

## **Camp Kookamunga Counselor Operating/Safety Manual Summer 2018**

### **Counselor Expectations**

- All staff attends at least 8 out of the 9 weeks of Camp between June 18-August 17
- All staff is aware that they need to fill out a leave request form, for time off/vacations, at least 24 hours before. This includes doctor's appointments, or any other reason work will be missed (see attached sheet 1).
- All staff are available for 40+ hours per week, depending on field trips
- All staff are aware of staff/kid ratio (1:6)
- All staff have undergone the proper training sessions
- All staff know where their group of children are at ALL times
- All staff paperwork needs to be current in the accounting office before they start working.
- All staff needs to hand in a timesheet every other Monday (see attached sheet 2 for example). Staff will get paid every other Friday.
- All staff understand that cell phones will ONLY be used during snack/lunch breaks. If this privilege is abused, the privilege will be taken away.
- All staff are aware that lunches need to be brought to work, and will not be allowed to leave to get lunch. If there are days where you are unable to do so, only one staff member may leave at a time to get lunch. Staff must also help with the Summer Food Program if needed.
- Counselors are expected to interact with kids at pool, whether that means swimming with kids, playing card games etc. Counselors back should never be turned on kids in the pool they are still your responsibility. In addition, make sure your bathing suits are not too revealing, you do work with kids. Always remember other camps are watching and we have had directors call us before.
- All staff are aware that every child needs to be checked in and out when arriving and leaving each day. Make sure to make eye contact with responsible person picking up/dropping off. Camper Information Forms must be filled out before child is admitted to camp. Check forms to see if camper has lessons, can walk home etc.
- All staff are aware of Town of Middlebury's Employee Personnel Policy The following conduct is prohibited during working hours, while using municipal equipment, and/or while on municipal property:
  - The use of alcohol;
  - The use of drugs except in the manner prescribed by a duly-licensed physician or dentist;
  - Being under the influence of drugs or alcohol;
  - The possession, sale, transfer, or purchase of illegal drugs.

**If you are under the influence at the arrival of work, your emergency contact will be contacted and will be asked to bring you home.**

- ❑ All staff are aware that in recognition of the hazards that tobacco poses to the health of employees, and in accordance with 18 V.S.A. §§ 1421 et seq. and §§ 1741 et seq., the Town hereby prohibits employees' use of tobacco in any form, including electronic cigarettes, in all publicly-owned buildings, offices and enclosed areas, school grounds and in all Town vehicles.

- ❑ **EMPLOYMENT HARASSMENT AND DISCRIMINATION**

- ❑ The Town is committed in all areas to providing a work environment that is free from unlawful harassment and discrimination. Vermont and federal law prohibit employment discrimination or retaliation based on race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran status, any other category of person protected under federal or state law, or against a qualified individual with a disability with respect to all employment practices. Vermont law also prohibits discrimination based on sexual orientation, ancestry, HIV status, and place of birth. It is also unlawful to retaliate against employees or applicants who have alleged employment discrimination.
- ❑ Examples of harassment include the following: insulting comments or references based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran status, disability, sexual orientation, ancestry, HIV status, place of birth; aggressive bullying behaviors; inappropriate physical contact or gestures, physical assaults or contact that substantially interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment; retaliation against an employee for complaining about the behaviors described above or for participating in an investigation of a complaint of harassment.
- ❑ Petty slights, annoyances, and isolated incidents (unless serious) will not rise to the level of illegality. To be unlawful, the conduct must create a work environment that would be intimidating, hostile, or offensive to reasonable people.
- ❑ The Town will not tolerate unlawful harassment based on a person's race, color, religion, sex, gender identity, marital status, national origin, age, pregnancy, genetic information, veteran status, disability, sexual orientation, ancestry, HIV status, place of birth, or membership in a classification protected by law. Likewise, the Town will not tolerate retaliation against an employee for filing a complaint of harassment or for cooperating in an investigation of harassment.
- ❑ All employees, including supervisors and other management personnel, are expected and required to abide by this policy. Employees who are found to have engaged in harassment may face disciplinary action up to and including termination. Any individual who believes that she or he has been the target of this type of harassment, or who believes she or he has been subjected to retaliation for

having brought or supported a complaint of harassment, is encouraged to directly inform the offending person or persons that such conduct is offensive and must stop.

- ❑ Employees are encouraged to bring any complaints alleging unlawful harassment or discrimination to the attention of the employee's Supervisor, who will arrange a meeting to discuss the matter. The meeting will take place as soon as reasonably possible, but in no case later than seven calendar days from receipt of notification. If the Supervisor is unable to resolve the matter during this meeting, the aggrieved party may submit to the Town Manager a written, signed complaint within seven additional calendar days. The Town Manager will then have an additional fifteen calendar in which to conduct an investigation and to issue a report 13 with recommendations to the Selectboard. The Selectboard will, within ten calendar days, notify the aggrieved part of its decision.

