



We build strong kids, strong families, strong communities.

McGaw YMCA Camp Echo Personnel Guidelines Manual 2010

Introduction

This document explains the personnel guidelines that apply to Seasonal employees at Camp Echo. It is a supplement to the McGaw YMCA Personnel Policy Manual. A copy of that Manual is on file in the Camp Director's Office and is available for viewing by any Camp Echo staff member at any time. This document addresses the special nature of the camp program as well as resident camp regulations imposed by the state of Michigan.

Camp Echo is an equal opportunity employer and as such guarantees employment opportunities to all persons regardless of race, gender, ethnic heritage, sexual orientation, age, disability, religious beliefs, income, education, or any other basis prohibited by statute. Our cabin living situation requires that we consider male and female applicants separately and fill counselor positions based on certain quotas. Trip leaders, drivers, and certain supervisors must be age 21 or older, and Michigan resident camp regulations require that we have an adequate number of staff members age 18 or older on the property at all times; as such, we must consider age in the hiring process. The unique demands of the camping experience require that we consider disabilities related to job performance in order to ensure the safety of the participants we serve.

Recruitment and Initial Employment

Employment with Camp Echo is "at-will" which means that a staff member may leave his or her position at any time with or without notice. Similarly, Camp Echo may dismiss a staff member at any time with or without notice. Disciplinary procedures and grievance procedures are outlined in the McGaw YMCA Personnel Policy Manual.

Camp Echo selects personnel who meet high personal and professional standards, who possess skills and qualifications related to the position, and who will make a contribution to the camp. Employees must support the mission of the YMCA.

The Camp Echo Director will provide each staff member a job description outlining his or her duties and responsibilities.

The Camp Echo Director will provide all teen camp staff with a Teen Camp Staff Manual, and all staff with a Main Camp Staff Manual. These manuals detail the procedures and policies related to the respective divisions of the camp. Staff members must attend the designated training sessions and/or training weeks. Exceptions, which may be granted only by the Camp Echo Director, must include an alternative plan for training that meets Michigan Camp Licensing Standards.

All Camp Echo employees must complete all necessary employment documents as required by the YMCA, state, county, or federal government, prior to the commencement of work. These documents include:

- Camp Echo Staff **Application** signed by the applicant and **three** current, written **References**
- **Federal and State (IL or MI) W-4 Forms**
- **I-9 (citizenship) Form** with photocopies of supporting documents
- Photocopies of **certifications** and **licenses** as specified in the letter of employment
- If you are 17 years old or younger, a **Michigan Work Permit** or a copy of your **High School Diploma**
- **Health Form** with physician's signature and date within 24 months of the start of your employment
- **Scheduled/Prescription Med Form** if you are bringing scheduled or prescription meds to camp with you
- **Waiver of Liability Form**
- **Voluntary Disclosure Statement**
- **Background Check Permission Slip (FCRA)** (18 & over and new to Echo, or returning after a year away)
- **Child Abuse/Neglect Clearance** from your State's social service agency (US citizens 21 & over)
- McGaw YMCA Child Abuse Prevention **Code of Conduct Form**
- **Personal Vehicle Info Sheet** if you will have a personal vehicle (e.g. car) at camp with you
- **Staff Bio** for posting your information to the Echo website

Camp Echo employees receive a "Letter of Agreement" covering the specified terms and conditions of employment. Such letters are not contracts, but general guidelines of the McGaw YMCA and subject to change by McGaw YMCA management Board of Directors. For those working at Camp Echo, the official employer is the McGaw YMCA in Evanston.

For purposes of the McGaw YMCA Personnel Policy Manual, Camp Echo employees are classified as Seasonal Employees, who agree to work for specified periods of time, generally less than ten months in any given calendar year regardless of the number of hours worked per week.

Compensation

All Camp Echo employees are offered and entitled to room and board, which is provided for the convenience of the camp and is not included in the calculations of wages reported to the government. There are only a few positions at Camp Echo for which this offer may be rejected, and only with the approval of the Camp Director, allowing the employee to live off camp property; such positions include, but are not limited to, cooks, social workers, health officers, and certain support staff.

