

The signing of a Contract with Trail Blazers indicates acceptance of these Personnel Policies and Practices. Therefore, they should be carefully reviewed before the Contract is signed

1. ABUSE:

A staff member may not at any time: physically, sexually, or verbally abuse any participant at Trail Blazers. The safety of our children is paramount. Trail Blazers is legally required to report any suspected child abuse to New Jersey/New York state authorities. Allegations of physical or sexual abuse against any staff member shall be handled in a confidential and supportive manner. **However, proven allegations are cause for immediate dismissal and criminal prosecution.**

2. ACTIVITIES:

All staff members are expected to be on time for meals and activities unless they have been excused by the Director(s) or an emergency occurs. All staff will see that this holds true for the children they lead.

3. ALCOHOL/DRUGS:

No non-prescribed drugs or alcoholic beverages are allowed at Trail Blazers. Inebriated behavior/condition on Trail Blazers' property will not be tolerated at any time. **Violation of this policy is cause for immediate dismissal.**

All prescribed drugs will be kept in the infirmary and dispensed by the Wellness Supervisor(s) (Nurse).

4. ANIMALS:

No animals can be brought to camp without prior approval of the Director.

5. APPEARANCE:

Each staff member will present an appearance that is respectful of and respectful to the children, visitors, one's self, and the community. Staff will keep a clean, healthy, and well-groomed appearance. Clothing, hair, and fingernails should be kept clean. Long hair must be kept tied back when working with tools or open fires. Hair must be appropriately covered when cooking, preparing or serving food. Beards or mustaches are to be well groomed and trimmed. Closed toed shoes and socks must be worn at **all** times to prevent injury and to maintain health.

6. COMMUNICATION WITH CAMPERS

Trail Blazers recognizes the benefits of continued communication between staff members and campers after the summer has ended. However, this communication must be done through appropriate forums. E-mail and letter writing are acceptable forms of communication. Communication with campers in person, via phone or via social networking sites (i.e. Myspace.com, facebook.com) is not permitted.

7. CRIMINAL BACKGROUND CHECK/FINGERPRINTING:

Because of our work with children, Trail Blazers' staff may be required to submit to a Criminal Background Check. **All staff will be fingerprinted within the first five days of staff training.**

8. DIET/FOOD:

Eating nutritionally is a very important part of the Trail Blazers experience. Therefore, each staff member is expected to observe the custom of the "3 bite rule" for all food. Any staff applicant who has any kind of personal food restriction, for any reason, needs to discuss it with the Director(s) prior to employment.

While staff may have soda, candy, and other personal food on their time and days off, **it is not acceptable for staff to give these items to children at any time. Personal food cannot to be kept in smallcamps or personal living spaces under ANY CIRCUMSTANCES.**

9. EMERGENCY PROCEDURES:

Each staff member needs to become familiar with camp emergency procedures and his/her role in them. Each staff member is a part of the Trail Blazers' emergency team.

10. EMPLOYMENT:

Every staff member has a signed Contract, which includes a job title, salary, dates of employment, general and specific job responsibilities and benefits.

11. EQUAL OPPORTUNITY POLICY:

Consistent with its purpose, Trail Blazers reaffirms its moral and legal commitment to the achievement of equal opportunity for all persons without regard to race, creed, religion, sex, age, national origin or ancestry, disability or handicap or the perception thereof, marital status, sexual orientation or affection preference, or citizenship as that term is defined and limited by the Immigration Control and Reform Act of 1986. The history of the organization mandates a policy that combines both traditional emphasis on equality of opportunity and the need to remedy any present inequality in the composition or management of the work force.

12. EVALUATIONS:

Each staff member will have two (2) conferences during the summer, which are based on the performance of her/his job description. Evaluations will be shared with the staff member verbally and/or in writing. Each staff member will complete a written self-evaluation and a smallcamp and program evaluation at the end of the season.

13. HEALTH EXAMINATION AND HEALTH HISTORY:

Each staff member (including all year-round staff) is required to have a physical exam by a licensed physician. All staff will use the Trail Blazers' Physical Exam Form and will complete all questions. Upon arrival at Trail Blazers, the Wellness Supervisor(s) (nurse) will screen each staff member. If a physical is not completed prior to arrival at Trail Blazers, staff will be expected to obtain a physical from the local doctor, **at staff member's own expense.**

14. HOURS OF WORK:

Each staff member is expected to be available to children and program at all times when not on specific "time off." Everyone is expected to remain on Trail Blazers' property unless she/he has specific permission to leave from the Director(s) or his/her designee.

15. INSURANCE:

Workers Compensation and short-term disability insurance cover staff members. Non-work related illness and injuries are the personal responsibility of the staff member and MUST be covered by insurance carried by the individual. Each staff member MUST provide Trail Blazers' administration with documented evidence of adequate coverage.

