



**Camp Hi-Sierra
Santa Clara County Council
Boy Scouts of America
970 W. Julian St.
San Jose, CA 95126**

2012 Staff Manual

Welcome to Camp Hi-Sierra Summer Camp Staff. This summer is going to great. You will talk about it for years to come. During this summer you will make new friends, enjoy the Sierra Nevada Mountains, and make a difference in the lives of hundreds of Scouts. What a great job to have for the summer.

The Santa Clara County Council and I are entrusting a large responsibility to you at Camp Hi-Sierra. As a Staff Member, you represent the Boy Scouts of America, Santa Clara County Council, 60 Years of previous Camp Staffs, 100 years of the Boy Scouts of America, and myself. That is quite a bit of responsibility! Don't worry, this manual has been put together to help you out with that. You will also benefit from training we will conduct just for you.

Take some time and read through this manual. You will be asked to sign the last page and return it as part of your employment. If you have any questions, please write them down and let me know.

I am looking forward to this summer and working with you at camp. This is going to be a great summer!

Yours in Scouting,

Michael Wilson
2012 Camp Director

WELCOME FROM COUNCIL SCOUT EXECUTIVE

On behalf of the Santa Clara County Council, I want to welcome you as a member of a movement which since 1910 has provided a nationwide program for young people to develop their abilities and attitudes in association with suitable adult leadership.

Youth membership includes: Tiger Cubs, Cub Scouting, Boy Scouting, Venturing, and Learning for Life. You may already have had the satisfaction of serving as one of more than a million volunteers in bringing Scouting directly to our country's youth.

The national office is located in Irving, Texas, and there are four regional offices serving councils in specific geographical areas. This council is in the Western Region. Our National organization has several offices and camps across the country. Including several high adventure bases, Philmont Scout Ranch in Cimarron, in New Mexico being the closest.

This council, chartered by the Boy Scouts of America in 1920 and serving Santa Clara County, is one of many such councils bringing Scouting to the youth of our nation.

Ours is a team effort in which you have a vital role. As a member of the team, you have certain benefits and obligations. This handbook is designed to help you know what they are. If you have any questions, please do not hesitate to talk to me or your supervisor.

I hope you will find your association with us pleasant and rewarding.

Jason Stein
Scout Executive

PURPOSE OF THE BOY SCOUTS OF AMERICA

It is the purpose of the Boy Scouts of America to provide for the campers an effective program designed to build desirable qualities of character, to train them in the responsibilities of participating in citizenship, and develop in them physical and mental fitness, thus helping in the development of American citizens who are:

- Physically, mentally, and emotionally fit.
- Have a high degree of self-reliance as evidenced in such qualities as initiative, courage, and resourcefulness.
- Have the desire and skills to help others.
- Understand the principles of the American social, economic, and governmental system.
- Are knowledgeable about and take pride in American heritage and understand America's role in the world.
- Have respect for the basic rights of people.
- Are prepared to fulfill the varied responsibilities of participating in and giving leadership to American society and in the forums of the world.

The Boy Scouts of America accomplishes this purpose by making its program available in partnership with existing groups having compatible goals, including religious, educational, civic, fraternal, business, labor, and governmental bodies.

AIMS OF SCOUTING

1. Foster Citizenship

- relationship to others
- obligations to society and government

2. Build Character

- moral strength
- personal qualities
- values
- outlook

3. Develop Fitness

- mind: think clear and clean and solve problems
- emotions: self-control, courage, and self-respect
- physical: body well tuned, clean and healthy

METHODS OF SCOUTING

- Patrols - Teamwork and youth leadership of the Troop are fostered by the Troop leaders.
- Advancement - The steps in the advancement program help a Scout grow in self-reliance, in accomplishing goals, and in his ability to help others.
- Uniform - The uniform is the practical camp attire for Scout activities. It provides a way for the Scout to show pride in his patrol and Troop, and his progress and service in Scouting.
- Leadership Development - While in camp, Scouts share responsibilities and are encouraged to learn and practice leadership skills.
- Scout Oath and Law - Campers experience the FUN and adventure of summer camp the Scout Way - guided by the Scout Oath and Law while showing Scout spirit and living up to these ideals.

SCOUT MOTO

Be Prepared

THE SCOUT SLOGAN

Do a Good Turn Daily

SCOUT OATH

On my honor

I will do my best

To do my duty

To God and my country

And to obey the Scout Law;

To help other people

At all times;

To keep myself

Physically strong,

Mentally awake,

And morally straight.

SCOUT LAW

A Scout Is...

Trustworthy,

Loyal,

Helpful,

Friendly,

Courteous,

Kind,

Obedient,

Cheerful,

Thrifty,

Brave,

Clean,

And Reverent

- Outdoors - Being close to nature at camp helps Scouts gain an appreciation for God's handiwork and mankind's place in it. The outdoors is the laboratory for Scouts to learn ecology and practice conservation of nature's resources.
- Adult Association - Scouts learn from the examples of the adult leaders and the Camp Staff.
- Personal Growth - As Scouts plan their activities and progress toward their goals, they experience personal growth.

THE SCOUT LAW AS IT PERTAINS TO CAMP STAFF

This summer you will make new friends, enjoy an outdoor summer, and contribute in some measure to the growth and welfare of the Scouts you will be serving. Each Staff member has specific duties and responsibilities, but everyone on Staff shares in the duties of others whenever and wherever necessary. The principles set forth in the Scout Oath and Law are the principles that guide every endeavor and action in camp. We become the prime motivation in exemplifying this way of life to each Scout. Many Scouts set aside a moment each day to review silently their contributions to their fellow Scouts. This practice is encouraged in every Staff member's day.

A SCOUT IS TRUSTWORTHY. Through your life as a staff member, you will find that trust and success go hand in hand. The more people trust you, the more success you will achieve. The camp management trusts that you will fulfill your obligations to the best of your abilities.

A SCOUT IS LOYAL. Loyalty to the Camp and to your associates is essential to the success of each staff member. You should constantly be observant and concerned about matters affecting the total harmony of the Camp and bring such matters to the attention of the Camp Director.

A SCOUT IS HELPFUL. It begins with an attitude of helpfulness to the newly arrived Scout and his family. Apart from the service rendered, that first impression of helpfulness means so much. A lone Scout's problem, if observed by you, becomes your problem until you have brought it to the attention of his Scoutmaster or the Camp Director. Every assistance you give is one more guarantee that the Scout will have a happy stay in camp.

A SCOUT IS FRIENDLY. As you pass a Scout or a leader on the trail, even if you've never met, say "HI, SCOUT!" A friendly word costs nothing, yet gives so much good will. Be a friend to all and avoid forming cliques. Be a brother to every Scout in the fullest sense. It is really heart warming when a Scout you met at camp remembers you a year later.

A SCOUT IS COURTEOUS. You represent the Boy Scouts of America as you deal with all that enter our camp. In your visit to nearby towns, you represent the camp, and this implies a certain code of personal conduct that will reflect credit upon you, the Camp, the Council, and the BSA. Courtesy may be interpreted as respect for the time of others. Be on time always. Above all, it means a reputation for reliability and promptness. It means giving better than a good measure every duty and responsibility. A chief factor in the personal health and welfare of the staff member is establishing regular and adequate hours for sleep. Staff "taps" is 11:00 p.m. Be courteous to the staff member who needs to go to bed earlier than that.

A SCOUT IS KIND. Kindness is often interpreted in its relationship to animal life. Show Scouts how to be thoughtful to the animals in your camp. Kindness and consideration for others, however, is often of an even greater importance.

A SCOUT IS OBEDIENT. A staff member carries out his responsibilities to perfection and responds to direction of his supervisors and the Camp Director. This does not call for unquestioning obedience, but it does call for personal trustworthiness and loyalty to the Camp and the Camp Director. If you have something on your mind, express it quickly to the right person-- your supervisor or the Camp Director.

A SCOUT IS CHEERFUL. A happy camp, a spirited camp, is a successful camp. Happiness is contagious, particularly in a Scout camp. No one is in a better position to promote and stimulate this attitude than you. Each staff member, regardless of position, should take it upon him/herself to motivate and give an outlook of cheerfulness and happiness in the minds of all. A Staff Member loves to sing songs.

A SCOUT IS THRIFTY. Each staff member should consider his responsibilities in protecting and conserving the equipment, physical property, and the resources of the Camp. You are in the position to save thousands of dollars that can be used to replace or repair damaged property.

A SCOUT IS BRAVE. This summer you represent the largest organization for boys in the world, and you are an employee of one of the finest Scout camps in the world. You represent Scouting in all respects. You believe in the Scout Oath and Law. Otherwise you wouldn't be here.

A SCOUT IS CLEAN. Your personal living quarters are to be an example of cleanliness and orderliness. It is obvious that if your quarters are disorderly or dirty, campers can hardly be expected to do better. Those who have to shave will be expected to do so before breakfast. Get a haircut when needed, and keep your hair clean, neat, and combed.

A SCOUT IS REVERENT. Being faithful in our religious duties becomes of great importance to us as Camp Staff members because of the force our example has in molding the attitudes of those who look at us as the inspiration for the right attitudes and high ideals.

UNIFORMS

For reasons of safety and in the interest of presenting a professional image to our public, employees are asked, while at camp, to observe those good habits of grooming and personal hygiene that were displayed at the time of their interview. Neatness and cleanliness are absolutely necessary at all times. Wearing your uniform properly sets the example for the Scouts in Camp. The uniform gives them pride in their advancement, pride in their unit, and pride in their service to others. Please observe the following guidelines at all times:

Field Uniform

recommended #

Official Green Venturing button-up Uniform Shirt (must be tucked in at all times) 2-3
this shirt may only display the following - * - required items on shirt:

- American Flag* (right sleeve)
- Council Shoulder Patch* of the council and Number of the unit you are currently registered in (left sleeve)
- appropriate Rank Patch (on left pocket) or BSA Approved Square Knots (above left pocket)
- Camp Hi-Sierra patch or any BSA temporary insignia (on right pocket)
- Silver Epaulet Tabs* (shoulders)
- OA Flap for currently registered members (right pocket flap)
- World Crest* (centered above left pocket)
- International Scout Staff Members may wear his/her nation's Scouting Uniform instead of our Venturing uniform.

