

# United Methodist Pacific Northwest Annual Conference Camp and Retreat Ministries

## Employee Handbook (Revised 2/13/16)



Mission Statement – As the United Methodist Camp and Retreat Ministries of the Pacific Northwest Annual Conference, our mission is to be sanctuaries of Christian hospitality, renewal and learning within God’s natural world. Sanctuaries that celebrate diversity, inspire love and service, and fulfill our special partnership with local churches in nurturing disciples and spiritual leaders.

### Core Values

1. Provide genuine Christian community
2. Development of Christian spiritual leaders
3. Nurturing Christian Discipleship
4. A place set apart
5. Earth Care and Faith
6. Inspire guests and guest groups to love and serve
7. Partner with local churches and conferences to accomplish shared goals/mission

We serve religiously affiliated groups, schools and educational bodies, families, service organizations and other nonprofit organizations that enrich life in the world.

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## **Personnel Policies and Procedures**

PNW Annual Conference Camping Ministries Office  
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Created June 2004, Updated February 2016

### **Introduction**

We are a staff of varied personalities living and working in close proximity to each other. Cooperation, effective and accurate communication, and mutual caring and trust are expected ways of our relating to one another. Further, we are entrusted with beautiful natural sites and facilities for which we are called to care with high standards of cleanliness, management and maintenance. All employees are also engaged in public relations. Employees are expected to be courteous, efficient, and helpful in all their work assignments. We seek to care for each camper and visitor, as well as each fellow employee, as a beloved child of God.

### **Description of Camping Board of Stewards (CBS)**

The Camping Board of Stewards is an incorporated agency of the PNW Annual Conference, which owns, shares ownership, leases or rents sites upon which camping and retreat ministries are conducted. The Camping Board of Stewards is responsible for the employment of staff, the acquisition, development, operation and maintenance of these sites and for developing and conducting the camping and retreat ministry programs which, in a variety of additional settings, undergirds, enhances and extends the local congregational ministry. This includes the establishment of standards and policies to be observed in these programs.

### **100 - Purpose of Employee Handbook**

This handbook is a source of information about payroll, benefits and overall procedures. It is not a legal document nor an employment contract and should not be considered as the complete statement of policy for the Pacific Northwest Camp and Retreat Ministry, rather, it is intended to serve as a guide and an overview of the working rules, procedures and benefits of the Pacific Northwest Camp and Retreat Ministry (PNW-CRM).

Nothing in this handbook constitutes a promise of specific treatment in a specific situation. All employees hired by a camp of the Pacific Northwest Camp and Retreat Ministry for an indefinite period are terminable at will, without restrictions. Dismissal may be for good cause, or for no cause. Under this rule, employees are correspondingly free to resign at any time and for any reason. No agency representative has the authority to make any representation, promise or agreement to the contrary unless in writing and signed by the Executive Director.

Additionally, changes in conditions may require the agency to supplement, modify or eliminate policies described in this handbook without prior notice to employees. Pacific Northwest Camp and Retreat Ministries and CBS, therefore, reserves the right to exercise its discretion to make changes in, deletions from or additions to the contents of this handbook and all other terms and conditions of employment.

Employees should carefully read this handbook and consult their supervisor, Site Director, CBS Chair, or the Executive Director of Camping with questions concerning its content or any other aspect of employment with the Pacific Northwest Camp and Retreat Ministries.

## **200 - Employment Principles**

- There shall be established, within practical limits, working conditions, privileges, and benefits that are conducive to both individual well-being and achievement.
- Employment shall be on the basis of personal skills and performance for specific positions as well as understanding of and commitment to the principles of the Pacific Northwest Camp and Retreat Ministry.
- In the performance of job responsibilities, employees are expected to treat guests, staff and the public with respect, dignity and courtesy.
- When conflicts arise, staff and volunteers are encouraged to first seek resolution on a one-to-one basis before involving a larger group or reporting to the director or supervisor. However, matters that are quite serious or ongoing should be reported so they can be addressed quickly and monitored appropriately. See Section 870 for further grievance guidelines.

## **300 - General Practices**

### **310 - Equal Opportunity Employers Policy Statement**

PNW-CRM is an equal opportunity employer. It is the policy of PNW-CRM to provide equal employment opportunity to all applicants and employees regardless of their marital status, race, creed, color, religion, gender, sexual orientation, national origin, age or veteran status. In addition, qualified applicants and employees with sensory, mental or physical or disabilities are protected from discrimination as provided by The Americans with Disabilities Act of 1990 and Washington and Idaho State law. Employees and applicants are protected from coercion, intimidation, interference, or discrimination for filing a complaint or assisting in an investigation regarding any EEOC matter. Due to the nature of the responsibilities of the employee, a supportive attitude toward the United Methodist Church is considered a "bona fide occupational qualification." Church membership or participation is preferable but not a requirement.

### **320 - Anti-Harassment Policy**

#### **1. Policy Statement**

PNW-CRM will facilitate and maintain a work environment in which employees, clients, volunteers and vendors are free from unlawful verbal, physical, or visual harassment. All agency employees are expected to support and comply with this policy as a condition of employment. All employees will also adhere to the Safe Sanctuaries Guidelines of the PNW Annual Conference.

#### **2. Definition**

Harassing conduct is defined as any conduct by employees, clients, vendors, volunteers, or persons engaging in business with the agency where:

- submission to such conduct is made either explicitly or implicitly a term or a condition of an individual's employment or involvement with the agency;
- an employment action, business transaction or clinical decision is based on an individual's acceptance or rejection of such conduct; or
- such conduct interferes with an individual's work performance, access to services or creates an intimidating, hostile or offensive work environment.

3. Examples of such conduct include, but are not limited to:

- unwelcome remarks or gestures regarding an individual's race, religion, color, national origin, ancestry, handicap, medical condition, disability, marital status, age, sexual orientation and gender, including sexual harassment (all as defined and protected by applicable law);
- engaging in sexually suggestive or aggressive physical contact, or touching another in a way that is unwelcome or threatening;
- unwelcome sexual or romantic advances, flirtations or propositions;
- display, circulation or transmission of derogatory, suggestive or offensive written materials, pictures, or objects anywhere within the workplace, such as the display in the workplace of sexually suggestive pictures; and
- taking or threatening retaliatory action against an individual for discussing or making a harassment complaint.

