

Welcome

To

Great Plains United Methodist Camps, Inc.!

We have been praying for your arrival and are excited that you are a part of our team. We hope to do everything possible to make you feel “at home” in your new position with our organization. We desire for you to see this as a great opportunity to help change the lives of our campers as well as reach your own goals and dreams. We promise that during your time with GPC, Inc you will be presented with an opportunity to expand your teaching and leadership skills and grow in your spiritual walk. You will be challenged to stretch the gifts and abilities you have been given in service to campers, God, and other employees. At the same time, you will be rewarded with the joy that comes from seeing God work in the lives of campers as they explore the amazing creation that surrounds us. As an employee, we are committed to “strive for excellence!” We pray that this adventure will be everything you hoped for!

If you have any questions about this manual or other matters pertaining to your employment with GPC, Inc., please talk with the Camp Director. Every program GPC Inc. provides should fulfill these goals to allow campers a place away to grow in relationship with God and one another.



Great Plains United Methodist Camps, Inc.

Personnel Handbook

Updated: December 2015

This manual is designed to give employees a clearer picture of their employment with Great Plains United Methodist Camps, Inc. (GPC, Inc.) and address the most common questions concerning employment matters and contains the present personnel policies, rules, regulations, and practices of this organization. A signed acknowledgement form indicates that the employee agrees to abide by the policies as written here. **These policies fit into an overall attitude – that all employees are to be concerned for the organization. It is the responsibility of each employee to ensure a meaningful growth experience for campers. This may often mean sacrificing one’s personal wishes for the needs of a camper or the program.**

GPC, Inc. reserves the right to add to, modify, or delete provisions of this manual at any time without advance notice. None of the contents of this manual constitutes a contractual obligation of GPC, Inc. to its employees or to any other persons. In addition, nothing in this manual guarantees any specific term of employment or otherwise limits the rights of GPC, Inc. or its employees to terminate their relationship at any time with or without reason.

POLICIES AND PROCEDURES

1.1 Open Door Policy

Good communication and feedback within any organization are important. Beyond the day-to-day interaction among GPC, Inc. employees, GPC, Inc. encourages an “open door” atmosphere between every supervisory person and those under their supervision. This means that an employee of GPC Inc. should feel free to discuss with his or her immediate supervisor, any personal employment situation, suggest additions or amendments to current policies and procedures; bringing new innovative ideas related to the work, providing a cost savings idea that GPC, Inc. might take, or anything that might help GPC, Inc. better achieve its purposes. Many of these items will come up in camp employee meetings or in the normal course of daily GPC, Inc. activities. However, there may be occasions or subjects that an employee may wish to discuss with his or her immediate supervisor, one-on-one. The employee needs only request and schedule a mutually convenient time to meet.

1.2 At Will Employment

Selection of camp employees is the sole responsibility of the Camp Director and his or her associated team and is based upon their judgment. GPC, Inc.’s employment policy is “at will.” Under this policy, neither the employee nor GPC, Inc. is committed to continuing the employment relationship for any specific term. Rather, the employment relationship will continue at will. Either party may terminate the relationship at any time, with or without cause or notice. In case of early departure or dismissal from GPC, Inc., or should the employment period be shortened by fire, earthquake, flood, epidemic, accident, etc., the employee’s salary will be prorated. In deciding to work with GPC, Inc., you must understand and accept these terms of employment.

1.3 Equal Employment Opportunity

GPC, Inc. and the Great Plains United Methodist Conference are committed to the concept and implementation of equal employment opportunity. We provide equal employment opportunity to all employees and applicants for employment, without regard to, race, color, age, sex, national origin, disability, or any other prohibited basis of discrimination under applicable local, state, or federal law. As a religious institution, GPC, Inc. reserves all rights allowed by law to prefer employees or prospective employees on the basis of religion.

All employment decisions are consistent with the principles of equal opportunity described in this policy and this policy applies to all terms and conditions of employment.

We also believe in the principles of the Americans with Disabilities Act (ADA). That Act prohibits employers from unlawfully discriminating against employees or job applicants with disabilities when making employment decisions. We will consider making efforts to provide reasonable accommodation to otherwise qualified disabled employees or applicants. We cannot promise to make any and all accommodations; however, you need to make a request for such accommodations with your Camp Director. We must consider each accommodation on a case-by-case basis to determine whether it would cause an undue hardship to GPC, Inc.

We want our commitment to equal employment opportunity to be a success. If you feel we are failing in our duty and promise of equal opportunity to all applicants or employees, provide a written complaint to the Camp Director. If the complaint relates to the Camp Director, provide your written complaint to the local Site Council and the Coordinator of Camping Ministries. Your complaint should be specific and include the names of individuals involved, as well as any witnesses. GPC, Inc. personnel will immediately begin a thorough and objective investigation in an attempt to resolve the situation. We will take every reasonable measure to correct any unfairness and you will not be subjected to retaliation for bringing such matters to our attention. We will treat all such concerns with the utmost confidence, consistent with a fair resolution of the problem.

1.4 Background Checks

It is the policy of GPC, Inc. to perform pre-employment background checks and subsequent annual background checks for any employee and/or volunteer (paid and unpaid) who has unsupervised access to children. The purpose of performing these checks is to determine and/or confirm, within appropriate legal and professional limits, the qualifications and suitability of a candidate for a particular position for which the candidate is being considered. The candidate or volunteer will be required to sign appropriate authorizations and consents prior to performing the background check.

The components of each candidate's background check will depend on the position and the proximity to working with or around children. GPC, Inc. performs any or all of the following background checks:

- 1. Identity and address related searches**
- 2. Various types of criminal background checks (including sexual offender)**
- 3. Employment credit checks**
- 4. Driving record**
- 5. Education**
- 6. Prior employment**
- 7. Professional license verifications**
- 8. References (at least two references are required)**

GPC, Inc. complies with the Federal Fair Credit Reporting Act (FCRA) and similar state FCRA laws in the jurisdictions in which GPC, Inc. does business, federal and state Equal Opportunity laws, and all other applicable legal authority that affects the performing of pre-employment background checks. The results of the pre-employment background check are confidential and are not shared with employees of the GPC, Inc. except on a strict "Need to Know" basis.

It is not the purpose of this policy to provide detailed information or descriptions of each individual pre-employment background check that can be performed. Additionally, this policy does not limit GPC, Inc.'s right to hire, discipline, or terminate.

1.5 Personnel Records

It is important that the information in your personnel file is accurate and up-to-date. It is your responsibility to report any change in contact information, etc., to your supervisor in a timely fashion. You have the right to view your personnel file, and obtain copies, as provided by law, in the GPC, Inc. office, at a time mutually convenient to you and GPC, Inc. If there are items in your file that you wish to dispute, you may submit a written record of your version of the item.

Disclosure of your personnel information will be limited to authorized individuals. Any request for information from personnel files must be directed to the Camp Director; only the Camp Director is authorized to release information about current or former applicants or employees. GPC, Inc. will cooperate with requests from authorized law enforcement or local, state, or federal agencies conducting investigations.

Any medical information in your personnel file (kept in a separate file) is strictly confidential. GPC, Inc. will safeguard this information from disclosure and divulge such information only as follows:

1. As allowed by federal or state law;
2. To the employee's personal physician upon written request or permission of the employee; or
3. As required for workers' compensation cases.

1.6 Personal Conduct Policy

GPC, Inc. is committed to fostering and building a culture of diversity and inclusion. "For just as the body is one and have many members, and all the members of the body, though many, are one body, so it is with Christ." (1 Corinthians, 12:12) "If one member suffers, all suffer together with it; if one member is honored, all rejoice together

with it.” (1 Corinthians 12:26). There will be times when employment preferences based on religion are appropriate and should be a factor with respect to one’s employment. Subject to this consideration and the requirements of the Methodist denomination’s *Book of Discipline*, we are mindful of our social obligations with respect to fair employment practices. We strive to create and maintain a work environment in which people are treated with dignity, decency and respect. We encourage differences among our leaders and employees as embraced in the “Social Principles” contained in *The 2012 Book of Discipline* of the United Methodist Church. This passion for reaffirming the relationship of God among all of God’s people guides our desire that the camp be welcoming to all persons. The environment of the camp, in its many settings, should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. We believe that each employee has the right to work and serve in an environment free of harassment; therefore, GPC, Inc. has adopted the following personal conduct policy. Anyone violating this policy will be subject to disciplinary action, up to and including termination of employment.

PROHIBITED CONDUCT

No employee, camper, volunteer, or anyone associated with GPC, Inc. may engage in any form of sexual abuse or sexual misconduct, racial or sexual harassment, or harassment based upon any other characteristic protected by law, including but not limited to, religion, race, color, age, sex, national origin, disability, or any other prohibited basis under applicable local, state, or federal law. All employees, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur.

A. Sexual Harassment

The definition of harassment is when an individual is subjected to unwelcome verbal or physical conduct or other offensive behavior, which is sexual in nature or based on gender, especially where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of such conduct is used as the basis for decisions affecting an individual’s employment; or
- Such conduct has the purpose or effect of reasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive environment.

