



## **CAMP ALL SAINTS PERSONNEL POLICIES (Revised March 2, 2019)**

### 1. General

#### 1.10 Authority

Adoption and implementation of these personnel policies by the Executive Director and the Bishop of the Episcopal Diocese of Dallas is in compliance with provisions of the by-laws of All Saints Camp and Conference Center Board of Directors hereinafter referred to as Camp All Saints.

#### 1.20 Scope

These personnel policies shall be applicable to all categories of employees listed in Section 2 herein.

#### 1.30 Personnel Officer

The Executive Director shall be the personnel officer to administer these personnel policies. A designated representative can be appointed by the Executive Director to assist in administering these policies.

#### 1.40 Amendments

Amendments to these personnel policies may be made by Officers of Camp All Saints from time to time, as approved by the Bishop.

#### 1.50 Rights of Employees

No rights or privileges shall accrue to any employee by reason of these personnel policies which in any way limit or restrict the authority of the Officers of Camp All Saints to make amendments, corrections, additions or deletions to these personnel policies and the effective application of them to all employees.

#### 1.60 Definition of Employee

The term "employee" shall apply to any person engaged by Camp All Saints on an established basis of compensation within one of the employee classifications described in Section 2.

#### 1.70 Job Description

Each position on the staff has an official job description. A substantial change in the content of a job will necessitate a new job description.

### 2.0 Employee Classifications and Categories

Pursuant to section 213(a)(3)(b), the provisions of sections 206 and 207 of the Fair Labor Standards Act of 1938 do not apply to employees of Camp All Saints.

Each employee at Camp All Saints will be classified in accordance with one of the following categories.

### 2.10 Category I

The full-time, year-round, salaried position of Executive Director, appointed by the Bishop in keeping with the by-laws of Camp All Saints. These employees regularly receive a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any week in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work.

### 2.20 Category II

Full-time, year-round, salaried staff, employed to perform administrative, creative professional, executive, or learned professional responsibilities. These employees regularly receive a predetermined amount of compensation each pay period. The predetermined amount cannot be reduced because of variations in the quality or quantity of the employee's work. Subject to exceptions listed below, an exempt employee must receive the full salary for any week in which the employee performs any work, regardless of the number of days or hours worked. Exempt employees do not need to be paid for any workweek in which they perform no work.

### 2.30 Category III

Full-time, hourly staff, employed to perform clerical, housekeeping, kitchen, program, or maintenance functions. To qualify for the category, the employee must work more than 1,500 hours per calendar year.

### 2.40 Category IV

Part-time, hourly staff, employed to perform clerical, housekeeping, kitchen, program or maintenance functions on a temporary or "on call" basis. Employees in this category work 1,500 hours or less per calendar year.

### 2.50 Category V

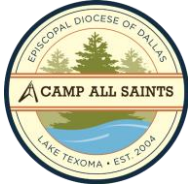
Full-time, seasonal, salaried employees employed to perform clerical, housekeeping, kitchen, program, or maintenance functions. Employees in this category work less than 1,500 hours per year.

### 2.60 Category VI

Persons serving Camp All Saints in program, housekeeping, clerical, kitchen, maintenance, or other functions without compensation beyond honoraria and/or the cost of housing, meals, or travel.

### 2.70 Limitations

Individuals in Categories IV, V and VI are not eligible for vacation, paid leave, sick leave, paid holidays or other benefits unless specifically provided for in Section 8 or by statute.



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### 3. Seniority

#### 3.10 General Principle

Normally, no rights shall accrue to any employee by virtue of seniority. The exceptions are as specifically stated in these policies. In the selection of vacation periods and similar matters, where other factors are equal, preference shall be given to the employee in each category with the longest period of full-time service to Camp All Saints.

### 4. Recruitment and Employment

#### **HR 3.1** Application and Screening Processes:

#### 4.10 Application Forms

Uniform employment application form for applicants in Categories II, III, IV, V, and VI shall be prepared by the personnel officer or their designated representative for use by such applicants.

#### 4.12 Applicants must complete and have on file

All Saints Application for Employment, including history of previous work experiences and not less than two references. also

- Background Check Form, and
- Voluntary Disclosure Form.

#### 4.13 The Interview

Prior to hire, all staff shall be interviewed by the Executive Director, Summer Program Director or a designated Program Director.

Previous work experience and at least 2 references will be verified, and all forms filed in the individuals personnel file along with relevant certifications, written documentation of interview, and results of criminal background check.

#### **HR 3.3. Additional Periodic Screening after initial employment** on an annual basis,

- **HR 4.1** Submit a completed voluntary disclosure form.
- **HR 4.2** Each staff member shall:  
Undergo a check made with the National Sex Offender Public Registry, and criminal background check.