4. Procedure

4.1 Reporting

Any employee or supervisor who believes he or she has been the subject of unlawful harassment, or who believes they have witnessed such harassment, is to report the alleged incident immediately. The alleged incident may be reported to the employee's immediate supervisor, or the Executive Director of Camping, or any management representative with whom the employee feels comfortable. In either event, all incidents of alleged harassment are to be reported promptly. All abuse reporting must comply with state and national laws as well as policies of the PNW Annual Conference.

4.2 Investigation

All claims of harassment will be properly and fully investigated. The Site Director will coordinate all actions taken to investigate complaints of harassment. Such investigation will be conducted with as much confidentiality as possible.

Any supervisor, agent, or other employee who is found after appropriate investigation to have engaged in unlawful harassment of another employee, guest, agent, or vendor will be subject to discipline, up to and including discharge.

No retaliatory action shall be taken against any person for filing a complaint, furnishing information, or assisting or participating in any manner in an investigation, except when such person deliberately provides false or misleading information.

4.3 Emergency Support for Site Directors and Staff

Any of the following situations should be immediately reported to the Executive Director

- Death or serious injury at camp or during a camp program

- Accusation of misconduct (physical, sexual, emotional, spiritual) by staff or guests
- Concern for the safety and well-being of staff and guests due to any issue
- Concern for a program in progress which is unsatisfactory due to lack of preparation and training of staff, inadequate staffing, poor program planning or inappropriate program
- Decisions about sending a staff home
- Substantial damage or loss of property

### **325 – Background Checks**

All staff and volunteers are required to undergo national background checks before they will be allowed to serve in their position at any of PNW-CRM sites. All state and federal requirements also apply when hiring employees with any previous convictions or felonies that have not been expunged. (see Section 430)

### **330 - Anti-Violence Policy**

#### 1. Policy Statement

PNCRM is committed to providing a safe and healthful work place for its employees, clients and volunteers. To this end, threatened or actual violence by employees or volunteers on agency premises, during work time or while on agency business, is strictly prohibited.

#### 2. Prohibited Conduct

Prohibited conduct includes, but is not limited to the following actions:

- inflicting or threatening injury or damage to another's life, health, well being, family or property
- possessing a firearm, explosive or other dangerous weapon on agency premises, during work time or while on agency business; (see Section 844)
- abusing or damaging agency or employee property; or
- using obscene or abusive language or gestures in a threatening manner and raising voices in a threatening manner.

Because of the potential for misunderstanding, joking about any of the above conduct is also prohibited. Any employee who violates this policy is subject to immediate discipline, up to and including termination, at PNW-CRM 's sole discretion.

### **340 – LGBTQIA Acceptance Policy**

(credit for the outline and much of the content of this policy goes to Brave Trails)

The PNW-CRM fully accepts any person identifying as LGBTQIA (Lesbian/Gay/Bisexual/Transgender/Queer/Questioning/Intersex/Asexual/Ally) into the life, ministry and activities of our four campsites. We also acknowledge that within the PNW Conference there is a varying degree of LGBTQIA acceptance from one person/church to the next, and that this topic can often be polarizing. We also acknowledge that the PNW-CRM is a work in progress as it seeks to put into practice more accepting policies/programs towards LGBTQIA youth and adults.

While few LGBTQIA policies exist in UMC Camping at the moment, the following are meant to be general guidelines and procedures for a camp site with an LGBTQIA Camper/Staff/Visitor.

### **LGBTQIA Camper**

It is important to remember that staff/volunteers are all advocates for the campers from the moment they come to camp, to the moment they leave and their ability to have a safe and successful camp experience is paramount. It is also vital to remember the fears/anxieties an LGBTQIA youth will have coming to camp. Therefore, it is important to do the following:

- 1) If you know an LGBTQIA youth will be attending camp beforehand, the Site Director/Dean will need to set up a meeting with the parents/guardians of the youth (assuming the parents/guardians know they have a child who is LGBTQIA) *before* camp begins to ensure their child will have a safe and successful experience at camp
- 2) This conversation will need to be respectful, accepting, open and child-centered in nature
- 3) Establish what pronouns the camper(s) will go by (i.e. she/her/hers or ze/zie/xe)
- 4) Never ask invasive questions (i.e. "have you had surgery?"), especially with transgender campers
- 5) Ask the camper where they would prefer sleeping, going to the bathroom and showering
- 6) Be creative in how you address problems and/or issues

### **What to do if a camper comes out as LGBTQIA during camp?**

- 1) Coming out as a camper does not mean they are causing harm to themselves or others and does not fall under the mandate to report
- 2) If someone is abusing them because they are LGBTQIA then staff/volunteers are mandated to report
- 3) As a staff/volunteer it is important to stay calm if a camper comes out to you
- 4) Never out the camper to anyone, including parents, but it is okay to ask the camper if you can share it with one other adult (Designated Safety Officer/Dean/Site Director, etc.)
- 5) Helpful things to say include, "I am holding that in confidence," "How can I support you?" "Does anyone else know?" "Is it okay if I share this with \_\_\_\_\_ in confidentiality?"
- 6) It is not necessary to share a camper's sexual orientation with others, just as we don't share their personal health or medical information freely
- 7) Campers will often follow the lead of the staff including their behavior and attitudes
- 8) Before camp begins designate a safe individual staff/volunteer (if there is not already a Safety Advocate) that can be a go-to person if a camper comes out and the individual they come out to are not comfortable handling the situation
- 9) If a camper comes out to another camper and as a staff/volunteer you hear about it, talk to the camper who came out directly to better understand how they would like to proceed
- 10) If a parent/guardian calls after camp is over and complains that there was an LGBTQIA camper at camp, the staff/volunteer talking to this parent/guardian can respond, "This camper was safe and successful during their time at camp and we were glad they came."

