



Hume Lake

CHRISTIAN CAMPS



2015 Summer Staff

Employee Handbook

Summer Staff Employee Handbook

Hume Lake Christian Camps, Inc.

Introduction

Welcome to Hume Lake Christian Camps, Inc. We are happy to have you join us in serving our Lord through this vital ministry.

It is the responsibility of each member of our staff to read and understand this handbook. If anything is unclear to you, please ask your supervisor, manager, director, or a representative in the Human Resources Department for an explanation.

Hume Lake Christian Camps retains the sole discretion to modify, delete, or add to this handbook, in writing, at any time. When amendments are made, you will be provided with a written statement of the amendment to be added to your handbook.

You will be required to acknowledge in writing that you have received and read the amendment. Policies are not an end in themselves. They help all of us to accomplish our mission at Hume Lake with greater efficiency and ease. None of these policies and procedures can be amended, modified, or altered in any way, by oral statements, actions, or in any other way other than as set forth above.

This handbook replaces and supersedes all previous employment handbooks, manuals, and supplements distributed by Hume Lake Christian Camps. It takes precedence over all memoranda or oral descriptions of the terms and conditions of employment. To avoid confusion, please discard any and all previous employment handbooks and manuals you may have.

Thank you for joining the Hume Lake Christian Camps, Inc. ministry team. You are much needed here. It is our prayer that God will use us all as we endeavor to serve Him in this exciting ministry.

Mission Statement

We desire that each person coming into contact with this global ministry will:

- *Accept Jesus Christ as their personal Savior.*
- *Grow in their faith and Christian character development.*
- *Establish the priorities of prayer, Bible study and Christian fellowship while associating with a local church.*
- *Devote their lives in service to our Lord Jesus at home and abroad.*
- *We will continue to emphasize ministries to youth.*

Our Purpose Statement

Hume Ministries exists to present the gospel and facilitate life transformation, in partnership with the local church, through innovative and biblically based programs, that impact the world for Jesus Christ.

Our Philosophy

Hume Lake Christian Camps is an active arm of the local church. Christian fellowship and inspiration are offered to all who come for a camping experience. Individuals may attend this

ministry regardless of race or national origin. Hume programs reach out with the desire to expose all people to God's Word and His wonderful plan for their lives.

The Gospel message is shared through the proclamation of a strong Biblical message and through modeling of the Christian faith by the camp staff. Therefore, Hume Lake employs Christians who not only have a personal and growing relationship with Jesus Christ, but who also align with our statement of belief. Staff must also demonstrate a strong work ethic to facilitate the operation. They must possess the skills necessary to fill the position for which they are hired.

Jesus Christ is to be reflected at all times in our attitude and manner, as well as actions, both on and off the grounds. Staff are to be ready to give an answer to every individual. The quality of our program is dependent upon the quality of our staff. Ministry is to be considered a primary function of your job.

Our Statement of Belief

1. We believe in the Scripture of the Old and New Testaments as verbally inspired by God, inerrant in the original writings, and that they are of supreme and final authority in faith and life.
2. We believe in one God eternally existing in three persons: Father, Son and Holy Spirit.
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
4. We believe that man was created in the image of God; that he sinned, and thereby incurred not only physical death but also spiritual death, which is separation from God; and that all human beings are born with a sinful nature, and in the case of those who reach moral responsibility become sinners in thought, word, and deed.
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood.
6. We believe in the resurrection of the crucified body of our Lord, in His ascension to Heaven, in His present life there for us, as High Priest and Advocate.
7. We believe in "that blessed hope," the personal, pre-millennial, and imminent return of our Lord and Savior, Jesus Christ.
8. We believe that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit and, thereby, become children of God.
9. We believe in the bodily resurrection of the just and unjust, the everlasting blessedness of the saved, and the everlasting, conscious punishment of the lost.
10. We believe in the great commission which our Lord has given to His Church to evangelize the world, and that this evangelization is the great mission of the Church.

As a manner of operation policy, we believe the ministry of the Holy Spirit, in the life of a believer, is to glorify Jesus Christ in and through that life. Since our organization is interdenominational and staff comes from various denominational backgrounds, denominational and doctrinal differences should not be stressed in relationships with our fellow workers and in our teaching. There is to be no proselytizing for disputable or controversial doctrinal issues. Anything that would tend to create division should positively be avoided. We are not asking staff to change their personal beliefs but simply to adhere to this policy which has been established for the order, harmony, and good of all.

Spiritual Growth Opportunities

Spiritual Growth Opportunities

The Gospel of John tells us that spiritual growth comes from abiding in the Vine. It is a great privilege to involve yourself in the variety of spiritual growth opportunities made available to each staff member. The quality of our program is in direct proportion to the quality of our staff. It is a function of your job to maintain a strong, growing relationship with Christ.

Mandatory Attendance of Spiritual Meetings

During the summer months, it will be mandatory for you to attend church and one other spiritual growth meeting a week. Acceptable meetings will include Church on Sunday morning, independent small group meetings, *Overflow*, *Summer Teaching Series* (adult meetings), and youth meetings if space is available. Supervisors may excuse anyone whose workload prohibits them from attending meetings.

Decision Nights

During the summer, staff are encouraged to attend and assist, if needed, in counseling campers on Decision Night(s) which may vary by Camp. It is important to attend the complete service. Please see a Lead Counselor ahead of time if you are interested in helping.

Departmental Devotions

Your supervisor will designate a special time for your department to commit each day and your service to the Lord.

'Summer Teaching Series' Meetings

Excellent Christian communicators will minister in Memorial Chapel every Sunday through Friday during the summer. They will be speaking on interesting and relevant topics geared to stimulate spiritual growth. Each staff member is strongly encouraged to attend.

Camp Meetings

All summer long the best of Bible teachers and youth speakers will be ministering at our various camps. The Word of God applies to our lives regardless of the theme of a particular camp. You are highly encouraged to attend as your work schedule permits. However, if there is an extremely large group, there may be space limitations. If there is any question, ask a Program representative. In all chapel buildings please do not sit in the seating against the back wall which is reserved for the Camp Leads.

Personal Quiet Time

It is impossible to overemphasize the importance of time alone with the Lord. Take time each day to be still and know that He is God, listen to Him speak through His Word, and pour out your heart to Him for He cares for you.

Independent Small Group Meetings

Throughout the summer, various independent small group opportunities are offered for your growth and fellowship. These take the form of in-home prayer or share groups; a worship, prayer and teaching time called "*Over Flow*" in Cedar Chapel; and a host of weekly Bible studies. Staff members take it upon themselves to organize these events. They are provided for the express purpose of meeting each other's spiritual needs. All meetings and studies must conform to the Hume Lake Statement of Belief. During the summer the Resident Directors will be responsible for establishing small group Bible Studies. Current opportunities or further information may also be obtained from Human Resources.

Note: If you have any suggestions or would like to set up any other spiritual growth activity not listed here, please contact your Resident Director or the Human Resources Department.

Personal Appearance

On Grounds Living

Hume Lake serves a wide range of people both in age as well as denominational backgrounds. Because of this, we desire that **you maintain a responsible, moderate stance with respect to conduct and personal appearance.** Such a standard of conduct will benefit and protect both the staff and Hume Lake. This doesn't reflect greater spiritual maturity. It is simply a desire to make the broadest possible impact for Christ with all who come into contact with this ministry.

We expect that you will practice good sense and judgment in personal grooming and dress. Modesty of attire is in order during both work and leisure. Attire that is extremely brief or immodest is not appropriate for either men or women. Staff are not to wear torn or ripped clothing or have messy hair. We all need to be alert to the impression we create with our guests.

Hume Lake Image

The Hume Lake image is described as **a neat, clean, wholesome and modest** appearance that will enhance a positive witness for Christ.

Professional Image Policy

At Hume Lake Christian Camps (HLCC), we strive to *exceed* (not just meet) our guest's expectations in every respect. We accomplish this by starting with a great 'first impression'—the image of our staff members...**YOU.** For the benefit of our guests, Hume Lake has established a professional image policy. Whether full-time, part-time, or summer staff—each staff member has the responsibility to present themselves as professionals. Additionally, due to the nature of our business, it is our desire that our customers experience a fun, wholesome environment. For this reason, the personal cleanliness and professional image of our staff is absolutely essential at all times. Your appearance not only represents Hume Lake Christian Camps, but more importantly, our Lord Jesus Christ. It is simply our desire to make the broadest possible impact for Christ with all who come into contact with this ministry. Therefore, the standards discussed below are to be observed at all times **while on campus, whether on- or off-duty.** Hume Lake leadership and management are responsible for monitoring and enforcing policy.

Dress and Appearance

HLCC's image is a **neat, clean, wholesome and professional appearance.** Although work attire is casual at HLCC, all employees should maintain appropriate standards of neat and professional dress/grooming during both work and leisure. In most cases, you will be required to wear a Hume Lake uniform, which in most cases is a T-shirt or polo-style shirt, but can be a smock, bathing suit, or another style of clothing. You are responsible to make sure your **uniforms are clean and neat. Staff are not to wear torn or ripped clothing or anything that would draw undue attention.** Requests for advice and assistance in interpreting this guideline should be directed to the Human Resources Department.

Men:

Because of the unkempt look of new beards and mustaches, **we ask that men refrain from growing a beard or mustache** during the summer. Certain health conditions may govern growth (see your supervisor for approval). If you have an established, well-groomed beard or mustache before you arrive, you may continue to wear it. **Unkempt beards or mustaches are not considered appropriate or professional.**

Hair should be neat and clean in appearance and groomed. Cuts (and styling) should not draw attention to yourself; no extreme cuts or colors. Hair cannot be so long that it touches the top part of a collared shirt.

Women:

Natural makeup is acceptable at any time. Your hair should be clean and neatly styled; no extreme styles or colors, please. Modest attire is always appropriate. Clothing which draws attention to yourself is considered inappropriate. One-piece bathing suits are required.

Tattoos

No visible tattoos are allowed on any HLCC employee while working or while off-duty (on campus). Additionally, the use of band-aids, ace bandages, or sweatbands to conceal tattoos is not permitted. While employed by HLCC, we request staff not to obtain any new tattoos.

