



## **Camp Kirby Camp Staff Employee Handbook**

### **WELCOME to CAMP FIRE SAMISH & CAMP KIRBY**

Camp Kirby has been serving children for over 100 years, and I believe that our success stems directly from outstanding people with a passion for serving youth. Camp staff are the primary instruments through which the objectives, goals, and philosophy of OUR CAMP are imparted to the camper. Through your efforts, and those before you; Camp Kirby is recognized as one of the leading youth serving organizations in our community.

To ensure our continued success for future generations of campers, it is important that all staff and volunteers understand our policies and procedures. This handbook is intended to be a valuable resource to help you better understand both your role and our organization. Do not hesitate to ask if you have questions. Thank you for being an important part of our team.

Kathryn "KitKat" Deshaies  
Executive Camp Director

# **INTRODUCTION**

## **EQUAL EMPLOYMENT OPPORTUNITY**

It is the policy and practice of Camp Fire Samish that there be no discrimination with regard to hiring, assignment, promotions, training, termination, compensation, employee benefits, and other conditions of employment because of race, color, national origin, religion, creed, sex, sexual orientation, gender identity, or age as defined in applicable Federal and State laws.

## **EMPLOYMENT**

Camp Kirby summer employees are seasonal members of the staff of Camp Fire Samish, responsible to the Executive Camp Director. The Executive Camp Director will report to the Corporate Board of Directors and work in cooperation with the Executive Director. The Executive Camp Director employs, assigns, and terminates staff, and also administers these personnel policies as approved by the Corporate Board of Directors.

## **CONTRACTS and POLICIES**

Written agreement, personnel policies, general responsibilities, and job descriptions are provided to each staff member, covering the type of position, date of employment, compensation, and termination procedures. The employee's signature on the contract signifies full revelation of all criminal convictions and acceptance of the stated terms of the contract and personnel policies. The employee should recognize that while the job description is a basic statement for job performance, additions or deletions may become necessary during the season. Each employee will notice that their job description contains the clause "other duties as assigned". This is to allow the maximum flexibility for directors and staff in providing the best possible program for Camp Kirby campers.

## **BACKGROUND CHECKS**

Each staff member will provide information to facilitate a criminal background check each year, regardless of a previous or continuing history of employment at Camp Kirby. These checks will include, but are not limited to, the Washington State Patrol, the National Sex Offenders Data Base, and a National criminal background check.

# **STAFF AND CAMPER INTERACTIONS**

## **POLICY PROHIBITING THE ABUSE OR MISTREATMENT OF YOUTH**

Camp Fire Samish has zero tolerance for abuse and will not tolerate the mistreatment or abuse of youth in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service and cooperation with law enforcement.

## APPROPRIATE AND INAPPROPRIATE PHYSICAL CONTACT

Camp Fire Samish’s physical contact policy promotes a positive, nurturing environment while protecting youth, employees, and volunteers. Our organization encourages appropriate physical contact with youth and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by employees or volunteers towards youth in the organization’s programs will result in disciplinary action, up to and including termination of employment.

The organization’s policies for appropriate and inappropriate physical interactions include but are not limited to:

| <b><i>Appropriate Physical Interactions</i></b>  | <b><i>Inappropriate Physical Interactions</i></b>   |
|--|---|
| <p>Contact initiated by the youth such as:</p> <ul style="list-style-type: none"> <li>● Side hugs</li> <li>● Shoulder-to-shoulder or “temple” hugs</li> <li>● Pats on the shoulder or back</li> <li>● Handshakes</li> <li>● High-fives and hand-slapping</li> <li>● Pats on the head when culturally appropriate</li> <li>● Touching hands, shoulders, and arms</li> <li>● Arms around shoulders</li> <li>● Holding hands (with young children in escorting situations)</li> </ul> | <ul style="list-style-type: none"> <li>● Full-frontal hugs</li> <li>● Kisses</li> <li>● Showing affection in isolated areas or while one-on-one</li> <li>● Lap sitting</li> <li>● Wrestling</li> <li>● Piggyback rides</li> <li>● Tickling</li> <li>● Allowing a youth to cling to an employee’s or volunteer’s leg</li> <li>● Allowing youth, older than kindergarten, to sit on an employee or volunteer’s lap</li> <li>● Any type of massage given by or to a youth outside of accepted and documented medical treatment</li> <li>● Any form of affection that is unwanted by the youth or the employee or volunteer</li> <li>● Touching bottom, chest, or genital areas that is outside authorized and documented personal care assistance</li> </ul> |

## APPROPRIATE AND INAPPROPRIATE VERBAL INTERACTIONS

Employees and volunteers are prohibited from speaking to youth in a way that is or could be construed by any observer as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.

Employees and volunteers must not initiate sexually-oriented conversations with youth. Employees and volunteers are not permitted to discuss their own sexual activities with youth.