GPC, Inc. prohibits all forms of sexual and other unlawful harassment. GPC, Inc. will not tolerate any offensive physical, written or spoken conduct, including the use of a computer, regarding any of the following subjects:

- (1) Unsolicited and unwelcome or unwanted written, verbal, physical and/or visual contact with sexual overtones. (Written examples: suggestive or obscene letters, notes and unwelcome invitations. Verbal examples: derogatory comments, slurs, jokes and epithets. Physical examples: assault, touching, impeding or blocking movement. Visual examples: leering, gestures, display of sexually suggestive objects or pictures, cartoons, posters or magazines.);
- (2) Unwelcome requests or demands for sexual favors. This includes either subtle or blatant solicitations, pressures or requests for any type of favor, including unwelcome requests for dates, when it is known they are unwelcome, and whether or not they are accompanied by an implied or stated promise of preferential treatment or negative consequence concerning employment;
- (3) Verbal abuse or kidding that is sexually oriented and considered unwelcome such as telling “dirty jokes” or any tasteless, sexually oriented comments, innuendo or actions that offend;
- (4) Creating a work environment that is intimidating, hostile, abusive or offensive because of unwelcome or unwanted conversations, suggestions, requests, demands, physical contacts or attentions related to a prohibited form of harassment;
- (5) Continuing to express sexual or romantic interest after being informed that the interest is unwelcome (Reciprocal or mutual attraction is not considered sexual harassment);
- (6) Making reprisals, threats of reprisals, or implied threats of reprisals following a negative response to efforts to establish a relationship, where the reprisal relates to compensation, promotion, discipline, tenure or job assignments;
- (7) Engaging in coercive sexual behavior which is used to control, influence or affect the career, salary, and/or work environment of another employee; or which may have that effect;

- (8) Offering favors or employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications in return for sexual/romantic favors;
- (9) Offering sexual favors in exchange for employment benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications; and
- (10) Sending pornographic, sexually explicit, or sexually erotic material through the computer or other means. Normal courteous, mutually respectful, pleasant, non-coercive interaction among employees, both men and women, that is acceptable to both parties, is not considered to be harassment, including sexual harassment.

B. Sexual Abuse and Misconduct

GPC, Inc. prohibits all forms of sexual abuse and sexual misconduct by employees, volunteers, campers or anyone affiliated with GPC Inc. Anyone violating this policy will be subject to disciplinary action, up to and including termination or removal from volunteer service.

Sexual Abuse – Sexual abuse means unwanted physical conduct of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, sexual intercourse and other exploitation or use of another person for purposes of sexual desires. Sexual abuse includes, but is not limited to rape, sexual battery, aggravated sexual battery, lewd and lascivious behavior, enticement of a child, indecent solicitation of a child, aggravated indecent solicitation of a child, or indecent liberties with a child.

Sexual Misconduct – Sexual misconduct means a chargeable offense within the meaning of Paragraph 2702 of *The 2012 Book of Discipline* of The United Methodist Church.

All camps are expected to create an atmosphere free of sexual abuse and sexual misconduct. Furthermore, all employees are expected to immediately report any knowledge of sexual abuse or sexual misconduct.

PROCEDURES FOR REPORTING VIOLATIONS OF THIS PERSONAL CONDUCT POLICY

Any employee who receives a complaint of sexual abuse, sexual harassment, or sexual misconduct, or who otherwise becomes aware of or suspects a violation of this Personal Conduct Policy should immediately report the violation to the Camp Director. If the complaint is directed at the Camp Director, the report should be made to the local site council and the Coordinator of Camping Ministries. Reporting of sexual abuse or physical abuse of children, youth, or adults from vulnerable populations shall also be made as required by the Safe Gatherings Certification.

If a complaint regarding sexual abuse, sexual harassment, or sexual misconduct is made, an investigation will be conducted as promptly as possible. The investigation of the complaint will be conducted by appropriate, un-biased camp personnel and will be completed within thirty (30) days from the submission of the complaint, provided there are no extenuating circumstances.

If an individual is found to have violated the Personal Conduct Policy, disciplinary action may be taken, up to and including termination of employment or removal from volunteer service. All actions taken in connection with a violation of the Personal Conduct Policy will comply with any applicable law or procedure under *The 2012 Book of Discipline*.

GPC, Inc. and its employees will not retaliate against an employee who in good faith files a complaint alleging a violation of this Personal Conduct Policy, nor will GPC, Inc. retaliate against an individual for cooperating in good faith in an investigation of harassment. All records of complaints, including contents of meetings, interviews, results of investigations and other relevant material will be kept as confidential as possible by GPC, Inc. except where disclosure is required.

PROFESSIONAL CONDUCT

Rules and regulations are essential to the efficient operation of any organization. By their very nature, rules generally fall into the “don’t” category and therefore appear negative. Unfortunately, there is no way around this.

This point is made because GPC, Inc. is a positive organization and we want positive people. Please bear this in mind as you read and familiarize yourself with the rules.

Types of behavior and conduct we consider unacceptable include, but are not limited to, the following list:

- Employee harassment
- Sexual harassment
- Sexual liaisons with anyone who is not your spouse
- Retaliation against someone for filing a complaint
- Failure to perform the essential functions of the position
- Falsification of any personnel records or records of GPC, Inc.
- Failure to keep accurate time records
- Dishonesty
- Gambling, including betting on sporting events, during working hours
- Possession of weapons or explosives while at work
- Insubordination, including, but not limited to, refusal or failure to follow a work order from a supervisor
- Engaging in horseplay or fighting
- Carelessness or negligence in the performance of work
- Unauthorized possession or use of property of the Great Plains Annual Conference of the United Methodist Church, or GPC, Inc.
- Sleeping during times you are expected to be awake and performing job duties
- Unsafe work practices
- Excessive absence or tardiness
- Any other act or failure to act, which is against our organization's best interests.

If your performance, work habits, overall attitude, conduct, or demeanor become unsatisfactory in our organization's sole judgment based on violations, either of the above or any of our other policies, rules, or regulations, you will be subject to disciplinary action, up to or including termination.

Employees are expected to conduct themselves with integrity in a way that respects the dignity, personal worth, and rights of others. Such conduct supports an orderly, positive, and productive work place and protects both GPC, Inc. and all employees. Remember that you represent GPC, Inc. at all times; whether you are on duty or off duty, your actions, attitudes, and dress reflect upon our organization.

You are a role model to each person that comes to a GPC, Inc. program and to each other! Treat all program participants with respect and kindness at all times. If conflict occurs, defer to your supervisor; never take matters into your own hands! Offensive behavior or that which might be interpreted as alarming, disruptive, or distasteful must be avoided; displays of temper, use of profanity, racial or sexual epithets, or vulgarities will not be tolerated.

Drug and Alcohol Policy and Enforcement

GPC, Inc. is committed to providing a *safe work environment* and to cultivate the wellbeing and health of its employees and participants. This is jeopardized when any GPC, Inc. employee comes to work while under the influence of illegal drugs or alcohol. It is the stance of the organization that persons under chemical influence, or feeling their after effects, are not capable of sound judgment, reasoning, perception, or concern for others. It is a violation of GPC, Inc. policy to possess, distribute, sell, offer to sell or distribute, use, or be under the influence of alcohol, drugs, or controlled substances, at any time on the camp premises or while engaging in a GPC, Inc. program or project. This policy includes traveling by vehicle carrying GPC, Inc. employees or participants.

Off duty conduct should be representative of the values of GPC, Inc. and the United Methodist Church. Employees may not be on any of our camp premises intoxicated. When in public, employees are urged to consider the importance of responsible behavior in this matter that is of pressing difficulty to many youth whom we serve. Keep in mind that you have made the choice to be a role model.

Responsible use of alcohol in the Camp Directors' residences is allowed and must be in accordance with state laws. ***GPC, Inc. reserves the right to perform random drug testing at any time during employment. Violation of this policy is grounds for dismissal.***

Smoking

GPC, Inc. discourages the use of tobacco products, recognizing them as a danger to personal health, and will strongly support the attempt of any employee to quit smoking or using tobacco products.

The use of such products is not allowed in the presence of GPC, Inc. program participants at any time. Designated smoking areas, if available, are to be used when an employee smokes or uses a tobacco product; however, employees should only utilize these areas on scheduled break times.

Dress Code

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image that GPC, Inc. presents. During work hours or when representing GPC, Inc., you are expected to present a clean, neat, and tasteful appearance. It is important for employees to understand that it is not the Camp's intention to make a corporate standard a personal issue or make a universal judgment to say this is how everyone should act.

Nor does the Camp intend that this policy should be imposed in all situations, or mean to imply in any way that a person's worth should be judged by their outward appearance. Our intent is not to degrade anyone who may choose to have an appearance or lifestyle which does not fall within this policy. It is simply our organizational standard.

All clothing must fit properly, be clean, and free of rips or holes. Slogans on clothing must be in good taste and must not advertise alcohol, tobacco, drugs, or profanity. Employees should avoid wearing clothing that is tight, revealing, or draws undue attention. Bathing suits must be conservative. Program employees will be provided with an employee shirt to wear while greeting campers on the first day of camp each week.