Jewelry/Piercings

Jewelry is often dangerous in the workplace, especially around food or machinery, and should be minimized during working hours.

- Piercings, other than earrings, worn by staff women are unacceptable. Female staff must limit the numbers and types of ear piercings. We recommend wearing no more than one earring per ear.
- Male staff are not to wear any style of pierced jewelry to include earrings or obtain any new piercings while on HLCC staff. However, clear spacers, in pierced ears only, may be worn while in your assigned staff housing.

Supervision and the Human Resources Department reserve the right to request a staff member's modification of any matter relating to personal appearance so we may all strive to make the broadest possible impact for Christ on everyone who comes into contact with Hume Ministries.

Our Guests

Thousands of registered guests, including almost two thousand campers each summer week, will attend Hume Lake Christian Camps. Although the numbers are large, we must remember that the groups are comprised of unique individuals each having their own special needs. To carry on an effective work of ministry to individuals, each staff member has the important role of being a Biblical host or hostess to our guests. Biblical hospitality is cheerfully bringing refreshment to those that God brings into your life. Refreshment may take the form of a friendly smile, a warm handshake; a question kindly answered...*"Share with God's people who are in need. Practice hospitality..."* Romans 12:13. Remember the words of our Lord, *"And if anyone gives a cup of cold water to one of these little ones because he is my disciple, I tell you the truth, he will certainly not lose his reward."* Matthew 10:42.

Teamwork

As the parts of a body cannot function independently, so we as members of the body of Christ at Hume Lake cannot function apart from the entire staff. Therefore, "I appeal to you, brothers (and sisters) in the name of our Lord Jesus Christ, that all of you agree with one another so that there may be no divisions among you and that you may be perfectly united in mind and thought." I Cor. 1:10. Upon occasion, we have found it necessary to move some individuals from one department to assist in another department. Since teamwork is critical in this ministry, remember to be flexible and eager to assist should a special need arise.

Standard of Conduct

Hume Lake serves a wide range of people both in age as well as denominational backgrounds. Because of this, we desire that you maintain a responsible, moderate stance with respect to conduct. Such a standard of conduct will benefit and protect both the staff and Hume Lake. This doesn't reflect greater spiritual maturity. It is simply a desire to make the broadest possible impact for Christ with all who come into contact with this ministry.

The following Code and Standard of Conduct does not in any way detract from or alter the right of Hume Lake or staff members to terminate their relationship at any time, with or without notice and with or without cause.

Conditions

Hume Lake expects you to observe a standard of conduct that will maintain an orderly, positive, and productive workplace. Such a standard of conduct will benefit and protect both you and Hume Lake; and will further assist you in making the broadest possible impact for Christ on all who come into contact with this Ministry.

Code of Conduct

Hume Lake Christian Camps does not allow staff, either on or off the grounds, to be involved with pornography, smoking (including chewing tobacco), consuming alcoholic or non-alcoholic beverages which technically contain alcohol (beer look-alikes), or the use or possession of illegal drugs. Also, theft, immorality, damaging of property, physical injury to others, deception and other forms of socially unacceptable behavior will be cause for immediate dismissal. All firearms, including BB and pellet guns, are not to be brought on the grounds. All forms of gambling, involving any exchange of money, are not allowed on-grounds or off-grounds when in a representative capacity of Hume Lake Christian Camps.

Disciplinary Actions

The disciplinary action used to maintain the standards of conduct will be determined in light of the facts and circumstances of each individual case. Each incident will be considered in light of a variety of factors, including:

- The seriousness of the incident and the circumstances.
- The staff member's past conduct.
- The nature of any previous incidents.
- The general practice as it relates to the incident.

Termination

Hume Lake reserves the right to take immediate action or dismiss any staff member for failure to comply with the rules and policies kept by Hume Lake Christian Camps.

Employment Policy - At Will Employment

Hume Lake Christian Camps' employment policy is "**At-Will**". Under the "at-will" policy, neither you nor Hume Lake is committed to continuing the employment relationship for any specific term. Rather, the employment relationship will continue at will. Either side may terminate the relationship at any time, with or without cause and with or without notice. Also, Hume Lake retains the right to demote, transfer, change job duties, and change compensation at any time with or without notice

and with or without cause in its sole discretion. Hiring decisions are based upon our Statement of Belief. In deciding to work for or continuing to work for Hume Lake, you must understand and accept these terms of employment.

Staff Housing and Community Living

“If it is possible, as far as it depends on you, live at peace with everyone.” Romans 12:18

Resident Directors

The Resident Directors live in summer staff housing. They assume a similar role to that of an R.A. in a college dorm. They are granted authority to oversee the summer staff by maintaining order in staff housing, answering questions, and developing spiritual environments for Summer Staff. They are there to help; seek them out.

Residence Code

Other people’s belongings are not yours to use without seeking permission from the owner. Linens are available for staff use. See your Resident Director for conditions and location. Please *do not* remove or add any furniture from your room or from another room without permission from your Resident Director.

Cleanliness

You will be required to maintain your room in an orderly and clean manner. Please show respect to other roommates by vacuuming your room and keeping your belongings put away. Hume Lake Christian Camps reserves the right to conduct room checks to insure that this standard is met.

Housing and Storage

Your assigned living space is very limited! It is a good idea to bring plastic crates or Tupperware organizers to store your belongings. Your 5-piece luggage set should stay at home! Remember that you will be sharing a room with one or more roommates and will need to be as efficient as possible. In some situations, you could be sharing the same room with five others. Bringing all of your worldly possessions probably won’t work.

Condition of Employment

Business necessities require Hume Lake to provide onsite housing for staff. These premises are not part of your compensation and no landlord-tenant relationship is intended or created. Whenever you cease to work for Hume Lake for any reason whatsoever, with or without prior notice, the right of occupancy shall terminate. In the event that you continue in possession of the premises after employment ends, you may be subject to an unlawful detainer action as described by California Code of Civil Procedure section 1161(1) and (3).

Relocation and Displacement

Hume Lake reserves the right to relocate or displace any and all occupants. This can be done at any time, with or without cause and with or without notice. It is also recognized that you can depart staff housing at any time, with or without notice. It is understood that no representative has the authority to make any assurances to the contrary. Exception to this is by written authorization of the Executive Director only.

Check-in and Check-out Procedures

Hume Lake will conduct all check-in inspections within your first two days by a Resident Director. When your employment ends a check-out form can be obtained from your Resident Director. A variety of signatures are required to verify returned property, room cleanliness, accounts cleared, etc. Failure to complete this form could result in the loss of your cleaning deposit. *Plan ahead, this will take some time.*

Damage Fee

Check-in forms, noting the condition of your room, are to be completed at the start of occupancy. Your Resident Director will assist you with this process. A \$150.00 damage fee will be required at checkout for all employees, if damage is found. Damage fees, if applicable, will be automatically deducted from your final payroll check. See Human Resources for details.

Wear and Tear

It is understood that the general upkeep and care of the dwelling is your responsibility. Normal wear and tear conditions are expected and will be maintained by Hume Lake. However, abuse damage will be the responsibility of the parties involved.

Repairs

Hume Lake will be responsible to maintain, to its own specifications, all Hume Lake owned staff dwellings. This includes all structural parts of the residence as well as paint, carpets, and drapes. To request repairs, notify a Resident Director. The request will be forwarded to the Maintenance Department for evaluation. The repair of staff housing shall be subject to the reasonable requirements with respect to the efficient and orderly operation of Hume Lake.

Entrance

It is understood and agreed that Hume Lake shall have the right to enter staff housing under the following conditions:

- Within a 24 hour notice when you are present, or
- Upon a reasonable condition when you are not present, such as repairing the facility, room inspections, etc., or
- Immediately upon termination, or
- Under emergency conditions which Hume Lake may deem necessary.

Change of Housing Requests

Change in housing assignments are not typically made once summer has begun. However, we will adjust room assignments when shift work and/or late night shifts dictate. We will try to eliminate as much sleeping disruptions as possible.

Leaving the Grounds

When emergencies arise, phone calls come for you, or friends and relatives drop by unexpectedly, we need to know how to contact you as quickly as possible. Therefore, whenever you leave the grounds, you need to sign out with both your Resident Director and the Security Booth. Please leave your name, destination, time of departure, and the hour you expect to return. Upon return, you are required to sign back in at the Security Booth. Only the Human Resources Department or the staff person's department supervisor can grant special exceptions to this policy.

Residence Hours

Hume Lake Christian Camps is not an individualized living environment. There are many people living under one roof that are coming and going at all hours of the day, and night. Maintaining compatibility with the extreme variety of work schedules is difficult at best, especially when trying to assure acceptable living and sleeping conditions for everyone.

The leadership has established residence hours with check-in and check-out procedures. 11:00 p.m. is the recognized shutdown time for campus activities and 11:15 p.m. or 15 minutes after the end of your shift (whichever is later) is the curfew hour for staff to be in their quarters. Staff curfew is extended to midnight on Saturday nights only.

Curfew violation notifications will be issued to offenders. For the first violation you will receive a warning; for a second violation, your department supervisor will be notified; a third violation will be discussed with Human Resources with consideration for possible termination.

Quiet hours in staff housing are observed from 10:00 p.m. to 10:00 a.m.

Late Nights and Overnights

Only one late night **or** overnight is allowed per week. Late nights and overnights cannot be taken during the same week. After you have obtained all of the required signatures all late night and overnight slips are to be handed to your Resident Director before you leave. Don't forget to sign out with your RD and with Security.

On-Grounds Late Nights

A 1:00 a.m. late night curfew may be granted for on-the-grounds **group** activities. **Planned** social activities are acceptable versus unsupervised late nights. Part of Hume Lake's "image" is to avoid appearances of wrong doing. These activities require approval from your Resident Director and your department supervisor.

Off-Grounds Late Nights

Off-grounds late nights *may* be extended beyond the normal 1:00 a.m. time, but must be approved by your Resident Director and your department supervisor. Approval must be obtained by the end of your supervisor's workday. And remember, you are still a part of the Hume Lake staff and we expect you to uphold the Hume Lake image while off grounds, as well.

