

CAMP CHEERIO

2020 Staff Expectations and Standards

STANDARDS OF CONDUCT

Staff, CITs and volunteers are expected to act in a manner that upholds the YMCA's principles at all times when in our facility, camp, or at YMCA sponsored activities. You are expected to behave in a manner that shows respect and caring for others, which includes not using any language or engaging in any action that can hurt or frighten another person or that falls below a generally accepted standard of conduct. You agree to adjust personal habits and action to reflect the policies, procedures, expectations, standards and codes of conduct that are ideal with the Christian objectives of the YMCA. You agree to conduct yourself at all times, at camp and away, in such a manner as to be a credit to yourself and to camp; and to pursue personal habits and practices that will enable mental alertness and physical fitness in the performance of all duties. Specifically, each staff member, CIT and volunteer will be given a Code of Conduct and will sign an acknowledgment of understanding and any violations may result in termination. Additional Standards of Conduct are listed below:

- Tobacco products, vaping products and/or paraphernalia are prohibited on any YMCA grounds including Camp Cheerio. Use of tobacco products in any form will lessen your example and effectiveness. Counselors and staff who choose to use tobacco products may do so only when off duty and off YMCA premises.
- Gambling of any type is prohibited.
- Use or possession of illegal or mind-altering drugs, drug paraphernalia, drinking or possession of beer, wine or intoxicating liquors is strictly prohibited. These items are not allowed on the camp property and at NO time may a staff member return to camp under the influence. Violators will be immediately terminated from employment and/or dismissed from the property. A complete explanation will be given to parents of minors dismissed. As a reminder, underage drinking is illegal in the state of North Carolina.
- The YMCA reserves the right to test for illegal drugs and alcohol randomly, for cause and post-accident

Drug Free Workplace

The YMCA and Camp Cheerio's goal is to promote the health, safety, and productivity of its staff members, to protect the Y and Camp Cheerio's integrity and to safeguard the public interest. The Y and Camp Cheerio also recognizes the widespread abuse of drugs and alcohol in society and the need to maintain a drug-free workplace.

The YMCA of High Point prohibits the unlawful manufacture, distribution, dispensation, possession, and use of controlled substances and alcohol on the job or on its premises and prohibits its employees from being under the influence of Legal Drugs or Alcohol on or off the job, and using or being under the influence of Illegal Drugs off the job, if such use or influence impairs the employee's ability to safely and effectively perform the essential functions of his or her job, and prohibits its employees from using or being under the influence of Illegal Drugs on the job or on the YMCA's premises regardless of the effect of such drugs on performance. The YMCA of High Point reserves the right to perform drug and alcohol testing of applicants, and to perform testing of current employees for cause, post-accident, to determine an employee's compliance with drug or alcohol rehabilitation,

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randomly to determine whether the employee can safely and effectively perform the essential functions of his or her position or when required by state or federal law. The following provisions provide more details regarding this policy.

Definitions

1. "Under the influence" means the employee is affected or impaired by a drug or alcohol or the combination of a drug and alcohol in any detectable manner.
2. "Legal Controlled Substances" and "Legal Drugs" means prescription drugs prescribed for the employee's current use by a health care provider licensed to prescribe controlled substances and that are being used for the purpose for which they were prescribed and over-the-counter drugs which have been legally obtained by the employee and are being used by the employee for their intended purpose and according to manufacturer specifications.
3. "Illegal Controlled Substances" is any narcotic, drug or drug-like substance that is (a) not legally obtainable, or (b) legally obtainable but which has not been legally obtained. The term includes but is not limited to (i) prescription medication that is not prescribed for the employee's current use by a health care provider licensed to prescribe controlled substances, and (ii) other medications and substances that are not used for their prescribed purposes or are otherwise abused and impair job performance.
4. The terms "Controlled Substances" and "Drugs" include all controlled substance listed under federal or state law. Many prescribed medications that alter physical and mental control are categorized under these laws.

Staff members who are taking physician-prescribed or over-the-counter medications that are likely to impair the employee's ability to perform his or her job safely and effectively are encouraged to report such use to their supervisor. The YMCA may temporarily restrict or modify work assignments accordingly. The information reported by the employee will be kept confidential and disclosed only on a need to know basis.