### **What if there is an LGBTQIA Staff/Volunteer at Camp?**

- 1) Most of the same policies/procedures apply as they would with a camper
- 2) Unless the individual wants to, you are not mandated to report the sexual orientation of your staff to parents/guardians
- 3) LGBTQIA staff can follow all the same guidelines as non-LGBTQIA staff, but it is important to be careful about phrases that are used in speech and policy.

- 4) The following phrases should be avoided
  - “Who am I to judge?”
  - “I can love the sinner, but hate the sin”
  - “That’s so gay”
  - “What are you?” (or any questions asking if someone is LGBTQIA)
  - “What is your real name?”
  - Anything with the words “biblical marriage, or biblical standard,” etc.
  - “That’s a sin/that’s sinful behavior”
- 5) Be careful about camp games that might be discriminatory, such as ‘Smear the Queer’

### **Other Considerations**

- 1) Having adequate LGBTQIA training for staff/volunteers is essential
- 2) Never isolate LGBTQIA campers/staff or make them feel like they are alone or different
- 3) As a staff/volunteer, be extra aware of any anti-gay, homophobic, transphobic, or heterosexist remarks, jokes or comments – it is your responsibility to speak against them immediately
- 4) Staff/volunteers need to familiarize themselves with correct pronouns and terminology usage, and be honest when they are struggling

These policies and procedures are meant to be a guide to make camp a more open, inviting and welcome place for everyone. Keeping an open mind and being creative is key in helping to achieve this. If there is any doubt or question about how best to proceed remember that it is okay to say, “I don’t know what to do or say, can you help me (or with their permission find someone to help you)?”

## **350 – Confidentiality**

All personnel and camper personal information (such as social security numbers, contact and personal health information) should be treated as confidential information. Such information shall be secured and only accessed by authorized persons with a business need for such access.

## **400 - Employment by Camp and Retreat Ministries**

### **410 - Employment Process**

#### **Site Director**

The position of Site Director shall be advertised. Applications shall be screened and a Search Committee that includes Site Advisory Team (SAT) and Camping Board of Stewards (CBS) members and the Executive Director of Camping shall interview at least three applicants. The Search committee shall make recommendations to the Executive Director of Camping who will seek confirmation from CBS.

Each Site Director (and every employee) will have a signed employment agreement and in compliance with ACA standards it will include 1) length of contract, 2) reference to job description and personnel policies, 3) salary or wages, 4) benefits, 5) termination of contract

A Site Director will be a Christian, no younger than 25 years of age, with a college degree, who has a growing faith, is active in a local church, and has a supportive attitude to United Methodist Church. The director must express Christian ethics and principals in their own life, and be able to express their faith.

### **Site Staff**

The Site Director or their designee will adhere to these selection process of new staff members:

1. Use the UM network and public advertisement to announce the opening
2. Include a statement of EOE (equal opportunity employer)
3. Include a statement of qualifications, requirements, and compensation for the position
4. Receipt of applications
5. Screen and interview applicants
6. Run background checks using National System, WSP, ISP and references

## **420 - Hours of Employment**

**Salaried Employees** of PNW-CRM are expected to work the necessary hours to perform the job assigned in keeping with the job description. It is expected that all Camp Salaried Employees will have at least one day per week that will be free from on-the-job responsibilities. When such arrangements are not possible for Salaried Employees, compensatory time will be provided by agreement with the Site Director(s). Site Directors' compensatory time up to 10 days will be provided by agreement with the Executive Director of Camping.

Compensatory days are to be taken in the year accrued. With proper approval some days may be carried over, to be taken in the first quarter of the following year.

**Hourly Employees** may work a varied number of hours based on camp needs. State law will determine overtime pay. It is expected that all Camp Hourly Employees will have at least one day per week that will be free of on-the-job responsibilities.

## **430 - Supervision and Evaluation**

### **Site Director**

The Site Director is accountable to the Executive Director of Camping (ED). The ED will give a written Performance Evaluation annually that shall include a self-evaluation. Goals will be reviewed at this time for the coming year.

### **Site Staff**

The Site Director or their designee is responsible for supervision of all site staff. New staff will have a written probationary review at the end of a 30-day probationary period. Written performance reviews shall take place annually at minimum on the anniversary of their original date of hire.

### **Seasonal Staff Evaluation**

The Site Director(s) or their designee will evaluate each seasonal staff member. Continued employment will be based on the skill in doing an assigned task, relations with other staff (site &

program), relations with campers and guests, and the ability to provide a safe and fun atmosphere appropriate to a Christian Ministry program.

### **Volunteers**

All volunteers who will have access to children and youth under age 16 or developmentally disabled/dependent persons must 1) Comply with background check procedures, 2) Must be four (4) years older than the oldest anticipated youth camper's age group.

Deans at all age-level camps and specialty programs must 1) be at least 21 years of age because of the demands for maturity, wisdom and patience required by the position, 2) have administrative, supervisory and/or program skills, 3) be a Christian with a growing faith and love of camping, 4) have two years experience on a church related camp staff, at least one of which has been with PNW Annual Conference, 5) have passed all necessary background and application procedures asked of all adult leaders.

### **440 - Salary**

The Executive Director of Camp and Retreat Ministries will establish the Site Director's salary in conjunction with CBS. Salaries are to be paid monthly on the 25th of the month. The Site Director will establish all other salaries and hourly wages. Salaries and wages are to be paid monthly on the 25th of the month. (see Section 540)

### **450 - Personal Information**

Changes of address, telephone number, marital status, number of dependents, names of persons to be notified in case of an emergency, etc., have bearing on benefit programs, federal taxes, and employment records. It is the responsibility of the employee to report any changes in personal information to the human resources department as soon as possible.

### **460 - Licenses and Certifications**

Before beginning work, every new employee whose job requires specific licensure or certification must show the original of the needed document to her/his supervisor to be photocopied for the employee's file. Maintenance of appropriate licensure/certification is the responsibility of the employee. When a license or certificate is renewed, the employee must supply the supervisor with a photocopy of the new document as soon as possible.