Overnights

Overnight stays are discouraged. However, permission may be given for special circumstances. Hume's male and female sleeping separation policy applies on and off the grounds. Request for overnight stays need to be authorized by a Resident Director and your department supervisor. Approval must be obtained one day in advance.

End of Summer Staff

With respect to End of Summer Staff, no late-nights or over-nights off the hill will be allowed. Most End of Summer Staff are at the Camp for only a few weeks and are often minors. Hume Lake Christian Camps does not accept responsibility for End of Summer Staff leaving the Camp, even if the staff person has parental permission. Special exceptions to this policy can be granted only by the Human Resources department or the staff person's department supervisor.

Socializing

For your convenience and enjoyment, there are many places for staff to enjoy good fellowship. One in particular is the Staff Lounge. The Staff Lounge is available to the summer staff during the posted hours. Please respect these hours and remember that guests (conferees) are not permitted. This is a great privilege and benefit for our staff; it creates a common place for staff to play games, relax and fellowship with one another. Make sure all activity and media content is above reproach and complies with Hume's Code of Conduct. Please be courteous to other staff and their needs as you use the lounge. In order to keep this privilege, please take care of **your** Staff Lounge leaving it neat and orderly.

In addition to the Staff Lounge, you may wish to visit the Snack Shop or enjoy activities in the Ark. Please keep in mind that our guests always come first. If an extra table is needed in the Snack Shop, a seat in Chapel, a ping-pong paddle or skates in the Ark, be the first to offer yours.

Dating between staff and guests is not permitted. We are here to serve our guests, not to distract them from what God would like to accomplish in their lives.

Single (non-married) staff housing units are designated male and female only. There is to be no entrance or socializing in or around staff quarters of the opposite sex. All overnight guests of staff must be of the same sex. Special circumstances or exceptions to this policy must be brought to the Human Resources Department for review and approval. Failure to observe this policy either on or off the grounds will result in dismissal.

There is much to do and many places around Camp to socialize. Accordingly, we ask that no TVs, DVD players, or gaming units be brought to camp during the summer. Hume reserves the right to have any of these items removed from your room if brought to the Camp.

Laptop computers, Smart Phones, iPods and CD players can be brought with you but we ask that they be used at a minimum level and in a manner pleasing to the Lord. Smart Phones, iPods and CD players should not be used during work, or while in any representative capacity of Hume Lake Christian Camps because they isolate the employee from being fully available to our guests and other employees. **Wireless "hotspots" are very limited** and may not be accessed at certain times. They are provided throughout camp where internet access can be purchased, however, ***access can be very limited*** contingent on number of users and bandwidth availability. We encourage all staff to minimize the time they spend watching movies or on the internet in order to fellowship with others and experience all the great opportunities Hume has to offer. Hume reserves the right to have any of these items removed from your room if used inappropriately.

Guests

We welcome friends or relatives who may wish to visit you. However, reservations must be made in advance with your Resident Director and will be granted only if space allows. Available housing for staff guests is in staff housing (your dorm room) for \$10.00 per night (maximum of two nights). If your guests require linens, they are available at the Support Services department for \$2.50 per set. If your guests wish to stay in other accommodations, you may check with the Administration Office for a list of lodges in the area. Meals for your guests will be purchased at the dining hall at the staff guest rate.

Recreation Equipment and Policies

Release Statement & Hold Harmless Clause

It is part of Hume Lake Christian Camps' philosophy to provide the best in recreation and equipment for conferees and guests. Conferees and guests always come first. We are here to serve. Crowded conditions require non-participation by staff at times. Please, remain sensitive to this.

When the conditions are appropriate, staff is extended a modified opportunity to use recreational equipment. This is done, however, at your own risk and under conditions listed here. A waiver must be signed by you as well as any of your guests before utilizing any Hume Lake equipment or facilities. Signing the waiver indicates your understanding of the intrinsic and inherent dangers associated with the practice of recreational activities. It also calls to your attention that any use of equipment or facilities at Hume Lake is done so of your own volition. Any activity you engage in, outside of the functions of your job, is done so at your own risk.

You assume complete responsibility for any and all damages or loss of property. This will be for all equipment used by you and for facilities used by you or your guests. Hume Lake Christian Camps is held harmless, and you release any liability whatsoever. After signing the waiver, you or your guests will need to gain permission to use recreational equipment.

Equipment use is a privilege, a staff benefit, not an entitlement. Certain pieces of equipment may require a small maintenance fee. All fees are subject to change.

Staff Activities

Throughout the summer, many special events will be scheduled for the staff as a whole. If you are interested in assisting with the planning or advertising of these activities, please inform your Resident Director of your availability. Flyers will be posted throughout camp on a weekly basis to keep you informed of times and locations of the upcoming events.

Soloists, Vocal Groups, and Instrumentalists

Many staff members have indicated a special musical interest and ability. We appreciate your excitement. You should make every effort to participate in the staff Open Mic Night and other musical activities held during the summer. Interested staff members should contact the Resident Directors during Orientation.

National Park Fees

Entry fees are required when entering Kings Canyon/Sequoia National Parks. The Park Service does not charge entrance fees for staff of Hume Lake Christian Camps. You are expected to pay if you deviate, whatsoever, from your direct route to Hume. This applies whether you are arriving, departing, or taking a side trip to a National Park destination from Hume.

Payment is required even if you depart Hume and enter areas like Cedar Grove or Giant Forest. Stopping in to see the Giant Sequoias all require fees to be paid. Yearly or weekly passes are available for purchase from Hume Lake's Administration Office or any National Park Visitor's Center or Park Entrance Station.

National Park Entrance Protocol

When approaching the Big Stump Park Entrance you will need to stop at one of the booths and inform the Ranger you are a Hume Lake summer staff member; wait for permission to proceed. When leaving the Park, you will need to stop at the Stop Sign at the exit booth and wait for permission to proceed. The Park Rangers will inform you of any additional protocols that need to be followed.

The Ark

Basketball and Special Games

The rink is used for skating, basketball, and special games. You may skate during open hours, provided that all guests have been accommodated first.

Basketball may be played at the Ark. Permission is to be obtained from a Program staff member beforehand. During the summer months the Ark is open for basketball on Saturday afternoons.

When special games are played in the Ark, you are asked to gain approval from the Program staff before you participate.

Table Games

Table games are available to you during designated staff nights and regular open hours.

Upstairs in the Ark – “Legends”

Please check with Program staff about the use of Legends. They will let you know if it is available.

Snack Shop

Entrance into the Ark Snack Shop is only by express permission from a Program and/or a Food Service representative. At no time should staff help themselves to the drinks, candy, or hot food.

Boat House

Availability

The Boat House should be entered by permission only. If you wish to use any of the boats, bikes, or sailboards, please contact someone on the Program staff.

During the summer, lifeguards operate the Boat House. Check with the Administration Office for hours of operation.

Boats

Rowboats, canoes, paddleboards, and kayaks are available for use.

Electric Trolling Motors

These motors are to be used for fishing purposes only. They are not available for pleasure cruising. You will be charged a deposit and the prevailing use fees.

Bikes

Bikes may be checked out and returned by the end of the afternoon. Hume Lake bikes are available for pleasure riding only. They are not intended to be used for personal transportation around the grounds. Please stay on all designated bike paths and comply with the posted bike rules.

Any bike checked out during camper free time is subject to camper rental rates. The Forest Service requires riding on paved or dirt roads exclusively. Anyone found off-roading is subject to a fine. You will be charged a deposit and the prevailing use fees.

Volleyballs, Basketballs, Etc.

Volleyballs, basketballs, etc., may be checked out from the Boathouse or the Ark. Equipment is to be turned in immediately after use.

In-Line Skates

In-line skates may be checked out from the Ark. Please stay on the designated in-line skates course and comply with in-line skates rules. Protective gear must be worn at all times. No deposit is required. Rental rates will be charged and vary depending on whether you use Hume skates or your own.

Disc Golf

A disc golf course is available for staff to enjoy. Discs may be checked out from the Boat House during normal hours or purchased at the General Store. Check with Boat House personnel for the course location and layout.

Pools

General Information

Ponderosa, Wildwood and Wagon Train pools are closed. If the pool covers are on and you wish to swim, please make arrangements with the Program Activities staff during normal working hours.

The same rules for swimming apparel that apply to campers and guests apply to staff (Please refer to the Hume Lake Image section.) Any family members or guests wishing to swim must first go to the Administration Office and purchase a pool ticket.

Ponderosa Pool

Ponderosa Pool is open while summer camps are in session. It is also open on Saturdays for staff use. Please use the back gate for access.

Wagon Train pool

Wagon Train Pool is unavailable for staff use.

Wildwood pool

Wildwood Pool is available by permission only. Contact the Wildwood staff for availability.

Meadow Ranch Pool & Pond

The Meadow Ranch Pool and pond are open during the summer; see the Meadow Ranch staff or a Program Supervisor for availability.

The pond is closed on Saturday. Family members and guests may receive the appropriate stamp at the Administration Office. Because of the excessive wear on the Blob, wet suits and jeans are prohibited.

High Adventure

The climbing wall, high ropes course, paintball, zip-line and other high adventure equipment are off limits without specific permission from the Program staff. Hume climbing equipment is not available for private use. All staff, family members, or guests wishing to experience the High Adventure Course are asked to pay the prevailing use fee

Giant Swing & Flying Fox

The Giant Swing and Flying Fox in Wagon Train may be used only by express permission from Wagon Train staff.

Fitness Center

The fitness center equipment consists of assorted free weights, aerobic machines and universal machines. The fitness center door is to remain closed and locked at all times. See your Resident Director for the combo to the lock. *PLEASE DO NOT share the combination lock with anyone.* The fitness center is for staff only. The Hume Lake lock policy will be in effect. Please honor all placards and signs. During colder temperatures, heat settings are fixed; please do not adjust them. The fitness center is never to be used alone; always work out with a partner.

Pianos

You are welcome to use the pianos in Cedar Chapel and Memorial Chapel for practicing. Special permission by Program staff is required for all other pianos.