For staff members who accept this offer and choose to live on camp property, Camp Echo has established a pay scale that provides a starting weekly salary based on the year in high school or college (or equivalent, based on age). Designated amounts are added to that starting salary based on certifications, job responsibilities, experience leading adventure trips or working with horses, and previous experience at Camp Echo as a staff member, LIT/CIT, or adventure trip participant. In addition, high school graduates and beyond who attend all of the staff training that is scheduled for their staff category will earn a higher weekly salary for every week they work (subject to the pre/post season cap if working in May and August.)

For staff members who reject this offer and choose to live off camp property, an hourly wage will be negotiated. Such employees will be categorized as Nonexempt Employees and a McGaw YMCA Personnel Policy Manual will be provided. These staff members will be required to comply with all aspects of this Camp Echo addendum that pertain to their time on camp property and the execution of duties and responsibilities that impact on the supervision of the campers we serve.

Camp Echo's Seasonal employees are not eligible for benefits Overtime, Holiday Pay, or Severance/Separation Pay.

Employee Benefits via the McGaw YMCA

Camp Echo's Seasonal employees are not eligible for Group Medical/Dental Insurance, COBRA, or Group Term Life Insurance. All staff members (other than international staff) are required to participate in FICA, which, along with applicable State and Federal taxes, will be deducted from paychecks according to Federal law.

Camp Echo's Seasonal employees, other than volunteers, are granted complimentary individual memberships in the McGaw YMCA that are of the same duration as their term of employment at Camp Echo. The membership period, which must be contiguous, may be initiated any time after their employment at camp ends, but before one year from that date has elapsed.

Employee Benefits Specific to Camp Echo

Camp Echo has a staff computer lab (closed 11:50 pm to 8 am) for staff members to use for creating handouts, conducting research, checking email, and other legitimate and productive activities. Staff members who bring their own laptop may connect to the network wirelessly or via available ethernet connections. Personal business should be restricted to time off.

Staff not otherwise obligated with camper-related duties are encouraged to participate in "Staff Snacks," offered in the dining hall, from after Taps until 11:50 pm. Food, fun, conversation, games, camaraderie, and WiFi internet are available.

Camp Echo's Seasonal employees are not eligible for employee discounts for class or camp participation. The exception is that camper-age children of Health Officers, Social Workers, and certain other key positions may be enrolled in on-camp programs during the employee's period of work at camp, at no charge; and some child care is provided for younger children.

Echo clothing items sold in our Trading Post will be priced for staff personal use (in other words, not for friends or family) at just \$1 over cost per item. Certain Echo-branded non-clothing, non-food items may also be available to staff at a discount.

The Staff Training periods at the start of the summer are not only an important time for Camp Echo – when camp policies, rules, and procedures are explained, and team building exercises and activities are conducted – it is also a valuable time for each staff member – as they learn techniques for working with campers and improve their camp activity skills. CPR and First Aid certification classes are offered at camp the day before staff training begins – free for those taking them for the first time.

The Camp Echo L.E.A.D.E.R.S. program (Long-term Echo Advancement, Development, Enrichment, and Rewards System) provides staff members with skill development through observation, peer review and feedback during the summer; new job challenges each summer; connections to a worldwide alumnae network that can offer support with decisions related to college, graduate school, travel, and career; assistance with resume writing; and guidance for professional development.

Camp Echo seeks to instill, in every staff member a set of life skills that are all highly transferable to any future career path. Summers at Camp Echo not only lay the groundwork for personal growth and development during the college years, but also set the stage for gainful employment after graduation and professional accomplishments later in life. These skills include:

- an understanding of the YMCA's core values of caring, honesty, respect, and responsibility;
- a considerable work ethic that combines long hours, attention to detail, and pride in work well done;
- the ability to think and act with imagination and creativity, often using only limited resources;
- a knowledge of safety procedures and methods of ensuring the well-being of younger children;
- a high degree of independence, resulting in increased self-confidence and a feeling of self-worth;
- important skills necessary for successfully living and working in a close community;
- an appreciation of diversity as the mosaic of differences that people bring to camp as assets; and
- the ability to collaborate around a shared vision, work towards common goals, and celebrate success.

