

CAMP RAMAH IN NEW ENGLAND

SUMMER STAFF HANDBOOK

Introduction

CAMP RAMAH IN NEW ENGLAND

Welcome to Camp Ramah in New England! Camp Ramah in New England is a community and a family. Every summer we become a vibrant, active *dliw kehillah* (community) where our campers live a Jewish life in a warm, friendly atmosphere, explore Jewish values and practices, and develop friendships that last for years.

Our educational program has one overriding purpose; to convey an appreciation and love for the richness of Jewish life. We believe that campers learn best through active experiences. They understand Jewish culture by living it. Your behavior as a Jewish role model is crucial in order for us to accomplish this goal.

At Camp Ramah in New England, we respect and cherish our staff. In recognition of the challenging and demanding work that a position at Camp Ramah in New England entails, our camp administration and all of our senior staff members consistently work to create as pleasant and supportive an atmosphere as possible. But make no mistake, you have signed up for a summer of hard work! Luckily, it is also incredibly fun and rewarding work.

Our first concern must always, of course, be for the safety, welfare, and well being of our campers. Within this context, we have policies that reflect our concern for our community of campers and staff. These policies are laid out in this Staff Handbook. Please note that this Staff Handbook is a guide-book -- not necessarily a complete listing of every single one of our rules and policies.

A strong partnership between campers, parents and staff is crucial in order to strengthen our value-based Jewish community. Together we shall have an impact on the Jewish future. Together we can make magic.

A Word About This Handbook

This Staff Member Handbook contains information about the employment policies and practices of Camp Ramah in New England (CRNE). We expect each staff member to read this Staff Member Handbook carefully, as it is a valuable reference for understanding your job and CRNE. The policies outlined in this Staff Member Handbook should be regarded as management guidelines only, which in a developing business will require changes from time to time. CRNE retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the staff members and CRNE. This Staff Member Handbook supersedes and replaces any and all prior Staff Member Handbooks and any inconsistent verbal or written policy statements.

Except for the policy of at-will employment, which can only be changed by the Camp Director of CRNE in a signed written contract, CRNE reserves the right to revise, delete and add to the provisions of this Staff Member Handbook at any time without further notice. All such revisions, deletions or additions to the Staff Member Handbook must be in writing and must be signed by the Camp Director of CRNE. No oral statements or representations can change the provisions of this Staff Member Handbook.

The provisions of this Staff Member Handbook are not intended to create contractual obligations with respect to any matters it covers. Nor is this Staff Member Handbook intended to create a contract guaranteeing that you will be employed for any specific time period.

CRNE IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS STAFF MEMBER HANDBOOK, EITHER YOU OR

CRNE MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS STAFF MEMBER HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, STAFF MEMBER OR REPRESENTATIVE OF CRNE IS AUTHORIZED TO ENTER INTO AN AGREEMENT— EXPRESS OR IMPLIED—WITH ANY STAFF MEMBER FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE CAMP DIRECTOR OF CRNE.

This Staff Member Handbook refers to current benefit plans maintained by CRNE. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

Likewise, if a written contract is inconsistent with the Staff Member Handbook, the written contract is controlling.

Table of Contents

Section 1: The Way We Work

Categories of Employment	1
Equal Employment Opportunity	1
Americans with Disabilities Act.....	2
A Word About our Staff Member Relations	
Philosophy	2
Non-Harassment	3
Sexual Harassment	5
Immigration Reform and Control Act	9
New Employee Orientation.....	10
Talk to Us	11

Section 2: Your Pay and Progress

Recording Your Time.....	1
Payday.....	2
Paycheck Deductions	3
Garnishment/Child Support	4
Overtime	5

Section 3: Time Away From Work and Other Benefits

Staff Member Benefits	1
Paid Time Off (PTO).....	1
Jury Duty	2
Voting Leave.....	3
Military Leave	4
Witness Leave	4
Social Security	5
Workers' Compensation	5

Section 4: On the Job

Attendance and Punctuality.....	1
Meal Time.....	1
Standards of Conduct.....	2
Access to Personnel Files.....	3
Customer and Public Relations.....	3
Changes in Personal Data.....	4
Care of Equipment.....	4
Personal Property.....	5
Acceptable Use of Electronic Communications.....	5
Social Media.....	9
Protecting Organization Information.....	11
Conflict of Interest/Code of Ethics.....	11
If You Must Leave Us.....	12

Section 5: Safety in the Workplace

Each Staff Member's Responsibility.....	1
Workplace Violence.....	2
Workplace Searches.....	3
No Weapons in the Workplace.....	4
Substance Abuse.....	4

Section 6: Camp Procedures

Your Employment Relationship with Camp Ramah	1
Additional Compensation & Reimbursement	
Policies.....	1
Preparing for Summer.....	3
Staff Members with Children at Camp.....	5
General Information & Policies.....	6
Hebrew and Judaic Policies.....	29
Packing Information.....	34
Health Care at Camp.....	38

The Way We Work

Categories of Employment

SEASONAL STAFF MEMBERS perform a job for a specified time, normally less than one year. Employees hired for the camp season are considered exempt.

NON-EXEMPT STAFF MEMBERS are entitled to overtime pay as required by applicable federal and state law.

EXEMPT STAFF MEMBERS are not entitled to overtime pay and may also be exempt from minimum wage requirements pursuant to applicable federal and state laws.

Upon hire, the Director of Programming will notify you of your employment classification.

Equal Employment Opportunity

CRNE is committed to equal employment opportunity. We will not discriminate against staff members or applicants for employment on any legally-recognized basis ["protected class"] including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law.

In Massachusetts, the following are a protected class: race, color, religious creed, national origin, sex, pregnancy, sexual orientation, ancestry, age [over 40], veteran status, genetic information, handicap, admission to a mental facility, and military membership.

You may discuss equal employment opportunity related questions with the Camp Director or any other member of management.

Americans with Disabilities Act

CRNE is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is your responsibility to notify the Camp Director of the need for accommodation. Upon doing so, the Camp Director may ask you for your input or the type of accommodation you believe may be necessary or the functional limitations caused by your disability. Also, when appropriate, we may need your permission to obtain additional information from your physician or other medical or rehabilitation professionals.

A Word About our Staff Member Relations Philosophy

We are committed to providing the best possible climate for maximum development and goal achievement for all staff members. Our practice is to treat each staff member as an individual. We seek 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 provide a comfortable and progressive workplace. Most importantly, we have a workplace where communication is open and problems can be discussed and resolved in a mutually respectful atmosphere. We take into account individual circumstances and the individual staff member.

We firmly believe that with direct communication, we can continue to resolve any difficulties that may arise and develop a mutually beneficial relationship.

Non-Harassment

We prohibit harassment of one staff member by another staff member, supervisor or third party for any reason based on a “protected class” including, but not limited to: veteran status, uniform servicemember status, race, color, religion, sex, national origin, age, physical or mental disability, genetic information or any other protected class under federal, state, or local law. Harassment of third parties by our staff members is also prohibited.

In Massachusetts, the following are a protected class: race, color, religious creed, national origin, sex, pregnancy, sexual orientation, ancestry, age [over 40], veteran status, genetic information, handicap, admission to a mental facility, and military membership.

The purpose of this policy is not to regulate the personal morality of staff members. It is to ensure that in the workplace, no staff member harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not

limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any staff member who believes that (s)he has been harassed should report the situation immediately to one of the following members of management who have been designated to receive such complaints: Rabbi Ed Gelb, Camp Director at (413) 283-9771 and 39 Bennett Street, Palmer MA 01069 or Erica Silverman, Business Manager at (413) 283-9771 and 39 Bennett Street, Palmer MA 01069. If a staff member makes a report to any of these members of management and the Camp Director or the Business Manager either does not respond or does not respond in a manner the staff member deems satisfactory or consistent with this policy, the staff member is required to report the situation to one of the other members of management designated in this policy to receive complaints.

CRNE will investigate all such reports as confidentially as possible. Adverse action will not be taken against a staff member because he or she, in good faith, reports or participates in the investigation of a violation of this policy. Violations of this policy are not permitted and may result in disciplinary action, up to and including discharge.

Sexual Harassment

Any type of sexual harassment is against CRNE policy and may be unlawful. Harassment of third parties by our staff members is also prohibited. The purpose of this policy is not to regulate the morality of staff members. It is to ensure that in the workplace, no staff member is subject to sexual harassment.

Sexual harassment of any kind will not be tolerated. Violations of this policy may result in disciplinary action, up to and including discharge. Retaliation against an individual who has reported or complained about sexual harassment and retaliation against individuals who cooperate in an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this CRNE.

In Massachusetts, the legal definition for sexual harassment includes: "sexual harassment" means sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature when:

- a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary

increases, promotions, increased benefits or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a work place environment that is hostile, offensive, intimidating or humiliating to male or female workers may also constitute sexual harassment. This may include the dissemination of sexually explicit voice mail, e-mail, graphics, downloaded material or websites in the workplace. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what sexual harassment is, it includes:

1. Unwelcome sexual advances.
2. Requests for sexual favors.
3. Verbal or physical conduct of a sexual nature when submission to that conduct is made either explicitly or implicitly as a condition of employment.
4. Verbal or physical conduct of a sexual nature when submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual.
5. Verbal or physical conduct of a sexual nature that has the effect of interfering with an individual's work performance or creating an

intimidating, hostile or offensive work environment.

Examples of sexual harassment include, but are not limited to: sexually-related drawings, pictures, jokes, teasing, e-mails, text messages, uninvited touching or other sexually-related comments.

Any staff member who believes that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated.

1. Any staff member who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to one of the following members of management who have been designated to receive such complaints: Rabbi Ed Gelb, Camp Director at (413) 283-9771 and 39 Bennett Street, Palmer MA 01069 or Erica Silverman, Business Manager at (413) 283-9771 and 39 Bennett Street, Palmer MA 01069. If a staff member makes a report to any of these members of management and the Camp Director or the Business Manager either does not respond or does not respond in a manner the staff member deems satisfactory or consistent with this policy, the staff member is required to report the situation to one of the other members of management designated in this policy to receive complaints.
2. CRNE will investigate every reported incident immediately. Any staff member, supervisor or agent of CRNE who has been found to have violated this policy may be subject to disciplinary action, up to and including immediate discharge.

3. CRNE will conduct all investigations in a discreet manner. CRNE recognizes that every investigation requires a determination based on all the facts in the matter. We also recognize the serious impact a false accusation may have. We trust that all staff members will continue to act responsibly.
4. The reporting staff member and any staff member participating in any investigation under this policy have CRNE's assurance that no reprisals will be taken as a result of a sexual harassment complaint made in good faith. It is our policy to encourage discussion of the matter, to help protect others from being subjected to similar inappropriate behavior.

We strongly encourage our staff members to file a complaint of sexual harassment using CRNE's complaint procedure. However, using our internal complaint process does not prohibit you from contacting one of the following agencies:

- Massachusetts Commission Against Discrimination Boston Office: One Ashburton Place, Room 601, Boston, MA 02108-1518, (617) 994-6000 (voice), (617) 994-6196 (TTY). Springfield Office: 436 Dwight Street, Room 220, Springfield, MA 01103, (413) 739-2145.
- Equal Employment Opportunity Commission, John F. Kennedy Federal Building, Government Center, 4th Floor, Room 475, Boston, MA 02203, (617) 565-3200 (voice), (617) 565-3204 (TTY). Complaints must be filed within 300 days of the adverse action.

Immigration Reform and Control Act

In compliance with the federal Immigration Reform and Control Act of 1986 (IRCA), as amended, and any state law requirements, if applicable, CRNE is committed to employing only individuals who are authorized to work in the United States.