Employee Relationships

Employees must maintain a professional demeanor while on duty and must treat others with respect. We encourage development of friendships between employees; however, open displays of affection and/or discussion about employee courtships in the presence of campers is not in good taste, and is therefore discouraged. Couples are encouraged to use discretion and common sense. Unmarried employees are prohibited from engaging in sexual liaisons of any kind, whether on the GPC, Inc. premise or offsite when working in a GPC, Inc. program. Employees should not put themselves in the position that he or she could be the subject of gossip or speculation about an inappropriate relationship.

1.7 Workplace Violence

GPC, Inc. recognizes that a place of employment safe from violence or the fear of violence is fundamental to the health and well-being of employees. The policy of GPC, Inc. is that its employees should work in an environment free from physical attack, threats, and menacing or harassing behaviors. As used in this policy, violence is defined to include, but not limited to, the following:

1. Physical attack is an unwanted or hostile contact, such as hitting, fighting, pushing, shoving, or throwing objects.
2. Threat is stating a present or future intention to cause physical or mental harm. Any expression of intent to cause physical or mental harm is considered to be a threat.
3. Harassment is behavior or communication designed or intended to intimidate, menace, or frighten another person.
4. Property damage is behavior or acts that contribute to the destruction or damage of another's property.

At any facility of GPC, Inc., physical attacks, threats, harassment, and property damage are always prohibited. Any employee who experiences or witnesses such acts, conduct, behavior, or communication must immediately call the police if appropriate, and/or contact his/her supervisor or the Camp Director.

Any supervisor who receives a complaint of violence, threats, harassment, or property damage or who has reason to suspect that these acts or behaviors are occurring, must immediately notify the local site council and Coordinator of Camping Ministries.

Upon being informed of an allegation of violence, threat, or harassment, the matter will be investigated. Upon conclusion of the investigation, GPC, Inc. will determine how to respond. In the interim, GPC, Inc. will respond, as it deems appropriate.

Appropriate disciplinary action, up to and including termination, will be taken in instances of misconduct as judged by GPC, Inc. Employees who know of information about violence, threats, or harassment, but did not notify an appropriate person consistent with this procedure will also be subjected to appropriate discipline, up to and including termination.

Employees will not be retaliated by GPC, Inc. or its employees for reporting violence, threats, harassment, or property damage.

Weapons Policy

"Unauthorized possession of firearms, explosives, or other dangerous materials is prohibited while working on GPC, Inc. property. This prohibition on carrying firearms while working applies even if the employee has a legal permit to carry such a weapon."

1.8 Disciplinary Procedures

We, like any employer, have certain expectations of our employees. For example, we expect employees to follow our policies and procedures. These expectations ensure the efficient operation of our facilities, which is important to all of us.

Unfortunately, there will be times when policies and procedures are not followed and discipline is necessary. It is only fair to those who are abiding by the policies and procedures to discipline those who are not as conscientious. At the same time, we do not want to unduly punish someone who is guilty of only a minor infraction. We think the progressive discipline system that we have developed is fair to everyone. Remember, we use progressive discipline to help employees improve.

While we generally follow specific steps in applying progressive discipline, there are times when deviation from this policy is appropriate. In other words, circumstances may warrant skipping steps or even immediately terminating an employee. This is especially true in situations that the employee is unwilling or unable to improve. Theft or threats of violence are examples of conduct that may justify immediate termination. In addition, it is important for you to realize that it does not take violation of the same policy or procedure to proceed to the next step of the discipline process. Violations of different rules or reasonable management expectations can result in moving to the next step. The following generally explains the different steps in the discipline process.

- **Oral Warning.** When your supervisor or another member of management becomes aware of a problem associated with your work, the normal first step is to provide a verbal warning. A member of management will usually sit down with you and discuss the problem. You will normally be given an opportunity to respond and assist in deciding what steps need to be taken or changes that need to be made in order to eliminate the problem(s). Written documentation of an oral warning may or may not be added to an employee's file based on the discretion of the Camp Director.
- **Written Warning.** Unfortunately, a verbal warning is not always enough to convince an employee that it is imperative that he or she abide by our rules and regulations. Also, there are times when a written warning without a prior verbal warning is necessary and appropriate. In those cases, a member of management will usually discuss the problem with you and allow you to respond. You will be asked to sign a written form acknowledging your discussion. Employees will be given a copy of the written warning and an additional copy will be added to his or her employee file.
- **Suspension.** If violations of our policies, procedures, and expectations continue, the Camp Director may immediately suspend the employee for a specified period. The employee will not receive pay during a suspension. Suspension may also occur when we need time to conduct an investigation to determine whether termination is warranted; the employee may receive pay accrued during suspension for the investigation if they are reinstated. Documentation of a suspension and any investigation, including the outcomes of investigations, will be added to his or her employee file.
- **Involuntary Termination.** Unfortunately, there are times when verbal and written warnings, and even suspensions, do not result in an employee performing satisfactorily. In those cases, employees will typically be terminated. There also may be times when immediate termination without any prior warnings is appropriate. Immediate termination is usually reserved for severe cases of unacceptable performance or behavior as determined solely by the Camp Director or his or her superiors. Documentation of termination will be added to his or her employee file.

1.9 Problems and Complaints

It is the purpose of GPC, Inc. to provide an environment that is affirming and supportive of the persons working at camp. We feel a suppressed complaint is damaging to morale and productivity. Therefore, to maintain an effective working climate, we have developed the following complaint procedure:

Step 1: An employee having any questions or difficulty should first discuss the matter with their direct supervisor who can usually solve the problem for you on an informal basis. A verbal response will usually be given immediately after your discussion with the Step 1 representative.

Step 2: If you are not satisfied with the Step 1 representative's handling of the complaint, or if you prefer not discussing the problem with the Step 1 representative, contact the Camp Director. The Camp Director will usually respond to your problem or complaint within three working days. If it is inappropriate for you to complain to the Camp Director, you may file a complaint directly with the local Site Council.

Step 3: Finally, if you still have a problem, make an appointment to discuss the matter with a member of the local Site Council who will then give your concern consideration and hold a meeting with you, if appropriate, usually within one week. If it is to be an official complaint it needs to be in written format and the site council member will take it to the site council to be evaluated for merit.

Remember that we want to be fair! We are willing to hear any complaints you might have. Moreover, we will try to give a fair and reasonable answer to whatever objection or question you may have.

1.10 Employee Assignments

Although GPC, Inc. employees have a primary employee assignment, employees may be called upon and assigned to other duties based upon the needs of the organization at that time. Employee assignments may be changed at any time during the season at the discretion of the administration.

1.11 Employee Evaluations

GPC, Inc. employees may be periodically evaluated on their job performance by their supervisor. Feedback will be given with a focus on promoting each employee's growth and recognizing his/her strengths. Generally, we try to interview outgoing employees in order to give him or her an opportunity to share input for organizational improvement.

1.12 Program Offices

GPC, Inc.'s office spaces are where the business necessary to conduct our programs is managed. We request your assistance in helping to keep our offices professional and polite. You must have permission to use or borrow office equipment. Employees are not allowed use of GPC, Inc. computers unless specific permission has been granted for a specific project. Permission to use office equipment must be granted from the Camp Director.

1.13 Lost or Damaged Materials

As a non-profit organization, our program resources are limited by our annual budget that must be approved by the GPC, Inc. Board of Directors. Therefore, in order to present the highest quality program possible, it is essential that all employees treat program materials with care and respect. It is imperative to model appropriate usage and care of equipment for your campers to ensure that all program materials are treated properly. Any item that is lost or damaged must be reported to the appropriate supervisor immediately, and a Lost or Damaged Materials Form must be submitted. The employee(s) will reimburse GPC, Inc. for items he or she recklessly or intentionally damages. Irresponsible actions concerning program materials or equipment may lead to immediate termination. Please direct questions concerning the care, usage, and maintenance of camp supplies and equipment to your supervisor.

All tools, equipment, and supplies must be requested from the appropriate supervisor and returned to their proper place of storage immediately upon the completion of their use. The employee borrowing the items will be responsible for their return.

Keys

Keys relating to your particular assignment may be issued to you. These keys are to be used only as necessary in the performance of your job and not for personal reasons when on or off duty. A replacement fee may be charged for lost work keys. Work keys may not be duplicated without specific instruction from the Camp Director.

1.14 Vehicles

GPC, Inc. vehicles are for camp business use. Only authorized persons may drive camp vehicles. All business trips using personal vehicles must be approved in advance; arrangements will be made for employees to be reimbursed for their gasoline expenses.

See Transportation and Vehicle Safety Manual

1.15 Usage of GPC, Inc. Property

Camp equipment has been purchased by GPC, Inc. for the operation of our facilities and programs. Please treat all program materials with care, as if you owned it yourself. Such equipment is not to be used in ways that may jeopardize its quality or condition. Power tools and maintenance equipment should not be used unless you have been properly trained by camp maintenance personnel, and are of legal age to utilize the tool. Use of any equipment off of the camp premises must be cleared with the appropriate supervisor; such use is permitted under normal use conditions, and relevant safety procedures *must* be followed.