#### 4.20 Personnel Records

The personnel officer or his designee shall maintain an individual file for each employee containing confidential service records, position description and other pertinent documents. A separate file may be maintained for medical records. Any staff member may examine his/her own personnel file on request within normal business hours and within the presence of the personnel officer.

The file may include, but is not limited to;

- **HR3** Current Job Application
- **HR 5.3** Interview notes from the Executive Director or his/her designee
- **HR 4.1** Voluntary Disclosure Form
- **HR 4.2** Completed Sex Offender Registry Check
- **HR 5.1** Completed Criminal Background Search
- **HR 5.2** Written record of at least two reference checks
- **HR 5.2** Verification of work & volunteer history on application
- **HR 7.1** Certificate of Completion for Prevention of Sexual Misconduct training
- **HR 7.1 F** Certificate of completion for Prevention of Sexual Harassment training
- Certificate of completion for Safeguarding Gods Children training
- W-4 Income Tax Withholding Form,
- 1-9 Employee Eligibility Verification Form,
- Confirmation of Personnel Policy Review,

#### 4.30 Election of Employment Procedures

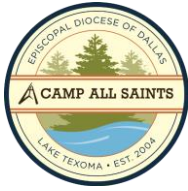
Category I employees shall be employed in accordance with applicable provisions of the by-laws of Camp All Saints. Employees in other categories shall be employed by the personnel officer, or his/her designated representative, within budget and personnel policies limitations.

#### 4.40 Employment at Will

Camp All Saints does not offer tenured or guaranteed employment. Either the Company or the employee can terminate the employment relationship at any time, with or without cause, with or without notice. This employment at will relationship exists regardless of any other written statements or policies contained in this policy or any other All Saints documents or any verbal statement to the contrary.

#### 4.50 Trial Period

Employees in Categories II, III, and IV shall be employed with the understanding that the first thirty days will be considered a trial period. The end of the trial period will provide an opportunity for evaluation. Should the employer choose not to continue employment, the employee may be discharged after payment of salary through the period worked and he/she will not be entitled to termination salary as provided in section 10.30. The completion of this period does not change the employment at will relationship.



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### 4.55 Employer expectations of employees

The employee/volunteer agrees that while in the employ of the Episcopal Diocese of Dallas she/he will:

1. Conduct him/herself, both in camp and away from camp, so he/she will be a credit to him/herself and the camp and the Episcopal Diocese of Dallas.
  2. Keep hours and habits, which will enable him/her too physically and emotionally, serve the camp in manner consistent with completing duties outlined in the Job Description.
  3. Will attend and complete any required training satisfactorily.
  
- A. There will be no consumption of alcohol or use of tobacco products while on duty. Being under the influence of alcohol is prohibited. Similarly, the use of tobacco products in the presence of children is also prohibited. Infractions of these policies may be considered grounds for immediate dismissal.
- B. The use, possession, or being under the influence of any illegal, non-prescribed drugs during the time he/she is employed/or a volunteer for the Episcopal Diocese of Dallas is prohibited. Staff that purchases alcohol or tobacco products for staff who are minors are subject to termination. Any staff member violating this policy is subject to immediate dismissal.
- C. In the event you are not married and accordingly have not been provided a common living space with your spouse there will be no sex.
- D. **(OM-2)** Firearms are not allowed on camp property. If firearms are kept in a personal vehicle, that vehicle will be kept locked while on camp property.

### 4.57 Conditions which may warrant dismissal

- A. Conditions warranting dismissal, for paid staff and volunteers include, but are not limited to:
  1. If funds are lacking due to insufficient revenue from user groups, low camper sign-up, or other budgeting priorities the executive director retains the right to terminate employment.
  2. Conduct either in camp or out of camp, which would reflect unfavorably on the Episcopal Diocese of Dallas.
  3. Continued practices harmful to the morale of camp staff.
  4. Continued failure to accept and perform the responsibilities of the position.

### 4.60 Performance Evaluations

Prior to March 1st each year, a written evaluation shall be completed for every employee by his/her supervisor. Evaluations should be done with the employee's input via a two-way conversation. An appropriate performance evaluation form will be completed and signed by both the supervisor and the employee. These will be reviewed by the Executive Director before filing in the individual's personnel file.

4.61 For employees with unsatisfactory evaluations a written one month and three months action plan will be developed in order to improve upon those skills that are lacking. If the employee continues to perform below reasonable expectations, he/she will be terminated at that time.

#### 4.70 Health Examinations

The personnel officer will require each staff/volunteer, with the exception of Camp All Saints Ambassadors, complete a Health History for their file.