Sound Systems, Video Equipment, and Audio Visual Equipment

All sound systems are to be operated by designated staff members only. The sound levels and equipment have been preset and must not be changed.

All audio visual equipment needs must be cleared for use through the Program staff. Video equipment is not available to staff. These types of equipment cost thousands of dollars and are vital to the operation of Hume Lake. They must remain ready and in working condition at all times. Thank you for your assistance in helping to guard these valuable assets.

Motorcycles / Off-Road Vehicles

Only leaseholders, their immediate family, and Hume Lake Christian Camps' full-time staff may operate motorcycles and off-road vehicles on Hume Lake property. All off-road vehicles and motorcycles must be registered with the Hume Lake Christian Camps Administration Office or Security staff.

Health & Safety

The health and safety of all is the responsibility of everyone. Please do your part to observe the following:

Damaged Property

Your cooperation in detecting hazards and controlling them is a condition of your employment. Please inform your Supervisor immediately of any situation beyond your ability or authority to correct.

Equipment

In each department, a variety of electrical/mechanical equipment and machinery will be used. Please follow instructions carefully and take extra precaution to ensure a safe working environment for all.

Fires

Hume Lake is part of an extremely hazardous fire area. Therefore, we must enforce some stringent rules to prevent any type of fire.

- No smoking is allowed on the grounds at any time.
- No fireworks or firecrackers are allowed on the grounds at any time.
- All firearms, including BB and pellet guns are not to be brought on the grounds.

There will be weekly, scheduled alarm tests throughout the summer. Refer to the Fire and Medical emergencies in the safety section of this handbook for instructions on reporting and responding to emergencies.

Infirmary Use by Staff

The Infirmary has two functions. It acts as a medical evaluation center for campers and guests during the summer. It also acts as a first aid treatment center for work-related injuries and illnesses for staff. It is operated by Doctors, Registered Nurses and part-time staff members who are trained and licensed to

respond to first aid situations. Additionally, it acts as a dispensary for prescribed medications. Please see the Safety Program in this Handbook for instructions on how to report occupational injuries and accidents.

Insurance

Hume Lake Christian Camps carries workers' compensation insurance for all staff. This insurance applies only to injuries or illnesses occurring *during* the course of your duties as an employee. In the case of an accident, advise both your supervisor and the Infirmary personnel. To receive compensation, you must immediately fill out an accident report form with your supervisor.

Hume Lake also carries secondary accident insurance on all summer staff. This is in effect only when a camp is in session. Maximum coverage for accidents vary depending on the coverage in effect at the time. Please see Human Resources for current information. Accident insurance fees will be deducted automatically from your payroll check.

Sick Days

If for reasons of accident or illness you cannot work, Hume Lake Christian Camps will not continue wages until you return to work. You must notify your supervisor before the start of the day if you are too sick to report to work. During the summer you must also contact a nurse to authorize a release from work. The medical staff and your supervisor reserve the right to ask you not to report to work if they deem it necessary.

General Information

Arrival

Upon arrival at Hume Lake, please report to Memorial Chapel (located in our Ponderosa Camp) for in-processing. You'll receive your housing assignment and any special instructions at that time. Please bring your driver's license (if you have one) and all paperwork (Agreements, W-4, I-9, Medical and Liability Release, and work permit if applicable) if they have not been sent to us previously. Please try to arrive between 8:00 a.m. and 5:00 p.m. If this is not possible, please contact the Human Resources department to let us know of your late arrival plans.

Banking Procedures

The closest banks are 65 miles from Hume. For your convenience, Hume will set up an automatic deposit to any bank or credit union that is a member of the Automated Banking System (ABS).

Communications and Use of Radios

Some personnel may work in positions requiring the use of radios. In order to address the high amount of radio traffic, to better respond to emergencies and to improve the overall communication process, Hume Lake uses a triple group repeater system. The three groups are *Administration* (Channels 1-4); *Program* (Channels 5-9); and *Operations* (Channels 10-13). Additionally, there is an overall broadcast channel – Channel 16. This broadcast channel is setup to allow simultaneous paging and other announcement traffic across all three repeater groups.

Electricity

Thousands of dollars are spent on electricity at Hume Lake each year. Therefore, we urge each staff member to be extremely conscientious in our energy conservation effort. Please be careful to turn off all lights and appliances when not in use.

Laundry

Washers and dryers are provided at no charge to staff members. You will need to provide your own detergent. The laundry rooms are located at Deer Foot Lodge, Ranch House (Meadow Ranch Camp), Cedar Hall (Meadow Ranch Camp) and in the guys housing area. Laundry hours are from 10:00 am to 10:00 p.m.

Lost and Found

Any article found by a staff member must be turned in immediately to the Support Services Department.

Mail

Your mail should be addressed to:

YOUR NAME, Staff
Hume Lake Christian Camps
64144 Hume Lake Road
Hume, CA 93628

Meals

The Staff Dining Commons at Ponderosa is where all staff eats unless your position warrants eating at other locations. Due to strict planning of the number of meals that are prepared, you may not eat at another location without checking with your supervisor first and then only on special occasions.

All staff are required to wear their staff ID badge to every meal. Your ID badge is required to “swipe in” for each meal. Additionally, to help prevent the spread of germs that cause illness, you are required to wash your hands AND use the provided anti-bacterial hand dispensers to clean your hands before going thru the buffet line.

Out of common courtesy, please be sure to make a note of meal times and make a special effort to arrive on time. It places an unnecessary burden on the kitchen personnel when you are late. Because of the large number of staff, seating can become crowded. Please make every effort to note crowded conditions and relinquish your seat when you are finished eating. Clear your dishes, utensils, and trash to the clean-up area provided. Return all unused condiments and items to their appropriate places. Please do your part to keep the Staff Dining area quiet.

Summer

Meal times are:	Breakfast	6:30 am - 8:30 am
	Lunch	11:30 am - 1:30 pm
	Dinner	4:30 pm - 6:30 pm

The Snack Shop closes to staff when the High School campers are present at night after the evening meeting. Please make room for the campers by leaving the building during this time.

Staff ID Badges

Upon arrival, a staff ID badge will be issued to you. Your ID badge lets the campers, general public and other staff know that you are an employee of Hume Lake Christian Camps. Nicknames on ID badges will not be allowed except where authorized in certain Camps. It must be worn during work hours and to all meals. As well, it must be worn in the General Store, Clothing Company and Gift Shop in order for you to receive your discount. If you lose your ID badge, please notify the Human Resources Office so it can be replaced. There is a \$10.00 replacement fee.

No Admittance

Please do not venture into areas such as storage refrigerators, deep freeze units, or other areas where you are not working or authorized.

Organizational Framework

To facilitate a smooth-running ministry, the workload has been divided into several departments, each with specific responsibilities. Your Supervisor will be responsible to assign your work schedule and provide you with the particulars of your position. It is our desire to provide you with all that is necessary to enable you to serve the Lord knowledgeably, cheerfully, and wholeheartedly. Please reciprocate the communication if problems or conflicts arise.

Pets

Since pets tend to disturb the natural surroundings, they are not permitted on Hume Lake's campus.

Phones

The camp phone system and full-time access codes are not to be used for personal calls. Whenever possible, incoming calls will be transferred to the staff dorms or a message will be left for you at the Security booth. The office number is (559) 305-7770. For outgoing calls, pay phones are provided for your convenience. See campus map for locations.

Promptness

Reliability is essential to the ongoing work of the ministry. If you are late or absent, it creates an extra burden on your fellow staff members. For this reason, continued tardiness shall be cause for dismissal. Please make every effort to report to work on time.

Stores and Snack Shop

The camp provides a Snack Shop, Gift Shop, Hume Apparel and General Store where refreshments, gifts, and some personal supplies may be purchased. These facilities are also used by the public and our guests. Staff members should remember to give preference to our guests during peak hours when the facilities are being fully utilized. Charge accounts are not permitted at any of the stores. Please do not ask for favors from any concession staff members. A 10% discount will be given to summer and part-time staff at the Gift Shop, Hume Apparel and General Store. Your family members do not receive store discounts. Your ID badge must be worn in order to receive these discounts. Seasonal workers should consult their seasonal supplement for further information.

Transportation

Hume Lake employees needing transportation from the airport, bus station or train station in Fresno to the Lake need to contact the Human Resources Assistant *prior to making the reservations*. We need to coordinate your transportation and there are times of the day that are more convenient for this situation than others.

Uniforms

Hume Lake Christian Camps has diverse working environments. This diversity causes dress codes and uniform requirements to differ according to departmental needs and conditions. Contact your supervisor for details. You are asked to dress according to department codes. Please wear the uniform provided to you at all times while on the job.

Hume Lake will make available uniforms in certain departments. If you will be working in the **Food Service** department, you will need to bring comfortable, close-toed shoes and you must wear long pants. Shirts will be provided for you to wear in the Food Service, Maintenance, Support Services, Program, Security and Administration Departments. **Maintenance** personnel will need to bring a pair of work boots for protection (tennis shoes are not acceptable). At the time of hire, Hume will ask you for your clothing size for the appropriate piece of clothing that is being ordered for you. For the times when you will not be wearing a uniform, please keep the Hume Lake image in mind as you pack appropriate clothing.

Vehicles

Staff members may bring their personal vehicles to the Hume Lake campus but must comply with the following restrictions. All staff vehicles must be parked in the designated staff parking areas. They are not to be parked at your dorm or in other areas around camp. Personal vehicles may not be used for transportation around camp or the subdivision. ***Walking or biking are the acceptable means of moving about camp.*** The loaning of your personal vehicle to other staff is highly discouraged. If you do choose to loan out your vehicle, you the owner, as well as the driver, are responsible for any accident, damage, or misuse that might occur. Hume Lake Christian Camps has no responsibility for the use or misuse of a staff person's personal vehicle.

All personal vehicles must be registered with Security upon arrival at the camp, if not already done online. The registration cards must be clearly displayed in the windshield at all times. Hume Lake Christian Camps reserves the right to enter any vehicle on the grounds to determine the owner or to assist in removal if inappropriately parked. Repeated instances of vehicle misuse and/or inappropriate parking will be grounds for fines or dismissal.