1.16 Purchasing

No purchases or expenditures are to be made in the name of the camp without prior approval of the appropriate supervisor. Persons making unauthorized purchases will be held responsible for them. Employees may not make personal charges on GPC, Inc. accounts. Unauthorized purchases and charges could be considered theft and grounds for immediate termination.

1.17 Stewardship

Aesthetic beauty is related to the cleanliness and appearance of our program sites and natural resources. Each employee is expected to have a personal concern for the quality, appearance, and spirit of program sites and partner facilities. Please prevent participants from marking walls and buildings, slashing or abusing plants or trees, or participating in other behaviors destructive to their surroundings and the environment.

1.18 Nepotism

Prospective employees shall not be interviewed or hired by an immediate relative currently employed by GPC, Inc. nor shall an immediate relative who is also employed by GPC, Inc. supervise an employee. Related employees shall not serve in positions where they may directly or indirectly influence decisions related to each other. Their respective positions shall not involve related financial transactions. Camp Directors must authorize any exceptions to this policy prior to employment.

A relative is defined as follows: Husband/wife, son/daughter, father/mother, brother/sister, grandson/granddaughter, and grandfather/grandmother, father-in-law/mother-in-law, son-in-law/daughter-in-law, brother-in-law/sister-in-law, aunt/uncle, niece/nephew with adopted, step or half relationships treated as full relationships.

1.19 Other Employment

When employment is accepted with GPC, Inc., the first responsibility is to GPC, Inc. and efficiently performing assigned duties. GPC Inc. depends on employees to devote their full attention and effort to the duties to which they have been assigned. GPC Inc. does not object to employees' accepting outside work, as long as it does not:

- conflict or appear to conflict with the interests of the camp;
- interfere with normal camp hours;
- affect the efficient performance of regular duties with the camp; or
- cause the employee to be an accident hazard to self or co-workers through fatigue, worry or other conditions.

Outside employment is not considered an excuse for poor attendance, absenteeism, tardiness, or refusal to work overtime if required. Employees are expected to discuss any outside employment with their supervisors. Non-job-related, voluntary activities shall be done on the employee's own time.

PAYROLL AND COMPENSATION INFORMATION

2.1 Classification of Employees

For purpose of salary administration, overtime and benefits, GPC, Inc. classifies its employees as follows:

Full-time: Normal full-time positions are 40 (forty) hours of work per week, although positions requiring a minimum of 30 (thirty) hours of work per week are considered fulltime for benefit purposes, while vacation, sick and holiday leave are prorated by the number of hours worked.

Part-time: Positions with a set schedule less than an average of 30 (thirty) hours of work per week are considered part-time. Vacation, sick and holiday leave are prorated by the number of hours worked.

Seasonal/Temporary Employees/Variable: People employed on an intermittent basis or for a specified number of hours, days or months, or unit on a specified date (not eligible for benefits).

Non-exempt: Such employees are covered by overtime pay and other distinctive provisions of the FLSA or any applicable state laws. These employees are paid on an hourly basis for actual hours worked. All such employees are entitled to overtime pay for work required to be performed by employer over 40 hours per work week.

Exempt: Such employees are classified by employer as exempt and are not eligible for overtime pay and other employment conditions as provided for in the FLSA or any other applicable state laws. Exempt employees are salaried and are not entitled to overtime.

2.2 Wage and Salary Information

GPC, Inc. summer employees are paid *twice per month*. Upon start of employment, a completed W-4 form and I-9 form as well as a form for authorization to deposit will be required before your first paycheck can be distributed. Payroll is distributed electronically by the payroll service used by GPC, Inc.

If you have any questions about your paycheck, or believe a mistake has been made on your paycheck, tell the individual preparing payroll immediately. We want you to receive everything you have earned.

Wage adjustments are not automatic and will be based on our organization's evaluation of your performance, as well as economic and market conditions.

2.3 Salary, Overtime, and FLSA Compliance

GPC, Inc. complies with the Fair Labor Standards Act and other federal and state wage laws. We strive to allow each employee member at least one day a week generally free from duties.

Non-exempt employees are paid on an hourly basis and may work no more than 40 hours per week, unless previously approved, and must keep accurate records of their time worked. Employees should immediately report anyone who asks someone to work in any manner that does not properly record actual time worked.

As stated above, it is the policy of GPC, Inc. to comply with the FLSA. Therefore, GPC, Inc. prohibits all payroll personnel from making any improper deductions from the salaries for exempt employees. GPC, Inc. wants employees to be aware of this policy and that the organization does not allow deductions that violate the FLSA. GPC, Inc. is committed to full compliance with the FLSA. Any complaint in that regard should be made to the Camp Director. Any non-compliance will be immediately remedied. No employee will be retaliated against for any such complaint.

2.4 Payroll Deductions

Please remember that the actual amount of your paycheck will be less than the amount specified on your employee agreement because of the following deductions, which are required by federal law:

1. Federal Income Tax
2. State Income Tax
3. Social Security
4. Medicare
5. Garnishment/Wage Attachments (if applicable)

2.5 Work Days and Time Off

Summer is a busy time at GPC, Inc. When a program is running, you may be called upon to work early mornings and late nights. We acknowledge that our program schedule can be demanding on employees at times, and it will be our intent to provide program employees with periodic small breaks during the week in the midst of their responsibilities.

Tardiness will not be tolerated. Your campers and other employees depend on you to be on time and enthusiastic! You are required to attend all employee meetings, unless prior arrangements are made with your supervisor.

Full-time/Part-time Staff: A Time Off Request Form is to be submitted, and must be signed by the employee and the supervisor before approval.

Summer Program (Seasonal) Staff: If you wish to request time off, you may do so prior to signing your employee agreement for the season. A Time Off Request Form is to be submitted, and must be signed by the employee and the supervisor before approval. Time off requests are granted based on program need, are without compensation, and are solely at the discretion and approval of the Camp Director.

All employees are required, at a minimum, to take at least 24 hours off (in blocks of not less than 12 consecutive hours) every two weeks (per American Camp Association's (ACA) guidelines).

Emergency Leave

In the event of illness or death in the family of the employee, or other urgent personal need such as, but not limited to, pregnancy or adoption, leave will be granted without compensation in relation to individual circumstances at the discretion of the Camp Director. All other leave requests will adhere to applicable local, state, or federal law and will be in the sole discretion of the Camp Director.

2.6 Vacation Leave

GPC, Inc. recognizes the importance of vacation time, which provides employees the opportunity for rest and personal activities. Full and part-time employees are eligible to accrue vacation leave.

Vacation leave will be based on the number of years of service and will increase on January 1st for the calendar year in which the employee's anniversary reaches a new level of benefit (i.e. in the calendar year of the employee's 6 year anniversary of employment, employee will accrue vacation at a rate of 5.00 hours per pay period starting on January 1st of that year.)

New employees: During the 90-day introductory period, a new employee cannot take vacation time, but the supervisor may grant time away from work without pay.

Vacation Accrual: Vacation time will be accrued each pay period and be earned based on the employees years of service per the below chart. Employees working less than 40 (forty) hours accrue vacation leave per the below schedule but prorated according to the average hours worked. Employees can only accrue or bank a maximum of 1½ times the total amount of vacation time they are allowed to earn. When employees reach their maximum number of vacation time, they do not accrue more vacation until the accumulated amount drops below the maximum amount they can accumulate.

For example, an employee working forty (40) hours per week with two years of service can only accrue or bank a maximum of 3 weeks of vacation at any given time. If that employee then uses 2 weeks of that vacation, he or she can then begin to accrue vacation again up until he or she again accrues the maximum of 3 weeks.

Requests for vacation leave must be submitted to the employee's supervisor. Camp Director's requests must be previously submitted and approved by the Coordinator of Camping Ministries. All unused vacation will be paid upon termination of employment for all employees.

Years of Service	Total Accrual per year	Accrual per pay period
0-5 years	10 Days – 2 weeks	3.33 hours
6-10 years	15 Days – 3 weeks	5.00 hours
11+ years	20 Days – 4 weeks	6.67 hours

2.7 Sick Leave

Full and part-time employees are eligible to accrue sick leave. In cases of illness the absence should be reported to the employee's supervisor within 30 (thirty) minutes after the start of the scheduled workday. Camp Directors must alert the Coordinator of Camping Ministries as soon as possible if he or she is sick or away from the camp on a normally scheduled work day.

Sick Leave Accrual: Sick leave with pay will be granted in cases of absences due to personal injury, illness, and visits for medical or dental purposes. Sick leave will be granted to the employee for taking care of family members for whom they are the primary caregiver. Sick leave will be accrued each pay period at a rate of 4.00 hours per pay period. Employees working less than 40 (forty) hours accrue sick leave prorated according to the average hours worked. Unused sick leave may be carried over to the next calendar year with a maximum accrual of 96 hours.

2.8 Additional Leave of Absence

See Human Resources for current policy.

The Family and Medical Leave Act (FMLA): The FMLA allows up to 12 work weeks of unpaid leave annually for a serious health condition as defined by the FMLA.

