



New Birth of Freedom Council, BSA Camp Staff Employee Handbook

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Welcome Letter from our Director of Camping

Welcome to Camp Staff! For those of you who are new to camp staff life, what a satisfying, formative, meaningful experience awaits you! This year, we are assembling an exceptionally qualified, capable, and committed group of Scouts, Scouters, and others from across the New Birth of Freedom Council and beyond. Upon surveying this fine group of people, one should be strongly prejudiced to believe this summer's camping season will be the best camping season ever.

Last summer, our staff, and allied volunteer Scouters provided an excellent camping experience despite the limitations of COVID-19. This year, our challenge as a staff is to provide a camping opportunity that continues to grow and improve upon the year before. Excellence must continue to be our watchword as we go about our duties. We are responsible for making the outdoor adventure The Scout Handbook promises come brilliantly alive to each Scout who passes through the main entrance to the camp. If we can work together, sharing our ideas, dreams, and concerns, frankly, honestly, and promptly, we'll have a wonderful summer, we'll meet the challenge, and the Scout for whose benefit we were selected will grow by leaps and bounds in character, fitness, citizenship, and leadership.

Whether this season will be your first or fiftieth year in Scouting, you are about to assume a job unlike any other. This summer, you'll experience challenges and reward you could never encounter in more humdrum occupations. In fact, "job" just doesn't begin to describe what we do. "Profession" seems more appropriate, for a qualified staff member will be highly trained and proficient in specialized tasks. "Vocation" seems better still, for the best staff member displays a commitment to the high calling of service to Scouting.

I hope that you're as excited to get started as I am. Together, we will make this summer the best camping experience our Scout will ever have.

In closing, I want to know how camp can be made a better place for working, learning, and playing. While I am accountable for everything that happens at camp, I invite you to share leadership with me to make our operation effective and efficient regardless of your specific job assignment.

Yours in Scouting,
Todd Weidner

Mission Statement

The mission of the BSA is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

Vision Statement

The BSA will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

Scout Oath

On my honor I will do my best to do my duty of God any my country and to boey 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.

Code of Conduct

Our council's code of conduct is built on BSA values. As such, we acknowledge our responsibility to ensure its success—individually and collectively—by practicing and promoting the principles of the Scout Oath and the Scout Law. These values reflect how we want to operate, how we expect our employees to operate, and how we strive to be seen by others.

We pursue the mission of the Boy Scouts of America with honor, fairness, and integrity, ever mindful to uphold the values of the BSA in every action and decision. We are committed to act in good faith and to comply with the rule of law, the Bylaws, Rules and Regulations, and policies of both the council and the Boy Scouts of America.

Our code of conduct is not intended to cover every applicable law or provide answers to all questions that arise. Each employee must be able to rely upon personal common sense of right and wrong. Before undertaking any action on our behalf, an employee should consider carefully whether the conduct is in our best interest and complies with the spirit and letter of this code and the BSA Bylaws, policies, and Rules and Regulations, and if it is in compliance with the law.

An employee must not proceed with any action if it is not clearly in compliance with these criteria. In addition, if an employee believes that the actions of anyone in the workplace are unethical or expose us or our employees to liability or disrepute—or is unsure of what to do—the employee should report the situation by contacting his or her manager, or the appropriate level of management to deal with the situation. This includes any disclosure of “confidential information” (as defined herein) to anyone who is not an employee or to an employee whose job duties do not require access to that confidential information.

Acting with integrity when conducting business is not an occasional requirement; we expect and demand that our employees act consistently with the highest ethical principles.

The code of conduct sets forth the fundamental principles, policies, and procedures that govern the conduct of employees. It does not create any rights for any employee. The code does not constitute an employment contract or an assurance of continued employment. We may modify or repeal the provisions of the code or adopt a new code whenever deemed appropriate, with or

without notice. All employees must become familiar with the code and conduct themselves strictly in compliance with it and with the bylaws, policies, procedures, rules, and regulations pertaining to this code.

We are committed to providing a work environment that values diversity among its volunteers and employees. All human resources policies, guidelines, and activities are intended to create a respectful workplace where every individual has the opportunity to reach his or her highest potential.