Official Grey Venturing Uniform Shorts or Pants (we recommend shorts) 3-4

Official Venturing Belt or any BSA Leather Belt 1

Official Grey Venturing Socks 5-7 pairs

Brown, Tan, or Black Closed-toe Shoes or Boots 2 pairs

Official Camp Hi-Sierra Staff Jacket (provided by the Camp & worn in cold weather) 1

The Field Uniform must be worn at these times unless approved by the Camp Director:

- All Day Sunday starting at noon
- During Flags, Breakfasts, Dinners, Evenings, Campfires
- Saturday Until Dismissed

Activity Uniform

Official Camp Hi-Sierra Staff T-Shirt (2 will be provided by Camp, and you are welcome to bring old CHS Staff Shirts)

Official Grey Venturing Uniform Shorts or Pants

Official Venturing Belt or any BSA Leather Belt

Official Grey Venturing Socks

Brown, Tan, or Black Closed-toe Shoes or Boots

Official Camp Hi-Sierra Staff Jacket, Fleece, and/or Hat

Official BSA Hat

Job Dependent Alternative Uniforms may be worn at the discretion of your supervisor with Camp Director approval.

The Activity Uniform must be worn:

Any time you are working and not wearing the Field or a Thematic Uniform.

Thematic Uniforms

Hawaiian Shirt - a Hawaiian Shirt is always good to have, you'll never know when you'll need it (Wednesday evening)

Crazy Tie – practice the lost art of knowing how to tie a tie (Friday evening)

International Scout Uniforms - if you have one, you may wear it on Tuesday

Native American Ceremonial Attire - may be worn during OA and Tribe of Hi-Sierra ceremonies
Costumes - highly encouraged for Merit Badge Midway and campfire skits
Others - at the discretion of the Camp Directors

Jewelry - If ANYONE wishes to wear ANY type of jewelry, it must be approved by the Camp Director.

LIVING QUARTERS AND HOUSEKEEPING

You are responsible for the cleanliness and upkeep of your living quarters during the summer. Cleanliness is expected. At the beginning of the summer you will be assigned a bunk. It is your home while others' quarters are their homes. Please respect each others' homes.

All employees are expected to assist in the general housekeeping of Camp. Duty charts will be posted and checked daily. If you see a problem, report it to Program or Camp Director. A Scout is Clean and so is our Camp. General maintenance will be done by the Camp Ranger, but he is not our maid and will not clean up after us.

STAFF LOUNGE

The camp provides a one-room Staff Lounge for off-duty times. This is an ideal place for fellowship, gaming, and relaxation. This room is equipped with a TV, VCR, DVD Player, and refrigerator. Staff members who use this Lounge are responsible for maintaining the cleanliness of it. If its cleanliness becomes neglected then it will be closed to everyone. The Lounge is closed for general use from 10pm to 7am, during meal periods, and during your work hours. Please see the Program Director for special engagements. The Youth Protection Policy is strictly enforced in the Lounge; this applies to the viewing of DVD's and videos, which are suitable for all staff member (G, PG and PG13). The Camp Office is not a staff lounge.

MORNINGS AND EVENINGS

- Reveille - 7:15 AM, Monday through Saturday. People are trying to sleep before this so please be quiet.
- Morning Staff Meeting - 7:40 AM, Monday through Saturday. Field uniforms are required. Do not be late, or we will worry and send staff to find you.
- Morning Flags - Immediately following the Morning Staff Meeting. The Flag ceremony is to show respect for our country, to inform campers of the day's events, and to WAKE THEM UP!
- Evening Staff Meeting - 5:40 PM, Sunday through Friday. Field uniforms are required. Do not be late.
- Evening Flags – The days not done yet. Keep up the energy!
- Taps - 10:00 PM. Be quiet. Get ready for bed or be in your quarters. The Staff Lounge is closed.
- Lights Out - 11:00 PM. Go to sleep.

USE OF PROGRAM AREAS

Staff may use program areas during off-duty hours as long as it does not interfere with Scout use. Use of program areas is particularly encouraged for Staff and CITs who are working on advancement. The use of program areas by staff is a privilege that can be revoked if abused. The use of individual areas is at the discretion of that area's Director. Staff may utilize the Camp Director as their Scoutmaster and/or Advisor for Boy Scout and Venturing advancements.

OFFICER OF THE DAY

Every program Staff member will have the opportunity to be Officer of the Day at least once during the summer. A schedule will be posted at the Staff Benches. The Officer of the Day has the following obligations:

- Lead the morning and evening flag ceremonies including the Color Guard, calls, and Informational Bulletins (Announcements).
- Coordinate with the Head Steward the Table Awards for the day.

- Say or designate Grace for each meal.
- Represent Staff during campfires, games, and other activities.
- If you are not available for any of these obligations, please find a substitute.

WEEKENDS AND TIME OFF

June 15 – June 23 is Staff Week. Arrive at camp on Friday by 1:00 P.M. Move in and first staff activities start Friday afternoon with the staff meeting and flags at 5:40 PM. Staff Week ends Saturday by 12:00 P.M.

Week 1 – June 24 ~ June 30 Week 2 – July 1 ~ July 7 Week 3 – July 8 ~ July 14

Week 4 – July 15 ~ July 21 Week 5 – July 22 ~ July 28 Week 6 – July 29 ~ August 4

Staff Meetings begin at 11:00 AM Saturdays after which you will be dismissed IF all housekeeping duties are adequately finished. Everyone must wear the Field Uniform until the last Troop has left camp. The staff will regroup on Sunday at NOON on the dining hall deck; in full Field Uniform, lunch already eaten, with no excuses for being late.

August 5-6 is Close Down: We immediately begin camp cleanup after the last campers leave and are in Camp until it is done. Once camp has been completely stored away for the winter, we will release the staff.

Duty Weekends: Every Staff member is expected to participate in at least one Duty Weekend during the summer. Duty Weekends will be done by Camp Departments. We need a minimum of four per weekend who will answer the phone, welcome visitors to camp, and to cook meals for the Staff. One of these Staff members must be 21 or older. The most important requirement here is that you may NOT leave camp during that weekend.

Long Weekends: If you wish to take one long weekend during the summer, it will begin at noon on Friday until noon on Sunday, you may request to do so with your supervisor and approval of the Camp Director. This is a privilege and may not be extended to all who seek it. Long Weekends may only be taken during all weekends but week 6.

TELEPHONE

A pay phone is provided for general use during non-quiet hours. Camp staff may use the phone during their off-hours. If someone else is waiting to use the phone, limit your call to five minutes. You will need to bring calling cards to be able to use this phone.

Scouts may only use the phone under the supervision of one of their leaders and for a suggested maximum of five minutes. Please help to remind Campers of this. Inform the Camp Office or their Scoutmaster if necessary.

Service is provided by AT&T. The Camp phone number for emergency use only is (209) 965-3432 or Fax (209) 965-4029.

MAIL

Mail is handled in Camp on a daily basis. It is delivered to Staff Mailboxes in the Camp Office. Staff members may pick up their mail during office hours. Outgoing mail should be placed in the mailbox located inside the Camp Office. Incoming US Postal Service mail should be addressed as follows:

Name of Staff Member - STAFF
Camp Hi-Sierra
29211 Hwy 108
Long Barn, CA 95335

For large packages (a shoe box or larger), it is highly recommended to ship via UPS, so they will be delivered straight to Camp and not get caught in the Pinecrest/Long Barn/Hwy 108 mail loop. If the package does not fit into the camp mailbox, someone will have to leave camp to pick it up. This usually adds days onto the delivery.

VISITORS

Visitors are permitted as long as they (1) have made prior arrangement with the Camp Director and (2) do not interfere with your work. Visitors must check in at the Camp Office immediately upon arrival. Visitors may eat camp meals but must pay for the meals at the Camp Office in advance. Visitors will be held to the same standards as all Staff members – YOU are responsible for YOUR guests.

AUTOMOBILE POLICY

Camp vehicles may only be operated by licensed drivers 21 years of age or older who have been authorized by Camp Director. Unless otherwise approved by the Camp Director, Staff members may only operate their own vehicles. No vehicles may be operated within the Camp and program areas of Camp unless for a specific purpose as approved by the Camp Director and Camp Ranger. Staff vehicles may only be parked in the designated “Staff” parking area. Staff under 18 years of age may only ride in vehicles with an adult driver approved by the Camp Director and only if they have prior written consent from a parent or legal guardian. This approval must be on file with the Camp Office.

No use of camp vehicles is permitted without the consent of the Camp Director. Staff members who use Camp vehicles are subject to a check of their driving record in accordance with Department of Motor Vehicle and our insurance standards. A spare set of keys must be kept in the Camp Office for emergency purposes.

The Speed Limit on the **Camp Road is 10 MPH**. The Speed Limit **in Camp is 4 MPH**.

KITCHEN POLICY

The kitchen is for the preparation and service of food only. It is not a Staff gathering area. Staff members may only enter the kitchen after receiving permission from the Food Service Director, Camp Ranger, or Camp Director.

The kitchen is open from Saturday noon until Sunday noon only to the duty weekend staff, the Food Service Director, Camp Ranger, & Camp Director. Proper kitchen cleanliness and etiquette will be observed. Lunch on Saturday is served at about 1:00 PM and dinner about 6:00 PM and brunch on Sundays from 9:00 to 10:30 AM. Food will be designated for use over the weekend. This is the **ONLY** food that may be obtained in Camp during the weekend without the express permission of the Food Service Director or Camp Director.

SAFETY

Your safety is a major concern to Camp Hi-Sierra. Accident prevention, however, is largely an individual responsibility and employees are expected to do their part to work safely. The following standards must be observed:

- Study your job and the possible hazards. If you are uncertain as to the safest way of doing the job, ask your supervisor before you begin.
- The Camp will provide necessary safety equipment. You must at all times wear required safety equipment.
- If you become ill or are injured on the job, tell your supervisor as soon as possible. An injury report must be filled out for prompt insurance coverage. Visit the Health Lodge immediately.
- Report any defective equipment or possible hazardous conditions to your supervisor immediately.
- Feel free to make any safety suggestions.
- Employees are required to review the Camp’s Injury and Illness Prevention Program (IPP) and be familiar with its contents.

- Food attracts animals. Do not keep any food or food type items in your sleeping area.

EMERGENCIES

In the event of an emergency, stay calm and do your best. Become familiar with the Emergency Procedures kept in the Camp Office. These include procedures for a Lost Bather Dive (LBD), trauma incidents, fire, earthquake, abuse, and others. Reading these after the emergency does not help anyone. The following are a few points you should keep in mind:

- Your safety is foremost in any emergency situation. We don't need any more victims.
- Get help immediately.
- Do your best with what you have. The event has already occurred, you have your training, and your resources are there. Do what you can to keep the situation from getting worse.
- Report the incident to your supervisor, so that it won't happen again.