FMLA leave eligibility

An *eligible employee* under the FMLA is an employee who has been employed with the employer for at least twelve (12) months, who has worked at least 1,250 hours in the past 12 months, and who works at a facility in which at least fifty (50) employees are employed by the employer either at that facility or within seventy-five (75) miles of that facility. Returning members of the uniformed services are given credit for any months or hours of service they would have been employed but for their service, and may have additional rights under USERRA. (See Military Leave section). The 12 months of employment do not have to be consecutive. That means any time previously worked for the employer (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count *unless* the break is due to service covered by USERRA, or there is a written agreement, including a collective bargaining agreement, outlining the employer's intention to rehire the employee after the break in service.

Reasons for FMLA leave

An eligible employee may take FMLA leave of up to twelve (12) weeks per leave year, for any of these different reasons:

- Birth of son/daughter and care after such birth;
- Placement with employee of son/daughter for adoption or foster care;
- Care of employee's spouse, child, or parent with serious health condition;
- Serious health condition of employee that makes employee unable to perform the functions of his or her position;
- Qualifying exigency arising out of the covered active duty or call to covered active duty of a covered military member who is the employee's spouse, son/daughter or parent; or,
- To care for the serious illness or injury of a covered service member if the service member is the spouse, son, daughter, parent, or next of kin of the employee.

Serious health condition

For the purpose of determining whether an eligible employee or his or her spouse, child, or parent has a serious health condition, such a condition includes an illness, injury, impairment, or physical and mental condition that involves (a) in-patient care in a hospital, hospice, or residential medical care facility, or (b) continuing treatment by a health care provider. The FMLA is not intended to cover short-term conditions for which treatment and recovery are brief. Examples of serious health conditions may include: heart attacks, heart conditions, most cancers, back conditions requiring extensive therapy or surgical procedures, strokes, respiratory conditions, appendicitis, pneumonia, emphysema, severe nervous disorders, injuries caused by serious accidents on or off the job, pregnancy, severe morning sickness, need for prenatal care, childbirth, and recovery from childbirth. A serious health condition includes treatment for a serious chronic condition that, if left untreated, would likely result in an absence of work for more than three days.

Qualifying exigency

A Qualifying Exigency can arise in many situations including those involving short-notice deployments, military events and related activities, childcare and school activities, financial and legal arrangements, counseling, rest and recuperation, for post-deployment activities and any other event listed in the Military Leave Section.

Leave year

For the purpose of this policy, the leave year within which an eligible employee may take his or her twelve (12) weeks of FMLA-protected leave means the twelve (12) month period beginning on the date the employee first

takes leave for any of the reasons set forth previously. There are limited exceptions to this for eligible employees taking a qualified exigency or military caregiver leave which are outlined in the Military Leave Section.

Compensation for FMLA leave

Generally, FMLA leave is not paid. However, an eligible employee may take any accrued paid vacation leave or where applicable, paid sick days in lieu of taking unpaid leave under the FMLA. Such paid leave will be counted towards the employee's twelve (12) weeks of FMLA leave granted per leave year. Likewise, any FMLA medical leave for a work-related injury where the employee received benefits runs concurrently with FMLA leave.

Intermittent or reduced hours leave

In the case of leave taken to care for a seriously ill spouse, child, or parent, or due to the employee's own serious health condition, an employee may take leave intermittently (i.e. periodically) or on a reduced hours schedule only when such leave is medically necessary, as certified by the employee's or family member's health care provider. An employee who takes leave intermittently or on a reduced leave schedule may be temporarily transferred to another position for which the employee is qualified to better accommodate that leave. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

Job and benefits security

An eligible employee who takes leave under the FMLA and who returns to work before his or her annual FMLA entitlement has expired will be restored to the position he or she held when the leave commenced, or to an otherwise equivalent position with respect to pay, benefits, and other terms and conditions of employment, unless the employee would no longer have been employed in such a position had the employee not taken such leave. Additionally, any unused employment benefits that had been accrued to an eligible employee prior to the commencement of leave will be restored upon return from FMLA leave.

Continuation of group health plan coverage

Group health plan coverage will be maintained by employer during an eligible employee's period of FMLA leave to the extent and under the same circumstances as it ordinarily is furnished to that employee. Employee premium payments should be made to the _____ on the ____ of each month. The _____ will notify eligible employees concerning the amount of each premium payment. Failure to pay such premiums during leave may result in the loss of health coverage. An eligible employee who fails to return to work after the expiration of the FMLA leave period for reasons that are not beyond his or her control will be expected to reimburse the employer for health care premiums paid by the employer during the leave period.

Employee notice requirements

An eligible employee generally must give the employer at least thirty (30) days' notice of his or her intent to take leave under the FMLA. If the employee is unable to give such notice because the need for leave is not foreseeable, or is due to a qualifying exigency, then the employee must give as much notice as practicable. Typically, this will mean giving notice to the employer within one or two working days of learning that FMLA leave must be taken. Any employee who fails to give the requisite notice may be delayed in receiving authorization for leave.

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave.

Healthcare provider certification

In cases of leave to be taken to care for a seriously ill family member or due to the employee's own serious health condition, an eligible employee must provide the employer with a completed and signed health care provider certification indicating that the employee requires FMLA leave. This certification must be returned to the employer within fifteen (15) days after the employee files notice of his or her intent to take FMLA leave. Failure to return this certification in a timely manner may result in delays in securing authorization for leave, and failure to return the certification at all will preclude the employee from taking leave. The employer also may require, at its own expense, a second and third health care provider opinion if there is a question as to the validity of the

certification provided by the employee. An eligible employee on FMLA medical leave may be asked to submit to the employer a medical release indicating that the employee is able to return to work. Failure to submit such a release, when required, will preclude the employee from being restored to his or her employment with employer.

Nondiscrimination/nonretaliation policy statement

Employer will not: (1) interfere with, restrain, or deny the exercise of any right provided under the FMLA; (2) discharge or discriminate against any person for opposing any practice made unlawful by the FMLA; or (3) discharge or discriminate against any person for his or her involvement in any proceeding under or relating to the FMLA. An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

Other provision

Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under the FLSA regulations, 29 CFR Part 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to an eligible employee's use of FMLA leave.

Leave without Pay: The supervisor may grant leave without pay at their discretion for periods not to exceed one month. Such leave for periods longer than this shall require the approval of the GP Camping Coordinator in consultation with the site council. Requests for such leave without pay must state definite inclusive dates.

Military Leave:

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable. Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty.

The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off (PTO) for the absence. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible. PTO and holiday benefits will continue to accrue during a military leave of absence. Employees on military leave for up to 30 days are required to return to work for the first regularly scheduled shift after the end of service, allowing for reasonable travel time.

Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws. Employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Contact the Human Resources Department for more information or questions about military leave.

Jury Duty: Employees will be excused with pay for jury service. No reimbursement of money received by employee as compensation or expense allowance for jury duty will be required to be made to GP Camps.

Family Illness/Funeral/Death: In the event of critical illness or death of parents, children, spouse, grandparents, parent-in-laws, or significant other person, a leave of absence of up to five calendar days per incident may be granted for full and part time employees, after consultation with the employee's supervisor. Employees working less than 40 (forty) hours are granted leave prorated according to the average hours worked. Additional days may be granted, without pay, by the supervisor or taken as vacation days.

Inclement Weather: For the safety of our staff, an office will be closed when the school district in the area is closed due to adverse driving conditions related to snow and ice. Should the school district in the area in which the employee lives close due to snow or ice, they would not be required to report to work. Full and part time employees are eligible to receive pay on inclement weather days. Employees working less than 40 (forty) hours are granted pay prorated according to the average hours worked. If there were other times when safety becomes a concern, the employee would need to consult with their supervisor.

2.9 Holidays

GP Camps observes seven (7) holidays for which the office is closed and for which full and part time employees are paid. These days are:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Christmas Day

When a holiday falls on Saturday, the Friday before is observed as the holiday. When the holiday falls on Sunday, the Monday after is observed as the holiday.

Employees working less than 40 (forty) hours are granted holiday pay prorated according to the average hours worked and is based on the schedule outline above for full-time employees. They will receive pay regardless of whether or not they regularly work on that day.

If an employee is required to work on the holiday they will be granted a floating holiday that must be used within one month of the holiday.

2.10 Housing

Housing is provided to GPC, Inc. program employees seven days per week during the summer season.

Check In / Check Out Procedures

Upon checking in to GPC, Inc. employee housing, you agree to follow all applicable community guidelines and to be responsible for the cost of damage caused by negligence.

Upon check out, your living space must be free of litter and all of your belongings removed. Please dispose of trash properly and don't leave bags of trash in employee housing. Your radio, along with applicable name tags, first aid kits, employee shirts, work and room keys must be returned at check out. Failure to check out properly may result in fines that may be payable upon demand. Payment for room damages may also be payable upon demand.

If damage occurs or furniture is missing in a housing area and an employee does not take responsibility for the situation, all employees of that space may have to share the cost of the damages. All employees hold responsibility for communal areas.

Cleanliness of Living Areas

The cleanliness of our program and living areas reflects upon the reputation of GPC, Inc. Please keep program, living, and lounge areas neat and clean at all times.

Maintenance

Report maintenance needs as quickly as possible to the appropriate supervisor.