Water Conservation

Please do your part in conserving water; report any leaks or damages immediately to the Administration Office. Please take shorter showers and do not let the water run while you are brushing your teeth and shaving.

What to Bring

Since storage space is very, very limited, please do not bring unnecessary items. Staff members may dress casually but neatly. You will want to bring dress clothes for Sundays. Warm sweaters and a jacket will be needed for cool evenings and mornings. Women, please do not bring halter tops, two-piece or French-cut bathing suits, immodest shorts, yoga-style pants or any other articles of clothing that may be considered inappropriate. Men, please do not bring Speedo's or any other immodest swimming apparel or shorts. We request that the staff refrain from wearing cut-offs, but shorts of modest length and neat appearance are acceptable.

You will need to bring your own sleeping bag, towels, bedspread, sheets and any other personal items. It is permissible to bring your own linens. You may also bring limited room decorations, however, nothing is to be mounted or fastened to the walls or ceiling of your room.

Employment Information and Requirements

Each staff is part of a whole team working together to serve our Lord. Each position is considered a vital part of the total ministry. The staff is composed of select individuals from a variety of church backgrounds. In spite of the differences, our common goal is to unify and to glorify Jesus Christ in our every attitude and action.

Employment Classifications

Summer Staff Member - One who is hired specifically for the summer camping season *only*. These members work 48 hours in a week. They are covered by a limited Campers Secondary Insurance policy only while camps are in session.

Qualifications

- A personal commitment to Jesus Christ as Savior and an active involvement with a local church.
- A desire to be a team member in a ministry dedicated to drawing young people, as well as adults, to faith in Jesus as Savior and Lord.
- A servant's heart reflected in a willingness to assist wherever needed.

- An individual who is able to meet California labor laws pertaining to the specific job being applied for. Individuals under 18 (Junior Staff only) may be required to submit a valid work permit.
- Submission of a completed application, including all payroll forms, to Human Resources Department.

Documentation Requirements

- Supply a valid Social Security number.
- Complete a W-4 form.
- Submit a fingerprint card or “Livescan”.
- Submit a complete employment application.
- Assure that you are in physical and mental condition appropriate to perform the job for which you apply.
- Provide appropriate documentation establishing your right to work in the United States in compliance with state and federal law, if applicable. (I-9)
- Staff required to operate Hume Lake vehicles on public roads must remain insurable under Hume Lake's general liability insurance policy. If this applies to you, your supervisor will contact you. If Hume Lake's insurance company declares you uninsurable, you will immediately be considered ineligible for further employment.
- Upon request, provide Hume Lake with current motor vehicle driving information if driving Hume Lake vehicles will be part of your job. Employment and job assignment will be conditional, pending receipt of a satisfactory report from the State of California, Department of Motor Vehicles.

Time Cards

All Hume Lake staff, including volunteers, must complete an electronic time card for each pay period. In most cases, this is an automated process for summer employees. Hume Lake uses Paylocity's WebTime, a web-based timecard system. You will be given more detail on the timecard process upon your arrival and/or orientation from your department assignment.

Paychecks

Paychecks will be electronically deposited on the 10th and 25th of each month and will automatically be deposited into your account that you set up at check-in. Pay periods are for the 1st of each month to the 15th and the 16th through the end of each month. Taxes are taken out of the gross figure. Housing and meals are considered part of your pay. Before receiving your last paycheck, it will be your responsibility to check in keys, and any uniforms to Support Services and complete the "check-out" form. Your Resident Director will step you through this process at your time of departure. The final paycheck will be sent to you at the end of the regular pay period unless prior arrangements are made with the payroll department.

***NOTE: Your first paycheck will *NOT* be directly deposited into your savings/checking account. Your first paycheck will be issued as a “paper check”, so please verify when you receive your first pay notice.

Automatic Payroll Deductions

Deductions may be made automatically from your payroll, according to applicable laws, and pursuant to your written authorization of deduction from wages. Based on your W-4 form, Federal and State Income Taxes will be withheld from all checks. Also, Social Security Tax will be taken out according to the percentage set by the Federal Government. You may be required to sign an authorization allowing automatic deductions. This will be done by the Human Resources Department.

Reimbursement Policy

There will not be any reimbursement or change in pay for any benefits not taken by choice of any staff member. This includes, but is not limited to meals or lodging.

Job Descriptions

Each staff member is to have a job description specifying the functions and requirements of their job. See your supervisor if you have not yet received one.

Personnel and Medical Records

The information recorded in your personnel file is extremely important to you and to Hume Lake Christian Camps, Inc. It is your responsibility to make sure that the personal data in the file is accurate and up-to-date. Please immediately report any change in address, phone number, etc to your supervisor and the Human Resources Department.

Health/Medical records are not included in your personnel file. These records are confidential and will be kept in the Infirmary or separate files in accordance with HIPAA and all applicable state and federal laws. Hume Lake will safeguard them from disclosure and will divulge information only as follows:

- For reference during medical emergencies by trained medical personnel; or
- To your personal physician upon written request or permission; or
- As required for worker's compensation cases; or
- As allowed by law.

As a staff member of Hume Lake, you have a right to inspect your personnel file and medical records as provided by law. This should be done on the premises of Hume Lake at a time mutually convenient to you and Hume Lake. You may add your comments to any disputed item in your personnel file.

Hume Lake will restrict disclosure of your personnel file to authorized individuals only. Any request for information from personnel files must be directed to the Human Resources Department. Only Human Resources and Payroll representatives are authorized to release information about current or former staff. Disclosure of personnel information to outside sources will be limited. However, Hume Lake will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting investigations.

Performance Reviews

Performance reviews at Hume Lake will be conducted on an "as needed basis" by discretion of management only. There is also no predetermined timing or schedule for reviews. Any performance reviews given will be verbal only with no formal documentation.

Work Hours

Your supervisor will determine your hours of work and day off. Any change in working hours will be announced by your supervisor as far in advance as possible.

Breaks

Rest breaks and Meal breaks will be given in accordance with California Labor Codes. Your supervisor will determine the scheduling of breaks. Breaks will be considered time worked. Meal breaks are considered non-work time.

Unemployment Compensation

Because Hume Lake is a non-profit organization, we are exempt from federal and state unemployment programs. Therefore, upon termination you are not generally eligible to draw unemployment pay under federal and state unemployment programs. If you have earned credits from other employers you may be eligible. See the State Unemployment Office for your status.

Key Policy

Some positions at Hume Lake require keys to be assigned to the employee for their job. These keys are signed for and become the responsibility of the staff member. This responsibility should not be taken lightly. The assigned set of key(s) should stay on the person during work hours and should not be loaned out to anyone. During off hours, the employee should place the keys in a safe place. Employees should not take special privileges just because they have keys. If the keys are misplaced or lost, the employee must tell his/her supervisor immediately so that the lost keys may be found and/or replaced and may be held liable for the replacement cost of the lost keys.

Work Permit

If you are under 18 years of age (Junior Staff only) and have not graduated from high school, a work permit is required. The permit can be requested from your local high school. Please send it to our Hume Lake office with your employment acceptance, payroll forms, and Medical and Liability Release before you arrive.

Alternative Dispute Resolution Policy (ADR)

We trust that your employment with Hume Lake Christian Camps, Inc. will be positive and rewarding. If, however, a dispute arises relating to your termination, the following procedure will be exclusively utilized to resolve the dispute.

Discussion

Request a discussion with your department manager, director or the Human Resources Department. This should take place within thirty days of the date of termination, or after the problem arose. Do this in an attempt to resolve the dispute informally.

Mediation

If the issue is still not resolved, the dispute will be submitted to mediation to develop a recommended settlement of the dispute.

Arbitration

If the issue continues unresolved, the dispute will be submitted exclusively to final and binding arbitration as outlined in the Arbitration Procedures, which may be obtained from the Human Resources Department. Either you or Hume Lake may request arbitration. The request to arbitrate must occur within one year of your final date of employment. A complete copy of Hume Lake's Alternative Dispute Resolution Policy (ADR) may be requested from the Human Resources Department.

Direct discussion or mediation followed by arbitration shall be both Hume Lake's and your exclusive means of resolving all termination related claims. This includes, but is not limited to, alleged violations of federal, state and/or local statutes and claims based upon any purported breach of duty arising in contract or tort, including breach of contract, breach of the covenant of good faith and fair dealing, violation of public policy or any other alleged violation of your statutory, contractual or common law rights. This policy excludes workers' compensation claims, unemployment insurance matters, any matter within the jurisdiction of the State Labor Commissioner, or any matter which has been determined by the Courts to not be subject to arbitration.

Lawsuit Waiver

This agreement is a waiver of all rights to a civil court action for a dispute relating to termination of my employment; only an arbitrator, not a judge or jury, will decide the dispute. Hume Lake's Arbitration Procedures allow for exceptions and specific exclusions unless otherwise provided by law.

Arbitrator

The arbitrator agreed upon by both Hume Lake Christian Camps and you shall be the active Chairman of the Hume Lake Christian Camps Board of Directors, at the time arbitration is sought.

The fact that Hume Lake voluntarily agrees to arbitrate employment related claims shall not be deemed to in any way undermine the at-will relationship between Hume Lake and yourself. The arbitrator shall have no authority to alter or otherwise modify the at-will relationship. They must enforce this provision of the Hume Lake Christian Camps, Inc. Employment Handbook.

Policy Against Harassment

Hume Lake Christian Camps, Inc. prohibits harassment of an individual because of that individual's sex, race, national origin, physical or mental disability, or age. Any staff member who believes that he/she has been subjected to harassment should immediately report that harassment to their immediate supervisor, manager, director, Human Resources Department, or the Executive Director.

Sexual harassment means: unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature. This could include name calling, suggestive comments, or lewd talk. It occurs when any one of the following factors is met:

- Submission to that conduct is made either explicitly or implicitly a term or condition of the individual's employment.
- Submission to sexual activity or a rejection of the request for sexual favor becomes a basis for a decision concerning an individual's employment.
- The conduct unreasonably interferes with the individual's work performance or creates an intimidating, hostile, or offensive work environment.