Time Off

- **At least two hours off each day:** This is time during which the staff member is free from assigned camp responsibilities, not expected to be at a specific place, or performing camp-related duties. For staff on Adventure Trips and in the Birches, consideration will be given to the staff need for privacy and freedom from camper responsibility, but the nature of these programs makes it difficult or impossible for staff to have time physically away from the group for long periods of time. For in-camp staff, supervisors will arrange and schedule appropriate time off, given your specific job responsibilities. At least one paid staff member must be in each of the camper cabins during all of Saska and continuously from Taps through wake-up.

- **One night out each week:** The night out begins after Fun Swim and ends at the start of Campactivities the next morning. If the staff member leaves camp property, he or she must sign out, and must sign in by 12:50 am. Staff assigned to work Twilight Fun must find a substitute and note the sub's initials on the Sign-Out-Sign-In Sheet. Cabin counselors are expected to sleep in their cabins unless alternative arrangements have been made with the Main Camp Director. The Main Camp Director schedules nights out. Nights out for staff members under the age of 18 are scheduled and supervised by a staff member age 21 or over. When a Senior Counselor is on a night off, and the Assistant Counselor is under 18, a non-cabin staff member will be assigned to that cabin as a substitute counselor. Kitchen crew nights out are determined by cooks' nights out. The only nights out granted during the one-week Session 1 will be for those working the "layover" between Sessions 1&2.

- **Breaks between sessions:** Each staff member will be granted one or two (as the case may be) full days off, typically starting at noon (but only after all obligations have been met) and ending at noon, between sessions 1&2 (June 18-19), 2&3 (July 1-3), 3&4 (July 16-18), and 4&5 (July 30-August 1). These breaks are also designated as "layovers" during which a small group of campers will be supervised by a small group of staff who are granted compensatory time off.

- **Emergency or sick leave:** Staff members may be granted emergency or sick leave with pay at the discretion of the Camp Director. Such leave is not to exceed three days. Additional emergency or sick leave may not be compensated. Long-term illness and/or requests for emergency leave longer than three days may result in termination and/or replacement of the staff member. The Camp Director may grant **additional time off in exceptional circumstances**.

- **Staff members are urged and expected to follow all Conditions of Work, Rules, and Regulations while on time off.**

All-Summer All-Star Perks

Staff members who work a total of ten-weeks or more (which must include Session 5) are entitled to a number of perks:

- A \$50 laundry credit for the summer (checks will be distributed to eligible staff at the closing staff banquet);
- a token of appreciation at the closing staff banquet; and
- an invitation to apply for a training fund grant of up to \$200. Training funds are not to be used for required certifications, they are for things that go above and beyond, to improve your skills as a staff member, which improves camp too. Examples are attendance at camp-related workshops or conferences, subscriptions to camp-related magazines, or memberships in camp-related professional associations. Applications will be taken and approved on a rolling schedule until our pool of funds is exhausted, with the prerequisite that you must be "signed" for the entire upcoming summer in order to receive the funds.

