



Personnel Policies (Revised April 2023)

Camp Whitman on Seneca Lake is a program of the Presbytery of Geneva. All employees are subject to the Personnel Policies of the Presbytery of Geneva, which can be found [linked here](#). That policy is part of the Presbytery of Geneva Manual of Operations.

All employees of Camp Whitman on Seneca Lake, with the exception of the Executive Director are classified as either “Part-Time” or “Seasonal” within the Presbytery of Geneva Personnel Policy definitions.

The Presbytery of Geneva Personnel Policies are not comprehensive for the purpose of these two categories of employees whose primary place of employment is at Camp Whitman. These policies have been drafted to supplement (or condense) the Presbytery policies for the purpose of Camp Whitman employees only.

Additionally, the Personnel Policies give the authority to either the Camp Whitman Executive Director and/or the Camp Committee in the following areas.

- (IV, B) Temporary employees, such as Camp Whitman summer employees, shall be appointed by the supervisor in concurrence with the Camp Whitman Committee provided funding for such positions can be identified and approved by the Committee on Operations.
- (IV, D) Camp Whitman seasonal employee position descriptions will be reviewed and modified by the Camp Whitman Committee with concurrence of the Camp Executive Director.

EMPLOYMENT DEFINITIONS

Seasonal

Seasonal employees are those who are hired for less than a year with a mutual understanding of the terms of employment.

Exempt

Exempt employees are salaried personnel, generally managers or professionals, who are exempt from the minimum wage and overtime provisions of the Federal Labor Standards Act. To be exempt from overtime provisions, they must also meet the minimum salary threshold defined by the Department of Labor.

Non-Exempt

Non-exempt employees are employees whose work is covered by the Fair Labor Standards Act (FLSA). They are NOT exempt from the law's requirements concerning minimum wage and overtime. Most personnel fall into the non-exempt category. Nonexempt employees are normally paid on an hourly basis.

EMPLOYMENT POLICIES

EQUAL OPPORTUNITY EMPLOYMENT

The Presbytery of Geneva is an Equal Employment Employer, and abides by fair labor laws of the United States of America and New York State.

AT-WILL EMPLOYER

In accordance with the laws of the State of New York, the Presbytery of Geneva is an at-will employer. Your employment may be terminated at will with or without cause and without prior notice by the Presbytery of Geneva, and you may resign for any reason at any time.

NON-DISCRIMINATION

The Presbytery prohibits discrimination against any employee or any applicant for employment, because of race, color, national or ethnic origin, age, religion, disability, sex, sexual orientation, gender identity and expression, veteran status or any other characteristic protected under applicable federal or state law.

NON-HARASSMENT

The Presbytery will not tolerate unlawful harassment– sexual or otherwise – or behaviors that create a hostile work environment. The process for handling alleged grievances involving harassment is outlined below, except in the case of alleged sexual harassment which is covered in the Presbytery's Sexual Misconduct Policy.

SEXUAL MISCONDUCT

The definition of sexual misconduct and the process for handling alleged sexual misconduct, including sexual harassment, is outlined in the Presbytery's Sexual Misconduct Policy.

WHISTLEBLOWER POLICY

Employees of the Presbytery of Geneva must practice honesty and integrity in fulfilling responsibilities and comply with all applicable laws and regulations. It is the responsibility of all elected officers, leaders, and employees to report ethics violations or suspected violations in accordance with the Presbytery's Whistleblower Policy. No employee who in good faith reports an ethics violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

EMPLOYEE GRIEVANCE

A complaint or grievance may be made by any employee who has reason to believe that issues, behaviors, or practices create a hostile work environment or interfere with the employee's ability to perform his/her duties. A written complaint may be filed with the Executive Director, or the Committee on Operations. The complaint should be as specific as possible and identify the names of individuals involved, including any witnesses. The Presbytery Operations Committee will immediately undertake a thorough and objective investigation to resolve the situation.

CONFLICT OF INTEREST

The Presbytery of Geneva has adopted its Conflict of Interest Policy to assist the Presbytery in carrying out its duties and responsibilities in an ethical manner while also protecting the integrity of the organization as a whole. The Conflict of Interest Policy covers all interests which may influence an employee's duties and responsibilities.

HIRING STAFF

Temporary employees, such as Camp Whitman summer employees, shall be appointed by the supervisor in concurrence with the Camp Whitman Committee provided funding for such positions can be identified and approved by the Operations Committee.