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

Employment at Will

All employees of the council are employees at will and, as such, are free to resign employment at any time with or without advance notice. Similarly, the council may terminate the employment relationship of any individual with or without advance notice. This handbook is merely a guide to policies and procedures applicable to employees of the council. This handbook is not a contract of employment and does not alter your employment-at-will relationship with the council. Nothing in this Camp Staff Employee Handbook guarantees employment for any specific duration.

Equal Employment

The council is committed to equal employment opportunity and compliance with all applicable federal, state, and local laws that prohibit workplace discrimination and unlawful retaliation, such as those that prohibit discrimination on the basis of race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, gender identity, marital or familial status, genetic information, citizenship status, protected activity (such as opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. This policy of equal employment opportunity applies to all aspects of the employment relationship, including without limitation advertising, recruiting, hiring, training, evaluation, promotion, transfer, work assignments, compensation, benefits, disciplinary action, termination, or any other term, condition, or privilege of employment.

Non-Harassment Policy

Pursuant to applicable law, it is the policy of the New Birth of Freedom Council that all employees shall have the opportunity to work in an atmosphere and environment free from any form of harassment or retaliation on the basis of any protected category, including, but not necessarily limited to, race, color, national origin, religion, age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), gender identity, sexual orientation, marital or familial status, genetic information, citizenship status, protected activity (such as

opposition to or reporting of prohibited discrimination or harassment), or any other status or classification protected by applicable federal, state, and/or local laws. In keeping with that policy, the New Birth of Freedom Council will not tolerate harassment of any kind by or of any employees or applicants for employment.

“Harassment” is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, religion, color, age, gender, national origin, sex, sexual orientation, veteran status, or protected disability, or that of his or her relatives, friends, or associates, and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment
2. Has the purpose or effect of unreasonably interfering with an individual’s work performance
3. Otherwise adversely affects an individual’s employment opportunities

Examples of harassing conduct can include, but are not limited to, the following:

1. Use of epithets, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to race, color, religion, gender, sex, sexual orientation, national origin, age, or disability; and
2. Written or graphic material that denigrates or shows hostility or aversion toward an individual or group because of race, color, religion, gender, sex, sexual orientation, national origin, age, or disability and that is placed on walls, bulletin boards, or elsewhere on council premises, or circulated in the workplace or on computers, phones, etc.
3. Verbal or nonverbal innuendoes that relate to or reflect negatively upon someone because of their race, color, religion, sex, sexual orientation, gender identity national origin, age, or disability

Similarly, sexual harassment involves:

1. Making as a condition of employment unwelcome sexual advances, requests for sexual favors, or other offensive verbal or physical conduct directed toward an individual because of his or her sex
2. Making submission to or rejection of such conduct the basis for employment decisions
3. Creating an intimidating, offensive, or hostile work environment by such conduct

Conduct which could rise to the level of sexual harassment can include, but is not limited to:

1. Verbal—sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions
2. Nonverbal—making suggestive or insulting noises, leering, whistling, or making obscene gestures
3. Physical—touching, pinching, brushing the body, coercing sexual intercourse, or assault

Such forms of harassment or retaliation may constitute discrimination under various state and federal laws and will not be tolerated by the Council. Any employee who is found to have engaged in such conduct will receive disciplinary action up to and including termination, depending upon the circumstances.

Any employee or staff member who feels that he or she has suffered any form of discrimination, harassment, or retaliation by anyone must immediately report the alleged conduct to his or her

area/section director so that an investigation of the complaint can be undertaken. If an employee's or staff member's complaint concerns his or her area/section director, the employee does not have to report to his or her area/section director. Please review the Open Door Policy in this manual.

Reports will be treated as confidential to the extent possible without impeding the ability of the Council to conduct a thorough investigation. Any person employed by the Council who is found to have violated this policy will be subject to appropriate disciplinary action up to and including termination. Further, any staff member who engages in conduct that violates this policy, or whose conduct would violate this policy if allowed to continue, is subject to disciplinary action, up to and including termination. Retaliation or discrimination against an employee or staff member for reporting or complaining about harassment, discrimination, or retaliation is prohibited. Such misconduct will result in disciplinary action up to and including termination. Any staff member who knowingly makes a false report of harassment or discrimination will be subject to disciplinary action up to and including termination.