Personal Belongings

GPC, Inc. does not provide insurance for personal belongings. Keep this in mind when choosing to store items of value, including money, in your living area.

Respect for Privacy

Please be respectful of one another's space. Remember to knock and wait for an answer before entering another's living area or room.

Quiet Hours

Facility-wide quiet hours are 10 PM to 7 AM for all campers at GPC, Inc. Out of respect for your coworkers, please observe quiet hours in employee housing as well. Responsibility to campers, one's personal health, and the high standards of quality by which we run our program make it imperative that all persons get sufficient sleep. Thus, employees are urged to practice safe and healthy habits and allow their roommates and coworkers to do the same. While camp is not in session, please make sure the activity and resulting noise level in communal living areas is respectful of employees that might be sleeping. Be advised that communal living areas are not sleeping areas.

Visitors

For the safety and wellbeing of our campers, visitors and guests are not permitted while program is in session. Exceptions may be made for volunteers at the discretion of the Camp Director. Visitors and guests should be advised to visit on employee days off, allowing employees to visit freely with visitors. It is unfair both to employees and campers, and to visitors, to expect free time to visit during working days. As is available and applicable, weekend guests may be charged for room and meals at a reasonable rate. It is the responsibility of the employee to make these arrangements and payments in advance.

2.11 Meals

Eligible employees will be provided with meals during the summer or when camp is in session. Meals are eaten with campers while camp is in session. Food is also available while camps are not in session (usually leftovers). *Please let us know ahead of time if you have any allergies or special dietary needs.*

2.12 Workers' Compensation

Workers' compensation is designed to provide certain benefits to employees who sustain injury by accident or occupational disease arising out of and in the course of their employment, and who are not willfully negligent at the time of the injury. An employee who sustains a work-related injury should inform the supervisor or Camp Director immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. All employees of GPC, Inc. are covered by Worker's Compensation Insurance. GPC, Inc. provides the full cost of Worker's Compensation Insurance coverage. Any injury occurring while on the job, or any job-related illness must be promptly reported to the employee's supervisor.

Employees of GPC, Inc. may be subject to the provisions of the Nebraska or Kansas Workers' Compensation Act, and they are entitled to benefits of that Act, according to its provisions. Payment of workers' compensation benefits is subject to the provisions of the Act and the employee's eligibility under the Act.

2.13 Unemployment Compensation

GPC, Inc. is affiliated with the United Methodist Church and its operation is for religious purposes. Therefore, no unemployment benefits are available from employment through GPC, Inc.

2.14 Retirement

GPC, Inc. offers eligible employees a variety of benefits, including retirement benefits. Full and part-time employees that regularly work an average of 20 hours or more per week are eligible to receive retirement benefits. Benefits are subject to change. For benefit related questions, see the Camp Director.

2.15 Payroll Advance/Loans

GPC, Inc. will not provide payroll advances or extended credit to employees.

SAFETY

As we run our programs, we need to remember that we are caring for someone's most precious possession, their children. Employee safety is also of foremost concern; ***your personal safety always comes first***, then the safety of others. If you are injured, it is difficult for you to help those under your care. GPC, Inc. believes that a clean, safe, and healthy working environment should be provided for all employees. Every reasonable precaution is taken to provide this kind of environment; however, accident prevention is largely an individual responsibility and employees are expected to do their part to maintain a safe workplace. Failure to follow safety procedures is grounds for discipline and/or termination.

Study your role and all possible hazards. If you are uncertain of the safest way to perform a specific duty, ask your supervisor before you begin. GPC, Inc. will provide safety equipment and training whenever it is needed; you must wear required safety equipment, follow all instructions, and observe posted rules and regulations at all times. Report any defective equipment or possibly hazardous conditions to the appropriate person at once – do not operate defective equipment. If you become ill or injured, inform your supervisor at once.

At the beginning of each activity, it is necessary for you to assess the condition of your surroundings and consider the possibility for injury. Consider all participants, including employees and volunteers. Each employee is responsible for reporting unsafe conditions or safety suggestions to their supervisor.

3.1 Difficult Situations at Camp

If you find yourself in a situation that is beyond your expertise, remember the following steps:

- Do not keep information of a serious nature to yourself. Always ask for help, from the Camp Director or the appropriate supervisor, earlier rather than later. It is OK not to have all the answers/solutions.
- Talk with the person who has disclosed an issue to you. Be very aware of not discussing the situation within earshot of others.
- Do not talk to other employees/campers concerning the issue, unless you have made a plan with your Camp Director that involves discussing the issue with others.

3.2 First-Aid

Any camper's injury is to be reported at once to your Camp Director. What may seem minor to you may not be so. All injuries are to be noted in writing in the first-aid log, including the date, time, type and extent of injury, treatment administered and relevant follow-up. Remain calm and do your best to help the injured person to remain calm.

See Health Care Manual

3.3 Emergency Procedures

Your supervisor will review applicable emergency procedures with you during training and periodically during the season. If you have any questions regarding them, please contact your supervisor.

See Emergency Procedures Manual

Arrival of Emergency Vehicles

If the emergency situation does not apply to you, keep yourself and your campers calm and focused on the activity. If your campers ask questions, say that you do not know, but it could be a drill.

Contacting Parents

Parents are only to be contacted by the Program Director or Camp Director to advise them of major injury, consult them on health concerns, or recommend transportation home. Employees are not to assist campers in calling home unless specifically instructed to do so by the Director.

Intruders

If you notice a person on site that you feel may be unauthorized to be there, please either greet them and bring them to an administrative employee on duty, or notify an administrative employee right away. Make sure your campers are calm, safe, and inaccessible.

No campers are allowed to leave the site with a non-employee, without permission from the Camp Director.

Guidelines for Media Relations

Please do not have conversations with any member of the press regarding your employment with GPC, Inc., or any GPC, Inc. situation, unless you have prior authorization from your Camp Director. Never say something to a reporter that you don't want in print or on TV, even "off the record;" what is intended as an innocent comment may be taken out of context and can negatively impact you and GPC, Inc. Your standard answer to any media inquiry must be, "I am unable to comment. Please speak with my Director."

Strange Animals

Do not approach any wild or strange acting animal. Look for signs of unusual aggressiveness, foaming at the mouth, lack of coordination, or other erratic behavior. Keep campers away and calm. Contact the Program Director or Camp Director right away.

3.4 Child Abuse

Physical, emotional, and sexual abuse and neglect of children are tragic issues. As a provider of youth camps and programming, we must have a keen awareness of all aspects surrounding this topic.

To Protect Children

Volunteers and paid employees of GPC, Inc. are required to report all cases of suspected child abuse. Each employee is required to report any suspected abuse if there is a "***reasonable cause to believe***" that a child has been abused. If you see any marks on a child which could be the result of abuse, or if you hear any accounts of a child being abused, it must be reported in the proper manner. A report is not a proven fact; it is the raising of a question. It is a request for an investigation. Reporting procedures are confidential and such situations ***may not be shared*** with other employees or discussed publicly at employee meetings. Violation of this code of confidentiality is cause for termination. The result of this type of conversation can be extremely dangerous to the victim if information is spread through gossip and malice; it may also be cause for legal action against the persons involved.

GPC, Inc. is determined to minimize the risk of abuse to participants in camp programs and activities. It shall be the policy and covenant of GPC, Inc. to prohibit and work to prevent physical or sexual abuse against children, youth, and adults from vulnerable populations involved in any camp program or activity.

Scope

This policy and its provisions shall apply to all employees, and volunteers, who have any direct contact with children and/or youth and/or adults from vulnerable populations who participate in any activities or events sponsored by GPC, Inc.

Definitions

- **Participants** - are children, youth or adults from vulnerable populations who are registered, attending, or otherwise participating in an event or activity sponsored by or under the auspices of GPC, Inc.
- **Physical Abuse** – Physical abuse is any act or omission of an act that endangers a person’s physical or mental health. Physical abuse may result from punishment that is overly punitive or inappropriate to the individual’s age or condition. In addition, physical abuse may result from purposeful acts or intentional failure to act that poses serious danger to the physical health of a child, youth or adult from vulnerable populations.
- **Sexual Abuse** – Sexual abuse means unwanted physical conduct of a sexual nature, sexual contact or sexualized behavior and may include, by example, touching, fondling, sexual intercourse and other exploitation or use of another person for purposes of sexual desires. Sexual abuse includes, but is not limited to rape, sexual battery, aggravated sexual battery, lewd and lascivious behavior, enticement of a child, indecent solicitation of a child, aggravated indecent solicitation of a child, or indecent liberties with a child.
- **Adults from Vulnerable Populations** - Persons, 18 years of age or older, who are unable to protect their own interest due to a substantial mental or functional impairment or for whom a guardian has been appointed.

Training

GPC, Inc. shall develop and implement training procedures for all individuals who work with children, youth and adults from vulnerable populations at camp activities and events. No individual shall have any direct contact with children, youth or members of adult from vulnerable populations until they have completed this training program with the exception that an uncertified worker or a youth under the age of 16 may assist as long as he or she is working with and under the direct supervision of a certified individual. In the case of a youth under the age of 16, the certified individual should be at least 21.