#### 4.80 Nondiscrimination in Employment (HR 7.1)

It shall be the policy of Camp All Saints to provide equal employment and advancement opportunity for all qualified individuals without distinction or discrimination because of race, color, sex, pregnancy, religion, age, sexual orientation, national origin, physical or mental disability, or status as a disabled veteran, Vietnam veteran or any other protected classification. For further detail, please see “EEO Policy”.

Exceptions to this policy may be as follows:

##### 4.81 Religion

In those positions in which an understanding of the spirit and purpose of the Episcopal Church is an asset in fulfilling the responsibilities of the positions, preference in employment shall be given to persons maintaining membership in Episcopal congregations.

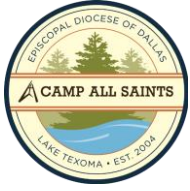
##### 4.82 Gender

Counselors are required to be assigned to camper cabin groups of the same gender as the counselor.

#### 4.90 Background Checks

Prior to hire, all staff shall be interviewed by the Executive director or a designated representative and must undergo a check made with the National Sex Offender Public Registry and complete background check. Background checks include inquiries of former employers, at least 2 reference checks, driving record checks, a criminal record check. In addition, all employees are required to complete the most current sexual harassment and abuse training as provided by the Episcopal Diocese of Dallas within the first week of employment, and before working with children. Furthermore, an additional check will be made annually with the National Sex Offender Public Registry.

Camp All Saints is committed to a safe and civil educational environment for all employees, guests, volunteers and patrons, free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic regarding (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics. Violation of this policy is grounds for termination.



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### 5. Compensation

#### 5.10 Salary Ranges

The salary and other allowances for category I employees shall be approved by the Bishop. The Executive Director shall approve the salaries and other allowances to be paid to all employees in categories II, III, IV, V, and VI.

#### 5.13 Transportation to and from camp.

Transportation to and from camp is the responsibility of all staff & volunteers unless, due to exceptional circumstances, other arrangements have been made with the executive director prior to trip having been made.

#### 5.20 Reviews

Salaries and benefits for Category I employees shall be reviewed by the Bishop annually. Salaries and benefits for Categories II, III, IV, V, and VI employees, shall be reviewed by the Executive Director annually.

#### 5.30 Overtime

Those employees who are paid by the hour shall receive compensation for their employment in excess of forty hours in a workweek at a rate of one and one-half times the regular rate at which they are employed.

#### 5.40 Housing

When on duty as part of any All Saints program, staff may be required to remain on campus. In order to facilitate this requirement, staff may be provided a residence on site. This residential space is provided under the terms of IRC 199(a)(2) and does not constitute a tenant agreement.

#### 5.60 Pay Periods

##### 5.61 Summer Staff and Counselors

These employees shall be paid semi-monthly on the fifteenth and the last day of the month. Final paychecks shall be paid upon the satisfactory completion of the terms of an employee's Letter of Intent, including receipt of their final evaluation.

##### 5.62 Other Employees

Other employees shall be paid semi-monthly on the fifteenth and the last day of each month. If a normal payday falls on Saturday or Sunday, checks shall be issued on the preceding Friday.

5.63 All salaries are subject to applicable federal and state deductions.

#### 5.70 Termination Upon Death

In the event of a death of an employee in Category I and II, salary shall be paid to a surviving spouse through the month in which the death occurs, plus one additional month. When no spouse survives, decision concerning payment to other surviving dependents shall be made by the Executive Director or the Bishop.

6. Reimbursable Expenses: On occasion one or more staff may be required to travel to and from Camp All Saints for any number of reasons. These may include, but are not limited to; continuing education, marketing, regular or occasional meetings with the Diocese, purchases that cannot be made online are just a few examples. It is understood that these expenses will be approved prior to their being incurred and are part of the operating budget of the camp. If an expense is not approved the employee may risk the expense will not be paid for by Camp All Saints or the Episcopal Diocese of Dallas. Below are a list of approved expenses, which need to be calculated into a budget request for an approved trip for the camp. It is understood that on a trip a person may run into “incidental” or unanticipated expenses. In such instances it is encouraged that a quick call home be made if such an expense exceeds \$500.00 for verbal approval over the phone prior to making any such commitment.

#### 6.10 Transportation

##### 6.11 Air

Regular coach or tourist fare when such accommodations are available within the requirements of the employee's itinerary; first class when coach facilities are not available.

##### 6.12 Rail and Bus

Regular fare.

##### 6.13 Employee's Vehicle

To be used only when a Corporation-owned vehicle is not available and with prior approval of the Executive Director, reimbursement to be at the current Federal IRS rate per mile plus toll and parking charges.

