

# JCC Summer Employee Handbook



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## WELCOME TO JCC CAMPING!

On behalf of the Jewish Community Center of Greater Rochester, I welcome you to our Jewish summer camps, Camp Seneca Lake and Camp Sisol. You are becoming an integral member of an organization that is committed to providing a vibrant camping experience grounded in Jewish values and culture. You are also joining an organization that is committed to creating a work culture in which counselors and all other camp staff feel valued and respected, trust the people they work for, have pride in the work they do, and enjoy the people and the campers they work with.

Our goal is to provide the highest quality Jewish summer camping experience, and you are central to this process. As a staff member, each and every one of you have an amazing opportunity to significantly and positively impact our campers and each other.

Thank you for joining our JCC/ Camp family! We hope that your experience here will be challenging, educational, enjoyable and uniquely rewarding.

 Executive Director



## Staff Values Statement

- The JCC is founded on and guided by Jewish principles. With this groundwork, the following Code of Ethics has been developed to be consistent with the values that drive these principles. All staff members are responsible for conducting themselves in observance with this code.
- Our campers, parents, and alumni are the reason we are in business. I treat everyone with dignity, worth, respect, concern, courtesy, and fairness. I celebrate diversity and recognize difference as a source of creativity. I will be aware of the fact that everything I do, directly or indirectly, has the potential to reflect upon the JCC as a whole. I will respect and comply with all applicable laws and regulations. I strive for superior quality in our programs and services as perceived by our members.
- I believe in creating professional environment based on mutual respect, personal integrity, open communication and collaboration.
- I commit to honesty and ethical behavior with each other and with those we serve.
- I will act as a steward of the Camp.

## JCC Camp Staff Code of Conduct and Staff Vision

JCC camps have been a fixture of Rochester's Jewish community for over 100 years. Our camps have served various purposes and demographics over the years but at the core of these programs have always been the goals of providing the best recreation opportunities available for children in a setting that emphasizes connection with nature *and* community. We have always strived to capitalize on the opportunities presented by this setting to foster independence and growth in each camper.

We know that great staff is the cornerstone of JCC summer camps' success. For many campers, nothing is more impactful to their camp experience than the relationships formed with staff. As such we aim to hire individuals that personify our values. Among these we count:

- Responsibility
- Patience
- Appreciation of all manners of diversity
- Enthusiasm
- Positivity

JCC Camps are committed to providing the best possible climate for maximum development and achievement of goals for all employees. Our practice has always been to treat each employee as an individual. We have always sought to develop a spirit of teamwork; individuals working together to attain a common goal. In order to maintain an atmosphere where these goals can be accomplished, we have a workplace where communications are open and problems can be discussed and resolved in a mutually respectful atmosphere taking into account individual circumstances and the individual employee. We firmly believe that by our communicating with each other directly, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

## Camp Sisol Mission

Camp Sisol is a vibrant camping community, grounded in Jewish values and culture. Camp Sisol helps develop confidence, happiness, and kindness in children through an integrated program that builds lifelong memories and respect for community.

## Camp Seneca Lake Mission

Camp Seneca Lake provides a fun, adventurous program, with immersive, experiential learning that builds Jewish identity, facilitates personal exploration, cultivates an appreciation of nature, and establishes the importance of Jewish community.

## About this Handbook

This handbook is designed to acquaint you with the JCC and provide you with information about working conditions, employee benefits and some of the policies and procedures affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the benefits available to employees. It supersedes any prior handbook or written policies you may have received, as well as any “unwritten” policies which were orally communicated.

Camp leadership staff are responsible for the daily administration of the personnel policies described in this handbook. All staff may make suggestions for changes in policy. No employee or member of the management staff other than the Executive Director has the authority to make any agreement contrary to the policies described in this handbook. All modifications shall be in writing.

No employee handbook can anticipate every circumstance or address all policies and practices. As the organization grows, the need may arise to change policies described in this handbook. The JCC reserves the right to revise, supplement or rescind any policy or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The JCC will make every reasonable attempt to notify employees of changes in policies and procedures, but an employee should confirm the status of a policy or practice before acting on it.

Any questions concerning this handbook or its proper execution may be addressed to your supervisor, the Camp Director, or the Human Resources Director.

## Nature of Employment

Because staff members voluntarily enter employment with Camp (and the JCC), an employee is free to resign at any time, with or without notice or cause. However, this action may affect pay. Similarly, Camp or the JCC may terminate the employment

relationship at any time, with or without cause, so long as there is no violation of applicable federal or state law.

The employee handbook is not, and shall not be construed as, a contract creating or guaranteeing employment for any specific duration nor does it constitute an agreement between the employee and the Camp or JCC expressed or implied.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Executive Director.

## Employment Policies

### A. Application for Employment

The JCC provides applicants with a standard form which must be completed and signed by the applicant. Applications are supplemented by resumes, interview notes, background checks, state and medical clearances and reference checks. The JCC relies heavily on the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentation, falsifications, failure to meet clearance criteria or material omissions in any of the information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, the termination of employment.

### B. Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the JCC will be based on merit, qualifications and abilities. The Camp and the JCC does not discriminate on the basis of any protected class, as required by federal or applicable state law.

In accordance with the ADA (the Americans with Disability Act), the Camp and JCC will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship. This policy governs all aspects of employment, including retirement, hiring, training, promotion, transfers, compensation and benefits.

It is the responsibility of each employee at Camp and JCC to ensure that these principles and practices are consistently carried out. Each person responsible for recruitment and selection of employees is responsible for ensuring that all equal opportunity policies and practices are followed. The Human Resources Director is designated as the Equal Employment Opportunity (EEO) Officer for the JCC.

### C. Immigration Law Compliance

The JCC is committed to employing only United State citizens and non-citizens who are authorized to work in the United States and does not discriminate on the basis of citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, no later than the third day of employment each new staff member must complete the Employment Verification Form I-9 and present documentation establishing identity and eligibility. Former employees who are rehired must complete the form if they have not completed an I-9 with the JCC within three years, or if their previous I-9 is no longer retained or valid.

### D. Disability Accommodation

The JCC complies with the ADA and New York State Executive Law and ensures equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis. Hiring procedures provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all employees whose disability within the meaning of the ADA and/or the Executive Law affects the performance of job functions to the extent that they do not pose an "undue hardship" on the JCC. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation, as well as in job assignments, classifications, organizational structures and position descriptions.

The JCC does not discriminate against any qualified employees or applicants due to their relation to or association with a person with a disability. The JCC will follow any state or local law that provides individuals with disabilities greater protection than the ADA. This disability accommodation policy is neither exhaustive nor exclusive. The JCC is committed to taking any action necessary to ensure equal employment opportunity for person with disabilities in accordance with the ADA and all other applicable federal, state and local laws.

### E. Position Description

A position description identifies the responsibilities of a specific job position with the JCC. Employees need to become familiar with their position description and should discuss questions regarding the contents of their description with their supervisor. After reviewing it, the position description will become part of the employee's personnel record. Position descriptions are not to be construed as a limitation on the authority of supervisory

personnel to assign any and all tasks that are appropriate or essential to the employee's position or function.

#### F. References

If an employee would like Camp or the JCC to verify his or her employment, he or she must provide permission, in writing, to the Human Resource Department. All requests for information on current or former employees must be referred to the Human Resource Department. No information regarding a current or former employee is to be given to anyone, even in casual conversation. Any employee who violates this policy shall be subject to disciplinary action up to and including termination.

#### G. Personnel Files

A personnel file is maintained for every employee. Typically, the record contains the application for employment, references, position descriptions, performance appraisals, correspondence, training records, payroll change notices and other relevant material. Any medical and other confidential information is maintained separately from the personnel file. Personnel files will be carefully protected against unauthorized review or use.

An employee's address, telephone number and other information must be kept up to date. Employees are required to notify the Payroll Department of any changes such as legal name change, address or phone number change and whom to contact in case of emergency.

#### H. Health Requirements

The New York State Department of Health designates that no individual known to be a carrier of a communicable disease shall be employed at a children's camp.

Each seasonal staff member must submit a signed health history which includes

1. Identification of activities that cannot be performed for health reasons
2. Allergy record
3. Date of last tetanus booster
4. Record of current prescribed and OTC medications taken
5. Emergency Contact
6. Permission to treat in case of an emergency

Overnight camps require staff be screened by professional personnel before camper arrival

1. Observable evidence of illness, injury or communicable disease.
2. Changes to health history
3. Medication review

## I. Staff Clearance

Applicants who accept positions for the summer must complete the required paperwork before being allowed to start employment at Camp. Several of these required pieces are directly related to background checks and inquiries into the Sex Offender Registry.

All staff must complete a background/voluntary disclosure form, I-9 for employment verification, and submit at least three references. In addition, before the start of Camp, all employees will have their names run through the NYS Sex Offender Registry and the National Database of Registered Sex Offenders.

All employees are entitled to know the results of their background check under the Fair Credit Reporting Act (2005).

## Employee Compensation

### A. Employment Status

It is the intent of Camp and the JCC to clarify the definitions of employment classifications so that employees understand their employment status and benefits. All summer camp staff are considered and classified by the JCC as “Seasonal Employees.”

### B. Work Schedule and Time Off

CSL: Staff will receive three single days off during Session 1, two single days off during Session2, and two-three days during Intersession, Days off run from 5:15pm, until 5:15pm the following day. Any additional requests for time off should be submitted to the Camp Director as far in advance as possible.

Sisol: There will be no leave days allowed for sickness or personal business. Staff will not be paid for sick days or days they are absent from work. Staff salaries will be prorated and reduced for each day of absence. Leaving Camp early or arriving late will result in partial loss of a day’s pay. Staff needing days off must submit a request form to the office before Camp begins. Any unexcused absence is grounds for immediate dismissal.

### C. Pay Days and Payroll Actions

Camp and JCC employees are paid every two weeks on Friday. Camp and the JCC define each work week as beginning on Saturday at 12:01 a.m. and ends on Friday at midnight. In

the event that a regularly scheduled pay date falls on a Jewish holiday, the check will still be dated for the scheduled pay date but will be distributed on the day before the holiday.

**Payroll Deductions:** The law requires Camp and the JCC to make certain deductions from every employee's compensation. Among these are applicable federal, state and social security taxes. Additionally, some benefits require or allow an opportunity for employee contribution. Employees may voluntarily authorize deductions from their paychecks for their contribution to participate in these programs. Pay garnishment deductions mandated by law are automatically deducted from an employee's pay.

**Administrative Pay Corrections:** Camp and the JCC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that all employees are paid promptly on the scheduled payday. In the unlikely event that there is an error in the amount of pay, employees should promptly bring the discrepancy to the attention of the Camp Director(s). In the event of an overpayment, the JCC will recoup the amount in the following paycheck.

**Bank Charges:** In the event that a stop payment order on a payroll check is requested by an employee, applicable bank fees will be charged to the employee by way of subtracting from the net amount of the check.

**Direct Deposit:** Camp and the JCC encourage employees to use the option of electronic deposit of paychecks to designated bank account(s). By completing a direct deposit form available in the Payroll Department, an employee may choose up to three separate accounts for direct deposit.

#### D. Performance Evaluation

Positive participation in the supervisory process and with individual evaluation is expected of all staff. Evaluation of staff will include periodic verbal review and written evaluations every four weeks at minimum

#### E. Parking/Transportation

Staff members who possess a vehicle at camp must park it in the designated staff parking area. Staff may not drive their personal vehicles through camp other than to unload/load personal baggage.

Staff must register their vehicles at the camp office, providing their name, make of vehicle and license no. Staff driving camp vehicles must be checked for an acceptable driving record through the camp's insurance company.

No one under the age of 18 may drive any camp vehicle at any time. (excluding golf carts)

With the exception of medical staff and directors, staff may not transport campers in their vehicles.

#### F. Short Term Disability

Seasonal employees are eligible for short term disability leave when medically disabled due to a non work related illness or injury which leaves an employee unable to perform the essential functions of their position. Short-term disability benefits provide replacement of a portion of your regular paycheck, while medically disabled. Employees must notify their supervisor and the Human Resource Director as soon as possible once a date of disability is known so that the necessary paperwork can be sent to the employee to ensure a timely processing of the claim by the carrier. Periodic medical updates may be required to continue benefit payments.

#### G. Workers' Compensation

The JCC provides Workers' Compensation in accordance with legal requirements. This program covers illness or injury sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, Workers' Compensation insurance will reimburse a portion of lost wages after the short waiting period requirement. The waiting period applies to lost wages only.

Employees who are injured while working, or are involved in an incident where someone was injured, regardless of the extent of the injury, must report the incident to their supervisor immediately and complete an incident report.

If medical treatment is necessary, the supervisor may provide assistance in obtaining treatment. The incident report must be signed by the employee, the supervisor and any witness to the injury. All reported incidents will be investigated.

Employees unable to report to work due to a job related injury are required to maintain frequent contact as directed by the Human Resource Director. In addition, prior to returning to work, they must obtain a physician's written statement authorizing return to duty and stating any job related limitations they may have. This statement is required prior to returning to work and should be submitted to the Human Resource Director.

#### H. JCC Membership

All Seasonal Employees are granted membership at the JCC of Greater Rochester for the duration of their employment. At the time their employment ends, the membership will also end.

## Employee Conduct

### A. Sexual and Other Unlawful Harassment

The JCC is committed to providing a work environment that is free of discrimination and unlawful harassment. Each employee is entitled to be treated with dignity, fairness and respect by supervisors and by other employees. Camp and the JCC maintains a zero tolerance policy for harassment or intimidation of any kind, because race, color, religion, sex, sexual orientation, age, or any other characteristic protected by law. Any employee who violates this policy will be subject to disciplinary action, up to and including termination.

No employee may threaten or insinuate, either explicitly or implicitly that an employee's submission to, or rejection of, sexual advances will in any way influence any personnel decisions regarding that employee's employment, wages, advancement, assigned duties or any other condition of employment or career development.

Any sexually harassing conduct in the workplace, whether it is in the form of physical or verbal harassment, and regardless of whether committed by supervisory or non-supervisory personnel, is also prohibited. This also includes, but is not limited to, repeated offensive, unwelcomed sexual flirtations, advances, propositions, continued or repeated verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual and the display in the workplace of sexually suggestive objects or pictures.

Any employee who has experienced or who is aware of an incident of sexual or other unlawful harassment must promptly report the matter to his or her supervisor. If the supervisor is unavailable or if the employee believes it would be inappropriate to contact the supervisor, the employee should immediately contact the Human Resource Director or follow the chain of command for the department. Such complaints are investigated promptly and, where possible, a mutually satisfactory resolution will be sought. Any employee with questions about the internal process or concerns about possible harassment or discriminatory treatment is urged to seek appropriate consultation with suitable senior management staff. No employee will suffer retaliation, reprisal or intimidation as a result of reporting an incident. The JCC and Camp maintain confidentiality in these investigations to the extent feasible and consistent with an effective investigation and resolution.

Discriminatory treatment, which is based upon an individual employee's race, ethnicity, age, religion, or other legally protected characteristic, is also strictly prohibited. The same disciplinary and investigative standards applicable to sexual harassment will be applicable to other forms of unlawful harassment to the same extent.

Substantiated sexual harassment or other discriminatory behavior, as well as willful filing of a false report of sexual harassment or other discriminatory behavior will result in disciplinary action up to and including termination and may lead to personal liability.

## B. Basic Expectations of Camp Staff

Working at a summer camp is a tough job. To ensure the health and safety of each camper, you must be “ON” from the minute you arrive at the bus stop, until you are back at your own home. We’ll do all we can to help and support you in your efforts, but in return, there are some things we expect from you:

1. The safety of our campers is your #1 concern. Know where your campers are at all times. Don’t take chances. If in doubt, don’t do it, and don’t let your campers do it.
2. Treat all fellow staff with respect.
3. Follow the rules and policies of camp cheerfully.
4. Work out problems in a professional manner. You have a right to disagree with other staff, but NEVER argue in front of the campers. Please direct all comments and criticism to your supervisor or leadership staff in private, and we will do the same for you.
5. Be a good role model at all times. You are a leader. Your actions, good or bad, will be emulated by your campers.
6. Keep your private lives private!
7. Be on time to all of your scheduled activities. Don’t make the campers wait for you.
8. It is your responsibility to get your campers quiet when someone is addressing the group. If you are talking with other counselors, or not paying attention, your campers will continue talking.
9. Be prepared for camp each day. This means getting the proper amount of sleep and being organized with supplies on hand for all activities.
10. Be sensitive to your campers’ moods. These often tell us more than words do.
11. Be fair and helpful to all – favoritism gets you into trouble.
12. Rules are made for valid reasons. They can be changed, and often we do make changes. If you do not understand why a rule exists, do not hesitate to ask us about it.
13. Help children be responsible for their clothing and personal items. Check lost and found daily with your campers.
14. You should always have something to do. If you have “down time” you should be filling it by planning ahead, helping other staff, etc.

Remember that *you are here for the campers*, and their safety and happiness should always come first. Without the campers, there would be no jobs for any of us. The success of camp depends on each and every staff member.

## C. Personal Appearance and Dress Code

CSL: Staff members are role models for the campers. As such, outerwear should be appropriate to the weather, and should have no words or graphics that would be inappropriate for children to observe. Female staff must wear one piece bathing suits or tank-inis when working at aquatic activities. Flip flops are proper footwear for showering activities only.

Sisol: All staff are expected to come to camp dressed neatly and are to be well-groomed. Wear comfortable modest clothing suitable for active participation and support of camp programs. Staff are expected to wear their camp T-shirts everyday while working on camp grounds or at off site camp programs. Staff are expected to wear appropriate footwear (close-toed/close-heeled) during work hours.

#### D. Attendance and Punctuality

CSL: Staff are expected to be on time for all activities, including meals and meetings. It is expected that staff participate fully in all camp activities with their cabin or assigned group. Should staff members find that they will need extra time to complete certain tasks, they will make the request to their immediate supervisor at Camp.

Sisol: There are 43 working days in the 2015 season made up of the following: Orientation (4) and camp days (39). Staff participation in all staff training and meetings is mandatory. Staff are expected to fully participate in all camp activities and to be with his/her group at all times. A bonus for perfect attendance is awarded to those who attend all 43 working days, staff meetings, all assigned overnights, late nights, and trips. An additional bonus is awarded to those who work the entire camp season. Attendance is taken by supervisors on a daily basis.

#### E. Gifts.

An employee may accept promotional items and/or gifts of nominal value from vendors. Such gifts should not influence any decisions made by the employee as they relate to continued business with the JCC. Gifts of material value are not to be accepted. All offers of gifts or gratuities shall be reported to the employee's supervisor.

#### F. Drugs and Alcohol

The use of alcoholic beverages or illegal drugs, or the abuse of legal prescription drugs during work hours (including nighttime when not serving as a OD/CQ) will not be tolerated. The possession of alcoholic beverages or illegal drugs on Camp property is forbidden.

It is the goal of the JCC and Camp to provide a drug-free, healthful and safe workplace. To promote this goal employees are required to report to work in appropriate mental and physical condition to perform the job in a satisfactory manner.

Camp is a smoke free environment. Smoking anywhere on premises, including the parking lot, is prohibited. This applies to all people on Camp property.

Violation of these policies will result in corrective action up to and including termination. Such violations may also have legal consequences.

#### G. Child Abuse Reporting

In the event a staff member witnesses, hears about or infers that child abuse may have occurred, whether sexual, physical or emotional, the allegation should be immediately reported to the Camp Director or designated back-up to the Director. These people are mandated reporters in NYS.

If an preliminary investigation shows a possibility of abuse, the Director will then report the allegation to 1) The parent(s) of the child; 2) The JCC Director; The NYS Police; and 4) NYDOH.

The Director will assure that the child's safety and emotional well-being are cared for above all else. The child is NOT to be questioned by camp personnel until the family is notified and the police are present. If medical care is needed, transport to a hospital is required. The alleged abuser will be removed from all contact with campers and detained by the camp director or director's designee. Further steps will be determined by the police and parents.

The role of the general staff member is to be alert to possible issues of abuse, to report them as above, and to protect the incident from becoming general camp knowledge once reported.

#### H. Discipline Process

We strive to uphold a positive working environment based on honesty and mutual respect. Occasionally, problems or concerns arise. In such instances, we want our staff to feel they have a voice and someplace safe to express it. Below is the protocol to be followed in addressing staff concerns:

First, discuss the problem with your immediate supervisor. A solution will usually result from an informal meeting. But if the problem is unresolved following that discussion, the employee may ask the supervisor to arrange a meeting with the next level of supervision. If the problem concerns the employee's immediate supervisor, then the employee may discuss the problem with the Camp Director who will make the final decision.

## I. Cell Phone Policy

Cell phone use of any kind is not allowed during camp hours except for camp-related emergencies.

## J. Social Media Policy

It's common for people to express themselves by way of social media. However, in a work setting, social networking can be a concern if it interferes with an employee's work, is used to harass coworkers or campers, create a hostile work environment, or harm the goodwill and reputation of the JCC and Camp.

Thoughtless handing of emails or social media cannot only cause long-term harm to the JCC but also to a private person. Information on employers spread by employees is no longer private. They are permanently indexed by Google, Bing, and dozens of search engines and thus made publicly accessible. Even in cases where only your contact can see what you write, there is a possibility that one of them will forward what you say and make it visible to a wider audience. As a result, personal conversation within social media networks should be considered public rather than private.

The purpose of this policy is to provide guidance for the use of social media. All employees should adhere to the guidelines in this policy when engaging in social networking communications. Employees are expected to use common sense and judgment especially if it may affect members, disclosure of confidential information or damage to the agency or a member or co-worker's reputation.

When using social media for your own personal use Camp and JCC employees must use the following guidelines for all social networking postings.

1. **Personal Responsibility:** You are personally responsible for your postings. Pay attention to what you leave behind on the web. Do not post anything that is defamatory, pornographic, proprietary, harassing, or might be considered as creating a hostile work environment.
2. **Openness:** Identify yourself with your name and any function if the contents are connected to Camp or the JCC. Make it clear that you are expressing your own opinion.
3. **Respect:** Do not publish negative articles or information about staff, campers, or parents. Don't say anything online that you wouldn't be comfortable seeing quoted in the news or having to justify to your boss.
4. **Job Focus:** Stay focused on your job. Keep in mind you were not hired to spend work time on social media sites for private matters. Make sure that your online activities don't interfere with your job.

## Employment Termination

Since employment with JCC Camps is based on mutual consent, both the employee and the JCC have the right to terminate employment at will, with or without cause, at any time. All wages that are due through an employee's last day of work will be paid on the next regularly scheduled payday. To terminate employment please speak with the Camp Director.

Reviewed May 2015

Receipt of Handbook

I have received the employee handbook for the Jewish Community Center of Greater Rochester, and I understand that I am responsible for reading the personnel policies and practices described within it. I understand that this handbook replaces any and all prior handbooks, policies and practices of Camp and the JCC.

I agree to abide by the policies and procedures contained therein. I understand that the policies and benefits contained in this employee handbook may be added to, deleted or changed by the JCC at any time. I understand that neither this manual nor any other written or verbal communications by a management representative or agent of the JCC is intended to, in any way, create a contract of employment or change the JCC's policy if employment-at-will which means that either the JCC or I may terminate my employment at any time, for any reason, without or without case and with or without notice.

If I have questions regarding the content or interpretation of this handbook I will bring them to the attention of the human resource manager.

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_

Review of Non-Harassment and Sexual Harassment Policies

I acknowledge that this day that I have reviewed the JCC's policies regarding non-harassment and sexual harassment located at Camp and in the Jewish Community Center of Greater Rochester handbook, and that I fully understand my obligations and responsibilities as outlined therein including, but not limited to, the reporting procedures to be followed in the event I or any other employee is subject to harassment or sexual harassment by another employee.

PRINTED NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_