Our organization’s policies for appropriate and inappropriate verbal interactions include but are not limited to:

| <b><i>Appropriate Verbal Interactions</i></b>   | <b><i>Inappropriate Verbal Interactions</i></b>  |
|---|--|
| <ul style="list-style-type: none"> <li>● Positive reinforcement</li> <li>● Appropriate jokes</li> <li>● Encouragement</li> <li>● Praise</li> <li>● Strength-based conversations</li> <li>● Self-disclosure as a supervised therapeutic tool by licensed clinicians, medical professionals, and pastoral counseling</li> </ul> | <ul style="list-style-type: none"> <li>● Name-calling</li> <li>● Discussing sexual encounters or in any way involving youth in the personal problems or issues of employees and volunteers</li> <li>● Secrets</li> <li>● Cursing</li> <li>● Off-color or sexual jokes</li> <li>● Shaming, belittling, bullying</li> <li>● Oversharing personal history</li> <li>● Derogatory remarks</li> <li>● Harsh language that may frighten, threaten or humiliate youth</li> <li>● Derogatory remarks about the youth or their family</li> <li>● Compliments relating to physique or body development</li> </ul> |

## **POLICY LIMITING AND MANAGING ONE-ON-ONE INTERACTIONS**

Most abuse occurs when an adult is alone with a youth. Camp Fire Samish aims to eliminate or reduce these situations and prohibits private one-on-one interactions unless approved in advance by the organization administration or unless unavoidable due to extenuating circumstances.

One-on-one interactions may occur as part of Camp Fire Samish’s programming under authorized circumstances. The purpose of this policy is to ensure the organization clearly communicates expectations for employees and volunteers and gives examples of appropriate behavior when one-on-one interactions may occur. In those situations where one-on-one interactions are authorized, employees and volunteers should observe the following guidelines to limit the risk of abuse or false allegations of abuse:

- Meet youth in a public place where you are in full view of others.
- Avoid physical affection during one-on-one interactions. If unavoidable, ensure physical and verbal interactions align with this organization’s established policies and are limited to the task at hand.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- Inform other employees and volunteers that you are alone with a youth and encourage them to randomly drop in or pass by the interaction.
- To the extent possible, ensure one-on-one interactions occurring behind closed doors are scheduled in advance or are communicated with the supervisor.
- Ensure one-on-one interactions are documented, especially if behind closed doors. Keep documentation of these meetings (such as in a shared calendar, case notes, etc.).
- Document and immediately report any unusual incidents, including disclosures of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted.

## **GIFT-GIVING AND GIFT ACCEPTANCE POLICY**

Camp Fire Samish prohibits employees and volunteers from giving to or receiving gifts from youth. Offenders routinely groom youth by giving gifts, thereby endearing themselves to the youth. They might instruct the youth to keep the gifts a secret, which then encourages keeping other bigger or more harmful secrets from trusted adults.

If an employee, volunteer, or youth wishes to give a gift to someone in the organization, we encourage them to instead give a homemade card or letter.

## **ELECTRONIC COMMUNICATION AND SOCIAL MEDIA POLICY**

Camp Fire Samish prohibits all electronic and social media communication directly with youth.

- Employees and volunteers are prohibited from sending text messages to youth and/or replying to text messages from youth. If a youth attempts to communicate with an employee or volunteer via text, a supervisor must be notified immediately.
- All email communications with youth who are minors must be directed to the minor's parents/guardians. An organization may also designate an employee to be copied on all electronic communication with youth. Employees and volunteers are prohibited from all other forms of electronic communications and instant messaging with youth.
- Employees and volunteers are prohibited from communicating with youth using social networks, including direct messaging through social media and gaming platforms.
- Personal social media accounts and blogs of employees and volunteers must be private and inaccessible to youth. Employees and volunteers with profiles on social media sites may not request to be friends with or follow youth or approve friend/follow requests from youth. Employees and volunteers are prohibited from posting photos of youth in our programs.

## **CAMPER WELFARE**

The first responsibility of each and every staff member is the health and welfare of the campers. Each staff member is expected to take every care to protect the privacy and person of each camper. Physical punishment or any sexual contact between staff and campers is inappropriate and will be grounds for immediate dismissal and possibly legal action. Any suspicion that such behavior is occurring must be immediately reported to the Camp Director. Witnesses or staff members with knowledge of inappropriate behaviors who do not report said infractions, face the same consequences as the perpetrator. As a result of these rules, caution must be taken any time a staff member is alone with a camper (outside of the view of other staff members). This is for the protection of the camper and the staff member, as well as the camp.

## **MANDATORY REPORTING**

Washington State Law (RCW) Chapter 26.44.030 requires that Camp Fire Samish staff report suspected cases of child abuse. As a youth-serving agency, all staff are required by law to be mandatory reporters. Mandatory reporters are professionals who MUST make a report to DSHS if they have reason to believe that abuse, abandonment, neglect, or exploitation of a child has occurred. Washington State law requires that we report all instances of non-accidental injury, neglect, sexual abuse and cruelty to children by their parents, caretakers, guardians, and instances where a child is deprived of their right to conditions of minimum obligatory parental care, health and safety. This also includes the reporting of parents whose abilities appear to be impaired by drugs or alcohol. As required by law, Camp Fire will report such incidents within 24 hours to DSHS Child Protective Services and follow our protocol in regards to the annual training and 'mandated reporter' responsibilities. If any employee or volunteer suspects abuse, abandonment, neglect, or exploitation of a child they should report it to their direct supervisor, or the Executive Camp Director immediately. The team will then work together to file a report.