### **470 - Job Description**

The Executive Director of Camping in consultation with the Camping Board of Stewards will provide the job description for the Site Director position. The Site Director, in consultation with one another, will provide all other job descriptions. At the time of hire, transfer or promotion, the employee may be asked to assist in the review and update of the job description with their supervisor. The job description shall be updated whenever it is deemed appropriate by PNW-CRM. The most current signed and dated job description is to be included in the employee's personnel file.

## **480 - Employment of Relatives**

### **1. Scope**

Members of an employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if employment would:

- have the potential for creating an adverse impact on work performance; or
- create either an actual conflict of interest or the appearance of a conflict of interest.

This policy regarding immediate family must also be considered when assigning, transferring, or promoting an employee.

### **2. Definition**

For the purpose of this policy, immediate family includes: spouse/domestic partner, parent, child, sibling, in-law, aunt, uncle, niece, grandparent, grandchild or members of household. This policy also applies to romantic relationships.

Employees who become immediate family members or establish a romantic relationship may continue employment as long as it does not involve any of the above difficulties. If necessary, the agency may assign job duties so as to minimize problems of supervision, safety, security or morale.

## **490 - Reference Requests**

At times, individuals requesting reference information about current or former employees may contact the agency. **ALL** such requests are to be referred to the Site Director for response.

## **500 – Wage and Salary Administration**

### **510 – Employment Classifications**

#### **1. Scope**

Every position at PNW-CRM is classified as either "exempt" or "nonexempt" as defined under the Fair Labor Standards Act and the Washington Minimum Wage Act. Any questions regarding the status of a particular position should be directed to the Site Director.

#### **2. Exempt**

An exempt employee is one who is paid a fixed salary for work performed and whose position meets the criteria for exemption from the overtime provisions of federal and state laws. Exempt employees are paid based upon the value of work performed, and their salary does not fluctuate based on the number of hours worked. Exempt employees are expected to schedule their work hours in accordance with the requirements of their job and in consultation with their supervisor.

#### **3. Non-exempt**

A non-exempt employee is one who is paid on an hourly basis and whose position is covered under the overtime provisions of wage and hour laws. Overtime compensation is calculated at the rate of one and one-half (1.5) times the hourly rate for all time worked in excess of forty (40) hours in any single workweek.

## 520 Job-Classifications

### 1. Scope

All jobs are classified into one of the following categories. The classification of an employee's job shall be as documented in their personnel records. Staff may contact the Site Director with questions regarding the classification of their job.

### 2. Definitions

#### 2.1 Regular Full-time

-An exempt or non-exempt employee who is hired for an indefinite period and who is regularly scheduled to work thirty (30) hours or more per week.

#### 2.2 Regular Part-time

-An exempt or non-exempt employee who is hired for an indefinite period of time and who is regularly scheduled to work twenty-nine (29) or fewer hours per week.

#### 2.3 Grant or Program Funded

-Grant/program positions must be classified as regular full-time, regular part-time, hourly part-time, contract or temporary. A grant/program-funded employee is an employee hired for and paid by designated, time-limited outside funds. Except when specifically defined by the funding source, the title, duties and salary for such positions will be consistent with PNW-CRM policy and structure. As with any other PNW-CRM employee, eligibility for benefits and services will be determined by the classification of the position.

#### 2.4 Seasonal

-A temporary employee is one hired to work full-time or part-time for a limited time period in response to short-term need. Temporary employees are not eligible for vacation, sick leave or other paid absences or to participate in any PNW-CRM benefit programs.

#### 2.5 Contract

-Contracted personnel are those under contract to provide a specific product or service.

#### 2.6 Volunteer

-A temporary or long term staff person who works on a volunteer basis.

#### 2.7 Site Staff refer to everyone but the Site Director in this document

2.8 Management positions may include the following responsibilities: 1) Interviewing, training and evaluating other employees, 2) Planning work, 3) Determining work techniques, 4) Budget spending authority

#### 2.9 Salary

-A predetermined dollar amount that is paid monthly. A salary is pay that is not subject to reduction because of variations in the quality or quantity of work. A Salaried Employee must receive full salary for any week in which any work is performed, without regard to number of days or hours worked.

## 530 – Work Breaks, Schedule and Workplace Security

## 1.0 Rest Periods

-All employees are permitted a rest period of not less than ten (10) minutes for every four (4) hours worked. These authorized rest periods are counted as paid time worked. Where the nature of the work allows the employee to take intermittent rest periods equivalent to ten (10) minutes for every four (4) hours worked, scheduled rest periods are not required. A rest period may not be used to extend a lunch period, come to work late or leave early.

## 2.0 Meal Periods

If more than five (5) hours are worked in a shift: 1) employees must be allowed at least a 30-minute meal period, 2) employees must be at least 2 hours into the shift before the meal can start, 3) the meal period cannot start more than 5 hours after the beginning of a shift.

### 2.1 Non-exempt Staff

-Meal periods are scheduled by the supervisor in order to allow for efficient business operations during the meal break. Employees are not to perform any work during a lunch period, unless specifically requested to do so by their manager. In that event, the employee's meal period will be rescheduled or they will be paid for the time that was worked.

### 2.2 Exempt Staff

-Exempt employees may usually take a meal break whenever convenient, depending on current duties and responsibilities.

## 3.0 Personal Appointments

-Employees are encouraged to schedule all personal appointments during their lunch period or during regularly scheduled time off. When an appointment must be scheduled during a shift, every effort should be made to schedule the appointment at such time as their supervisor approves.

## 4.0 Time Off

-It is important for the welfare and effectiveness of all staff to have an appropriate amount of time off each day and week. Work schedules and time off will vary according to the position and will be determined by the Site Director. Your time off is best spent away from others and your specific work area.

## 5.0 Keys

-Office and building keys to outside and office doors are restricted to employees who need them. Duplication of keys is prohibited. Terminated employees are required to return all keys.

