

# Camp Agawam

September 1<sup>st</sup> to May 31<sup>st</sup>  
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June 1<sup>st</sup> to August 31<sup>st</sup>  
Phone: (207) 627-4780  
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## PERSONNEL POLICIES AND PRACTICES

(Revised 1/26/2010)

*The Personnel Policies and Practices apply to all staff members – full or part-time, paid or volunteer – working at any of Camp Agawam’s programs. Exceptions are made by the Camp Director to conform with federal and state law and regulations, or as written into an individual’s employment agreement.*

### **Agawam’s Expectations of its Staff Members:**

#### **PERSONAL BEHAVIOR**

##### ***Behavior and Good Judgment***

We expect that, as role-models for young people, your personal behavior will be beyond reproach, both in and out of Camp. Your good judgment is imperative when making any decision that affects our campers or the reputation of our Camp. In Camp, your behavior influences, and affects the development of, the children left in our care.

Your behavior out of Camp not only reflects on you, but also on Camp Agawam, its administration, and on camping in general. We hold our campers to high levels of behavior, and expect our staff members to maintain these same principles both on duty and off. Acting in ways that negatively affect Agawam's campers or reputation will have consequences, up to and including dismissal.

##### ***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 protect the privacy and person of each camper and to act in a parent-like manner. Attention to camper health and safety, and knowledge of emergency procedures, are the obligation of Agawam staff members. Physical punishment, or any inappropriate contact between staff members and campers, must be avoided and could be grounds for dismissal.

##### ***Personal Appearance***

Your neat appearance is expected, to set the appropriate example for our campers. Specifically, **male staff members** may not have overly long hair, pony tails, facial hair (regular shaving is expected), normally visible tattoos, or wear jewelry in any piercing. **Female staff members** may wear limited jewelry and have **1 earring** in each ear (no jewelry in any other piercing), normally visible tattoos, and must wear one-piece bathing suits while on the waterfront or on Camp trips. Please be sure that all clothing is clean, tasteful and well-tailored (i.e. no cut-off shorts). Proper attention should be paid at all times to personal hygiene (bathing and use of deodorant), shaving, and hair combing.

##### ***Staff Uniform***

The following uniform is to be worn by full season staff, and will be supplied by Camp:

- a) Agawam staff t-shirt;
- b) Agawam staff dress shirts (worn on opening day, visiting weekends and closing days);
- c) Navy chamois shirt (to wear in cooler weather, for Council Fire, and as needed).

Staff members are issued Camp clothing and equipment on a "loaner" basis. It is required that all items be checked out of the Office at the beginning of Camp and back into the Office, in good condition, before you leave Camp at the end of your employment.

An optional maroon Agawam sweatshirt or gray Agawam fleece may be purchased separately. Arrangements for either may be made at the Office.

Socks are to be worn at all times, except at the Waterfront. Appropriate footwear (smooth soled sneakers for tennis, athletic shoes for field sports, etc.) is required everywhere, except on the beach. Staff members are not to wear sandals, except on the Waterfront.

Agawam dress shirts are worn with khaki (tan or light brown) dress shorts in warm weather or with dark blue long jeans in cooler weather. Each staff member is responsible for obtaining khaki dress shorts and dark blue "dress" jeans.

### ***Pre- and Post- Camp Work, Staff Training and Staff Meetings***

Before campers arrive at Agawam, staff members arrive at a time stipulated in their employment agreements, to participate in a variety of training activities and to help with the physical set up of Camp. Volunteers for Main Idea are scheduled to participate in a Main Idea orientation. When staff members sign employment contracts, Agawam's expectations are that the contract dates will be honored and that staff members will actively engage in pre-Camp training and do their share of the work. Experienced staff should take it upon themselves to make pre-Camp productive and enjoyable for all. It is expected that the employment agreement is honored in the same spirit at the conclusion of Camp, when staff work is critical in "putting Camp away".