#### ❑ **EMPLOYEE DISCIPLINE**

- ❑ The Town has adopted a progressive discipline process to identify and address employee and employment-related problems. The Town's progressive discipline process applies to any and all employee conduct that the Town in its sole discretion, determines must be addressed by discipline.
- ❑ Under the Town's progressive discipline process, an employee may be subject to disciplinary action, up to and including termination, for violation of the provisions of this personnel policy and/or failure to maintain an acceptable level of performance. The Town may take prior disciplinary action into consideration when disciplining or terminating an employee. Violations of different rules may be treated as repeated violations of the same rule for purposes of progressive discipline.
- ❑ Most often, employee conduct that warrants discipline results from unacceptable behavior, poor performance, or violation of the Town's policies, practices, or procedures. 16
- ❑ However, discipline may be issued for conduct that falls outside of those identified areas. The Town also reserves the right to impose discipline for off-duty conduct that adversely impacts the legitimate interests of the Town. The Town reserves the right in its sole discretion to bypass progressive discipline and to take whatever action it deems necessary to address the issue at hand. This means that more or less severe discipline, up to and including termination, may be imposed in a given situation at the Town's sole discretion.
- ❑ The Town also retains the right to unilaterally eliminate positions or reduce the work hours of a position or positions due to economic conditions, shortage of work, organizational efficiency, changes in departmental functions, reorganization

or reclassification of positions resulting in the elimination of a position or for other related reasons.

- The Town will normally adhere to the following progressive disciplinary process, but reserves the right to bypass any or all steps of progressive discipline when it determines, in its sole discretion, that deviation from the process is warranted: (1) verbal warning; (2) written warning; (3) suspension; and (4) termination.
- Employees are prohibited from engaging in conduct listed below and may receive discipline, up to and including termination, for doing so. This list has been established to provide examples of behavior that could warrant a range of disciplinary sanctions. Appropriate levels of discipline may be based on the severity of employee conduct. This list is not exhaustive.
- Engaging in any illegal activity.
- Refusing to do assigned work or failing to carry out the reasonable assignments of a Supervisor.
- Being inattentive to duty, including sleeping on the job.
- Falsifying a time card or other record or giving false information to anyone whose duty is to make such record.
- Being repeatedly or continuously absent or late, being absent without notice or satisfactory reason or leaving one's work assignment without appropriate authorization.
- Conducting oneself in any manner that is offensive, abusive or contrary to reasonable community standards and expectations of public employees.
- Engaging in any form of harassment including sexual harassment.
- Misusing, misappropriating, or willfully neglecting Town property, funds, materials, equipment or supplies.
- Unlawfully distributing, selling, possessing, using or being under the influence of alcohol or drugs when on the job or subject to duty.
- Fighting, engaging in horseplay or acting in any manner which endangers the safety of oneself or others. This includes acts of violence as well as threats of violence.
- Stealing or possessing without authority any equipment, tools, materials or other property of the Town or attempting to remove them from the premises without approval or permission from the appropriate authority.
- Marking or defacing walls, fixtures, equipment, tools, materials or other Town property, or willfully damaging or destroying property in any way.
- Willful violation of Town rules or policies.

- All staff know where to find Emergency contact information such as;
  - 911
  - Poison Control
  - VT Child Protection
  - Middlebury Parks and Recreation Office numbers
- All staff are aware of their expectations, duties and responsibilities as a counselor;
  - Engage in activities with the children
  - Maintain an uplifting and positive attitude throughout the work day
  - Can lead group activities on their own AND with the help of coworkers
  - Are able to deal with parents, even when upset
  - Understand the daily activities, and are able to adjust if needed
  - Are aware of appropriate times to use their cell phones
- Child Behavioral Management**
  - Staff is proactive and anticipates problem behaviors by providing a structure of simple rules, signs and systems for children to move through the physical space. Use creative ways to remind children of these rules, so they become part of the classroom and program.
- All staff is aware of the Emergency Action Plan for In Camp and Out of Camp Procedures.

### **Emergency Action Plan (E.A.P)**

- In Camp Procedures:**
  - In case of emergency in the Sports Center, use the phone located in the concessions; dial 911
  - Remain calm and ease the campers fear/tension.
  - Someone will be delegated to open the door for the children. At least two staff members will gather campers and do head counts.
  - First aid kits will always be available and counselors are aware of the location of these kits.
  - Staff will have access to all emergency contact information for each child at all times.
  - Staff understands that all emergency situations are different, and will make adjustments to all situations, as needed.
  - If at the pool, the lifeguards will be responsible for medical emergencies. We will be responsible once the campers have exited the pool. Although staff needs to respond to the emergency and help in any way.

**Out Of Camp Procedures:**

- First aid kits will be brought on every off site trip, including bus field trips.
- Each staff member will have a group of campers they are directly responsible for, and must know where these children are at all times.
- In case of emergency, there will be a cell phone available to contact staff member in charge of emergency contact information, as well as parents, and medical help.
- In an emergency situation, all staff will understand their priority in the specific location. They will also understand that children's well being and safety is our number one goal in all places.
- All in camp procedures are to be followed out of camp if possible, and adjustments will be made accordingly.

As a Camp Kookamunga Counselor, I have read and understand my expectations as a member of the Camp Kookamunga Staff and understand fully the Emergency Action Plan for In and Out of Camp situations.

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

Signature \_\_\_\_\_

Date \_\_\_\_\_