## **MANAGING INTERACTIONS BETWEEN EMPLOYEES, VOLUNTEERS, AND YOUTH OUTSIDE OF CAMP KIRBY**

Research shows many cases of organizational abuse occur off-site and outside of regularly scheduled activities. Allowing contact outside of regularly scheduled activities may put employees, volunteers, youth, and our organization at increased risk.

Examples of contact outside of regularly scheduled program activities:

- Babysitting arrangements
- Tutoring
- Private lessons/coaching
- Mentorship
- Social interactions between employee's or volunteer's children and children served by the organization:
  - Playdates and birthday parties
  - Sleepovers
  - Overnight trips and vacations
  - Rides to/from organization or extracurricular activities and events
- Attending public events in a shared community (like graduation, sports events, religious ceremonies)
- Continued contact with youth after a youth's participation in a program has ended

Camp Fire Samish strongly encourages employees and volunteers to refrain from outside contact with youth with which they do not have a preexisting familial or social relationship (i.e., children are friends at school, families attend the same religious institution). However, if interactions with youth outside of regularly scheduled program activities are part of programming or otherwise unavoidable, Camp Fire Samish offers the following guidelines:

- If there is a pre-existing social or familial relationship, ensure proper boundaries are drawn by the employee or volunteer while in organization programming.
  - For example, if Emily Employee is best friends with Youth Charlie's mom such that Youth Charlie calls Emily by her first name in social settings, ensure Emily communicates to Youth Charlie that while in organization programming Youth Charlie needs to call Emily by her camp name like all other youth. This helps reinforce the boundary and makes clear that Emily's role as an employee or volunteer is different from her role as Youth Charlie's mom's best friend and the relationship should reflect that.
  - If Emily has children that are friends with Youth Charlie, she can give Youth Charlie a ride if her children are also in the car. Even in that interaction, make sure Youth Charlie is sitting in the back seat. The same rules apply for trips to McDonald's/the park/etc. that are occurring as part of the preexisting social relationship.
  - To increase transparency, consider texting or emailing an administrator when these interactions like transportation and social outings occur.

## **STAFF-TO-STAFF INTERACTIONS AND STANDARDS OF CONDUCT**

### **COOPERATION**

The intensity of camp living requires that all staff cooperate with each other to make working together fun as well as educational. Active participation in the pre-camp training period, staff meetings, and program conferences in order to prepare for the position accepted will enable the staff member to perform the best job possible for the campers and Camp Fire Samish. Each employee in camp is responsible for and to everyone else in camp. Each staff member in camp is responsible to the Executive Camp Director.

### **DISPUTES and GRIEVANCES**

Should there be a disagreement over the interpretation of Camp policies or a grievance related to one's duties or relationships with fellow staff members, it should be reported to one's supervisor promptly. Should the supervisor be the source of the grievance, the staff member may report the grievance directly to the Executive Camp Director. A grievance with the Executive Camp Director should be reported to the Executive Director. All job-related disputes and complaints that are not resolved at the interpersonal level will be handled in the following manner:

- **Step one:** Conference with direct supervisor(s) and all parties involved.
- **Step two:** Unresolved disputes or complaints referred to the Executive Camp Director for resolution.
- **Step three:** In the event the dispute or complaint cannot be satisfactorily resolved within a reasonable period of time; the dispute is referred to the Executive Director.
- **Step four:** In the event the dispute or complaint still cannot be satisfactorily resolved within a reasonable period of time, it may be referred in writing to the Corporate Board of Directors. It will be the duty of the Board or Executive Committee to review the situation with the staff member, and to make the final recommendation.

## **HARASSMENT POLICY**

Camp Fire Samish is committed to attracting, placing, and retaining the best-qualified people. In order to do so, we intend to maintain a place of employment that is free from discrimination, including harassment. Harassment is any form of conduct that undermines the integrity of the employment relationship.

- Prohibited behavior includes comments, slurs, jokes, names, innuendoes, cartoons, pranks, physical harassment, etc. which are derogatory on the basis of an employee's race, religion, creed, color, national origin, sex, sexuality, or disability.
- Sexual harassment does not refer to casual conversation or compliments of a socially acceptable nature. It refers to behavior which is not welcome and which is personally offensive, interfering with effectiveness or creating uneasiness on the job. No employee should be subject to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.
- Such conduct, whether committed by supervisors or non-supervisory employees, is specifically prohibited.

Any individual who believes that they have been subjected to harassment or intimidation on the job is strongly encouraged to bring this to the immediate attention of their supervisor. If the complaint is against the immediate supervisor, then the Executive Camp Director should be contacted instead. If the complaint is against the Executive Camp Director, the Executive Director should be contacted. All such complaints will be promptly and fairly investigated and, where appropriate, immediate corrective action taken. Employees shall not be retaliated against because they have made a complaint to management regarding conduct that undermines the integrity of the employment relationship.