DRUG TESTING

Applicants

All applicants may be tested for illegal drugs prior to employment. All applicants possessing a Commercial Driver's License will be tested and results received before the first day of employment.

Further, the YMCA of High Point reserves the right to test for legal drugs and alcohol in all applicants in the same job category who have received an offer of employment conditioned on the results of the post offer test. Screening tests may be done at the YMCA's designated testing facilities. All results will be returned to the Human Resources Director and will be confidential.

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For Cause

Current employees may be asked to submit to testing if reasonable cause exists to indicate that an employee is using drugs or alcohol in violation of this policy.

Factors which could establish cause include but are not limited to:

- Odor of alcohol or controlled substance about the employee;
- Direct observation of employee in drug related activity;
- Disorientation, irrational or erratic behavior;
- Unexplained or excessive negligence or carelessness;
- Discovery or presence of drugs in employee's possession, workplace or belongings;
- Sudden decline in work performance or unexplained increased/excessive absenteeism;
- Post-accident (see below);
- Repeated, unexplained failure to follow instructions;
- Arrest or conviction for drug-related crime;
- When an employee reasonably appears to be under the influence in violation of this policy.

Post-Accident

Employees may be tested after an accident or injury on the job that appears to have been caused or contributed to by the employee.

Compliance Testing

Employees who have agreed to participate in alcohol or drug rehabilitation as a condition of continued employment may be tested to determine the employee's compliance with rehabilitation.

Random

All employees are subject to random testing to determine whether the employee can safely and effectively perform the essential functions of his or her position.

- Random drug testing will occur on a weekly basis, determined by the Director of Human Resources and no more than 5 employees will be chosen weekly.
- Supervisors/Directors will receive an email with a list of their employees that have been randomly chosen. The director will notify the employee on their next scheduled work day that they have been chosen and to immediately proceed to the appropriate clinical testing site. The drug screening process should not disrupt the day to day operations of the YMCA. Classes should not be canceled due to drug screening. Directors should utilize discretion upon determining when to send employees to be screened.

Testing Required by Law

Employees may be required to submit to drug testing when required by federal or state law, regulation, or by contractual obligation. Therefore, in compliance with the Department of Transportation (DOT) regulations, employees with responsibilities of driving multi-passenger vehicles in excess of 15 passengers will be subject to drug and alcohol testing.

Other Provisions

Testing for drugs may be done by urine or blood sample or any other sample permitted by applicable law. Testing for alcohol will be done by Breathalyzer and may be done by urine.

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Drug screening tests for applicants may only be done by the YMCA of High Point approved laboratories only.

- All confirmation tests required by law will be done by the YMCA approved laboratory. The YMCA of High Point and/or the approved laboratory shall notify examinees (whether applicant or current employee) of any positive test result(s) in writing within thirty days after the results are delivered to the YMCA of High Point.
- Employees with a confirmed positive test result for legal drugs or illegal drugs may, at their option and expense, have a second confirmation test made on the same specimen. Any employee wishing to obtain a sample for purposes of having a second confirmation done must request the release of the sample in writing designating the certified laboratory where the sample will be sent. An employee will not be allowed to submit another specimen to replace the original specimen submitted for testing. An employee with a confirmed positive test result awaiting pending test results may be placed on probationary status and may be sent home without pay during the time required for a specimen to be evaluated.
- Any employee selected for or asked to submit a sample for a drug and/or alcohol test must do so as a condition of employment. Refusal to provide a sample lawfully requested will be considered grounds for discipline up to and including immediate termination.
- All applicable and required federal and state laws will be followed while implementing this policy. Should any law change, the law will take precedence over this policy.
- Tests used to determine whether employees are under the influence of legal drugs or alcohol at work and action taken on the results thereof will be job-related and consistent with business necessity.
- The YMCA of High Point will keep confidential the results of the drug/alcohol testing, information provided by examinees about their medical histories and lawful prescription drug use, records of any qualifying disabilities under the Americans with Disabilities Act and accommodation of such disabilities and will disclose such information only on a need to know basis as permitted under applicable state and federal law. The YMCA of High Point may, for example, disclose information regarding an employee's disability and accommodations of such to the employee's supervisors, human resource personnel, safety personnel if the employee has a condition that might require emergency treatment, insurers or governmental agencies to the extent that they need to know the information. As another example, the YMCA may disclose the results of testing for employment related reasons such as performance evaluations and discipline.
- Upon reasonable suspicion of a violation of this policy, the YMCA may conduct unannounced searches of employees and their personal property while on YMCA premises. An employee's refusal to consent to and cooperate with such searches can result in disciplinary action up to and including termination. YMCA employees have no reasonable expectation of privacy in property brought onto YMCA premises, including the YMCA's parking lots.
- Surveillance equipment may be used at any time and any place the YMCA so chooses, provided it is in the boundaries of the law.
- Any areas on the premises of the YMCA are under the control of the YMCA and employees have no reasonable expectation of privacy with respect to such areas.
- The YMCA reserves the right to seize all drugs, alcohol, paraphernalia, or other contraband found on YMCA premises. The YMCA may also turn such evidence over to the appropriate authorities.
- Acceptance of employment or continued employment after the effective date of this policy constitutes consent to all of the provisions in this policy.