We trust that all staff members will act in a responsible and professional manner to establish a pleasant working environment free of discrimination and harassment.

All camp staff members are required annually to complete the Workplace Harassment Prevention for Employees on-line training.

Open Door Policy

The New Birth of Freedom Council is committed to maintaining a good working relationship with its employees and camp staff members. However, in any work environment, there will be occasions when problems and complaints arise. It is important that these problems and complaints be discussed so that a resolution can be reached. Most problems can be solved; but if they are not freely discussed, they can become more serious. Therefore, it is the responsibility of everyone to help maintain a good working atmosphere.

We have adopted the following procedure for handling suggestions, problems, and complaints:

1. Any staff member who has a suggestion, problem, or complaint should discuss the matter with his or her director/manager.
2. If the suggestion, problem, or complaint is not satisfactorily resolved by the immediate area/section director, or the problem or concern involves the area/section director, the staff member may meet with the Program Director or Camp Director who will listen to the suggestion, problem, or complaint and attempt to recommend a satisfactory solution.
3. If the suggestion, problem, or complaint has not been resolved, or if the nature of the problem is such that the staff member does not want to discuss it with area/section director or Program/Camp Director, he or she may discuss it with the Scout Executive.

Employees may bring issues to the Camp Director, Director of Camping, or Scout Executive at any time.

When a staff member uses this Open Door policy, he or she will receive a response. While the Council may not be able to provide the solution that the employee desires, it will listen to the staff member's concerns and have frank and open communication with the staff member regarding any issue he or she feels needs to be brought to the Council's attention.

Staff members are encouraged to use the above procedures. Every effort will be made to render a fair and just decision. Once the decision is made, an explanation will be given to the staff member who brought the suggestion, problem, or complaint.

Wages, Hours, Workweek, and Time Off

The New Birth of Freedom Council will deduct from employee's compensation for federal and state tax withholding, and FICA. Seasonal employees are paid twice a month on the 15th and the 30th day of the month. If a new employee works five days or more in the first pay period after hire, the employee will be paid for days worked in the first pay period. If a new employee works fewer than five days in the first pay period the days worked will be included in the paycheck for the next pay period.

The New Birth of Freedom Council conducts summer camp operations during the months of June, July, and August. Specific schedules for Camp Tuckahoe and Hidden Valley Scout Reservation can be found posted in BambooHR or be obtained from the employee's Camp Director.

Maximum work hours for minors under 16 is 8 hours per day and 44 hours per week (when school is off). Maximum hours for minors ages 16 and 17 are 8 hours per day, 44 hours per week, and 6 days out of the week are permitted.

For minors under the age of 16, work is prohibited between 10 PM and 7 AM (June to Labor Day). For minors 16 and 17, work is prohibited between 1 AM and 6 AM.

Employees requiring time away from camp outside of the published schedule, must submit a time off request through BambooHR for approval by one's Camp Director. Approval must be granted prior to taking any time off. Specific occasions of time off may be made during the hiring process and outlined in one's Letter of Employment.

Employee Conduct and Discipline

It is the policy of the council to expect all employees to abide by certain work rules of general conduct and performance at all times. Managers are expected to monitor and enforce these work rules on a consistent basis. Employees are subject to disciplinary action for any of the offenses listed below and for failing to perform their job duties in a satisfactory manner.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace; however, conduct deemed to be unacceptable behavior may result in disciplinary action up to and including termination of employment. Management, in its sole discretion, reserves the right to determine when an employee's behavior is unacceptable and when and what disciplinary action is necessary under a given circumstance. Similarly, employees may be subject to discipline for poor performance and violation of other policies and procedures. The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. Violations of any of the policies and procedures contained in this handbook may lead to disciplinary action up to and including termination of employment.

The type of disciplinary action that may be imposed may range from a verbal warning or written warning to suspension and/or termination of employment. Nothing in this handbook creates an obligation to follow any particular disciplinary procedure. Management retains the right and absolute discretion to discipline employees based on the facts of each case. Management may

skip certain disciplinary steps or repeat certain disciplinary steps depending on particular facts of each situation.