## **CAMP DRESS REQUIREMENTS**

As Camp staff, a major part of our role is to nurture our campers, as well as to be positive role models for them. Differences in attire and grooming send messages about who we are; however, while at camp we are representatives of the camp. To further Camp Kirby's positive message for children, we have established guidelines that will provide positive and healthy messages for our campers. The dress policies at Camp Kirby are designed to present a professional appearance when parents and visitors are in camp, to model appropriate attire for campers, and to minimize health risks. Our expectation is that all staff will abide by these guidelines.

A staff tie will be provided for each staff member to identify them to campers and visitors. The expectation is that staff ties will be worn during all activities except when doing so may pose a safety issue (on the waterfront, while climbing, while tending to a fire, etc). Kitchen staff members are exempt while performing cooking and dish pit duties.

On Saturdays and Sundays, we make extra efforts to look our best and to be easily identifiable to campers and families. During camper arrival on Sundays we will all wear the current staff t-shirt or sweatshirt. During pick-up on Saturdays we make every effort to wear Camp Kirby attire (current staff shirt, previous year shirt, or other items from the Camp Kirby store).



Closed-toed shoes are the preferred camp footwear and must be worn in all program areas and in the kitchen. Sandals must have a heel strap. Protective footwear will be worn on the Kirby beaches to safeguard campers and staff from abrasions and lacerations due to sharp rocks and shells. Swimwear should only be worn on the waterfront, and should be appropriate for watersports.

## **PIERCINGS and TATTOOS**

Inappropriate tattoos need to be covered during camp sessions. As the risk of infection is higher in a camp environment, staff members are advised not to acquire new piercings or tattoos during the camp season. Again, if you have any questions about what best sets the tone for the camp, please talk to the Executive Camp Director.

## **PERSONAL RELATIONSHIPS**

Staff should take care that personal relationships do not interfere with their work at camp. It is important that campers not be aware of all the intimate details of the lives of staff. Discussion of personal problems with other staff members or with individuals not on site should not be done in the presence of campers. Additionally, staff should be careful that their actions do not give campers any inappropriate window into their private lives or the private lives of other staff members.

It is inappropriate for any staff member to enter into an intimate personal relationship with any camper even after camp is over for the season. It is also important that any person in a supervisory position not form such a personal relationship with any staff member whom they supervise(d). Additionally, staff members should refrain from getting involved in facilitating such relationships between a camper and a staff member, between two staff members, or two campers.

## **COMMUNITY RELATIONS**

Staff members are asked to be sensitive to people in the communities near Camp. Each staff member represents the Camp in his or her dealings with members of the local communities, as well as behavior off the Camp grounds. Care should be taken to observe speed limits when traveling to and from camp. Staff should observe property lines when in the Kirby woods and on the beaches.

# **GENERAL EMPLOYMENT**

## **PAY PERIODS**

The wage agreement is based on a contract rate, as it is impossible to clock the actual work hours of most camp staff in the camp setting. Your first check will include any and all agreed upon payroll deductions. EG: staff sweatshirt, food handlers card, etc. Your final paycheck of the season includes any staff bonuses you qualify for, including but not limited to referral, returning staff, and performance bonuses. Paychecks will be distributed through direct deposit unless other arrangements have been made directly with the Camp Fire Samish Office ahead of time. This salary is subject to all taxes and deductions as required by law.

## **HOURS OF WORK**

Generally, the work week is six days, twenty-four (24) hours per day, during camper sessions and pre-camp training. Each staff member will have two (2) hours scheduled each day free from on-site responsibilities. These hours might not be contiguous. Each staff member will have twenty-four (24) consecutive unscheduled hours between camper sessions with the following exceptions: after the final day of camp; if the counselor volunteers to supervise campers who have signed up for a weekend stay, or if the counselor volunteers to work Alumni Camp. Staff will be financially compensated for weekend work, but will not receive comp time in addition.

Staff members who are under eighteen (18) may remain on camp property during the twenty-four hour weekend break at the discretion of the Executive Camp Director if, and only if, they have a waiver signed by their parent or guardian on file. Additional time may be possible depending on staffing levels, but all additional time off will be evenly apportioned and approved by the Camp Director.

All staff are expected to participate in post-camp cleanup after camp closes for the Kirby camping season.

## **EXPENSES**

Camp Staff members, when using their personal cars for Camp business, will be reimbursed at the rate established by Federal guidelines. All camp business trips **MUST HAVE PRIOR APPROVAL** of the Executive Camp Director to be reimbursed. This does not cover mileage to and from your residence and camp.

## **TIPS/GRATUITIES**

Staff members are asked not to accept any tips or gratuities from the parents or relatives of campers. Staff members are encouraged to direct individuals who wish to make program, supply, or monetary donations to the Executive Camp Director or Executive Director so that such donations can be documented and the donor officially thanked.