If you believe you have been the victim of any type of harassment, immediately report the incident to your immediate supervisor. If the immediate supervisor is involved in the reported conduct, the report should be made to the department manager, director, Human Resources Department, or the Executive Director. Use this course of action when you feel uncomfortable about making a report to your immediate supervisor. Hume Lake will promptly and clearly inform you of your rights to assistance and how to protect and preserve those rights.

Hume Lake will fully and effectively investigate any such report and will take whatever corrective action is deemed necessary. This includes disciplining or discharging any individual who is believed to have violated this prohibition against harassment. The staff member filing the complaint will be informed of the action taken. Hume Lake will also take action to protect the staff member filing the complaint in order to prevent further harassment or retaliation.

Hume Lake clearly does not tolerate harassment on the basis of any of the categories discussed in this policy. Hume Lake will take appropriate disciplinary action whenever such harassment is demonstrated. Any individuals engaging in such conduct contrary to Hume Lake policy may be personally liable in any legal action brought against them.

Hume Lake encourages all staff to report any incidents of harassment forbidden by this policy so that complaints can be quickly and fairly resolved. You should also be aware that the Federal Equal Employment Opportunity Commission and the California Department of Fair Employment and Housing, will investigate and prosecute complaints of prohibited harassment in employment. If you think you have been harassed or that you have been retaliated against for resisting or filing a complaint, you may file a further complaint with the appropriate agency. The nearest office is listed in the phone book.

Equal Employment Opportunity and Discrimination Policy

Hume Lake Christian Camps, Inc. is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications, potential, and competency. It is the desire of Hume Lake to have the best available person in every job. Our policy prohibits unlawful discrimination based on race, color, national origin, ancestry, sex, marital status, age, physical or mental disability, or medical condition.

Exceptions are allowed only where physical fitness is a valid occupational qualification. It also applies to any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful. This commitment applies to all persons involved in the operations of Hume Lake. It also prohibits unlawful discrimination by any staff member of Hume Lake, including supervisors and co-workers.

Hume Lake desires to comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability. Hume Lake will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual. This would include a disabled applicant or staff member unless undue hardship to Hume Lake would result.

Any applicant or staff member who requires an accommodation in order to perform the functions of his/her job should contact their supervisor, manager, director, or the Human Resources Department to request such an accommodation. The individual with the disability should specify what accommodation will be needed to perform the job. Hume Lake then will conduct an investigation to identify the barriers that make it difficult to have an equal opportunity to perform their job. Hume Lake will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, Hume Lake will make the accommodation.

If you believe you have been subjected to any form of unlawful discrimination, provide this information to your supervisor, manager, director, or the Human Resources Department as soon as possible. If the complaint relates to Human Resources personnel, provide your complaint to the Executive Director of Hume Lake. Your complaint should be specific and should include the names of the individuals involved and the names of any witnesses. Hume Lake will immediately undertake an effective, thorough, and objective investigation and attempt to resolve the situation.

If Hume Lake determines that unlawful discrimination has occurred, appropriate action will be taken. Action will also be taken to deter any future discrimination. Whatever action is taken will be made known to you. Hume Lake will respond appropriately to remedy any loss to you as a result of the discrimination. Hume Lake will not retaliate against you for filing a complaint. Nor will retaliation be permitted by management or your co-workers. Any individuals engaging in any type of unlawful discrimination may be personally liable in any legal action brought against them.

Workers' Compensation Disability Leave

Hume Lake will grant workers' compensation disability leave to staff with occupational illnesses or injuries in accordance with state law. As an alternative, Hume Lake will try to reasonably accommodate staff with modified work.

Notice and Certification Requirements

You must report all accidents, injuries, and illnesses, no matter how small, to your immediate supervisor before leaving the job site. In addition, you must provide the Human Resources Department and your supervisor with certification of your condition.

Hume Lake reserves the right to request that staff members see a Hume Lake sanctioned health care provider for workers' compensation claims. In all cases, you are to request that the attending practitioner complete a Hume Lake prognosis report at each visit. These reports are to be forwarded to your supervisor and the Human Resources Department immediately after each visit. These forms are available at the Infirmary, Administration Office, or Human Resources Department.

Compensation During Leave

Workers' compensation disability leaves are without pay from Hume Lake but may be covered by Workers' Compensation insurance after the first three days off of work due to an injury. These payments will be coordinated with any state disability workers' compensation. At no time shall you receive a greater total payment than your regular salary. It also applies to any other wage reimbursement benefits for which you may be eligible. Hume is exempt from state disability compensation.

Benefits During Leave

When you are taking workers' compensation disability leave, Hume Lake will maintain your secondary accident and illness insurance coverage. In some instances, Hume Lake may recover premiums it paid to maintain health coverage. This applies to staff that fail to return to work following workers' compensation disability leave.

Reinstatement

While you are on workers' compensation disability leave, Hume Lake will try to reasonably accommodate you by providing modified working conditions. These conditions will comply with your health care provider's recommendations or limitations.

Medical certification from your health care provider will be required prior to returning to work. After being released to 100% work capacity, you will be offered the same position held at the time the leave began. This will occur unless the job no longer exists. This also applies if the job has been filled in order to avoid undermining Hume Lake's ability to operate safely and efficiently.

If your former position is not available, a substantially similar position will be offered. This will occur unless there is no substantially similar position available. Filling the available position cannot substantially undermine Hume Lake's ability to operate safely and efficiently.

If when returning from workers' compensation disability leave you are unable to perform the functions of the job, the Americans With Disabilities Act may govern Hume Lake's obligations to you. This would apply when physical or mental conditions exist.

Additional Employment Policies

Anti-fraternization Policy

Directors, managers and supervisors are forbidden to date or pursue romantic relationships with staff members whom they supervise either directly or indirectly.

This is required in order to promote the efficient operation of Hume Lake's business. It also facilitates the legitimate business concerns of Hume Lake. It avoids misunderstandings, complaints of favoritism, and other problems of supervision. Security and morale is strengthened, and possible claims of sexual harassment are avoided. Supervisors who violate this guideline will be subject to discipline up to and including termination of employment.

Conflict of Interest/Integrity and Vendor Contact

Hume Lake Christian Camps, Inc. requires that all staff maintain the highest level of integrity and objectivity in performing their job duties. You are expected to conduct your business dealings with suppliers, vendors, and conferees in a Christ-like manner. Avoid any conflict of interest or appearance of a conflict of interest between your personal interests and the interest of Hume Lake. Any solicitation of, or requirement of gratuities or gifts from suppliers, vendors, co-workers, or from any other third party must have supervisor approval.

Confidentiality

Staff members of Hume Lake are required to maintain strict confidentiality regarding all confidential information.

During employment at Hume Lake, you will be advised of certain business matters and affairs. You will also be exposed to information regarding Hume Lake guests and the management of the Ministry. Each staff member is placed in a position of trust and confidence with respect to certain trade secrets and other proprietary information. This information relates to the business of Hume Lake and would not generally be known to the public.

These trade secrets include, but are not limited to, mailing lists, files, resumes, price lists, advertising, and promotional ideas. They also may include strategies, formulas, compilations of information, records, and specifications. These are owned by Hume Lake and come to your knowledge in the course of your employment. Confidential information also includes, but is not limited to, the following:

- The names and contact information of staff, guests, and business associates or affiliates.
- The details or contents of training manuals, policy or procedures manuals, forms, techniques, methods or procedures not generally used or known by competitors of Hume Lake.
- Any other business matters not generally known outside of the Ministry.

Obtain written consent from your supervisor before disclosing or furnishing any confidential information. This applies to information given directly or indirectly to any other person or entity. This applies whether during your employment with Hume Lake or at any time in the future.

Seek written consent prior to any information being published or any form thereof. This includes abstracts or summaries and all files, records, documents, and lists. It also includes other confidential information in any form relating to the organization. This policy applies whether the information was prepared by yourself or otherwise coming into your possession.

All of the above mentioned confidential information shall remain the exclusive property of Hume Lake Christian Camps. It shall not be removed from the organization under any circumstances whatsoever. Exception will be by prior written consent of your supervisor, manager, director, or Executive Director of Hume Lake Christian Camps, Inc.

If and when you separate from staff with Hume Lake, immediately return all Ministry property in as good a condition as when it was received. Staff who are involved in a conflict of interest or breach of confidentiality will be subject to disciplinary action up to and including termination.

Solicitation/Distribution

This non-solicitation, non-distribution policy is intended to protect the interests of both Hume Lake Christian Camps, Inc. and its staff members.

It is the policy of Hume Lake Christian Camps, Inc. that solicitation of or by staff during working time is prohibited without written consent from your supervisor. Distribution of literature by staff during working time is prohibited. This includes the distribution of literature in working areas. "Working time," as used in this policy, excludes meals and break periods. Violations of the non-solicitation/non-distribution policy should be reported at once to your supervisor.

Dedication of Services

You agree that while on staff at Hume Lake Christian Camps, you shall devote your time, ability, and attention to this Ministry. This applies during your normal working hours. You further agree that while on staff, you will neither directly or indirectly engage in any employment, contracting, consulting, or other activity which would conflict with your obligations to this Ministry. Exception will be by prior written consent from your supervisor.

Hume Lake Christian Camps, Inc. discourages its staff from holding a second job. Hume Lake asks that you think seriously about the effects that such extra work may have on the limits of your endurance. As well, consider your overall personal health and effectiveness with this Ministry. Hume Lake will hold all staff to the same standards of performance and scheduling demands. Exceptions will not be made for staff that hold outside jobs.

Drug and Alcohol Policy

It is the policy of Hume Lake that no staff member will be allowed to work who possesses, distributes, sells, offers to sell, or uses any illegal drug. This includes controlled substances. It also applies to those found to have alcohol in their body or who misuse prescription drugs. Any staff member who violates this policy is subject to immediate discharge. Hume Lake reserves the right to require drug and/or alcohol testing of any applicant and/or staff member.

Criminal Background Checks

Because many employment positions at Hume Lake involve working with children, Hume Lake is legally required to conduct a criminal background check on employees in sensitive positions. The records check and investigation will be for misdemeanor and felony convictions. At the discretion of Hume Lake, these checks will take place prior to an employment offer and periodically during employment.