Each new staff member, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

If a staff member is authorized to work in this country for a limited time period, the individual will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by CRNE.

New Employee Orientation

Upon joining CRNE, you were given this copy of our Staff Member Handbook. After reading this Staff Member Handbook please sign the receipt page and return it to the Director of Programming. You will be asked to complete personnel and payroll forms.

If you lose your Staff Member Handbook or if it becomes damaged in any way, please notify the Director of Programming as soon as possible to obtain a replacement copy.

The Director of Programming is responsible for the operations of the Ed and Rec department. All other departments report to the Business Manager. These individuals are a good source of information about CRNE and your job.

Talk to Us

We encourage you to bring your questions, suggestions and complaints to our attention. We will carefully consider each of these in our continuing effort to improve operations.

If you feel you have a problem, present the situation to the following individuals:

Ed and Rec staff members should speak with the Director of Programming so that the problem can be settled by examination and discussion of the facts.

Staff members of other departments should speak with the Business Manager.

Your suggestions and comments on any subject are important, and we encourage you to take every opportunity to discuss them with us. Your job will not be adversely affected in any way because you choose to use this procedure.

Your Pay and Progress

Recording Your Time

Non-exempt staff members must record their hours on time sheets and give them to their supervisor Wednesday morning before each Friday payday.

Accurately recording all of your time is required in order to be sure that you are paid for all hours worked. You are expected to follow the established procedures in keeping an accurate record of your hours worked. Time must be recorded as follows:

- Immediately before starting your shift.
- Immediately after finishing work before your meal period.
- Immediately before resuming work after your meal period.
- Immediately after finishing work.
- Immediately before and after any other time away from work.

Employees hired for the camp season are considered exempt.

Exempt staff members may be required to accurately record their time worked in accordance with federal and state wage and hour law.

All non-exempt staff members subject to this policy are required to accurately record all time worked.

The workweek starts on Sunday and ends on Saturday.

Payday

Non-exempt employees will be paid biweekly on Friday for the period that ends on that Saturday.

Exempt employees will be paid as follows:

8-week employees receive one-half their salary mid-season and the balance at the end of the season.

4-week employees receive their full salary at the end of the season.

All wages earned by employees of Camp Ramah in New England are treated as Massachusetts source income. Those employees who are residents of other states will have to file a Massachusetts non-resident income tax return.

Please be aware that Camp Ramah in New England cannot honor requests for salary advances. Staff members who leave camp before the end of a session will have their checks mailed to them at the end of that session.

Please review your paycheck for errors. If you find a mistake, report it to the Director of Programming immediately. The Director of Programming will assist you in taking the steps necessary to correct the error.

Paycheck Deductions

CRNE is required by law to make certain deductions from your paycheck each pay period. Such deductions typically include federal and state taxes and Social Security (FICA) taxes. Depending on the state in which you are employed and the benefits you choose, there may be additional deductions. All deductions and the amount of the deductions are listed on your pay stub. These deductions are totaled each year for you on your Form W-2, Wage and Tax Statement.

It is the policy of CRNE that exempt staff members' pay will not be "docked," or subject to deductions, in violation of salary pay rules issued by the United States Department of Labor and any corresponding rules issued by the state government, as applicable. However, CRNE may make deductions from staff members' salaries in a way that is permitted under federal and state wage and hour rules. Staff members will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law.

Thus, exempt staff members may be subject to the following salary deductions, except where prohibited by state law, but only for the following reasons:

- Absences of one or more full days for personal reasons, other than sickness or disability; or
- Absences of one or more full days due to sickness or disability, if there is a plan, policy, or practice providing replacement compensation for such absences; or
- Absences of one or more full days before eligibility under such a plan, policy, or practice or after replacement compensation for such absences has been exhausted; or

- Suspensions of one or more full days for violations of safety rules of major significance; or
- Suspensions of one or more full days for violations of written workplace conduct rules, such as rules against sexual harassment and workplace violence; or
- Payment of actual time worked in the first and last weeks of employment, resulting in a proportional rate of a staff member's full salary; or
- Any unpaid leave taken under the Family and Medical Leave Act; or
- Negative paid-time-off balances, in whole-day increments only.

If questions or concerns about any pay deductions arise, staff members may discuss and resolve them with the Director of Programming or the Business Manager.

Garnishment/Child Support

When a staff member's wages are garnished by a court order, CRNE is legally bound to withhold the amount indicated in the garnishment order from the staff member's paycheck. CRNE will, however, honor applicable federal and state guidelines that protect a certain amount of a staff member's income from being subject to garnishment.

Overtime

Although overtime rarely occurs, you will be given advance notice when feasible, but this is not always possible. Non-exempt employees must have all overtime approved in advance by their supervisor.

Non-exempt employees will be paid at a rate of time and one-half their regular hourly rate for hours worked in excess of 40 hours in a workweek, unless state law provides a greater benefit in which case, we will comply with the state law.

Only actual hours worked count toward computing weekly overtime.

Exempt employees are not eligible for overtime.

If you have any questions concerning overtime pay, check with the Director of Programming or the Business Manager.

Time Away From Work and Other Benefits

Staff Member Benefits

CRNE has developed a comprehensive set of staff member benefit programs to supplement our staff members' regular wages. Our benefits represent a hidden value of additional income to our staff members.

This Staff Member Handbook describes the current benefit plans maintained by CRNE. Refer to the actual plan documents and summary plan descriptions if you have specific questions regarding the benefit plan. Those documents are controlling.

CRNE reserves the right to modify its benefits at any time. We will keep you informed of any changes.

Paid Time Off (PTO)

Full season employees are eligible for Paid Time Off (PTO) as follows:

Each full season staff member will be allowed up to a maximum of (6) designated days off during the contract period. Management may work with summer staff if special arrangements are required.

Single session staff members will be allowed up to a maximum of three (3) designated days off during the contract period.

Exempt employees will receive sick pay in compliance with state and federal wage and hour laws.

A schedule of appropriate days off has been created for all counselors and specialty staff members. Check with

your ראש עדה *Rosh Edah* (Division Head) and ראש ענף *Rosh Anaf* (Head of Specialty Department) for the schedule of days off for your עדה *Edah* (Division) or ענף *Anaf* (Specialty). Any changes to this schedule must be approved by the Director, Assistant Director, or Director of Programming.

Unless it is a regularly scheduled day off, time off requests should be made by May 1st to the Director of Programming. PTO can be used as vacation time, sick time or to take care of personal matters.

Days off are twenty-four hours, and they generally begin after dinner and end after dinner the next day or begin before dinner and end before dinner the next day. Any change from this regular day-off time-frame is subject to advance approval by the staff member's supervisor to ensure that the staff member is not needed for any camp programs.

Staff members are not compensated for days off not taken during the contract period.

Jury Duty

Staff members summoned for jury duty, who are regularly employed, receive their regular wages for the first three days. "Regularly employed" includes all full-time staff members, as well as all part-time, temporary and casual staff members whose hours may be reasonably determined. Thereafter, regularly employed staff members summoned for jury duty are granted an unpaid leave in order to serve.

All other staff members summoned for jury duty will be granted an unpaid leave in order to serve.

Exempt staff members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

We reserve the right to request proof of jury service issued by the Court upon return.

Make arrangements with the Director of Programming as soon as you receive your summons.

We expect you to return to your job if you are excused from jury duty during your regular working hours.

Voting Leave

CRNE believes that every staff member should have the opportunity to vote in any state or federal election, general primary or special primary. Staff members will be granted unpaid time off in order to vote for the first two hours the polls are open if the staff members are otherwise scheduled to work those hours and they apply for voting leave.

Exempt staff members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Notify the Director of Programming of the need for voting leave as soon as possible. When you return from voting leave, you must present a voter's receipt to the Director of Programming as soon as possible.

Military Leave

Staff members who are required to fulfill military obligations in any branch of the Armed Forces of the United States or in state military service will be given the necessary time off and reinstated in accordance with federal and state law.

The time off will be unpaid, except where state law dictates otherwise. Exempt staff members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Accrued paid time off (PTO) may be used for this leave if the staff member chooses. Military orders should be presented to the Director of Programming and arrangements for leave made as early as possible before departure. Staff members are required to give advance notice of their service obligations to CRNE unless military necessity makes this impossible. You must notify the Director of Programming of your intent to return to employment based on requirements of the law. Your benefits may continue to accrue during the period of leave in accordance with state and federal law.

Additional information regarding military leaves may be obtained from the Director of Programming.

Witness Leave

Staff members are given the necessary time off without pay to attend or participate in a court proceeding in accordance with state law. We ask that you notify the Director of Programming of the need to take witness leave as far in advance as is possible.

Exempt staff members may be provided time off with pay when necessary to comply with state and federal wage and hour laws.

Social Security

During your employment, you and CRNE both contribute funds to the federal government to support the Social Security program. This program is intended to provide you with retirement benefit payments and medical coverage once you reach retirement age.

Workers' Compensation

On-the-job injuries are covered by our Workers' Compensation insurance policy. This insurance is provided at no cost to you. If you are injured on the job, no matter how slightly, report the incident immediately to the Director of Programming. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim. We ask for your assistance in alerting management to any condition that could lead to or contribute to a staff member accident.

On the Job

Attendance and Punctuality

Attendance and punctuality are important factors for your success within CRNE. We work as a team and this requires that each person be in the right place at the right time.

Time off requests should be made to the Director of Programming before May 1st.

If you are unexpectedly going to be late for work or absent, notify the Director of Programming as far in advance as is feasible under the circumstances, but before the start of your workday.

Personal issues requiring time away from your work, such as doctor's appointments or other matters, should be scheduled during your nonworking hours if possible.

If you are absent for one day without notifying CRNE, it is assumed that you have voluntarily abandoned your position with CRNE, and you will be removed from the payroll.

Meal Time

A 30-minute, paid meal break should be taken each day by all non-exempt employees. The Business Manager is responsible for approving the scheduling of this time.

Standards of Conduct

Each staff member has an obligation to observe and follow CRNE's policies and to maintain proper standards of conduct at all times. If an individual's behavior interferes with the orderly and efficient operation of a department, corrective disciplinary measures will be taken.

Disciplinary action may include a verbal warning, written warning, suspension with or without pay, and/or discharge. The appropriate disciplinary action imposed will be determined by CRNE. CRNE does not guarantee that one form of action will necessarily precede another.

Among other things, the following may result in disciplinary action, up to and including discharge: violation of CRNE's policies or safety rules; insubordination; unauthorized or illegal possession, use or sale of alcohol or controlled substances on work premises or during working hours, while engaged in CRNE activities or in CRNE vehicles; unauthorized possession, use or sale of weapons, firearms or explosives on work premises; theft or dishonesty; physical harassment; sexual harassment; disrespect toward fellow staff members, visitors or other members of the public; performing outside work or use of CRNE property, equipment or facilities in connection with outside work while on CRNE time; poor attendance or poor performance. These examples are not all inclusive. We emphasize that discharge decisions will be based on an assessment of all relevant factors.

Nothing in this policy is designed to modify our employment-at-will policy.

Access to Personnel Files

Staff members who submit a written request to review their personnel files will, in accordance with state law, receive an opportunity to view their files within five business days on CRNE premises and during normal business hours.

Staff members who submit a written request for a copy of their personnel files will, in accordance with state law, receive a copy of their files within five business days.

CRNE will notify a staff member within 10 days if it places negative information in the staff member's personnel file, to the extent that the information is, has been used or may be used, to negatively affect the staff member's qualification for employment, promotion, transfer, additional compensation or the possibility that the staff member will be subject to disciplinary action.