RELIGIOUS POLICY

"The Boy Scouts of America maintains that no member can grow into the best kind of citizen without recognizing an obligation to 'God'." (Charter and Bylaws of the Boy Scouts of America, Article IX, Section 1)

The Boy Scouts of America:

1. Expects a member to accept the religious principles stated in the Charter and Bylaws, the Scout Oath and Law, the Venturing Promise, and the application for membership.
2. Does not define what constitutes belief in God or the practice of religion. Religious instruction is a function of the parents and the religious institution to which a member may belong.
3. Does not require membership in a religious organization or association for enrollment in the movement, but does prefer, and strongly encourages, membership in religious programs and activities of a church, synagogue, or other religious association.
4. Respects the convictions of those who exercise their constitutional freedom to practice religion as individuals without formal membership in organized religious institutions.

The religious institutions of America have commended the Boy Scouts of America for encouraging youth to participate in organized religious activities. However, these same institutions reject any form of compulsion to enforce conformity to established religious practice.

Scout vespers are provided twice a week in the Chapel. Each Staff member is encouraged to participate. In addition, denominational services may be provided on request.

DRUG, ALCOHOL, AND TOBACCO POLICY

It is the policy of the Santa Clara County Council that no employee will be allowed to work who possesses, distributes, sells, or offers to sell or distribute any drug, controlled substance, or alcohol. It is also the policy of the camp that no employee misuse prescription drugs or non-prescription drugs, including alcohol, on Camp Property or be under the influence of non-prescription drugs, including alcohol, on Camp Property. Any employee who violates this policy is subject to immediate discharge.

Use, and particularly abuse, of alcohol and/or controlled substances on the job adversely affects an employee's efficiency, safety, and health, and therefore impairs his/her value as an employee. Use of any tobacco product by individuals 18 and older is allowed in the smoking area only. You must have a fire extinguisher available while smoking. Smoking in any building is prohibited.

MISCONDUCT

Employees are expected to conduct themselves in a professional and business-like manner, and comply with specific regulations established for the benefit, protection, and fair treatment of all employees.

Rule violations listed below may result in immediate suspension of employment and termination following verification of charges. Violations can also result in verbal warnings, disciplinary letters (written warnings), or discharge depending on the nature and repetition of infractions.

1. Unlawful Actions:

- Theft, misappropriation, or unauthorized removal of the Council's or another employee's property.
- Gambling of any kind, including friendly wagers, on Camp property
- Willful misuse, damage, or destruction of the Council's or another employee's property
- Possession, sale, use, or being under the influence of illicit drugs on Camp property at any time
- Violation of traffic or parking regulations while using Camp or customer vehicles
- Failure to properly report any type of accident involving a Camp or customer vehicle
- Physical violence, threats of violence, or provocation of violence, including assault or battery, or insulting, abusive, obscene, or intimidating language
- Pornographic material is prohibited in camp. This includes the distribution of any printed material that slanders another person, production and distribution of any printed material that is un-Scoutlike.
- Making false, vicious, disparaging, or malicious statements concerning another employee, supervisors, or the Council.
- Violation of drug-free workplace or substance abuse policies.
- Defrauding or attempting to defraud the Council, including falsification of any Council records or reports.
- Falsification of employment applications or documents submitted in connection with applications.
- Failure to cooperate with or giving false or misleading information in an official investigation.
- Possession of firearms (that are not job-related), weapons, or explosives on the Council premises or time.
- Violation of the equal employment opportunity/harassment policies.
- Violation of the conflicts of interest/confidential information policies.
- Falsification or misrepresentation of information on any Camp form, i.e. time cards, applications, Camp records, personal records, etc.

2. Improper Behavior:

- Possession, use, or being under the influence of alcohol on Camp property at any time
- Fighting on Camp property at any time
- Immoral or indecent conduct on Camp property
- Violation of any portion of the BSA's youth protection program
- Sleeping during work time
- Using obscene, abusive, disrespectful, demeaning, harmful, discriminating, or threatening language
- Disorderly conduct
- Smoking in areas not designated for smoking
- Willfully creating a safety or health hazard.
- Violation of personal appearance and hygiene policy.
- Violation of solicitation and distribution policy.

3. Unacceptable Work Practices:

- Disregarding instruction of supervisor or proper authority
- Failure to be courteous and polite at all times
- Failure to notify your supervisor prior to the beginning of a shift that you will not be reporting to work. Unauthorized or unexcused absence.
- Leaving working area, job assignment, or department during working hours without proper authorization
- Failure to observe work schedules including rest and lunch periods
- Failure to observe safety rules and regulations
- Contributing to unsanitary conditions or poor housekeeping
- Inefficiency, lack of productive effort, or unsatisfactory work performance
- Unauthorized use of Camp time, materials, or equipment for personal activities, including use of Camp vehicles
- Unsuitable or improper attire for the work situation
- Habitual or excessive number of absences or tardiness
- Behavior that is disruptive and interferes with the smooth functioning of a department.
- Failure to submit doctor's statement after absence of 3 consecutive calendar days or more due to illness or injury.
- Personal use of telephones without supervisory approval; failure to pay for personal calls.
- Use of the Council's stationary and postage for personal mail; use of the Council's address for receipt of personal mail and packages.
- Use of company time for personal business.
- Violation of the e-mail/internet or bulletin boards/posting notices policies.
- Violation of the visitor policy.
- Failure to observe time limits for breaks and lunch periods.

POLICY AGAINST HARASSMENT

It is the Council's policy that all employees be able to enjoy a work environment that is free from unlawful harassment by any person. Sexual or other discriminatory harassment prohibited by law, whether it occurs at work or at outside work-sponsored events, is unacceptable and will not be tolerated. Furthermore it prohibits harassment in any form, including verbal, physical, and visual harassment.

Harassment on the basis of race, color, sex, religion, national origin, age, disability, or membership in a uniformed service will not be permitted or condoned. Slurs and insults related to those characteristics are wholly inappropriate and violate the Council's Equal Employment Opportunity Policy, and may also violate Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Uniformed Services Employment and Reemployment Rights Act of 1994, or other laws.

Certain types of conduct intended to be inoffensive social exchanges might be perceived as offensive and may be used as a basis for a harassment claim on any of the above grounds. Such conduct does not necessarily violate the law or this policy. Rather, employees should be aware that certain conduct holds the potential for supporting claims of harassment even though no offense was intended.

1. Sexual Harassment

Sexual harassment, committed by any person, is strictly prohibited. State and federal laws define sexual harassment to include unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature 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;
- c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment include, but are not limited to: unwanted physical contact or conduct of any kind, including sexual flirtation, advances, or propositions; demeaning, insulting, intimidating, or sexually suggestive comments or written, recorded, or electronically transmitted messages about an individual's dress or body; sexually explicit or offensive jokes; and the display of sexually suggestive objects or pictures in the workplace. Sexually harassing conduct can be by a person of either the same or opposite sex.

2. Verbal Harassment

Examples of verbal harassment are epithets, derogatory comments or slurs on the basis of sex, sexual orientation, race, national origin, or any other prohibited basis.

3 Physical Harassment

Examples of physical harassment are assault, impeding or blocking movement, unwelcome touching, pinching, or any physical interference with normal work or movement when directed at an individual on the basis of sex, sexual orientation, race, national origin, gender, gender identity, or any other prohibited basis.

4 Visual Forms of Harassment

Examples of visual forms of harassment are derogatory posters, pictures, cartoons, graffiti, or drawings on the basis of sex, sexual orientation, race, national origin, gender, gender identity, or any other prohibited basis.

INVESTIGATION OF COMPLAINTS

Anyone encountering conduct that he or she believes is inconsistent with this Policy Against Harassment is required to report to your immediate supervisor or the Scout Executive. Because of the sensitivity of harassment issues, the Council will investigate all complaints of harassment or other violations of this policy promptly and thoroughly. All employees are expected to cooperate fully with and assist the Council in any investigation. The confidentiality of all complaints will be maintained to the extent possible while allowing the Council to conduct a full and fair investigation. The Council will take reasonable steps during the investigation to protect the privacy of, and minimize suspicion toward, all parties concerned.

RETALIATION PROHIBITED

Retaliation against an individual who makes a report of alleged sexual or discriminatory harassment or who assists in providing information relevant to such a report is a serious violation of this policy. Acts of retaliation must be reported immediately; the Council will promptly investigate any retaliation report and take appropriate corrective action.

DISCIPLINARY ACTION

It is the responsibility of each employee to ensure adherence to the Council's Equal Employment Opportunity Policy. Any employee found to have violated this policy will be subject to appropriate disciplinary action, up to and including termination of employment, depending on the severity of the offense.

SUSPENSION OF EMPLOYMENT

The Council may suspend, rather than discharge, an employee if it concludes, in its discretion, that an investigation of an alleged is necessary before taking final action. If the Council concludes that suspension is warranted, salary may, in some cases, be suspended immediately and all other benefits will be suspended on the last day of the month that salary is suspended.

COMPLAINT PROCEDURE

Complaints of any violation of this policy should be reported immediately through the open door policy to the employee's staff leader. If the employee believes that a complaint cannot be properly addressed by the staff leader for any reason, he or she is strongly encouraged to contact the Scout Executive, or if the staff leader does not solve the problem, the Council President or Council Vice President of Administration. An employee who reports an alleged violation of this policy in an appropriate manner will not be subject to adverse employment action because of the complaint. The Council recognizes, however, that a false accusation of harassment or other unlawful behavior can be damaging to an accused employee and disruptive to the Council operations. Thus, knowingly making false accusations may constitute misconduct for which disciplinary action may be imposed.

OPEN-DOOR POLICY

It is the policy of the Council to maintain an "open door" to any employee having an employment problem or complaint. We believe that any problem that may cause conflict with an employee's efficiency and job satisfaction deserves a full and fair hearing and, if possible, a satisfactory resolution.

In most cases, the problem should be taken to your supervisor. If the employee believes that a complaint cannot be properly addressed by his or her staff leader for any reason, or if the staff leader does not solve the problem, he or she is strongly encouraged to contact any of the following: Scout Executive; Council President; or Council Vice President of Administration.

WORKPLACE SECURITY AND VIOLENCE PREVENTION

The Council is committed to providing a safe, violence-free work environment. Acts or threats of violence by employees in the workplace, while on duty, on company-related business, or operating any vehicle or equipment owned or leased by the Council is not tolerated. Compliance with this policy is the responsibility of every employee of the Council.