16. LAWFUL BEHAVIOR:

Each staff member will be held accountable for unacceptable and lawful behavior in accordance with City, County, State and Federal statutes and regulations. The drinking of alcoholic beverages (including beer and wine) by persons under 21 years of age or the serving/providing of such beverages to underage persons constitutes unlawful behavior.

International students/visitors arrested and convicted of unlawful behavior may have their visas revoked and future issuance of USA visas denied.

17. MAIL

Mail is delivered and distributed daily except Sundays. Mail is sent out daily.

The camp address is:

Your name
Trail Blazers
210 Deckertown Turnpike
Montague, NJ 07827

18. PHONES:

The camp phones are for business, emergency, and office use only. The main office number is (973) 875-4116. You will not be living or working near the phone to receive incoming calls. If a family member or friend should need to get in touch, please let them know that they will most likely have to leave a message.

19. CELL PHONE

Cell phones are not permitted to be used outside of the administration buildings, The Lodge or the Doubletree. All cell phones MUST be kept in the Lodge or the Doubletree. Any staff member found using their cell phone outside of the Lodge or Doubletree will have that cell phone confiscated. Once confiscated, the cell phone will be returned for days off only. Cell phones may not be used as an alarm clock or flashlight.

Please note that due to the lack of power outlets the times that cell phones can be charged is limited. Staff members may be asked to carry their cell phones on off property trips for emergency use.

20. PHOTOGRAPHS:

During the course of employment, Trail Blazers may take photographs of staff members participating in our program. Employees must understand that these photographs are the property of Trail Blazers and may be used in future camp promotion/publicity and do hereby authorize Trail Blazers to use their name and photograph in connection therewith.

21. PROFESSIONALISM:

Loyalty to Trail Blazers directs that any problems and/or grievances be brought to the attention of the Director(s) or Executive Director.

Each staff member is expected to conduct her/himself in a manner that will reflect favorably upon Trail Blazers. This includes behavior outside camp.

22. REPORTS AND THE CHILDREN'S FILES:

Intrinsic to the philosophy of Trail Blazers is the sharing and communication of information about the children with their referring agencies and parent/guardians. All such information shall be handled/utilized in only the most confidential and professional manner. Staff will be required to record daily, confidential, behavioral notes on each child. In addition, co-working teams will produce specific group/individual goals and objectives, session-end progress reports and inventories. A child's file may only be reviewed in the administration buildings. All staff members are required to sign an agreement to this effect.

23. RESEARCH:

Staff members are frequently requested to volunteer for participation in research relevant to the Trail Blazers experience. In accordance with government regulations and relevant human subjects ethical codes, the underlying principles of human subject protection are upheld in any research utilizing children and/or staff as subjects: formal consent, parental/guardian consent for minors, right to privacy, and protection from undue biological or behavioral risk. Requests to not participate shall not jeopardize one's job status or performance evaluation.

24. SAFETY:

Staff members are expected to explicitly follow all Trail Blazers policies regarding safety regulations and procedures (e.g. swimming, use of equipment, vehicles, etc.).

25. SALARY:

Salary will be paid twice during the summer, one time prior to the mid-session break and one time prior to the end of camp. Please allow for this during your summer financial planning.

Social Security and other state and federal taxes, which may be due, will be withheld from your paycheck. **Each staff member must provide camp with his/her Social Security number and a completed W-4 and an I-9 form before camp begins.** Not doing so will delay your paycheck.

26. SEXUAL HARASSMENT:

Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical hostility of a sexual nature between co-workers will not be tolerated. Trail Blazers seeks to create a hostile free work environment. Allegations of sexual harassment will be fully investigated. Allegations of sexual harassment against any staff member shall be handled in a confidential and supportive manner. **However, proven allegations are cause for immediate dismissal and criminal prosecution.**

27. SICKNESS/ILLNESS:

Any staff member who is ill and unable to do his/her job is to report to the Wellness Director(s) (Nurse) and the Director(s).

Trail Blazers reserves the right to terminate the employment of any staff member unable to fulfill his/her duties due to extended illness or disabling injury. Salary will be adjusted accordingly.

28. SMOKING:

Smoking is considered a fire hazard, and is done only in designated places. Because staff serve as role models for the children, smoking is never allowed in their presence. Time and space to smoke is very limited. Smoking materials may not be stored in smallcamps. Children are not allowed to smoke.

29. STAFF MEETINGS & IN-SERVICE TRAINING:

Regular weekly staff meetings will be held to plan, evaluate and continue training. All staff members are expected to participate. In-service training opportunities are available on an individual basis and a weekly basis in larger groups.

30. TERMINATION / RESIGNATION / DISMISSAL / GRIEVANCES:

Trail Blazers reserves the right to terminate employment of a staff member at any time in the event of (a) unforeseen early closing of camp or insufficient registration or, (b) the employee's failure to perform his/her job according to the job description and/or the Personnel Policies. In either event, earned but unpaid salary (less authorized expenses) will be prorated. It is expected that any grievances will be brought to the attention of Director(s) or Executive Director.