## 6.0 Workplace Search Policy

-To protect the property and safety of our employees, guest, and business, and to prevent the use and possession of illegal drugs, marijuana, and alcohol at the work place, the employer reserves the right to conduct a search of any employee's work area and equipment. The employer can search an employee's work area, including an employee's office, desk, files, computer, phone, files, e-mails, voice mail and the like. A search of an employees work area is not an accusation of wrongdoing. All offices, desks, files, computer files, office telephones, are the employer's property, and are provided to employees for business use and for the duration of employment only. These items can be searched at any time.

## **540 - Payroll**

### **1.0 Pay Period and Paydays**

-Employees are paid on the 25<sup>th</sup> of each month. Unless authorized in writing by the employee, paychecks will not be released to anyone other than the employee (see Section 440).

### **2.0 Payroll Deductions**

-The law requires the following deductions from the employee's paycheck including FICA (Social Security), and applicable state and federal income withholding tax.

## **550 - Timesheets**

All non-exempt employees must submit an accurate, properly completed time sheet at the conclusion of every pay period. Non-exempt employees are to record actual hours worked for the pay period. Exempt employees must submit a timecard to payroll recording any paid or unpaid leave taken during the pay period. All time sheets are to be checked for accuracy and approved by the employee's supervisor and submitted to payroll monthly. Unauthorized tampering with another's time card is cause for disciplinary action, including possible dismissal of both employees.

Accurately recording time worked is the responsibility of every hourly employee. Federal and State laws require that employers keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Hourly employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. All sites will work within the State guidelines for rest breaks and meals.

## **560 - Access to Personnel Files**

Each employee will have a personnel file that may include the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records. Personnel files are the property of the PNW Annual Conference, and access to the information they contain is restricted. With reasonable advance notice, employees may review their own files in the presence of the Site Director or an individual appointed to maintain the files.

## **570 - Travel**

Hourly employees who attend training out of their regular camp setting are not eligible to receive overtime pay for travel time. Overnight trips are not subject to overtime pay.

Hourly employees will be paid their regular rate for regularly scheduled hours when attending an off-site training.

Travel expenses incurred by camp employees for camp use will be reimbursed upon receipt of the green Expense Voucher Form or current means of notification.

## **600 - Mandated Benefits**

1. Federal, Washington and Idaho State Unemployment Insurance is not provided for employees under exemption.
2. All Camp employees are covered by Social Security with the employer paying half of the Social Security premium.

## **630 – Agency Sponsored Insurance Benefits**

### **1.0 Health Insurance**

-Eligible employees may elect to receive a stipend OR participate in PNW-CRM plan if available. Except in certain qualifying circumstances, once an election for coverage is made, employees can make changes, such as switching plans, adding/dropping dependents during the open enrollment period as defined by the plan.

**Hourly Employees**-shall be covered by State and Industrial Insurance/Workers' Compensation only

**Salaried Employees**-Health Insurance benefits will be provided for all Full Time Regular Employees following a 30-day probationary period.

### **2.0 Vehicle Insurance**

-All staff who are required to operate a camp vehicle as part of their job responsibilities are protected under the camp vehicle insurance policy.

### **3.0 Accident Insurance**

-In case of injury or accident on the job, all staff are covered by the Camp's Accident Insurance and Workers' Compensation Insurance in accordance with State Law.

- Employees are required to report accidents occurring on the job immediately to their supervisor for the completion of required reports.

## **640 –Pension Benefits**

Exempt Regular employees (ages 21 years or older) who work 1040 hours per year or more will be offered the opportunity to participate in the United Methodist Personal Investment Plan (UMPIP) after six months of employment.

The employer will contribute an amount equal to 4% of salary. The employee is required to contribute a minimum of 2% of the pay. The waiting period is waived for new full time staff members already participating in the United Methodist Personal Investment Plan (UMPIP).

## **700 – Paid Leave**

### **1. Eligibility and Availability**

Vacations will be scheduled at a time mutually agreed upon by the employee and supervisor. Employees should make their vacation requests as far in advance as possible. PNW-CRM will attempt to grant an employee the vacation dates he/she requests. However, scheduling of vacation time must be arranged to allow the work of the organization to continue with as

little disruption as possible. Exempt employees must take vacation in increments of at least one half (1/2) a day.

When a paid holiday falls during a scheduled vacation, it is not counted as a vacation day. Any employee that becomes ill during a scheduled vacation cannot change a vacation day to a sick day; scheduled vacation days count as vacation even if an employee would ordinarily take a sick day.

**Salaried Employees** - salaried employees working more than 1040 hours per calendar year earn vacation pro-rated to full time. The anniversary date of employment will be used to compute earned vacation. Vacation is to be taken within the calendar year earned. Salaried full-time employees earn eight (8) hours paid vacation time per month of employment. After the fifth anniversary, twelve (12) hours paid vacation time is earned per month of employment. After the fifteenth anniversary, sixteen (16) hours paid vacation time is earned per month of employment. Five days vacation may be taken after six months employment. If an employee has worked all of the preceding calendar year, all vacation days are available at the start of the year. Vacations, especially those between Memorial Day and Labor Day require prior approval of the Camping Executive (for the Site Director) or the Site Director (for all other employees). A maximum of five (5) vacation days may be carried over into the following year. Unearned vacation time used before termination will be deducted from the employee's final paycheck. The employees' final paycheck will be adjusted to reflect unused earned vacation time provided proper notice is given.

## 720 - Holidays

**Hourly Employees** - There is no holiday pay for Hourly Employees.

**Salaried Employees** - The following holidays shall be observed and Salaried Employees shall be paid at their usual rate of pay: New Year's Eve, New Year's Day, Martin L. King Birthday, President's Day, Good Friday, Memorial Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, plus one floating holiday. If a Salaried Employee is scheduled to work on one of these holidays, the employee shall receive compensatory time off on a straight time basis at a more convenient time in the camping program.

## 730 – Sick Leave

### 1. Scope

-Paid sick leave is provided to eligible employees for personal illness, injury or illness Sick leave may be utilized for planned absences, such as surgery or doctor or dentist appointments, or unplanned absences due to illness or injury.

