

# CAMP HOLLYMONT EMPLOYEE MANUAL

## *Living and Learning with Love and Laughter*

Camp Hollymont is a privately owned Christian summer camp for girls. The girls who attend Camp Hollymont come from diverse backgrounds, primarily representing upper-middle to high-income families who value enriching and memorable summer experiences in a faith-based environment. Our camp motto, "Living and Learning with Love and Laughter", succinctly states our priority to foster each camper's physical, social, and spiritual development in the context of a loving environment of Christ Followers.

We set extremely high goals for ourselves and dedicate our time to:

- Providing each camper with the opportunity and guidance for fun and adventure.
- Improving skills and increasing self-confidence.
- Fostering meaningful relationships.
- Teaching patience, understanding, independence, and appreciation.
- Demonstrating the value of cheerfulness and the joys of unselfishness.
- Introducing each camper to Jesus Christ, Son of God and Savior of all who seek Him.
- Encouraging her to study the Bible and model her life in accordance with God's Word.

We believe that God weaves our personal and collective experiences into His narrative of love and redemption for the world. The Hollymont owners and directors believe in the Triune God (God the Father, God the Son-Jesus Christ, and God the Holy Spirit). We believe that the Bible is God's Word to all people. It is our infallible and inerrant rule for faith and life. We select staff who model the life of a Christ-Follower. Together we seek to encourage camp participants to read and study their Bibles to learn how God has called people to Himself and to learn how He wants to work in each life he created.

Staff members have a strong influence on the campers' lives. The effort the staff puts forth determines how impactful this influence will be. We look for staff who act and dress in ways that reflect good taste and personal hygiene, excellent communication skills, integrity, and a positive attitude. Camp employment involves long hours, hard work, and selflessness. A summer at Camp Hollymont is a learning and growing experience. Staff members practice patience and understanding as they experience the roles of mentor, mother, teacher, sister, and friend.

***Trust in the Lord with all your heart, and do not rely on your own understanding; Think about Him in all your ways, and He will guide you on the right paths. Proverbs 3:5,6***

## MISSION

- We want Hollymont to be a refuge where campers can disconnect from the outside world and the accompanying stresses and responsibilities.
- We want Hollymont to be a place of recreation where they can re-create, trying new activities and experiencing the joy of familiar traditions.
- We want Hollymont to be a place of restoration where campers can connect with God in new and more meaningful ways.

## STAFF GUIDELINES AND WORKPLACE RULES

Our campers are young girls who will look up to you as a role model. Accordingly, you are expected to maintain a professional, positive, and enthusiastic demeanor while interacting with campers, their parents, and other employees. Use good judgment in every decision you make while at Camp Hollymont. While it is impossible to list every action that is unacceptable conduct, the following provides guidelines for your behavior. Failure to comply with these workplace rules may lead to disciplinary action. You are always welcome to ask about these guidelines if you need further clarification or advice.

**A Job.....Not A Vacation:** The camp directors assume a serious responsibility for the welfare of the girls entrusted to her care. Hollymont is run primarily for the campers and the good of each camper is our first consideration. Working at Hollymont can be lots of fun but you must understand that camp employment entails hard work, long hours, and responsibility for the campers in your care. You became an employee at Hollymont voluntarily and your employment is at will. "At will" means that you are free to resign at any time, with or without cause. Likewise "at will" means that Hollymont may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate any applicable federal or state law.

**Spiritual Emphasis:** We seek to give positive direction to our campers and fellow staff members as we model the lifestyle of a Christ follower. Counselors are responsible for nightly devotions for five to twelve girls.

**A Servant's Heart:** When parents arrive at camp, the first impression you make is the primary basis for their confidence in the camp and you as a counselor. Staff members must be able to meet and greet campers and parents - extending to them a gracious, comforting hospitality. Throughout the summer you must have a "servant's heart" to befriend and support the campers and your fellow staff members. A loving, unselfish attitude goes a long way toward encouraging and motivating those around you.