Safe Gatherings on-line training is the approved GPC, Inc. method of training and certification, and it shall also be the training and certification process used by local camps.

Screening

Prior to certification, applicants will complete an on-line application/consent form. By completing the form, the applicant will give the Camp Director permission to perform the necessary investigation to complete the review of the application.

The Camp Director shall facilitate a screening check with a national background service. A search of the National Sex Offender Public Website will be performed on each applicant. A screening check with the Kansas Bureau of Investigation or other appropriate agencies will be performed on Kansas residents. A screening check with the Kansas Department for Children and Families Child Abuse and Neglect Central Registry will be performed on Kansas residents. A screening check with the Nebraska Department of Health & Human Services, Division of Children and Family Services, Adult and Child Abuse and Neglect Register/Registry will be performed on Nebraska residents.

The Camp Director shall review all application materials. If any of the completed forms or reports raises questions about the fitness of the applicant, the Camp Director shall notify the Coordinator of Camping Ministries. GPC, Inc. reserves the right to turn away any individuals for volunteer or paid service.

If the applicant is found to have been involved in any activity in which the applicant abused or exploited children, youth or adults from vulnerable populations the applicant will not be approved. Any conviction of a crime against children, youth or adults from vulnerable populations shall disqualify any applicant. A person who has been convicted as a sex offender will not be certified. Affirmative responses to the following questions relating to crimes will prompt a personal review of an application:

- crimes against children,
- rape, sexual or physical assault

- possession or use of drugs, and
- suspension of a driver's license within the last five years

Certification

Certification is valid for four years. Applicants must be 16 or older in order to be certified to serve with GPC, Inc. Those younger than 16 years can still serve but they must serve with a certified worker who should be at least 21 years old. Certified applicants will be notified of their approval by e-mail. The camp through which the approved applicant is applying for certification will also be notified. If not approved, the applicant will be notified in writing.

If an employee engages in any event which would disqualify an applicant from being hired, the employee may be disciplined up to and including termination. It is the responsibility of each employee to notify the camp director within 24 hours following the conviction of any crime, whether it be a felony or misdemeanor. Further, an employee must notify Human Resources if he or she becomes aware that a fellow employee was convicted of a crime or participated in any event which would disqualify that employee from being hired.

Reporting Incidents of Abuse

Kansas: Kansas Statutes Annotated 38-2223 lists those who are mandated reporters in the State of Kansas. If you do not know whether you are in the mandated reporter category, go to the Kansas DCF (Department for Children and Families) website, www.dcf.ks.gov to find out. Certification does not automatically make you a mandatory reporter.

Reporting Child Abuse - Anyone has the right to report suspected abuse directly to the State of Kansas at 800-722-5330. When the DCF is not open for business, suspected abuse may be reported to a law enforcement agency. Under Kansas law, anyone who, without malice, participates in the making of a report of abuse is immune from civil liability. The Guide to Reporting Child Abuse and Neglect in Kansas is an excellent resource and is found on the DCF website, www.dcf.ks.gov.

Kansas Child Line and Abuse Registry Intake Unit: 1-800-932-0313 (TTD: 866-872-1677)

Nebraska: State law requires any person who suspects that a child has been physically or sexually abused or neglected to report it promptly to the Nebraska Department of Health and Human Services' Adult and Child Abuse Neglect hotline: 1-800-652-1999.

The purpose of the law is to "provide protection of children whose health and welfare are adversely affected and further threatened by the conduct of those responsible for their care and protection."

Mandated reporters include child service organization personnel. Failure to report is a misdemeanor. Anyone making a report in good faith is immune from any civil or criminal liability.

Nebraska Adult and Child Abuse and Neglect Hotline: 1-800-652-1999

The procedure to follow if an employee suspects a child has been or is being abused (Note: These procedures will be followed except where state authority or law enforcement dictates otherwise):

1. All interactions with a camper must be done in groups of at least three; at all times there must be a supervisor present in cases of suspected abuse. This keeps all situations from appearing inappropriate.
2. If the child is disclosing information to you, listen, but do not panic or express shock.
3. Do not further question the child.
4. Reassure the child that it is not their fault and it was good to tell.
5. Let the child know that you will support them.
6. Do not promise the child that you will keep a secret or not tell anyone else. Let them know that in order to help them, you might have to tell someone else who will also help them.
7. Refrain from touching a person who has been abused. Any touch could be received by them as a sexual touch. Let them know that you are available.

8. When you are finished talking with the child, immediately report the suspected abuse to the Camp Director.
9. Respect the privacy of the individual by not discussing it with those who are not involved.
10. It is the responsibility of the Camp Director or designated person to report to Child Protective Services within 24 hours. It is the responsibility of Child Protective Services to follow through with a proper investigation and counseling services, if necessary.
11. The Camp Director will report the situation to the Chair of the Board of Directors and the Coordinator of Camping Ministries within 24 hours.

To Protect Ourselves

If you are over 18 years of age, you may never be alone with a child (camper or employee) whom is under 18 years of age. During an activity or hike, make sure you are not left alone with a single camper. Campers should not be allowed to visit the restroom alone, but must always be dismissed with a buddy.

Comfort by physical touch can be a very reassuring feeling; remember, however, that inappropriate touch is always interpreted by the receiver, not by the giver. For this reason, give side hugs, not frontal hugs, to campers. This is intended to help employees not become unwittingly involved in controversy, due to the misinterpretation of the act of touching. Always avoid all genital/breast/buttocks contact and touch.

Avoid touch in situations that could be misinterpreted as sexual advances. Touching under the water is inappropriate, for it is hidden. Do not be “paired up” with a child during a water activity.

No camper/employee relationship of a romantic nature is acceptable ever. Employee to employee relationships do occur; however, they must be kept professional, discreet, and in good taste.

See Safe Gatherings Handouts

All employees must be Safe Gatherings Certified prior to working for GPC, Inc. or they may be placed on administrative leave.

COMMUNITY LIVING

Community is based on others-centered practices. It flourishes in a place where respect is cultivated and nurtured, it grows strong when members practice integrity, attempt to live in reconciled relationships, and accept responsibility for their actions and words. Living successfully with others requires flexibility and willingness to communicate in a respectful manner.

4.1 Gossip and Sensitive Issue Policy

We are a team! It is vital that we support and encourage one another. Gossip and slander are divisive and damaging to individual and team morale; such actions will not be tolerated.

Employees should be aware that socially sensitive conversations and behaviors will occur at camp. “Socially sensitive conversations and behaviors” may include topics such as smoking, drugs, tattoos, body piercing, sexuality, dating, cults, religion, ghost or horror stories, divorce, and personal lives of employees. Employees should use common sense and respect when dealing with these topics and behaviors. Please see your supervisor or the Camp Director with any questions about how to handle sensitive issues.

4.2 Disputes between Employees

If conflict occurs between employees, please attempt resolution first by talking directly to the person(s) involved. Strive to keep communication with coworkers open; chances are that if something is bothering you, it is also bothering the coworker(s) involved. If a problem persists even after attempt at resolution has taken place three

times, your supervisor may be helpful in working out an acceptable solution. Your supervisor may ask if you have attempted to resolve the issue directly with the person(s) involved first.

It is the role of your supervisor to help support you, work with you, and help make your employee experience enjoyable and enriching. He/she will be able to help you deal with most situations that arise; your cooperation with them will make your experience more positive and productive. Certain actions towards supervisors or other employees will not be tolerated and may be grounds for discipline and/or termination:

1. Failure to cooperate with a supervisor;
2. Use of threatening, degrading and/or harassing language toward any employee or program participant;
or
3. Any physical confrontation with another employee.

4.3 Internet Access

Internet access to global electronic information resources on the World Wide Web is provided by GPC, Inc. to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits. There is a wireless connection in the office available for you to access using your personal laptop. Internet access is only allowed during days/time off when you are not with campers.

All Internet data that is composed, transmitted, or received via our computer communications system is considered to be part of the official records of GPC, Inc. and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, or any characteristic protected by law.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Internet users should take the necessary anti-virus precautions before downloading or copying any file from the Internet. All downloaded files are to be checked for viruses; all compressed files are to be checked before and after decompression.

Abuse of the Internet access provided by GPC, Inc. in violation of law or GPC, Inc. policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action, up to and including termination:

- Sending or posting discriminatory, harassing, or threatening messages or images;
- Stealing, using, or disclosing someone's code or password without authorization;
- Copying, pirating, or downloading software and electronic files without permission;
- Sending or posting confidential material, trade secrets, or proprietary information outside of the organization;
- Violating copyright law;
- Failing to observe licensing agreements;

- Sending or posting messages or material that could damage the organization's image or reputation;
- Participating in the viewing or exchange of pornography or obscene materials;
- Sending or posting messages that defame or slander other individuals;
- Attempting to break into the computer system of another organization or person;
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities;
- Using the Internet for political causes or activities, religious activities, or any sort of gambling;
- Jeopardizing the security of the organization's electronic communications systems;
- Sending or posting messages that disparage another organization's products or services;
- Passing off personal views as representing those of the organization;
- Sending anonymous e-mail messages;
- Engaging in any other illegal activities.