NEPOTISM

To affirm and facilitate equal opportunity for all employees and employment candidates, care will be exercised in the employment and assignment of persons who are direct relatives of people in the Presbytery's employ. Such people should not be automatically denied employment nor fair treatment in the full spirit of these policies. However, individuals shall not be hired by or through the involvement of direct relatives, and they shall not be assigned to a position where a direct relative is in a position to influence the employee's salary, promotion, or other aspects of personnel practice.

PERFORMANCE EVALUATIONS

An annual performance review and evaluation will be conducted for employees. The annual review will offer employees and supervisors an opportunity to discuss employee strengths and areas of needed improvement as well as possible modifications in the position description.

PROGRESSIVE DISCIPLINARY ACTION

Depending on the nature and circumstances of an incident, discipline will normally be progressive and bear a reasonable relationship to the violation. The types of discipline that may occur are as follows in general order of seriousness:

1. Verbal Reprimand. A verbal statement by the supervisor to the employee, usually pointing out an unsatisfactory element of job performance, is intended to be corrective or cautionary. A verbal reprimand informally defines the area of needed improvement, sets up goals for the achievement of improvement, and informs the employee that failure to improve may result in more serious actions. Notice of a verbal reprimand will be documented and placed in the employee's personnel file and shall be signed by the employee and supervisor.

2. Written Reprimand. The written reprimand is issued by the employee's supervisor. A written reprimand formally defines the area of needed improvement, sets goals for achievement of improvement of defined issues, and informs the employee that failure to improve within a reasonable length of time as determined by the supervisor, may result in suspension. A signed copy is placed in the employee's personnel file.

3. Suspension or Termination. Employees should be aware that their employment relationship with the Presbytery is based on the condition of mutual consent to continue the relationship between the employee and the Presbytery. Therefore, the employee or the Presbytery, unless bound by a written agreement, is free to suspend or terminate the employment relationship at will, with or without cause, and at any time.

DISMISSAL

Dismissal may take place by written notice from the Executive Director.

Reasons for dismissal may include, but are not limited to:

- Unsatisfactory performance.
- Insubordination, including, but not limited to refusal to do any work which the employee is capable of doing and which falls within the purview of the position description.
- Neglect in the care and use of Presbytery/Camp property and funds.
- Unexcused absences or repeated tardiness.
- Failure to adhere to the standards of conduct expected of employees.

STANDARDS OF CONDUCT

NON-WORK ACTIVITIES

The Presbytery respects employee's activities outside their employment which in no way conflict with or reflect adversely upon the Presbytery. Every employee is expected to devote their attention to the Presbytery and to avoid engaging in outside interests while at work. Employees who engage in or are associated with conduct which adversely affects the Presbytery and/or affects the employee's ability or credibility to carry out their employment responsibilities, may be subject to disciplinary action including immediate termination.

ALCOHOL, TOBACCO, ILLEGAL DRUGS AND CONTROLLED SUBSTANCES

The use, sale, transfer, possession, or being “under the influence” of alcohol, illegal drugs, or non-prescribed controlled substances by employees while on duty is prohibited. Additionally the use of illegal drugs, misuse of prescribed drugs, use of marijuana, tobacco or e-cigarettes/vape products is prohibited on property at all times.

There shall be no alcohol on site, including in staff cabins, while campers or seasonal summer camp staff are onsite.

EMPLOYEE/VOLUNTEER HOUSING

Some employees may either be granted or be required to have on-site seasonal housing as a result of their job functions. Housing requirements, options and availability are evaluated annually. No specific housing assignment is guaranteed from a previous year nor by position, tenure or seniority.

EMPLOYEE/VOLUNTEER FAMILY

Employee/volunteer spouses and partners are considered visitors to Camp Whitman (see policy below) unless they are also employees or volunteers for Camp Whitman during that time period. Employee/volunteer spouses and partners who are not employees (or volunteers) of the camp, may be considered long-term visitors of the camp, reside in employee housing, and receive complimentary meals, if advance permission is given by the Executive Director. As an overnight visitor, the spouse/partner must undergo an annual background check.