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CONDITIONS OF EMPLOYMENT

All employees are hired and employed "at will". These guidelines do not constitute an employment contract, expressed or implied, between the YMCA of High Point and its employees but are general guidelines to YMCA Personnel Policies. Supervisors do not have authority to deviate from these guidelines without prior written approval of the Chief Executive Officer. The YMCA reserves the right in its discretion to deviate from these guidelines under appropriate circumstances and to modify these guidelines, without notice, as it deems appropriate.

EMPLOYMENT "AT WILL"

All employment with the YMCA of High Point is "at will" employment. Under "at will" employment, your employment with this organization can and may be terminated voluntarily by you and/or terminated by the YMCA with or without cause at any time, for any reason, or for no reason at all.

In the event of extremely low enrollment, epidemic, catastrophe or other unusual cause, Camp Cheerio reserves the right to cancel staff agreements. This termination will be in writing by the Camp Director.

Voluntary abandonment of duties will result in immediate termination and personnel file will be marked as not eligible for rehire.

Pay for either terminations above will include time worked until date of dismissal.

DRESS AND APPEARANCE

As a Camp Cheerio staff member, you are constantly in the public eye and a parent's first impression is lasting. Consequently, all staff members are expected to be cleanly/tastefully dressed daily and must abide by the following:

- Male staff members are required to be clean-shaven daily.
- Male staff members' hair must be cut above the ears and off the collar.
- Male staff members and CITs may not wear swim team bathing suits.
- Male staff members cannot have any piercings.
- Female staff members must wear shorts of appropriate length.
- Female staff members are not allowed to wear low cut or midriff showing shirts.
- Female staff members and CITs are required to wear one-piece bathing suits.
- Female staff may wear one earring per ear, no body piercings other than ears, including nose rings and plugs. Plugs may not be used in place of nose rings.
- Tattoos cannot be visible when wearing appropriate clothing.
- Sunglasses are not permitted while working unless given permission for a specific activity, i.e., lifeguarding or climbing.

All staff are required to wear the Camp Cheerio staff shirt, appropriate khaki-style shorts, closed-toed shoes, and socks on opening and closing day of each session. Sunglasses and hats are not permitted for staff on opening and closing days.

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MEDIA POLICY

Direct ALL media inquiries to the Camp Director, Assistant Directors, or the YMCA of High Point President/CEO. They will answer any questions from the media, communication with other staff members, and contact parents as necessary.

Social Media Policy

Camp Cheerio recognizes that in today's culture there are many ways to remain connected to friends and acquaintances including the use of social media outlets such as Facebook, Instagram, Snapchat and Twitter. The line of personal privacy is a delicate one and it is our expectation that our staff members will maintain the highest possible standards as role models to our campers. Staff members should be aware that anything they post online about themselves is to be considered public information and while we will not actively seek negative information about our staff members, if something does come to our attention, we will be forced to take action. This action could be as simple as asking the staff member to remove the questionable content and the consequences could be as severe as termination. In addition, we feel it is important to limit personal contact with Camp Cheerio campers outside of their camp experience. There are many ways that communication can be misconstrued, and for the protection of both staff and campers, we ask for this limit of contact. We request that you do not seek to contact a camper outside of Camp Cheerio and that you do not specifically seek to be their friend via social media. If a camper requests that you be their friend, we strongly recommend that you ignore that request.