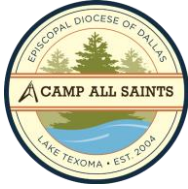
##### 6.14 Rented Vehicle

Full charges allowed, but only when common carrier transportation is not available within employee's itinerary requirements.

##### 6.15 Other

Taxicab, airport bus, subway and similar fares will be allowed in full; however, the employee will be expected to use the most economical form of transportation possible within the requirements of the itinerary.





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### 6.20 Hotel-Motel

Single occupancy accommodations in a first-class hotel or motel at the minimum rate or the lowest rate available. When members of the family of an employee accompany the employee, reimbursement shall be based on the minimum rate for single occupancy accommodations.

### 6.30 Laundry and Valet

On itineraries extending beyond one week, laundry and valet charges will be allowed.

### 6.40 Meals

Reimbursement for actual amounts expended, including gratuities. Reimbursement for bar bills will not be allowed.

### 6.50 Gifts

When meals and/or room has been provided in a private home to an employee, the expense of a gift to the hostess in a reasonable amount, shall be considered appropriate expense and reimbursable to the employee.

### 6.60 Guest Meals

When approved by the personnel officer, reimbursement in reasonable amounts will be made for meals for guests when on Corporation business.

### 6.70 Telephone

Reimbursement will be made for business calls while traveling and for toll charges incurred on behalf of Camp All Saints by the employee on his/her home or cellular telephone.

### 6.80 Accounting for Expenses

Expense vouchers presented by employees for reimbursement of business expenses and charges made by employees to Camp All Saints's accounts shall be reviewed by that employee's supervising manager. The expense vouchers shall include supporting data such as receipts, charge slips, etc. Expense vouchers shall be submitted within 15 days of the expenditures. The Executive Director's expense vouchers will be reviewed by the Treasurer, or his designated representative.

### 6.81 Credit Cards and Travel Advances

Travel advances may be made to employees or debit cards may be issued at the discretion of the Executive Director. When debit cards are used, the employee shall retain all receipts to be turned in with a completed expense report and on a monthly basis. Expense reports shall be turned in on the last business day of each month. The Executive Director or his representative will approve these charges monthly. Camp All Saints charge cards will not be used for personal charges.

## 6.90 Cell Phone Stipend Policy

Eligible employees (below) may receive a cell phone stipend from the All Saints Camp for business related costs incurred when using their personal cell phones. Except for a limited number of positions, All Saints Camp will not own cell phones for the use of individual employees after April 1, 2019.

### I. ELIGIBILITY

- a. An employee may be eligible for the stipend if at least one of the following criteria is met, as determined by the employee's Executive Director:
  - a. The job function of the employee requires considerable time outside of his/her assigned office, work area, or at irregular hours and the employee must be accessible during those times;
  - b. The job function of the employee requires him/her to have wireless data and internet access while off campus; and/or
  - c. The employee is designated as a "first responder" to emergencies functioning as an "On Call" program staff person.

### II. STIPEND PLAN:

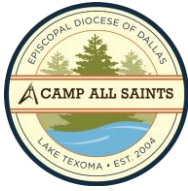
- a. Eligible employees may receive a stipend of \$20, \$50 or \$75 a month upon the approval of the Executive Director. (This is based on estimated required use of personal cell phones)
- b. Once approved, the employee will be eligible to receive the stipend automatically each month.
- c. Monthly text message confirmation will be sent to the employee's cell phone. The employee will be required to respond to the text within 24 hours in order to receive the stipend that month.

### III. OVERSIGHT, APPROVAL & FUNDING

- a. The Executive Director is responsible for identifying eligible employees. Each department is strongly encouraged to review whether a cellular device is necessary, and to select alternative means of communication.
- b. The Executive Director is responsible for determining employee cell phone needs and assessing each employee's continued eligibility for a cell phone stipend. This includes an annual review to determine continued eligibility of their employees.
- c. Stipends are funded by the eligible employee's department.

### IV. EMPLOYEES RIGHTS & RESPONSIBILITIES

- a. The eligible employee is responsible for purchasing a cell phone and establishing and maintaining service with the cell phone service provider of his/her choice. The cell phone contract is in the name of the eligible employee, who is solely responsible for all payments to the service provider.
- b. To the extent allowed by law, the stipend provided is not considered taxable income.
- c. The eligible employee can use the phone for both business and personal purposes, as needed.



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- d. If the employee terminates their cell phone service plan at any point, she/he must notify his/her supervisor within 5 business days to terminate the stipend.
- e. Camp All Saints does not accept any liability for claims, charges or disputes between the cell phone service provider and the eligible employee.