As provided by the Washington Family Care Act, employees may also choose to utilize accrued sick leave or other available paid time off to care for: (a) A child of the employee with a health condition that requires treatment or supervision; or (b) a spouse, domestic partner, parent, parent-in-law, or grandparent of the employee who has a serious health condition or an emergency condition.

### 2. Eligibility

-Employees are eligible to use sick leave after 3 months of employment. The agency may

require a statement from the employee's physician confirming illness and physical fitness to return to work support a request for sick leave. Except as affected by law, exempt employees may not utilize paid sick leave for less than half (1/2) day absences. Accumulated sick leave does not carry over between calendar years and will not be paid upon termination.

3. Availability – amounts awarded at beginning of calendar year and prorated for employees hired during the year.

**Hourly Part Time Employees** – 20 hours per year

**Hourly Full Time Employees** – 40 hours per year

**Salaried Part Time Employees** - 6 days per year

**Salaried Full Time Employees** – 12 days per year

## **740 – Maternity Leave Policy**

Employees are entitled to leave of absence for the period of time disabled due to pregnancy or childbirth in accordance with state law. Sick leave and vacation benefits can be applied to maternity/paternity leave.

## **750 – Family Leave Policy**

Pacific Northwest Camp and Retreat Ministry (PNW-CRM) will comply with all requirements for Family Leave Medical Act.

## **760 – Leave Without Pay**

Employees may be granted additional time off without pay. Requests for leave without pay must be approved by the Executive Director of Camping for the Site Director position and by the Site Director for all other positions.

## **770 – Funeral Leave**

**Salaried Employees** -Three (3) days paid leave are available to Salaried Employees for the funeral of an immediate family member.

**Hourly Employees** are not eligible for paid funeral leave.

## **780 – Camp Benefit**

Full time year-round employees may send each of their dependent children to one week of camp at any PNW Conference summer camp tuition-free.

## **800 – Expectations of the Staff**

### **810 – Attendance and Punctuality**

#### 1. Scope

-Regular attendance is essential to the smooth operation of the agency and shows respect for co-workers who must fill-in for an absent employee. As such, dependability, attendance, punctuality, and a commitment to do the job right are essential at all times. Employees are expected at work on all scheduled work days and during all scheduled work hours and to report to work on time.

#### 2. Procedure

-If an employee is unable to report to work, or will be late, she/he must let her/his supervisor know as far in advance as possible, and always before the scheduled starting time. If the employee's supervisor is unavailable, she/he must leave a message with the designated alternate, stating the reason for being late or for not being able to report to work and a telephone number where the employee can be reached. This policy applies for each day of the employee's absence. An employee who fails to provide proper notification of absence may be considered as having voluntarily resigned.

The supervisor is responsible for monitoring employee attendance and punctuality. Although the agency recognizes that on occasion everyone misses work for valid reasons, absenteeism and lateness, even for legitimate reasons, may lessen an employee's chances for advancement and may result in discipline up to and including discharge.

#### 3. Absence from Work

-Any absence from work for illness or other reasons will be considered leave without pay. Any unpaid leave will be deducted from your pay by pro-rating your weekly salary.

### **820 – Personal Appearance and Attire**

#### 1. Scope

Employees are expected to dress in accordance with appropriate business standards that convey professional pride in the quality of the work performed. Work attire must conform to necessary safety requirements and reflect an efficient, orderly and professionally operated business. Neatness and good taste reflect not only upon the individual employee, but upon PNW-CRM as well. It is the responsibility of the supervisor to determine when inappropriate dress is unsafe or outside the agency's professional image.

#### 2. Personal Protective Gear

Personal protective gear will be furnished and maintained by PNW-CRM in accordance with OSHA/WISHA requirements.

### **830 – Personal Conduct and Substance Abuse Policy**

It is expected that the actions of all staff members while on Camp property will represent good judgment. The use of alcohol, tobacco, marijuana and/or illegal drugs on camp grounds is not

permitted. The Site Director will handle any problems with personal conduct individually. Site directors will use their judgment as to when the use of alcohol, pursuant to Washington and Idaho State law, is permitted on site by groups/visitors (i.e. weddings, religious ceremonies, etc.). (See Section 844 and 850).

### **831 - Personal Privacy & Property**

Each staff member should be respectful of other staff members' privacy and property in this unique living environment. The Camp is not responsible for loss of personal property while staff members are employed by or residing at the Camp.

### **841 - Tips and Gratuities and Honoraria (Conflicts of Interest)**

Staff members should not accept tips or gratuities from guests, campers or campers' parents.

When an employee fulfills a request for consultation or speaking in the course of employment, any fees or honorarium collected are the sole property of the agency. Employees are to notify their supervisor of the receipt of any such payment.

### **843-Seasonal Staff Housing**

Each staff member needing housing will be assigned staff quarters at the camp. These quarters will be designated as staff use only and will provide the staff member a "place" for use during their free time. All policies of the Camp will apply to these quarters.

### **844-Full Time Year-Round Staff Housing**

Housing is provided for the Site Director and their family and may also be provided for other full time year-round staff. Site Directors are expected to live in the provided housing during their tenure. While this housing is a part of the camp property, it is to be considered the private residence of the year-round staff and therefore not subject to the prohibitions of camp property such as the use of alcohol or possession of firearms. Staff should, however, be respectful and exercise good judgment at all times given their leadership position and potential call to duty.

### **850 - Alcohol and Drug-Free Workplace**

PNW-CRM is committed to providing the highest quality services to its clients and stakeholders by providing a work environment that is safe, healthy and conducive to productivity and professionalism. Consistent with these standards, the agency requires that all employees and volunteers perform their duties free from the influence of drugs or alcohol. PNW-CRM expects all of its employees to recognize and accept responsibility for doing their part in maintaining a drug-free working environment. Violation of the policy will result in personnel action up to and including termination of employment (See Section 830).