There are a variety of staff meetings throughout the summer. Meetings for the entire staff are scheduled after Taps on Sunday night. Unit groups meet Saturday mornings for Katiaki decisions and during the Sunday Rest Hour. Special meetings may also be called. All staff members are expected to be on time, and participate attentively in training and at meetings.

### ***Curfew, Check-in and Bedtime***

Caring for someone else's children is a big responsibility. We require our staff members to be ready to accept the challenges that each day can present, and feel that staff members who are "up all night" will be too tired to safely and effectively care for our campers. We require **resident staff members to be back in Camp by 1 AM and in bed by 1:30 AM**, allowing for at least 6 hours of sleep a night.

Each resident staff member must physically sign-out at the Camp Office before leaving Camp on a Day-Off, Night-Off, Early Night-Off, or pre-approved personal trip out of Camp. Upon returning to Camp from a Day-Off, Night-Off, Early Night-Off, or pre-approved personal trip out of Camp, each resident staff member must physically sign back in at the Camp Office, indicating that he/she is "on duty" and ready to appropriately interact with campers and colleagues. Sign-ins may be supervised by a member of the Senior Staff at the discretion of the Camp Director.

### ***Tobacco Policy***

The Camp tobacco policy covers **cigarettes, chewing tobacco, cigars, pipes, or other forms of tobacco**. Recognizing the dangers of "second hand smoke", the fire hazard inherent in our Camp setting and the need for staff to present constructive role models to our campers, there is to be **no use or storage** of tobacco products (including chewing tobacco) on Camp property, or while supervising campers away from Agawam.

### ***Alcohol Policy***

There are to be **no alcoholic drinks of any kind brought into Camp or consumed by any staff member on Camp property or while performing Camp duties away from Agawam.** A staff member, intoxicated or under the influence of alcohol on Camp property, faces the possibility of immediate dismissal. Use of alcohol by junior staff members (JC's and SC's) is not only illegal, but also cause for possible immediate dismissal.

**The current minimum drinking age in Maine is twenty one (21) years.** Maine has enacted some **tough** drinking laws, pertaining to vehicle use (including boats), **and** persons or establishments providing alcohol to persons younger than 21 or, in excess, to anyone. In Maine, anyone under 21 caught with a blood-alcohol-content of .02 or higher loses his/her license for 1 year. It is illegal to purchase or provide alcohol for those under 21. For persons over 21, the blood-alcohol-content limit is .08.

When staff members have time off and are out of Camp, they are expected to use good judgment and common sense if they choose to drink. Please bear in mind that the appearance of an intoxicated staff member before a camper would do great harm to the boy, the counselor, and the reputation of the Camp. You must return to Camp ready to be "on-duty".

Agawam will provide transportation back to Camp for any staff member, who might be unsafe driving on a Night Out without question or discussion at the time. All that is necessary is a call to the Director or the person in charge of Camp.

### ***Drug Policy***

Camp Agawam is a **drug-free workplace.** Working at Agawam means you are promising not to use drugs, whether on duty or off, on property or off, during the term of your employment.

The use of controlled substances as defined by the USDOJ, except by prescription, in or out of Camp, is cause for dismissal. Dispensing of prescription or over-the-counter drugs shall be the duty of the Camp Nurse or a staff member designated by the Camp Nurse. In order to meet insurance, Maine DHHS regulations, and ACA standards, all prescription or OTC drugs must be securely stored with the Camp Nurse at the Infirmary.

## **CAMP FACILITIES AND CAMP OR PERSONAL EQUIPMENT**

### ***Camp Facilities and Equipment***

All staff members are responsible for the care and appropriate use of Agawam's buildings, woods, fields, and equipment.

Staff members may use Camp equipment during free time, subject to Activity Head approval and its availability (as camper use has top priority). Staff members are to treat equipment well, return it to appropriate storage locations, and are subject to the same prerequisites and safety rules in effect during camper use.