**V. CANCELLATION OR REDUCTION**

- a. Any stipend will immediately cease or be reduced if:
  - i. An employee's employment with the All Saints Camp terminates;
  - ii. An employee's Executive Director determines he/she is no longer eligible for the stipend
- b. The eligible employee no longer has a cell phone or cell phone service plan; or
  - a. The All Saints Camp decides to eliminate or reduce the stipend or the eligible employee's Executive Director determines to reduce the amount of the stipend.
  - b. The eligible employee uses the cell phone in any manner contrary to local, state, or federal laws or All Saints Camp policy.

**VI. TRANSITION**

- a. Employees that currently have an All Saints Camp owned cell phone or utilize a cell phone service in the name of the All Saints Camp, will transition to comply with this Policy as soon as possible, but no later than April 1, 2019.
- b. All Saints Camp will pay all costs related to cancelling such a service or transferring it to an eligible employee's name.
- c. b. The Executive Director has the right to cease cell phone support for employees under their supervision at any time.
- d. Those already receiving a cell phone stipend from the All Saints Camp:
  - i. Regardless of the current stipend amount, it will be normalized to \$20 or \$50 per-month. April 1, 2019

Those receiving total payment of their cell phone bills from the All Saints Camp: If the account is in the All Saints Camp's name, it will be transferred to the individual in possession of the phone by April 1, 2019. Those individuals will then be added to the \$50, per month stipend plan, at the time the account is transferred.

\*Staff who currently poses a phone that is owned by the camp may continue to use that phone or trade when setting up their new account.

During the transition, individuals will have the option to keep their current telephone numbers and/or change carriers.

- i. As of 4/1/19 anyone receiving a stipend will need to respond to a monthly text verifying that their cellular device is in working order to continue receiving the stipend.

## 7. Working Hours and Holidays (HR 7.1)

### 7.10 Schedules

Category I employees shall organize their time schedules for the effective performance of their duties. Other employees' schedules shall be established by their supervisors in consultation with the Executive Director.

7.1.1 All employees shall receive at least 12 consecutive hours time off each week. Additionally, employees shall receive not less than one hour of time off each workday.

### 7.20 Attendance Reports

The Personnel Officer shall receive from departmental supervisors, attendance records, including overtime hours, suitable for payroll purposes and shall maintain pertinent records in the employees' files.

### 7.30 Holidays

Inasmuch as Camp All Saints functions as a place of ministry to the Church, and in order that campers, retreaters, and conferees might be engaged in such ministry at appropriate times, employees may be required to work on days that are normally considered holidays. The camp will close for holidays at the discretion of the Executive Director. Prior to December 1 of the previous year, the Executive Director will inform staff of such dates that the camp will be closed each year.

Those employees who are paid by the hour shall receive compensation for their employment during national holidays at a rate of one and one-half times the regular rate at which they are employed.

## 8. Employee Benefits (HR 7.1)

### 8.10 Workers' Compensation

Camp All Saints shall provide, without cost to the employee, such workers' compensation as may be required under statutes of the State of Texas.

### 8.20 Insurance

Insurance shall be provided on the following basis:

#### 8.21 Coverage

Medical, Dental, Vision-

All employees in Category I, II, and III are eligible to be enrolled in a Medical, Dental, and Vision Benefits Program of Camp All Saints's choosing, the first month following 30 days of employment.



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Life-

Category I, II, and III employees shall receive coverage to equal one times the employees annual salary.

8.22 Dependents

Dependents of eligible employees are not covered by the above plans. Employees may purchase coverage for dependents through Camp All Saints's plan.

8.23 Exclusion

Employees in Categories IV, V, and VI are not included in the above coverage.

8.25 Unemployment

Unemployment is NOT provided by Camp All Saints to any of its employees.

8.30 Pension

All employees in Category I, II, and III are eligible to be enrolled in the Church Pension Group Benefits Program for Church Institutions, the first month after one year of employment. Camp All Saints shall contribute 10% of the employee's annual salary to the plan on behalf of the employee while the employee can contribute up to 5% of their annual salary.

8.40 Social Security

8.41 Lay Employees

Camp All Saints shall make the contributions required of employers under the Social Security Act for its lay employees.

8.42 Ordained Ministers

Ordained ministerial employees shall receive a Clergy Social Security Tax Allowance which shall be a percentage of salary equal to the employer contribution rate under the Social Security Act.

8.50 Continuing Education

It is recognized that continuing education is critical to employee performance and professional growth. The upgrading of skills benefits both the person and Camp All Saints. Camp All Saints shall provide time off, tuition, and expenses for continuing education. The type of continuing education event must be approved by the employee's supervisor and should be part of the Performance Appraisal process. All costs must be approved prior to attendance by the employee's supervisor. Continuing education expenses are to be included in the annual budget plan. All budgeted, continuing education dollars shall be used within budget calendar year.