## **ECONOMIC BENEFITS/ INSURANCE**

Camp Fire Samish participates in those insurance programs mandated by law and good management practices. Deductions from the employee's paycheck are made for Social Security, Medicare, Worker's Compensation (L&I), Paid Family & Medical Leave, and Unemployment Insurance. Camp Fire Samish also makes a contribution to those programs for each staff member. Camp Fire Samish provides secondary accident insurance to volunteer staff members and L&I insurance for paid staff. Incidents necessitating coverage need to be reported within twenty-four (24) hours, be the result of assigned camp responsibilities, and, in the case of liability, be free from negligence on the part of the employee. Withholding deductions will be made for those employees who have not filed an exemption with the council office.

## **EVALUATION PROCESS**

In an effort to help the staff member perform his or her duties at an optimum level, each staff member is observed and evaluated on a regular basis. However, one does not have to wait for a scheduled supervisory conference to seek advice or counsel from one's supervisor. All camp staff will be given feedback on their performance. There will be two evaluations during the summer season, one near the mid-point and a final evaluation at the end of the season. The employee and supervisor will both sign a written summary of the agreed-upon final evaluation, and it will be filed in the staff member's personnel file.

## **DISCIPLINE**

If a staff member engages in behavior that violates these personnel policies or exhibits actions that need corrective action, disciplinary measures will be taken. First, their direct supervisor will give a warning, documented on a written Employee Warning Notice Form. If the behavior continues or another incident occurs, the staff member may be terminated. There are many exceptions to this that are outlined in these Personnel Policies. An example of this can be found in the "ALCOHOL, DRUGS and DRUG PARAPHERNALIA" section.

## **WHISTLE BLOWER POLICY**

Staff members are encouraged to report suspected violations of law, abuses of Camp Fire Samish's rules and regulations, and the illegal alteration or destruction of documents. Camp Fire Samish will use reasonable efforts to protect the confidentiality of the report and the anonymity of the employee.

Reports are to be made in writing or orally to the direct supervisor. In the event of a conflict, reports may be made to the Executive Director or the Corporate Board of Directors. An employee who submits a report in good faith and with reasonable grounds for believing or suspecting a violation will not be subject to retaliation.

## **CONFLICT OF INTEREST**

The interests or concerns of any employee or volunteer cannot compete with the interests or concerns of Camp Fire Samish & Camp Kirby. No employee or volunteer shall receive preferential treatment, benefits, or services.

## **LEAVES OF ABSENCE**

### **PERSONAL LEAVE**

Requests for out-of-camp time to attend to personal business (registering for college, non-emergency appointments) need to be made as far in advance as possible. Time will be allowed where possible. Emergency leave requests (medical emergency, bereavement) need to be made in as timely a manner as possible to allow rearranging staff coverage. The Executive Camp Director must approve all absences from Camp during the camp sessions. Personal leave MAY result in prorated payroll deductions.

## **SICK LEAVE**

All employees must provide a completed health history form. Each employee is entitled to two (2) days of paid sick leave per camp season. Sick leave will be given only upon orders from the camp nurse, and with the approval of the Executive Camp Director. After two (2) days, the employee will be sent home to recuperate without pay. The employee may return to camp when they are physically able. Days missed from camp (beyond the paid two (2) days of sick leave) may be deducted from the employee's salary at the end of the pay period. Sick days may be used as personal time in the case of a death in the immediate family. Upon termination, there shall be no pay in lieu of sick leave.

## **WORKPLACE HEALTH AND SAFETY**

### **ALCOHOL, DRUGS and DRUG PARAPHERNALIA**

We are a drug-free workplace. No controlled substances\* (including cannabis), drug paraphernalia\*\*, or beverages containing alcohol are allowed on the grounds or in the buildings at Camp Kirby. The exceptions are prescriptive and over-the-counter medications.

Prescription drugs are to be administered or taken only under the specific directions of a licensed physician. Both prescription and over-the-counter medications must be administered or taken as directed. Medications for staff should be locked in Health House per protocol. They may be secured in a private lock box if the staff member does not wish to disclose the type of medication that they are taking, and it is known that the drug will not impair the staff member's ability to perform the essential functions of their position. There may be exceptions as agreed on by the health care staff and the director. Individuals who are taking prescribed medications that might interfere with their efficacy as a staff member should consult with a health professional about the need to take sick leave.

No right or expectation of privacy exists for any employee as to the use of the Camp Kirby grounds or buildings. Any building containing an employee's personal property shall be subject to search for controlled substances, drug paraphernalia, and beverages containing alcohol. If controlled substances, beverages containing alcohol, or drug paraphernalia are found in an employee's personal property, that person's employment will be terminated immediately and they will be required to leave the Camp Kirby grounds. This directly impacts the camp's legal duty of care to protect its campers, and others on its premises, from unreasonable risks of harm

If the Executive Camp Director and Health Care staff have reason to believe that an employee is or has been under the influence of a controlled substance while on the Camp Kirby grounds, that person shall submit to a drug screening test. The Health Care staff shall have sole authority to select the test and shall administer the test or appoint another qualified person. If the test shows the presence of a controlled substance, the person's employment may be terminated and they may be asked to leave the Camp Kirby grounds. A staff member who tests positive has the option to refute the test by submitting to a Rapid Drug Screen at a licensed laboratory at their own expense.