Prohibited Conduct

- Disclosing confidential information to outsiders as defined in the Council's confidentiality policy
- Gambling or fighting on council property
- Unethical conduct or conduct that creates a conflict of interest
- Stealing the council's property, a client's or customer's property, or the property of any employee; or misappropriation of council property or the property of other employees or client partners including any violation of supply discount policy; destruction of council property, or the property of any employee.
- Bringing or consuming alcohol or illegal drugs or use of marijuana on camp property
- Reporting to work under the influence of alcohol or illegal drugs; possession, sale, or use of marijuana or illegal drugs or chemicals, or consumption of alcohol
- Gross negligence or willful acts in the performance of duties resulting in damage to council property or injury to others
- Insubordination
- Violation of the council's sexual harassment policies
- Serious safety violations
- Use of threatening or violent behavior
- Failure to report personal injury resulting from an on-the-job work situation
- Excessive absenteeism or tardiness
- Viewing, downloading, distributing, or sending sexual or pornographic material is strictly prohibited and will result in discipline and/or discharge.
- Making maliciously false statements concerning another employee of the council or the BSA, or a Scouting volunteer

Management reserves the right to take any form of disciplinary action at any time. While the circumstance of a particular case may result in termination for a first offense, other cases may result in other forms of disciplinary action. This policy in no way implies any kind of contract or obligation to follow any particular disciplinary procedure. This policy does not alter the employment at-will relationship.

Confidential Information

In the course of performing their job duties, seasonal 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.

Employees shall not disclose, directly or indirectly, confidential or proprietary information of the BSA, council, or its employees, or use such information for personal gain. Such information should be shared with other seasonal or council employees only on a need-to-know basis. Individuals who have separated from employment may not subsequently disclose, directly or indirectly, confidential or proprietary information acquired during employment or use such information for personal gain.

It is expected that at no time will an employee disclose, directly or indirectly, confidential or proprietary information of the BSA and council, including, but not limited to, business and human resources policies, compensation and benefits data, financial information, employee mailing lists, council listings, telephone directories, or rosters or other biographical employee

information, to an outside party or to another employee who has not need for the information. It is further expected that seasonal employees, who may have access to information the council is legally required to 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 employees for any purpose other than in connection with their official duties for the council shall not include data obtained through the employees' council employment without the advance review and written approval of the Scout Executive. 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 the Scout Executive.

Upon his/her termination of employment with the council, no employee may copy or subsequently use or disclose, directly or indirectly, any confidential or proprietary information acquired during his/her employment with the council. All documents and other materials relating, directly or indirectly, to any confidential or proprietary information that us 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 manager before releasing such information. Subpoenas or other formal requests for information about the business or activities of the council must immediately be directed to the Scout Executive. Employees may not respond to any such subpoenas or requests without express written authorization from the Scout executive, except as otherwise provided by law.

An employee who discloses confidential and proprietary information in violation of the policy will be subject to discipline or discharge, even if the employee does not actually benefit from the disclosed information.

Texting and Social Media

Per Scouting's Barriers to Abuse, two-deep leadership and no one-on-one contact between adults and youth members includes digital communication. Youth staff members under the age of 18 and adult staff members age 18 and older cannot communicate with each other electronically unless another 21+ aged, registered adult is copied on the communication. This includes texting, social media, messenger apps, and any other digital communication platforms. This policy reinforces the BSA's youth protection policies and Barriers to Abuse.

Always be fair and courteous to fellow camp staff employees, volunteers, and members when posting to social media. If you decide to post complaints or criticism, avoid suing statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, sexual orientation, disability, religion, or any other status protected by law or council and BSA policy.

Youth Protection and Membership Standards

All persons involved in Scouting shall report to local authorities any good faith suspicion or belief that any child is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, or exposed to any form of sexual exploitation including the possession, manufacture, and distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty may not be delegated to any other person.

Reporting Emergencies and Illness

Notify the Health Officer or Camp Director immediately. If the Camp Director is not readily at hand, notify the Program Director. One of these persons will take charge and execute the appropriate emergency procedures.