Safety Program

Safety Program Officers

The responsibility of implementing Hume Lake's safety program is to be shared by all supervisory staff, with the overall administration of the program assigned to:

Senior Director of Human Resources—Bob Plouffe
Human Resources Manager – Bob Mull
Risk Manager—Scott Bullock

Safety officers include:

Executive Director—Dathan Brown
Vice President—Stan White
General Counsel—Terry Mowers
JWI Director—Rich Ferreira
Senior Director of Operations—Stanton Whitling
Senior Director of Program—Lenny Harris
Assistant Director of Program—Jay Johnson
Senior Director of Development—Mike Drake
CFO—John Hughes
Accounting Supervisor—Jeannie Coe

Ponderosa Director—Rich Baker
Meadow Ranch Director—Derek Geer
Wagon Train Director—Jonathan Blesse
Wildwood Director—Cory Fenn
San Diego (Off-site) Director—Jeff Brannan
Adult Ministries Director—Chuck Bosman
Food Service Purchaser—Walt Tilley

IT Manager—Joel Schuler
Utilities Manager—Jon Nelson
Maintenance Manager—Ron Setter
Maintenance Supervisor—Damon Davies
Grounds Supervisor—Rob Kerry
Food Service Manager—Steve Alford
Support Services Manager—Griff Griffin
Support Services Supervisor—Jason Begines
Support Services Asst. Sup—Scott MacDonald
Project & Volunteer Manager—John Foster
Guest Relations Manager—Bill Carroll
Concessions Supervisor—Kevin Gerber

Safety in General

The organization invites the aid of each staff member in providing for the safety and well being of its staff and guests and requests that any unsafe conditions be reported to a supervisor immediately. This also applies to unsafe practices. Suggestions are always welcome. Safety is everyone's responsibility and requires the full cooperation of all staff as well as management. State law requires every employer to take affirmative disciplinary action against every safety violator.

Therefore, an organization-wide policy has been adopted to take affirmative types of disciplinary action against any worker who knowingly or willingly violates any established safe work practice.

Employees must assume responsibility for assuring that their work activity is performed in a safe manner and that it complies with the organizations code of safe practices. Department managers and supervisors will keep a copy of this program readily available for review by employees.

Disciplinary Policy and Procedure

The safety procedures outlined in our Injury and Illness Prevention Program and “Code of Safe Practices” are for the protection of all staff, our guests and the public. Accidents happen without warning – and many are caused by the carelessness of the worker.

Our organization will make every effort to ensure the health and safety of all workers in every situation. No worker will be required or knowingly permitted to work in an unsafe or unhealthful place, except for the purpose of making it safe and healthful and then only after proper precautions have been taken to protect the worker while doing such work.

However, sometimes we are faced with a situation where the worker is aware of the correct work practice that has been adopted for his or her protection, but the worker has either failed from neglect or has refused to comply with any established safe work practice and must be disciplined.

The following is the policy that the organization has adopted for any employee who knowingly and willingly violates any procedure, regulation, or order which has been adopted for employee safety and health or protection of our guests or the public.

Disciplinary Policy

Nothing in this policy shall diminish the rights of Hume Lake Christian Camps as an “At Will” employer.

A written memo will be prepared for each violation determined to be knowing and willful. Such determination will be made by the supervisor. One copy will be furnished to the violator, and one will be maintained by the supervisor. The original will be forwarded to the Human Resources office.

The appropriate action which will be implemented against an individual violator will be based on their previous history of noncompliance. If no prior violations exist, as a minimum you would start with the first disciplinary action. However, if the violation is of a serious nature, as a minimum you would start with the second step of the disciplinary procedure which requires one day off without pay. As each new violation occurs, as a minimum you would implement the next appropriate action based on the total violations.

Disciplinary Procedures

1st Violation: The violator will be re-instructed by the supervisor in the safety procedure which must be followed. The employee must agree to comply in the future.

2nd Violation: The violator will be removed from the hazardous exposure and required to discuss this matter in detail with the Safety Manager. The violator will be scheduled for a day off without pay. This will allow the worker to decide if they want to continue working for the organization and if they will comply in the future.

3rd Violation: The violator’s actions indicate a continuous disregard of organization safety procedures which have been adopted to protect our

employees, guests and the public from needless injury and/or death. Therefore, the violator will be immediately terminated for continued safety violations.

Conclusion

Employees have a moral obligation to their self, their family, their fellow workers, the organization, our guests and the public at large to do everything possible to prevent injuries, illnesses and accidents. Safe equipment and every conceivable safety device may be provided by Hume Lake Christian Camps, but careful observance of these safe practices and the use of common sense must be the employee's contributions to the overall effort to prevent injuries, illnesses and accidents.

Safe and careful habits result naturally from good work practices and may be acquired by personal experience or by profiting from the experience of others. To aid each employee in developing safe work habits, the organization has prepared this safety program covering most of the safe working procedures to be followed. All employees should carefully read this program and become thoroughly familiar with potential hazards and the applicable safety precautions outlined herein.

Too much emphasis cannot be placed on the importance of knowing how to work safely!

General Safety Information

The following guidelines should be observed:

- Always seek training prior to starting a new job, using new equipment, or handling chemicals that might be hazardous.
- Study your job and the possible hazards. If you are uncertain as to the safest way of doing the job, ask your supervisor before you begin.
- Hume Lake will supply safety equipment whenever it is needed. You must, at all times, wear required safety equipment and observe all posted rules and regulations.
- If you become ill or are injured on the job, it must be reported to your supervisor before you leave the job site. In order to receive prompt insurance coverage, an injury report must be filled out. If you think you need medical attention, inform your supervisor. You will then be directed to the Infirmary, or your supervisor will supply you with a list of available doctors and medical facilities in the area.
- Report any defective equipment or possible hazardous condition to your supervisor.
- Feel free to make any safety suggestions.
- You are also required to review the Hume Safe Practices and Operations Code Policy and be familiar with its contents.

Injury and Illness Prevention Program (IIPP)

Employment Responsibilities

The effectiveness of our Injury and Illness Prevention Program depends upon the participation and cooperation of **all** staff of Hume Lake Christian Camps.

Staff basic responsibilities include:

1. Follow safety and health procedures and recognize and report hazards immediately to your supervisor.
2. Cooperate with your supervisor in preventing injuries, illnesses, accidents and maintaining a clean work area.
3. Learn and abide by all safety rules specific to your job duties.
4. Make safety suggestions to your supervisor.
5. Safeguard all organization equipment and report unsafe or defective equipment to your supervisor immediately.
6. Wear personal protective equipment as needed.
7. Observe good housekeeping practices at all times.
8. Be familiar with and abide by all organization safety policies, procedures, and programs.
9. Attend all required safety meetings; participate in all required safety training.

Communications

Communication is vital to the effectiveness of our Injury and Illness Prevention Program. Hume Lake Christian Camps encourages all employees to inform their supervisor of known or suspected hazards encountered.

If so desired, safety concerns may be given anonymously to the Safety Manager.

Our means of communicating safety and health standards and procedures to employees include: periodic safety inspections, tailgate meetings, safety meetings, posters, training, written and verbal communications.

Hazard Assessment and Control

To identify existing or potential hazards on and around each work area, a hazard assessment and control program will be implemented. This program will point out hazards, identify means to correct hazards that may occur and steps to prevent them from happening again.

This program includes:

1. Safety and health checks performed by supervisory staff prior to staff beginning work.
2. Regular self-inspections and walks through the work or activity site to ensure safe work practices are being followed and unsafe conditions or procedures are identified and corrected as soon as possible.
3. Staff will notify their supervisor of possible hazardous situations. Reports may be given anonymously to the Safety Manager. These reports will be given prompt and serious attention.
4. Monitor the operation of workplace equipment to make sure it is maintained in safe and good working condition. Routine preventative maintenance makes good safety sense and proper maintenance can prevent costly breakdown.
5. All workplace injuries, illnesses and accidents will be investigated and reported. Copies of all reports will be forwarded to the Risk Manager. This will help to identify the causes and needed corrections, determine why they occur, where they happen, and any trends. This information is critical in preventing and controlling hazards and future incidents. For specific investigation procedures see the next section of this plan entitled Injury/Illness Investigation.
6. All hazards will be corrected as soon as they are identified. For any situations that cannot be corrected immediately, a target date for correction will be set. Interim protection will be provided as necessary.

7. No employee will work in an imminently dangerous situation, unless their duties require them to do so to mitigate the danger. Leave the work area immediately and report to the supervisor.

Injury/Illness Investigation

All work-related injuries, illnesses and accidents will be investigated and reported. The initial "Supervisor's Report of Accident" must be completed within 24-hours. A follow up investigation and report, as determined by the nature of this incident, shall be completed in a timely manner. Further, any incidents that, in the judgment of Hume Lake Christian Camps supervisors or management, could adversely affect the health and safety of Hume Lake Christian Camps employees will also be investigated. This will help to identify the causes and needed corrections, determine why they occur, where they happen, and any trends. This information is critical in preventing and controlling hazards.

To be effective, prevention measures must be based on complete and unbiased knowledge of the causes of an accident or incident. The primary purpose of an investigation is to furnish that information.

The Investigation Report will provide the supervisor and Safety Manager with the information necessary to obtain a thorough investigation of the accident or incident.

Accident Investigations and Reports

Reports will be made for all accidents. Accident reports will be done by the department supervisor, or one of the safety program coordinators. It may also be assigned to a designated reporter and reviewed by the department manager and Human Resources. The Human Resources Director, Administrative Director, or appointee will conduct accident investigations for major accidents.

You are required to report all job related illness or accidents before leaving the job site.

Self Administered First Aid:

In the event an accident occurs in which you feel you can administer your own first aid, report this incident in the following manner:

- Go to the nearest first aid cabinet
- Treat the condition
- Complete the log book found adjacent to the cabinet

The department supervisor is required to collect these logs. By completing the log book, you are reporting the condition. In these cases only, you are not required to specifically contact your department supervisor.