## **861 - Information Systems Policy**

Producing, exchanging and retrieving information electronically by taking advantage of computer technology presents valuable opportunities for the camp program of the Pacific Northwest Annual Conference. While employees are encouraged to use this technology, its use carries important responsibilities. Employees of any PNW-CRM are expected to exhibit the same high level of ethical and business standards when using this technology as they do with more traditional workplace communication resources. Computers, computer systems and electronic media equipment (including computer accounts, laptop computers, tablets, phones, printers, networks, software, e-mail, and internet connections) are provided by the sites to employees for camp-related business. It is the responsibility of PNW-CRM employees to see that these information systems are used in an efficient, ethical and lawful manner.

The use of information systems is a privilege extended by the camp, which may be withdrawn at any time. An employee's use of computer systems may be suspended immediately upon the discovery of a possible violation of these policies. A violation of the provisions of this policy may result in disciplinary action up to and including termination.

## **864 – Responsible Use of Computers/Internet/E-mail/Voicemail**

### **1. Systems**

1. The Camp Site/PNW-CRM computer network, internet access, email, and voice mail systems are powerful business tools. These systems are intended for employees to use in performing their jobs. Therefore, all documents and files are the property of the camp/PNW-CRM. All information regarding access to the camp's computer resources, such as user identifications, modem phone numbers, access codes, and passwords are confidential camp information and may not be disclosed to non-authorized or non-camp personnel.
2. All computer files, documents, and software created or stored on the camp's computer systems are subject to review and inspection at any time. In this regard, employees should not assume that any such information is confidential, including e-mail either sent or received.
3. Computer equipment should not be removed from the camp premises without written approval from an immediate Supervisor. Upon termination of employment, all portable computer hardware should be returned to the employee's immediate Supervisor.

### **2. Personal Use of the Internet**

Some employees need to access information through the Internet in order to do their job. Use of the Internet is for business purposes during the time employees are working. Personal use of the Internet should not be on business time, but rather before or after work or during breaks or meal period. Regardless, the camp prohibits the display, transmittal, or downloading of material that is in violation of CRM guidelines or otherwise is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time.

### **3. Software and Copyright**

The camp fully supports copyright laws. Employees may not copy or use any software, images, music or other intellectual property (such as books or videos) unless the employee has the legal right to do so. Employees must comply with all licenses regulating the use of any software and may

not disseminate or copy any such software without authorization. Employees may not use unauthorized copies of software on personal computers housed in camp facilities.

#### **4. Unauthorized Use**

4.1. Employees may not attempt to gain access to another employee's personal file of e-mail messages or send a message under someone else's name without the latter's express permission.

4.2. Under no circumstances, may the PNW-CRM network and computing resources be used for any of the following purposes:

- 1) Circumventing existing security controls to damage the integrity or disrupt the use of the camp information resources.
- 2) Using the camp resources to conduct outside business ventures.
- 3) Disclosing Camp or Restricted information to unauthorized personnel.
- 4) Performing illegal activities, including gambling.
- 5) Using the PNW-CRM computer systems as a conduit for unauthorized access attempts on other computer systems.

The activities mentioned above are illustrative and not intended to be all-inclusive. If you have any question whether your behavior would constitute unauthorized use, contact your immediate Supervisor before engaging in such conduct.

#### **5. Email**

Electronic mail is to be used for business purposes. While personal email is permitted, it is to be kept to a minimum. Personal electronic mail should be brief and sent or received as seldom as possible. The camp prohibits the display, transmittal, or downloading of material that is offensive, pornographic, obscene, profane, discriminatory, harassing, insulting, derogatory or otherwise unlawful at any time. No one may solicit, promote, or advertise any outside organization, product or service through the use of electronic mail or anywhere else on camp premises at any time. Management may monitor email from time to time. Employees are prohibited from unauthorized use of encryption keys or the passwords of other employees to gain access to anyone else's email messages.

#### **6. Voice mail**

The PNW-CRM voice mail system is intended for transmitting business-related information. Although PNW-CRM does not monitor voice messages as a routine matter, it reserves the right to access and disclose all messages sent over the voice mail systems for any purpose. Employees must use judgment and discretion in their personal use of voice mail and must keep such use to a minimum.

### **865 - Employee use of social media**

1. Employees may use social media (Facebook, Twitter, Instagram, etc.) for the good of the organization and so long as it does not produce adverse consequences such as harassing, demeaning or creating a hostile work environment for any coworker, disrupting the smooth and orderly flow of work, or harming the good will and reputation of Camp and Retreat Ministry. Site Directors can determine parameters of when their employees can use personal electronic devices.

2. Off-site use of social media which relates to PNW-CRM is also subject to this policy.

3. No employee shall publish personal information about themselves, another employee, PNW-CRM itself, or a guest or camp participant in any social media that (a) has potential or effect of creating a dispute or conflict with or among other employees or third parties; (b) interferes with the work of an employee; (c) creates a harassing, demeaning or hostile working environment; (d) disturbs the smooth and orderly flow within the office or the delivery of services to guests; (e) harms the food will or reputation of PNW-CRM; (f) places in doubt the reliability, trustworthiness or sound judgment of the person who is the subject of the information.

4. Violation of this policy subjects the offender to discipline up to and including dismissal.

## **870 – Grievance and Appeal Process**

### **1. Policy Statement**

Most concerns/problems can be resolved informally in the course of day-to-day communications between the employee and their immediate supervisor. However, in those cases in which the employee is unable to informally resolve their concern on a one-on-one basis, they may utilize the grievance procedure.

Employees are expected to make reasonable attempts to resolve issues informally. An employee who has a grievance or complaint should first discuss this matter with their Site Director, who will endeavor to satisfactorily resolve the grievance at this time. If the matter is against the Site Director, the employee will take the matter to the Executive Director of PNW-CRM.

### **2. Procedure**

The Camping Board of Stewards and its designated executives shall administer these policies. The Site Director may appeal a decision in writing directly to the Camping Board of Stewards of the PNW Annual Conference within ten (10) calendar days after receiving a decision by the Executive Director of Camp and Retreat Ministries. If requested, a hearing shall be provided within thirty (30) calendar days after receiving the written notice of appeal. Final decision rests with the Camping Board of Stewards.