### ***Staff Waterfront Use***

Without exception, staff members must:

- a) wear a properly fitted and secured PFD when in **ANY** water craft, and;
- b) swim or use the waterfront only when there is a certified lifeguard "on duty", out of the water and actively guarding.

This policy is in effect at all times at Camp and when staff members are with campers out of Camp.

Only trained and authorized staff members may operate Agawam's motor boats. Selected staff members will be trained during pre-Camp, and authorized by the Waterfront Director or Director of Camp Operations.

### ***Personal Equipment***

Staff members may use personal equipment, following the same safety rules that apply to Camp equipment. Personal archery and riflery equipment must be stored and locked with the Camp's equipment. Personal sports and other equipment must be stored safely and appropriately in your cabin. All personal equipment is used at your own risk and Agawam is not liable for damages. Tennis staff members, whose racquet strings break while giving lessons, may have their racquets re-strung at Camp's expense.

### ***Personal Vehicles***

Full staff members (18 or older) are allowed to bring vehicles to Camp. They are to be parked in assigned places in Camp, away from areas normally used for Camp activities, which will be specified by the Director of Camp Operations. Junior Counselors and Senior Club members may **not** have motor vehicles at Camp.

Staff members may give permission for their privately owned vehicles to be used for errands for Camp, for camper transportation for routine trips, such as doctor's visits, or in emergency situations. Before such use, a staff member must sign an authorization, must attest that the vehicle is maintained safely, must review the Agawam *Driver Handbook*, must perform a safety check, and must obtain a car safety kit. Before any private vehicle is used for Camp business, the trip must be authorized by the Camp Director, an Assistant Director or the Program Director. Arrangement for mileage reimbursement for use of private vehicles must be made when permission is granted for the trip. As soon as possible after returning, mileage reimbursement should be obtained from the Office.

Recognizing that children are everywhere at Agawam, and not necessarily aware of traffic hazards, drivers on our property **must** drive slowly and prudently. Please advise the Office of any people who are not driving safely on our property.

### ***Camp Vehicles***

The use of Camp vehicles is prohibited unless part of the normal program at Camp or by special permission of the Director. Drivers of vehicles transporting campers must be at least 21 years of age, be approved by our insurance company, and complete driver training at Camp and in Camp vehicles.

### ***Use of Camp Computers in the Camp Office and Counselor Room***

Camp Office computers are to be used only for Camp business. Computers for staff to use on Camp business will be provided in the staff work area in the Camp Office. No one may use Camp administrative or office staff computers without permission.

At least two computers will be available in the Counselor Room for staff members to access the Internet and email services for personal use. Please keep in mind that these two terminals must be shared with other colleagues. Limit your time, if others are waiting to use them.

The Camp's administration reserves the right to place limitations on the internet sites that may be visited. Staff members do not have personal privacy rights when sending and receiving email messages on Camp-owned/provided equipment. The Camp may have access to any and all files at all times and reserves the right to monitor all email with or without staff members' consent or knowledge. Profane, sexually explicit, or other inappropriate comments or messages are unacceptable and are considered grounds for dismissal. The use of the Internet to access and download sexually explicit materials, materials regarding sexual, racial, and religious intolerance towards a group or groups of individuals is also unacceptable and may be grounds for dismissal. Please see **Internet Policy**, below.

### ***Internet Policy***

We view Internet venues as your right to self expression and generally regard them in a positive light. However, once you identify yourself as an Agawam staff member in a social networking profile, website, group page or web blog, or use the Camp name or logo, even if you do not intend to, and even if you state otherwise, everything and anything that you say or post on the site can then be seen as a reflection on Camp.

To assure that all Agawam staff members, campers, parents and other constituents enjoy an emotionally and physically safe environment, staff members must request and receive prior written approval from the Camp Director before using the Camp name, logo or photographs in an internet venue. Agawam must receive written parental approval before using photographs of campers, and the same standard applies to their use in an internet venue.