The employment of any person shall be terminated immediately if the Executive Camp Director has reason to believe that the employee is, or has been under the influence of a beverage containing alcohol while on the Camp Kirby grounds. If the Executive Camp Director deems it necessary, the employee shall submit to a sobriety screening exam by a trained individual.

Any person whose employment is terminated for a violation of our policy on drugs, alcohol, and/or drug paraphernalia will be in consideration of breach of contract.

\* *"Controlled substance" means a drug, substance, or immediate precursor included in Schedules I through V as set forth in federal laws or in RCW 69.50.*

\*\* *"Drug paraphernalia" means all equipment, products, and materials of any kind which are used, intended for use, or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, concealing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance.*

## **MEALS AND BEDTIMES**

The employee shall conduct themselves in such a way as to be physically and mentally able to perform the job. **This necessitates good eating habits and adequate rest.** All staff will be expected to attend all meals (unless otherwise excused by the Executive Camp Director) and to observe staff "lights out" time. Cabin staffers are expected to sleep in their assigned cabin as campers need the security of knowing that they have immediate access to their counselor if they wake up in the night. Support staff members also need to sleep in their assigned area to maximize effective response in emergency situations.

## **USE OF PERSONAL EQUIPMENT**

All equipment in Camp, regardless of ownership, will be used only in compliance with Camp policies covering the use of such equipment. For staff, these policies will remain in effect whether or not campers are present. Without explicit written permission from the Executive Camp Director, no staff member may bring any of the following onto camp property: power tools, scuba gear, kayaks, canoes, sailboats, hatchets and axes, firearms, fireworks, or other weapons. There may be items not listed here that fall under this restriction. If you have a concern, ask the Executive Camp Director prior to bringing the item to camp.

## **PETS**

To safeguard the health and safety of campers and staff, and to limit the general liability of the Camp, pets of campers and the general public are not allowed to be present during Camp. This does not apply to service animals. Permission to bring a service animal to camp must be pre-arranged with the Executive Camp Director and will be considered on a case-by-case basis. Each certified service animal will have documentation of a recent veterinary examination and be current with all vaccinations. If it is subsequently determined that the animal is a distraction, a nuisance, or the animal becomes a health issue, it will be removed immediately from the property.

## **SMOKING**

Due to the fire hazard, fire insurance regulations, and leadership standards, smoking is not permitted on the Camp property. Leaving Camp to smoke just off the property is discouraged due to time constraints and general neighborliness. Smokers should adequately dispose of all refuse in appropriate trash receptacles. **Underage use of tobacco products, marijuana, and vaping is prohibited.** Camp staff found to be in violation will be given a warning. On the second offense they may be terminated from employment.

## **WEAPONS and FIREWORKS**

Personal weapons are prohibited on Camp property. Their presence will be grounds for immediate dismissal. Service weapons are allowed. Personal archery equipment and knives (pocket or sheath knives with legal blades) or other items of this ilk may be allowed with permission of the Executive Camp Director. They must be stored in areas unavailable to campers. Fireworks are allowed only during the Skagit County mandated windows and with permission of the Executive Camp Director.

## **PERSONAL POSSESSIONS**

Neither the Camp nor Camp Fire Samish is responsible for staff possessions, including personal sports equipment or automobiles and their contents. The use of special personal equipment during the camp season will be governed by the policies covering the use of such or similar equipment. These policies are in effect whether or not campers are present.

## **VISITORS**

Due to the extent of the staff responsibilities and liability considerations, under normal conditions, visitors during camp sessions will be allowed only after consultation with and approval from the Executive Camp Director. Visitation should be arranged at least one week prior to the visit. Any visitor will need to provide appropriate documentation for a background check.

# **COMMUNICATIONS**

## **GENERAL COMMUNICATION and INTERNET COMMUNICATION**

Your personal use of the internet will be limited while at camp, as it should not interfere with your camp responsibilities. Access may be allowed using a camp computer until the privilege is abused. If you are bringing your own computer to camp, you need to be well aware of the limit to the liability of the council for personal items. Staff members are expected to adhere to the council communications policies. In all communications (including e-mail, IMs, social networking, profile, weblog, Youtube, and other internet content) you must receive prior written permission to: use the Camp name, official Camp logo, Camp photographs which include campers or staff, to add a link to the official Camp website or the Camp Fire Samish website, or to create a Camp "group page". While Camp may have a page to aid in communication prior to Camp, you are not required to join as a condition of your employment.

As an ambassador of Camp Kirby, you are expected to model civil behavior and to communicate in a respectful and professional manner at all times. You are not to use profanity or engage in harassment. Pay attention to communication that you are making public – what gets posted on a “wall” versus what is messaged privately. Camp Fire Samish has the right to act on information that it encounters on the internet.

## **LANGUAGE**

Staff shall avoid vulgarity, profanity, obscenity, and other offensive language while dealing with campers, other staff, equipment & computers while on Camp Fire Samish grounds or viewed as representing Camp Fire Samish & Camp Kirby.