General Expectations for Camp Echo Staff Members

- **Model, teach, and uphold the Camp Echo Code of Conduct** at all times. This code enumerates the camp rules.
- **Demonstrate concern at all times for camper health and safety** including good nutrition, sleep habits, and cleanliness. Set a good example in your own personal habits, dress, and language. Maintain good health habits that will enable you to remain in excellent physical condition and to perform your duties effectively.
- **Take pride in the Camp Echo grounds and facilities** and do your share to maintain them in a neat and tidy condition. This includes performing service tasks responsibly (if assigned) and picking up litter. Report any condition that may affect the health and safety of campers or other staff members to the Camp Echo Property Manager.
- **Be at your designated positions when scheduled**, and report to all assignments on time. Attend all staff meetings. This includes short meetings held after meals as well as longer meetings held in the hours after a session ends and before the official day off begins, or in the hours after the official day off ends and before a session begins.
- **Demonstrate a positive attitude in front of campers.** Support and respect your coworkers. Demonstrate mature behavior when disagreements occur and communicate problems in an appropriate and timely manner. Staff members who disagree with the decisions of camp administrators are expected to address their concerns in appropriate settings away from campers.
- **Present yourself in a socially acceptable manner** which brings credit to the camp and to yourself. Conduct, both on and off the job, reflects upon Camp Echo, the caliber of the staff as a whole, and the YMCA. Exercise mature behavior, personal poise, and sensitivity appropriate to your work as leaders and role models for young people with due respect for their spirit, mind, and body, and for the spirit, mind, and body of others.
- **Support the goals of the camp and the mission of the YMCA** through active and engaged participation in those aspects of the program that address these areas, including Morning Reflection, Grace, and Taps Talk. We seek to build character in our campers through the YMCA Core Values of caring, honesty, respect, and responsibility. Work to increase your own cultural competence and help us create an environment that values diversity. Support our efforts with Activate America.

Conditions of Work, Rules, and Regulations

• Diversity at Camp Echo

At Camp Echo, we want to create and maintain an environment where everyone is respected and included. Respect means we treat others, including those who are different, as we would like to be treated, and as they in fact want to be treated. **Diversity is the mosaic of people who bring with them a variety of backgrounds, styles, perspectives, beliefs, and competencies as assets.** We value diversity because diversity is inclusive, not exclusive. Our success is linked to the unique contribution of the many individuals that make up the camp community, representing the various dimensions of diversity.

• Freedom of Speech and Offensive Speech

Camp Echo staff members are free to exercise their full liberties as citizens to express personal opinions on social, economic, religious, and political issues, including via public profiles and group pages on social networking websites. However, staff members must refrain from stating or giving the impression that they are acting or speaking on behalf of Camp Echo unless they have been directed or permitted to do so by the Camp Director. A staff member or applicant's public display of a persona outside of camp that is in conflict with the core values of the YMCA will be considered during the hiring process, and if it occurs during their term of employment, could be grounds for a formal reprimand or termination of employment. At camp, staff members must refrain from speaking in a manner or context that others may reasonably find to be offensive.

• Discussion of Sensitive Issues with Campers including Teen Participants

At camp, staff are urged to **exercise restraint when talking with campers, or answering questions from campers, about sensitive issues.** Such issues include, but are not limited to, **your own personal choices** regarding sexual behavior, drugs, alcohol, or socially polarizing topics or subject matter. Our goal is to provide campers with a framework for making their own choices (caring, honesty, respect, responsibility), and to feel comfortable discussing those choices, while recognizing that, as a role model, everything you say and do has an influence on the decisions and life-choices a camper makes. Refer to sections in the staff manual for tips on how to handle discussions of sex, drugs, and risk-taking behavior in general.

• Public and Private Camper/Staff Communication At Camp and Outside of Camp

Because of the strength of the bonds that form at camp, and the many camp linkages across generations, we believe that camper/staff communication and connections outside of camp have tremendous value. Accordingly, any outside-of-camp camper/staff communication (mail, phone, internet-based, or face-to-face) must be healthy and appropriate. Public communication outside of camp (e.g. at restaurant, at the mall, at the ball park, etc) is, for the most part, spontaneous and limited in scope; accordingly, we urge only that you use your best judgment in such situations. **To protect yourself from the perception of inappropriate action towards a minor,** you should obtain permission from the camper's parents before contacting a camper privately outside of camp. If a camper contacts you privately outside of camp, you should ask the camper if their parents are aware that they are communicating with you before proceeding. Any time you converse with a camper, at camp or outside of camp, if the camper asks that you keep the content of the conversation confidential, you should inform him/her up front that you will use your best judgment in deciding whether to break confidentiality – for example, if you become aware that someone's life or safety is in danger, and that breaking confidentiality is in everyone's best interest.