Children of employees may also be present onsite (and receive program/housing/meal service) at the camp if the following conditions are met:

- All children must be supervised/accompanied by an adult parent or designated caregiver at all times when onsite.
- The employed parent or caregiver may not be the parent/caregiver providing supervision for their children while working or “on duty.”
- School-aged child(ren) may also (and are encouraged to) be enrolled in a camp program during their stay at Camp Whitman, and receive a generous discount (see discount policy below) to do so.
- All employee children have the same expectations of participation and supervision as the rest of the campers enrolled.
- For solo parent employees, with children not eligible to participate in camp programs, the camp will assist in seeking childcare options for their employment term.
- Camp activity areas, equipment, supplies and supervised activities are meant for the participants enrolled in camp programs. If a child wishes to participate in a program while not enrolled in a camp program, permission must be obtained from either the Executive Director or Assistant Director.

VISITORS

Our campers and their camp experience is our primary focus and requires our full attention. Visitors are discouraged. Under special circumstances, visitors may be allowed. Advance notice to the Executive Director and approval is REQUIRED. Visitors may be limited to visits of fewer

than 2 hours and only allowed during daylight hours. Visitors must sign in and out of camp on the form in the Main Lodge, and must wear a visitor badge. Any visitor staying overnight at camp must have received a successful background check run by Camp Whitman. If there is a cost for the background check, that cost must be paid by the visitor or staff person.

FIREARMS, FIREWORKS, EXPLOSIVES & WEAPONS

Firearms, fireworks, explosives and other weapons are prohibited from Camp Whitman property at all times. Employees may self-carry small pocket knives or utility tools, as long as they remain in their possession at all times.

PETS

During the summer, no staff/volunteer member or camper shall have pets on site without the explicit advanced permission of the Executive Director. All pets must have current vaccinations, and be leashed (or contained) at all times. Pets should not be present inside camp buildings (other than personal housing) or in the common areas of camp while programming is in session. All pets should be kept away from camp livestock areas as well.

PROPER ATTIRE

All employees and volunteers should bring proper attire for all types of weather and situations found at camp and that is appropriate for professional work in and around children.

- Shoes, shirts and pants/shorts must be worn at all times in the Main Lodge or Dining Room.
- Sneakers, sport sandals or water shoes are required at the beach or when using the boats. Flip-flops are not allowed.
- Swimming or boating attire should be comfortable and have a minimal risk of falling off during active use.
- Closed-toed shoes must be worn in the kitchen or maintenance areas at all times.
- Maintenance and kitchen staff must use protective equipment as required.
- In order to support a welcoming environment for all participants in the camp program, all staff are required to dress appropriately for camp activities and in a physically non revealing manner. (Full-length shirts, gym/hiking shorts, coverage of undergarments). Recognizing that our mission includes “seeking connection with community...and respite from competition”, garments that contain abusive language/images/bigotry, promote political/racial/regional discord, or advertise weapons/alcohol/tobacco/recreational drugs, are not permitted.

SOCIAL MEDIA & CAMPER COMMUNICATION POLICY

Employees and volunteers are prohibited from “Following” or allowing any campers to “Follow” them on any social media account. Staff should set the appropriate privacy settings for public followers on personal accounts and staff members should think carefully about their social media postings, knowing that campers, staff, parents and pastors can observe what is publicly available.. Staff serve as role models both during the camp season and at all times to the campers over which you have influence, and therefore a responsibility. When referring to Camp Whitman or

tagging a status or pictures, it must be appropriate for ALL AGES to see publicly.

Staff are also prohibited from correspondence with campers via snail mail, email, text, phone, direct message or any other form of communication during the off season. Such communication is a violation of boundaries, and is cause for termination.

Campers may follow Camp Whitman on Facebook and/or Instagram for important camp updates.

USE/POSTING OF PERSONAL IMAGES

Staff may not post or tag campers in any photos without the explicit permission of the Executive Director. Many campers are not approved to appear in public photos, and doing so may put their safety at risk. Contact the Executive Director before posting any images of campers to learn who may not have their pictures posted.