## **PERSONAL INTERNET PAGES**

Make sure your profiles are set to PRIVATE. Do not friend campers – **including CITs or JCs**. Make sure your main profile photo complies with camp behavior standards. Do not give the impression that you are officially representing Camp Kirby or Camp Fire Samish. You must receive individual written permission from staff members to use their photographs.

Although all campers sign a photo release to the council, this does not extend to allow you to use such photos. Staff should NOT post pictures of identifiable campers on their personal internet pages even with the written permission of the camper’s guardians. Staff should not distribute personal contact information such as phone numbers or e-mail addresses to campers.

## **PUBLIC COMMUNICATIONS**

All communications to the public are to be made by the authorized Camp Fire Samish representative: in general, the Council Corporate Board of Directors President or Executive Director. Staff members are expected to follow this directive. No staff member should speak to representatives of the press without previous permission of Camp Fire Samish. Additionally, it is inappropriate to text, tweet, or blog about what is happening at Camp. In the case of an emergency where the media approach a staff member for comment, all media questions should be referred to the official Camp Fire Samish representative.

## **TELEPHONE USE**

The Camp cell phone is for Camp business and Camp emergencies only. Staff phone calls should be made during scheduled time off unless a personal emergency occurs. Staff cell phones should not be turned on during times when staff are working or in the areas frequented by campers. Calls of a personal nature received on cell phones should be taken away from areas housing campers. Texting is not appropriate while engaged with campers. Camp-provided two-way radios, or “walkie-talkies,” should be the primary mode of in-Camp communication. Camp’s policy on letting campers call home requires that the directors be consulted prior to such a call. It is not appropriate to allow a camper to make calls using a personal cell phone belonging to a counselor.

# **TRANSPORTATION**

## **TRANSPORTING OTHER STAFF MEMBERS**

A staff member may not transport any non-emancipated staff member under the age of 18 without written permission from that person's parent or guardian. (Campers may be transported only in pre-approved emergency vehicles or on field trips.)

## **VEHICLES**

Staff vehicles must be parked in designated areas. Staff vehicles are to be parked in such a manner that they do not obstruct the camp and its functions. A speed limit of five (5) miles per hour will be observed at Camp. Movement of vehicles should be done in such a manner as to preclude interfering with Camp and its programs. Vehicles ascending or descending the hill must exercise extreme caution to make allowances for other vehicles that either have ignored or cannot follow (dead horn) the posted procedures. Drivers should also be aware that campers routinely traverse the hill to access camping and program areas and drive accordingly. Parking for CITs and JCs will be at the director's discretion.

# **FACILITIES**

## **BUILDINGS/EQUIPMENT**

All staff members are responsible for the care of camp buildings and equipment. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited. Additionally, due to an increasing amount of graffiti on camp buildings, counselors are expressly reminded that no unauthorized permanent alterations are to be made to camp equipment or buildings. Should it be determined that a staff member is responsible for such alteration, the cost of removing it will be deducted from their paycheck at the cost of \$40 per hour for the work necessary.

## **STAFF-ONLY AREAS**

There are very few areas in camp where staff can retreat from the constant presence of campers or where it is inappropriate for campers to be. In general, you may consider the counselor's section of any cabin to be camper-free or by invitation only. The storage areas in Mosaic and at the archery range/climbing wall are off-limits for campers. At no time should campers be invited into Halcyon, as that is sacrosanct to the counselors.

## **KITCHEN**

Employees (other than the kitchen staff or others with food handlers permits designated by the Executive Camp Director) are prohibited from the kitchen and storage rooms of the kitchen during the Camp season. Kitchen staff will determine an appropriate area outside of the kitchen to store leftovers available for staff consumption. Cooking for personal purposes will be done in Halcyon, and cleanup will be the individual staff member's responsibility.



Staff wishing to use the laundry facilities in the back of the lodge should enter and exit via the exterior door. Kitchen laundry and other camp laundry (Health House, soiled sleeping bags, etc) have first priority in the kitchen laundry facilities. The toilet located next to the laundry is intended for the use of the kitchen staff and is not to be used by campers, but may be used by other staff if necessary and not an inconvenience to the kitchen staff. Staff dishes are the responsibility of the staff who use them and not of the dishwashers. It is permissible to use the dish pit to clean and sanitize staff dishes if it is done during hours of low use of the dish pit.

## **CAMP FIRE SAMISH & CAMP KIRBY CODE OF CONDUCT**

Camp Fire Samish & Camp Kirby provide our youths with the highest quality services available. We are committed to creating an environment for youths that is safe, nurturing, empowering, and that promotes growth and success.

No form of abuse will be tolerated, and confirmed abuse will result in immediate dismissal from our organization. All reports of suspicious or inappropriate behavior with youths or allegation of abuse will be taken seriously. Our organization will fully cooperate with authorities if allegations of abuse are made that require investigation.

The Code of Conduct outlines specific expectations of the staff and volunteers as we strive to accomplish our mission together.