8.60 Sabbatical

After 7 full years of service at Camp All Saints, the Executive Director shall receive a sabbatical leave of no more than 3 months. It shall be with pay. It shall be the intent of the sabbatical leave to improve professional and/or personal skills. The employee shall inform the Bishop six months in advance of his/her intention to take a sabbatical and the proposed dates. The Bishop must approve the continuing education program selected for the sabbatical leave.

**9. Time Off From Work (HR 7.1)**

9.10 Vacation

Employees shall be entitled to annual vacation leave in accordance with the following provisions:

9.11 Category I

One month, or if not taken at one time, then a total of 25 working days.

9.12 Category II and III

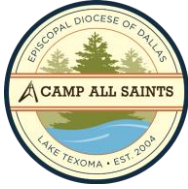
Vacation is “awarded” on January 1st of each year. Prior to 12 months of employment time off is “Pro-Rated” based on the number of months served in your first year.

Example: If an employee begins work on July 1 of a calendar year they will have earned five vacation days on January 1 for the following year. Only after serving for 12 months does an employee earn the full ten days that will be awarded on January 1 (not sooner).

9.13 Additional Service Allowance

Employees in Categories II and III shall be allowed additional days in each year based on length of service to the Church. These totals include the above mentioned 10 days with the additional days allowed may be taken in the year beginning January 1st following the completion of the period of service indicated.

<u>Years of Service Total</u>	<u>Number of Days Granted</u>
3	12
5	13
7	14
9	15
11	16
13	17
15	18



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**9.14 Scheduling of Vacation Time**

Vacation dates shall be arranged by each employee in consultation with his/her supervisor, with primary consideration being given to the requirements of Camp All Saints program. Consideration may also be given to seniority as stated in Section 3.10 above.

**9.15 Use Within the Year**

Vacation time must be taken within the specified vacation year, January 1 through December 31, and may not be carried over into succeeding years except in extenuating circumstances in which event, approval must be given by the Executive Director.

**9.16 Unused Vacation Time on Separation**

At time of separation, an employee shall be entitled to salary in lieu of unused vested vacation time.

**9.17 Pay in Lieu of Vacation**

Camp All Saints shall not make payment of additional salary to an employee in lieu of unused vacation time except on termination as provided in Section 9.16 above.

**9.18 Holidays**

Employees in Categories I, II, and III shall have as paid holidays those days designated by the Executive Director as holidays on which the camp is closed in accordance with section 7.30.

**9.23 Sick Leave**

Employees in Categories I, II, and III are entitled to sick leave as listed below, beginning with date of employment. In case of question, a doctor's certification will be required. A record of sick leave will be maintained in Camp All Saints office.

- a. Seven (7) days per year, cumulative up to 21 days limit.
- b. At time of separation, an employee shall not be entitled to salary in lieu of unused sick Leave time.

**9.30 Dental or Medical Emergencies**

When it is necessary for employees to have medical or dental appointments during work days, they are expected to arrange their time, in prior consultation with the Executive Director or their department supervisor, so that their responsibilities may be accomplished.

#### 9.40 Certification by Physician

Upon request of the Executive Director, an employee receiving sick leave shall be required to furnish upon return to work, a physician's certificate that the employee is physically able to resume his/her normal duties, or, if duties are to be restricted, the extent of the restriction shall be indicated.

#### 9.50 Illness in Immediate Family

When an employee in Category I, II, or III is required to remain at home in order to care for the member of the immediate family who is ill, such time shall be arranged in consultation with the Executive Director. Members of the immediate family are defined as mother, father, spouse, or child.

#### 9.60 Compassionate and Emergency Leave

In the event of death in the immediate family as defined in 9.50 above, an employee in Category I, II, or III shall be allowed leave with pay not to exceed five working days. In the event of the death of other family members, an employee shall be allowed leave with pay not to exceed two days. In emergency situations, leave with pay may be granted by the Executive Director for a limited but reasonable period.

#### 9.70 Jury Duty

An employee in Category I, II, or III who is required to serve on Jury shall be entitled to full pay during the period of such service, and shall be permitted to retain fees received.

#### 9.80 Diocesan or Auxiliary Activities

An employee in Category I, II, or III who is a delegate to a convention or a member of a committee or Board of a diocese or diocesan unit of an auxiliary of the church, may be granted time off at the discretion of the Executive Director while serving in that capacity provided his/her absence does not impair the normal operations of Camp All Saints.

#### 9.90 Military Service

An employee who is a member of the Military Reserve or National Guard will be allowed a period of two weeks with pay to fulfill his/her military obligation. A period longer than two weeks will be without pay.