Camp staff members are expected to be respectful of Agawam, its programs, campers and other staff in Internet communications. To engage in harassment or intimidation, post comments derogatory with regard to one's race, gender, religion, sexual orientation or disability, or to engage in sexually explicit, suggestive, humiliating or demeaning comments are grounds for dismissal.

### ***Electronics***

Electronic gear, like I-Pods, DVD players and laptops, are best left at home. If you do bring these or similar items, remember that, in our communal living arrangements, there is no reliable way to safeguard them from damage or theft. Camp Agawam is not liable for any such losses.

Such devices may only be used in the Counselor Room or in the Dining Hall, after Taps. These devices are never to be used with or in front of campers, who are not allowed to have them at all.

### ***Phone Calls***

Staff members may make or take personal calls using the two **staff pay telephones** located in the Counselor Room. You should investigate getting a phone credit card or pre-paid phone card for placing outgoing calls. Please limit calls to 15 minutes, as everyone must share these phones.

Except in emergency situations, staff members will not be called to the phone during cabin or activity periods. Rather, a message will be left in your mailbox.

Cell phones may not work in many places at Camp. They may be used in the Counselor Room when staff members are not "on duty". If cell phones are left in the Counselor Room, they must be turned off unless you are present. Cell phones are never to be used with or in front of campers, who are not allowed to have them at all.

Calls, for Camp business only, may be made from the main telephone **only with permission**.

### ***Visitors***

For the security of our camp community, we need to know who is in Camp at all times. All visits by family or friends must be pre-arranged, and visitors must stop by the Camp Office to check in with the person in charge. Please **clear any visits (including after Taps visits) in advance with the Camp Director**. Visitors are expected to follow all Camp rules and safety policies.

The Agawam Counselor Room or other areas of our Camp property should not be used as social gathering spots for your friends. While it is possible to make arrangements to meet friends at Agawam, we would prefer that Agawam not be the spot for a gathering of your friends, especially after Taps.

It may be possible for a guest to eat with us but, since space is sometimes limited in Mason Hall, **please ask for advance permission.**

Remember that, although you are being visited, your primary responsibility remains to Camp and our campers. If this will be a problem, please arrange to take a Day Off so you can visit with family or friends.

### ***Dogs, Cats and Other Pets***

You must obtain prior permission from the Director before your arrival at Camp. Permission is valid for one season only, and must be requested each year.

## **REQUIRED DOCUMENTS AND PERFORMANCE ASSESSMENT**

### ***Staff Paperwork***

BEFORE each staff member reports to work, the Agawam Office **must have completed paperwork** including: Application; Background Check Authorization and Release; Employment Agreement; Personnel Policies and Practices Acknowledgment; Health History for Camp Staff, Medical Recommendations for Camp Staff and, if applicable, Self Administered Emergency Medication. Paid staff must complete W-4 and I-9 forms. In addition, as applicable, staff members must provide copies of all certifications, I-9 documentation, and driver's license before or immediately upon arrival at Camp.

If staff members wish to have their preferences considered on things like extra pay duties, uniform sizes, activity preferences and trip assignments, then relevant forms should be returned before their arrival at Camp.

### ***Activity Staff***

Staff members leading activities must have appropriate certifications and experience. Their skill and knowledge of Agawam facilities, equipment, camper orientation, operating procedures, safety regulations and emergency procedures for their specific activity must be verified at Agawam and documented by the Activity Head, Head of Instruction, or Program Director before they are assigned to lead.

Staff certified as lifeguards will not be assigned as such unless the Waterfront director has documented their skill at the Agawam waterfront.

Appropriate activity staff members should be familiar with Agawam Activity Notebooks, and activity manuals, such as the Waterfront Manual, the Trip Leader Manual, and the Challenge Course Manual.

### ***Performance Assessment***

The key to the continuing success of Camp Agawam is the high quality of its staff. Camp staff standards reflect various roles: youth developer, cabin counselor, activity counselor, staff team member and Agawam employee, as well as those related to special assignments. Expectations for these roles are stated in job descriptions, the minimum acceptable expectations stated in the Staff Manual, pre-season training, and staff development throughout the season. In addition, the Agawam culture encourages and supports counselors to develop personal goals beyond the minimum expectations.