If the camp siren sounds, cease all program activities immediately. All campers should report to the campfire area (or Dining Hall after dark or in the case of severe weather) where designated staff and unit leaders will take roll. All staff report to the same location for further instructions.

Reporting Suspected Child Abuse or Exploitation

Child abuse is a crime against youth. If you suspect that a child in camp is a victim of child abuse, notify the Camp Director and Scout Executive immediately. They will be able to help guide you through the next steps and help file a report with Child Protective Services. They will discuss your suspicions with you and possibly talk to the Scout to quickly protect the child's safety. In Pennsylvania, person with knowledge of suspected child abuse are required to file a report. Failure to report such knowledge carries criminal penalties. All state provide immunity from prosecution for reporting suspected child abuse in good faith.

Dress Code

Staff will wear various uniforms through the course of the day. So, it is important to be prepared for the various uniform needs and to be in compliance of them at all times.

Field Uniform (Class A):

The Field Uniform or Class A is worn for more important occasions at camp (ie. Flag Lowering, Chapel, Dinner, etc) and includes the following:

- Official uniform shirt
- Staff neckwear
- Official uniform pants/shorts
- Belt
- Official uniform socks
- Sturdy shoes

Seasonal Camp Staff are able to receive a discount at the Scout Shop through the provided staff discount letter.

Activity Uniform (Class B):

The Activity Uniform on Class B will be what a staff member wears most of the time and includes:

- Official staff shirt (provided two)
- Official uniform pants/shorts
- Belt
- Official uniform socks

- Sturdy shoes

Costume (Class C):

The Costume of Class C may be worn on special days or sessions to match the camp theme. Costumes should be taken seriously and developed to match the theme. A costume may not be “thrown” together. All costumes must follow the general dress code below.

General Guidelines:

- The length of shorts must be no shorter than official uniform shorts
- Hair style, length, and color should remain the generally the same as when starting work
- Clothing should be modest and neat, no holes, rips, etc.
- Clothing should not be revealing in any way
- Facial hair must be maintained and kept the way you start the season
- When doing aquatic activities, swimsuits must be modest. For males, tight-fitting swim briefs or swim bottoms short enough to allow exposure are not allowed – no speedos. For females, bikinis are not allowed; modest tankinis or full, one-piece swimsuits are appropriate.

Prior to Arrival

Prior to starting employment, all staff must complete and turn in the appropriate staff paperwork, trainings, and certifications.

- Signed Letter of Employment
- Mutual Staff Agreement
- Employee Handbook Acknowledgement
- Code of Conduct
- Passenger/Driver Form
- Worker’s Compensation Form
- BSA Annual Health and Medical Record (handed in upon arrival to staff week)
- BSA Application
- Merit badge Counselor Application (if applicable to the position)
- PA Work Permit (for staff under 18)
- W-4 (paid employees only)
- I-9 (paid employees only)
- PA Residency Certification Form (paid employees only)
- Direct Deposit Form (paid employees only)
- PA State Police Background Check (lasts for 5 years)
- PA Department of Human Services Child Abuse History (lasts for 5 years)
- FBI Fingerprint-Based Criminal History (lasts for 5 years) or Disclosure Statement, if under 18
- Recognizing and Reporting Child Abuse Training (lasts for 5 years)
- Climb on Safely Training (Climbing Staff only)
- Safe Swim Defense (Aquatics and Waterfront Staff only)
- Safety Afloat (Aquatics and Waterfront Staff only)
- Youth Protection Training (lasts for two years)
- Hazardous Weather Training
- Seasonal Staff Harassment Prevention Training

Note: Some positions may require additional, unique trainings or certifications. These will be discussed as a part of your hiring and training process.

Failure to complete all required tasks for employment will prevent you from beginning work and could lead to the termination of your employment.

Visitor Policy

All visitors must stop at the Camp Office upon arriving and prior to leaving. Visitors will be asked to sign-in and wear wristbands for identification. Should an visitor be seen without a wristband, they should be escorted to the office. Should the visitor act strangely or resist, notify the Camp Director immediately. These guidelines apply for visitors of staff, as well.