Required Aid:

If a condition occurs in which you require aid, report the condition to the supervisor, through the chain of command, before leaving the job site. Report then to the Infirmary. You will be treated or given instructions of where to go for further treatment or follow up. Do not leave the hill until you have seen medical staff at the infirmary. There will be paper work you need to take with you in the event you are required to seek attention down the hill.

Fires and Life Threatening Medical Emergencies

Conditions

Hume Lake's location is remote. Response time for off grounds emergency services demands far more time than emergencies allow. Hume has established the following system for reporting and responding to fires and life/limb threatening medical emergencies.

Fire Safety

Hume Lake is part of an extremely hazardous fire area. Therefore, we must enforce some stringent rules for fire prevention.

- Smoking is only permitted by conferees and the general public in designated areas on our grounds. There is no smoking inside the buildings.
- No fireworks or firecrackers are allowed on the grounds at any time.
- All staff are required to sign off for their understanding of fire reporting and procedures during initial orientation and safety training.

On a weekly basis, there will be scheduled tests of the fire alarm.

Reporting Fires and Life Threatening Medical Emergencies

Report first, get help, and then respond to the condition if you are trained and able. Do not try to fight the fire, revive a victim, or deal with the emergency before reporting.

For all fire and life/limb threatening medical emergencies *during normal work hours* immediately contact a supervisor or the Administration office. If a supervisor or the Administration office cannot be immediately contacted, or it is *after normal work hours*, **DIAL 9-1-1** directly from any camp phone or pay phone. This will connect you with the Fresno County/CalFire dispatcher and also activate the camp's fire alarm and EMS system. Be ready to state your name, location, the nature of the emergency and any other pertinent information. If there is not a phone or radio nearby then use the nearest fire pull-down box.

Please exhaust all other reporting options when reporting an emergency other than a confirmed fire. **DIAL 9-1-1** as a last resort when reporting emergencies other than fires. Public pay phones do not access our emergency reporting system. For all non-life/limb threatening medical emergencies, contact the Administration office or a supervisor for medical assistance.

Responding

Firefighters and Medical staff respond to the first alarm. If, after the first alarm, a second alarm sounds, all available able-bodied staff should report to their supervisors for further instructions. These individuals will be used to aid the firefighters, prepare food and supplies, help evacuate, or assist with any other related task. Youth conferees are informed to respond to the second alarm only.

Correcting Unsafe Conditions

All staff who observe an unsafe act or condition has the responsibility and personal liability to either immediately report it or correct it. If it is beyond your ability or authority, report the matter to your immediate supervisor. The department supervisor is responsible to document the report. The department manager and Human Resources will receive report copies. The department manager will be responsible to see that all corrections are carried out in a timely manner based on the severity of the hazard.

Safety Training

You will receive a general safety orientation from the Human Resources Department within the first two weeks of employment. Specific job training will come from your supervisor or designated trainer in your department. You must sign off that you have received this training. Training will consist of all pertinent equipment, methods, and chemicals you will use. When new substances, processes, procedures, equipment, or previously unrecognized hazards are identified, appropriate additional training will be given. Acknowledgment will again be required. Material Safety Data Sheets (MSDS) will be made available to you regarding chemicals used in your department. MSDS information will also be available to you in your department's "Right to Know" center.

Safety Work Behavior

All levels of management will require safe work behavior from all staff they supervise. Staff will be periodically reinforced for safe work behavior. This will be done through training, disciplinary actions, and/or staff recognition. Unsafe work behavior will be immediately corrected.

Safe Practices and Operations Code

Policy

It is the policy of Hume Lake Christian Camps that everything possible will be done to protect staff from accidents, injuries, and occupational disease while on the job. Hume Lake will provide training and information about any materials or equipment that are hazardous for each staff member.

It is the intention of the Board of Directors to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all staff.

If a staff member is injured, positive and prompt action must be taken to see that they receive adequate treatment. No one likes to see a fellow staff member injured through an accident. Therefore, all operations must be organized to prevent accidents.

To carry out this policy the following will apply:

General Guidelines

1. Prevention of accidents is an objective affecting all levels of the organization and its activities. It is, therefore, a basic requirement that supervisors make the safety of staff an integral part of their regular management function. It is equally the duty of each staff member to accept and follow established safety regulations and procedures.
2. All staff shall report to their department supervisor, manager, director, or Human Resources Department all unsafe conditions or practices. Please contact these individuals in the order listed.
3. Supervisors shall insist on staff observing and obeying every rule, regulation, and order as is necessary to the safe conduct of the work and shall take such action as is necessary to obtain observance.
4. Good housekeeping must be practiced at all times on the job site, in company vehicles and equipment.

5. Suitable clothing and footwear will be worn at all times. Personal protection equipment (hard hats, eye protection, etc.) will be worn where needed.
6. All Maintenance Department staff will participate in scheduled safety meetings conducted by their supervisor or designated trainer at least once every ten days. All other department staff will participate in a scheduled safety meeting at least once quarterly. Additional training is required and must be given as job assignments expand.
7. Staff members are not to undertake a job until they have received instructions on how to do it properly. They must sign off that they have received this training and have been authorized to perform the job.
8. Messing around, and other acts which tend to have an adverse influence on the safety or well-being of staff are prohibited.
9. Work shall be well planned and supervised to forestall injuries in the handling of heavy materials and in working together with equipment.
10. If an unsafe condition is recognized, you are to go to your department supervisor first for corrective measures. If you feel further attention is needed, you may contact your department manager. If the problem persists, then contact your director, the Human Resources Department or the Executive Director in that order. There will be no reprisal against any staff member for bringing up safety related problems.
11. Staff shall not knowingly be permitted or required to work while their ability or alertness is impaired. This may be caused by fatigue, illness, or other causes that might unnecessarily expose them or others to injury.
12. Staff is not to undertake a job that appears to be unsafe. Nor will they be expected to use chemicals without understanding their toxic properties.
13. In order to comply with State Proposition 65 which requires that a clear and reasonable warning be given to persons potentially exposed to some chemicals, the following warning is provided:

Warning: Detectable amounts of some chemicals known to the State of California to cause cancer, birth defects, or other reproductive harm may be found. Danger exists in various petroleum products, in their vapors, or from their use. Examples are motor fuels and used motor oils. It is a staff member's responsibility to read and follow all label directions and use care when handling or using all chemical and petroleum products.

Note: Safety Data Sheets explain each potentially hazardous chemical used within a department. SDS sheets are constantly available to all department employees in that department's "Right to Know" Center.

14. Routine reinforcement of safe performance of individual work assignments will be conducted according to established procedures and schedules.
15. All staff injuries that occur on the job, even a slight cut or strain, will be reported immediately to their supervisor, manager or director. Arrangements will then be made for medical or first aid treatment. In no circumstance except an emergency, should staff leave a shift without reporting an injury that occurred.

Safety Practices

1. Staff should be alert to see that all guards and other protective devices are properly placed and adjusted. Report deficiencies promptly to the department supervisor, manager, or director.

2. Workers shall not handle or tamper with any electrical equipment, machinery, or air or water lines unless within the scope of their duties; they must receive authorization from their supervisor prior to such handling.
3. Do not throw material, tools, or other objects from buildings or structures until proper precautions are taken to protect others from the falling objects.
4. While lifting heavy objects, use the large muscles of the leg rather than the smaller muscles of the back.
5. Shoes with thin or badly worn soles shall not be worn.
6. Be sure ladders, scaffolds, or other man-lift equipment are in sound working condition before use.
7. Do not lift or lower portable electric tools by means of the power cord. Use a rope.
8. Do not leave the cords of portable electric tools where cars or trucks will run over them unless protective measures have been taken.
9. In locations where the handling of a portable power tool is a problem, hang it from some stable object by means of a rope or similar support of adequate strength.
10. All employees need to be aware of the health risks of working in hot and humid environments. Employees should take necessary precautions to acclimate slowly to these kinds of environments and take regular breaks while drinking plenty of water. If you or another individual does not feel well in this environment, contact a supervisor or medical staff immediately.

Machinery and Vehicles

1. All excavations shall be sectioned off by use of barriers, road cones, flagging tape, or other such devices to designate danger to anyone who enters this area.
2. Do not attempt to operate machinery or equipment without special permission, unless that is one of your regular duties, and you have signed off as having received training.
3. Only designated operators will operate tractors, bulldozers, motor graders, backhoes, forklift trucks, and other equipment.
4. Never ride as a passenger on the forks of the forklifts.
5. Comply with all stated warnings and cautions prior to operating any machinery or vehicle. Wearing personal protection devices is mandatory when advised.
6. All Ministry vehicles and individual power machinery will be inspected by their operators. Inspection forms will be made available.
7. The maximum speed limit in Camp is 15 miles per hour. Comply with all stated cautions, warnings and restrictions when operating any vehicle on the camp grounds. The rules of the road, as mandated by Federal, State, and local agencies are in force at all times.
8. In accordance with California law, do not call or text in an unlawful manner while driving a Hume vehicle or your personal vehicle. Tickets and accidents occurring involving a cell phone, while working, will be the responsibility of the both the employee and employer.

Office Information

Hume Lake Christian Camps 64144 Hume Lake Rd. Hume, CA 93628 (559) 305-7770 Fax (559) 305-7687	Hume Lake Fresno Financial Office 5545 E. Hedges Fresno, CA 93727 (559) 305-7770 Fax (559) 251-4003
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****Special Note** - Hume Lake reserves the right to change and adjust staff policies as the need arises. Policies are not an end in themselves. They help all of us to accomplish our mission with greater efficiency and ease. If you have any questions as to the interpretation or understanding of any policy or practice please contact the Human Resources Department.

Conclusion

We trust that this Handbook has increased your knowledge of the purpose and ministry of Hume Lake Christian Camps. We hope that this knowledge will better enable you to serve the Lord through this unique ministry.

In anticipation of an abundantly fruitful time together, our prayer is that you will *“grow in the grace and knowledge of our Lord and Savior Jesus Christ”*, and that you will *“never be lacking in zeal, but keep your spiritual fervor, serving the Lord.”* (II Peter 3:18, Romans 12:11)