All worthwhile assessment combines gathering information and using that information for the improvement of performance. In the course of a season this combination is structured in two ways. Throughout the season, supervisors provide informal observation and frequent feedback. Performance conferences and written assessments are more formal methods used for assessing performance of staff members.

For most staff members, the formal methods are used with regard to minimum acceptable expectations in their roles as cabin counselors and activity counselors. Performance conferences are conducted to provide both supervisor and staff member the opportunity to discuss job tasks, to identify and correct weaknesses, to encourage and recognize strengths, and to discuss positive, purposeful approaches for meeting goals. Conferences and written assessments are completed between Main Idea and the start of the seven week session (as appropriate) and at mid season. At the end of the season, supervisors complete a Recommendation for Rehire form.

### ***Employment Termination***

All staff members of Camp Agawam are “employees at will”, and may be terminated at any time, for any reason, with or without cause. Camp Agawam will generally attempt to schedule exit interviews at the time of employment termination. Any staff member who is asked to leave will receive his/her prorated salary.

## ***Agawam Staff Members’ Expectations of Agawam:***

### **FINANCIAL CONSIDERATIONS**

#### ***Pay and Pay Dates***

According to Maine law, employees must be paid no less frequently than every sixteen (16) days. Unless otherwise notified, we will pay staff members twice a month. We are required to deduct Social Security (FICA), Medicare, Federal and State income taxes, and State unemployment tax, as appropriate. Before beginning work, each seasonal employee must complete a W4 form **annually**, to indicate how taxes should be withheld. Every staff member must have a US Social Security Number.

#### ***Storing Paychecks for Staff***

Camp Agawam recognizes that, particularly for staff members who arrive at the Camp from outside of Maine, it could be desirable for a staff person to not take custody of each paycheck as it is earned. We will be pleased to store the checks in the Camp Office. If you choose to store your paychecks as they are prepared, we will ask you to sign a waiver acknowledging that your checks have been prepared and will be stored in the Camp Office. If you do not sign a paycheck waiver, your checks will be delivered to your mailbox.

Paychecks can be accessed, by request to an Office staff member, daily between 9:00 AM and 9:30 PM. If you retrieve a paycheck from the Camp Office after it has been stored, we will ask you to sign for it.

#### ***Compensation for Additional Responsibilities***

In order to allow staff members' use of the waterfront during Rest Hour free time, staff members with Lifeguard certification and verification will be assigned to serve as Rest Hour Lifeguard (RLG) for their colleagues on a rotating basis. Lifeguards will be compensated for this service at \$10 per Rest Hour.

Additional responsibilities, such as pre-camp and post-camp work, Ag-Wam Coordinators, Aganews writer, and Agalog Editor are compensated by previous arrangement with the Camp Director.

#### ***Salary Advances***

A staff member may draw on his salary by requesting a salary advance from designated members of the Office staff or one of the Camp Directors. Salary advances are usually available from 9:00 AM to 9:30 PM daily, and are limited. Accumulated salary advances will be deducted from each staff member’s paychecks.

### ***Personal Accounts and Punch Cards***

Small personal purchases (pens, writing paper, candy, soda, etc.) may be made at the Camp "Store". A punch card honor system for keeping a personal account is in effect. Staff member personal accounts may also be used by arrangement for purchases (such as staff sweatshirts) or services (such as tennis racquet restringing) involving outside vendors. Staff members' personal account balances will be deducted from their paychecks.

Unpaid staff members may pay cash or request a punch card for personal purchases. Unpaid staff members will pay their personal account balance before they leave Camp.

### ***Reimbursement***

Staff members may be reimbursed for personal expenses incurred for Camp business, by camp director prior arrangement and prior approval. These reimbursements may include travel expenses, mileage reimbursement for use of personal autos on Camp business, professional development expenses or funds spent for Camp purchases.

