

THE SUMMER STAFF COMMUNITY

Being a part of the Lutheridge Lutherock staff is being a part of a dedicated team. Staff life is filled with opportunities for Christian ministry, fellowship, growth, self-giving and support. A family spirit and style of life characterized by respect, acceptance, honesty and love is the foundation upon which staff relationships are built. The strength and inspiration for this lifestyle is a common faith in Jesus Christ as Lord and Savior. Staff members are expected at all times to set an example in Christian living for guests, campers, and each other, in language, dress, behavior and attitude. The community is rooted in forgiveness and joy experienced through serving, worshiping, praying and learning together. Staff should take advantage of frequent opportunities for these experiences, both for renewal and growth of the individual and to strengthen and renew community life.

Please read the following policies. Signing your contract means that you agree to live by them!

PERSONNEL POLICIES FOR LUTHERIDGE SUMMER STAFF

Alcohol and non-prescription drugs: All members of the summer staff community agree to live without alcohol or illegal drugs during the summer contract period. This means that regardless of age, staff will not consume or have in their possession alcohol or illegal drugs during the dates listed on one's contract.

Tobacco: Smoking and other use of tobacco products by staff members is discouraged in all areas and is NOT permitted in buildings or in the presence of campers or guests. Specific times and areas will be designated where tobacco use may take place. All other use is prohibited.

Staff-Staff Relationships: While friendships formed among staff are highlights of camp life, they should never interfere with the focus on campers. If romantic relationships develop among staff, campers should be unaware of them. The ELCA does not condone pre-marital or extra-marital sexual relationships. As an affiliated outdoor ministry site of the ELCA, these types of relationships are not allowed among staff members. In all situations, staff are expected to model Christian morals and behavior and to protect the ministry not only from damaging actions but from damaging perceptions.

Romantic relationships between campers and staff are prohibited.

Internet Social Networking: Each LLMI staff member who posts information (text and photos) on the internet in any format including social networking websites, personal websites, instant messenger profiles and away messages, and any other information posted on the internet, must do so in accord with that of a Christian lifestyle (please read attached addendum for full expectations).

Dismissals: If a staff member is engaged in the use of, under the influence of, or in the possession of alcohol or illegal drugs while under summer contract, or if a staff member engages in sexual misconduct, physical or mental abuse of a camper, guest or another staff member, or if a staff member engages in any action or activity that would adversely affect the health or safety of any person, or the reputation of LLMI, then that staff member may be subject to immediate dismissal and will be required to promptly leave the premises.

INFORMATION & EXPECTATIONS:

Please talk with a program director if you have questions or concerns about any of these subjects BEFORE you sign your summer staff contract.

Appearance and Dress: Personal appearance of staff members is often the first impression made on campers, guests and parents who are trusting us with their children. Staff members are expected to make this the best possible impression. Cleanliness is important, particularly when working in the snack bar, dining hall, etc. There is not a daily staff uniform and casual clothes are always acceptable. Good taste and Christian witness are the only guidelines. Staff are encouraged to consider the messages which T-shirts and other clothing convey. Staff will be provided with a staff Tee-shirt and name tag to wear on Sunday afternoons and Saturday mornings.

Tattoos and Piercings: New tattoos and piercings require care to avoid infection and draw undue attention from campers. Staff are asked not to get any new tattoos or piercings immediately before or during the contract period.

Cars and Drivers: Staff are allowed to bring cars to camp. All cars must be parked in designated areas, and except for some senior staff, use of cars is limited to off-duty time. Posted speed-limits must be observed or driving privileges on grounds will be suspended. **Campers are not allowed in staff members' cars.** Staff members must be 21 or older and have written authorization to drive an LLMI vehicle – including golf carts.

Contract time and time-off: Staff are expected to work the entire period of time contracted unless other arrangements are made with the Program Directors. This includes orientation and all staff meetings. Except for emergencies, time off must be requested by May 1st and is negotiated with the Program Directors. Normally counselors receive about 24 hours off each week, from early Saturday afternoon to early Sunday afternoon. However, staff members are required to work some weekends – with additional compensation. The weekend duty schedule is posted during staff orientation.

Health: Each staff member is encouraged (but not required) to have a complete physical examination. Even without a physician's exam a summer staff health form (provided) must be filled out completely – including insurance information and policy numbers - and filed at the LLMI office before the contract period begins. **Staff must report any pre-existing conditions** that might limit activities or require special consideration. Failure to report pre-existing conditions may have implications for worker compensation coverage.