The parents of all campers attending Camp Cheerio have signed a photo waiver authorizing Camp Cheerio to use their likeness in promotional materials and online. The parents have signed no such waiver authorizing our staff members to post pictures of their children online. It is understandable that you will feel a great connection with your campers and will likely want pictures with which to remember your experience. Under no circumstance should you post pictures or videos of Camp Cheerio campers online. If you feel that you have a particularly memorable picture or video, you may submit it to the Camp Cheerio director for distribution and use through our authorized means.

PUBLIC RELATIONS

The YMCA of High Point and Camp Cheerio has permission to use any individual or group photographs taken at camp, showing you in camp activities, for public relations purposes.

TIPPING

As an active member of the American Camping Association, Camp Cheerio has adopted the official policy of the ACA, which states tipping of staff is NOT allowed. Camp Cheerio's staff is a professional group and does not approve of tipping even though it is well intentioned.

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VISITORS

Visiting by parents of campers during a camping period is strongly discouraged. If parents of campers visit camp, direct or escort them to the Camp Director prior to any contact with campers.

Camp staff may, on rare occasions, invite guests (family, significant other, etc.) to visit camp during the day - subject to approval by the Camp Director BEFORE the invitation is issued. No overnight accommodations or dining invitations may be extended, including staff having previously worked during the same summer. For example, if a staff member works during Girls Camp only, he or she may not have overnight accommodations after their contracted work dates are completed.

Counselors may visit for Closing Ceremony that occurs during a session for which they are not employed if first receiving direct permission from the Camp Director. Counselors may not simply show up on the night of the Closing Ceremony without receiving prior approval.

EVALUATIONS

In order for evaluations to be accurate, counselors should expect to see Full-Time Program Directors visiting their classes and cabins. This will allow staff to be evaluated according to performance in relationship to their job description.

Feedback is an essential element in any job experience and we want to provide formal and informal evaluations frequently. One formal written evaluation along with informal evaluations will be given throughout the employment period.

Counselors will be responsible for evaluating their CIT each session. These evaluations will include observations of the CITs performance during activity periods.

The CIT Directors will evaluate each CIT prior to the end of their session at camp.

PAYROLL

All employees are paid on a semi-monthly basis; the 15th and the last day of the month. Direct deposit is required of all employees. All compensation is subject to FICA, federal and state withholdings.

It is the responsibility of all employees to review their direct deposit slip every payroll to ensure accuracy:

- Employee's name, address and social security number
- Hours worked

Direct deposit vouchers are located in the Employee Self Service (ESS) that you logged into for onboarding. Login back into ESS, go to payroll, then view pay stubs. Report any discrepancies to the Personnel Director immediately.

Wages are based on leadership, experience, skill, education certifications and camp pay ranges for seasonal employees. Wages are strictly confidential and should not be discussed with anyone.

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HEALTH POLICY

Health Examination

All staff members must have a current health examination / physical by a doctor or nurse practitioner on file. A current health examination / physical is defined as dated within twenty-four months.

Sick and Emergency Leave

Two days sick leave are granted with pay per term of employment. The Camp Director may grant emergency leave. Absences greater than two days will be deducted from pay.

Hospitalization – Medical Care

Staff members working the summer season should provide their health insurance information to the camp. This information can be uploaded through the onboarding process.

Workers' Compensation

Camp Cheerio and the YMCA of High Point provides each employee with Workers' Compensation insurance. This policy provides for the medical costs incurred as a result of an injury or illness which is a result of employment, and disability benefits (i.e, lost earnings and rehabilitation) if the job-related injury or illness causes temporary, partial or total disability which prevents the employee from performing their normal job responsibilities. However, disability payments do not begin until after completing a waiting period.

Employees must report any job-related injury / illness to their immediate supervisor within 24 hours of the injury / illness, regardless of how minor the injury or illness may seem and, if necessary, must seek medical treatment promptly. If medical attention is necessary, the employee and immediate supervisor will work together to complete the Workers' Compensation Form 19 and the employee will be instructed on medical care including a post-accident drug screening.