Employees responsible to the Site Director may appeal in writing to the Executive Director of Camp and Retreat Ministries within ten (10) calendar days after receiving a decision by the Site Director. If requested, a hearing shall be provided within thirty (30) calendar days after receiving the written notice of appeal. Final decision rests with the Executive Director of Camp and Retreat Ministries.

## **900 – Termination of Employment**

Resignation: The voluntary termination of employment by an employee.

Reduction in Force: Termination of employment by PNW-CRM for reasons beyond the control of the employee, bearing no relation to job performance or conduct of the employee.

## **900.1 - Seasonal Staff Agreement**

The Camp Site initiates a staff agreement for all seasonal employees living at camp. The Camp Site reserves the right to cancel the agreement at any time: 1) if finances or low enrollments make it necessary to reduce staff, 2) if the employee does not comply with its terms, 3) if the camp and the employee agree that it is for their own best interests or for the best interests of the camp.

Either of the parties to the agreement may terminate it by giving the other a minimum of one week's notice period, however, in the case of gross misconduct the camp site reserves the right to dismiss an employee with little or no notice. The employee has the right to appeal a dismissal. In all cases of contract cancellation and/or dismissal, the employee will be paid for those hours actually worked.

Involuntary termination: The decision by PNW-CRM to terminate the employment relationship.

## **900.2 – Notice**

### **1. Voluntary Termination**

PNW-CRM expects one (1) month's notice from exempt employees and 14-calendar days notice from nonexempt employees. No part of the notice period shall be paid leave. Notice is to be given in writing. Accrued vacation time will be forfeited if proper notice is not given. PNW-CRM reserves the option to accept notice effective immediately or to give pay in lieu of notice.

### **2. Involuntary Termination**

Involuntary termination may be with or without notice and with or without cause, at the sole discretion of PNW-CRM.

### **3. Exit Interviews**

The terminating employee's supervisor or designee shall conduct exit interviews. Prior to termination, the employee is expected to fulfill all obligations to the agency and return all PNW-CRM property including, but not limited to, keys, manuals, documents, software, equipment, and training materials.

### **4. Benefits**

Benefits (Medical, Pension) end on the last day of the month in which the last day of employment falls. An employee, unless dismissed for gross misconduct, has the option to convert to continue Medical, Dental or Vision benefits in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA) regulations.

### **5. Final Paycheck**

The final paycheck will be mailed or directly deposited on the regularly scheduled payday for the pay period in which employment ended. The final check will include pay out of any accrued unused vacation time earned, prorated proportional to the percentage of year

worked if proper termination notice has been given. Unused sick leave shall not be compensated. Should the employee have any special instructions regarding delivery of the final paycheck, she/he is responsible for informing her/his supervisor prior to the last day of employment. There shall be no severance pay provided to any employee.

## **910 – Dismissal**

The Camping Board of Stewards reserves the right to terminate any employee immediately for gross misconduct. The Executive Director of Camping shall be responsible for termination of the Site Director. The Site Director shall be responsible for termination of other employees. A written notice of termination shall be given to the terminated employee.

The following conditions shall be cause for immediate dismissal: 1) not showing up for work; 2) use of marijuana, illegal drugs or alcohol on premises or at work under the influence of marijuana, illegal drugs or alcohol; 3) overt prejudice against persons of other races, religions, or sex; 4) sexual harassment; 5) unable or unwilling to do the work stipulated in the job description assigned by the job supervisor; 6) unwilling to maintain professional appearance in accordance with section 820; 7) behavior inappropriate to service in a Christian camp; 8) inappropriate relationship of employee with campers, program staff, or other employee; and 9) failure to comply with the personnel policies as stated in this document.

## **920 - Amendment of These Policies**

The Camping Board of Stewards at any regular meeting may move an amendment to these policies providing the amendment has had one to two readings before the group. All amendments or changes to these policies that have been adopted by the Camping Board of Stewards shall be provided to each employee in either/both electronic and/or hard copy versions.

## Employee Handbook Acknowledgment Form

I, \_\_\_\_\_, hereby acknowledge I have received a copy of the PNW Camp and Retreat Ministry Employee Handbook, which provides guidelines on the policies, procedures, and programs affecting my employment with this organization.

I also understand that any changes made by the Employer with respect to its policies, procedures or programs can supersede, modify, or eliminate any of those outlined in this handbook. I accept responsibility for familiarizing myself with the information in this handbook and will seek verification or clarification of its terms or guidance where necessary.

I hereby acknowledge and specifically consent to the following provision in the Employee Handbook by providing my initials below:

\_\_\_\_ A. [Section 530-5.0-6.0](#): Workplace Search: I acknowledge that Employer may provide me with storage facilities (desk, locker, drawers, containers, etc.) for my use and convenience, and that they belong to the Employer. I consent to the inspection of any such facilities as well as personal bags and vehicles parked on the Employer's property.

\_\_\_\_ B. [Section 830](#): Personal Conduct and Substance Abuse: I acknowledge that I have been informed of the Employer's substance abuse policies. I consent freely and voluntarily to submit to any drug testing requested and for the release the results of these tests to the employer.

\_\_\_\_ C. [Section 864 -865](#): Computer and Internet Security: I acknowledge that I have no expectation of privacy in connection with the use of communications systems, including electronic and telephone systems as well as all information transmitted, received or stored in these systems which are considered to be the Employer's property, and I consent to the Employer's monitoring of my use of this equipment at any time. Such monitoring may include printing or reading all email entering, leaving and stored in these systems.

\_\_\_\_ D. [Section 900-2-5](#): Final Paycheck: In the event that I do not have direct deposit and do not pick up my final paycheck when it is made available to me, I request that it be mailed to me at the last address on file with the Employer.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document and nothing in the Handbook creates an express or implied contract of employment. I understand that I should consult the Executive Director of Camping if I have any questions that are not answered in this Handbook. Please e-mail a copy of this page to the Executive Director Of Camping and CBS Chair.

Print Your Name \_\_\_\_\_

Employee Signature \_\_\_\_\_

Job Title \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_