Workplace violence includes, but is not limited to, the following:

- Threats of any kind;
- Threatening, physically aggressive, or violent behavior, such as intimidation of or attempts to instill fear in others;
- Behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or swearing, sabotage, or threats of sabotage, or a demonstrated pattern of refusal to follow the Council's policies and procedures;
- Defacing the Council's property or causing physical damage to the facilities; or
- Bringing weapons or firearms unrelated to Council business on the Council's premises, in our parking lots, or while conducting the Council's business.
- You must report any incident involving a threat of violence or act of violence immediately to your supervisor, or, if you prefer, to the Scout Executive. Additionally employees should report all suspicious individuals or activities and all workplace hazards as soon as possible.

In the case of imminent violence, do not put yourself in peril. For example, if you hear a violent commotion near your workstation, if appropriate, call 911 immediately and seek safety. Cooperate fully with security, law enforcement, and medical personnel that respond to a call for help. If you are so qualified, and will not put yourself or others in danger, you may provide first aid to injured parties.

All reports of workplace violence will be taken seriously and will be investigated promptly and thoroughly. The Council will maintain the confidentiality of the reporting individual, to the extent possible, and will not tolerate retaliation against any employee who reports workplace violence. Any employee found to have engaged in or contributed to a threat or act of violence may be terminated immediately.

COUNCIL REGULATIONS

Employees of the Council are expected to observe certain standards of job performance and conduct. When performance or conduct does not meet those standards, we will, when appropriate, endeavor to give you a reasonable opportunity to correct the deficiency. If you fail to make the required corrections, you will be subject to discipline up to and including termination.

The rules set forth below are intended to provide you with notice of what the Council expects from its employees. Realize that it is impossible to provide an exhaustive list of all types of unacceptable conduct and performance. Therefore, you should be aware that any conduct not listed below, but which adversely affects or is otherwise detrimental to the interests of the Council, other employees, or customers, may also result in disciplinary action. You should also recognize that nothing in this policy is intended to alter the at-will nature of your employment with the Council.

JOB PERFORMANCE

Employees may be disciplined for poor job performance, including, but not limited to, the following:

- Unsatisfactory work quality or quantity;
- Poor attitude including rudeness and failure to cooperate;
- Excessive absenteeism, tardiness, or abuse of break and lunch privileges, failure to notify supervisor of authorized absences from the job (such as illness or vacation);
- Failure or refusal to perform duties that are part of your job, including failure to follow instructions or the Council's procedures;
- Failure to follow established safety regulations.

DISCIPLINE PROCEDURE

Discipline may take the form of a verbal warning, written warning, probation, suspension, demotion, immediate termination, or other measures. Although discharge or demotion for poor performance will often be preceded by an oral and a written warning, the Council reserves the right to proceed directly to a demotion or termination for misconduct or performance deficiency, without resort to prior disciplinary steps, when we deem it appropriate. Nothing in this handbook limits the Council's or your right to terminate the employment relationship at any time, with or without cause.

Termination for misconduct may result in immediate termination. An employee terminated for misconduct will not be afforded pay in lieu of notice.

YOUTH PROTECTION POLICY

Child abuse is a societal problem that has been identified by the BSA as one of five unacceptables ranking in social significance with drug abuse, illiteracy, hunger, and unemployment. Child abuse has been identified as a priority areas for using BSA resources to increase the protection of our nation's youth. As one of the leading youth-serving organizations in America, the BSA is deeply concerned about the tragedy of child abuse. The grounds for this concern follow:

- Child abuse causes significant harm to individuals, which affects youth members (physical and psychological harm), parents, and others in the community.
- Child abuse has an impact on the BSA, internally and externally:
- It can discourage youth, parents, leaders, and organizations from participating in the program
- It can injure the reputation of the BSA and cause it to loose community support.
- The four kinds of child abuse are:
- Neglect - Failure to provide for a child's basic needs - physical, environmental, emotional, and nutritional

- Emotional abuse - Verbal or nonverbal violence directed toward a child that gives the child the message that he or she is no good and never will be
- Physical abuse - Physical violence causing injury to a child by any individual
- Sexual abuse or molestation - Any sexual act between an adult and a child or between a child and a significantly older, stronger, or larger child. Such acts range from exposure and fondling to sexual intercourse.

BARRIERS TO ABUSE WITHIN SCOUTING

The BSA has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth members; however, they also serve to protect our adult leaders from false accusations of abuse.

- Two-deep leadership. Two registered adult leaders or one registered leader and a parent of a participant, or other adult, one of whom must be 21 years of age or older, are required on all trips and outings. The chartered organization is responsible for ensuring that sufficient leadership is provided for all activities.
- No one-on-one contact. One-on-one contact between adults and youth members is not permitted. In situations that require personal conferences, such as a Scoutmaster's conference, the meeting is to be conducted in view of other adults and youths.
- Respect of privacy. Adult leaders must respect the privacy of youth members in situations such as changing clothes and taking showers at camp, and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- Separate accommodations. When camping, no youth is permitted to sleep in the tent of an adult other than his own parent or guardian. Councils are strongly encouraged to have separate shower and latrine facilities for females. When separate facilities are not available, separate times for male and female use should be scheduled and posted for showers.
- Proper preparation for high-adventure activities. Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.
- No secret organizations. The Boy Scouts of America does not recognize any secret organizations as part of its program. All aspects of the Scouting program are open to observation by parents and leaders.
- Appropriate attire. Proper clothing for activities is required. For example, skinny-dipping is not appropriate as part of Scouting.
- Constructive discipline. Discipline used in Scouting should be constructive and reflect Scouting's values. Corporal punishment is never permitted.
- Hazing prohibited. Physical hazing and initiations are prohibited and may not be included as part of any Scouting activity.
- Junior leader training and supervision. Adult leaders must monitor and guide the leadership techniques used by junior leaders and ensure that BSA policies are followed.
- Member responsibilities. All members of the Boy Scouts of America are expected to conduct themselves in accordance with the principles set forth in the Scout Oath and Law. Physical violence, hazing, bullying, theft, verbal insults, drugs, and alcohol have no place in the Scouting program and may result in the revocation of a Scout's membership in the unit.
- Unit responsibilities. The head of the chartered organization or chartered organization representative and the local council must approve the registration of the unit's adult leader. Adult leaders of Scouting units are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for assistance in dealing with it.
- Scout Camp Leaders: The camp trains their staff members to be alert for potential opportunities for child abuse, including child sexual abuse, how to prevent these situations from occurring, and what to do in the event of suspicion or knowledge of a situation. Hazing, secret initiations, over sexual contact or activity, harassment, and inappropriate discipline are strictly prohibited. Camp staff and unit leader stress levels need to be monitored to avoid situations that could trigger abusive behavior. Staff must be

selected carefully, with attention given to application form details and follow up on reference and background statements.

THE “THREE R’S” OF YOUTH PROTECTION

The "three R's" of Youth Protection convey a simple message to youth members:

- Recognize situations that place you at risk of being molested, how child molesters operate, and that anyone could be a molester.
- Resist unwanted and inappropriate attention. Resistance will stop most attempts at molestation.
- Report attempted or actual molestation to a parent or other trusted adult. This prevents further abuse and helps to protect other children. Let the Scout know he or she will not be blamed for what occurred

SEXUAL ADVOCACY OR BEHAVIOR: ZERO-TOLERANCE

The Santa Clara County Council, Boy Scouts of America has adopted a policy of zero-tolerance for inappropriate sexual advocacy or behavior of any kind within its Boy Scout program. The Boy Scout program does not provide sex education or counseling. Scouts should look to their parents or guardians, religious leaders, professional educators, and health care providers for guidance in this area.

NON-DISCRIMINATION

The Santa Clara County Council, Boy Scouts of America reaffirms its position to teach and to practice tolerance for all people.

We are proud that we abide by all local, state, and federal laws regarding non-discrimination.

EQUAL OPPORTUNITY EMPLOYMENT

The Council is an equal opportunity employer. We prohibit all discrimination against any employee or applicant for employment on the basis of race, color, national origin, ancestry, sex (including pregnancy, childbirth, or related medical conditions), age, religion, creed, physical or mental disability, legally protected medical condition, marital status, sexual orientation, military service status, citizenship status, gender, gender identity, or other characteristic protected by state or federal law or local ordinance.

We will reasonably accommodate otherwise qualified employees and applicants with known disabilities when necessary to enable that person to safely perform the essential functions of the relevant position.

The Council prohibits harassment of any individual on any of the bases listed above. For information about the types of conduct that constitute impermissible harassment and our internal procedure for addressing complaints of harassment please refer to the section of this handbook entitled “Policy Against Harassment.”

This policy applies to all aspects of the employer-employee relationship including recruitment, hiring, training, promotion, compensation, benefits, transfer, discipline and social/recreational programs. It is the responsibility of each employee at the Council to follow this policy.

If you believe you are the victim of discrimination or have witnessed a violation of this policy, you should report the incident(s) to your immediate supervisor or the Scout Executive. Claims will be handled confidentially, to the extent possible, and will be investigated promptly. If it is determined that a violation occurred, corrective action will be taken, which may include disciplinary action ranging from a reprimand to termination of employment.

Retaliation against an individual who makes a report of alleged discriminatory conduct or who assists in providing information relevant to such a report is a serious violation of this policy. Acts of retaliation must be

reported immediately; the Council will promptly investigate any retaliation report and take appropriate corrective action.

REQUIREMENTS FOR EMPLOYMENT

The following are requirements for employment by Camp Hi-Sierra. The employee must meet each of the following criteria:

- Has a valid Social Security Number.
- Completed a W-4 form.
- Completed an employment application.
- Assures that they are in the physical condition appropriate to perform the job for which they apply.
- Has appropriate documentation establishing his right to work in the United States in compliance with state and federal law by providing a completed Employment Eligibility Verification I-9 form.
- Insurability - All employees must remain insurable under Camp Hi-Sierra's general liability insurance policy. If any employee is declared uninsurable by Camp Hi-Sierra's insurance company, the employee will immediately be considered to have voluntarily terminated his/her employment as of the date of notification by the insurance company of un-insurability.
- Prospective employees who will be required to drive Camp vehicles will provide the Camp with current and acceptable motor vehicle driving information.
- Provides a valid work permit if under the age of 18 and has not graduated from high school.
- You must be registered as a member of the Boy Scouts of America at all times during Camp. All staff members 18+ years old will also be required to register as a merit badge councilor in the council.
- Signed Voluntary Disclose Statement.
- You agree to provide a current medical examination (at your own expense) by a physician, licensed to practice medicine, on an approved National BSA Medical Form.
- You agree to abide by the "Staff Statement of Understanding and Code of Conduct."
- You agree to abide by the policies of the Boy Scouts of America, Santa Clara County Council, and Camp Hi-Sierra.
- You agree to wear the proper Scout uniform at all times while in Camp or on Camp business as designated by the Camp Director in the Staff Manual for 2012. In addition, Camp Hi-Sierra will provide two staff T-shirts for your use.
- You agree to participate in any training deemed necessary for completion of your duties as a Camp Staff member

HOURS OF WORK AND RATES OF PAY

Normal Work Hours - Each Supervisor will determine the hours of work for his or her employees and any change in working hours will be announced as far in advance as possible by the supervisor. The Camp complies with all state and federal laws that set forth minimum requirements for camp employee wages based on whether the employee is an adult, minor, camp program counselor, or student worker. Keep in mind we get paid to be here, but we are a volunteer organization.