The employee is responsible for providing all doctor bills, prescription co-pays and medical reports to the Human Resources Director.

FREE TIME

Evening Free Time

The most important thing to remember during your evening free time is to keep your cabin a sacred place for your campers. Although this is your free time, it does not mean you can forget to take care of your children first. After 10:30 pm, one counselor at a time from each cabin may leave their porch to visit other staff/counselors in communal locations. Counselors may not visit other porches. It is up to you and your co-counselor to divide evening free time equitably. All staff must be back in their living space with lights out by 12:30 am. You may not leave camp during these hours.

Leaving Camp During Free Period

Counselors are allowed to leave camp during their free period. The following regulations must be adhered to:

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- (1) The speed limit in camp is 10 MPH.
- (2) The speed limit on the road leading to camp (Camp Cheerio Rd) is 20 MPH.
- (3) Do not use High Meadows Road.
- (4) Counselors are required to be back by the end of their free period so that the 15 minutes between classes can be used in preparation for the next activity period.
- (5) Counselors may not leave until the bugle has blown for the beginning of the designated free period (ex: free period is 2nd, you may leave at 10:45am).

Leaving camp is a privilege that can be withdrawn at the discretion of Camp Director.

All counselors are required to stay with their cabins during rest period. The only exceptions are:

- if one of the counselors is involved in an activity/meeting previously approved by the Camp Directors or
- if taking a group of campers on an out-of-camp trip.

The CIT Directors will decide if and when CITs are allowed to leave the cabin during rest period or after taps.

TIME OFF

Summer Staff

All counselors have one day (24 hours) off between each session break. Cabins must be clean prior to counselors leaving Camp. Counselors and support/leadership staff may not leave camp before 11:00 am on a closing Saturday. Counselors and staff must be back in camp by 11:00 am on Sunday. An adequate number of counselors will be retained to supervise campers staying over for the next session. Counselors will be paid, and volunteers will be taken before another method of selection occurs. A number of campers stay between sessions of camp and a one-to-five ratio is necessary. Counselors are paid at the current daily work rate. All leadership staff will be assigned one stay-over weekend to work.

During a two-week session, each staff member will have one evening off. Staff members may choose to leave or stay at camp. The Personnel Director will determine nights off. Two counselors from the same cabin may not have the same night off. Nights out begin after the closure of the last class and staff members must return by 12:30 am. Staff members will be required to sign out and in with assigned leadership staff upon returning to camp.

Time off during a session or leaving before the end of a session are not permitted unless circumstances are unavoidable and have been approved in advance by full-time staff.

All full summer staff members are to be present during the weekend between Girls and Coed Camps for Staff Training. This applies to all staff that are working both Girls Camp and Coed Camp.

Food Service Staff

During changeover weekends, time off begins after all breakfast duties are concluded on Saturday until 10:30 am Sunday. The dining hall must be cleaned thoroughly prior to departure.

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Equestrian Staff

The Equestrian Director will schedule time off within the prescribed guidelines for the equestrian staff. The horses will be fed on schedule; 7:00-7:30 am and 5:00-6:00 pm and hayed daily in the afternoon. Care of the horses is the responsibility of the equestrian staff during changeover weekends.

Between sessions, time off will be from 11:00 am Saturday to 11:00 am Sunday with the exception of the weekend between Girls Camps and Coed Camps. Keep in mind someone will have to be on duty to care for the horses during all weekends. During two-week sessions either Friday or Saturday night may be taken as time off after duties are completed until 12:30 am. Regular bedtime is 12:30 am; earlier is recommended. Each barn staff member will be responsible of a maximum of two weekend feedings.

Leadership Staff

At least two people from the leadership staff will be on duty each changeover weekend. One counselor is required to be with the campers at all times.

NOTE: Any staff member may remain in camp between sessions with the understanding they clean up after themselves in the dining hall and around camp.

GENERAL CAMP GUIDELINES

Use of Cell Phones and Camp Phones

Cheerio does not allow campers to bring cell phones to camp and as a result we do have cell phones rules for staff.