RELATIONSHIP POLICY

In our Christian camping context, experience has taught us that our most valuable and important relationships will be those we develop with the campers. We are all Christian role models for our campers. This requires specific responsibilities from all of us. To help us live out this philosophy, we have the following guidelines:

- Expressions or intentions of feelings between any staff member and any camper or CIT (regardless of age difference) is unethical, and in many cases illegal.
- Physical and verbal expressions of feelings toward another person should be consensual. If they are not consensual, any expression from one person to another shall cease immediately.
- Consensual relationships between staff members should be limited to professional/collegial expressions in all public areas of camp life.
- It is not appropriate to be in situations/settings that are physically/sexually intimate while on the camp property.
- It is not appropriate to be physically/sexually intimate while in the presence of campers or staff members or while responsible for the care of campers.
- Any relationship, romantic or platonic, that interferes with a staff member's job performance shall be the responsibility of the Assistant Director and Executive Director to counsel with the staff member(s) regarding their behavior and to effect immediate modification of the behavior.
- Supervisory staff (Head Counselors, Program Directors, etc) are not permitted to engage in any kind of romantic relationship with support staff or counselors under their supervision. All leadership staff are expected to maintain professional supervisory boundaries with the staff under their direction.

The final interpretation of these guidelines will rest with the Executive Director.

EMPLOYEE BENEFITS

PROFESSIONAL DEVELOPMENT

Year-round employees have the opportunity to select a professional development opportunity in consultation with the Executive Director.

HOLIDAYS

The following holidays are recognized as paid time off for year-round employees if they fall on a scheduled work day:

New Year's Day
Martin Luther King Jr. Day
President's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving (2 days)
Christmas (2 days)

If an employee is required to work on a holiday, the employee will receive a paid day off at another time (as their schedule allows, approved by their supervisor). If a holiday falls on a non scheduled work day, the employee is not eligible for an additional day off unless authorized by the Committee on Operations.

ADDITIONAL LEAVE OF ABSENCE, WITH PAY

Leaves of absence, with pay, are provided under the following circumstances:

- For a regular period of reserve military training [up to two weeks annually].
- For jury duty (up to 2 weeks annually), but the employee must remit to the Presbytery any government remuneration which might be received for such service.
- Death of a member of the immediate family (spouse or partner, parents, parents-in-law, children, sibling, grandparent, grandchild), not to exceed five working days per instance.
- Adequate time off for voting will be given where election hours and work schedules cause hardship on the employee.

SICK LEAVE

Sick leave may be used for personal or family illness. In instances of illness or other unforeseeable emergencies, the employee must inform their supervisor of their circumstances as soon as possible, and the supervisor must record the absence as Unscheduled.

In accordance with New York State law, each employee, regardless of employment category, will be provided up to 40 hours of paid sick leave each calendar year. Employees will accrue sick leave at a rate of 1 hour for every 30 hours worked until 40 hours is reached, beginning at the commencement of their employment during the first year of employment. For seasonal summer

camp employees, this roughly equates to 1 paid day of sick leave per summer season.

WORKER'S COMPENSATION

All employees shall be covered by the Workmen's Compensation Law of New York State, which provides for benefits in case of an on the job accident.

DISABILITY BENEFITS INSURANCE

All employees shall be covered by the disability benefits program of the state of New York State, which provides temporary cash benefits to replace, in part, wages lost due to injuries or illnesses that do not arise out of and in the course of employment.

UNEMPLOYMENT INSURANCE

All Primary employees shall be covered by an unemployment insurance contract with New York State or a private insurance carrier, unless the employee is a Minister of Word and Sacrament.

EMPLOYEE DISCOUNTS

Employees of Camp Whitman/Presbytery of Geneva are granted a tuition discount of 75% for their children and a discount of 50% for their grandchildren to be able to enroll in camp sessions of their choice. There is no limit to the number of children eligible at this discounted rate. Other employee discounts include:

- Meals when Camp Whitman food service is operating
- 75% Summer camp tuition discount for children and 50% for grandchildren.
- 50% Camp Store discount
- 50% Facility Rental discount
- 50% Retreat discount

Annual Policy Review:

All employees shall annually review and sign off on the following policies: Workplace Harassment Policy, Sexual Misconduct Policy, Whistleblower Policy, and Conflict of Interest Policy.

Addendums:

- Presbytery of Geneva - Personnel Policies
- Presbytery of Geneva - Sexual Misconduct Policy
- Presbytery of Geneva - Workplace Harassment Policy
- Presbytery of Geneva - Whistleblower Policy
- Presbytery of Geneva - Conflict of Interest Policy
- Presbytery of Geneva - Employee Confidentiality Agreement
- Presbytery of Geneva - Child, Youth and Vulnerable Adults Protection Policy
- Camp Whitman - NYS DOH Safety Manual