31. TIME OFF/FREE TIME/INTERSESSION BREAKS

A staff area, not used by the children, is available during TIME OFF or FREE TIME. Free time will vary because of your individual program. An attempt will be made to allow each staff member one free hour a day, **to be spent on camp property.** Staff's duties need to be covered. In addition, **all staff members, including lifeguards, program staff and**

kitchen staff, will rotate through OD (on-duty) during the evenings. This means that you will generally have two of every three evenings off, to be spent on camp property.

Each staff member, including the Director(s), will receive TIME OFF from program responsibilities for one (1) day during the pre-camp training period, one (1) day during Pioneer Session, two (2) days of at least 24 hours duration during July and August sessions, and two (2) full days during the intercession break. INTERSESSION is the break between August and July session.

Transportation for staff on days off is not the responsibility of Trail Blazers. However, as a courtesy, Trail Blazers provides a daily drop off and pick up in Milford, PA.

Absence from work in the event of death or serious illness in the immediate family of the staff member, urgent business, or emergency leave may be granted at the Director's discretion.

32. TIPS:

Staff is not permitted to accept any monetary or expensive gifts from children, parents, guardians, or agencies.

33. TRAVEL REIMBURSEMENT:

Travel costs will be covered to the extent stipulated below and *only for persons who complete their contracts* in accordance with agreed upon dates and conditions of performance as per these Policies and the Job Description.

Staff members will be reimbursed for 50% of their incurred travel expenses, up to \$200.00. Staff members *will not* be reimbursed without written documentation of travel expenses. A copy of an airline ticket, train ticket or bus ticket must be presented *before* payment will be made. It is expected that lowest cost level of transportation available will be obtained. If a personal vehicle is used, exact mileage must be given.

34. USE OF CAMP EQUIPMENT:

Generally, with the permission of the Administration, program equipment is available for staff use during time off. However, there can be no interference with Trail Blazers' programs and equipment must be used according to rules/policy. Staff assumes full responsibility for equipment safety, care, and condition as well as reimbursement for lost or damaged items.

35. USE OF THE APPALACHIAN TRAIL AND THE DELAWARE RIVER

Trail Blazers works closely with the local park rangers to have free use of the Appalachian Trail and the Delaware River for day and overnight trips. The following guidelines must be followed by staff and campers: no fires are permitted at either site; all garbage and food must be packed out; noise level should be kept at a minimum out of respect for others in the area; no graffiti or other damage to trees, rocks, or structures; no profanity or inappropriate comments in the trail logs.

Staff are fully responsible for the supervision of their campers when using these properties. If any camper fails to follow these guidelines, the staff in charge must immediately report the violation to the camp administrators.

36. VALUABLES:

Trail Blazers assumes no responsibility for lost, stolen, damaged, etc. articles including the personal property of any staff member (e.g. musical instruments, cameras, etc.). Electronic items are not allowed outside of the administration buildings (the Lodge and Doubletree) under any circumstances. This includes in smallcamp after bedtime. Use of electronic items outside of these buildings is not only disruptive to the program, but also distracts the staff member from their duties and therefore poses a significant safety risk. "Electronic items" includes, but is not limited to, laptops, portable DVD players, portable game systems, MP3 players/CD players, Blackberries, Sidekicks, Trios and all other cell phones. **Any staff member found to be using these items outside of the administration buildings will have the items confiscated.** Confiscated items will be returned to staff members on days off. Staff members are responsible for the use, care and safety of their personal property.

37. VEHICLES:

Staff cars are to be parked in designated areas only. **Trail Blazers assumes no responsibility for staff cars on personal time** and does not carry insurance on any staff member's car. It is strongly suggested that car owners not lend their vehicles to other drivers.

CAMP VEHICLES are to be driven by staff designated by the Administration only. All are to be licensed to drive. Any staff member who drives a Trail Blazers vehicle is responsible for lawful behavior. He/she is also responsible for payment of any ticket, be it parking, speeding, etc. Trail Blazers' "Designated Drivers" will have their driving record checked by Trail Blazers' insurance agent and must complete a supervised road test prior to being authorized for any motor vehicle driving assignments.

Staff cars authorized for use on Trail Blazers business are insured and must be in good, safe condition. Reimbursement for mileage will be made for written mileage reports.

38. WEAPONS:

No guns, rifles, pistols, and/or archery equipment may be kept at Trail Blazers by any staff member (or child). This includes pellet guns and bb guns. Violation of these policies will at minimum result in the items' confiscation and at maximum be grounds for dismissal.

Knives will not be kept in the children's living quarters. Proper storage of such will be determined by the Director(s).

39. VISITORS:

Staff members are not encouraged to have visitors while the program is in session. If however, during scheduled time off, staff members wish to have a visitor, they must make prior arrangements with the Director(s). Visitors must not interfere with the children's programming or staff performance. **Trail Blazers assumes no responsibility for staff visitors. A staff member is responsible for the conduct and incurred expenses of his/her guest(s).**

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After June 1

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