### ***Tipping***

In accordance with the standards of the American Camp Association, Agawam staff members shall not accept tips from parents of campers.

## **STAFF HEALTH CARE AND INSURANCE**

### ***Health History, Medical Recommendations and Health Screening***

Before beginning work, each seasonal staff member (paid and volunteer) must have on file a current *Health History for Camp Staff* form, completed and signed by you within the past 6 months, **and** a *Medical Recommendations for Camp Staff* form, signed and dated by a physician, indicating a date within the last two years of a physical examination. All seasonal staff members must check in with the Camp Nurse, or another designated health care representative, within the first 24 hours at Camp for a private health screening which will include a review of each seasonal staff member's health history, collection of any medications (prescription and over-the-counter, all of which are required by law to be stored and locked in the Infirmary), and a check for observable signs of illness, injury, or communicable disease.

### ***Health Care at Camp***

Routine services and medications provided by our Infirmary are available to any staff member without charge. The cost of prescriptions, doctors or hospital visits must be covered by personal insurance unless the injury/illness is work related.

### ***Sick Days***

Upon advice of the Camp Nurse, staff members may be admitted to the Camp Infirmary.

### ***Workmen's Compensation and Personal Health Insurance***

Although you are covered for **accidents** while **on the job** under Workman's Compensation, you will have to rely on your own insurance coverage for **sickness** or **injuries sustained while on free time**. It is suggested that you carry health insurance, and strongly recommended that you have a copy of your insurance card on file with your health forms. Please check on what health insurance you or your family has, and bring evidence of coverage including insurance company name, agent, and policy number (insurance card, or the equivalent). Staff members, who sustain work-related injuries or illnesses, must inform their supervisor immediately. This will enable an eligible staff member to qualify for coverage as quickly as possible. Neither Camp Agawam nor the insurance carrier will be liable for the payment of worker's compensation benefits for injuries that occur during a staff member's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Camp Agawam.

## **STAFF TIME OFF**

Time off for program staff members will be arranged Monday to Saturday. Sunday time off may be granted by special arrangement. It will not be possible to grant days off during most of the first and the last week of Camp. During the other weeks of Camp, time off will be determined as follows:

### ***Full Staff Members (18 years and older):***

Full staff members can expect 1 Day Off from Reveille (7:30am) to 1am sign-in / 1:30am bed time, and 2 Nights Off from 15 minutes after Taps until 1am sign-in / 1:30am bed time.

- It is preferable that you take one Night Out on Monday, Tuesday, or Wednesday and your second Night Out on Thursday, Friday, or Saturday. Missed Nights Out cannot be made up.
- Twice during the summer, an attempt will be made to grant each full staff member an Early Night Out, from 5pm to 1am sign-in / 1:30am bed time. This will count as one of your weekly Nights Off, and there is a limit of 4 full staff on an ENO, per evening.
- For safety reasons, **at least half of the full staff must** be in Camp each night.
- You must avoid team / trip / Ag-Wam conflicts when arranging for a Day Off.
- No staff member may leave Camp property during free time without a Day or Night Off, or by prior permission.
- If a Staff member has been in the Infirmary for several days, he needs to be cleared from the Infirmary by the Camp Nurse and the Camp Director in order to leave the infirmary on a Day Off.
- A staff member may leave on a Day Off the evening before his/her Day Off, with **advance permission** from the Camp Director, providing suitable arrangements have been made for cabin coverage.
- **Day off and Night Off** activity may be **curtailed or limited** on an individual basis at the discretion of the Director.

### ***Junior Counselors and Full Staff not yet 18 years old:***

Time off is considered a privilege which can be limited or eliminated at the discretion of the Camp Administration. Junior Counselors may anticipate 2 group Days Off and 1 Day Off with parents during the summer. (If you are not being visited by your parents, a day off may be taken with a friend's parents, with your parents' permission.) These may be arranged on weekend days. If you are off on Saturday, you are encouraged to return for Council Fire. If you are off on a Sunday, you are required to return for the Sunday evening staff meeting at 9:30 PM.