- You May: Use your cell phone when you are out of camp, and at night in the communal locations, and away from camper (such as Sloan or Dining Hall). Please be very aware of your surroundings when using your cell phone.
- You May Not: Use your cell phone during the day while in camp as an alarm clock, video camera, or camera.
- Phones must be left in your living space, out of sight throughout the camp day. Be very aware of your surroundings when utilizing your phone, failure to adhere to phone policies may result in your phone being locked up in the Camp office.

Use of the business telephone and fax is restricted to business and emergency calls approved by the full-time staff. The Camp Director or Office Manager may grant exceptions. Counselors and program staff should make personal phone calls during their time off or free period on their personal phone, the phone located in the staff cabin or while out of camp. It is not appropriate to place calls in the fifteen minutes between activity periods.

Use of Computers and Tablets

You may use your computer only during your time off (free period and off porch) in communal locations and away from campers. Ear buds may be used only during free periods or porch time. Please do not use ear buds during rest period.

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Music utilized for skits or in the cabin must be played through a Bluetooth speaker. Please ask the Full Time Staff if you need one to be provided through Camp. All phones must still be kept out of sight while playing music. All music must be appropriate.

Wi-Fi

Wi-Fi at Camp Cheerio is put into place as a privilege for staff as well as administrative use. Please do not abuse this by giving this information out to your campers, CITs or other visitors.

Use of Dining Hall and Kitchen

During the day, counselors are allowed in the dining hall - not the kitchen - to get a cup of ice water or fruit. Counselors are not permitted to fix sandwiches or other food during the day; this interferes with the cooks' work and is against NC Health Department regulations. Do not ask for special food items at meals or bring sodas or other foods to mealtime. During the day and particularly meals, only Food Service Staff are allowed in the kitchen. * Please note: If special dietary requirements exist, every effort will be made to accommodate such needs.

After taps, counselors are allowed to gather in the kitchen and eat sandwiches, cereal, fruit, or other snacks approved by the Foodservice Director. Food needed to prepare upcoming meals is off limits.

The walk-in freezer is off limits. Items such as ice cream are not to be eaten because they have been planned into the camp menu.

Counselors must clean up after themselves so the cooks/kitchen staff do not have to waste valuable time in the morning cleaning up someone else's mess. The use of the kitchen by staff is a privilege and may be revoked if staff members are not respectful of the facilities.

At no time are counselors permitted to use the grill, stove, or ovens in the kitchen. However, counselors may use the microwave.

Use of Cars

Staff members may not leave camp in their personal car, with another staff member or visitor without special permission from the Camp Director, except on time off or free period. Lending of automobiles is strongly discouraged. At no time are campers allowed in a counselor's car. CITs are still campers and at no time are allowed in cars belonging to counselors and/or staff.

Use of Camp Equipment

Staff members are encouraged to make full utilization of camp facilities and equipment with certain restrictions:

Camp equipment and facilities may be used only with the permission of the Camp Program Director. Camp Cheerio is not responsible for loss, wear or damage to personal equipment used during employment. All staff is responsible for the equipment used and will be held financially responsible for any damage to equipment.

At no time are camp vehicles available for personal use.

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Use of Bicycles

Bringing personal bikes to Camp is discouraged because of limited storage space. If bikes are brought to Camp, they may only be used during free periods or time off. Helmets must be worn if riding on Camp property.

Use of Golf Carts

Camp owns two golf carts, which are only used by persons given permission by the Camp Director.

Use of Laundry Facilities

Laundry will be done for you once a week while you are employed. Refer to the Laundry Schedule provided at the beginning of your staff training for your specified day. One load is allowed each week per staff member. All laundry will be washed and dried. Please be aware of clothing you do not want placed in the dryer.

If you miss your day, you will need to wait until the following week for your laundry to be completed or schedule a time over the weekend to use one of the facilities. This will typically be the laundry room in the basement of the Staff Cabin.

If a camper needs emergency use of the laundry facilities their Senior Counselor, Junior Counselor, or Head Counselor should take care of this chore.

Use of Horses

Due to heavy class loads during the week, staff use of horses is rare and must be approved by the full-time Equestrian Director. In the event that riding is approved, the Riding Director, Assistant Riding Director or the full-time Equestrian Director must supervise staff on rides.

Pets

Seasonal employees may not bring animals to camp.