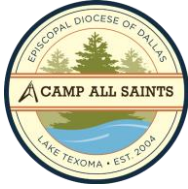
#### 9.10 Leave Without Pay

Leave without pay may be granted to an employee in Category I, II, or III for personal reasons after consideration has been given to the work requirements of Camp All Saints. Approval of this leave time must be given by the Executive Director.

#### 9.11 Pregnancy and Maternity

For employees in Categories I, II, and III maternity leave, for the purpose of childbearing as distinct from child rearing, may be granted upon written application to the Executive Director. Such leave shall be for twelve weeks without pay.





## **CAMP ALL SAINTS PERSONNEL POLICIES (Revised March 2, 2019)**

### 10. Separation and Retirement

#### 10.10 Dismissal - Category I

The dismissal of employees in Category I is subject to the discretion of the Bishop.

#### 10.20 Discharge of Other Employees

10.21 The services of an employee in Category II or III may be terminated at the discretion of the Executive Director and/or the appropriate department supervisor by payment of terminal salary (as specified in 10.30 below); except, in cases of gross misconduct, when no termination salary shall be paid. Gross misconduct is defined by, but not limited to gross misbehavior, sexual misconduct or harassment, wrongful use of or the theft of Corporation property, conviction of a felony, alcohol abuse, drug abuse, or disclosure of privileged information. Employees within the trial period (see 4.50 above) and employees in Categories IV, V, and VI may be discharged without payment of terminal salary.

10.22 In the case of the elimination of a position, reassignment will be made if possible. Any staff member so affected will be given notice: three months for Category I staff and one month for all others. Reasonable time off will be granted for a job search during the notice period. Terminated staff will be paid for all accrued vacation and a severance pay of two weeks in their final paycheck.

#### 10.30 Terminal Salary

In ordinary circumstances, terminal salary as provided in Section 10.20 above, shall be two weeks pay. However, in extenuating circumstances, additional terminal salary may be paid at the discretion of the Executive Director, taking into consideration the cause for such discharge, length of service, etc.

#### 10.40 Resignation

Category I employees shall be expected to give not less than two months notice of resignation. For all other employees, not less than two weeks notice shall be expected. No terminal salary shall be paid to employees on resignation.

#### 10.50 Warnings (HR 7.1)

A system of warnings shall be used by an employee's supervisor for inadequate work quality and employee infractions of Camp All Saints policy. The first and second warning will be verbal and written and placed in the employee's personnel file. The third warning would ordinarily mean dismissal. In case of gross misconduct (see 10.20 above) an employee may be terminated without prior warnings.

## 11. Employee Relations (HR 7.1)

### 11.10 Open Door Policy

Employees are encouraged to make known their suggestions and comments and to seek solutions to any problems that may arise. All supervisors will be open to employee suggestions and questions and will seek to answer questions and incorporate meritorious ideas in a timely manner.

### 11.20 Grievance Procedure

In the event that an employee has a grievance against Camp All Saints as a result of supervisory or administrative action, such employee is entitled to take the following steps:

11.21 Discuss the matter with the Executive Director. Every effort should be made to settle the matter at this stage.

11.22 If settlement is not possible, the employee may submit in writing his/her grievance to the Bishop. The decision of the Bishop shall be final.

## 12. Dress and Appearance

Employees and volunteers are required to be neatly groomed and appropriately dressed when working or on the grounds in view of other staff and guests. Employees and volunteers are expected to reflect in their behavior and lifestyle those values to which Camp All Saints and the Episcopal Diocese of Dallas are dedicated. Supervisors may require modification of dress and style as necessary

### 12.10 Clothing

Clothing shall be appropriate to the type of work being done. This will be determined by the immediate supervisor. Imprinted clothing will not promote smoking, drinking, or inappropriate behavior.

### 12.20 Grooming

12.21 The size, location, style and shape of body piercings will be up to the discretion of the immediate supervisor. Safety and suitability will dictate these decisions.

12.22 Tattoos and brands that promote smoking, drinking, or inappropriate behavior must be covered at all times.

12.23 Mustaches and beards may be worn, however they must be kept neatly styled. Hair must be kept clean and neatly styled with appropriate color at the discretion of the immediate supervisor. Long hair can be a safety hazard; it must be pinned up or tied when working around machinery and equipment. Hair will be covered when working in the dining facility.



## **CAMP ALL SAINTS PERSONNEL POLICIES (Revised March 2, 2019)**

### 12.30 Swimming Attire

Modest one-piece or modest two-piece suits will be worn in the waterfront area. An example of acceptable swimwear might include a Tankini - a type of top that covers part of the midriff and a one piece sewn bottom, or a sports style two-piece suit that is designed for exercise. Examples of swimwear that are not acceptable include briefs for males or bikinis for females.