• Staff Social Networking Sites, Privacy, and Camper or Teen Participant Access to Same

The private content (that which requires permission for viewing) of any personal social networking site you maintain is **your own business**, and Camp Echo will not ask you to reveal such content during the hiring process. If you choose to admit a camper or teen participant to your private website, even after camp ends – during the off-season – **it behooves you** to ensure that the content thus revealed is healthy and appropriate. If, for example, the parent of a camper or teen participant you have admitted to your site brings compromising content to the attention of the Camp Director, **we will have no choice but to consider such content** during the hiring process, and if it occurs during camp, could be grounds for a formal reprimand or termination of employment.

• Social Networking Group Sites Maintained by Staff Members and Picture/Video Postings by Staff Members

Any group networking site that you maintain for the purpose of connecting Camp Echo staff members and/or campers must contain a statement that it is **not an official Camp Echo website**, and that the only official Camp Echo website is <www.ymcacampecho.org>. We ask that as the administrator of such a site, you monitor all content and ensure that it is respectful of the camp, its program, the campers, and other staff members. Profanity, derogatory or humiliating comments, sexually explicit content, or anything that promotes behavior that is prohibited by camp policy **has no place** on a website that uses Camp Echo as it's primary reason for existence. The posting of Echo-related videos on YouTube or equivalent is similar to group networking and should be done with the same discretion.

• Camper/Staff Contact and Child Protection Outside of Camp

Although we tell parents that we are not responsible for your conduct after camp ends – during the off-season – Camp Echo staff members are ethically obligated to follow all applicable policies and procedures for appropriate conduct and child protection in contact with campers outside of camp, even after camp ends – during the off-season. Parents are urged to contact the Camp Director (and other authorities if necessary) if they become aware of unhealthy, inappropriate, or repeat unwanted communication from a staff member outside of camp. At camp, a staff member may not be alone with a child in private – a third person must always be present. If a camper's parents ask you to provide one-on-one child care outside of

camp, it is **your responsibility** to provide them with an *Unsanctioned Child Care Waiver* which by their signature releases camp from responsibility in one-on-one situations and protects you from adverse employment consequences at Camp Echo.

- **Work Environment Free of Harassment**

Camp Echo staff members are responsible for providing a working environment that is free of harassment. Camp Echo does not condone, permit, or tolerate aggressive behavior, physical abuse, verbal abuse, or sexual abuse. **Unwelcome sexual flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic verbal comments about a person's body; sexually degrading language; and displays in the work place of sexually suggestive objects or pictures are not permitted.** Leadership staff are expected to take immediate corrective action, including disciplinary action if appropriate.

- **Personal Staff/Staff Relationships and Displays of Affection**

Discretion is required in all personal staff relationships. Displays of affection in the presence of campers are always inappropriate and not permitted. Displays of affection in the presence of other staff members may make other staff members uncomfortable and may be considered inappropriate. **Displays of affection are therefore best kept private.**

- **Staff/Camper or Staff/Teen Participant Relationships**

Inappropriate staff-camper (including LIT and CIT) relationships are not allowed. Such relationships will be cause for disciplinary action. If a staff member's performance as a role model elicits an uncomfortable response from a camper, the staff member should immediately discuss the situation with the Social Worker or the Camp Director.

- **Substance Abuse**

Staff members are prohibited from the **non-prescribed use, sale, possession, distribution, manufacture, or transfer** of any controlled substance (including **prescription drugs, non-prescription drugs, illegal drugs, and alcohol**) on Camp Echo property or while participating in any Camp Echo program. Staff members are prohibited from participating in any Camp Echo activity while **under the influence** of any controlled substance. Violation will result in immediate suspension or dismissal. Anyone exhibiting signs of controlled substance use while on Camp Echo property, or while participating in a Camp Echo program, including **emitting odor of alcohol or marijuana**, will be treated as an individual under the influence.