**Camper Welfare:** The first responsibility of each and every staff member is the health and welfare of the campers. Each staff member is expected to take every care to protect the privacy and person of each camper. Staff members should avoid being alone with a camper (outside of the view of other staff members). This is for the protection of the camper and the staff member, as well as Camp Hollymont.

**Personal Appearance:** Your appearance will play a major role in the impression you make on parents. They know that you are going to be the most important person in their child's life for the next few weeks and that your influence will extend on for years. Therefore, it is essential that your professional appearance is neat, clean, modest and appropriate.

Please dress comfortably. You may wear camp T-shirts or other clothing, so long as it does not display a message that is inappropriate for camp. Clothing should not be excessively short, tight, or expose undergarments. T-shirts should not be excessively long to the point in which your shorts are not visible. Bathing suits should be one-piece and provide full coverage. You must cover tattoos and/or remove/cover all body jewelry (except for earlobe studs) while at camp. Hair color must be a natural color, and we ask that you do not change your hair color significantly during the session. If you have any questions about appropriate appearance, please contact the camp directors.

**Speech:** Your speech should encourage good character, good sportsmanship, and Christian living. You may not use language that is profane or vulgar.

We want to provide the best for the entire camp, and we welcome suggestions from our staff. We also want to provide a positive experience for our girls. Please do not criticize the camp, its programs, equipment, staff and management, food or policies in the presence of the campers or their parents. We encourage you to direct your concerns to the Camp Director to ensure we promote good programs and strong leaders.

**Supervision:** Unless on an approved break, staff must be with their group at all times and be aware of the location of all the campers in their charge.

**Personal Contact:** It is important to use your discretion in your personal contact with campers and staff. Staff members should not spend an undue amount of time with personal friends among campers or staff. Overly affectionate or physically invasive contact that is inappropriate in the camp setting is prohibited. Sexual activity or conduct, of any degree or nature, is strictly prohibited at camp, whether between staff or with campers. Physical punishment or hazing is also strictly prohibited. Because we work with young girls, it is extremely important that you report any inappropriate physical or verbal conduct to the directors.

**Communication:** While we encourage healthy communication between campers and staff at Hollymont, all communication outside of camp between campers and staff, or between staff and parents, must be approved by the Camp Director. All communication should be professional, free from profanity or vulgarity, and appropriate. If you receive any communication from a parent, you must promptly present it to the Camp Director.

**Social Media:** We recognize that staff may be active on social media. At the same time, children are especially at risk of abuse, harassment, and invasion of privacy online. Inappropriate posting and online relationships expose both staff and Hollymont to potential legal risk. As a result, personal relationships (friending or following) on social media with campers is prohibited without obtaining written parental or custodial consent which must be provided to the Camp Director. Please ensure you set the highest privacy setting to prevent anyone other than your authorized friends to view or connect with you on these sites.

- You may not record or post pictures, video or audio of campers or Hollymont, or describe camp activities with any personally identifying information, without prior permission from the Camp Director. You may never record images of private areas, such as cabins, bathrooms and shower rooms.
- You may not carry or use your cell phone for any purpose, including posting on social media, except during your time off.
- Do not disclose confidential or proprietary information about Hollymont, its staff, clients or third parties. Confidential information includes any personally identifying information about any camper (such as pictures or names).
- Do not accept from or request to any camper to friend or follow on any social media platform or application at any time without obtaining written parental or custodial consent which must be provided to the Camp Director.
- You may not use Hollymont equipment or communication tools to violate any laws, or to harass, bully or discriminate against any other party. You may not use Hollymont's logo except as authorized by the Camp Director.
- You must clearly identify yourself (including your name and position) when posting or communicating on behalf of Hollymont.
- Employees may note their position at Hollymont on personal social media. If your profile or signature identifies you as a Hollymont employee, however, you must post "This statement does not reflect the views of Camp Hollymont". If you choose to like, follow or friend Camp Hollymont on social media, please be professional and appropriate when posting.

Hollymont takes the risk of harm to our campers and reputation from inappropriate social media use very seriously. Consequences of violating these workplace rules may result in discipline, including confiscation of the inappropriate images/recordings and termination of employment. Please contact the Camp Director if you have any questions about use of social media in relation to Camp Hollymont.

**Healthy Behavior:** Hollymont staff is responsible for the physical and emotional health of our campers. You should report any concerns you have about a camper or staff member's physical, mental or emotional health to ensure we provide proper support. Everyone in camp is adversely affected when someone is struggling.

If you or another counselor are suffering from any issues that affect your/their ability to work, please contact the Camp Director. Such conditions might include a physical injury, insomnia, depression, self-mutilation, unhealthy eating habits, or other conditions that prevent staff from fulfilling their responsibilities or campers from enjoying activities. Likewise, if you observe such behaviors or conditions harming a camper, please notify the Camp Director.

**Valuables:** Pets, computers, jewelry, and electronics are prohibited at camp. Any other valuables that you bring should be kept secure in your locked suitcase or trunk. Hollymont reserves the right to limit or manage personal items at camp. This may include requiring you to secure such valuables in the camp office or return them home. You may have your cell phone at camp, but carrying or using cell phones is prohibited except during time off. Hollymont is not responsible for any loss or damage of your possessions at camp.

**Tips/Gratuities:** We expect our staff to treat all campers equally. Occasionally, parents or relatives of campers will give the staff a tip or gift (cluster counselor, utility crew luggage handler, etc.). While you should not expect and may not ask for tips, you are permitted to accept gratuities. We recommend you respond with "Thank you so much. I wasn't expecting anything, but I certainly appreciate your generosity."

**Facilities:** All staff are responsible for care of the Hollymont/Rabun Gap School buildings and equipment. Camp vehicles and camp animals are not available for personal use without prior approval of a camp director. Unauthorized use of camp gasoline, tools, equipment, or supplies is prohibited. Office phones are for camp business only.

Staff must keep their vehicles on campus locked. Campers are never permitted in staff personal vehicles.

**Community Relations:** Staff are asked to be sensitive to the residents of the Rabun Gap School campus and in the communities near the Hollymont/Rabun Gap School campus. Each staff member represents Hollymont in his or her dealings with members of the local communities, as well as behavior off campus.

**Confidentiality:** In some circumstances, campers may entrust you with (or you may learn of) private information. Hollymont supports protecting the trust and confidentiality of our campers. If you learn of any abuse or serious neglect of any camper, however, you must report it to the Camp Director.

You may also learn confidential information about Camp Hollymont during your employment. This might include confidential information about camper or client information, medical information, camp processes and procedures, financial information, marketing strategies, and other proprietary information. Do not discuss this confidential information outside of work, or at camp with anyone who does not have a need to know such confidential information.

## COMPENSATION AND BENEFITS

Your employment offer letter outlines your pay. Other compensation and benefits are listed below:

**Room and Board:** For Hollymont's convenience, free lodging and meals are provided on campus during camp. You will not be permitted to leave campus for meals except during your limited time off. Living at camp is provided to you as a condition of your employment. Please keep your living area neat and clean. Valuables should be kept locked in your trunk or suitcase brought from home.

**Insurance:** Worker's compensation insurance is carried by Hollymont on each employee for work-related injuries or illnesses. This insurance does not cover non work-related injuries/illnesses. You should carry and maintain your own health insurance policy.

**Payroll:** Camp staff are paid at the rate and on the date set forth in their contract. Please note that as a seasonal employer, Hollymont is exempt from minimum wage and overtime requirements set forth in state and federal law.

**Payroll Deduction:** You will be allowed credit at the camp store, canteen and for approved purchases made on your behalf. The amounts will be recorded on your spending sheet and deducted from your paycheck issued at the end of your contract. If you prefer to settle your account prior to departure by debit card, cash or check, please contact the Administrative Director when you arrive at camp this summer.

#### **Time Off:**

**Counselors & Central Staff -** Time-off periods will be scheduled as regularly as possible but necessarily at the convenience of the camp program. During each 13-day camper session, hall staff will receive one day off (8:30 a.m. - 5:30 p.m.) and 1 night off (5:40 p.m. - 11:40 p.m.), scheduled by the Camp Director, Emily Levy. Factors considered in granting time off include but are not limited to: cluster/hall obligations and daily skill responsibilities. In some cases, with advance permission only (minimum 1 month notice), days off may be accumulated to provide successive time off. Staff with cluster responsibilities will have a total of two hours daily free time (given in increments of 30-50 minutes). You must remain on campus during your free time.

**Program Staff & Nurses -** Work schedules for program staff and camp nurses are generally limited in terms of sessions, days, and / or hours and therefore, do not require time off scheduling. If a staff person is working full-time for consecutive sessions, then time off will be scheduled at the convenience of the camp program. Time off is scheduled with either the Camp Director, Emily Levy, or the Administrative Director, Gail Mashburn.

Absences beyond those specified as days off or short-term sick leave, or requests for unpaid leaves of absence, will be considered by the directors and granted on a case-by-case basis at the convenience of the camp. Such absences are given under limited circumstances (for example, in case of the death of an immediately family member) and the Camp Director may require documentation in some cases.

**Health Services and Physical Examination:** It is important that you are able to perform your job duties safely, and that we are aware of any allergies, illnesses or conditions that may require our response at camp. After you are offered employment but prior to arriving at camp, you will receive a health history form and health examination form to complete. Please provide the form to the business office upon your arrival at camp. This information will be kept confidential, but you may wish to share information about life-threatening allergies or other conditions with other staff members to allow a prompt response.

A registered nurse is on duty at camp and staff members have access to his/her services as needed. Outside medical care, including the cost of prescriptions, doctors, or hospital visits must be paid for privately or through your personal health insurance. Job-related injuries and illnesses are covered under worker's compensation illness.

**Sick Leave:** If you are unable to work because of illness or injury, you must see the camp nurse. The camp nurse will notify the Camp Director if sick leave is required. You may be moved to other

facilities during sick leave for your comfort and other campers' health and convenience. If you are unable to work for the remainder of your term due to illness or disability, please notify the Camp Director. Please see the **Disability** policy if you have any questions about Hollymont's accommodations for staff with disabilities.

**Weapons Prohibited:** If you hear any threat of violence or see any violent behavior, please notify your supervisor immediately. As a Christian summer camp, possession of and/or use of firearms, explosives, knives, and other weapons is strictly prohibited both on the Hollymont campus and at off-campus Hollymont activities. Violating this policy will result in disciplinary action, which may include dismissal for a first offense.

Hollymont reserves the right at any time and at its discretion to search all rooms, vehicles, suitcases, trunks, packages, containers, purses, lockers, desks, and enclosures for the purpose of determining whether any weapon or other prohibited items is on premises in violation of this policy. Employees are notified prior to any search, except in an emergency, and searches will be conducted as discreetly as is reasonably possible. A search is part of an investigation, not an accusation of behavior. Employees who fail or refuse to promptly permit a search under this policy may be subject to discipline up to and including termination.

**Evaluation:** We will provide evaluation and feedback to ensure staff meet required standards, and training to ensure those standards are met. You can anticipate an evaluation during orientation week and subsequent sessions. If you wish any feedback before a scheduled evaluation, please don't hesitate to contact your supervisor or the Camp Director.

## EQUAL EMPLOYMENT OPPORTUNITIES

**Discrimination:** To give equal employment and advancement opportunities to all people, Hollymont makes employment decisions based on each person's performance, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of race, color, religion, gender, national origin, age over 40, disability, genetic information, veteran status, sexual orientation or identity, or any other characteristic protected by law. We make our employment decisions based on the needs of our campers and required job duties, in accordance with defined criteria.

We will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in undue hardship to Camp Hollymont.

Our Equal Employment Opportunity Policy covers all employment practices, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

If you have a question about any type of discrimination at work, talk with the Camp Director. You will not be punished for asking questions about this or reporting discrimination. We will promptly conduct a discreet investigation. If we determine that anyone was discriminating illegally against another employee, that person will be subject to disciplinary action, up to and including termination of employment.

**Disability:** Camp Hollymont is committed to complying fully with the Americans with Disabilities Act (ADA). We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We conduct all our employment practices and activities on a non-discriminatory basis.

Our hiring procedures are intended to provide meaningful employment opportunities for persons with disabilities. When asked, we will make job applications available in alternative, accessible formats. We will also give assistance in completing the application. We only make pre-employment inquiries regarding an applicant's ability to perform the duties of the job.

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual. It is the employee's responsibility to let the employer know of any disability that affects their ability to perform required job functions.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progressions, and seniority lists. We make all types of leaves of absence available to all employees on an equal basis.

Camp Hollymont is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. Camp Hollymont will comply with any state or local law that gives more protection to a person with a disability than the ADA gives.

### **Sexual Harassment**

As a Christian summer camp, we want all staff and camp to work free from any form of unlawful harassment, including sexual harassment. Sexual harassment constitutes discrimination and is prohibited by state and federal laws, and Hollymont will not tolerate any unlawful harassment. Supervisors, employees, parents, and contractors are strictly prohibited from engaging in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal of the offending employee or termination of the client or contractor relationship.

When we use the term "sexual harassment", we mean either:

Quid Pro Quo – Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when: (1) an employee is asked to submit or agree to inappropriate conduct as a term or condition of her/his employment; or (2) an employee's submitting to or rejecting inappropriate conduct is used as the basis for employment decisions (positive or negative).

Hostile Environment – Illegal sexual harassment also occurs when sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive work environment.

Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Retaliating against an employee who rejects sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress
- Sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault or impeding or blocking movement
- Retaliation for reporting harassment or threatening to report harassment

Any employee, who believes s/he has experienced such conduct by anyone, including a supervisor, co-worker, parent, or by persons doing business with or for Camp Hollymont, should tell the offender that such conduct is unwelcome and unacceptable. You should also immediately report such conduct to the Camp Director. If you observe another counselor, camper or other person being unlawfully harassed, you should follow this same policy.

If you have a question about any type of harassment at work, talk with the Camp Director. You will not be punished for asking questions about this or reporting harassment. We will promptly conduct a discreet investigation. If we determine that anyone was illegally harassing another employee, that person will be subject to disciplinary action, up to and including termination of employment.

## **DRUG AND ALCOHOL USE**

Young girls are extremely impressionable. Therefore, to provide a Christian camp environment that is strong, clean, and wholesome, Hollymont has zero tolerance for any drinking, smoking, or use of illegal substances (or illegal use of prescribed substances) while working or at camp property (including parking areas).

You may use legally prescribed drugs on the job only if they do not impair your ability to perform the essential functions of your job effectively and safely without endangering yourself or others. Lawfully-prescribed drugs must be kept in a secure location. Staff members should store medications and supplies in a locked trunk or with the camp nurse.

If you violate this policy, it may lead to disciplinary action, up to and including immediate termination of your employment. If you violate this policy, there could also be legal consequences. If you have questions about this policy or issues related to drug or alcohol use at work, you can raise your concerns with your supervisor without fear of retaliatory action.

**Drug and Alcohol Testing:** Hollymont may require drug and/or alcohol testing if you are involved in a work-related accident requiring outside care, or if we have cause or reasonable suspicion to believe you are in violation of this policy.

All testing will be conducted in compliance with Georgia law. In the event the Camp Director reasonably suspects you are in violation of this policy, you may be asked to consent to a search of your property. Failure to consent to drug or alcohol testing, or to a search of your person or property, may result in your termination.

## **DISCIPLINARY PROCESS**

This policy describes the policy for administering fair and consistent discipline for unsatisfactory conduct at Hollymont.

We believe that a Christian environment requires that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Hollymont may use progressive discipline at its discretion. This policy does not create a contract or obligation for Hollymont to follow this discretionary procedure.

Disciplinary action may be any of the following four steps:

1. Verbal warning
2. Written warning



3. Suspension
4. Termination of employment

We will consider the severity of the problem when deciding which step to take. There may be circumstances when one or more steps are bypassed, leading to a more serious response. In most cases, progressive discipline means that we will normally take these steps in the following order:

1. A first offense may call for a verbal warning
2. A second offense may be followed by a written warning
3. A third offense may lead to a suspension
4. Still another offense may then lead to termination of employment

By using progressive discipline, we hope that most employee problems can be corrected at an early state, benefiting both the employee and Hollymont.

The use of profanity, deliberate abuse of self, abuse of others (bullying, sexual harrassment, and/or inappropriate touch), inappropriate possession/abuse of property belonging to others, inappropriate language or conversations, actions contrary to Biblical standards, and leaving the Hollymont premises without the director's permission are strictly forbidden.

### **Camp Hollymont for Girls - Staff Statement of Faith**

During the campers' stay at Hollymont, our desire is to see them grow in their knowledge and love of the Triune God (God the Father, God the Son, God the Holy Spirit). This growth is accomplished by nurturing their relationship with Jesus Christ and by teaching them to have a Biblical World and Life View. In establishing and directing Camp Hollymont, the camp owners hold to these central beliefs:

1. The Sovereignty of God – The Lord God Almighty is omnipotent, omnipresent, and omniscient. He reigns from the beginning of time, through all history, and into eternity and beyond. God creates, sustains, governs and directs everything.
2. Scripture Alone – The Bible is God's Word to mankind. It is the only infallible and inerrant rule for faith and life. *Psalm 119:11 I have hidden your word in my heart that I might not sin against you.*
3. Grace Alone – No person has done and nor can do anything to deserve or earn salvation and favor with God. It is God's grace that extends the gift of salvation to each person in this rebellious and dying world.
4. Christ Alone – God sent his one and only son, Jesus Christ to earth. He lived as a human without sin, died a perfect sacrifice for our sins, and was raised from the dead by the Heavenly Father to claim victory over death, hell, and the grave. He is the only possible way of reconciliation between a holy God and sinful mankind. There is no salvation in anyone or anything else.
5. For the Glory of God alone – The primary reason for living is to glorify God bringing him pleasure by our praise, worship, and obedience.
6. Biblically Based - Our views on gender identity and sexual activity are grounded in traditional interpretations of the Bible's teaching on gender and human sexuality. We recognize that our experience of our sex and gender may not reflect God's original intention. We also realize that believing in Jesus does not resolve all tensions and sufferings of this life. Given Hollymont is a camp only for girls and the congregative living nature of camp, we affirm God's original intention for gender and human sexuality while embracing with our young female campers a calling to extend love, care and respect to all people.

**While recognizing that staff come from various church backgrounds and denominations, as a staff member representing Camp Hollymont, you are expected to hold to these central beliefs and we ask that you agree to the following statements:**

1. I confess that I am a sinner in the sight of God, justly deserving His displeasure, and that I am without hope except in His sovereign mercy.
2. I believe in the Lord Jesus Christ as the Son of God and Savior of sinners, and I receive and rest upon Him alone for salvation.
3. I promise, in reliance upon the power, presence, and guidance of the Holy Spirit, that I will seek to live in obedience to God's Word as becomes a follower of Christ.
4. I will respect the beliefs of other staff and campers and will promote only that which is consistent with Scripture and reiterated in the Hollymont statement of faith.
5. I will answer questions in devotions in light of these faith statements while encouraging the campers and fellow staff members to respect each other's differences.

I acknowledge that I have received this 2025 Camp Hollymont Employee Manual via online access and that this serves in the same capacity as if I had received a physical hardcopy of the manual. I have had opportunity to review the policies in the Employee Manual and I agree to abide by these policies.

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