Insurance: Any on-the-job accident or incident requiring medical treatment must be reported immediately to your supervisor. The supervisor will work with the Health Care Director and staff member to determine appropriate care and to complete the Accident/Incident form within the 24 hour required time period. LLMI provides worker's compensation insurance coverage for all on-the-job accidents. **No health insurance or additional medical coverage is provided by LLMI** for seasonal employees. In the event of an on-the-job accident, expenses not covered by Workers' Compensation for treatment sought without knowledge/consent of the Health Care Director are the responsibility of the individual staff member. Each staff member should ensure that he/she has adequate health insurance coverage during the summer contract period.

Staff Screening: All summer staff members are required to have a background check completed by LLMI before employment can begin. Staff who are 21 and willing to drive for LLMI will also have driving records checked.

Payment of Salary: Salary will be paid by direct deposit weekly upon completion of tax and employment forms. Room and board are also provided. Appropriate federal, state and social security taxes will be withheld. The final check will be mailed to staff members after reconciliation and deduction of any outstanding charges.

Pets: Summer staff are not allowed to bring/acquire pets without permission from the Program Director. No pets of any type may be housed in facilities where guests/campers stay.

LLMI Property: Staff members are expected to respect LLMI property and equipment. Charges for excessive breakage or damage through carelessness or willful destruction may be made against wages.

Personal Property: LLMI Insurance does not cover personal items that are lost, stolen or damaged, even if you allow items to be used for program purposes. This includes clothing, electronics, bicycles, jewelry, ANYTHING! We suggest that you do not bring items to camp if they are expensive or have great sentimental value. You are solely responsible for any items that you do bring.

Sufficient Sleep: Staff work is demanding, both physically and emotionally, so counselors are expected to get sufficient rest. Counseling and general duty staff are expected to be in their areas by 11:30 PM and by midnight they are to be in their own lodging asleep! Monday nights provide for additional sleep time as counselors remain in their cabins with campers. Staff are expected to return from time off rested and ready to give energy to campers.

Staff Assignments: Staff members will work in areas and positions assigned weekly by the Program Directors or their designated representative.

Cell Phones: Cell phones are only to be used during time-off. They are to be kept in staff rooms or vehicles at all times throughout the camp week. (So you may not use your cell phone as your camera or alarm clock while with campers!) During staff orientation there will be designated times when the use of cell phones is permitted.

Tippling: Tippling is not to be encouraged. If guests or parents leave a tip, it should be given to a Program Director.

These funds are used to cover campers who do not have money for the snack bar or Lutheridge store.

Visitors: In order to keep our focus on campers, guests of a staff member are encouraged to visit only on weekends or during time-off. Exceptions to this must be cleared beforehand with the Program Director. Guests must register upon arrival at the site.

Personal Information: All personal information shared with LLMI through health forms, background checks, driving records or any other methods will not be released unless consent is given by the staff member.

Lutheridge†Lutherock Ministries

Staff Policies for Online Social Networking and Blogging Websites

Once a person accepts a position as a member of the staff at Lutheridge, Lutherock or Lutheranch they accept a great responsibility that lasts well beyond the time that one spends at the specific sites. LLMI Camp staff members will forever be recognized by campers, parents, clergy, fellow staff members, and many others as a representative of the Camp and, more importantly, the Christian faith.

In general, LLMI views social networking sites (e.g., MySpace, Facebook, etc.), personal Web sites, and Weblogs positively and respects the right of staff to use them as a medium of self-expression. With the advent of internet technology and social networking websites, information can be posted on the internet and seen by just about anyone with access to the internet.

Each LLMI staff member who posts information (text and photos) on the internet in any format including social networking websites, personal websites, instant messenger profiles and away messages, and any other information posted on the internet, must do so in accord with that of a Christian lifestyle. In addition, LLMI requires that staff observe the following guidelines when referring to this ministry, its programs or activities, its campers, and/or other staff, in a blog or on a Web site:

1. Any photos or messages that are linked or “tagged” from “friends” and attached to your site(s) or profile(s) that are inappropriate should be removed.
2. Staff must be respectful in all communications and blogs related to or referencing LLMI, its campers, and/or other employees.
3. Staff must not use obscenities, profanity, or vulgar language.
4. Staff must not use blogs or personal Web sites to disparage LLMI, other campers, or staff of Lutheridge, Lutherock or Lutheranch.
5. Staff must not use these venues to discuss engaging in conduct prohibited by camp policies and a Christian lifestyle, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying.
6. The use of the official LLMI logo is not allowed without permission.

Any staff member found to be in violation of any portion of this policy will be subject to immediate disciplinary action, up to and including the staff member’s dismissal from the staff. Infringement of this policy would also be a factor in decisions of rehire or acting as a reference.