During the middle 5 weeks of Camp, an effort will be made to provide an Early Night Out for an approved activity in the weeks when no group Day Off is scheduled. Junior Counselors will not be able to travel out of Camp with full staff members, unless that person and the planned activity have been approved by the Camp Administration.

- A Day Off runs from Reveille (7:30am) to 1am sign-in / 1:30am bed time, with prior approval from the Camp Administration.
- Early Nights Off last from 5pm until 1am sign-in / 1:30am bed time, with prior approval from the Camp Administration.
- Junior Counselors may leave Camp for a meal with their parents when they come to visit on a non Day Off, with advance permission from the Camp Administration. If a Junior Counselor is not being visited during the summer by his parents, he may join another staff person and their family for a meal out, with permission from his parents.
- Be careful to avoid team / trip / Ag-Wam conflicts when arranging a Day Off.
- If a Junior Counselor has been in the Infirmary for several days, he needs to be cleared from the Infirmary by the Camp Nurse and the Camp Director in order to leave the infirmary on a Day Off.

- If possible, a Junior Counselor may leave on a day off with his parents the evening before his day off, with advance permission from the Camp Director.
- No staff member may leave Camp property during free time without a Day or Night Off, or prior permission.
- Missed Nights Out cannot be made up.

### ***Senior Club:***

Time off for members of the Senior Club is limited, and any trips out of Camp must be with a driver from a limited list, approved by the Director or one of the Assistant Directors, and cleared by our insurance company. That driver must be 21 years old or older.

- A Night Out is a privilege and will be arranged by the Senior Club in coordination with the Director, Assistant Directors or Head Counselor. There will be an effort made to provide at least one Night Out a week. Typical excursions include McDonalds, Burger King, Wendy's, Subway, D'Angelos, Pizza Hut, movies, go-carting, fun-parks, video arcades, Friendly's, Wal-Mart, shopping, etc. Members of the Senior Club are not typically allowed to join full staff members during time off.
- Days Off must be arranged well ahead of time. Senior Club members are entitled to one day off with their parents, when they come to Camp to visit (or, if you are not being visited, a day off with a friend's parents, with your parents' permission). This may be a weekend day. On Saturdays, you are encouraged to return for Council Fire, and on Sundays, you are required to return for the weekly Sunday evening staff meeting at 9:30 PM. **Unless absolutely necessary, Senior Club members must be in Camp during the middle weekend, our busiest Visiting Weekend.** A Senior Club group Day Off will be organized during the summer in coordination with the Director and Assistant Directors.
- **Curfew and bedtime** for Senior Club members is **midnight**. Senior Club members must be in their cabins or in Callaway House by that time each evening, unless out of Camp on an approved trip.

### ***Transportation Out of Camp for Time-Off***

Transportation by Camp vehicle will be provided as often as possible for groups of staff members who need it for evenings out. In such a case, no drinking or use of any drugs is allowed during the evening out, and the driver must be pre-approved by the Director and our insurance company.

### ***Staff who do not have Time-off but are Not on Duty either***

Counselors without a DO or NO must remain on the campus (our property **toward the lake** from the riflery and archery ranges). No night boating or canoeing is allowed. Staff may use: Counselor Room; Mason Hall; Governor Hall (close windows on Upper Campus side); Mason-Yale Playroom and Deck; OD fire sites, and; Callaway House (on specific nights). In general, **please clean up areas after use and be very quiet in living areas.**

### ***Employer Responsibilities:***

#### ***Camp Agawam is an Equal Opportunity Employer***

Camp Agawam maintains a policy of equal opportunity with staff members and with applicants for employment. No aspect of employment with Camp Agawam will be influenced in any manner by race, color, religion, creed, gender, disability, marital status, veteran status, age, national ancestry, assertions of claims under the Maine Whistleblowers or Human Rights Acts, disability unrelated to the termination of employment, or any other legally protected status.

Staff members with questions or concerns about any type of discrimination in the workplace at Camp Agawam are encouraged to bring these issues to the attention of the Camp Director or an Assistant Director. Staff members can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### ***Workplace Violence***

Camp Agawam has a zero tolerance policy against any form of intimidation, threats or violence in the workplace. Workplace violence shall mean any behavior, act or statement which a reasonable person would conclude was intended to cause intimidation, harassment or fear for one's safety, or which carries an expressed or implied intent to cause harm to a person or property. Additionally, workplace violence may be further defined as any physical assault, threatening behavior or verbal abuse occurring in the work setting or at a Camp sponsored event.

Employees are expected to refrain from fighting, "horseplay" or other conduct that may be dangerous to others. Conduct which threatens, intimidates or coerces another employee, camper, or a member of the public, at anytime including off-duty periods, will not be tolerated.

All threats or actual violence should be reported as soon as possible to the Camp Director or an Assistant Director. The Director will promptly and thoroughly investigate all reports of threats or actual violence. The identity of the individual making the report will be protected to the extent possible. The Director encourages employees to bring their dispute(s) with other employees to the attention of the Director or an Assistant Director before the situation escalates into an unproductive relationship or potential violent situation. Violation of the workplace violence policy as noted will be met with appropriate disciplinary action up to and including termination of employment. Additionally, individuals engaged in violent acts on Camp property will be reported to the proper civil authorities.

### ***Americans with Disabilities Act***

Camp Agawam is committed to complying with all applicable provisions of the Americans with Disabilities Act (ADA). It is the policy of Camp Agawam not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment with regard to such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Camp Agawam will provide reasonable accommodations to a qualified individual, as defined by the ADA, who has made the Camp aware of his/her disability, provided that such accommodation does not constitute an undue hardship on the Camp.

Employees with disabilities who believe they need a reasonable accommodation to perform the essential functions of their job should contact the Camp Director.

### ***Harassment Policy***

It is the determined policy of Camp Agawam to provide and ensure that the work environment for all staff members is free from any form of harassment based on race, color, religion, sex, national origin, age, disability, or status as a veteran. We all work in a close knit community where we all have rights and responsibilities. We need to learn to respect individual differences and teach our campers the same skills.

Acts of sexual harassment by any staff member are prohibited by employment practices and are subject to sanction and disciplinary measures. To conform to laws and regulations, the definition of sexual harassment and examples of it are included.

***Definition of Sexual Harassment: "Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:***

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment".

If one of the conditions listed above (a to c) are present, examples of behavior that are considered to be sexual harassment include:

- i. Verbal: Whistling at someone; making sexual comments about a person's body, clothing or looks; telling sexual jokes or stories; repeatedly asking out a person who is not interested; telling lies or spreading rumors about a person's sex life;
- ii. Non-Verbal: looking a person up and down; blocking a person's path, giving personal gifts, displaying sexually suggestive visuals such as posters/calendars, etc.; making facial expressions such as winking and throwing kisses; and
- iii. Physical: giving a massage around the neck or shoulders; touching the person's clothing, hair, or body; hanging around a person when the situation is unwarranted; standing close to or brushing against a person.

If any staff member believes that he or she has been subjected to harassment, the Camp requires the staff member to report the problem to the Director. The Director will investigate the complaint and develop proper sanctions as specific situations may require. If you are uncomfortable for any reason bringing the matter to the Director's attention, you should report the matter to an Assistant Director. It is imperative that a claim of harassment be acted upon immediately by the staff member and the Director. It is the policy of Camp Agawam to ensure fair and impartial investigations that will protect the rights of the staff member filing harassment complaints, the person(s) complained against, and the Camp as a whole. The investigation will be undertaken with an open mind and without the objective of either automatically adopting a staff member's accusation or defending the accused staff member.