconduct that undermines the integrity of the employment relationship and presents behavior incompatible with the values, traditions, and purposes of Camp Wise.

Reporting Abuse or Harassment: Any staff member who feels they have been subjected to harassment or abuse, as defined in our policies, should immediately report the incident to the Camp Director or the Executive Director of the Mandel Jewish Community Center of Cleveland.

Safety and Emergency Procedures

Training: During Staff Training, staff members will learn procedures for all emergencies, including missing campers, fires, and other hazards. Staff members will be responsible for familiarizing themselves with these procedures, and knowing their assigned role during these procedures.

Safety: Staff members are required to follow all camp safety measures, specifically including water and boating procedures, supervision, and out-of-camp trips.

Fire Hazards: Staff may not possess or use matches, lighters, or open flames for any purpose without approval from the Director. This includes fireworks, candles, incense, except as supplied by Camp Wise.

Termination of Employment

Termination: The Camp Director is authorized to cancel your Staff Contract and to terminate your employment for all or part of the camp season without notice. Possible reasons for termination include but are not limited to:

- Anticipated camper enrollment does not materialize by the beginning of camp
- Insufficient registration of campers to justify cancelling a program
- Emergencies or epidemics that could shorten the camp season
- Personal negligence in health and safety standards or behavior detrimental to the health, welfare, and safety of campers, other staff members, or the individual
- Poor personal health limiting performance of assignments
- Any violation of the Drug/Alcohol Policy, including possession, consumption, or use of alcohol or drugs, or violation of smoking policies
- Violation of any portion(s) of these Camp Wise Standards and Policies
- Lack of compliance with all applicable federal, state, and local jurisdiction laws, statutes, ordinances, rules, and regulations during the course of employment with Camp Wise

To be signed and returned with your contract

I have read and understood the Standards and Policies, and know that failure to comply will compromise my employment at Camp Wise.

Signature

Date

Print Name

Parent Signature (if staff member is under 18)

Date

Parent Print Name