- **Alcohol Use by Those of Legal Age**

In Michigan, the **legal drinking age is 21**. For those of age, drinking while on time off, off camp property, is a personal decision. Staff members 21 or over are urged not to drink with or around those under 21, and **not to drive after drinking**. Upon return to camp, a staff member 21 or over who has been drinking while on time off must be **immediately capable of assuming responsibility for the guidance and safety of campers**. Any staff member who violates the drinking laws of the State of Michigan, or who is in the presence of others who violate those drinking laws, may be dismissed immediately.

- **Smoking**

Camp Echo is a **non-smoking** facility. No provision is made for smokers, who must refrain from smoking while on camp property or while participating in any Camp Echo program for the duration of their employment by Camp Echo.

- **Curfew**

Curfew is midnight for those on camp, 1am for those on nights out, and 2am during session breaks. You must have permission from the Main Camp Director, Teen Camp Director, or Program Manager, to be out of your cabin after curfew.

- **Performance Warnings and Reprimands**

The Program Manager, Main Camp Director, or Teen Camp Director may issue and document performance warnings (via counseling, verbal warning, or written warning) for substandard performance. The Camp Director may reprimand, suspend a staff member with or without pay, or dismiss a staff member, for repeated, serious, or significant infractions of the rules. The disciplinary and grievance procedures are described in detail in the McGaw YMCA Personnel Policy Manual.

Miscellaneous

- Staff members are expected to arrive at Camp Echo as indicated in the letter of agreement or as verbally instructed and to **provide their own transportation to and from camp**. Some staff members may be assigned to camper buses; additional requests for use of the camper bus beyond those assigned may be refused if there are no available seats on the bus. At the discretion of the Camp Director, Camp Echo may provide transportation to or from nearby airports, bus terminals, or train stations to accommodate staff coming from outside the Midwest or from out of the country.

- Staff members may bring **insured vehicles** to camp, but must be 18 or over to transport others while on time off. Campers may not be transported in a staff vehicle without permission of the Camp Director. All vehicles must be kept in the designated parking area. All staff bringing vehicles to camp must file a *Personal Vehicle Info Sheet* with the Camp Director.

- Staff members may bring a **bicycle** to camp, but note that bicycle use is prohibited on the peninsula. There is no room to store a bicycle inside camper or staff cabins; bicycles should only be parked in the racks by the Dining Hall or Staff Village.

- Teen Camp staff members will be assigned to help **pick up or return vans** to/from any and all locations as necessary.

- **Pets** are not allowed at camp. The Camp Director may grant exceptions under extraordinary circumstances.

- **Weapons** are not allowed at camp. This includes hunting gear (rifles, crossbows, etc) that could be used as a weapon.

- **Staff Children** are welcome at Camp Echo, subject to the guidelines in the *Camp Echo Staff Children Policy Statement*.