GPC, Inc. does not restrict employees' right to engage in protected activities.

No Privacy

Users do not have a personal privacy right in any matter created, received, sent, or stored on GPC, Inc.'s computer resources, whether or not the matter is designated as private or confidential. GPC, Inc. reserves the right to access all computer resources for the purpose of supporting its mission and ministry, assuring compliance with statutory requirements, as well as internal policies supporting the performance of internal investigations, and assisting with the management of the GPC, Inc.'s information systems.

All aspects of GPC, Inc.'s computer, technology and communications systems, including but not limited to hardware, software, and all files and message contents are the property of the GPC, Inc. The computer, technology and communications systems, including e-mail and Internet access, are business tools provided by GPC, Inc., which should be used for business purposes only.

GPC, Inc. reserves the right to monitor and review e-mail messages and Internet access without prior notice. This includes the right to monitor Internet sites visited, duration of employee's Internet use and files viewed, accessed or downloaded. E-mail messages and Internet access are not private, and employees should not consider their e-mail messages and Internet access to be private. An employee's access code or password does not give him or her any right to privacy with respect to using the agency's e-mail and Internet systems.

Any violation of this policy may result in disciplinary action up to and including termination of employment. An employee who discovers a violation of this policy is expected to report it to the Camp Director.

4.4 Social Media Policy

GPC, Inc. recognizes that Social Networking (such as personal web sites, blogs, Facebook, MySpace, Twitter, Instagram, online group discussions, message boards, chat rooms, etc.) can be used by employees for constructive business purposes. GPC, Inc. also understands how the use of social network sites and blogs can shape the way the public views our camp. However, GPC, Inc. is also committed to ensuring that the use of such communications serves the needs of our organization by maintaining our identity, integrity, and reputation in a manner consistent with our values and policies. Therefore, GPC, Inc. has established the following rules and guidelines for communicating GPC, Inc.-related information via Social Networking forums whether used in or outside the workplace:

Personal Blogging or Social Networking

Employees may not post on a personal blog or web page or participate in a personal social networking site during working time or at any time with GPC, Inc.'s equipment or property. GPC, Inc.'s equipment or property includes but is not limited to any and all computer systems, computers, computer-related equipment, internet connection, and

electronic communications device. Working time is your scheduled time of work, not including lunch hour, breaks or time prior to or after your shift.

When using Social Networking sites and tools during non-working hours, GPC, Inc. expects employees to act responsibly and exercise good judgment. Failure to act responsibly or ethically may have a detrimental effect on GPC, Inc., employees, or others. Employees are personally responsible for the content they publish or communicate using social media sites and tools.

Employees must refrain from communication on blogs or Social Networking sites about GPC, Inc. that is destructive, disloyal, or tends to damage the reputation of GPC, Inc., campers, and its employees. Any comments about GPC, Inc., its business and employees should be professional and civil.

Legitimate Business Purposes

Any employee engaging in Social Networking or Blogging for legitimate business purposes (an employer-sponsored blog or media site) must get express approval of all content from the appropriate supervisor before posting. Employees engaged in blogging or networking for legitimate business purposes are responsible for complying with all GPC, Inc. policies and procedures as outlined in this handbook.

Proprietary and Confidential Information

All other GPC, Inc. rules and policies regarding disclosure of sensitive, proprietary, financial or confidential information apply in full to blogs and Social Networking sites. Employees may not disclose information that could be considered confidential or that is non-public information of GPC, Inc. This includes, but is not limited to, information about campers, finances, employees, and any other information not previously publicly released by GPC, Inc.

If you have a question about whether information should be released publicly, speak with your supervisor before releasing information that could potentially harm the organization, employees, or campers. GPC, Inc. logos and trademarks may not be used without express written permission from GPC, Inc.

To ensure that GPC, Inc., its campers, and employees are not defamed or injured through use of blogs and Social Networking sites, GPC, Inc. takes a strong stance against employee blogs or Social Network sites containing false information or false accusations.

Statements on behalf of GPC, Inc.

All other GPC, Inc. rules and policies regarding employee statements on behalf of GPC, Inc. apply in full force to blogs and Social Networking sites. Employees may not make statements on blogs or social networking sites on behalf of GPC, Inc. unless authorized to do so.

Discrimination and Harassment

All other GPC, Inc. rules and policies regarding discrimination and harassment apply in full force to blogs and Social Networking sites. GPC, Inc. is firmly committed to its equal employment opportunity policies and does not condone or tolerate discrimination. GPC, Inc. also prohibits all forms of unlawful harassment. Employees are prohibited from engaging in any conduct, activities, communication or postings which violate GPC, Inc. policies regarding discrimination and harassment. No messages with derogatory or inflammatory remarks about any legally protected characteristic shall be transmitted or received. No abusive, profane or offensive language is to be transmitted. Any conduct which is impermissible under the law if expressed in any other form or forum is also impermissible if expressed through blogs, social networks, text messages or other electronic means.

Right to Monitor

GPC, Inc. reserves the right to monitor all blogs and Social Networking sites for the purpose of protecting its interests and monitoring compliance with GPC, Inc. policies. If activity is found to be compromising, insubordinate or adverse to the organization's legitimate business interests, GPC, Inc. may require cessation and removal of any detrimental commentary or postings. Such activity may further lead to discipline and possible termination.

GPC, Inc. reserves the right to monitor and access any GPC, Inc. computer, computer-related equipment, computer system, and electronic communication devices and to read all files or data contained or transmitted on said property at any time, with or without notice to the employee. Employees should not maintain any expectation of privacy with respect to information transmitted over, received by, or posted on such sites. Employees should not maintain any expectation of privacy with respect to any information contained on or transmitted by GPC, Inc.'s computers, computer systems, Internet connection, computer-related equipment, or electronic communication device.

Reporting

If an employee believes that a blog or other online communication violates any GPC, Inc. policy, the employee should immediately report the blog or online communication to the Camp Director. GPC, Inc. will investigate the matter, determine whether such blog, posting, website, or communication violates GPC, Inc. policies, and take appropriate action.

Violations of Policy

Any employee who violates this policy may be subject to disciplinary action, up to and including termination. Additionally, violations of this policy may result in criminal prosecution, reimbursement of expenses incurred as a result of the violation, and additional legal action.

Protected Activities

Nothing in this Social Media Policy is intended to, or should be construed as, restricting the rights of employees to engage in protected activities.

4.5 Personal Vehicles

Parking for employees' vehicles shall be in locations determined by the Camp Director. While the camp is in session, employees are to park in separate designated sections. As previously stated, all business trips using personal vehicles must be approved in advance; arrangements will be made for employees to be reimbursed for their expenses.

4.6 Laundry

Laundry may only be done during days/time off when the machines are not being used for camp laundry.



Absence Information

Employee Name: _____

Supervisor: _____

Type of Absence:

Vacation Sick Bereavement Other

Dates of Absence: From: _____ To: _____

Hours Used: _____

Employee Signature *Date*

Supervisor Signature *Date*

Hourly

For hourly staff this form should accompany your timesheet. Please use this form in advance to request vacation so your supervisor is aware of time off request. Your sick time and bereavement will also be reported on this form after you have incurred the time off. All time off (vacation, personal, sick & bereavement) should also be reported on the hourly timesheet.

Salary

For salary staff this form should be used in advance to request vacation. It will also be used after you have incurred sick or bereavement time. Please return the form to the payroll office after the absence has occurred.

Return forms to:

Niki Buesing nbuesing@greatplainsumc.org and jswift@greatplainsumc.org.

Lost or Damaged Materials Form

Name of Item: _____

Item Description: _____

Details of Loss (how, where, date, etc): _____

Details of Damage (how, where, date, condition, etc): _____

Employee Name: _____ Date: _____

Employee Signature: _____

Supervisor's Name: _____ Date: _____

Supervisor's Signature: _____

Action Taken: _____

Notes: _____

***Acknowledgement of Receipt and Review of Employee Handbook
(Revised December 2015)***

I have received a copy of the 2014 Great Plains United Methodist Camps, Inc. (“GPC, Inc.”) Employee Handbook and have read it or have had it read to me carefully. I understand all of its rules, policies, terms, and conditions, and agree to abide by them, realizing that failure to do so may result in disciplinary action and/or termination. I also understand that this handbook supersedes all previous written and unwritten policies, including any previous handbooks. I understand and agree that my employment is terminable at will so that both GPC, Inc. and I remain free to choose to end our work relationship for any lawful reason or no reason.

I understand that GPC, Inc. may monitor my computer usage, Internet activity, e-mail messages, and voice mail messages for various reasons and will disclose such activity and messages to a third party without my consent when it deems such action necessary. I consent to the monitoring of my computer files, e-mail transmissions, voice mail messages, and Internet activity.

I further understand that GPC, Inc. has the right to make final decisions concerning the interpretation and application of the policies and programs and to change or discontinue them at any time.

I understand that no statement contained herein creates any guarantee of continued employment or creates any obligation, contractual or otherwise, on the part of GPC, Inc. Rather, it is intended to foster a better working atmosphere while the employee/employer relationship exists.

Date

Employee Signature

Date

Supervisor’s Signature