A staff member shall be permitted to review their own personnel file on no more than two separate occasions per calendar year. The notification and review related to the placing of negative information in the staff member's personnel file does not count toward the two permitted annual reviews.

For more information, contact the Director of Programming.

Customer and Public Relations

CRNE's reputation is built on excellent service and quality work. To maintain this reputation requires the active participation of every staff member.

The opinions and attitudes that campers have toward CRNE may be determined for a long period of time by the actions of one staff member. It is sometimes easy to take a camper for granted, but we run the risk of losing not only that camper, but his or her associates, friends or family who may also be campers or prospective campers.

Each staff member must be sensitive to the importance of providing courteous treatment in all working relationships.

Changes in Personal Data

To aid you and/or your family in matters of personal emergency, we need to maintain up-to-date information.

Changes in name, address, e-mail address, telephone number, marital status, number of dependents or changes in next of kin and/or beneficiaries should be given to the Director of Programming promptly.

Care of Equipment

You are expected to demonstrate proper care when using CRNE's property and equipment. No property may be removed from the premises without the proper authorization of management. If you lose, break or damage any property, report it to the Director of Programming at once.

Personal Property

The company is not responsible for loss or damage to personal property. Valuable personal items, such as purses, jewelery, cameras, computers, electronic equipment and all other valuables should not be left in areas where theft might occur.

Acceptable Use of Electronic Communications

This policy contains guidelines for Electronic Communications created, sent, received, used, transmitted, or stored using CRNE communication systems or equipment and staff member provided systems or equipment used either in the workplace, during working time or to accomplish work tasks. "Electronic Communications" include, among other things, messages, images, data or any other information used in e-mail, instant messages, voice mail, fax machines, computers, personal digital assistants (including Blackberry, iPhone or similar devices), text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. In the remainder of this policy, all of these communication devices are collectively referred to as "Systems."

Staff members may use our Systems to communicate internally with co-workers or externally with campers, suppliers, vendors, advisors, and other business acquaintances for business purposes.

All Electronic Communications contained in CRNE Systems are CRNE records and/or property. Although a staff member may have an individual password to access our Systems, the Systems and Electronic Communications belong to CRNE. The Systems and Electronic Communications are accessible to CRNE at all times including periodic unannounced inspections. Our Systems and Electronic Communications are subject to use, access, monitoring, review, recording and disclosure without further notice. Our Systems and Electronic Communications are not confidential or private. CRNE's right to use, access, monitor, record and disclose Electronic Communications without further notice applies equally to staff member-provided systems or equipment used in the workplace, during working time, or to accomplish work tasks.

Although incidental and occasional personal use of our Systems that does not interfere or conflict with productivity or CRNE's business or violate policy is permitted, personal communications in our Systems are treated the same as all other Electronic Communications and will be used, accessed, recorded, monitored, and disclosed by CRNE at any time without further notice. Since all Electronic Communications and Systems can be accessed without advance notice, staff members should not use our Systems for communication or information that staff members would not want revealed to third parties.

Staff members may not use our Systems in a manner that violates our policies including but not limited to Non-Harassment, Sexual Harassment, Equal Employment Opportunity, Protecting CRNE Information, and Solicitation and Distribution. Staff members may not use our Systems in any way that may be seen as insulting, disruptive, obscene, offensive, or harmful to morale. Examples of prohibited uses include, but are not limited to, sexually-explicit drawings, messages, images,

cartoons, or jokes; propositions or love letters; ethnic or racial slurs, threats, or derogatory comments; or any other message or image that may be in violation of CRNE policies.

In addition, staff members may **not** use our Systems:

- To download, save, send or access any defamatory, discriminatory or obscene material;
- To download, save, send or access any music, audio or video file without permission of one's supervisor;
- To download anything from the internet (including shareware or free software) without the advance written permission of the Systems Supervisor;
- To download, save, send or access any site or content that CRNE might deem "adult entertainment;"
- To post a personal opinion on the internet that reflect negatively on CRNE;
- To solicit staff members or others;
- To attempt or to gain unauthorized or unlawful access to computers, equipment, networks, or systems of CRNE or any other person or entity;
- In connection with any infringement of intellectual property rights, including but not limited to copyrights; and
- In connection with the violation or attempted violation of any law.

A staff member may not misrepresent, disguise, or conceal his or her identity or another's identity in any way while using Electronic Communications; make changes to Electronic Communications without clearly indicating such changes; or use another person's account, mail box, password, etc. without prior written approval of the account owner and without identifying the actual author.

Staff members must always respect intellectual property rights such as copyrights and trademarks. Staff members must not copy, use, or transfer proprietary materials of CRNE or others without appropriate authorization.

All Systems passwords and encryption keys must be available and known to CRNE. Staff members may not install password or encryption programs without the written permission of the Director of Programming. Staff members may not use the passwords and encryption keys belonging to others.

Numerous state and federal laws apply to Electronic Communications. CRNE will comply with applicable laws. Staff members also must comply with applicable laws and should recognize that a staff member could be personally liable and/or subject to fine and imprisonment for violation of applicable laws.

Violations of this policy may result in disciplinary action up to and including discharge as well as possible civil liabilities or criminal prosecution. Where appropriate, CRNE may advise legal officials or appropriate third parties of policy violations and cooperate with official investigations. We will not, of course, retaliate against anyone who reports possible policy violations or assists with investigations.

If you have questions about the acceptable use of our Systems or the content of Electronic Communications, ask the Director of Programming for advance clarification.

Social Media

CRNE has in place policies that govern the use of its own electronic communication systems, equipment, and resources which staff members must follow. CRNE may also have an interest in your electronic communications with co-workers, campers, vendors, suppliers, competitors, and the general public on your own time. Inappropriate communications, even if made on your own time using your own resources, may be grounds for discipline up to and including immediate termination. We encourage you to use good judgment when communicating via blogs, online chat rooms, networking internet sites, social internet sites, and other electronic and non-electronic forums (collectively “social media”). The following is a general and non-exhaustive list of guidelines you should keep in mind:

1. Make it clear that the views expressed in social media are yours alone. Do not purport to represent the views of CRNE in any fashion.
2. Do not disclose confidential or proprietary information regarding CRNE or your co-workers. Use of copyrighted or trademarked CRNE information, trade secrets, or other sensitive information may subject you to legal action. If you have any doubt about whether it is proper to disclose information, please discuss it with the Director of Programming.
3. Do not disclose information that could subject CRNE to legal liability. Data about certain financial transactions, information about medical and health records, and other disclosures may be restricted by state or federal laws. If CRNE is subjected to government investigation or financial liability based on your disclosures,

CRNE may seek to hold you personally responsible.

4. Do not use CRNE logos, trademarks, or other symbols in social media. You may not use the CRNE name to endorse, promote, denigrate or otherwise comment on any product, opinion, cause or person.
5. Be respectful of the privacy and dignity of your co-workers. Do not use or post photos of co-workers without their express consent.
6. Harassing, obscene, defamatory, threatening, or other offensive content must be avoided. Harassing or discriminatory comments, particularly if made on the basis of gender, race, religion, age, national origin, or other protected characteristic, may be deemed inappropriate even if CRNE name is not mentioned. If social media communications in any way may adversely affect your relationships at work or violate CRNE policy, you may be subject to discipline up to and including immediate termination under various CRNE policies.
7. Ensure that engaging in social media does not interfere with your work commitments.
8. Social media and similar communications have the potential to reflect on both you and CRNE. We hope that you will show respect for our staff members, campers, affiliates and competitors.

Protecting CRNE Information

Protecting CRNE's information is the responsibility of every staff member, and we all share a common interest in making sure information is not improperly or accidentally disclosed. Do not discuss CRNE's confidential business with anyone who does not work for us.

All telephone calls regarding a current or former staff member's position/compensation with CRNE must be forwarded to the Director of Programming.

Conflict of Interest/Code of Ethics

CRNE's reputation for integrity is its most valuable asset and is directly related to the conduct of its officers and other staff members. Therefore, staff members must never use their positions with CRNE, or any of its campers, for private gain, to advance personal interests or to obtain favors or benefits for themselves, members of their families or any other individuals, corporations or business entities.

CRNE adheres to the highest legal and ethical standards applicable in our business. CRNE's business is conducted in strict observance of both the letter and spirit of all applicable laws and the integrity of each staff member is of utmost importance.

Staff members of CRNE shall conduct their personal affairs such that their duties and responsibilities to CRNE are not jeopardized and/or legal questions do not arise with respect to their association or work with CRNE.

If You Must Leave Us

Should you decide to leave your employment with us, we ask that you provide the Director with at least two weeks advance notice. Your thoughtfulness is appreciated and will be noted favorably should you ever wish to reapply for employment with CRNE.

CRNE does provide a "letter of reference" to former staff members when the circumstances permit. Generally, we will confirm upon request our staff members' dates of employment, salary history and job title.

Additionally, all resigning staff members should complete a brief exit interview prior to leaving. All CRNE property, including this Staff Member Handbook, must be returned upon discharge. Otherwise, CRNE may take action to recoup any replacement costs and/or seek the return of CRNE property through appropriate legal recourse.

You should notify CRNE if your address changes during the calendar year in which discharge occurs so that your tax information will be sent to the proper address.

Safety in the Workplace

Each Staff Member's Responsibility

Safety can only be achieved through teamwork at CRNE. Each staff member, supervisor and the Director of Programming must practice safety awareness by thinking defensively, anticipating unsafe situations and reporting unsafe conditions immediately.

Please observe the following precautions:

1. Notify the Director of Programming of any emergency situation. If you are injured or become sick at work, no matter how slightly, you must inform the Director of Programming immediately.
2. The use of alcoholic beverages or illegal substances during working hours will not be tolerated. The possession of alcoholic beverages or illegal substances on CRNE's property is forbidden.
3. Use, adjust and repair machines and equipment only if you are trained and qualified.
4. Know the proper lifting procedures. Get help when lifting or pushing heavy objects.
5. Understand your job fully and follow instructions. If you are not sure of the safe procedure, don't guess; just ask the Director of Programming.
6. Know the locations, contents and use of first aid and fire fighting equipment.
7. Comply with OSHA standards and/or applicable state job safety and health standards as written in our safety procedures manual.

A violation of a safety precaution is in itself an unsafe act. A violation may lead to disciplinary action, up to and including discharge.

Workplace Violence

Violence by a staff member or anyone else against a staff member, supervisor or member of management will not be tolerated. The purpose of this policy is to minimize the potential risk of personal injuries to staff members at work and to reduce the possibility of damage to CRNE property in the event someone, for whatever reason, may be unhappy with a CRNE decision or action by a staff member or member of management.

If you receive or overhear any threatening communications from a staff member or outside third party, report it to the immediate supervisor at once. Do not engage in either physical or verbal confrontation with a potentially violent individual. If you encounter an individual who is threatening immediate harm to a staff member or visitor to our premises, contact an emergency agency (such as 911) immediately.

All reports of work-related threats will be kept confidential to the extent possible, investigated and documented. Staff members are expected to report and participate in an investigation of any suspected or actual cases of workplace violence and will not be subjected to disciplinary consequences for such reports or cooperation.

Violations of this policy, including your failure to report or fully cooperate in CRNE's investigation, may result in disciplinary action, up to and including discharge.

Workplace Searches

To protect the property and to ensure the safety of all staff members, campers and CRNE, CRNE reserves the right to conduct personal searches consistent with state law, and to inspect any packages, parcels, purses, handbags, brief cases, lunch boxes or any other possessions or articles carried to and from CRNE's property. In addition, CRNE reserves the right to search any staff member's office, desk, files, locker, equipment or any other area or article on our premises. In this regard, it should be noted that all offices, desks, files, lockers, equipment, etc. are the property of CRNE, and are issued for the use of staff members only during their employment. Inspection may be conducted at any time at the discretion of CRNE.

Persons entering the premises who refuse to cooperate in an inspection conducted pursuant to this policy may not be permitted to enter the premises. Staff members working on or entering or leaving the premises who refuse to cooperate in an inspection, as well as staff members who after the inspection are believed to be in possession of stolen property or illegal substances, will be subject to disciplinary action, up to and including discharge, if upon investigation they are found to be in violation of CRNE's security procedures or any other CRNE rules and regulations.

No Weapons in the Workplace

Possession, use or sale of weapons, firearms or explosives on work premises, while operating CRNE machinery, equipment or vehicles for work-related purposes or while engaged in CRNE business off premises is forbidden except where expressly authorized by CRNE and permitted by state and local laws. This policy applies to all staff members, including but not limited to, those who have a valid permit to carry a firearm.

Staff members who are aware of violations or threats of violations of this policy are required to report such violations or threats of violations to the Director of Programming immediately.

Violations of this policy will result in disciplinary action, up to and including discharge.

Substance Abuse

CRNE has vital interests in ensuring a safe, healthy and efficient working environment for our staff members, their co-workers and the campers we serve. The unlawful or improper presence or use of controlled substances or alcohol in the workplace presents a danger to everyone. For these reasons, we have established as a condition of employment and continued employment with CRNE the following substance abuse policy.

Staff members are prohibited from reporting to work or working while using illegal or unauthorized substances. Staff members are prohibited from reporting to work or

working when the staff member uses any controlled substance, except when the use is pursuant to a doctor's orders and the doctor advised the staff member that the substance does not adversely affect the staff member's ability to safely perform his or her job duties.

Staff of legal drinking age who choose to consume alcohol out of camp on time off are to do so in a responsible manner. All staff persons are to return to camp sober and able to perform all job functions. One may not return to camp smelling of alcohol or with one's functions or speech impaired in any way.

Smoking is dangerous to smokers and non-smokers alike. Smoking is also antithetical to the camp environment, and sets a poor example for our campers. All staff are therefore strongly discouraged from smoking at any time, and only permitted to smoke in one designated area, behind the staff lounge. Smoking is never permitted on Shabbat.

In addition, staff members are prohibited from engaging in the unlawful or unauthorized manufacture, distribution, sale or possession of illegal or unauthorized substances and alcohol in the workplace including: on CRNE paid time, on CRNE premises, in CRNE vehicles, or while engaged in CRNE activities. Our staff members are also prohibited from reporting for duty or remaining on duty with any alcohol in their systems. Staff members are further prohibited from consuming alcohol during working hours, including meal and break periods.

Your employment or continued employment with CRNE is conditioned upon your full compliance with the foregoing substance abuse policy. Any violation of this policy may result in disciplinary action, up to and including discharge.

Consistent with its fair employment policy, CRNE maintains a policy of non-discrimination and reasonable accommodation with respect to recovering addicts and alcoholics, and those having a medical history reflecting treatment for substance abuse conditions. We encourage staff members to seek assistance before their substance or alcohol use renders them unable to perform their essential job functions or jeopardizes the health and safety of themselves or others. CRNE will attempt to assist its staff members through referrals to rehabilitation, appropriate leaves of absence and other measures consistent with CRNE's policies and applicable federal, state or local laws.

CRNE further reserves the right to take any and all appropriate and lawful actions necessary to enforce this substance abuse policy including, but not limited to, the inspection of CRNE issued lockers, desks or other suspected areas of concealment, as well as a staff member's personal property when CRNE has reasonable suspicion to believe that the staff member has violated this substance abuse policy.

This policy represents management guidelines. For more information, please speak to the Director of Programming.

Camp Procedures

YOUR EMPLOYMENT RELATIONSHIP WITH CAMP RAMAH

The policies of this Handbook apply to all employees; by working at Camp Ramah, an employee agrees to adhere to these policies.

Employment at Camp Ramah is at-will. Employees are free to resign at any time, with or without notice or cause. Similarly, Camp Ramah may terminate the employment relationship at any time, with or without notice, procedural requirements or cause. Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Camp Ramah and any of its employees. The provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Camp Ramah's sole discretion.

ADDITIONAL COMPENSATION & REIMBURSEMENT POLICIES

REQUIRED FORMS

When hired, every staff member is e-mailed a PDF packet containing their contract and all other required forms (including a W-4 form, CORI form, Criminal Record Check form, I-9 form, Medical Form, and three (3) Staff Reference Forms, along with any other necessary forms). Staff members are required to submit **ALL OF THEIR REQUIRED FORMS** before the start of work. If these have not been received in the camp office

in advance of a staff member's arrival at camp, the Staff Contract will not be honored.

REIMBURSEMENT POLICY FOR PURCHASES

EXPENDITURES: Please be advised that ALL expenditures must be approved and authorized prior to purchase. To receive reimbursement, a staff member must complete a reimbursement request form (available in the main office), along with all receipts for one's purchases. The receipt must contain only items purchased for camp use; no personal items may be included on the receipt.

TRAVEL FOR CAMP BUSINESS: Personal cars may not be used for camp business (i.e. transport, etc.) without explicit approval of the Director or Business Manager. Travel in a staff member's private car is reimbursable at the rate of \$.34 per mile when authorized in advance for use on camp business. Gas and tolls are included in the \$.34 rate. Travel reimbursement will be paid only with the PRIOR approval and authorization of the Director or the Business Manager. Expenses incurred while using a camp vehicle on camp business are reimbursable if authorized in advance and the appropriate documentation and expense report (receipts, bills, etc.) have been presented.

Reimbursements will be issued on a weekly basis.

GRATUITIES

It takes the entire staff team to create an experience for a camper. Staff may not accept tips or gratuities from parents either prior to, during, or at the end of the camp session. Staff should encourage parents to make a contribution to the CRNE Scholarship Fund in a staff member's name as a means of recognition.

PREPARING FOR SUMMER

At Camp Ramah in New England, we expect that our staff will give thought to the summer before camp actually begins. It is important that staff members come to camp with a clear idea of what their job entails and what goals they hope to achieve.

Here are some specific suggestions to help plan for your summer on staff at CRNE:

- Gather books, stories, articles, materials and games that can be used for programs at camp.
- Think about skills you have that you would like to share with the camp or teach campers (i.e. sign language, art projects, outdoor skills, etc.).
- Practice your Hebrew by reading newspapers, books and magazines. Even a few minutes a day will help. If you need help familiarizing yourself with Ramah vocabulary, ask us to send you a copy of the Ramah מִיחון *Sichon*, a guide to much of the Hebrew terminology used at camp. During staff week, you will have a אולפן *Ulpan* (Hebrew language workshop) to help strengthen your Hebrew. We offer Hebrew classes at many different levels, both during Staff Week and throughout the summer.
- Read some materials about the age group with which you will be working.

Give some thought to:

- Fun things to do on שבת *Shabbat*
- Ways of using and learning Hebrew
- How we can make Israel meaningful for our campers
- In-camp bunk activities
- Rainy-day activities

PRE-CAMP LETTERS/E-MAILS TO CAMPERS

During the month of June, camper lists will be sent to each counselor. **Counselors are required to send a personalized letter or e-mail to each of the campers in their צריף *tzrif* (bunk).** This letter should include some Hebrew, bunk goals and projects, and something about yourself. Campers love to hear from their counselors before the summer, and a short note helps to get them psyched for camp!

Generally the bunk staff team works together to craft one message, but if you each want to write your own letter that's fine too! When your letter(s) is ready, please e-mail it to your ראש עדה *Rosh Edah* (Division Head), and he/she will take care of sending it out.

Here are some guidelines for writing this letter/e-mail:

- 1) Introduce yourself! Tell the campers a little bit about yourself.
- 2) Mention two or three specific things that you're excited about for the summer. Remember, sometimes kids (even returning kids) can be nervous with camp just a few weeks away, and you want to help get them comfortable and really pumped for the summer to begin. Make a point of emphasizing to the kids that you're there to help them have fun, make friends, and have an incredible summer experience.
- 3) Remember, parents will be reading these e-mails as well. Always use appropriate language. The things that you say will be taken seriously by parents, so don't make jokes about "getting into trouble" or causing mischief or things of that nature.
- 4) Keep things fun and positive!

STAFF MEMBERS WITH CHILDREN AT CAMP

PRE-CAMPERS

Children of staff members who are coming to camp, but are not old enough to be in a camper bunk, will be in our גן *gan* program. Parents will be expected to bring their גן *gan* children to breakfast and the children will leave from the חדר אוכל *chadar ochel* (dining hall) with גן *gan* staff for the day. Children will eat lunch with the גן *gan* staff, however, parents can join them if their schedule permits. Parents will be expected to pick up their children at the גן *gan* on A-side before dinner.

STAFF CHILDREN

If you have children who are campers living in a bunk, it is essential that you allow them to be campers. You should encourage them to speak to their counselors first when issues arrive and to resolve their concerns the same way that campers who do not have parents at camp do.

Please do not seek out your child during the course of a regular day at camp. Certainly when you see him/her, you should greet them, while at the same time paying attention to the other campers who are with them. It's as important to be aware of how you treat the other campers as it is your own child so that your interaction does not make the others homesick or 'mommy/daddy sick' by seeing you with your child. Please check with the bunk staff before buying anything for your child to avoid jealousy or inequality in the bunk.

שבת *Shabbat* is a good time to spend with your child when they have free time. They are allowed in your room on *Shabbat* but meeting them somewhere outside is still preferable. Often parents will sponsor an *oneg Shabbat* or *קידוש Kiddush* for their child's bunk. Please check with the counselors before doing this.

GENERAL INFORMATION & POLICIES

STAFF WEEK

Before the campers arrive, all staff members are required to attend Staff Week. Staff Week includes an orientation to Camp Ramah and its standards, procedures, philosophy, and mission; training in your *עדה edah* (division) or *ענף anaf* (department) for specific responsibilities, and developing the skills necessary to perform assignments effectively. Camp policies and regulations are also reviewed at this time. Along with trainings, final preparations are made for the opening of the camp season.

Staff members who need to miss any part of staff week must receive prior approval by the Director or the Director of Programming. Please contact the Ramah office before May 1st to make these arrangements.

Second-session staff members are welcome to join us for Staff week, but are not required to do so. If any second-session staff members are able to attend Staff week, please contact the Director of Programming before May 1st. Second-session staff will receive a shortened orientation, when they arrive for intersession.

LIVE-INS

Most college-aged specialty staff is placed in bunks, as our "Live-Ins." Most bunks are staffed by 2-3 counselors and 1-2 Live-Ins. ALL BUNK STAFF are expected to be PARTNERS in running their bunk -- in everything from planning fun פעילות צריף *peulot tzrif* (bunk activities) to handling disciplinary situations.

It is expected that everyone in camp – including the live-ins - will live by the camp rules and contribute to the community. This includes: participating in תפילות *t'fillot* (prayers), following instructions at the waterfront, clearing their own tables in the חדר אוכל *Hadar Ochel* (Dining Hall) and remaining in the חדר אוכל *Hadar Ochel* until ברכת המזון *Birkat HaMazon* (Grace after meals) is over.

At minimum, Live-Ins are expected to help get their campers up in the morning, attend and contribute to morning תפילות *t'fillot* (prayers) and to sit with their bunk for all meals (unless their job responsibilities specifically prevent them from being at a certain meal).

We encourage all of our Live-Ins to find additional opportunities, above and beyond those above-listed minimum requirements, to spend time with the campers in their bunk and to create special programming for their kids (working with the counselors assigned to that bunk). Our best Live-Ins -- and the ones who have the best over-all experience at camp -- are the ones who really invest themselves in their bunk.

OPPORTUNITIES FOR LEARNING AND FUN

Ramah is not an ordinary camp, but an exciting center for Jewish learning at every level. At Ramah, everyone studies, from the youngest campers to the Camp Director! Just as campers at Ramah devote time to Judaic study, all staff members take part in staff classes which will begin during staff week.

Staff week is an important part of preparing staff for the summer, but training does not end when the campers arrive. Camp Ramah in New England provides an on-going training program for all levels of staff throughout the summer, as well as on-going opportunities for Judaic study. At the end of the summer, staff is evaluated partly on the basis of their willingness to actively participate in these intensive training programs.

We want each staff member's summer at Ramah to be enjoyable, so there will be many special programs and activities to participate in! Staff is encouraged to be involved in the planning and in the participation of these programs. Films, lectures, חוגים *hugim* (elective activities), sporting events, concerts, parties and other fun, special פעילות צוות *peulot tzevet* (staff programs) are being planned.

Camp Ramah in New England observes שבת *Shabbat* and כשרות *kashrut* (kosher eating) within the framework of Conservative Judaism. We are respectful of the pluralistic nature of the Conservative Movement. Services are egalitarian.

STAFF RESPONSIBILITIES AND DUTIES

In addition to a staff member's defined responsibilities, each member of the staff is responsible for the safety and well being of every camper, the maintenance of the physical plant and the success of all educational and recreational programs of the camp. The staff must also work toward creating an environment which stresses the importance and development of each individual human being, the values of kindness and responsibility for one another, the significance of Judaism in the daily life of our community, and the ability to live Jewishly and grow in all areas of life.

All staff members are expected to carry out all assignments and duties outlined for them by their supervisors. While each staff member has been assigned a specific job, **the camp reserves the right to re-assign any staff member to a different position, or to modify job definitions if it is deemed to be in the best interests of the camp.**

STANDARDS OF CONDUCT

Camp Ramah expects all staff members to conduct themselves in an appropriate and professional manner at all times. Conduct which adversely affects the interests or safety of other staff members, campers or CRNE is prohibited at all times.

It is not possible to list all forms of behavior that are considered unacceptable in the workplace and all staff members are expected to use common courtesy and good judgment at all times. Violations of the policies outlined in this handbook may result in immediate disciplinary action, including suspension or termination of employment. In addition, listed below are examples of conduct that may result in immediate disciplinary action, including suspension or termination of employment.

This list is not exhaustive and does not limit CRNE's right to discipline in whatever manner it deems appropriate up to and including termination, depending upon CRNE's assessment of the severity of the conduct.

Conduct which may lead to immediate disciplinary action includes:

- Horseplay or other unnecessary boisterous conduct
- Indecent or offensive language or conduct
- Violation of common safety practices
- Failure to follow job instructions
- Failure to arrive promptly at work (or at an activity period you are responsible for covering) without having your absence or tardiness pre-approved
- Unsatisfactory job performance
- Insubordination
- Threatening or striking a supervisor or other employee
- Theft of Camp Ramah property or theft of the property of another employee
- Gambling of any kind on Camp Ramah property
- Violation of the Camp Ramah's anti-harassment policy or retaliation against an employee for reporting such harassment
- Falsification of documents, including but not limited to, job applications, resume, time cards, expense reports or other employment or production documents, whenever such conduct is discovered
- Damage to Camp Ramah property or to the property of another employee due to carelessness or negligence
- Verbal or physical abuse towards any employee
- Other fraudulent or dishonest conduct

PERFORMANCE EVALUATION

Camp Ramah is, at its core, an educational institution. As such, we believe strongly in the principle that all of our staff members should have regular opportunities to receive feedback regarding the quality of the work he or she is doing. This feedback allows us to think carefully about the work we are doing and the ways in which we are doing it and it forces us to imagine alternative methods of operating.

To that end, staff members will be evaluated, both informally and in writing, throughout the summer. The goal of the evaluations will always be to improve the work the staff member is doing. We expect that all staff will take the opportunity seriously to evaluate, and to be evaluated. Camp jobs are often difficult, and staff must make difficult decisions on a regular basis. We believe that on-going opportunities for assessment and evaluation will help staff members take the time to think about decisions they have made and will make, and will therefore provide great help as the summer progresses.

At the end of the summer, a written evaluation of each staff member is given to the Director and then placed in your file.

SHMIRA

Night-time supervision is a critical aspect of staff responsibility. Each staff person will have שמירה *shmira* (*guard*) duties a number of nights throughout the summer. שמירה *shmira* responsibilities must be taken very seriously, as they are necessary for the preservation of a safe and comfortable environment for the entire Ramah community. Every counselor and live-in will be assigned to cover their bunk once every 3-5 nights.

When on שמירה *shmira*, a staff member is required to remain in their bunk for the entire evening. Short of an emergency situation, a staff member on שמירה *shmira* may not leave their bunk for any reason. When on שמירה *shmira*, we want staff members to be keeping an eye out to make sure that all campers are safe, and that at the appropriate time for their עדה *edah* (division) they turn off their flashlights, music, etc. and go to sleep. Staff needs to be careful to prevent any incidents of bullying or teasing, as well as any camper use of a prohibited electronic and/or internet devices.

Staff on שמירה *shmira* are permitted to go to sleep once all their campers are asleep.

NIGHT-TIME PROCEDURES

Night-time procedures for bunk staff (Counselors & Live-Ins):

I. All counselors must be personally CHECKED OUT of their bunks by their ראש עדה *Rosh Edah* (Division Head) or that night's ראש שמירה *Rosh Shmirah* (*Shmirah* supervisor).

Procedure: After הרגעה *harga'ah* (the night-time “quieting down” activity), counselors remain in the bunk while their kids quiet down. When the bunk is settled, counselors go out to the porch, and wait there to be checked out. Counselors MAY NOT leave the bunk until they are checked out.

II. Counselors leaving camp must follow the regular procedure at the guard house (leaving their card when leaving camp, and picking it back up upon returning).

III. At the end of the evening, before going to sleep, all bunk staff (counselors AND live-ins) must SIGN-IN with the ראש שמירה *Rosh Shmirah*. They will sign their name on that night's form. After signing in, staff must return immediately to their bunks.

LATE NIGHT BUNK ACTIVITIES

Bunk staff is encouraged, working in concert with their supervisors, to plan periodic special events for their campers at night. Movie-nights, late-night sports, etc., are all fun, exciting activities that the kids will remember for a long time.

Raids and pranks are contrary to Camp Ramah's educational goals and are not permitted. Raids teach campers that it is okay to disobey rules and that it is okay to trash someone's living quarters, or to ruin someone's clothing and belongings. It is essential that campers realize that when they are put to sleep, they are to stay in their bunks. Raids and pranks of any kind are prohibited.

EMERGENCY PROCEDURES

All staff will receive an Emergency Procedures Handbook when arriving at camp, and those procedures will be reviewed during Staff Week. It is critical that all staff members become familiar with the camp's emergency procedures.

FIRES & FIRE DRILLS

Fire is a real danger at camp as Camp Ramah is situated in a thickly wooded area. Staff members should always watch out for fire dangers and be certain that all campfires are thoroughly extinguished. In addition, we require staff members' help to ensure that the entrances to all buildings are never blocked or locked.

Cigarettes, matches or lighters brought by campers must be confiscated immediately. Any camper or staff member caught playing with matches, fire or fire extinguishers should be brought to a supervisor immediately.

TAKE FIRE DRILLS SERIOUSLY! Staff and campers should assume that any fire alarm is the real thing. Fire drills and procedures apply to everyone at camp – campers, staff members and staff families.

SEXUAL BEHAVIOR

Due to the nature of the camp living environment and the trust it fosters between staff and campers, staff at CRNE are in a unique position to act as role models and advisors as campers begin to think about and make important decisions about sex and sexuality. Staff must always remember that the things they say and the actions they take on issues around sex and sexuality will be taken extremely seriously by campers, even when such words and actions are meant in jest. Staff should help campers think about sex and sexuality in ways consistent with Jewish values, and help campers to approach all such issues in a socially and emotionally responsible manner. Staff members must be good role models both in behavior and in speech in this vital area of the campers' development.

The following policies should serve as basic guidelines for staff as they determine how best to approach this vitally important aspect of camp life:

- Ramah insists upon a clear and absolute division between campers and staff, even if they are the same age. Camper-staff romantic relationships are not allowed at camp. "Staff" includes any member of the community who is not a camper.

- Unmarried couples may not live together, sleep together or be in each other's beds anywhere in camp.
- Any sexual activity in camper bunks, residences or anywhere campers might be found is strictly forbidden.
- Males are not permitted in female bunks or living areas. Females are not permitted in male bunks or living areas.
- Sexually explicit conversation is not appropriate in or around camper residences or anywhere campers might be found. Pornography or any sexually explicit literature is prohibited.

LEAVING CAMP PREMISES

Staff members must receive permission from their supervisor in order to leave camp at any time. For safety reasons, staff members will have to check out when leaving camp and upon returning. All staff members must abide by the camp's curfew policies. To ensure the security and well-being of the camp, the camp night security guard will collect staff ID cards when one leaves camp and will return them upon one's return to camp.

CURFEW

Curfews for staff members are established to ensure proper supervision of all campers and to ensure that staff members are aware, alert and properly responsive to camper needs. This is an issue of both health and safety for the staff member and for the campers entrusted to Camp Ramah. The curfew for all staff (whether you live in a camper bunk or in staff housing) is 1 AM (although this may vary over the course of the summer).

TRANSPORTATION IN AND OUT OF CAMP

On occasion, staff members need to leave camp to attend college orientations, medical appointments, etc. Unfortunately, camp does not always have the drivers, vehicles or time to take staff to and from bus and train stations or the airport. Staff members are, therefore, strongly encouraged to arrange rides with a friend or relative. Camp will try to accommodate staff when possible. The driving needs of camp receive priority scheduling, and we reserve the right to cancel any scheduled ride for a staff member if camp business needs arise. The following guidelines have been set to meet these needs when resources are available:

1. The staff member must request a ride at least 48 hours in advance and must confirm a ride 24 hours before it is scheduled or the ride will be cancelled.
2. Staff members must communicate plans for returning to camp with the Travel Coordinator in the Main Office.
3. Travel plans should be scheduled so that the camp driver leaves camp no earlier than 8:30 a.m. and is back at camp by 8:00 p.m. (Please allow at least one and one-half hours before bus/train/plane departs).

CAMP BANK/MERCAZ

Staff Members are encouraged to keep their money in the *מרכז mercaz* (camp's central supply depot). Bank hours are conveniently set and are posted. Items such as passports, traveler's checks and cash should be stored in the safe at the *מרכז mercaz* (Post Office). The camp is not responsible for any loss.

STAFF LOUNGE

We have a Staff Lounge that is available for staff members to use to hang out and relax. In the Staff Lounge, staff will find games, a ping-pong table, a TV (with Direct TV service available), as well as computers with internet access.

INTERNET ACCESS

There is wireless access at camp in the library complex, the staff lounge, and many other staff housing areas. While we do not guarantee wireless internet access for all staff in their bunk/housing, we do our best to provide as much wireless access around camp as possible.

To access the camp's wireless, you will need a password, which you can get from the tech staff, to access the internet. Campers are NEVER allowed to access the internet unless supervised by a staff member for a camp activity.

MAIL

If you need to mail something while at camp, you can leave it in the main office or in the מרכז *mercaz*. Camp will provide postage for camp business mailings. Staff members must provide their own postage for all personal mail.

VEHICLES & BICYCLES

Insurance and safety policies prevent the use of personal vehicles on camp grounds at any times without permission from the Director or Business Manager. At no time are campers allowed in staff cars. All personal vehicles must be registered with the camp office and can

only be parked in designated areas. Cars may not be driven through camp.

Camp Ramah's auto insurance does not cover staff members' vehicles for any occurrences.

The speed limit in camp for all vehicles is 5 mph. Camp vehicles (vans, cars, maintenance vehicles) are for in-camp use only by those staff trained and designated to operate them. Staff and campers must wear seat belts in passenger vehicles when they are provided.

Bicycles are permitted as long as a staff member has obtained permission from senior staff. It is the staff member's responsibility to carefully observe all the rules of bicycle safety. Staff members must always ride at a slow, safe speed -- it is very easy for someone to get hurt by a speeding bike. Campers are never allowed to ride a staff member's bicycle. Staff members **MUST** wear a helmet at all times when riding a bike at camp.

Staff members who do not adhere to the guidelines outlined above will lose their privilege to have a vehicle or ride a bicycle at camp.

PETS

No staff member may have a pet at camp without the express permission of the Director.

AIR CONDITIONERS

For staff not living in a camper bunk: There are some staff housing rooms that can support an air conditioner. When you arrive at camp, please check with the משרד *misrad* (main office) to see if one is available where you live, if you desire one. There will be a fee for the use of either a camp-owned or your own air conditioner. Our maintenance staff must install it to ensure your safety.

IT IS CRITICAL THAT IF YOU HAVE AN A/C IN YOUR ROOM THAT YOU TURN IT OFF WHEN YOU LEAVE THE ROOM. It is unacceptable to leave a unit running if no one is in the room. This is an enormous waste of electricity at a significant cost to camp. No room is so large that it cannot be cooled in a reasonable time after you return on a hot day.

REFRIGERATORS

For staff not living in a camper bunk: There are a limited number of refrigerators available to rent for the session you are at camp. Check with the משרד *misrad* (main office) when you arrive to see if one is available if you would like one.

CLEANING SUPPLIES

Liquid soap, a sponge, a mop, a broom and dustpan, a plunger and spray cleaner will be in your room/bunk when you arrive. If you need to replenish any of these you can get them at the מרכז *mercaz*. You can stop by any time during the day to pick up what you need.

INAPPROPRIATE LANGUAGE

Swearing or cursing, whether in anger, on the ball field or in casual conversation, does not have a place in a Jewish educational setting. We live in a world filled with increased cursing and verbal abuse. We want to create a positive and healthy atmosphere in our Ramah community. Using inappropriate language sets a bad example for campers, who are constantly looking to staff as role model. Therefore, please refrain from the use of inappropriate language in camp. Also, be mindful of threats, jokes, and the way you speak to both campers and fellow staff members.

לשון הרע (*lashon harah*) -- Gossip, slander, talking about people behind their backs, is an equally offensive, inappropriate and un-Jewish use of language. It creates a negative atmosphere and a lack of trust among co-workers. In a camp community, it is sometimes difficult to avoid לשון הרע. Staff members should make every effort to do so, and to object when hearing it from others. This will go a long way toward a healthy and positive environment, for both campers and staff.

GRAFFITI & VANDALISM

All campers and staff are responsible for maintaining the physical condition of camp. Any vandalism or destruction of camp property by members of the camp community will result in damages assessed and charged to the camper's family, and possible expulsion from camp. Any damage to the property, including graffiti, will be paid for by the staff member or camper involved (FYI – repainting bunks and/or bathrooms costs between \$200-\$800). Fire extinguishers may never be discharged except in case of fire.

VISITING POLICY AND VISITING DAY

Bunk staff members (counselors and live-ins) are welcome to have visitors only on their days off. Other than that, staff is considered to be working and will not have the time to visit. Please inform your friends of this. We will not be able to accommodate requests for visits except under compelling circumstances or when ex-Ramah staff wish to visit, and then only with approval of the Director and with advance reservations made with the משרד *misrad* (main office). Staff members may not make independent arrangements for guests to stay overnight in their rooms.

Adult staff members whose spouses wish to visit them over Shabbat may make those arrangements with the Main Office.

The last day of the first session is the official Visiting Day for campers (as well as being the end of the first session). It is a day of hard work for staff and they may not have visitors until after noon on that day.

CLEANLINESS & CLEAN-UP

Every member of the Ramah community is responsible for the cleanliness and maintenance of themselves and the camp. Bunk counselors are responsible for the cleanliness of their cabins. Inspections of camper bunks will be made daily by the ראשי עדה *Roshei Edah* (Division Heads). Staff members living in facilities other than camper bunks are responsible for maintaining the camp's standards of cleanliness in their room, bathrooms, common hall areas and surrounding the building. Every Friday, and on other occasions, staff and campers participate in נקיון הכיכר *Nikayon Hakikar*, a cleaning of all of our fields and outdoor locations, in preparation for שבת *Shabbat*.

Campers and staff are encouraged to be conscious of their personal impact on the environment – for example, to be conscious of litter and to pick up any trash that you might see. It is up to the entire camp community to keep Camp Ramah clean and beautiful.

SOCIAL NETWORKING AND CYBER-BULLYING

Camp Ramah recognizes that social networking is part of today's society and is an important way for people to communicate. At the same time, we want to make sure that the use of social networking sites by our staff does not create any legal or reputational problems for Camp Ramah. As a result, we ask that our staff exercise discretion, are mindful of their actions and be thoughtful and respectful of the anticipated audience of the content.

To help guide you in your use of social networking sites, we have created this **Social Networking Policy**. This policy will help you open up a respectful, knowledgeable interaction with people on the Internet and also protect the privacy, confidentiality and interests of Camp Ramah, other camp staff, and our partners and campers. Please read it carefully.

We understand that there is a difference between social networking activity where you are identified as a member of the Ramah community and private conversations that are outside of the camp community. **While this policy is directed to activity where you are identified as a member of the Camp Ramah community, you must also recognize that even private postings may become public, can reflect badly on Camp Ramah and may result in action by Camp Ramah.** Given the nature of the children's camp business, you must be mindful of your responsibilities and the impact your words and actions have on the camp community.

1. **Defamatory Comments:** You may not post any comments that are considered defamatory. In other words, you may not post any false information that damages the reputation of another person, including claims that they committed a crime, have a disease, engaged in

sexual activity, or otherwise causing injury to their reputation in the camp community. This includes false or misleading statements about the goods or services of another company.

2. **Inappropriate Material:** You may not post any photos or images, or use language, that is obscene, contains nudity or sexual images, or is violent or otherwise offensive in nature. When defining what is offensive, you should use the same guidelines that you would in any other interaction or communication at camp.
3. **Harassment:** You may not post anything on a social networking site that is derogatory, offensive or threatening to another person. This includes anything that could be considered “bullying,” in accordance with our anti-bullying policy.
4. **Proprietary Information:** You may not post any proprietary or otherwise confidential information about Camp Ramah or any third party, or post any content that contains copyrighted material or using trademarks, without the express written permission of the copyright or trademark owner. You should only post content that they have the right to post to third-party websites.
5. **Confidentiality:** You may not reveal personal information about an individual or otherwise invade the privacy of another person. In particular, you should not disclose any personal information that has been collected from users of and visitors to the Camp Ramah website or blog. Your posting should not contain the name, image, or likeness of any person without his or her express permission. Additionally, employees may not impersonate others or

create an account in order to mislead, confuse or deceive.

6. **Misrepresentation:** You may not discuss any public or camp-related issues in a way that create the impressions that you are representing the camp in this matter.
7. **Spamming and Technical Abuse:** When using social media websites, employees should not create multiple accounts in order to disrupt or abuse others' use of the site, create accounts to prevent others from using that account name or for the purpose of selling the account, send mass invitations, duplicate or resell a site's products or services, publish malicious content, or cause intentional damage to others' browsers or computers
8. **Statements about Camp Ramah:** When posting content, you may not make any disparaging statements about Camp Ramah nor post any material that would otherwise reflect negatively on Camp Ramah.

CELL-PHONES

Our goal at camp is to create, as much as possible, a community of staff and campers that is free from the stresses and distractions of the world outside of camp. To advance this goal, we work hard to limit the technological devices, such as cell phones, that are so much a part of all of our lives during the year. These devices can be convenient – and indeed very useful in many cases – but at camp we try to create a different type of atmosphere, in which campers and staff can engage in one another and invest in the camp program, without being distracted by the “outside world.”

For reasonable health and safety precautions, we have instituted the following guidelines:

1. Bunk staff (counselors & live-ins) may not use cell phones during the day, except in the staff lounge or the *משרד misrad* (main office).
2. Bunk staff may use cell phones at night, when their kids are asleep and they have been checked out of their *צריף tzrif* (bunk). Cell phones may NEVER be used (even at night) in the *צריף tzrif* (bunk), or on any *צריף tzrif's* porch.
3. In the event of a thunderstorm or another emergency situation, bunk staff may use a cell phone to communicate with their *ראש עדה Rosh Edah* (Division Head)/ *ראש ענף Rosh Anaf* (Department Head).
4. *ראש עדה Roshei Edot* and *ראש ענף Roshei Anaf* may use cell phones during the day for urgent camp business only. (Remember that most business really can wait until you next see the person you need, a few hours later.)

CAMPER DISCIPLINE POLICY

ALL STAFF MEMBERS MUST BE FAMILIAR WITH THIS POLICY! Camp Ramah's camper discipline policy is designed to help children develop self-control and assume responsibility for their actions. Clear and consistent, age appropriate rules and limits are established at camp. As in any group activity, inappropriate behavior by one or two children can spoil the experience for the entire group. Staff will deal with normal day-to-day behavior issues using acceptable techniques and approaches, including:

- redirecting campers
- rewarding acceptable behavior
- encouraging campers to talk about their feelings
- role modeling on how to speak and interact with campers in a positive manner
- implementing time-outs when appropriate

Any disciplinary measure used will relate to the child's specific actions and will be handled in a timely fashion. No physical punishment, humiliation, scare tactics, or controlling measures shall be allowed. Methods associated with food deprivation, or extended isolation are impermissible. When a child's behavior:

- seriously disrupts group interaction,
- is likely to result in harm to themselves or others,
- is likely to result in property damage,
- involves any physical interaction with campers and/or staff,
- is chronic and/or extreme, or
- involves bullying, teasing or emotional taunting of others,

It may be necessary to separate the child until he/she is able to regain control and rejoin the group.

If a child's behavior is chronically disruptive, even after reasonable measures have been made to assist the child in adjusting to the camp setting, parents will be contacted by camp staff to determine if the child is able to continue at camp. Staff will always work toward developing a cooperative plan of action to maximize a camper's chances of success at summer camp. Camp Ramah believes that an individual program cannot always meet everyone's needs.

If disruptive behavior continues, it may be determined that the camper and the program are not necessarily well-suited. At this time the camper may be sent home. The following is the guideline for disciplinary action:

First phone call to parent/guardian:

- official warning of child's behavior
- plan of action for camper (warning of possible dismissal if camper continues to exhibit disruptive behavior)

Second phone call to parent/guardian:

- final warning and/or dismissal from camp program

Third phone call to parent/guardian (if applicable):

- dismissal from camp program

Camp Ramah and staff reserve the right to immediately terminate a camper from the Summer Camp Program. Chronic and/or extreme behavior may warrant dismissal, and is at the discretion of the Camp Director. The following actions may result in the immediate expulsion from camp:

- Campers are not permitted to leave the camp grounds without the permission of the Camp Director
- Visitors are not permitted to take campers off camp grounds at any time
- Campers are not permitted to smoke
- Campers are not permitted to possess weapons or firearms
- Abuse of fire extinguishers

- Camp Ramah in New England has zero tolerance for the use by any camper of alcohol, illegal drugs, or other controlled substances.
- Camp Ramah in New England also has zero tolerance for physical or verbal abuse between campers.

It is not possible to list all forms of behavior that are considered unacceptable. As such, the camp Director will be in touch with the parent/guardian directly if there are discipline issues. Camp tuition is non-refundable.

FURTHER REQUIREMENTS FOR DISCIPLINE

AS PER MA LAW: 105 cmr 430.121

(A) Discipline and guidance shall be consistent and based upon an understanding of the individual needs and development of a child. The operator shall direct discipline to the goal of maximizing the growth and development of the children and for protecting the group and individuals within it.

(B) Prohibitions. (1) Corporal punishment, including spanking, is prohibited; (2) No camper shall be subjected to cruel or severe punishment, humiliation, or verbal abuse; (3) No camper shall be denied food or shelter as a form of punishment; (4) No child shall be punished for soiling, wetting or not using the toilet.

(C) The operator shall describe in writing, the camp's procedures for disciplining campers. The written plan shall also include the prohibitions of 105 CMR 430.191(B)(1) through (4).

HEBREW AND JUDAIC POLICIES

HEBREW

Producing a Hebrew-speaking environment is one of the greatest challenges for our staff. Staff should make every effort to speak Hebrew to the best of their ability during routine times in the cabins, at general activities and in conversation in the *חדר אוכל Hadar Ochel* (Dining Hall). A Hebrew *אולפן Ulpan* (workshop) will be part of Staff Week, and opportunities to improve your Hebrew will continue throughout the summer. If you would like the camp to provide additional Hebrew language instruction for you during the summer, please let us know.

Remember, you don't have to be a fluent Hebrew speaker to be a *דוגמה טובה dugmah tovah* (a good example) to others in your attempts to incorporate Hebrew into your daily life at camp.

RELIGIOUS POLICY

Camp Ramah in New England observes *שבת Shabbat* and *כשרות kashrut* within the framework of Conservative Judaism. We are respectful of the pluralistic nature of the Conservative Movement. Services are egalitarian.

תפילות (T'FILLLOT)

All staff are required to attend morning *תפילות t'fillot* (prayer services), including *שבת Shabbat* morning, and *קבלת שבת Kabbalat Shabbat*. Staff is also welcome to attend *תנחה Minchah* (the afternoon service) and *מעריב Ma'ariv* (the evening service). Communal prayer is an integral part of camp and services are highly participatory. We encourage you to learn new liturgical

skills while you are at camp and to take on leadership roles in תפילות *t'fillot* as much as possible.

At Camp Ramah in New England, males and females are treated equally in all Jewish ritual matters. Women are counted for a מנין *Minyan* and are eligible to read תורה *Torah*, הפטרה *Haftarah* and איכה *Eichah*, and lead all religious services and rituals. Males are obligated to wear a כיפה *Kippah* during meals, study and prayer. Out of respect, when wearing תפילין *tefillin*, one must wear a כיפה *Kippah*. Females may elect to cover their heads, but are not obligated to do so. Males over the age of בר מצוה *Bar Mitzvah* must wear a טלית *tallit* and תפילין *tefillin* on weekday and Sunday mornings and a טלית *tallit* on שבת *Shabbat* morning. Females over the age of בת מצוה *Bat Mitzvah* may elect to do so. Female staff are encouraged to bring טלית *tallit* and תפילין *tefillin*.

(Note: Male staff must bring טלית *tallit* and תפילין *tefillin* to camp; if you arrive at camp without these items, the camp will purchase them for you and deduct the cost from your salary.)

כשרות (KASHRUT)

The laws of כשרות *kashrut* represent Judaism's way of enhancing the divine image in the human animal, while at the same time forcing us to think about what we put into our bodies. Keeping kosher is an exercise in קדושה *kedushah* (living a holy life) that enables us to raise the every-day act of eating to a level of holiness, and that reinforces the relationship between human beings and the natural world. Keeping kosher is an important part of the entire Ramah experience.

The Camp Ramah staff has the responsibility of creating an environment where the laws of *kashrut* כשרות are observed both inside and outside of the *Hadar Ochel* חדר אוכל (Dining Hall).

Camp Ramah has developed the following guidelines to ensure that *kashrut* כשרות is maintained:

- To protect the *kashrut* כשרות of the camp kitchen, no outside food may be brought into the *Hadar Ochel* חדר אוכל (Dining Hall).
- Anything served at a camp activity must be kosher to the same standard as the camp kitchen. All foods brought into camp must have an authorized *hechsher* הכשר and be approved by one's supervisor.
- On camp outings when food is bought, it must be kosher to the same standard as the camp kitchen.
- No prepared foods (i.e., pizza, doughnuts) may be brought in to the camp.

We do understand that, during the year, each staff member observes *kashrut* כשרות to different degrees. As part of the Ramah experience, staff members are required to observe the same rules of *kashrut* כשרות listed above. When on time-off outside of camp, staff members are permitted to eat hot dairy at a non-kosher restaurant, but may not eat *treyf* טריאף (non-Kosher meat).

If you have any questions regarding *kashrut* כשרות please direct them to the camp's *mashgiach* משגיח (Kashrut supervisor) or the Director.

FOOD AT CAMP

Campers eat meals communally in the חדר אוכל *Hadar Ochel* (Dining Hall). We attempt to limit between-meal snacks so that snacks do not replace meals. **No food is permitted to be kept in bunks.** Staff members may not accept money from campers to buy food for them, and staff members may under no circumstances bring food into camp for individual campers.

It is important to watch what kids are eating (and not eating). חדר אוכל *Hadar Ochel* food tends to be healthier than the snacks kids eat.

חדר אוכל *HADAR OCHEL* (DINING HALL)

Camp Ramah strives to make the dining experience at camp as pleasant as possible. The camp relies on staff to help in achieving this goal. A few reminders:

- Arrive on time for meals. Counselors are required to check to make sure that all of their campers are at the חדר אוכל *Hadar Ochel*.
- Meals begin when the appropriate ברכה *brachah* (blessing) is recited. Eating and serving of food does not begin before then.
- Campers and staff must remain at their tables and should not wander around the חדר אוכל *Hadar Ochel*.
- Counselors at tables are responsible for maintaining order at their table, when announcements are being made or a hand is raised.
- All staff members are expected to remain at meals for their entirety, to participate in the המזון ברכת *Birkat haMazon* (Grace after Meals), or ברכה אחרונה *Bracha Achrona* and to listen attentively to announcements.

- To protect the *kashrut* כשרות of the camp kitchen, no food may be brought into the אוכל חדר *Hadar Ochel*.

שבת (SHABBAT)

With sundown on Friday afternoon, the hectic pace of the week is transformed into a serene, spiritual and joyous time for the camp. Staff, as well as campers, observe a traditional שבת *Shabbat*. All members of the community observe positive commandments, and refrain from writing, using radios, hair dryers, musical instruments, etc. שבת *Shabbat* is a day of rest for all of us, as well as a day of special programming.

The following activities are encouraged on שבת *Shabbat*:

- Singing, learning, walking, hiking, reading, dancing, swimming, sports, talking with old friends, talking with new friends, relaxing, eating, storytelling, star gazing.

The following activities are prohibited on שבת *Shabbat*:

- Listening to Ipods, radios, CDs or tapes, smoking, writing, using money, drawing, painting, building, playing musical instruments, fixing things, breaking things, drying or cutting hair, shaving, washing or drying clothes, planting, cutting.

PACKING INFORMATION

BAGGAGE AND SHIPPING

It is a staff member's responsibility to arrange and pay for shipped luggage. Staff members who wish to ship baggage to camp ahead of time should ship it pre-paid. Please make arrangements directly with a local carrier and have the baggage picked up in time to be delivered to camp no earlier than four days prior to your arrival at camp. Luggage should be picked up from camp on the evening before or the day of departure.

Camp Ramah does not accept responsibility for any luggage left beyond the date of departure or for any damage incurred to the baggage and/or the contents during transit or while at camp.

WHAT TO PACK: CLOTHING & EQUIPMENT

Summer camp is a place to leave the worries of social pressures and fashion behind. At camp, clothing should be casual and comfortable. Clothing worn at camp must not be revealing or suggestive. Modest bathing attire is required. Closed toed shoes (not flip-flops) are required for active camp programs and walking about on rough terrain. Clothing with alcohol, tobacco, drugs, sexual content or inappropriate language content will not be permitted.

It is important that staff members pack sufficient clothing and toiletries. A suggested packing list is included in this handbook. It is critical that staff bring waterproof raingear to camp, including footwear (rain boots, etc.). Clothing at camp is subject to heavy wear and tear. It is strongly recommended to purchase durable clothing for camp.

Limited electrical outlets are available. Please limit the number of fans, radios, lamps and clocks brought to camp. Hair dryers are allowed as long as they are unplugged immediately after use.

LABEL EVERYTHING! Even if you plan to do your own laundry, please label all of your clothes. As a reminder, please put nametapes/ID on luggage, תפילין *tallit*, טלית *tefillin* and טלית *tallit* bag.

LINENS

Israeli staff members will be provided with all necessary linens upon arrival at camp.

American staff members need to provide all their own linens (sheets, blankets, pillow, towels, etc).

Staff living in a bunk (Counselors & Live-Ins) should bring twin size sheets.

Staff not living in a bunk should bring full/double size sheets for yourself and twin/single size sheets for any of your children who are coming to camp.

CRNE CLOTHING FOR PURCHASE

Camp Ramah clothing can be purchased on-line at www.campramahne.org or by visiting our canteen.

Each staff member will receive a staff t-shirt during Staff Week.

Any additional items are optional to be purchased at your expense.

SHABBAT WARDROBE

שבת *Shabbat* is a very special part of our camp week. The mood of שבת *Shabbat* is set in many different ways. The type of wardrobe that staff and campers wear on שבת *Shabbat* adds to this mood. Simple, modest clothing is appropriate dress for שבת *Shabbat* – for boys, slacks and a nice shirt (jeans, jean shorts and T-shirts are not acceptable); for girls, nice pants, dresses or skirts (no jeans, jean shorts, tank tops, T-shirts, prom dresses, strapless, sleeveless or formal gowns).

Many staff/campers choose to change into more casual clothing after תפילות *t'fillot* (prayer services) on שבת *Shabbat* morning, while others choose to remain in their שבת *Shabbat* clothes until after הבדלה *havdallah*.

תפילין וטלית (TALLIT AND TEFILLIN)

Female staff members are encouraged to bring טלית *tallit* and תפילין *tefillin* to camp. **Male staff members are required to bring טלית *tallit* and תפילין *tefillin* to camp and use them during morning services.**

WHAT TO LEAVE AT HOME

Camp Ramah cannot guarantee, and is not responsible for, the safe return of expensive or breakable items.

Please leave the following items at home:

- expensive jewelry
- TVs, DVD players, computers and laptops
- refrigerators, microwaves and grills
- expensive cameras (disposable cameras are a great idea!)

The following items are NOT PERMITTED for staff at camp:

- Skateboards
- Fireworks (including sparklers)
- Water Pistols, water guns, laser-pens, balloons, air guns (or similar items)
- Weapons, including pocket and hunting knives, alcohol, cigarettes and illegal drugs, are considered contraband and are not permitted in camp. Violations will result in immediate dismissal.

LAUNDRY

Suggested clothing quantities are based on nine (9) days elapsed time between laundering. Laundry is done weekly off-site and is returned within three days.

We use an outside company to do all staff and camper laundry. **Your participation is voluntary. If you would like to participate in this laundry service, please inform the camp office.** When you arrive at camp, you will be given a bag with your name and housing information printed on it. Please note that CRNE pays \$12.50 per bag of laundry per week – this is a significant investment that the camp takes on without passing on the charge to our staff members. **If you are sending a bag of laundry to be done, please be sure that you FILL YOUR BAG.** CRNE has to pay \$12.50 for each bag whether there is one shirt or if the bag is stuffed full. If you don't have a full bag of laundry, we ask that you double-up with a friend or co-counselor to send one full bag rather than two half-empty bags.

In addition, there are coin-operated washers and dryers next to the camp laundry. Staff members who live close-by may choose to do their own laundry at home on their day-off.

If you are using the laundry service, you still need to bring your own laundry bag. There will be 2-3 days where your bag is at the facility outside of camp so you will need your own bag for that time.

Remember, you must inform the camp office if you plan to use the camp laundry service so that we can have a bag labeled for you.

Please be sure to label all clothing with your first and last name. Labeling clothes is critical to ensuring that lost clothes can be returned to you.

HEALTH CARE AT CAMP

HEALTH EXAMS AND MEDICAL FORMS

MEDICAL FORMS MUST BE RETURNED TO THE CAMP OFFICE BEFORE YOUR FIRST DAY OF WORK. You and your family members in camp are required to have a health examination and a medical form completed within one year prior to camp opening. No person can be accepted into camp without a completed Medical Form. If you (or your family members) arrive at camp without a Medical Form, you will be sent home.

Any staff or family member with special medical needs (such as allergic reactions or diabetes) must make this information known to the camp.

מרפ (INFIRMARY)

The Infirmary, known as the מרפ *marp* -- short for the Hebrew, מרפיה *marpeyah* -- and its staff are responsible for protecting the health of campers and staff members. The מרפיה *marpeyah* staff is here to care for everyone in the camp community. To make this work, Camp Ramah has established the following procedures:

- The מרפיה *marpeyah* is open 24 hours a day, seven days a week. During non sick-call times the doctor is on-call. A nurse is on-call at all times. Staff and campers are encouraged to come to the מרפיה *marpeyah* as needed. Depending on the nature of the illness, they may be asked to return later.
- In case of emergency, campers or staff members should be brought to the מרפיה *marpeyah* immediately. In case of serious injury, מרפיה *marpeyah* staff member should be summoned by phone or radio. Someone should remain with the injured person at all times.
- The מרפיה *marpeyah* personnel are health-care professionals who give their talents and training to Ramah so that everyone in camp can enjoy a safe and healthy summer. Please treat them with respect. If you have a question or problem about how a camper or staff member was treated, please speak with the ראש מרפיה *Rosh Marpeyah* (Head of the Infirmary) to discuss it.
- Children/staff who take daily medications will be scheduled appropriately.

MEDICATIONS

All medications must be kept in the camp infirmary. This includes medications belonging to bunk counselors.

PLEASE NOTE: Insurance prescription cards WILL NOT be accepted by the camp's pharmacy for payment on prescription medication.

HEALTH INSURANCE

All staff members are required to have Medical Insurance coverage for the summer. This may necessitate being on either a parent's health plan or a college health plan. Every staff member is also required to be part of the camp's supplemental accident insurance plan. As stated in staff contracts, staff members must pay half of the premium. This amount (\$12.00) will be deducted directly from salary. Staff families with pre-campers are charged \$24.00 per child.

The camp's supplemental accident insurance is SECONDARY coverage only. It provides staff members with secondary coverage for injuries caused by an accident while at camp, i.e. the amount of a medical bill not paid for by your regular, primary health insurance (with a \$1,000.00 maximum). This insurance covers those injuries caused by accidents not work-related. In the case of such an accident, the camp office will provide information in order to ensure the proper handling of insurance payments.

STAFF ACCIDENTS

Staff members are also covered by the camp's Worker's Compensation Policy. This insurance coverage provides PRIMARY coverage, or complete medical coverage, for injuries caused by a work-related accident while at camp. It can be confusing as to what constitutes an Accident or a Worker's Compensation claim. For example, if a counselor is hurt while playing basketball as part of an authorized activity with campers -- this is Worker's Compensation. If the counselor is hurt while playing basketball with friends -- this is Accident

Coverage. The camp's insurance does not cover accidents occurring off campus during staff members' personal time, i.e. days off and evenings. All accidents must be reported to the מרפיה *marpeyah* immediately.

CAMPER ACCIDENTS

All accidents must be reported to the מרפיה *marpeyah* immediately. This is especially important regarding accidents that occur on organized trips and/ or overnights out of camp. It is the counselor's responsibility to ensure that if any camper is involved in an accident on a camp trip or overnight, the accident is immediately reported to the מרפיה *marpeyah*.

NOTIFICATION

The parents of any staff members who are minors (less than 18 years of age) will be notified (via e-mail) of any potential exposure to communicable diseases at camp.

CAMP RAMAH IN NEW ENGLAND SUGGESTED CLOTHING LIST

Please label ALL items!!

- 10 - 12 T-shirts
- 5-10 pairs shorts
- 3 sweatshirts or light sweaters
- 2-4 long-sleeve or flannel shirts
- 14 pairs socks
- 5 pairs jeans or slacks
- 12 sets underwear
- 4 pairs pajamas
- 3 swimsuits
- 1 baseball cap or sun hat
- Windbreaker or hooded raincoat or poncho

1 warm jacket
Sweatpants

טלית *Tallit* or טלית קטן *Tallit Katan* and תפילין *Tefillin*
(required for men past their *Bar Mitzvah*, optional for women)

4 כיפות *Kipot*
Optional: swim cap, terry robe

BEDDING AND LINEN

4 bath towels
2 warm blankets
2 wash cloths
3 hand towels
2 laundry bags
2 twin sheet sets
2 beach towels
1 pillow

TOILET ARTICLES

1 Toiletry Kit including: shampoo, nail clipper, soap, soap dish, toothbrush, toothpaste, comb or brush, drinking cup, orthodontic retainer (if applicable)

FOOTWEAR

1 Pair Rain Boots
1 Pair Sneakers
1 Pair Beach Shoes/Thongs
1 Pair shower shoes

For Shabbat**GIRLS**

4 dresses or skirts and blouses
1 sweater
1 pair dress shoes or sandals

BOYS

2 pair dress slacks (No jeans)
4 dress shirts
1 sweater
1 pair dress shoes

MISCELLANEOUS

2 duffel bags
1 Shoe Bag
Flashlight & batteries
Umbrella
Canteen (1 liter or more)
Sleeping Bag
Extra eyeglasses
Insect/tick repellent
Sunscreen
Books
Athletic Equipment (tennis racket, balls, baseball glove)
Musical instruments (non-electric)
Addresses & stamped envelopes and cards
Inexpensive camera

ITEMS FOR STAFF GR. 8-11 BUNKS FOR OVERNIGHT CAMPING TRIPS

1 canteen (1 litre or more)
Hiking boots (broken-in)
1 sleeping bag (preferably mummy style with minimum
temp. rating of 40 degrees)
Sleeping pad (optional)
2 pair wool or heavy non-cotton socks
1 mess kit (bowl, silverware, hot water cup) 1 good
hooded raincoat or poncho (no cheap nylon shells)
1 Pair Long Underwear (optional)
1 Wool or heavy non-cotton cap (optional)
Bandana or hat

PLEASE NOTE:

- 1. PUT NAME TAGS OR HANDWRITTEN IDENTIFICATION ON ALL ITEMS INCLUDING TRUNK, DUFFLE BAG, טלית TALLIT, תפילין TEFILLIN AND טלית TALLIT BAGS!!!!**
2. Purchase serviceable clothing that can be laundered.
3. Please pre-wash all new clothing, break in new shoes, and test gear prior to bringing it to camp.
4. CANTEEN/WATER BOTTLE: Water bottles must be easy to clean. No straw-style water bottles will be allowed, as they are difficult to keep clean. Water bottles must be properly cleaned on a regular basis. No sharing of water bottles is allowed.

TRAVEL DIRECTIONS TO CAMP RAMAH IN NEW ENGLAND PALMER, MA.

FROM MASSACHUSETTS TURNPIKE: PALMER EXIT #8

Turn left after paying toll onto Route 32 North. Continue on Route 32 for about 4 miles to Rondeau's Dairy which is on the left. Make sharp left turn. Continue for about ½ mile past the lake (on your left). Take first right fork to campgrounds.

FROM BOSTON AND WORCESTER:

Massachusetts Turnpike West to Palmer Exit #8. Follow directions above.

FROM ALBANY AND SPRINGFIELD:

Massachusetts Turnpike East to Palmer Exit #8. Follow directions above.

FROM HARTFORD, NEW HAVEN AND SOUTHERN CT:

Interstate 91 North thru Springfield, MA.
Exit 8 off of Interstate 91 is Interstate 291 in MA.
Take 291 to the Massachusetts Turnpike East (right turn onto the Massachusetts Turnpike). You enter the Mass Turnpike at Exit #6 - continue to the Palmer Exit #8.
Follow directions above.

Summer address:

39 Bennett Street, Palmer, MA 01069 413-283-9771
Fax: 413-283-6661

Winter address:

2 Commerce Way, Norwood, MA 02062 781-702-5290
Fax: 781-702-5239

www.campramahne.org ; www.ramahblog.org

Receipt of Employee Handbook and Employment-At-Will Statement

This is to acknowledge that I have received a copy of the Camp Ramah in New England Staff Member Handbook and I understand that it contains information about the employment policies and practices of CRNE. I agree to read and comply with this Staff Member Handbook. I understand that the policies outlined in this Staff Member Handbook are management guidelines only, which in a developing business will require changes from time to time. I understand that CRNE retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the staff members and CRNE. I understand that this Staff Member Handbook supersedes and replaces any and all prior Staff Member Handbooks and any inconsistent verbal or written policy statements.

I understand that except for the policy of at-will employment, which can only be changed by the Director of CRNE in a signed written contract, CRNE reserves the right to revise, delete and add to the provisions of this Staff Member Handbook at any time without further notice. All such revisions, deletions or additions to the Staff Member Handbook will be in writing and will be signed by the Director of CRNE. I understand that no oral statements or representations can change the provisions of this Staff Member Handbook.

I understand that this Staff Member Handbook is not intended to create contractual obligations with respect to any matters it covers and that the Staff Member Handbook does not create a contract guaranteeing that I will be employed for any specific time period.

THIS CRNE IS AN AT-WILL EMPLOYER. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS STAFF MEMBER HANDBOOK, CRNE OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE. NOTHING IN THIS STAFF MEMBER HANDBOOK OR IN ANY DOCUMENT OR STATEMENT, WRITTEN OR ORAL, SHALL LIMIT THE RIGHT TO TERMINATE EMPLOYMENT AT-WILL. NO OFFICER, STAFF MEMBER OR REPRESENTATIVE OF CRNE IS AUTHORIZED TO ENTER INTO AN AGREEMENT—EXPRESS OR IMPLIED—WITH ME OR ANY STAFF MEMBER FOR EMPLOYMENT FOR A SPECIFIED PERIOD OF TIME UNLESS SUCH AN AGREEMENT IS IN A WRITTEN CONTRACT SIGNED BY THE DIRECTOR OF CRNE.

I understand that this Staff Member Handbook refers to current benefit plans maintained by CRNE and that I must refer to the actual plan documents and summary plan descriptions as these documents are controlling.

I also understand that if a written contract is inconsistent with the Staff Member Handbook, the written contract is controlling.

If I have questions regarding the content or interpretation of this Staff Member Handbook, I will ask my supervisor or a member of management.

NAME _____

DATE _____

EMPLOYEE
SIGNATURE _____