- An *Unsanctioned Child Care Waiver* should be filed with the Camp Director if, for example, you sit for, or transport, **children you meet at camp, outside of camp**. The reason for the waiver is these activities are prohibited by the Child Abuse Prevention Code of Conduct you sign at the time of employment. The child's parent or guardian must sign the waiver.
- **Camp Echo does not assume responsibility for damage, loss, or theft of personal belongings**. Staff members are advised not to bring unnecessary amounts of cash, valuables, or expensive equipment with them to camp. Campers will not be held responsible for damage or loss of the personal property of staff members.
- **Expenses** incurred by staff members are **not reimbursable without prior approval** of the Camp Director.
- Camp Echo **does not reimburse** staff members for the cost of obtaining **certifications**, except those approved under the L.E.A.D.E.R.S. program. Camp Echo may provide certain on-site certifications when time permits and instructors are available. Occasionally, and under extraordinary circumstances, Camp Echo sends staff to outside certification courses, at Camp Echo's expense. The Camp Echo salary recognizes the importance of certain certifications to the camp and therefore includes incentives to obtain them. Camp Echo **does not reimburse** staff members for the required **health examination**.
- Permission to have a **visitor** must be obtained from the Camp Director prior to the visit. The presence of a visitor must not interfere with the camp program or take a staff member away from their duties. Visitors who want to stay for an extended visit should instead apply to work as volunteers; they will then be required to have all necessary paperwork on file.
- Camp Echo is **not responsible for injury to a staff member while on time off** or when not on the Camp Echo property, unless participating in a Camp Echo program or on camp business. Staff members should have appropriate insurance information with them and recorded on their *Health History Form*. Camp Echo does carry Workers Compensation insurance that covers on-the-job injuries for paid and volunteer staff members with appropriate paperwork on file with the Camp Director. Camp Echo does not carry any other health or accident insurance for staff members.
- Parents, alumni, or visitors offering **gratuities greater than \$50** or **donations** should be directed to the Camp Director.
- Staff members may bring a **cell phone** to camp but may only use it during time off, out of view of campers. Cell phones, if carried, should be switched off so they don't ring around campers. Use **as a phone** in camper cabins at any time is prohibited.
- Staff members may bring a **personal music player** (iPod, etc) but may only use it indoors during time off. Counselors who are supervising *Saska* or bedtime for campers are not on time off – they should be listening to campers.
- Staff members may bring **speakers for personal music players, radios, CD players, or boom boxes** and may use them in camper cabins, at a reasonable volume, for group enjoyment of music during *Saska*, or when a camp program requires the use of music. When campers are listening or participating, use discretion and always choose songs with age-appropriate lyrics. The use of these items at **outdoor camp activities is inappropriate** – for indoor camp activities, check with the Program Manager.
- Staff members are encouraged to bring an **alarm clock**. If the alarm clock is also a clock radio or boom box, then playing of music is subject to the previous rule, which governs the use of speakers, radios, CD players, and boom boxes.
- Staff members may bring a **laptop computer** or a **personal DVD player**, but may only use it during time off, and out of view of campers. Use in camper cabins is allowed at night, after campers are asleep, with volume muted or with ear buds.
- Staff members may bring a **digital camera**. Never take pictures or movies of anyone in any state of undress or any other compromising situation. Before posting pictures of program participants on a personal website, other than appropriate posed photos of an entire cabin group, you are urged to obtain permission from teens, or the parents of younger campers.
- **Hand-held electronic games** (Nintendo DS, Sony PSP, etc) are prohibited at Camp Echo – for staff and campers.
- Staff members should not bring a **full-size television or large component stereo system** to camp unless they are certain that they will be assigned to staff housing, away from campers for the entire summer, and with enough space for the item.
- Staff members may **purchase pop** in the Staff Lounge, and **may receive packages containing edible items** in the Program Office, but may only consume such items in staff-only buildings, or in the Dining Hall during Staff Snacks.
- In the event that the a camp session is **shortened or cancelled** due to circumstances such as low enrollment, epidemic, accident, or the authority of Mother Nature, neither Camp Echo nor the McGaw YMCA will be responsible for unearned staff salaries, room, board, or separation pay.
- **Pay dates** are 5/7, 5/21, 6/4, 6/18, 7/2, 7/16, 7/30, 8/13, 8/27, 9/10 and 9/24. Pay periods end one week before pay dates, so paychecks always appear to be a week behind. **Lost paychecks** can be reissued but a **\$25 penalty fee** is charged. Your final paycheck will be mailed to the address on your previous paycheck unless you leave us with alternative written instructions.
- Staff members are **required to have completed all obligations at the end of each session before leaving camp**, including writing obligatory parent letters, settling Trading Post accounts, and submitting appropriate inventories for program areas. **Failure to complete** these obligations will be noted as unsatisfactory performance and will influence future hiring decisions.