1. Youths will be treated with respect at all times.
2. Youths will be treated fairly regardless of race, sex, gender identity, age, or religion.
3. Staff and volunteers will adhere to uniform standards of displaying affection as outlined by our organization.
4. Staff and volunteers will avoid affection with youths that cannot be observed by others.
5. Staff and volunteers will adhere to uniform standards of appropriate and inappropriate verbal interactions as outlined by our organization.
6. Staff and volunteers will not stare at or comment on youths' bodies.
7. Staff and volunteers will not date or become romantically involved with youths.
8. Staff and volunteers will not use or be under the influence of alcohol or illegal drugs in the presence of youths.
9. Staff and volunteers will not have sexually oriented materials, including printed or online pornography, on our organization's property.
10. Staff and volunteers will not have secrets with youths and will not give or receive gifts.
11. Staff and volunteers will comply with our organization's policies regarding interactions with youths outside of our programs.
12. Staff and volunteers will not engage in inappropriate electronic communication with youths.
13. Staff and volunteers are prohibited from working one-on-one with youths in a private setting. Staff and volunteers will use common areas when working with individual youths. If a one-on-one meeting is required, staff and volunteers will follow the policy laid out below.
14. Staff and volunteers will not abuse youths in any way including (but not limited to) the following:

- a. Physical abuse: hitting, spanking, shaking, slapping, unnecessary restraints
  - b. Verbal abuse: degrading, threatening, cursing
  - c. Sexual abuse: inappropriate touching, exposing oneself, sexually-oriented conversations
  - d. Mental abuse: shaming, humiliation, cruelty
  - e. Neglect: withholding food, water, shelter
15. Camp Fire Samish will not tolerate the mistreatment or abuse of one youth by another youth. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior.
- a. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength.
  - b. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all youths, staff and volunteers.
16. All staff must follow state specific mandatory reporting requirements. Staff should be trained to be aware of and understand their legal and ethical obligation to recognize and report suspicions of mistreatment and abuse. Staff will:
- a. Be familiar with the symptoms of child abuse and neglect, including physical, sexual, verbal, and emotional abuse.
  - b. Know and follow organizational policies and procedures that protect youths against abuse.
  - c. Report suspected child abuse or neglect to the appropriate authorities as required by state mandated reporter laws.
  - d. Follow up to ensure that appropriate action has been taken.
17. Staff and volunteers will report concerns or complaints about other staff, volunteers, adults, or youths to our organization's supervisor or Praesidium's Anonymous Helpline at 855-347-0751.
18. Camp Fire Samish cooperates fully with the authorities to investigate all cases of alleged abuse. Any staff or volunteer shall cooperate to the fullest extent possible in any external investigation by outside authorities or internal investigation conducted by the organization or persons given investigative authority by the organization. Failure to cooperate fully may be grounds for termination.
19. Staff and volunteers may not have engaged in or been accused or convicted of youth abuse, indecency with a youth, or injury to a youth.

## STATEMENT OF UNDERSTANDING AND AGREEMENT

I have read the policies above and understand the items discussed. I understand that any violation of these policies may result in my immediate dismissal.

I have read the Code of Conduct and understand the items discussed. I understand that any violation of this Code of Conduct may result in my immediate dismissal.

I declare that I have not perpetrated physical abuse, sexual abuse, emotional abuse, or neglect against a child or an adult and that I have never been accused of these acts.

I understand and agree that my employment is at-will, which means I have the right to terminate my employment at any time and for any reason, and the Camp has the same right.

I shall endeavor to understand and faithfully interpret the Camp philosophy, objectives, and goals in my relationship with campers and all staff.

I shall conduct myself in an exemplary manner, recognizing that I am an adult role model for my campers. By my behavior, I will always try to demonstrate high ethical and moral values. I recognize that my conduct when I am away from the Camp premises also reflects on the Camp.

I shall always seek to be truthful, honest, and fair in my communication and interaction with campers and all staff, including directors.

I accept the challenge of helping my campers increase their awareness of and responsibility to others and to the world of nature, helping them gain self-confidence and self-worth, and teaching them new skills.

I shall refrain from abusive language and any form of corporal punishment or embarrassment in my dealing with campers and other staff.

I shall be accepting of the diverse racial, national, religious, dietary, and cultural background of my campers and shall not seek to impose my own particular beliefs.

I give my permission for Camp Fire Samish to use my picture in promotional materials.

EMPLOYEE / VOLUNTEER SIGNATURE \_\_\_\_\_

EXECUTIVE CAMP DIRECTOR SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## CONTACT INFORMATION

Kathryn Deshaies "KitKat" - Executive Camp Director

- [kathryn@campfiresamish.org](mailto:kathryn@campfiresamish.org)
- 360-840-3028

Marcus Roskamp "Gopher" - Executive Director

- [marcus@campfiresamish.org](mailto:marcus@campfiresamish.org)
- 360-927-3028

Dave Roetcisoender - Corporate Board of Directors President

- [der@fishercgi.com](mailto:der@fishercgi.com)
- 360-708-4439

Camp Fire Samish  
100 Central Ave  
Bellingham, WA 98225

(360) 733-5710

Retain the Employee Handbook for your own records. This document must be signed online through your UltraCamp Account and will be kept as a part of your permanent records.