### 12.40 Personal equipment (OM-10)

Personal equipment brought to camp by staff members remains the responsibility of the staff member and the Episcopal Diocese of Dallas is not liable for any damage incurred.

### 12.50 Personal automobiles (TR-12)

Personal automobiles of staff or volunteers must be parked in the parking area. All personal vehicles remain the responsibility of the staff member and the Episcopal Diocese of Dallas is not responsible for any damage incurred. Staff under age 18 must have written parent permission to ride in other staff vehicles, or allow others to ride in their vehicle.

### 12.55 Vehicle Operation (TR 2.1)

At no time may a staff person transport a person in a vehicle, either personal or camp owned, on parts of the vehicle not designed for passengers.

### 12.60 Use of personal automobiles to do camp business

Anyone using a personal auto on camp business must provide proof of personal automobile liability insurance with minimum limits of 100,000/300,000/50,000 to the main office.

### 12.70 Use of Camp equipment

**Staff may use Camp Equipment** during time off in camp, with permission of the Camp director or his designee, but only when staff use of equipment will not interfere with the program of the camp. No Kayaking/boating after dusk.

### 12.71 Photo Equipment

Use of cameras or any type of photo equipment is not to be used in changing areas.

**ACKNOWLEDGEMENT OF EMPLOYEE RECEIPT AND REVIEW OF CAMP ALL SAINTS PERSONNEL POLICIES AND PROCEDURES**

Camp All Saints is a ministry of the Episcopal Diocese of Dallas. As such, the actions of its employees reflect upon the camp and the diocese. Each employee makes an important contribution to the overall success of the camp by performing his job responsibilities in accordance with All Saints’ policies and procedures.

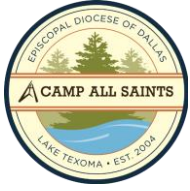
- All employees are expected to conduct themselves in accordance with camp policies and procedures.
- The camp reserves the right to revise the personnel policies in whole or part. In such situations, the revised policies supersede any previous policies.
- A copy of the Camp All Saints Personnel Policies may be acquired at the main office and will be updated as policies change.
- The language used in the Camp All Saints Personnel Polices does not create an employment contract between the employee and the camp.

**Acknowledgement of Receipt:** I certify that I have received and reviewed the Camp All Saints Personnel Policies and understand that it is my responsibility as an employee to understand and abide by the camp’s policies. I further understand that, if I have any questions about the personnel policies, I may ask my supervisor or the Executive Director for help. I also realize that this statement will become a permanent part of my personnel file.

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

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date



*CAMP ALL SAINTS*  
**PERSONNEL POLICIES**  
(Revised March 2, 2019)

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## Appendices:

1. All Saints Performance Review (**HR 7.1**)
2. Corrective Action Plan (**HR 7.1**)
3. Staff Self-Evaluation Questionnaire (**HR 7.1**)

# All Saints Performance Review

Staff member: \_\_\_\_\_ Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

## STAFF QUALITIES

For the categories listed below, please rate the employee as either satisfactory (S) or unsatisfactory (U), and provide any relevant notes or comments.

SKILLS	RATING	COMMENTS
Quantity of work		
Quality of work		
Following camp policies and procedures		
Safety regulations		
Managing hazards		
Emergency procedures		
Appropriate instruction (if applicable)		
Overall Job Performance		

What goals and expectations does the supervisor have for the staff member? \_\_\_\_\_

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What are the staff member's strengths? \_\_\_\_\_

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List some of the staff member's accomplishments from the past year? \_\_\_\_\_

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What areas that the staff member most needs to improve? \_\_\_\_\_

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**CAMP ALL SAINTS  
PERSONNEL POLICIES  
(Revised March 2, 2019)**

## Corrective Action Plan

At this time, does this staff member require any immediate corrective action?      Yes      No  
(If yes, please complete the following section):

Please list no more than three areas for immediate corrective action:

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One Month Plan for Correction:

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Measurable goals due for the one month time period: \_\_\_\_\_

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Three Month Plan for Correction:

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Measurable goals due for the three month time period: \_\_\_\_\_

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Signature of supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by staff member: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

# Staff Self-Evaluation Questionnaire

What are others' expectations for you as a staff member? \_\_\_\_\_

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What goals and expectations do you have for yourself? \_\_\_\_\_

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What personal strengths can help you accomplish your goals? \_\_\_\_\_

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List some of your accomplishments from the past year? \_\_\_\_\_

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What areas do you need to strengthen to better accomplish your objectives? \_\_\_\_\_

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What support can the camp provide to make you more successful? \_\_\_\_\_

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Additional Comments: