



MASSE MORO PERSONNEL POLICIES

Sons of Norway Fifth District Heritage Camp

Policy Statement

1. As staff members, employees are representatives of Sons of Norway and the 5th District and are expected to act in accordance. All staff members are expected to observe the policies stated in this document. The staff is responsible for campers 24 hours a day for the entire duration of Heritage Camp, and must be concerned with their safety, health and social needs at all times, and serve as good role models for them.
2. Sons of Norway is committed to providing equal opportunities for all, without regard to race, color, national origin, sex, marital status, physical ability, age or financial status due to the receipt of public assistance. The Sons of Norway is committed to cooperating with local, state and federal government agencies in an effort to ensure equality.

Terms of Contract

1. Compensation checks are handed out by the director at the end of the session. Because a variety of factors determine the contracted pay and position of each employee, all salaries and staff agreements are to be held strictly confidential.
2. Staff members receive room and board in addition to salary stated in the contract.
3. Orientation is mandatory unless other arrangements are made with the director(s) in advance.
4. Helping with unpacking of camp supplies before camp begins and closing of camp after the session ends are mandatory activities.
5. Each staff member must submit a health form prior to camp, including a physician's exam within six months of the starting date.
6. Special diets must be noted on the health form. Special dietary needs are met to the best of the ability of the cook, and requests are routed through the director(s). Diet changes are not accepted during a stay at Masse Moro without a physician or nursing order.
7. Masse Moro has an on-site health aide. The services of this health aide are available to staff.
8. Staff are expected to report personal injury/illness to the on-site health aide, and in cooperation with this person, develop and follow a personal care plan which supports recovery.
9. All staff members are expected to conduct activities safely and promote healthy living behaviors for both themselves and campers. Staff must also report signs of illness/injury among the campers (i.e. cabin, activity, language group). They must also support a child's recovery as defined by his/her healthcare plan.
10. All staff members have an evening off during the two-week session. No more than two staff members may be gone on an evening. Staff is responsible for ensuring any evening duties are covered before leaving. Time off begins after the evening meal, and staff members are to be prepared to fulfill their normal duties for the next day when campers arise the following morning.
11. Staff is not to discuss the off-duty activities of themselves or any other staff with campers.
12. It is expected that staff members' time off be spent in the accordance with the state laws of Wisconsin and the standards of personal conduct set by Sons of Norway. The legal drinking age in Wisconsin is 21, and it applies to all people within the state borders. Staff members not abiding by this law are subject to disciplinary action by the director(s). Inappropriate behavior away from camp is not tolerated, nor is returning to camp under the influence of a chemical substance allowed.

Termination of Agreement

1. The contract continues only as long as the staff member complies with its terms, including the policies stated in this document. The director(s), in consultation with the 5th District board, are responsible for making dismissal decisions.
2. In case of early termination of the agreement, with approval of the director(s), the salary is prorated. If without approval of the director(s), all salary rights are forfeited.
3. It is the expectation of Sons of Norway that staff who are dismissed leave camp immediately and in such a manner that the program is not unduly disrupted.

Staff Conduct

1. Staff members agree that while in the employment of Sons of Norway, they will conform their personal habits in such a way as to reflect credit on the program. They also agree to keep hours and maintain habits enabling them to function at the level of mental and physical activity required by the program.
2. Staff member-camper relationships extending beyond a professional level are not tolerated. Inappropriate sexual or physical behavior, sharing personal romantic information and sexual talk with campers may be grounds for immediate dismissal. In addition, relationships between staff and campers outside of camp are not condoned.
3. The above policy includes correspondence via traditional or electronic means. Professional communication with a camper should occur only at the request of the director(s) or with the knowledge of the director(s). Director(s) should be copied on correspondence or copies of all correspondence should be retained; this protects staff members and campers. Instant messaging or other modes of communication in which a copy of the communication cannot be retained should not be used. Staff should not be participants in social networking sites, message boards, etc., that include campers.
4. All staff members are expected to be on site at all times, except during their evening off or if requested to make a trip to town.
5. The Heritage program aims to create an environment in which tolerance is practiced for ALL INDIVIDUALS, regardless of gender, race, sexual orientation, national origin, or physical ability. Discrimination not tolerated.
6. Staff members are expected to treat participant information confidentially.
7. Staff members are expected to treat campers and other staff members with respect.
8. The Heritage program wishes to provide a positive experience for all participants. Physical punishment and abusive language (i.e. swearing, verbal threats) are not tolerated and is grounds for dismissal.
9. Staff members agree to live in communal living environments, most commonly with campers. No private rooms or bathrooms are provided. Maintaining a clean and orderly personal living space is expected.
10. Sons of Norway reserves reproduction and distribution rights for curricula and supplementary materials produced by Sons of Norway employees while under contract.
11. While it is natural and normal for staff members who work closely together to develop significant or intimate relationships with one another, such relationships must be kept private from campers. Staff members in relationships will want to be sure that they are careful not to be exclusive or inadvertently offensive to colleagues and to continue to fully meet job responsibilities and expectations. Cohabitation is not allowed.
12. The State of Wisconsin defines a minor as a person under the age of 18. Staff members who are minors are directly supervised by the director and are expected to follow behavior as requested by the director. This includes keeping the director informed of their whereabouts during time off.
13. Sons of Norway will notify the parents of staff members who are minors if (a) the staff member smokes, (b) is released from their contract, and/or (c) receives out-of-camp health care. It is the director's prerogative to notify parents or guardians of other situations as warranted.
14. It is against policy for any adult staff member (18 and older) to have sexual contact with a staff member who is a minor (one who is 17 or younger). Depending on age differential and other circumstances, such sexual contact may be a violation of criminal law.
15. The use of tobacco is not permitted.
16. In accordance with state law, the 5th District, and public and agency programs, the use of illegal substances or alcohol at the camp site is prohibited at all times, and will result in immediate dismissal.
17. If a Heritage Camp staff member causes a disturbance off the camp site in connection with the use of alcohol or is found to be in possession of, using or distributing illegal substances off-site, the right to terminate the contract is reserved.
18. Sons of Norway is not responsible for any personal equipment brought to camp by staff members. Any damage to such items is the responsibility of the owner.
19. Personal visitors of staff are strongly discouraged during the session. If questions or special situations arise, they must be discussed with the director.
20. No overnight visitors are permitted.

Personal Vehicles, Equipment, Supplies and Weapons

1. Staff should purchase personal supplies (toothpaste, detergent, etc.) prior to coming to camp. Items may occasionally be requested on the scheduled town runs. However, no personal purchases for campers are made, and no special trips to town are made for these purposes.
2. Unless approved by the director, staff-owned vehicles are not available for personal or program use while the camp is in session. Should the director request a staff member to use their personal car for camp business, it is the prerogative of the staff member to say “yes” or “no”. If the staff member agrees to the request, a reimbursement based on actual miles driven will be paid using the per-mile rate. Under no circumstances are staff allowed to transport campers in their personal vehicle unless prior written authorization has been obtained from the administrator.
3. Sons of Norway is not responsible for any personal equipment brought to camp by staff members.
4. The use, possession, or carrying of any kind of firearms or weapons on the property of Beaver Creek grounds is strictly prohibited with the exception of authorized law enforcement officers. Violations of this policy may result in arrest and/or termination of employment.

Social Networking Websites, etc.

In general, Sons of Norway views social networking sites (i.e. MySpace, Facebook), personal websites, web blogs and other similar and emerging technologies positively and respects the right of employees to use them as a medium of self-expression. If employees choose to identify themselves as employees of Sons of Norway or Masse Moro on such internet venues, some readers may view the employee as a representative or spokesperson for Sons of Norway. In light of that possibility, the following policy is in place.

1. If you identify yourself as an employee of Sons of Norway or Masse Moro on your site, staff policies apply to your site content: That is, any evidence of activity or behavior prohibited by Sons of Norway staff policies should not appear on the Web site. Examples include, but are not limited to, disparaging, bullying, or harassing other staff or campers; using obscenities; posting of photos of conduct prohibited by SONS policy (drugs, nudity, etc.); or discussing conduct prohibited by SONS policy (drunkenness at parties, sexual activity, etc.).

The following policies are in place whether or not you identify yourself as an employee of Sons of Norway

2. Confidentiality of information. All information about campers is confidential. In addition, consider the respectful use of information about colleague staff members.
3. Camp professionals advise camp staff not to reveal the location or address of their sites.
4. We advise staff members to make decisions about content—verbal and pictorial—of their social networking spaces keeping in mind that campers may be able to access these spaces. Examples of verbal and pictorial content that you may want to consider are accounts of under-age drinking and photos of nudity...these are things that you wouldn't want your campers or their parents to see, if your site is not as private as you believe it to be.
5. Contents of your electronic networking site can be considered by any employer, including Sons of Norway, in decisions about hiring, rehiring, and dismissal. Your electronic social networking site is public domain (even if you believe it to be private but it can be accessed by others).
6. As indicated in the above policies, staff should NOT be in participation in social networking sites, message boards, etc., that include campers.

Use of Facilities and Program Services

1. While employed by Sons of Norway, staff is responsible for the following appropriate safety regulations and for the proper use and care of equipment.
2. There are no laundry facilities available at camp.
3. The kitchen is to be respected by all staff members at all times.
4. Staff is permitted to make purchases at the kiosk on a credit basis, which is to be paid before compensation checks are delivered.
5. Direct-dialing of personal long-distance phone calls are not permitted. If it is necessary to make long-distance calls, staff may call collect or use a credit card or phone cards when campers are not present.

6. Incoming calls are forwarded from the Beaver Creek Nature Reserve to the camp site. The person answering the call takes a message so that the staff member may return the call later.
7. Staff members are provided with a Heritage Camp T-shirt upon arrival.

Support of Program Goals

1. In order to create a cultural immersion environment, campers are not permitted to have radios, English books, American food, magazines, CD's or tape cassettes. Staff members are expected to comply with this policy in the cabins and in front of the campers.
2. Staff members are encouraged to bring Norwegian items including books, magazines, clothing, CD's, cassette tapes and posters.
3. Staff is expected to model involvement in culture by using appropriate language, mannerisms, gestures and costumes.
4. Clothing with inappropriate or offensive language or designs will not be allowed.
5. Staff members are expected to implement activities and projects which have a minimal impact on the natural setting of Beaver Creek Reserve.
6. Staff members are expected to support efforts to reduce, reuse and recycle.
7. Staff is expected to wear name tags and camp T-shirts on opening and closing days.
8. Staff is expected to meet and orient campers and parents on opening day, and help with closing program and greet parents and visitors on the last day.
9. There is to be no exchange of gifts or other forms of gratuity between campers and counselors for any services while at camp or after having been at camp.
10. The directors are responsible for establishing specific policies for Heritage Camp and for making decisions. Staff members are expected to support these policies and decisions, even when they do not agree with them, always feeling free to discuss areas of disagreement privately with the director(s).
11. Heritage Camp has a number of employees with differing function, and all are in need of support from the others. If differences arise, they need to be dealt with openly and as quickly as possible.