Student Worker - A student worker is one who was enrolled in high school or college the last semester or quarter most recently completed and is pursuing a course of study aimed at receiving a degree.

NOTE: Employees under the age of 18 who have not graduated from high school will not be permitted to work unless they provide the camp with a valid work permit. If you are under the age of 18 but have graduated, please provide us with a copy of your High School Diploma.

Camp or Program Counselor - A camp instructor is a staff member whose main responsibility involves either direct supervision of living-group campers or directs program relationships with the campers.

Meals and Lodging - Meals and lodging are generally provided by the camp. The camp will subtract the specified amount of \$80.00 per week from your wages as stated in your agreement of employment.

Lunch Period - The length and time of your lunch period will be determined by your supervisor. This lunch period will be the employee's time.

PERSONNEL AND MEDICAL RECORDS

The information recorded in your personnel file is extremely important to you and to Camp Hi-Sierra. It is your responsibility to make sure that the personal data in the file is accurate and up-to-date. Please report any change in address, phone number, etc., to the Camp Director immediately. As an employee of the Camp, you have a right to inspect your personnel file, as provided by law, on the premises of the Camp at a time mutually convenient to you and to the Camp. You may add your version of any disputed item to your personnel file.

The Camp will restrict disclosure of your personnel file to authorized individuals. Any requests for information from personnel files must be directed to the Camp Director. Only the Camp Director is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited; however, the Camp will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting investigations.

Health/medical records are not included in your personnel file. These records are confidential. The Camp will safeguard them from disclosure and will divulge such information only as follows:

1. As allowed by law.
2. To the employee's personal physician upon written request or permission of the employee.
3. As required for workers' compensation cases.

TERMINATIONS, LAYOFFS, AND RECALLS

If an employee is terminated, quits, or is laid off and later reapplies and is accepted, he or she will be treated like a new employee and will have to again start his accrual of time. Layoffs and Recalls will be made on the basis of the employee's ability, attendance, production, nature of employee's work, seniority, and needs of the Camp.

Camp staff needs are based on camp attendance. The camp reserves the right to reduce staff due to the lack of enrollment or for any other reason, including epidemics, fires, accidents, etc.

COUNCIL STAFF VISITS

Often during the summer, staff members of the Santa Clara County Council will visit camp. A council staff member is an honorary member of the Camp Hi-Sierra staff and should be treated as such, with all rights and privileges. Some will stay in camp from several days for a visit to serving as volunteer camp staff for up to a week.

EMPLOYMENT

This handbook contains the present personnel policies and practices of the Santa Clara County Council ("the Council") and is provided for the guidance of its employees. These policies and practices may be changed without notice. None of the policies or practices described in this handbook constitutes or should be relied on as a contractual obligation of the Council to its employees or to any other persons. In addition, nothing in this handbook guarantees any specific term of employment or otherwise limits the right of the Council or its employees to terminate their relationship at any time with or without reason or notice.

CATEGORIES OF SANTA CLARA COUNTY COUNCIL

STAFF EMPLOYMENT

This handbook is for Santa Clara County Council exempt Supervisor/Administrators and nonexempt regular and paraprofessional employees.

- Exempt - not subject to the minimum wage or overtime requirements of the Fair Labor Standards Act, but subject to state regulations.
- Non-exempt – are subject to the Fair Labor Standards Act, which governs payment for overtime work. Regular and paraprofessional full-time employees (those who work at least 21* hours per week) are eligible for benefits provided by the council. Camp staff are seasonal employees and are not eligible for benefits provided by the council.

Supervisor/Administrator. A full-time, exempt employee of a local council who is employed in a position identified under the Fair Labor Standards Act as exempt from the minimum wage and maximum hours (overtime premium pay) requirements.

Regular Employee. A year-round, non-exempt full-time or part-time employee working at least 32* hours per week, serving in a position not classified under professional, supervisor/administrator, or paraprofessional guidelines (i.e., secretaries, registrars, clerks, most camp rangers.) All regular employees are encouraged to be registered as members of the BSA.

Temporary Employee. Occasionally special, short-term projects require the assistance of a non-exempt employee hired for a limited period. Such employees are paid an hourly rate for time actually worked.

Part-Time Employees

Employees working less than 32 hours per week are not eligible to participate in the insurance/benefit programs provided through our National Office. Further, part-time employees will not be eligible for paid sick or personal days, vacation time, or other benefits related to length of service provided to regular employees.

EMPLOYMENT AT WILL

Although the Council always anticipates and expects a long and mutually satisfying relationship with each of its employees, all employees of the Council are employees at will and, as such, are free to resign at any time with or without reason with a requested advance notice for the time designated in your letter of employment. Similarly, the Council may terminate the employment of any employee with or without reason.

No supervisor, manager, or employee of the Council, other than the Scout Executive, is authorized to promise or agree on behalf of the Council to any limitation on an employee's right to resign or the Council's right to terminate employment at any time with or without reason or advance notice. Any such agreement must be in writing and signed by you and the Scout Executive.

If any employee believes for whatever reason that s/he cannot freely resign from employment with the Council, or that the Council may not, because of some written or oral statement, representation, or promise made to the employee, terminate his/her employment without reason or advance notice, he or she should immediately inform the Scout Executive.

RE-EMPLOYMENT

An employee who voluntarily terminates employment from Council may be reemployed provided he/she left in good standing and with the required advance notice. A reemployment application from an employee who resigns twice or is discharged for cause will normally not be considered.

RESIGNATION AND SEPARATION PROCEDURES

A. Voluntary Termination

The Council will consider an employee to have voluntarily terminated his or her employment if an employee:

- Elects to resign from the Council;
- Fails to return from an approved leave of absence on the date specified by the Council; or
- Fails to report for work without notice to the Council for one day.

If you find it necessary to resign from your employment with the Council, you are requested to give advance notice in writing to your supervisor specifying the last day that you will report to work. Per your letter of employment, we request that you provide us with a advance notice, so that we will have the opportunity to locate a replacement before you leave. If you fail to provide the requested notice you may be considered ineligible for rehire.

B. Involuntary Termination

An employee may be terminated involuntarily for reasons that may include, but are not limited to, poor performance, misconduct, or other violations of the Council's rules of conduct as set forth below. This does not modify the At-Will policy set out in this handbook.

C. Termination Due to Reorganizations, Economics, or Lack of Work

From time to time, the Council may need to terminate an employee as a consequence of reorganizations, job eliminations, economic downturns in business, lack of attendance of campers at camp, or lack of work. Should the Council consider such terminations necessary, we will attempt to provide all affected employees with advance notice when practical.

When employment with the Council is terminated, either voluntarily or involuntarily, you must return all supplies, keys, documents and all other Council property. You may also be asked to participate in an exit interview with the Scout Executive or the Camp Director. During this interview, you may be asked about your views on your job, including duties, training, supervision, and benefits. Arrangements for clearing any outstanding debts with the Council and arrangements for receiving final pay will also be made at this time.

EMPLOYMENT LETTER

To ensure mutual understanding of position title, beginning salary, starting date, staff leadership, and other pertinent conditions of employment, a letter of employment will be prepared for a new employee and for subsequent changes in position.

COMPENSATION

Under the Council's salary administration program, each job has a written position description. Based on an evaluation of the position requirements, a classification with minimum and maximum salaries has been determined. Salary adjustments, if any, are made within the range of the classification and are made at least annually on the basis of satisfactory performance.

PERFORMANCE REVIEWS

The Council's personnel system requires that the following actions occur for all employees:

- Discussion and communication of performance expectations between the staff member and the staff leader at the beginning of the performance period.
- Coaching and development of the staff member's skill toward his or her ability to achieve the performance expectations of this period.

- Interim reviews conducted by the staff leader to discuss progress and coaching plans and to give performance feedback.
- An annual review by the staff leader of the staff member's performance against expectations. In most instances, it is done at the end of the summer season.

The purpose of the review system is to officially document the employee's performance, to recognize accomplishments, and to set plans in motion for the summer season.

JOB OPENINGS

Qualified employees are encouraged to apply for open positions at the Council that would advance their career or broaden the scope of their work experience. Salary adjustments for promotions and transfers are made in accordance with the Council's wage and salary classifications.

Openings are posted at the camp office with sufficient time to generate a response before it is opened to external applicants. Employees must notify the Camp Director of interest. The Camp Director must give written notice of intent to interview to the candidate's immediate supervisor. The hiring department must also obtain approval from the Assistant Scout Executive before an interview is extended to a candidate.

BREAKS

Every non-exempt full-time employee is required to take two scheduled, paid 15-minute breaks. One in the morning, and one in the afternoon. Breaks are intended for employees to refresh themselves and get away from their workspace. Skipping or moving breaks without supervisor approval is not allowed. Employees are required to acknowledge these breaks on their timesheets.

PAYCHECKS

Regular, temporary and paraprofessional employees are paid on the basis of hours worked. Paychecks are distributed on the 15th and last day of the month. If a payday falls on a holiday or weekend, checks will be distributed on the last working day preceding that date. The necessary deductions for taxes, insurance enrollments, etc., are taken from each paycheck.

EXPENSE REIMBURSEMENT

Employees will be reimbursed for reasonable expenses incurred in the course of business, provided such activity is approved in advance. Staff leaders should be consulted on policies governing reasonable expenses and procedures on reporting for reimbursement.

Fees for credit cards or other charge accounts used also for the employee's personal benefit will not be reimbursed. Expense reports are due by the 5th of every month. Employees who fail to comply with this policy will be subject to disciplinary action.

DRIVING RECORDS

Individuals who seek or hold positions that involve driving responsibilities for the Council work in occupations for which the Council may have direct or indirect legal responsibility. The Council is committed to making certain that employees who have driving responsibilities do not place the Council, employees, or members to the general public at risk.

The Council requires that employees with driving responsibilities maintain safe driving records as a condition of employment and continued employment. Individuals who fail to maintain such driving records may become unsuitable for their positions. In such cases, the Council reserves the right to discipline or terminate those employees at the sole discretion of the Council.

In order to verify an individual's driving status, the Council may require employees or job applicants to furnish all or portions of their driving record from the Department of Motor Vehicles or may ask them to sign any necessary authorizations that are required or appropriate to request records directly from the Department of Motor Vehicles. Subject to any limitations imposed by state and federal law, individuals must cooperate fully with any request for records or request for an authorization to seek such records from an appropriate agency or entity.

SUBSTANCE ABUSE

The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or illegal inhalant is prohibited in the Council's workplace. The Council also prohibits reporting to work or performing services for the Council while impaired by the use of a controlled substance. Employees who violate this policy are subject to immediate discharge from employment.

As a condition of employment each employee will:

- A. Abide by the terms of this policy.
- B. Notify the Scout Executive in writing of any criminal drug statute conviction no later than 5 days after such a conviction. A "criminal drug statute" means a Federal or nonfederal criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance. A "conviction" means a finding of guilt, including a no contest plea, or imposition of sentence, or both, by a judicial body charged with the responsibility to determine violations of Federal or state criminal drug statutes.

The Council will within 30 days of receiving notice take either or both of the following actions:

- A. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, state, or local health, law enforcement, or other appropriate agency.
- B. Take appropriate personnel action against such employee, up to and including discharge from employment.

SELLING, SOLICITING, DISTRIBUTING

Employees may engage in solicitation on the Council premises only during their nonworking time and only in nonworking areas. Nonworking time means time during meals or breaks and before and after work. If an employee is not certain whether an area is a work or non-work area, he or she should consult his or her immediate supervisor for clarification.

This policy applies to the sale to other employees of such items as chances, candy, cosmetics, cards, cookies, etc.; for collecting or soliciting funds on behalf of any organization; or for any other non-council purpose. Council sponsored United Way and Council sustaining membership enrollment campaigns are the sole exceptions to this rule.

The Council has bulletin boards throughout the facility for the purpose of communication with employees. Board postings are limited to Council-related material including statutory and legal notices, safety and disciplinary rules, policies, memos of interest relating to the Council, local operating rules, and other items. All postings require the prior approval of the Office/Business Manager. No postings will be permitted for any other purpose. Solicitation or distribution of literature for any purpose by non-employees is strictly prohibited on the Council's property at any time.

CONFIDENTIAL INFORMATION

In the course of performing their job duties, Council employees may have access to highly sensitive and confidential or proprietary business information. All employees must pledge their best efforts and diligence to protect such information.

It is expected that at no time will an employee disclose, directly or indirectly, confidential or proprietary information of the Council, including, but not limited to, business and personnel policies, compensation and benefits data, financial information, employee mailing lists, local council listings, telephone directories, or rosters or other biographical employee information to an outside party or to another employee who has no need for the information. It is further expected that Council employees, who may have access to information that the Council is legally required to publicly disclose, but whose responsibilities do not include the disclosure of such information, shall not disclose such information to an outside party or to another employee who has no need for the information.

Publications prepared by an employee for any purpose other than in connection with his or her official duties for the Council shall not include data obtained through his or her employment without the advance review and written approval of his/her director. Materials prepared in the course of performing official duties for the Council remain the property of the Council at all times. Such materials shall not under any circumstances be used for personal financial gain and may not be disclosed to any outside parties without the express prior written approval of his/her director. An employee who terminates his or her employment with the Council may not copy or subsequently use or disclose, directly or indirectly, any confidential or proprietary information acquired during his or her employment with the Council. All documents and other materials relating, directly or indirectly, to any confidential or proprietary information that is used, prepared, or learned by employees during their employment with the Council are, and shall remain, the sole and exclusive property of the Council, and must be returned (together with any copies that may have been made) at the termination of employment.

If an employee has any questions regarding the confidential nature of any information, the employee must discuss the matter with his or her supervisor or the Scout Executive before releasing such information. An employee must consult with the Scout Executive before accepting employment or undertaking any outside activity that may entail the use or disclosure of information that may be deemed confidential.

Subpoenas or other formal requests for information about the business or activities of the Council must immediately be directed to the Scout Executive. Except as otherwise provided by law, employees may not respond to any such subpoenas or requests without the express written authorization of the Scout Executive.

An employee who discloses confidential and proprietary information in violation of the policy will be subject to disciplinary action, up to and including termination of employment, even if the employee does not actually benefit from the disclosed information.

CONFLICTS OF INTEREST

The Council's policy on conflicts of interest dictates employees must always deal with others doing, or seeking to do, business with the Council in a manner that excludes all consideration of personal advantage. This includes seeking or accepting gifts, payments, fees, services, privileges, or favors and conducting Council business with any concern in which an employee or member of the immediate family has an indirect or direct interest. Any requests for goods and services from major corporations or notable individuals for events must be cleared by Scout Executive. This includes disclosing confidential information to anyone who is not an employee or to an employee who has no need for it.

EMPLOYMENT OF RELATIVES (FAVORITISM/NEPOTISM)

To avoid community criticism and accusation, or discrimination because of favoritism, or suspected favoritism and to prevent the creation of an atmosphere of employee discomfort and/or pressure because of family relationships, management will adhere to the following guidelines:

- A. There should be no involvement in the act of employment of one member of a family by another member of that family.

- B. There should be no direct line management relationship between two or more members of the same family.

DATING POLICY

The Council realizes that friendships and even romantic relationships can be formed voluntarily between co-workers. The Council also recognizes that trying to forbid or otherwise police such relationships may create as many or more problems than it solves. Nonetheless, we offer the following observations:

- A. All employees have the absolute right to refuse to engage in any personal social activity without any fear of reprisals or retaliation of any kind.
- B. Any employee who feels uncomfortable about any personal social invitation, or about the possible repercussions of turning down an invitation, should immediately contact their supervisor or the Scout Executive.
- C. A supervisor's invitation to a subordinate to engage in personal social activity, especially one that could be interpreted as a "date", is ripe for misinterpretation and unintended pressure. All employees are strongly urged to avoid such situations altogether. Supervisors will be held strictly accountable for his or her conduct.

UNAUTHORIZED ABSENCES

Unauthorized or unexplained absences are inconsistent with the standards of the Council. Employees are expected to keep staff leaders informed on assignments and schedules. Unavoidable deviations should be reported. Any employee whose whereabouts are unknown to the staff leader for 1 consecutive workdays will be deemed to have quit his or her position voluntarily and without notice.

ATTENDANCE RECORDS

To comply with government regulations, to provide information for required reports, and to protect the rights of employees, certain attendance records must be maintained. Absences because of illness or injury, vacations, reserve training, jury duty, and volunteer Scouting services must be reported to staff leader and to the Human Resources Representative.

CHANGES IN PERSONAL INFORMATION

Changes in personal information affecting employment records, income taxes, or insurance coverage's must be reported to the Camp Director.

- A. Changes of name because of marriage or legal action
- B. Change of address (permanent or temporary) or home telephone number
- C. Designation or change of person to be notified in case of emergency
- D. Changes affecting state or federal withholding taxes

COMPUTER POLICIES

Email use should be limited to business purposes as much as possible. All E-mail generated messages and attachments, including backups are property of the Council. E-mail you receive or send is not guaranteed to be private.

Only software authorized by the Camp Director is allowed on camp computers. This helps ensure that no destruction to the system occurs due to the introduction of any viruses, technical conflicts, etc. caused by unauthorized software.

Additional software if business related and required, may be authorized and installed by the Camp Director or his designee. However, the Camp Director prior to installation must approve the software. If approved, the software will be authorized for only that specific computer.

To protect the system and LAN integrity each company computer will be audited on a periodic basis to ensure that no unauthorized software is in use. Computers containing software that has not been authorized by the Camp Director will subject the primary user of the computer to disciplinary action. Repeated violations will result in termination.

Computer game playing is not allowed on company time.

EMAIL, VOICEMAIL & COMPUTER NETWORK SYSTEM PRIVACY

A. Our Right to Access Information

Although employees have individual access codes to computer network systems, these systems are accessible at all times by the Council and may be subject to periodic unannounced inspections by us.

B. System Use Restricted to Company Business

Employees are expected to use the computer network systems primarily for company business and personal use should be limited as much as possible. In this regard the Council reserves the right to retrieve and read any messages composed, sent, or received. Please note that even when a message is erased by the user or recipient, it may be possible to re-create the message; therefore complete privacy of messages cannot be guaranteed to anyone, and communications should be limited to business purposes.

C. Forbidden Content

Employees are prohibited from using our information systems in any way that may be disruptive or offensive to others, including, but not limited to, the transmission, receipt, or viewing of sexually explicit messages, cartoons, images, sounds, ethnic or racial slurs, or anything that may be construed as unlawful harassment or disparagement of others.

The use of on-line services, e-mail or other communication protocol for the purpose of transmitting confidential information about the Council to non-employees is prohibited.

D. Security and Integrity

Employees are prohibited from the unauthorized use of other employees' access codes to gain access to their e-mail. Employees are likewise prohibited from disclosing any and all company access codes to non-employees.

E. Compliance is Essential

Employees who violate any aspect of this policy or who demonstrate poor judgment in the manner in which they use the Council's information systems will be subject to disciplinary action, up to and including termination.

USE OF COUNCIL RESOURCES

Your use of the Council's Information Systems is not private. You should be aware of the following policies:

Downloading, distributing, or sending obscene materials is strictly prohibited and will result in disciplinary action, up to and including termination. Policies regarding courtesy, solicitation, and harassment all apply to use of e-mail and voice mail. Any communication via e-mail or voice mail that may constitute verbal abuse, slander, or defamation or may be considered offensive, harassing, vulgar, obscene, or threatening is strictly prohibited.

Similarly, all other property of the Council (including work areas, desks, other office furnishings, file cabinets, storage facilities, program areas, support areas, tents, campsites, trails, lockers, and vehicles) is to be used

exclusively for the Council's business operations, except as provided in the next paragraph. The Council reserves the right, at all times, and without notice, to inspect and search any of its property whenever, in the Council's discretion, there is a business need to do so. You have no right of privacy as to any information, files, or other materials found to be in or on the Council's property. This includes your personal lodging area.

You are permitted to use the Council's technical resources and other property for occasional non-Council business purposes with permission from your direct supervisor. However, as stated in the foregoing paragraphs, you have no right of privacy as to (1) any information, messages, or images created, stored, transmitted, or received via the Council's technical resources, or (2) any information, files, or other materials found to be in or on any other property of the Council.

EMPLOYEE SAFETY GUIDELINES

Employees are responsible for assuming a fair share of watchfulness for their own safety. Employee cooperation and participation is mandatory if reasonable success is to be achieved. Don't permit familiarity or a speedup of production cause you to ignore safe work practices.

A. New Employees

- Accept set operation procedures and discuss any variances with your supervisor before making a change. When in doubt about a procedure, ask your supervisor.
- Orient yourself to your new surroundings.
- Cooperate with experienced employees.
- Observe all warning signs and regulations.
- Obtain the proper personal protective equipment for the job and wear it.
- Report all unsafe conditions and unsafe acts for they are the cause of most injuries.
- The slightest injury should be reported immediately.

B. All Employees

Your best protection from exposure to injury is the recognition of accident producing hazards. The most frequent and most severe injuries have resulted from handling materials and slip-and-falls, separately and in combination. Your knowledge and application of safe work practices provides for you and your fellow workers.

All employees are encouraged throughout the day to periodically practice exercises and stretches (for the eyes, back, neck, wrists, etc.) designed to prevent injury and illness.

GENERAL SAFETY RULES

- Be physically fit for the job through healthy habits, proper diet, sufficient rest and cleanliness.
- Know your job and its responsibilities.
- Learn the right way by asking. Not through trial and error.
- Communicate your suggestions on better and safer methods to your supervisor. Always be conscious of the safety of others.
- Wear proper and accepted types of clothing for the work being done.
- The use or possession of intoxicating substances on the premises is prohibited.
- Keep equipment, tools, material and work areas clean and orderly.
- Never run. Walk. Be cautious in congested areas.
- Horseplay is prohibited. An act in jest may end in disaster.

CAMP SAFETY

- Keep all foreign materials off the floor and program areas.
- Report floors that feel slippery. Be especially cautious after floors have been reconditioned.

- When trails are wet, be cautious as you travel.
- Report any uneven or damaged floor or trail surfaces so they may be repaired.
- Report any branch that obstructs a trail, so it may be trimmed.
- Report any tree or pole that is weak and may fall, causing injury to a camper or staff member.
- Keep electrical extension cords to a minimum, but if they must be used, locate them so they are not a tripping hazard. Do not scuff electrical cords with your feet.
- Report any frayed electrical cords and loose or broken plugs or receptacles.
- If exposed electrical conduit is necessary on the floor, be sure it is plainly marked.
- Use a flashlight to travel around camp at night to prevent injury or an accident.
- Do not enter dark halls or rooms. Turn on lights first. Poor visibility conceals hazards.
- Report all electrical shock from electrical equipment as this may indicate improper grounded.
- Never attempt to clean or repair a piece of defective electrical equipment. Switch off the power, disconnect the plug if possible, and report it to your supervisor.
- Never move equipment unless it has been properly turned off and/or disconnected.
- Only the camp ranger or his designee should replace or adjust lights.
- Keep all drawers closed when not in use and open only one file cabinet drawer at a time.
- Movable equipment should be kept out of traffic areas.
- Check equipment and program materials for sharp edges, malfunctions, etc. and report unsafe conditions.
- Never operate equipment unless you are authorized and have been given full instructions.
- Store and use sharp or pointed tools in a safe manner.
- Flammable liquids should be stored properly and dispose of waste or rags used with cleaning solvents in a proper manner.
- If portable fans or heaters are necessary, keep them out of traffic areas.

MATERIAL HANDLING

- When lifting, have good footing and a firm grip on the object.
- Do not lift with an extended reach or move in an awkward manner.
- When a load is heavy, secure help or use a mechanical lifting device.
- Wear gloves when handling rough or sharp materials.
- Inspect all ropes, cables, chains, or slings for defects before using.
- Never walk or work under suspended loads.
- Practice and use the basic steps for proper lifting.

EIGHT BASIC STEPS FOR LIFTING

1. Use your leg muscles.
2. Keep your back straight.
3. Divide the load weight between two hands.
4. Take a firm and natural stance.
5. Get as close to the object as you can.
6. Squat or bend knees, then straighten.
7. Keep the object close to your body.
8. Get help if the object is too large or heavy to handle alone.

VACATIONS

Camp staff members are seasonal employees and, as such, are not entitled to vacations.

BEREAVEMENT LEAVE

Time off with pay may be granted if a death occurs in the family. The Scout Executive or his designate will determine the actual time needed for this leave. Maximum time allowance is not automatic.

- If the death is in the immediate family, and the employee is responsible for funeral arrangements and/or requires long-distance travel time, they may be granted up to five (5) days off with pay; up to three (3) days off if neither condition exists.
- Those considered to be immediate family members are:
 - Spouse
 - Child
 - Mother-in-law
 - Mother
 - Grandchild
 - Father-in-law
 - Father
 - Brother
 - Brother-in-law
 - Stepmother
 - Sister
 - Daughter-in-law
 - Stepfather
 - Sister-in-law
 - Grandparent
 - Stepchild
 - Son-in-law
- Time off for the funeral of any other family member, friend, or acquaintance must be charged to vacation time or taken at the employee's own expense.

SICK LEAVE

Staff members are expected to keep themselves in good physical condition including proper diet, rest, and measures to prevent dehydration. Staff members who become ill and cannot work must check-in to the health lodge. Staff members who do not work are not entitled to pay and other benefits.

The camp does not provide health insurance. Accident insurance is very limited. Check with the Camp Director for details.

PERSONAL HOURS

Camp staff members are seasonal, part-time employees and not eligible for paid personal hours.

ILLNESS/INJURY WHILE AT WORK

If an employee becomes ill at work and wishes to leave the office, the immediate supervisor or the next person in authority must be notified. Sick time, if eligible, will be charged or time will be docked.

Council employees are covered under the Council's Worker's Compensation Insurance, but he/she must follow protocol to insure proper and timely claims. If an employee is injured while at work, the immediate supervisor or next person in authority is to be notified as soon as possible. The supervisor will then notify the Human Resources Representative who can direct the employee to the closest participating facility and get the paperwork started.

REPORTING AFTER AN ILLNESS OR INJURY

To substantiate possible insurance claims and to assure the Council that an employee who has suffered an illness, injury, or other medical condition is able to work, an employee returning to work after an absence of 7 consecutive calendar days or more must provide a doctor's statement indicating that he or she is able to perform the essential duties of the job. The statement is to be forwarded to the Camp Director.

FAMILY AND MEDICAL LEAVE OF ABSENCE (FMLA) & CFRA

This policy is adopted consistent with the Federal Family and Medical Leave Act of 1993 (FMLA) and California's Moore-Brown-Roberti Family Rights Act of 1993 (CFRA). In most instances covered by this policy, these leaves will be jointly referred to as "family/medical leave" and, in most cases leaves granted hereunder will run concurrently under the FMLA and the CFRA.

A. Policy

This policy covers leaves of absence for (1) medical reasons; (2) the care of newborn or newly adopted children; or (3) the care of a family member with a serious health condition. In certain situations, leaves taken due to pregnancy-related disabilities may also be considered as a leave under the FMLA. In such cases, leave under this policy will run concurrently with leave under the California Fair Employment and Housing Act Pregnancy Disability Leave provisions and the Pregnancy Disability Leave of Absence Policy. The Council will advise any employee affected by such a situation. In addition to the guidelines set forth below, the Council will comply with any applicable federal, state or local legal requirements as they may exist or are enacted, and this policy will be deemed superseded by any such legal requirements.

B. Application

This policy applies to all regular exempt and nonexempt, full-time and part-time employees who have more than twelve months of service, and who have actually worked at least 1,250 hours during the twelve month period immediately prior to the date the family/medical leave of absence is to begin. This policy is intended to provide guidelines for our management in accordance with applicable legal requirements and is not intended to confer any contractual rights or create any contractual obligations. This policy may be modified or discontinued by the Council at any time, with or without notice.

C. Definitions

- A "covered employee" is any employee to whom this policy applies as set forth above.
- An "immediate supervisor" is the supervisor or manager to whom the covered employee directly reports.
- A "family member" is a covered employee's child, parent or spouse according to the following:
- "Child" includes any minor or dependent child for whom the employee is or acts as a parent or legal guardian.
- "Parent" includes a biological, foster or adoptive parent, a stepparent or a legal guardian.
- "Spouse" is a husband or wife as recognized under state law for purposes of marriage, or a registered domestic partner.
- A "serious health condition" is an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility, or continuing treatment or supervision at home by a health care provider.

D. When Family/Medical Leave is Available

Family/medical leave is available to a covered employee:

Upon the birth of his/her child or upon the placement of a child for adoption or foster care (leave for these reasons must be taken within one year of the birth or placement of the child); to care for a family member with a serious health condition; and/or if the employee is unable to perform the functions of

his/her position due to a serious health condition. Pregnant employees may also be eligible for leaves of absence in accordance with a separate policy consistent with the California Fair Employment and Housing Act provisions concerning Pregnancy Disability Leave. Please see our Pregnancy Disability Leave Policy for more information.

E. Manner of Request

All requests for family/medical leaves of absence should be made in writing to the covered employee's immediate supervisor and should be made thirty days in advance of the need for the leave whenever that need is foreseeable (e.g., leave for elective surgery for a serious health condition or after childbirth) or as soon as possible otherwise. Covered employees should also make a reasonable effort to schedule planned medical treatment so as not to disrupt unduly the operations of the Council. Except in cases of emergency, where prior notice cannot be given, a request for family/medical leave of absence may be denied or deferred until appropriate notices are given.

Except in cases of family leave taken by reason of the birth or adoption of a child, all requests for family/medical leaves of absence must be supported by a written certification from the employee's own, or his/her child or family member's, health care provider (as appropriate), which includes the date on which the health condition began, the probable duration of the condition, and appropriate medical facts regarding the condition. For leave requests to care for a sick child or due to the serious health condition of the employee's family member, the certification must include a statement that the employee is needed to care for the child or family member. For leave requests due to the employee's own serious health condition, the certification must include a statement that the employee is unable to perform the functions of his/her job. Disclosure of the details of the person's medical condition and/or diagnosis is not required. The Council reserves the right to require employees requesting leave or an extension of a leave to be examined, at the Council's expense, be examined by a health care provider selected by the Council.

A written certification from the appropriate treating health care provider must accompany and support any request for an extension of the family/medical leave of absence from the prior anticipated return date. Such certification shall be provided before the expiration of the time period covered by the prior certification. As set forth above, any extensions of a family/medical leave of absence are subject to the Council's approval to assure compliance with the terms of this policy.

Where the health care provider's written statement provides for an indefinite period of disability, periodic written updates at least every thirty days concerning the employee's status, expected date of return, and continued intent to return to work upon expiration of the leave are required.

F. Terms of Family/Medical Leaves of Absence

Unpaid family/medical leaves of absence will be granted for a maximum total of twelve workweeks in a twelve-month period. Unpaid family/medical leave taken intermittently will be aggregated and counted toward the twelve workweek total maximum which may be taken in a twelve month period. Covered employees who work less than a full-time schedule will be eligible for less family/medical leave, in an amount determined on a pro rata basis and in accordance with applicable state and federal laws and regulations.

The twelve month period in which eligible employees may take their twelve workweeks of leave is a "rolling" twelve month period measured by looking back at twelve months preceding the date the employee uses any family/medical leave.²

Where spouses both work for the Council, we reserve the right, in appropriate circumstances, to limit the aggregate amount of family care leave that the two covered employees can take, as permitted by applicable state and federal laws and regulations.

G. Pay During Family/Medical Leaves of Absence

Family/medical leaves of absence are unpaid unless the covered employee chooses, or the Council requires, the employee to use accrued sick time and/or vacation time as provided below. The portion of family/medical leave for which a covered employee substitutes paid sick leave or vacation time is counted as part of the employee's twelve available workweeks of family/medical leave in a twelve-month period.

Generally, the Council will require employees to substitute accrued sick time and/or vacation time to the extent permitted by law. In those cases where it does not so require, the employee may request to substitute paid leave as follows:

- Use of accrued vacation time and/or accrued sick time during a family/medical leave of absence must be requested in writing and approved in advance of the start of the leave. Any accrued sick leave to be so used must be requested and approved as described in the Council's Sick Leave Policy found in this employee handbook. Any accrued vacation time to be so used must be requested and approved as described in the Council's Vacation Policy found in this employee handbook.
- You may be eligible for pay continuation under the Council's policy entitled "Salary Continuation During Periods of Illness or Injury" found in this Employee Handbook.
- A covered employee is responsible for applying for any applicable state or other disability benefits.

H. Effect on Certain Benefits

Group health insurance benefits are continued at the Council's cost while a covered employee is on a family/medical leave of absence for up to twelve workweeks in any twelve-month period. During such period, the Council will continue to contribute its portion of the premiums towards the cost of the employee's group insurance. The covered employee's premium contribution for his/her group insurance plans must continue to be paid by the employee during any family/medical leave of absence in order for coverage to remain in effect.

If a covered employee remains absent on a family/medical leave for more than twelve workweeks (whether or not the employee is continuing on an approved leave of absence), or if the employee does not pay his/her premium contribution for the various benefit plans, coverage under the benefit plans will cease. You may be eligible for benefit continuation pursuant to the Council's policy entitled "Benefit Continuation During Periods of Illness or Injury" found in this Employee Handbook.

If a covered employee fails to return to work following a family/medical leave, he or she is required to reimburse the Council for its cost of benefits during the leave.

A covered employee and his/her eligible dependents may have rights to continue coverage under the benefit plans at their cost after twelve workweeks on a family/medical leave of absence.

Sick leave and vacation benefits are not earned and do not accrue while a covered employee is on family/medical leave of absence. Covered employees on a leave also do not receive holiday pay.

Subject to applicable legal requirements, the effect of a family/medical leave of absence on a covered employee's benefits shall be governed by the terms and conditions of the applicable benefit plans as they may change from time to time.

I. Return From Family/Medical Leaves of Absence

Unless otherwise required by law, a covered employee's original position or a substantially similar one will be made available to that employee upon return from a family/medical leave of absence that does not exceed twelve workweeks in a twelve month period. The Council does not guarantee that an

employee will be reinstated to his/her original position or to any other job at the conclusion of any family/medical leave of absence longer than twelve workweeks in any twelve-month period. You may be eligible for job reinstatement under the Council's policy entitled "Reinstatement after Absence Caused by Illness, Injury, or Suspension" found in this Employee Handbook.

If business conditions require a reduction in force, covered employees on an approved family/medical leave of absence will be considered for layoff and treated as active employees for purposes of the selection process.

If a covered employee is offered his/her original position or an equivalent position at the conclusion of an approved family/medical leave of absence and does not accept the position, then he/she will be considered to have voluntarily terminated his/her employment effective the day such refusal is made.

It is the covered employee's responsibility to provide the Human Resources department and his/her immediate supervisor with the following information in writing:

For family/medical leaves of absence granted due to the covered employee's own serious health condition, immediate notification must be given after the appropriate treating health care provider has released the employee to return to work along with a written certification by the health care provider approving the employee's full release to work and indicating the effective date. No covered employee may return to work from a family/medical leave of absence granted due to his/her own serious health condition without the appropriate health care provider's release. The Council reserves the right to require an employee notifying the Council of his/her ability to return to work from such a leave to be examined (or have the employee's child or family member examined, as appropriate) at our expense by a health care provider selected by the Council.

If a covered employee on an approved family/medical leave of absence fails to return to work at the end of the leave, that employee will be considered to have voluntarily terminated his/her employment effective the date the approved family/medical leave of absence has ended.

Unless state or federal law requires otherwise, the Council may terminate the employment of any covered employee who is unable to return to work at the expiration of an approved family/medical leave of absence.

DOMESTIC VIOLENCE POLICY

Employees may take time off to obtain relief from domestic violence. Leave under this policy will be granted on an unpaid basis, but employees may use any available vacation or personal time in lieu of unpaid time off. Employees will not be discriminated against or suffer retaliation for taking leave under this policy.

CRIME VICTIM LEAVE

Employees, who are victims of serious crimes and the immediate family of those victims, will be granted unpaid leave of absence to attend court proceedings. Employees may use any available vacation or personal time in lieu of unpaid time off. Employees will not be discriminated against or suffer retaliation for taking leave under this policy.

FIVE "F'S" OF SCOUTING

1. No Firewater (liquor) on Scout premises and outings.
2. No Fireworks are allowed on Scout properties without prior permission by the property manager.
3. No Firearms are allowed on Scout properties or outings without approval from the supervisor and the property manager.
4. No Foul Language, as we do not want to offend any Scout or Scouter!

5. No Four-legged Friends (dogs) are allowed on Scout properties or outings without permission by the property manager.

WHAT TO BRING (mark everything with your name)

Basics:

| | |
|---|---|
| sleeping bag or sheets (full-time staff will probably have a cot and mattress) | |
| Totem (something small that will be used to mark your seat at mealtimes. This can be made at camp.) | |
| Uniform (see Uniforms section) | Hawaiian shirt, western duds, crazy tie, etc. |
| warm jacket or fleece, warm hat | long pants |
| rainwear | work gloves |
| sleepwear | toiletries (including towels and soap) |
| underwear | sunscreen and Chapstick |
| swimwear | laundry bag |
| Scout Handbook | flashlight with spare batteries and bulbs |
| pocket knife (no sheath knives) | personal first aid kit |
| water bottle (can be purchased at camp) | money for the Trading Post |
| pencil, pen, paper, clipboard | stationery, stamps, and envelopes |
| daypack | boots and shoes |

For anyone planning to camp outside of camp:

| | |
|---|--|
| backpack, sleeping bag, groundpad, tarp | fork, spoon, cup, bowl |
| another water bottle | everything else you'd take backpacking |

Weekend and Off-Time gear:

| | |
|----------------------------------|---|
| normal Scout-appropriate clothes | everything else you need for a trip into Sonora |
|----------------------------------|---|

Optional gear:

| | |
|---|--|
| compass | sunglasses |
| sewing kit | camera and extra film or digital |
| non-electrical musical instruments | pillow |
| insect repellent | clothespins, coat hangers, and clothesline |
| chair | reading material including religious books |
| sports equipment (baseball glove, Frisbee, horseshoe glove, fishing gear) | |

Program gear:

personal equipment that will make your job that much easier

i.e. Aquatics - big hat, wetsuit, PFD
High Adventure - bike, helmet,

climbing gear

additional literature about your program

Order of the Arrow and Tribe of Hi-Sierra regalia

Items to leave at home:

pets
electronic and electric equipment
tobacco, alcohol, illegal drugs
inappropriate clothing, decorations, equipment
expensive or delicate items
firearms, ammunition, fireworks
axes, hatchets, large knives, sheath knives



**Camp Hi-Sierra
Santa Clara County Council
Boy Scouts of America
970 W. Julian St.
San Jose, CA 95126**

Staff Manual Agreement and Permissions Form

Employee's Name: _____

Agreement and Acknowledgment of Receipt of Camp Hi-Sierra Staff Manual for 2012

- Paid Staff Member
- Volunteer Staff Member

I hereby acknowledge receipt of the Camp Hi-Sierra Staff Manual for 2012. I have thoroughly read and understand the Camp policies and rules set forth and agree to abide by them.

Employee Signature: _____ Date: _____

Parent or Guardian: _____ Date: _____
(for Staff currently under 18):

Parental Permission for Minors (under 18) Who Work (Paid or Volunteer) at Camp

Parent or Guardian's Name: _____

I hereby give permission for my son/daughter/ward to leave Camp on authorized time off as approved by the Camp Director:

- I hereby give permission for my son/daughter/ward to ride as a passenger in a motor vehicle operated by an adult licensed driver at least 18 years of age who has been approved by the Camp Director:
- I hereby give permission for my son/daughter/ward to use the firearms provided by Camp under the supervision of the Camp Hi-Sierra Shooting Sport Director (Rifle and Shotgun Range Master):
- I hereby give permission for the Boy Scouts of America to use photographs and videos of my son/daughter/ward in any and all promotional materials:
- I hereby give permission for my son/daughter/ward to have fun at Camp despite the extensive legal jargon that is part of being employed:

Special Instructions for Employee

Special instructions may include religious consideration, someone you do not want us to contact, any health issue like blood type or allergic reactions, and important dietary preferences. List any information that would be helpful to the Camp Director and management staff:
