



Board of Trustees Handbook

January, 2020

Table of Contents

Responsibilities of a Non Profit Board	5
Board Contact Information	15
Board Representation and Classes	17
2020 Meeting Schedule	18
2020 Board Approved Budget	19
Constitution and Bylaws	24
Conflict of Interest Agreement	32
Personnel Policies Manual	33
Policies	84

JOHNSONBURG CAMP AND RETREAT CENTER

MISSION AND VISION

Where all may gather

Johnsonburg seeks to serve all people in a beautiful natural environment which is conducive to building and strengthening relationships.

where all are welcomed,

Through its staff and volunteers, through its programs and services, in every interaction, Johnsonburg seeks to reach out and serve all persons in a manner which honors diversity and recognizes the worth of every individual as a child of God.

and where all are invited to share:

All aspects of Johnsonburg are intended to extend an invitation to guests, campers, and others to grow through their experiences at Johnsonburg, so that the world is more just, more loving, and more faithful.

gracious hospitality,

The hospitality we offer is infused with the grace of God and made possible by the gifts of many.

joyful Christian community,

We believe that individuals grow in faith in Jesus Christ, in commitment, and in their ability to serve when they are embraced by a loving community.

and the wonder of God's creation.

The awe-inspiring beauty of the natural world surrounds all that we do at Johnsonburg, and our decisions are guided by our commitment to be good stewards of God's creation.

MICAH 6:8 NEW REVISED STANDARD VERSION (NRSV)

⁸He has told you, O mortal, what is good;
and what does the LORD require of you
but to do justice, and to love kindness,
and to walk humbly with your God?

JOHNSONBURG CONDENSED MISSION STATEMENT:

**Where all may gather,
Where all are welcomed
and where all are invited to share
 gracious hospitality
 joyful Christian community
 and the wonder of God's creation.**

Core Values

The Values of Johnsonburg are those traits and characteristics that help to guide our choices and shape how we do our work. We believe in:

Respect – Through our words and through the way we treat one other, we intend to respect all people, their ideas, and their experience.

Diversity – We, and all communities, are stronger when there are different perspectives, ideas, and experiences.

Beauty – All people need experiences of beauty which renew us, inspire us, and open our hearts and minds to that which is greater than ourselves.

Creativity – Creativity is one of the ways human being reflect the image of God, and we seek to foster creativity in our programs, our services, and the experiences we offer.

Collaboration – We believe in working cooperatively, in seeking out opportunities to include others in our work, and in teaching persons to work and play together.

Gratitude – We strive to give thanks in everything and for everything.

Authenticity – We strive for transparency in the way we conduct ourselves and our work.

Adventure – Experiences which push us out of our comfort zone help us to grow and to realize our full potential.



BOARD RESPONSIBILITIES AND STRUCTURES – FAQs

What are the basic responsibilities of nonprofit boards?

1. Determine mission and purpose. It is the board's responsibility to create and review a statement of mission and purpose that articulates the organization's goals, means, and primary constituents served.
2. Select the chief executive. Boards must reach consensus on the chief executive's responsibilities and undertake a careful search to find the most qualified individual for the position.
3. Support and evaluate the chief executive. The board should ensure that the chief executive has the moral and professional support he or she needs to further the goals of the organization.
4. Ensure effective planning. Boards must actively participate in an overall planning process and assist in implementing and monitoring the plan's goals.
5. Monitor, and strengthen programs and services. The board's responsibility is to determine which programs are consistent with the organization's mission and monitor their effectiveness.
6. Ensure adequate financial resources. One of the board's foremost responsibilities is to secure adequate resources for the organization to fulfill its mission.
7. Protect assets and provide proper financial oversight. The board must assist in developing the annual budget and ensuring that proper financial controls are in place.
8. Build a competent board. All boards have a responsibility to articulate prerequisites for candidates, orient new members, and periodically and comprehensively evaluate their own performance.
9. Ensure legal and ethical integrity. The board is ultimately responsible for adherence to legal standards and ethical
10. Enhance the organization's public standing. The board should clearly articulate the organization's mission, accomplishments, and goals to the public and garner support from the community.

What are the legal responsibilities of nonprofit boards?

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. Several states have statutes adopting some variation of these duties which would be used in court to determine whether a board member acted improperly. These standards are usually

described as the duty of care, the duty of loyalty and the duty of obedience.

Duty of Care

The duty of care describes the level of competence that is expected of a board member, and is commonly expressed as the duty of "care that an ordinarily prudent person would exercise in a like position and under similar circumstances." This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.

Duty of Loyalty

The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.

Duty of Obedience

The duty of obedience requires board members to be faithful to the organization's mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public's trust that the organization will manage donated funds to fulfill the organization's mission.

What are the responsibilities of individual board members?

- Attend all board and committee meetings and functions, such as special events.
- Be informed about the organization's mission, services, policies, and programs.
- Review agenda and supporting materials prior to board and committee meetings.
- Serve on committees or task forces and offer to take on special assignments.
- Make a personal financial contribution to the organization.
- Inform others about the organization.
- Suggest possible nominees to the board who can make significant contributions to the work of the board and the organization.
- Keep up-to-date on developments in the organization's field.
- Follow conflict-of-interest and confidentiality policies.
- Refrain from making special requests of the staff.

- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statements

Personal characteristics to consider

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group.
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, contribute personal and financial resources in a generous way according to circumstances, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, such as to: cultivate and solicit funds, cultivate and recruit board members and other volunteers, read and understand financial statements, learn more about the substantive program area of the organization.
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, concern for your nonprofit's development, a sense of humor.

What is the job description of a board chair?

- Oversees board and executive committee meetings
- Works in partnership with the chief executive to make sure board resolutions are carried out
- Calls special meetings if necessary
- Appoints all committee chairs and with the chief executive, recommend who will serve on committees
- Assists chief executive in preparing agenda for board meetings
- Assists chief executive in conducting new board member orientation
- Oversees searches for a new chief executive
- Coordinates chief executive's annual performance evaluation
- Works with the governance committee to recruit new board members
- Acts as an alternate spokesperson for the organization
- Periodically consults with board members on their roles and help them assess their performance

What is the job description of a board secretary?

- Attend all board meetings
- Serve on the executive committee if one exists
- Ensure the safety and accuracy of all board records

- Review board minutes
- Assume responsibilities of the chair in the absence of the board chair, chair-elect, and vice chair
- Provide notice of meetings of the board and/or of a committee when such notice is required

What is the job description of a board treasurer?

- Attend all board meetings
- Maintain knowledge of the organization and personal commitment to its goals and objectives
- Understand financial accounting for nonprofit organizations
- Serve as the chair of the finance committee
- Manage, with the finance committee, the board's review of and action related to the board's financial responsibilities
- Work with the chief executive and the chief financial officer to ensure that appropriate financial reports are made available to the board on a timely basis
- Present the annual budget to the board for approval
- Review the annual audit and answer board members' questions about the audit (if there is no audit committee)

What is the job description of a board vice chair?

- Attend all board meetings
- Serve on the executive committee if one exists
- Carry out special assignments as requested by the board chair
- Understand the responsibilities of the board chair and be able to perform these duties in the chair's absence
- Participate as a vital part of the board leadership

Is there a difference between a board of governors, a board of directors, and a board of trustees?

Legally and in practice, all of these definitions describe the same governing body of a nonprofit. The term "trustee" originally refers to the person who has the fiduciary duty for a charitable trust or a foundation. By tradition, the higher education institutions also tend to refer to their board members as trustees.

How are board members elected?

New board members can be selected by current board members, by members, chapters or affiliates, or by other related groups such as religious bodies or government agencies. By far, the most common method of board recruitment among public charities is election by peers.

Board members can re-elect their colleagues and/or others to the board position. This type of a board is called self-perpetuating. A board that elects its own members has the advantage of determining its needs based on the profile of the present board. It can stress group dynamics as well as missing skills as the key focal point for the search of new candidates. It can stress the need for diversity among board members. This process clearly is labor-intensive for the current board, but it provides an opportunity to bring together a group of committed people who have had a chance to define their mutual goals.

Should we send out board member applications to recruit new board members?

Sending applications indiscriminately is a haphazard way to find good board members.

Boards shouldn't get too excited about a candidate who responds positively to a recruitment letter as the first communication. Serious cultivation and information sharing is necessary before inviting a person to serve on your board.

An application form, however, can help gather information on the interests, background, and skills of a prospective board member with whom the governance committee has already communicated and established a mutual interest.

If an interested person contacts the organization and asks for an application form to join the board, this is an excellent moment to start serious communication. Willing bodies do not always make good board members, but genuine interest should not be ignored. Ultimately, if the candidate and the board find themselves on the same wavelength, it is time to extend an application form with a welcome letter.

What information should we collect from present and potential board members?

Information forms used to gather data on your present and potential board members allow you to concentrate your cultivation activities in the right direction. This information also allows you to direct your board members to activities that interest them and serve the board's needs in the best possible manner. Your form could collect information on the following topics:

- Name, address, contact information
- Special skills or expertise: fundraising, HR, finances, business, PR, technology, legal, industry or mission

specific

- Professional background
- Level of education
- Other professional affiliations
- Other board service
- Expected level of gift or possible in-kind donations
- Special interests or hobbies

What questions should we ask our potential board members?

The objective of board recruitment is to find willing, able, and committed board members. How do you know if a candidate is going to be the right person for your board? You can never be 100 percent sure, but if you ask direct questions you can get pretty close. Here are some examples:

- Why are you interested in our organization?
- Why are you interested in serving on a board?
- Do you have any previous board service, leadership, or volunteer experience? Are you presently serving on any boards?
- What kinds of skills or expertise can you offer? How will the organization benefit from your participation? How do you think we could best take advantage of your expertise?
- What do you expect us to do for you so that your experience is satisfying?
- What kind of time and financial commitment will you be able to make? Are you willing to serve on committees and task forces? Can we expect you to come to board meetings regularly? Would you be able to make a personal contribution?

What should I know before joining a nonprofit board?

Serving as a board member is one of the most challenging and rewarding of volunteer assignments. While appointment or election to a board is an honor, board members have important legal and fiduciary responsibilities that require a commitment of time, skill, and resources. Prospective board members do themselves a service and show that they are serious about the commitments they make by asking some basic questions before joining an organization's board. You can find the answers from the board member who issues the invitation to join; the chief executive of the organization; the board chairperson; other board members, current and former; or written materials. Long-time board members might also benefit from an organization review that answers these questions.

Ask questions about the organization's programs

- What is the organization's mission?
- How do its current programs relate to the mission?
- Can I visit the organization to observe a program firsthand?
- Does the organization have a strategic plan that is reviewed and evaluated on a regular basis?

Ask questions about the organization's financial status

- Is the financial condition of the organization sound?
- Does the board discuss and approve the annual budget?
- How often do board members receive financial reports?

Ask questions about the organization's clients or constituencies

- Whom does the organization serve?
- Are the organization's clients or constituencies satisfied with the organization?

Ask questions about the structure of the board

- How is the board structured?
- Are there descriptions of the responsibilities of the board as a whole and of individual board members?
- Are there descriptions of board committee functions and responsibilities?
- Who are the other board members?
- Is there a system of checks and balances to prevent conflicts of interest between board members and the organization?
- Does the organization have directors and officers liability coverage?

Ask questions about individual board members' responsibilities

- What are the ways that you think I can contribute as a board member?
- How much of my time will be required for meetings and special events?
- How are committee assignments made?
- What orientation will I receive to the organization and to the responsibilities of board service?
- Does the organization provide opportunities for board development and education?
- What is the board's role in fundraising?
- Will I be expected to make a specific annual financial contribution?
- What role will I play in soliciting donors?

Ask questions about the board's relationship to the staff

- Is the board satisfied with the performance of the executive staff?
- How do board members and senior staff typically work with each other?

Evaluate your interest in serving on the board

Once you are satisfied with the information you have received, it is time to evaluate your own interest in serving on the board. Ask yourself the following questions:

- Am I committed to the mission of the organization?
- Can I contribute the time necessary to be an effective board member?
- Am I comfortable with the approach and tone of the organization's fundraising efforts?
- Can I contribute financial support consistent with the organization's expectations of board members and with my own means and priorities?
- Can I place the organization's purposes and interests above my own professional and personal interests when making decisions as a board member?

Background Materials

Selected background information can provide a useful overview of the organization, the board's work, and the responsibilities of board members. Helpful material includes

- the organization's annual report
- the most recent audited financial statement
- the long-range program and financial plan
- a list of current board members, titles, and all affiliations
- a description of board members' responsibilities
- a board organization chart
- a staff organization chart
- the organization's newsletter, brochure, or other publications
- newspaper or magazine articles about the organization
- a brief biography of the chief executive

What is a board of directors profile matrix?

Effective board recruitment follows the principles of matching available resources with existing needs. How does a board know what it needs? It must first clarify what it already has. It relies on a board profile matrix—a tool that allows it to map out the composition of the present board. This map reveals the missing ingredients and allows the board to focus its search in the right direction.

A board profile matrix forces the board to articulate the kinds of qualities, characteristics, skills, expertise, backgrounds, and various perspectives that make a good board. After becoming sensitive to these attributes and verifying which of them are already there, the board's governance committee is one step closer to meeting the needs of the board

What are the benefits of serving on a nonprofit board?

Most individuals who already serve on a nonprofit board need no outside justification for being a board member; they know perfectly well what they are doing and why they want to continue doing it. However, there are others who are too shy to join a board or who need someone else to tell them why it makes sense. Here are some reasons why people join nonprofit boards:

- They know their skills are needed.
- A nonprofit is going to improve and will benefit from their contributions.
- There is a possibility to effect change in an organization.
- They will feel good by doing good.
- They enjoy collaborating with interesting people who have the same interests and values.
- They want to learn new skills.
- They enjoy being recognized for their efforts.
- They want to give back to the community.
- They have found a new reason to live productively.
- They want to have an impact.
- It can be fun.

How do we keep board members informed?

Designing a Board Information System

Good governance depends on enlightened decision making. Board members in turn need to be knowledgeable about the organization's status and needs if they are to make sound decisions that advance its mission. But boards often say that the information they receive hinders rather than facilitates good governance and strong leadership. They protest that they are overwhelmed with large quantities of irrelevant information, that they don't get enough information, or that they receive material too late to devote serious attention to it. An effective board information system should focus on decision making, stimulate participation, and support an appropriate balance of responsibility between board and staff.

Types of board information

Management consultant John Carver describes three types of board information:

- **Decision information** is used to make decisions, such as establishing selection criteria for the chief executive. It looks to the future and is not designed to measure performance.
- **Monitoring information** enables the board to assess whether its policy directions are being met. It looks to the past and provides a specific survey of performance against criteria. An example is an annual review of an organization's strategic plan.
- **Incidental information** is for the general information of the board and not related to board action. Committee reports are frequently in this category.

Too often, board information is primarily incidental information. Although such material is useful for maintaining an overall impression of the administration of the organization, it is not usually specific or substantive enough to help board members make decisions or monitor the organization's success at carrying out its mission.

Establishing a system

Establishing and maintaining a board information system is the joint responsibility of the board chair, board members, the chief executive, and staff members who work with the board. The board should discuss

- what information it needs to do its job
- how often it wants this information
- in what form it needs the information

Given this board feedback, the staff can establish the content, format, and frequency of information they will provide the board.

Characteristics of good board information

Barry S. Bader, a consultant and author specializing in hospital governance, identifies seven guidelines for developing effective board information:

- 1 Concise:** Is the information communicated as quickly or as briefly as possible?
- 2. Meaningful:** Is the information presented in relationship to a significant factor, such as a goal set by the board, past performance, or comparative data?
- 3. Timely:** Is the information relevant to the current agenda?

4. **Relevant to responsibilities:** Does the information help the board or board committee discharge its responsibilities?
5. **Best available** Is the information the best available indicator of the situation or condition being described? Can better information be provided?
6. **Context:** Is it clear why this information is important?
7. **Graphic presentation** Could the information be presented better graphically than in words?

Basic ingredients of a board information system

Every board must decide for itself exactly what information it needs. For most organizations, however, the following checklist is a starting point.

At least two weeks before each board meeting:

- Agenda
- Information about issues for discussion, when appropriate
- Financial information
- Committee reports

At least two weeks before the board meeting at which it is discussed:

- Annual budget
- Audit report
- Strategic plan

After each board meeting:

- Minutes
- Notice of next meeting

Monthly:

- Financial report
- Significant published articles about the organization

Quarterly:

- Financial report

Regularly, when appropriate:

- Memo from chief executive summarizing current activities, accomplishments, and needs
- Updated material for board handbook
- Advance copies of publications, brochures, or promotional material
- Annual report

How should a nonprofit board of directors be structured?

Every board has a fundamental responsibility for self management: for creating a structure, policies, and procedures that support good governance. The term “board organization” encompasses a variety of tasks, from routine matters such as preparing a schedule of board meetings to actions with broader consequences such as developing a policy about terms of service. Here are some of the most frequent questions board members ask about board organization:

How can we contribute to effective board organization?

To set the stage for efficient board and committee work:

- Prepare a written job description for individual board members.
- Develop an annual schedule of meetings, determined a year in advance.
- Circulate clear and thorough information materials, including an agenda, to all members two to three weeks before each meeting.
- Maintain complete and accurate minutes of all meetings.
- Keep meetings brief and well focused. Stimulate the broadest possible participation by members.
- Ask each board member to serve on at least one board committee or task force. (For new members, one committee assignment is sufficient.)
- Acknowledge members’ accomplishments and contributions in a variety of ways in the organization’s newsletter, at meetings, in minutes.

To encourage smooth functioning committees, follow these additional steps:

- Prepare written statements of committee and task force responsibilities, guidelines and goals. These organizational documents should be reviewed every one to two years and revised if necessary.
- Make work assignments according to the background, expertise, and schedule of each member.
- Distribute tasks among members so that everyone participates but no one is overloaded.
- Create a system of checks and balances to monitor committee members’ work and assure that tasks are completed on schedule.
- Assign an appropriate staff member to work with each committee

How large should our board be?

The organization’s structure and needs are among the factors that determine board size. In considering the size of

the board, keep these points in mind: Every board needs a sufficient range of expertise to accomplish the organization's mission. If a board is too small, its members may be overworked and unproductive. If a board is too large, every member may not have the opportunity to participate actively.

What should be the length of a board member's term?

There are no hard and fast rules for determining board members' tenure. Many organizations do, however, limit members to two consecutive terms and might require a hiatus of one year before a board member may be reappointed. Many organizations also stagger terms of service so that one half or one third of the board is elected every one or two years for terms of two to four years. Such policies encourage institutional renewal because a board can profit from the experience of veteran board members while welcoming the fresh perspective that new members offer.

What committees should our board have?

Much of the work that a board does is accomplished through its committees and task forces. With the exception of the executive committee, which acts on the board's behalf, committees recommend action to the full board for discussion and action. Most boards need only a few standing committees — the rest of the work can be accomplished by task forces created for a specific purpose. Common standing committees include

- Governance Committee
- Audit Committee
- Finance Committee
- Executive Committee (if needed)

How should committee members be chosen?

Every board member should serve on at least one but preferably no more than two committees or task forces. Members are appointed by the chair in consultation with the governance committee and the chief executive. Committee size depends on the needs of the board and the organization and a common sense assessment of how many people are needed to carry out the committee's work. Make committee assignments based on the experience, skills, interests, and available time of board members. Each member must make a serious commitment to participate actively in the work of the committee. If a committee is too large, a small group of members may have a disproportionate amount of responsibility. If a committee

is too small, there may not be enough people to get the job done. Board committees may include people who are not board members

Should the chief staff executive be a member of the board?

Some nonprofits decide to make the chief staff executive an ex officio member of the board, sometimes voting and sometimes nonvoting. This decision should be made carefully. Some believe that board membership is a good idea because it enhances the executive's position of authority within the organization and strengthens the working partnership between the board and the executive. On the other hand, many feel that board membership blurs the distinction between the board's responsibilities and the executive's responsibilities and makes it difficult for the board to assess the executive's performance objectively. Whatever the executive's official status, his or her insights into the daily operations of the organization are essential to decision making by the board.

What goes in the board of directors manual?

The foundation of a committed, knowledgeable, and effective board is orientation and education. As an essential companion to orientation and education, every organization should have a thorough, easy-to-use manual that board members can use throughout their terms.

A board manual serves two functions. For the new board member, it is an orientation handbook that provides useful information about the organization, board structure and operations, and fellow board members and staff. For the balance of a member's board service, the manual then becomes an indispensable working tool and a central resource about the organization and the board. Materials can be added and removed to create an up-to-date reference. The board manual is developed by staff in consultation with the board chair and other officers.

Today, the most effective way to share the manual with all board members is to post it on a board member accessible Web site or Intranet. Include a table of contents and clearly divided and labeled sections. Date every item and replace material when necessary. To develop a working manual that board members use and rely on:

- Don't overwhelm new board members with too much information. When several examples are available (e.g., current press clippings/links), include only one.

- Keep each item brief. A two-paragraph biography of the chief executive is preferable to a four-page resume, for example.
- Use the handbook as a “textbook” during board orientation
- Encourage board members to read and ask questions about the material
- Ask board members to evaluate the usefulness of the manual each year.
- Revise the contents or format based on their comments

Board manual contents checklist

A thorough board manual can include the following materials. (Remember to keep each item as concise as possible.)

The board

- Board members’ listing and bios
- Board members’ terms
- Board statement of responsibilities
- Committee and task force job and descriptions

Historical references of the organization

- Brief written history and/or fact sheet
- Articles of Incorporation
- Bylaws
- IRS determination letter
- Listing of past board members

Strategic framework

- Mission and vision statement
- Strategic framework or plan
- Current annual operating plan

Minutes from some recent board meetings

Policies pertaining to the board

- Policy on potential conflicts of interest
- Insurance policy coverage
- Travel/meeting expense reimbursements

Finance and fundraising

- Prior-year annual report
- Most recent audit report
- Current annual budget
- Form 990
- Banking resolutions
- Investment policy
- Current funder list

Staff

- Staff listing
- Organization/team chart

Other information

- Annual calendar

Web site information

- Promotional material (membership brochure, information brochure, advertisements, etc.)

References

Ten Basic Responsibilities of Nonprofit Boards

Legal Responsibilities of Nonprofit Boards

Governance Committee

The Board Building Cycle: Nine Steps to Finding, Recruiting, and Engaging Nonprofit Board Members

All available at www.boardsource.org or by calling 202-349-2500

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WHAT DOES BOARD SERVICE ENTAIL?

How the three main roles of the board relate to the 10 basic responsibilities of nonprofit board members:



The three legal duties of a nonprofit board member:

Care

Pay attention to the organization's activities and operations

Loyalty

Put the interests of the organization before personal and professional interests.

Obedience

Comply with applicable federal, state, and local laws; adhere to the organization's bylaws; and remain the guardians of the mission.

How current boards rate themselves on the ten basic responsibilities:

Responsibility	CEO	Chair
<input checked="" type="checkbox"/> Mission	A-	A-
<input checked="" type="checkbox"/> Financial Oversight	B+	B+
<input checked="" type="checkbox"/> Legal/Ethical Oversight	B+	B+
<input checked="" type="checkbox"/> CEO Support	B	B+
<input checked="" type="checkbox"/> Strategy	B-	B
<input checked="" type="checkbox"/> CEO Evaluation	B-	B
<input checked="" type="checkbox"/> Monitors Performance	B-	B
<input type="checkbox"/> Community Relations	C+	C+
<input type="checkbox"/> Board Composition	C	C+
<input type="checkbox"/> Fundraising	C	C

Sources: [Board Fundamentals](#), [Ten Basic Responsibilities of Nonprofit Boards](#), [Leading with Intent](#), [Legal Responsibilities of Nonprofit Boards](#)

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Johnsonburg Camp & Retreat Center
2020

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Hamilton Square Presbyterian Church
Member at Large

Aaron Wright

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Presbyterian Church of Lawrenceville
Member at Large

Joe Young

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Sparta, NJ 07871
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joe.young626@outlook.com
First Presbyterian Church, Sparta
Member at Large



Johnsonburg Camp and Retreat Center Board by Class

PRESBYTERY	CLASS OF 2019	CLASS OF 2020	CLASS OF 2021	CLASS OF 2022
ELIZABETH	-	Shelley Gardner †	-	-
MONMOUTH	-	-	Anne Gordon	-
NEWARK	Ed Kiel "Sun"	-	-	Rhonda Powell
NEW BRUNSWICK	-	Angie Olsen	-	-
NEWTON	-	Linda Schober	-	-
PALISADES	-	-	Jamie Cella	-
WEST JERSEY	Sarah Craven †	-	-	Sarah Craven †
AT LARGE	Cassie Merkel	Scott Scardena	Penn Bowditch	Cassie Merkel
AT LARGE	Open	Peter Surgenor †	Joe Young	Aaron Wright
AT LARGE	Pete Miller	Marilyn Kitchell	Marion Walters	Pete Miller

updated 1/22/2020



**Johnsonburg Board of Trustees
Important 2020 Dates**

Feb. 1	1Q Board Meeting (9a-3p) Winter Fun Day
April 17-19 April 25	Women's Retreat Spring Spruce Up Day
May 9 May 22-24	2Q Board Meeting (9a-12:30p) 60th Anniversary Weekend
July 18	Board Meeting (9a)/Friends Day
October 3 October 4	3Q Board Meeting (9a-3p) Fall Fun Day
December 5	4Q/Annual Meeting (9a-12:30p)

Approved 2020 Budget

1-27-20 Updated 2019 to Actual YTD athru 12-31-2019

12-2-19 - Updated 2019 Actual YTD thru 11/30/19

2020 Budget

Board Approved 12/7/2019

REVENUE	2019 BUDGET	2019 ACTUAL YTD THRU 12/31/19	2020 APPROVED BUDGET	G/L ACCOUNT	COMMENTS
INCOME - SUMMER					
Summer Camp	448,340	365,086	415,838	4105	need 75 campers
Summer Traveling Day Camp	25,000	17,950	25,350	4110	
Discounts - Summer Camp	(22,000)	(13,035)	(13,035)	4120	
Camp Store Scholarships		(94)		4125	
TOTAL - INCOME SUMMER	451,340	369,907	428,153		Probable \$20K at risk
GUEST GROUPS					
Guest Groups	323,747	339,610	451,547	4205	4 new contracts represent 100% of proposed increase
Discounts - Guest Groups		-	-	4220	
Gym Usage	8,000	8,876	6,000	4225	
TOTAL GUEST GROUPS	331,747	348,486	457,547		No risk, potential for excess (with Sejong, \$35,000 excess)
CAMP SPONSORED PROGRAMS					
Camp Sponsored Programs	80,400	85,578	80,400	4305	
Triennium Event (2019)		10,522		4310	
60th Anniversary Gala Dinner		9,635		4320	
Campership Awarded - Non Summer	(1,000)			4350	
TOTAL CAMP SPONSORED PROGRAMS	79,400	105,735	80,400		
CANTEEN SALES					
Non taxable Canteen Items	10,000	14,638	11,000	4605	
Taxable Canteen Items	10,000	8,070	11,000	4610	
Camp Store Discounts		-	-	4615	
TOTAL CANTEEN SALES	20,000	22,708	22,000		
TOTAL OPERATING REVENUE	882,487	846,836	988,100		
OTHER OPERATING REVENUE					
Campership Donations - Summer	32,000	32,213	32,000	4401	
Campership Awarded	(31,000)	(30,265)	(30,265)	4403	
Scholarship Donations - Non Summer		25,000		4404	
Scholarships Awarded - Non Summer				4407	
Miscellaneous Income	8,600	2,671	3,000	4405	Cash rewards from credit card incl
TOTAL OTHER OPERATING REVENUE	9,600	29,619	4,735		
NON-OPERATING REVENUE					
Interest	800	1,695	800	4705	
Presbytery Funding	80,000	85,461	88,500	4710	Newton, West Jersey and Palisades confirmed
Unrestricted Donations	130,000	116,696	130,000	4750	
60th Anniversary Donations		11,483		4745	
Giving Tree	2,000	1,090	2,000	4760	

TOTAL NON-OPERATING REVENUE	212,800	216,425	221,300		
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1/27/2020

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REVENUE	2019 BUDGET	2019 ACTUAL YTD THRU 12/31/19	2020 APPROVED BUDGET	G/L ACCOUNT	COMMENTS
RESTRICTED CONTRIBUTIONS					
Intentional Community Donation	7,000	7,000	7,000	4810	
Oelschlager Environmental Fund	1,000	1,610	1,000	4820	Portion applied to summer naturalist
Adopt-a-Cabin	16,000	15,341	12,000	4830	
Campaign - Waterfront	-	150	-	4840	
60th Anniversary Endowment Donations	-	975	800	4846	based on 60's group pledging \$30K over next 3 years
2019 Truck Replacement	-	11,100	-	4865	
TOTAL RESTRICTED CONTRIBUTIONS	24,000	36,176	20,800		
RESTRICTED NON CASH CONTRIBUTIONS					
Adopt-a-Cabin (Non Cash)	-		-	4930	
TOTAL RESTRICTED CONTRIBUTIONS	-	-	-		
TOTAL REVENUE	1,128,887	1,129,056	1,234,935		

EXPENSES	2019 BUDGET	2019 ACTUAL YTD THRU 12/31/19	2020 APPROVED BUDGET	G/L ACCOUNT	COMMENTS
CANTEEN EXPENSE					
Canteen Expenses	13,000	19,563	13,000	5050	
TOTAL CANTEEN EXPENSE	13,000	19,563	13,000		

ADMINISTRATIVE EXPENSE					
Admin Salaries	167,357	160,895	174,446	6101	
Travel and Meals	7,184	2,481	7,184	6105	
Credit Card and Bank Fees	13,000	12,781	13,000	6110	
Office Supplies and Copier Lease	9,000	6,474	8,000	6115	
Telephone and Computer	28,141	32,394	34,729	6120	incl. email marketing program and EE cell phone reimb.
Postage	794	1,105	794	6125	
Other Administrative Costs	3,207	4,016	3,000	6130	
Legal and Professional Fees	5,629	18,167	14,642	6135	incl. final pmt for feasibility study
Development/Marketing/Advertising	20,000	23,813	36,980	6140	incl. new website email marketing program, radio adv., guest group marketing
Staff Development Cost	3,432	5,111	3,432	6150	
Insurance - Liability	25,303	29,252	25,303	6160	
TOTAL ADMINISTRATIVE EXPENSE	283,047	296,489	321,510		

EMPLOYEE BENEFITS EXPENSE					
Employee Benefits	69,149	63,961	80,563	6205	
Payroll Taxes	41,869	33,446	42,116	6210	
Worker's Comp Insurance	24,000	49,493	55,493	6215	March 2020- WC renews 3/2020 -focus the staff
Background Checks/Drug Screening	2,500	2,666	2,500	6220	
TOTAL EMPLOYEE BENEFITS EXPENSE	137,518	149,566	180,672		

PROGRAM EXPENSE					
Program Salaries	122,470	105,597	136,617	6301	New PD
International Staff Acquisition Fee	21,000	16,522	21,000	6305	
Supplies and Equipment	8,000	7,234	8,000	6310	
Program Operating Expense	24,000	24,517	24,000	6315	
Traveling Day Camp	1,000	318	1,000	6320	
Staff Development/Training	500		500	6350	
TOTAL PROGRAM EXPENSE	176,970	154,188	191,117		

HOSPITALITY EXPENSE					
Hospitality Salaries	57,571	57,739	60,448	6401	
International Staff Acquisition Fee	-	-		6405	
Supplies	7,500	8,383	7,500	6410	
Contract Labor	-		-	6415	
Staff Development/Training	-	-	-	6450	
TOTAL HOSPITALITY EXPENSE	65,071	66,122	67,948		

EXPENSES	2019 BUDGET	2019 ACTUAL YTD THRU 12/31/19	2020 APPROVED BUDGET	G/L ACCOUNT	COMMENTS
DINING SERVICES EXPENSE					

Dining Services Salaries	100,000	89,602	99,664	6501	
International Staff Acquisition Fee	-			6505	
Groceries	125,000	118,293	135,000	6510	
Kitchen Supplies	3,500	1,340	3,000	6515	
Kitchen Repairs	2,618	2,145	2,500	6520	
Other Kitchen Expenses		167		6560	
TOTAL DINING SERVICES EXPENSE	231,118	211,547	240,164		

FACILITIES AND SITE EXPENSE

Facilities Salaries	80,870	62,727	76,853	6601	
Repair & Maintenance	31,363	27,844	31,363	6610	
Site Utilities	65,969	64,512	63,969	6615	elec., propane, fuel oil
Sanitation/Extermination/Disposals	14,078	11,989	12,078	6620	
Pool & Waterfront Expense	6,068	6,518	6,068	6630	
Service Contracts	7,400	5,867	9,240	6635	incl. GN Cor, Inc software
Vehicle Expenses	6,269	6,526	4,000	6640	
Other Site Expenses	2,000	364	1,000	6645	includes property taxes
Facilities Staff Development/Training		-		6650	
TOTAL FACILITIES AND SITE EXPENSE	214,017	186,347	204,571		

CAPITAL PROJECTS

Adopt-a-Cabin	16,000			6710	
Waterfront Project				6720	
Pool Liner Replacement				6722	
Campus Water System Upgrades				6723	
Woodhaven Renovations				6725	
Replacement Truck Purchase				6727	
Capital Projects - Other			50,000	6700	identified capital projects
TOTAL CAPITAL PROJECTS	16,000	-	50,000		

TOTAL EXPENSE	1,136,741	1,083,822	1,268,982		
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	2019 BUDGET	2019 ACTUAL YTD THRU 12/31/19	2020 APPROVED BUDGET	G/L ACCOUNT	COMMENTS
TOTAL REVENUE	1,128,887	1,129,056	1,234,935		
TOTAL OPERATING EXPENSE	1,136,741	1,083,822	1,268,982		
OPERATING INCOME (LOSS)	(7,854)	45,234	(34,047)		
ADDITIONS,					
DEPRECIATION	(139,375)	(165,877)	(139,375)		
"CASH" OPERATING INCOME (LOSS)	(147,229)	(120,643)	(173,422)		

CONSTITUTION AND BY-LAWS OF THE PRESBYTERIAN CAMPS AND CONFERENCES, INC.

The Purpose of the Presbyterian Camp and Conference Center

THE PURPOSE OF THE PRESBYTERIAN CAMP AT JOHNSONBURG IS TO SUPPORT THE LOCAL CHURCH BY OFFERING A UNIQUE PLACE AND PROGRAM FOR PEOPLE OF ALL AGES WHERE:

- COMMITMENT TO CHRIST IS DEMONSTRATED,
- SELF-ESTEEM IS NURTURED,
- STEWARDSHIP OF GOD'S EARTH IS EMPHASIZED, AND
- CHRISTIAN COMMUNITY IS EXPERIENCED.

ARTICLE 1 – NAME

The name of this corporation shall be PRESBYTERIAN CAMPS AND CONFERENCES, INC. The organization shall operate as "Johnsonburg Camp and Conference Center", "Johnsonburg Presbyterian Center", "Camp Johnsonburg", or other appropriate names as approved by the Board of Trustees.

ARTICLE 2 – PURPOSES

The purposes of this organization shall be to establish and maintain places for the religious instruction and training of children, youth, and adults; to provide training in Christian Faith and Citizenship; to provide camping vacations under a wholesome atmosphere; to retain recreational conservation areas; to develop the body, mind, and spirit of children, youth, and adults; to provide facilities and program opportunities for various organized and constituted groups beyond the church and Christian Community, offering them an environment for experiences of high educational value.

In fulfillment of these purposes, the Board may purchase, lease, acquire by gift or devise, sell, rent, or manage real estate, and engage in any other lawful activity or transaction reasonably related to the accomplishment thereof.

ARTICLE 3 – BOARD OF TRUSTEES

- 3.1 MEMBERSHIP. The membership and governing body of the corporation shall consist of the Board of Trustees, each of whom shall have one vote.
- 3.2 CONSTITUTION OF THE BOARD. The Board of Trustees shall consist of fifteen (15) members. Board members shall include clergy where appropriate/practical.
- 3.3 PRESBYTERY APPOINTEES. Each of the seven New Jersey Presbyteries being served by the Camp (Elizabeth, Monmouth, Newark, New Brunswick, Newton,

Palisades, West Jersey) shall appoint one (1) representative to the Board of Trustees, selected according to the rules or procedures of the Presbytery. The Board may identify, recommend, and otherwise participate in the recruiting process of any candidate it deems appropriate to serve as a representative for a particular Presbytery. If a Presbytery fails to appoint a trustee for an expired term by March 1 of the following year, or if their Trustee position shall become vacant for any reason and remain vacant for a period of three (3) months, the Board may, by an affirmative vote of two-thirds of the members present, elect a Trustee at Large to fill the vacant position until the expiration of the term, provided, however, that no such action shall be taken unless the Secretary has certified that the Presbytery office was notified of the vacancy and the Board's intent to fill the vacancy at least thirty (30) days prior to the Board's vote, and the corporation has received no reply from the Presbytery transmitting their reasonable schedule to fill the Appointment. All Presbytery Appointees and Trustees at Large elected to fill vacant Presbytery Appointee positions shall be members of the Presbyterian Church (U.S.A.)

- 3.4 TRUSTEES AT LARGE. Eight (8) additional Trustees at Large shall be elected by the Trustees, from among candidates for Trustees at Large proposed by the Executive Committee or by a nominating committee. The names and qualifications of the candidates shall be distributed to members prior to the meeting to afford Members a chance to review the candidates and their qualifications. Trustees at Large shall be elected to the Board of Trustees by an affirmative vote of two-thirds of the members present. In the selection of candidates for the Trustees at Large, the Board of Trustees shall strive to promote diversity in the candidates' gender, age, geographical location, and talents.
- 3.5 TERM. The term of office for Trustees shall be three years except in those instances where a Trustee is elected to fill an unexpired term. One-third of the Trustee membership shall be elected each year, under a three year "Class" system, with classes distributed evenly amongst the Presbytery Appointees and Trustees at Large to the extent practical. The classes shall run the Calendar year. No Trustee may serve for more than two successive three-year terms; a one-year term at the front end or back end of service shall not count against the two three-year term limits. Total years consecutively served, including completion of unexpired terms, shall not exceed seven years. A trustee may be reelected after an absence of one year from the Board.
- 3.6 DATES OF SERVICE. Election of Trustees at Large to the Board of Trustees will normally occur at the Annual Meeting of the Trustees. Those Trustees will assume duties on January 1 of the calendar year following election. Trustees elected to fill an unexpired term may be elected at any regular or special meeting of the Board of Trustees, and they will assume their duties immediately upon election.

- 3.7 **QUALIFICATIONS.** The Trustees must be constantly alert to guard and protect the highest interests and concerns of the Purposes (Article 2) of this corporation. Thus, the Trustees will continually seek to encourage the nomination and election of thoughtful, highly motivated, industrious, competent, and dedicated persons, from various constituencies and with a variety of backgrounds and experiences to benefit the operation of the corporation. No Trustee shall be employed by the corporation on a full or part time basis nor receive remuneration from the corporation for any services rendered during their period of service on the Board. Reimbursement of expenses incurred as a result of Board service shall not be considered remuneration for purposes of this provision.
- 3.8 **DILIGENCE AND ATTENDENCE.** The Trustees must be diligent in their service to the Board, and regularly attend meetings. Should a Trustee be unable to attend a meeting, he or she must seek excusal from the President in advance of the meeting. Whenever a member fails to attend two regular meetings in any twelve month period regardless of excusal, or has failed to attend any regular or special meeting and has not notified the President and been excused from attending by the President, the Board may act by resolution concerning any such member. In the case of a Trustee at large, the Board may request the resignation of the member for cause, and if it is not forthcoming, by resolution remove the member from the Board. In the case of Trustees appointed from the affiliated Presbyteries, the Board may write to the Presbytery concerning the member's lack of diligence and, if appropriate, request that the member be removed and another person appointed in his or her place. A member may be removed for breach of confidentiality or other reason(s) by a vote of two thirds of the remaining members present.
- 3.9 **FINANACIAL SUPPORT.** In addition to the commitment of their time and expertise, Trustees are encouraged and expected to provide financial support to the ministry of the corporation, via charitable contributions, to the extent that they are able to do so.
- 3.10 **RESIGNATION AND REPLACEMENT OF MEMBERS.** Trustees who cannot fulfill their obligations for whatever reason may resign their positions on the Board. All resignations shall be made in writing, addressed to the Seretary of the Board, and shall become active upon tendering. The Board shall strive to expeditiously fill any vacated positions with the intent of keeping all Board positions full at all times to the extent possible.
- 3.11 **CONFIDENTIALITY.** In performing their service for the corporation, the Trustees will be privy to confidential discussions and data, including protected employment information regarding the corporation staff, financial data, proprietary data and trade secrets and other corporate information. The Trustees will keep this data in confidence and will not discuss this data with non authorized personnel. Trustees who violate this trust will be subject to immediate suspension

and possible remove from the Board for cause at the next Board meeting, and may face other disciplinary action, including prosecution, if warranted.

Upon completion of a Trustee's term, he or she shall return all documents, papers, and other materials that may contain confidential information.

ARTICLE 4 – OFFICERS

- 4.1 ELECTIONS. The election of officers shall take place at the Annual Meeting of the Trustees from amount candidates nominated by Members from the floor, or from a slate of officers proposed by the Executive Committee or a nominating committee. If a slate of officers has been proposed by committee, the slate shall be presented to the Members at least ten (10) days prior to the meeting. No candidate shall be accepted for consideration unless they have accepted the nomination, either verbally by their presence or via telephone at the meeting or in writing by correspondence available for inspection by the Members at the meeting. All Officers shall be elected for a term of one year by the approval of at least two thirds of the Members present, and their term shall run with the calendar year following the election.
- 4.2 POSITIONS. The officers of the corporation shall include: President, Vice-President, Secretary, and Treasurer. The President and Vice-President shall be elected from among the Members of the Board. The Secretary and Treasurer may be Members of the Board, or they may be elected from among non Board members who possess the necessary qualifications and expertise to perform the duties of their respective offices. Non Board member officers shall meet the same qualifications and have the same diligence and obligations as Trustees.
- 4.3. PRESIDENT. The President shall preside at all meetings of the corporation and perform such duties as appropriate and incident to that office.
- 4.4 VICE PRESIDENT. The Vice-President shall act in the absence of the President, and in such case, assume and perform the duties of the President.
- 4.5 SECRETARY. The Secretary shall conduct official correspondence, maintain an accurate record of the proceedings, and perform all duties incident to the office.
- 4.6 TREASURER. The Treasurer shall assume and maintain financial oversight responsibility for all funds of the corporation. In this capacity, the Treasurer shall work closely with the Executive Director to insure that:
1. Proper accounting procedures are established and maintained.
 2. The established annual budget is implemented in accordance with the direction of the Trustees and in the best interests of the corporation.
 3. An annual audit report, financial review or compilation is transmitted to the Board and the Presbyteries served.

ARTICLE 5 – MEETINGS

- 5.1 ANNUAL MEETING. An annual meeting of the Board of Trustees shall be held during the month of November or December of each year, at a time and place as designated by the Executive Committee and distributed to all Members at least thirty (30) days prior to the meeting date. The primary purpose of the annual meeting shall be nomination and election of Trustees at Large and the nomination and election of corporation officers.
- 5.2 REGULAR MEETINGS. Regular meetings shall be held quarterly at the call of the President. The time and place of meetings shall be announced at the previous quarterly meeting and distributed to all Members not less than thirty (30) days prior to the meeting date.
- 5.3 SPECIAL MEETINGS. Special meetings of the Trustees may be called at any time by now fewer than a majority of currently serving Trustees, or at the call of the President. All Members shall be notified of all Special meetings and given as much advanced notice as possible, and no action may be taken at any meeting which has not been announced to all currently serving Trustees.
- 5.4 QUORUM. The presence of a majority of currently serving Members of the Board shall constitute a quorum which must be present for business transactions to take place and motions to pass. Any meeting which shall be called to order with a quorum present can continue notwithstanding that one or more Members must leave the meeting early resulting in attendance at the time of the vote being less than the quorum; the vote shall be evaluated as if the quorum was present with the votes of any departed members taken as an abstention.
- 5.5 VOTING. Unless otherwise specified in these bylaws, all votes and actions taken by the Board of Trustees shall be approved by an affirmative vote of a majority of the Members present, counted as stipulated under the section regarding quorum. A trustee must be present at a meeting in order to vote, except as otherwise permitted in this article and in Article 8.
- 5.6 EMAIL COMMUNICATIONS AND VOTING. Email is the preferred method of communication among the Board Members, and may be used for Board communications and notifications required herein. All Members are required to have access to an email account which can be used to send and receive communications to and from the Board, officers, and corporation staff, and shall regularly check this account for Board related messages. Although email is encouraged for committee work and coordination between various Board members, email shall NOT be used for full Board discussions and deliberations due to the significant potential for the email chain to become fragmented and for side discussions to take place without full participation of the Board. Board action

may be taken via an email poll only for actions which have previously been raised and discussed in an Annual, Regular, or Special Board meeting, and in furtherance of a motion made and passed at such meeting to permit future polling of the Board via email to determine their preference on a particular issue which is time sensitive and cannot wait until the next Board meeting. Such polling shall be conducted by the Secretary or the Secretary's designee. The poll will be sent to all Members with a concise and clear description of the issue referencing the date of the meeting when the poll was authorized and clearly describing the intent of yes and no votes. A response must be received from at least 80% of all Members in order for the results of the poll to be effective. All votes shall be recorded and the roll call votes and outcome shall be reported to all Members. The minutes of the next Board meeting shall reflect that the poll was taken and the results of the poll.

- 5.7 MEETING FORMAT. Regular quarterly meetings and the Annual Meeting of the corporation shall be conducted in person, and a quorum of members shall be present at the meeting venue in order to approve motions and conduct business transactions. If additional Members could otherwise not attend the meeting, they may participate in Board discussions, deliberations, and Board votes via teleconference; however, their presence shall not be counted towards the meeting quorum. Special meetings called in accordance with this article may be conducted either in person or by teleconference between individuals or between one or more in-person meetings and individuals connected by teleconference, and the format of the meeting shall be specified when the meeting is called. If a Special meeting via teleconference is called, and provided that a quorum of Members is present on the teleconference, the Board may conduct discussions and deliberations and take action on motions and transact business via the teleconference. However, any vote for action taken via a teleconference meeting shall be taken via roll call vote, and the minimum number of affirmative votes required to pass the action shall be evaluated based on the total number of Members currently serving on the Board, rather than on the number of those Members present on the teleconference.

ARTICLE 6 – COMMITTEES

- 6.1 EXECUTIVE COMMITTEE. The Executive Committee shall be composed of the elected officers of the corporation, chairpersons of Standing Committees, chairpersons of any Special Committees invited by the President, the camp attorney, and the Executive Director. All members of the committee shall be eligible to fully engage in the discussions and deliberations of the committee; however, only those members duly elected or appointed to the Board of Trustees shall participate in Executive Committee votes.
- 6.2 STANDING COMMITTEES. The Board of Trustees shall have the following Standing Committees to facilitate the corporate purposes and to maintain the highest degree of effectiveness:
1. Finance
 2. Personnel

3. Executive
4. Governance
5. Development
6. Property

The President, in consultation with the Executive Director, shall appoint the committee chairpersons and members as soon as possible after the President assumes office. The President, in consultation with the committee chairperson, may appoint a vice-chairperson for that committee.

- 6.3 SPECIAL COMMITTEES. The President may appoint special committees from time to time, as the President deems necessary, and may invite leaders of special committees to be members of the Executive Committee.
- 6.4 COMMITTEE MEMBERSHIP. The President shall seek to involve each Trustee in the work of at least one of the Standing or Special Committees. Committee membership, whether Standing or Special, need not be limited to members of the Board of Trustees.
- 6.5 COMMITTEE OPERATIONS. Committees may perform their work in face to face meetings, via telephone or teleconference, via email discussion or through other means as determined by the chairperson in consultation with the committee members. Care shall be taken in all committee deliberations and actions to ensure that the voices of all committee members are considered. Quorums for committee actions shall ordinarily be considered to be two thirds of committee membership, and actions shall be approved by an affirmative vote of a majority of members present.

ARTICLE 7 – LIASON

- 7.1 SYNOD OF THE NORTHEAST. The Executive Director shall act as liaison with appropriate agencies of the Synod of the Northeast.
- 7.2 PRESBYTERIES SERVED. Presbytery Appointees to the Board of Trustees shall serve as the Liaison between the Board of Trustees and the respective Presbytery, and shall assist the Executive Director in the coordination with the Presbytery.
- 7.3 MINUTES AND REPORTS. Minutes and reports of the Presbyterian Camps and Conferences, Inc. shall ordinarily be made available to the Executives of Presbyteries being served, upon their request.

ARTICLE 8 – AMENDMENTS

- 8.1. These By-Laws may be amended or supplemented at any annual, regular, or special meeting, by an affirmative vote of no fewer than two thirds of the

currently serving Trustees of the corporation, providing that thirty (30) days notice be given of such amendments, with written proxies allowed.

Original By-Laws adopted 1952 by the Synod of the New Jersey.

Minor Revision adopted October 1962

Minor Revision adopted October 1964

Minor Revision adopted January 10, 1976

Minor Revision adopted December 4, 1976

Major Revision adopted December 2, 1978

Minor Revision adopted March 20, 1981

Minor Revision adopted October 1991

Major Revision adopted May 1997

Minor Revision adopted December 2010

Major Revision and Reformatting adopted February 8, 2014

PCCI/Johnsonburg Presbyterian Center (“Johnsonburg”) CONFLICT OF INTEREST STATEMENT

No member of the Board of Directors, or any of its Committees, shall derive any personal profit or gain, directly or indirectly, by reason of his or her participation with Johnsonburg. Each individual shall disclose to Johnsonburg any personal interest which he or she may have in any matter pending before Johnsonburg and shall refrain from participation in any decision on such matter.

Any member of the Board, any Committee, or Staff who is an officer, board member, a committee member, or staff member of a client organization or vendor of Johnsonburg shall identify his or her affiliation with such agency or agencies; further, in connection with any committee or board action specifically directed to that agency, s/he shall not participate in the decision affecting that agency and the decision must be made and/or ratified by the full board.

Any member of the Board, any Committee, Staff, and certain Consultants shall refrain from obtaining any list of clients for personal or private solicitation purposes at any time during the term of their affiliation.

At this time, I am a board member, committee member, or an employee of the following organizations:

Now this is to certify that I, except as described below, am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or other activity with any vendor, supplier, or other party doing business with Johnsonburg which has resulted or could result in personal benefit to me.

2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind or any free service or discounts or other fees from or on behalf of any person or organization engaged in any transaction with Johnsonburg.

Any exceptions to 1 or 2 above are stated below with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with Johnsonburg.

Date:

Signature:

Printed:



Johnsonburg Camp and Retreat Center
Personnel Policies, Practices & Benefits Handbook

Published: May 8, 2017

Table of Contents

NO.	POLICY TITLE	EFFECTIVE DATE
1. INTRODUCTION		
1.1	Changes in Policy	04-05-2017
1.2	Handbook Disclaimer	04-05-2017
1.3	Welcome Message	04-05-2017
2. GENERAL EMPLOYMENT		
2.1	At-Will Employment	04-06-2016
2.2	Immigration Law Compliance	04-06-2016
2.3	Equal Employment Opportunity	04-05-2017
2.4	Employee Grievances	04-06-2016
2.5	Internal Communication	04-05-2017
2.6	Outside Employment	04-05-2017
2.7	Anti-Retaliation and Whistleblower Policy	04-05-2017
2.8	Equal Employment Opportunity (New Jersey Employees)	05-08-2017
2.9	Whistleblower Protection (New Jersey Employees)	05-08-2017
3. EMPLOYMENT STATUS & RECORDKEEPING		
3.1	Employment Applications	01-01-2016
3.2	Requirements for Employment	04-05-2017
3.3	Staff Reference Checks	04-05-2017
3.4	Employment Classifications	04-05-2017
3.5	Employment of Minors	04-05-2017
3.6	Probationary Period	04-05-2017
3.7	Termination of Employment	04-05-2017
3.8	Personnel Data Changes	04-05-2017
3.9	Personnel and Medical Records	04-05-2017
3.10	Your Job Responsibilities	05-31-2016
3.11	Performance Appraisals	04-05-2017
3.12	Expense Reimbursement	04-05-2017
3.13	Employees Personal Vehicles	05-31-2016
3.14	Operation of Organization's Vehicles	05-31-2016
3.15	Employment Classifications	05-08-2017
4. COMPENSATION		
4.1	General Policy	04-05-2017
4.2	Pay Advances	04-05-2017
4.3	Housing	04-05-2017
4.4	Meals	04-05-2017
4.5	Gifts and Gratuities	04-05-2017
5. WORKING CONDITIONS & HOURS		
5.1	Company Hours	04-05-2017

5.2	Emergency Closing	04-05-2017
5.3	Safety	04-06-2016
5.4	Security	04-05-2017
5.5	Meal & Break Periods	04-05-2017
5.6	Break Time for Nursing Mothers	04-05-2017
5.7	Coordination of Work Schedules	04-05-2017
5.8	Parking	05-08-2017
6. EMPLOYEE BENEFITS		
6.1	Paid Time Off (PTO)	04-05-2017
6.2	Holidays	01-01-2016
6.3	Bereavement Leave	04-05-2017
6.4	Health Insurance	04-05-2017
6.5	Health Insurance Continuation	01-01-2016
6.6	Life Insurance	04-05-2017
6.7	Retirement Plan	04-05-2017
6.8	Unemployment Insurance	01-01-2016
6.9	Workers' Compensation	04-05-2017
6.10	Continuing Education	04-05-2017
6.11	Military Leave	04-05-2017
6.12	Jury Duty	01-01-2016
6.13	Domestic Violence Leave	04-05-2017
6.14	Emergency Response Leave	04-05-2017
6.15	Paid Family Leave	04-05-2017
6.16	Pregnancy Accommodation Policy	04-05-2017
6.17	Paid Time Off (PTO)	05-08-2017
7. EMPLOYEE CONDUCT		
7.1	Standards of Conduct	04-05-2017
7.2	Confidentiality	04-05-2017
7.3	Computer, Email & Internet Usage	04-05-2017
7.4	Expenditures	04-05-2017
7.5	Disciplinary Action	04-05-2017
7.6	Drug & Alcohol Use	04-05-2017
7.7	Sexual & Other Unlawful Harassment	04-05-2017
7.8	Workplace Violence	04-05-2017
7.9	Personal Appearance	04-05-2017
7.10	Personal Property	01-01-2016
7.11	Smoking	01-01-2016
7.12	Telephone Usage	04-05-2017
7.13	Use of Johnsonburg Property	04-05-2017
7.14	Visitors in the Workplace	04-05-2017
8. TIMEKEEPING & PAYROLL		
8.1	Attendance & Punctuality	04-05-2017

8.2	Timekeeping	04-05-2017
8.3	Pay day s	04-05-2017
8.4	Pay roll Deductions	04-06-2016

1. Introduction

1.1 Changes in Policy

Change at Johnsonburg Camp and Retreat Center is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Johnsonburg Camp and Retreat Center, and after those dates all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Business Manager.

1.2 Handbook Disclaimer

The contents of this handbook serve only as guidelines and supersede any prior handbook. Neither this handbook, nor any other policy or practice, creates an employment contract, nor an implied or express promise of continued employment with the Organization. Employment with Johnsonburg Camp and Retreat Center is "AT-WILL." This means employees of Johnsonburg Camp and Retreat Center may terminate the employment relationship at any time, for any reason, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Johnsonburg Camp and Retreat Center for any set period of time.

The Organization has the right, with or without notice, in an individual case or generally, to change any of the policies in this handbook, or any of its guidelines, policies, practices, working conditions or benefits at any time. No one is authorized to provide any employee with an employment contract or special arrangement concerning terms or conditions of employment unless the contract or arrangement is in writing and signed by the Executive Director and the employee.

1.3 Welcome Message

Dear Employee,

Welcome to Johnsonburg Camp and Retreat Center! We are pleased with your decision to join our team.

Johnsonburg is committed to providing superior quality hospitality to every guest and camper. We believe

each employ ee contributes to the success and growth of the organization through top notch food serv ice, facilities and interactions with our guests.

Mission Statement for Johnsonburg:

"To provide a place apart where all people can experience God's love within a welcoming Christian community".

A sacred place such as this cannot adequately fulfill its mission without competent personnel. We are pleased that y ou hav e chosen to use y our gifts and talents to help fulfill our mission.

This employ ee handbook contains general information on our policies, practices, and benefits. Please read it carefully . If y ou hav e questions regarding the handbook, please discuss them with me or the Business Manager.

Welcome aboard. We look forward to working with y ou!

Sincerely ,

Elise Bates Russell
Ex ecutiv e Director

2. General Employment

2.1 At-Will Employment

Employment with Johnsonburg Camp and Retreat Center is "at-will." This means employees are free to resign at any time, with or without cause, and Johnsonburg Camp and Retreat Center may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Johnsonburg Camp and Retreat Center for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by Johnsonburg Camp and Retreat Center, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between Johnsonburg Camp and Retreat Center and any of its employees.

2.2 Immigration Law Compliance

Johnsonburg Camp and Retreat Center is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Johnsonburg Camp and Retreat Center within the past three years, or if their previous I-9 is no longer retained or valid.

Johnsonburg Camp and Retreat Center may participate in the federal government's electronic employment verification system, known as "E-Verify." Pursuant to E-Verify, Johnsonburg Camp and Retreat Center provides the Social Security Administration, and if necessary, the Department of Homeland Security with information from each new employee's Form I-9 to confirm work authorization.

2.3 Equal Employment Opportunity

Johnsonburg Camp and Retreat Center is an Equal Opportunity Employer. Employment opportunities at Johnsonburg Camp and Retreat Center are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to race, religion, sex, pregnancy, childbirth or related medical conditions, national origin, age, veteran status, disability, genetic information (including the refusal to submit to genetic testing), atypical cellular or blood trait, unemployment status (with respect to job advertisements), affectional or sexual orientation, gender identity or expression, marital (including domestic partnership, or civil union) status, lawful activity outside the workplace during non-work hours (such as the use of tobacco products), or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, lay off, access to benefits and training, and all other conditions and privileges of employment.

The Organization will provide reasonable accommodations as necessary and where required by law so long as the accommodation does not pose an undue hardship on the business. This policy is not intended to afford employees with any greater protections than those which exist under federal, state or local law.

Johnsonburg Camp and Retreat Center strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment, or participates in an investigation of such report. Johnsonburg Camp and Retreat Center will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy.

2.4 Employee Grievances

It is the policy of Johnsonburg Camp and Retreat Center to maintain a harmonious workplace environment. Johnsonburg Camp and Retreat Center encourages its employees to express concerns about work-related issues, including workplace communication, interpersonal conflict, and other working conditions.

Employees are encouraged to raise concerns with their supervisors. If not resolved at this level, an employee may submit, in writing, a signed grievance to the Business Manager.

After receiving a written grievance, Johnsonburg Camp and Retreat Center may hold a meeting with the employee, the immediate supervisor, and any other individuals who may assist in the investigation or resolution of the issue. All discussions related to the grievance will be limited to those involved with, and who can assist with, resolving the issue.

Complaints involving alleged discriminatory practices shall be processed in accordance with Johnsonburg Camp and Retreat Center's Sexual and other Unlawful Harassment Policy.

Johnsonburg Camp and Retreat Center assures that all employees filing a grievance or complaint can do so without fear of retaliation or reprisal.

2.5 Internal Communication

Effective and ongoing communication within Johnsonburg Camp and Retreat Center is essential. As such, the Organization maintains systems through which important information can be shared among employees and management.

Bulletin/white boards are posted in designated areas of the Office to display important information and announcements. In addition, Johnsonburg Camp and Retreat Center uses email/text messages to facilitate communication and share access to documents through Google Drive. For information on appropriate email and internet usage, employees may refer to the Computer, Email, and Internet Usage policy.

All employees are responsible for checking internal communications on a frequent and regular basis. Employees should consult their supervisor with any questions or concerns on information disseminated.

2.6 Outside Employment

Employees may hold outside jobs as long as the employee meets the performance standards of their position with Johnsonburg Camp and Retreat Center.

Unless an alternative work schedule has been approved by Johnsonburg Camp and Retreat Center, employees will be subject to the Organization's scheduling demands, regardless of any existing outside work assignments; this includes availability for overtime when necessary.

Johnsonburg Camp and Retreat Center's property, office space, equipment, materials and any other confidential information may not be used for any purposes relating to outside employment.

2.7 Anti-Retaliation and Whistleblower Policy

This policy is designed to protect employees and address Johnsonburg Camp and Retreat Center's commitment to integrity and ethical behavior. In accordance with anti-retaliation and whistleblower protection regulations, including the Conscientious Employee Protection Act, Johnsonburg Camp and Retreat Center will not tolerate any retaliatory action against an employee who:

- Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer, or another employer with whom there is a business relationship, that the employee reasonably believes is a violation of a law, rule or regulation;
- Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, rule, or regulation by the employer or another employer with whom there is a business relationship;
- Provides information involving the deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any government entity;
- Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity;
- Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:

1. Is a violation of a law, rule or regulation;

2. Is fraudulent or criminal; or

3. Is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment.

- Makes a good faith complaint, or threatens to make a good faith complaint, regarding a violation of the law by Johnsonburg, a Johnsonburg employee, or any legal entity under contract with Johnsonburg, including discriminatory or other unfair employment practices;
- Makes a good faith complaint, or threatens to make a good faith complaint, regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting; or
- Makes a good faith report, or threatens to make a good faith report, of a violation that endangers the health or safety of an employee, patient, client or customer, environment or general public;

If you have any questions or need additional information regarding your rights and responsibilities under this Act, please contact the Business Manager or Executive Director.

2.8 Equal Employment Opportunity (New Jersey Employees)

Johnsonburg Camp and Retreat Center is an Equal Opportunity Employer. Employment opportunities at

Johnsonburg Camp and Retreat Center are based upon one's qualifications and capabilities to perform the essential functions of a particular job. All employment opportunities are provided without regard to:

- Race
- Religion
- Creed
- Color
- Sex
- Pregnancy , childbirth or related medical conditions
- National origin
- Age
- Ancestry
- Veteran status
- Liability for military service
- Disability
- Atypical cellular or blood trait
- Genetic information (including the refusal to submit to genetic testing)
- Unemployment status (with respect to job advertisements)
- Affectional or sexual orientation
- Gender identity or expression
- Marital, domestic partnership, or civil union status
- Lawful activity outside the workplace during non-work hours, such as the use of tobacco products
- Any other characteristic protected by law

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, recruitment, hiring, selection, job assignment, promotions, transfers, compensation, discipline, termination, lay off, access to benefits and training, and all other conditions and privileges of employment.

Johnsonburg Camp and Retreat Center strongly urges the reporting of all instances of discrimination and harassment, and prohibits retaliation against any individual who reports discrimination, harassment or participates in an investigation of such report. Johnsonburg Camp and Retreat Center will take appropriate disciplinary action, up to and including immediate termination, against any employee who violates this policy .

2.9 Whistleblower Protection (New Jersey Employees)

The Conscientious Employee Protection Act prohibits an employer from taking any retaliatory action against

an employ ee because the employ ee does, among others, any of the following:

- Discloses, or threatens to disclose, to a superv isor or to a public body an activ ity , policy or practice of the employ er, or another employ er with whom there is a business relationship, that the employ ee reasonably believ es is a v iolation of a law, rule or regulation;
- Prov ides information to, or testifies before, any public body conducting an inv estigation, hearing or inquiry into any v iolation of law, rule, or regulation by the employ er or another employ er with whom there is a business relationship;
- Prov ides information inv olv ing the deception of, or misrepresentation to, any shareholder, inv estor, client, patient, customer, employ ee, former employ ee, retiree or pensioner of the employ er or any government entity ;
- Prov ides information regarding any perceiv ed criminal or fraudulent activ ity , policy or practice of deception or misrepresentation which the employ ee reasonably believ es may defraud any shareholder, inv estor, client, patient, customer, employ ee, former employ ee, retiree or pensioner of the employ er or any gov ernmental entity ; or
- Objects to, or refuses to participate in, any activ ity , policy or practice which the employ ee reasonably believ es:
 - Is a v iolation of a law, rule or regulation;
 - Is fraudulent or criminal; or
 - Is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the env ironment.

The Organization has designated the Business Manager as the contact person to answer y our questions or prov ide additional information regarding y our rights and responsibilities under this Act.

3. Employment Status & Recordkeeping

3.1 Employment Applications

Johnsonburg Camp and Retreat Center relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications or material omissions in any of this information may result in Johnsonburg Camp and Retreat Center exclusion of the individual from further consideration for employment, or if the person has been hired, termination of employment. A minimum of three references is required.

3.2 Requirements for Employment

The following are requirements for employment with Johnsonburg Camp and Retreat Center:

1. Must have a valid Social Security Number
2. Must complete a W-4 form
3. Must complete Form I-9 and submit the proper documentation of identification
4. Must have completed an employment application
5. Must have completed an emergency contact form
6. Must show good health and freedom from any physical problems which could interfere with adequate performance of the Employee's scheduled or planned duties.
7. Dining Service Employees must meet federal, state and local health agency requirements.
8. Must remain insurable under Johnsonburg Camp and Retreat Center general liability and vehicle insurance policies. If any Employee is declared un-insurable by Johnsonburg Camp and Retreat Center insurance, the Employee may be considered ineligible for further employment and could be considered to have voluntarily terminated his/her employment as of the date of notification by the insurance company of un-insurability
9. A criminal background check must be satisfactory
10. Drug/Substance testing must be negative (see section 7.6 Drug and Alcohol Use)
11. Must read and sign the acknowledgement that the Johnsonburg Camp and Retreat Center Sexual Misconduct and Other Unlawful Harassment Policy has been received and read
12. Must read and sign the acknowledgement that the Personnel Policies, Practices and Benefits Handbook has been received and read
13. Must read and sign a copy of the job description for the position for which the Employee is being

hired

14. If eligible, complete and sign the necessary forms for the Board of Pensions benefit plan within 15 days of employment

3.3 Staff Reference Checks

To ensure that individuals who join Johnsonburg Camp and Retreat Center are well qualified and have a strong potential to be productive and successful, it is the policy of Johnsonburg Camp and Retreat Center to check employment references of all applicants.

The Business Manager will respond to all reference check inquiries from other employers. Authorized personnel responding to such inquiries will confirm only dates of employment and position held.

3.4 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, Johnsonburg classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with Johnsonburg or if your job responsibilities change, you will be informed by the Business Manager of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work greater or equal to 37.50 hours per week. Generally, regular full-time employees are eligible for Johnsonburg's benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work less than 37.50 hours per week. Regular part-time

employees are not eligible for Presbyterian Johnsonburg's benefit programs.

Summer Seasonal Employees:

Johnsonburg hires employees who work pre-summer to help prepare camp for summer, operate summer camp and post-summer to make the changeover for fall guests.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by Johnsonburg, of a change.

Independent Contractor:

Retained for a specific task and/or a specific period of time, and are performing work under a written contract or verbal agreement. Not an employee.

Volunteer:

Johnsonburg frequently utilizes the services of volunteers who are not compensated for their work other than for valid business expenses in accordance with the IRS guidelines.

3.5 Employment of Minors

As a general rule, Employees of Johnsonburg Camp and Retreat Center are 18 years of age or older. Younger persons may be hired, usually under special conditions such as summer staff or on-call arrangements. Advance approvals and arrangements, including required work permits, must be coordinated with the Business Manager, Program Director or Executive Director.

3.6 Probationary Period

For all newly-hired regular biweekly employees the Probationary Period is the first 90 days of employment with Johnsonburg. This 90-day period is used to determine if performance is satisfactory and if employment should be continued.

New employees should be informed of the Probationary Period at the time that the offer of employment is

made.

During the Probationary Period, supervisors are encouraged to meet regularly with the employ ee to:

- Make clear the job responsibilities, performance standards and workplace practices;
- Assess employ ee performance, and indicate areas that need improv ement;
- Determine if the employ ee should be continued in the position.

Superv isors should consult with the Ex ecutiv e Director on the status of the probationary employ ee, particularly if there are problems relating to the employ ee's performance.

Discipline & Termination. During the 90-day Probationary Period, if the decision is not to continue employment because of poor performance, the individual's employment is terminated.

Extension of the There may be occasions when it is appropriate to extend the Probationary Period beyond 90 days; for example, when the 90-day period is interrupted by a short-term disability.

Probationary Period Supervisors who believe that an extension of the Probationary Period is warranted should consult with the Executive Director to determine need, and the terms and timeframe under which the Probationary Period should be extended.

3.7 Termination of Employment

Termination of employ ment is an inev itable part of personnel activ ity within any organization, and many of the reasons for termination are routine. Common circumstances under which employ ment is terminated include, but are not limited to, the following:

- Resignation - Voluntary employ ment termination initiated by an employ ee.
- Termination - Inv oluntary employ ment termination initiated by Johnsonburg. In most cases, Johnsonburg will use progressiv e disciplinary actions before dismissing an employ ee. Howev er, certain actions warrant immediate termination.
- Lay off - Inv oluntary employ ment termination initiated by Johnsonburg for non-disciplinary reasons.
- Retirement - Voluntary employ ee termination upon eligibility for retirement.

Employ ees who intend to terminate employ ment with Johnsonburg, shall prov ide Johnsonburg with at least two weeks of written notice. Such notice is intended to allow Johnsonburg time to adjust to the employ ee's departure without placing undue burden on those employ ees who may be required to fill in before a replacement can be found.

Since employment with Johnsonburg is based on mutual consent, both the employ ee and Johnsonburg hav e the right to terminate employ ment at-will, with or without cause, at any time.

In the case of employ ee termination, the employ ee will receiv e their accrued pay in accordance with all federal, state and local laws.

Any employ ee who terminates employ ment with Johnsonburg shall return all files, records, key s, credit cards, and any other materials that are the property of Johnsonburg.

Employ ee benefits will be affected by employ ment termination in the following manner:

- All accrued v ested benefits that are due and pay able at termination will be paid in accordance with applicable federal, state and local laws.
- Some benefits may be continued at the employ ee's ex pense, if the employ ee elects to do so, such as health care cov erage.
- The employ ee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

If y ou hav e any questions or concerns regarding this policy , direct them to the Business Manager.

3.8 Personnel Data Changes

It is the responsibility of each employ ee to promptly notify their superv isor or the Business Manager of any changes in personnel data. Such changes may affect y our eligibility for benefits, the amount y ou pay for benefit premiums, and y our receipt of important company information.

If any of the following hav e changed or will change in the coming future, contact y our superv isor or the Business Manager as soon as possible:

- Legal name
- Mailing address
- Telephone number(s)
- Change of beneficiary
- Ex emptions on y our tax forms
- Emergency contact(s)
- Training certificates (and ex piration date/s)
- Professional licenses (and ex piration date/s)

3.9 Personnel and Medical Records

The information recorded in your personnel file is extremely important to you and Johnsonburg Camp and Retreat Center. You may add your version of any disputed item to your file. The personnel files are located in the administrative office.

Johnsonburg Camp and Retreat Center will restrict disclosure of your personnel file to authorized individuals. Any request for information from personnel files must be directed to the Business Manager. Only the Executive Director is authorized to release information about current or former employees. Disclosure of personnel information to outside sources will be limited; however, Johnsonburg Camp and Retreat Center will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting investigations.

Health and medical records are not included in your personnel file. These records are confidential. Johnsonburg Camp and Retreat Center will safeguard them from disclosure and will divulge such information only as follows:

1. As allowed by law
2. To the Employee's personal physician upon written request or permission of the Employee
3. As requested for worker's compensation cases

Your personnel file is available for your review at Johnsonburg Camp and Retreat Center during regular business hours. Contact the Business Manager to make an appointment. An examination of your personnel file must be done in the presence of the Business Manager. No document may be removed from the personnel file. Only documents with your signature may be copied.

3.10 Your Job Responsibilities

Upon employment all Employees will be given a job description. During the first 90 days of employment the Business Manager or your Supervisor will explain your specific job responsibilities and the performance standards expected of you. These job responsibilities, however, are descriptions of essential or core job functions only, and all Employees are expected to be flexible and perform additional duties and responsibilities from time to time. If, after a period of time, the additional duties and responsibilities remain a significant part of the assignment, your job responsibilities may be changed to reflect such fact. Your specific job description will be attached to the back of this manual.

Johnsonburg Camp and Retreat Center reserves the right, at any time, with or without notice, to alter or change your job responsibilities; reassign or transfer job positions or assign you additional jobs.

3.11 Performance Appraisals

The Executive Director will complete appraisal forms annually for each Salaried Employee. The Executive Director will review and discuss the appraisal with the Salaried Employee and each sign and date the document.

The Business Manager will ensure that Supervisors of Full Time and Part Time Employees are given appraisal forms to be completed annually for each employee. The Supervisor will review and discuss the appraisal with the Employee and the Supervisor and Employee will each sign and date the document.

Performance reviews will include a discussion of Employee performance goals, areas of positive contribution and areas for improvement. During discussion of the review, the Employee will be given the opportunity to bring up any concerns she/he may have.

The Executive Director will share written reviews with the Personnel Committee of the Board of Trustees annually.

3.12 Expense Reimbursement

Johnsonburg Camp and Retreat Center employees for necessary expenditures and reasonable costs incurred in the course of doing their jobs. Reimbursable expenses incurred by employees must be approved in advance by the Business Manager. Reimbursable expenses incurred by the Business Manager must be approved in advance by the Executive Director. Reimbursable expenses incurred by the Executive Director must be approved in advance by the President of the Board of Trustees.

Some expenses that may warrant reimbursement include, but are not limited, to the following: mileage costs, air or ground transportation costs, lodging, meals for the purpose of carrying out company business, and any other reimbursable expenses as required by law. Employees are expected to make a reasonable effort to limit business expenses to economical options.

To be reimbursed, employees must submit expense reports to the Business Manager for approval. The report must be accompanied by receipts or other documentation substantiating the expenses. Questions regarding this policy should be directed to your supervisor.

3.13 Employees Personal Vehicles

All Employees who drive and park their personal vehicles do so at their own risk. Johnsonburg Camp and Retreat Center is not responsible for any accidents, parking violations, traffic citations, injuries or theft from the Employee's automobile or liability incurred by the Employee while driving their personal vehicle to and from work. This means that if you are involved in a traffic accident while driving your personal vehicle in the course of business you are responsible for any property damage and personal injuries. If you drive your personal vehicle in the course of work and become involved in a traffic accident, your claim must be resolved through your own insurance policy.

An Employee who has been authorized to drive Johnsonburg Camp and Retreat Center vehicles and who operates his or her own or other non-camp vehicle for Johnsonburg Camp and Retreat Center business, will be required to maintain his or her own insurance.

3.14 Operation of Organization's Vehicles

Before an employee may be authorized to operate a vehicle that is owned or operated by Johnsonburg Camp and Retreat Center, the Employee must present a valid driver's license, or an International Driver's License. An Authorization for Operating a Johnsonburg Camp and Retreat Center Vehicle application will be completed and signed by the Employee and will be approved by the Business Manager before and Employee may operate a camp vehicle. Such operator will be covered, when on driving duty for Johnsonburg Camp and Retreat Center, by motor vehicle insurance program of Johnsonburg Camp and Retreat Center.

3.15 Employment Classifications

For purposes of salary administration and eligibility for overtime payments and employee benefits, Johnsonburg Camp and Retreat Center classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with Johnsonburg Camp and Retreat Center or if your job responsibilities change, you will be informed by the Business Manager of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

Full-Time:

Full-time employees are regularly scheduled to work greater or equal to 37.50 hours per week. Generally, regular full-time employees are eligible for Johnsonburg Camp and Retreat Center's benefits, subject to the terms, conditions, and limitations of each benefit program.

Part-Time:

Part-time employees are regularly scheduled to work less than 37.50 hours per week. Regular part-time employees may be eligible for some Johnsonburg Camp and Retreat Center benefit programs, subject to the terms, conditions, and limitations of each benefit program.

Temporary:

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified, by Johnsonburg Camp and Retreat Center Management, of a change.

4. Compensation

4.1 General Policy

It is the intention of Johnsonburg Camp and Retreat Center to remain as competitive as possible in salaries, benefits and allowances in comparison with similar positions in comparable camps in the local area. Salary and wages are based upon the nature of the job, job performance, length of service and camp budget.

Compensation for each year is to be documented in an Annual Pay roll Budget and approved by the Personnel Committee of the Board of Trustees.

4.2 Pay Advances

It is the policy of Johnsonburg Camp and Retreat Center not to grant pay advances except in an extreme emergency and only by the permission of the Executive Director in consultation with the Personnel Committee of the Board of Trustees.

4.3 Housing

In those instances where housing is furnished to a year-round employee as a condition of employment, such house will be valued at an amount consistent with the guidelines of the Presbyterian Board of Pensions. Any such provided residence will be maintained according to the Johnsonburg Housing Contract, signed by such employee.

The Property Committee of the Board of Trustees will visit staff housing periodically to review needs and maintenance issues. The Johnsonburg administration and the Board reserve the right to inspect any property housing for possible safety issues or employee misuse.

4.4 Meals

Meals may be furnished to staff members on duty or in residence when the food service function is available. Such staff members are permitted to bring family living on site and occasional guests when there is space and sufficient food (Dining Services Manager must be notified ahead of time).

4.5 Gifts and Gratuities

No employee will receive a gift or gratuity from any person for any Johnsonburg Camp and Retreat Center related function. If a tip is offered, please say something along the lines of, "We can't accept gratuities, but you can make a contribution to the camp in the office. Thanks!"

5. Working Conditions & Hours

5.1 Company Hours

Johnsonburg Camp and Retreat Center is open for business from Monday - Friday , approximately Monday - Friday 09:00 AM to 05:00 PM. This excludes holidays recognized by Johnsonburg Camp and Retreat Center. The standard workweek is 37.50 hours.

However, due to the nature of a hospitality business, staff are on site or on call 24 hours a day , 7 days a week. Staff are present when guests and/or campers are on site.

5.2 Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can affect operations at Johnsonburg. In extreme cases, these circumstances may require the closing of the camp. The decision to close or delay regular operations will be made by Executive Director.

When a decision is made to close the office, employees will receive official notification from their supervisor.

5.3 Safety

Johnsonburg Camp and Retreat Center is committed to providing a clean, safe, and healthful work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Johnsonburg Camp and Retreat Center and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards, cause hazardous or dangerous situations, or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in injury , regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor.

Questions regarding this policy should be directed to your supervisor or the Business Manager.

5.4 Security

The purpose of Johnsonburg Camp and Retreat Center's security policy is to protect Johnsonburg's assets and to maintain a safe working environment for all employees.

Facility Access:

Johnsonburg employees will be issued a key to gain access to Johnsonburg facilities, as needed and per their position. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible. Upon separation from Johnsonburg, and at any other time upon Johnsonburg's request, all keys must be returned to your supervisor.

Upon separation from Johnsonburg Camp and Retreat Center, and at any other time upon Johnsonburg Camp and Retreat Center's request, all keys must be returned to your supervisor.

5.5 Meal & Break Periods

In accordance with state and local laws, non-exempt employees will be provided with meal and break periods. Break periods of less than 20 minutes will be paid. Break periods lasting longer than 20 minutes will be unpaid.

Non-exempt employees must be fully relieved of their job responsibilities and are not permitted to work during unpaid break and meal periods of more than 20 minutes. If for any reason a non-exempt employee does not take the applicable meal and rest period that they are provided, the employee must notify his or her supervisor immediately.

Johnsonburg Camp and Retreat Center will schedule meal and break periods in order to accommodate operating requirements of the facility.

5.6 Break Time for Nursing Mothers

If an employee wishes to express breast milk during the workday they should contact the Business Manager and mutually acceptable accommodations that comply with all applicable laws will be made.

5.7 Coordination of Work Schedules

If you need time away from your job or a short term change in your normal work schedule, you are expected to advise your supervisor to determine if a mutually agreeable solution can be reached.

5.8 Parking

Johnsonburg Camp and Retreat Center provides parking for employees in the building parking lot. There should be ample space for all employees. Employees may only park in open spaces or those designated for use by Johnsonburg Camp and Retreat Center. Vehicles parked in spaces designated for private use will be towed at the owner's expense.

6. Employee Benefits

6.1 Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

PTO will become available to eligible employees after the first six months of employment.

Only Full-time employees are eligible to earn and use PTO as described in this policy.

PTO is earned according to the following schedule:

- Management Personnel – 22 PTO Days
- Non-management FT Personnel – 17 PTO Days

Note that PTO will start over on January 1st each year. PTO does not carry over from the previous year.

The PTO days will be adjusted for new employees at their hire date depending on the time left in the year.

Example: Hire date is June 1st. Only ½ of the PTO days will be allowed to be taken for the remainder of that year.

To the extent permitted by state and local laws, employees must use their earned time prior to December 31 of the calendar year; otherwise the time will be forfeited.

Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of NJ state law. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

6.2 Holidays

Johnsonburg Camp and Retreat Center observes the following paid holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Good Friday
- Memorial Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Due to the nature of our business, Johnsonburg Camp and Retreat Center may require employees to work on a holiday. Employees required to work on holidays will be paid holiday pay in accordance with applicable laws.

6.3 Bereavement Leave

Bereavement leave provides paid time off for eligible employees (full-time employees only) in the event of a death in their immediate family.

An immediate family member for purposes of Johnsonburg Camp and Retreat Center's bereavement leave policy includes the following:

- Spouse
- Child (including foster children and step-children)
- Parent (including legal guardian and step-parent)
- In-laws (including mother and father-in-laws and brother and sister-in-laws)
- Grandparent
- Grandchild
- Sibling
- Same-sex partner

Eligible employees are entitled to 3 days paid time off for a death in the immediate family .

Because of the deep impact that death can have on an individual or a family , additional unpaid time off may be granted on a discretionary basis. Such arrangements must be approved by the employee's supervisor and the Executive Director.

To be eligible for paid time off for bereavement, employees are expected to notify their supervisors at the earliest opportunity so that the supervisor can try to arrange coverage for the employee's absence. In addition, Johnsonburg Camp and Retreat Center may require verification of the need for the leave.

6.4 Health Insurance

Johnsonburg Camp and Retreat Center's health insurance benefits are intended to protect you and your family from financial loss resulting from hospital, surgical, or other health-related expenses.

Eligible employees may elect to begin health insurance benefits immediately .

This policy provides a summary of the benefits which may be provided at the Johnsonburg's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully .

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents have precedence. Johnsonburg reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific health insurance plans offered through Johnsonburg Camp and Retreat Center, as well as copies of the plan documents, contact the Business Manager.

6.5 Health Insurance Continuation

The Consolidated Omnibus Budget Reconciliation Act (COBRA) is a federal law that requires most employers sponsoring group health plans to offer a temporary continuation of group health coverage when coverage would otherwise be lost due to certain specific events.

Through COBRA, employees and their qualified beneficiaries have the right to continue group health insurance coverage after a "qualifying event." The following are qualifying events:

- Resignation or termination of the employee

- Death of the covered employee
- A reduction in the employee's hours
- For spouses and eligible dependents, the employee's entitlement to Medicare
- Divorce or legal separation of the covered employee and his or her spouse
- A dependent child no longer meeting eligibility requirements under the group health plan

Under COBRA, the employee or beneficiary pays the full cost of health insurance coverage at Johnsonburg Camp and Retreat Center's group rates plus an administration fee.

Notification Requirements:

The employee, or family member, has the responsibility to inform the Business Manager of a divorce, legal separation, or a child losing dependent status within 60 days of the event. Johnsonburg Camp and Retreat Center has the responsibility to notify the Plan Administrator of the employee's death, termination of employment, or reduction in hours.

Once the notification has been made to the Plan Administrator, the Plan Administrator will inform the employee that he or she has the right to choose continuation of coverage. If employees choose to continue coverage, Johnsonburg Camp and Retreat Center is required to provide coverage that is identical to the coverage provided under the plan to similarly situated employees or family members.

Period of Coverage:

Continuation of coverage is extended from the date of the qualifying event for a period of 18 to 36 months. The length of time for which continuation coverage is made available (i.e., the "maximum period" of continuation coverage) depends on the type of qualifying event that gave rise to the employee's COBRA rights.

An employee's continuation of coverage may be cut short for any of the following reasons:

- Johnsonburg Camp and Retreat Center no longer provides group health coverage to any of its employees
- The premium for the employee's continuation coverage is not paid in full on a timely basis
- The employee becomes covered under another group health plan that does not contain any exclusion or limitation with respect to any pre-existing condition
- The employee becomes entitled to Medicare

This policy provides a summary of health insurance continuation benefits. Actual coverage is determined by the express terms of the plan documents. We encourage both you and your family to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents will control. The Organization reserves the right to amend, interpret, modify or terminate any of its

employ ee benefits programs without prior notice to the extent allowed by law.

For further details on health insurance continuation available through Johnsonburg Camp and Retreat Center, as well as copies of the plan documents, contact the Business Manager.

6.6 Life Insurance

An important facet of your benefits at Johnsonburg Camp and Retreat Center is your life insurance. Employees may also purchase additional protection at preferred rates, above and beyond what is covered by your plan.

Eligible employees may elect to begin life insurance benefits immediately. Upon attaining eligibility for Johnsonburg Camp and Retreat Center's life insurance coverage, employees will be asked to designate a beneficiary. You may request a change in beneficiary at any time.

This policy provides a summary of the benefits which may be provided at the Organization's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage you to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents take precedence. The Organization reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific life insurance plans offered through Johnsonburg Camp and Retreat Center, as well as copies of the plan documents, contact the Business Manager.

6.7 Retirement Plan

Full-time Johnsonburg Camp and Retreat Center employees are eligible to participate in our retirement plan immediately.

This policy provides a summary of the benefits which may be provided at the Organization's discretion. Actual coverage is determined by the express terms of the plan documents. We encourage you to review the plan's Summary Plan Description (SPD) materials carefully.

If there are any conflicts between the handbook or summaries provided and the plan documents, the plan documents take precedence. The Organization reserves the right to amend, interpret, modify or terminate any of its employee benefits programs without prior notice to the extent allowed by law.

For details on the specific retirement plans offered through Johnsonburg Camp and Retreat Center, as well as copies of the plan documents, contact the Business Manager.

6.8 Unemployment Insurance

Johnsonburg Camp and Retreat Center is a religious not-for-profit corporation, and is not required, and does not participate in Unemployment Insurance.

6.9 Workers' Compensation

Employees who are injured on the job at Johnsonburg Camp and Retreat Center are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify their supervisor immediately so that Johnsonburg Camp and Retreat Center can notify the workers' compensation insurance carrier as soon as possible.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by Johnsonburg Camp and Retreat Center. No premium is charged for this coverage and no individual enrollment is required. Johnsonburg Camp and Retreat Center will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Business Manager to obtain the required claim forms and instructions.

6.10 Continuing Education

Regular Full Time Employees and Regular Part Time Employees, may attend (with management approval), work-related training programs, trade shows, seminars, lectures, meetings or outside activities that would benefit the Employee and/or Johnsonburg Camp and Retreat Center.

Compensation and reimbursement will be allocated only under the following circumstances:

1. When attendance is required by Johnsonburg Camp and Retreat Center, all customary and reasonable expenses will be reimbursed upon submission of the proper receipts, i.e., registration fees, travel expenses and parking
2. Full Time Employees may voluntarily attend events with the permission of the Executive Director. Reimbursement may be requested for an outside educational activity. An employee requesting attendance and reimbursement for expenses for an outside educational activity must submit his/her request in writing at least thirty days in advance of the event. The Executive Director must approve any such reimbursement in advance

6.11 Military Leave

Johnsonburg Camp and Retreat Center grants employees time off for service, training and other obligations in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any other applicable state law.

All employees requesting time off for military service must provide advance notice to their immediate supervisor, unless military necessity prevents such notice or it is otherwise impracticable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for reemployment for up to five years from the date their military leave began. The period an individual has to apply for reemployment or report back to work after military service is based on time spent on military duty and on applicable law. For reinstatement guidelines, contact the Business Manager.

Employees who qualify for reemployment will return to work at a pay level and status equal to that which they would have attained had they not taken military leave. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Johnsonburg Camp and Retreat Center complies with all rights and protections under all applicable state laws granting time off for service, training and other obligations in the uniformed services. This includes, but is not limited to, benefits entitlement and continuation, notice and recertification requirements, and reemployment application requirements.

Questions regarding this policy should be directed to the Business Manager.

6.12 Jury Duty

Johnsonburg Camp and Retreat Center encourages employ ees to fulfill their civ ic responsibilities when called upon to serv e as a juror. Employ ees must prov ide their immediate superv isor with a copy of their jury summons as soon as possible so that the superv isor may make arrangements to accommodate their absence.

Employ ees on jury duty must report to work on workday s, or parts of workday s, when they are not required to serv e. Either Johnsonburg Camp and Retreat Center or the employ ee may request an ex cuse from jury duty if it is determined that the employ ee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employ ee's base pay rate times the number of hours the employ ee would otherwise hav e worked on the day of absence.

6.13 Domestic Violence Leave

An employ ee may be entitled to up to 20 day s of leav e in any 12-month period if the employ ee, or the employ ee's child, parent, spouse, domestic partner, or civ il union partner is a v ictim of domestic v iolence or sex ual assault.

Eligible Employees

To be eligible for such leav e, an employ ee must hav e been employ ed with Johnsonburg Camp and Retreat Center for at least 12 months immediately preceding the leav e and worked at least 1,000 hours during that 12 month period.

Basic Leave Entitlement

Leav e may be used to:

- Seek medical attention for, or recov er from, phy sical or psy chological injuries caused by domestic or sex ual v iolence;
- Obtain serv ices from a v ictim serv ices organization;
- Obtain psy chological or other counseling;
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employ ee, or the employ ee's child, parent spouse, domestic partner or civ il union partner;
- Seek legal assistance or remedies to ensure the health and safety of the employ ee or the employ ee's child, parent spouse, domestic partner, or civ il union partner; or
- Attend, participate in, or prepare for a criminal or civ il court proceeding relating to an incident of domestic or sex ual v iolence of which the employ ee, or the employ ee's child, parent, spouse,

domestic partner or civil union partner was a victim.

Intermittent or Reduced Schedule Leave

With Organization approval, employees may take domestic violence leave on an intermittent or reduced schedule basis, with intermittent leave in intervals of no less than one day.

Notice

Where foreseeable, an employee requesting domestic violence leave must provide written notice to his or her supervisor as soon as possible prior to the need for leave.

Certification

Employees must be prepared to provide Johnsonburg Camp and Retreat Center with certification to verify the employee's eligibility for the leave requested.

Compensation

Domestic violence leave is unpaid; however, employees may use accrued paid time off for this purpose.

Return to Work

Upon expiration of the leave, an employee will generally be reinstated to his or her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

Relationship with Federal and State Family Leave Laws and Other Leave Policies

Where applicable, when an employee's reason for leave qualifies under domestic violence leave, the New Jersey Family Leave Act and/or under the federal FMLA, the leave used counts against the employee's entitlement under each respective law. To the extent the Organization offers the employee leave through another plan or policy, the plan or policy with the greatest protection will apply.

Questions Regarding Leave

Employees who have any questions or concerns regarding this policy should contact their supervisor or the Business Manager.

6.14 Emergency Response Leave

Volunteer emergency responders may be allowed a leave of absence to respond to an emergency alarm or a state of emergency declared by the President or the Governor of New Jersey. If an employee is going to be

late or absent due to such an emergency , he or she must notify their supervisor at least one hour before their scheduled shift.

Upon returning to work, employees must be prepared to provide Johnsonburg Camp and Retreat Center with certification to verify the employee's eligibility for leave. The employee must provide the Organization with a copy of the incident report and a certification by the incident commander, or other official, affirming that the employee was actively engaged in, and necessary for, rendering emergency services, along with date and time of service.

Emergency response leave is unpaid; however, employees may opt to use accrued paid time off for this purpose.

6.15 Paid Family Leave

Employees in New Jersey are eligible for up to six weeks of pay in a 12-month period from the State of New Jersey for absence from work for the following reasons:

- To bond with a child during the first 12 months after the child's birth, if the covered employee, domestic partner, or civil union partner of the employee is a biological parent of the child;
- To bond with a child during the first 12 months after the placement of the child for adoption with the employee; or
- To care for a child, spouse, parent, domestic partner or civil union partner with a serious health condition.

A serious health condition means an illness, injury , impairment or physical or mental condition which requires inpatient care in a hospital, hospice or residential medical care facility , or continuing medical treatment or continuing supervision by a health care provider.

New Jersey Paid Family Leave does not provide employees with job protection. Rather, eligible employees are entitled to receive certain paid benefits from the State of New Jersey if the employee is absent from work for the reasons stated above.

Employees must file all claims for benefits within 30 days of the start of the leave date requested. Employees are subject to a one week waiting period before receiving benefits.

The State of New Jersey will determine whether you are eligible for Paid Family Leave benefits, and your entitlement to benefits is subject to the terms and conditions established by the State of New Jersey .

Employees who are interested in any additional information about these benefits should contact the Business Manager.

6.16 Pregnancy Accommodation Policy

Employees who are limited in their abilities to perform their jobs because of pregnancy, childbirth, and related medical conditions may request a reasonable accommodation as is necessary.

Johnsonburg Camp and Retreat Center will provide eligible employees with reasonable accommodations as long as the accommodation does not impose an undue hardship on the Organization. Reasonable accommodations include, but are not limited to:

- Bathroom breaks
- Breaks for increased water intake
- Periodic rest
- Assistance with manual labor
- Job restructuring or modified work schedules
- Temporary transfers to less strenuous or hazardous work

If an employee takes leave as an accommodation, the leave is unpaid; however, employees may use accrued paid time off for this purpose. To the extent allowed by law, leave taken under this policy runs concurrently with leave provided under other relevant laws. Upon expiration of leave taken under this policy, an employee will generally be reinstated to her position with equivalent seniority, benefits, pay and other terms and conditions of employment.

The Organization will not retaliate against an employee who requests or uses a reasonable accommodation under this policy. Employees should speak with the Business Manager to discuss their need for reasonable accommodation or for questions regarding this policy.

6.17 Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy: Full-time employees only

Upon entering an eligible employment classification, employees will begin to earn PTO according to the

following schedule:

After 0 year(s) of service employees are eligible for 21 PTO Days.

To the extent permitted by state and local laws, employees must use their earned time prior to December 31 of the calendar year; otherwise the time will be forfeited.

Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which Johnsonburg Camp and Retreat Center operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

7. Employee Conduct

7.1 Standards of Conduct

Johnsonburg Camp and Retreat Center's rules and standards of conduct are essential to a productive work environment. As such, employees must familiarize themselves with, and be prepared to follow, the Organization's rules and standards.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct, may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal/possession of property
- Falsification of timekeeping records
- Possession, distribution, sale, transfer, manufacture or use of alcohol or illegal drugs in the workplace
- Possession or use of alcohol (except as permitted by the Johnsonburg housing agreement)
- Fighting or threatening violence in the workplace
- Making maliciously false statements about co-workers
- Threatening, intimidating, coercing, or otherwise interfering with the job performance of fellow employees or visitors
- Negligence or improper conduct leading to damage of company-owned or customer-owned property
- Violation of safety or health rules
- Smoking in the workplace
- Sexual or other unlawful or unwelcome harassment
- Excessive absenteeism
- Unauthorized use of telephones, computers, or other company-owned equipment on working time. Working time does *not* include break periods, meal times, or other specified periods during the workday when employees are not engaged in performing their work tasks.
- Unauthorized disclosure of any confidential or non-public information relating to Organization's services, customers or co-workers. *Wages and other conditions of employment are not considered to be confidential information.*

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Other forms of misconduct not listed above may also result in disciplinary action, up to and including

termination of employment. If you have questions regarding Johnsonburg Camp and Retreat Center's standards of conduct, please direct them to the Executive Director.

7.2 Confidentiality

Johnsonburg Camp and Retreat Center takes the protection of Confidential Information very seriously. "Confidential Information" includes, but is not limited to, computer processes, computer programs and codes, customer lists, customer preferences, customers' personal information, company financial data, marketing strategies, proprietary production processes, research and development strategies, pricing information, business and marketing plans, vendor information, software, databases.

Confidential Information also includes the Organization's intellectual property and information that is not otherwise public. Intellectual property includes, but is not limited to, ideas, writings and trademarks developed through the course of your employment with Johnsonburg Camp and Retreat Center and as a direct result of your job responsibilities with Johnsonburg Camp and Retreat Center. *Wages and other conditions of employment are not considered to be Confidential Information.*

To protect such information, employees may not disclose any confidential or non-public proprietary information about the Organization to any unauthorized individual. If you receive a request for Confidential Information, you should immediately refer the request to your supervisor.

The unauthorized disclosure of Confidential Information belonging to the Organization, and not otherwise available to persons or companies outside of Johnsonburg Camp and Retreat Center, may result in disciplinary action, up to and including termination of employment. If you leave the Organization, you may not disclose or misuse any Confidential Information.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Questions regarding this policy should be directed to the Business Manager.

7.3 Computer, Email & Internet Usage

Computers, email, and the Internet allow Johnsonburg Camp and Retreat Center employees to be more productive. However, it is important that all employees use good business judgment when using Johnsonburg Camp and Retreat Center's electronic communications systems (ECS).

Computers and their contents are the sole property of Johnsonburg, and the management team reserve the right to access them at any time. Inappropriate use or abuse of the computers, email and internet could result in disciplinary action, up to and including termination of employment.

Standards of Conduct and ECS

Johnsonburg Camp and Retreat Center strives to maintain a workplace free of discrimination and harassment. Therefore, Johnsonburg Camp and Retreat Center prohibits the use of the Organization's ECS for bullying, harassing, discriminating, or engaging in other unlawful misconduct, in violation of the Organization's policy against discrimination and harassment.

Copyright and other Intellectual Property

Respect all copyright and other intellectual property laws. For the Organization's protection as well as your own, it is critical that you show proper respect for the laws governing copyright, fair use of copyrighted material owned by others, trademarks and other intellectual property, including the Organization's own copy rights, trademarks and brands. Employees are also responsible for ensuring that, when sending any material over the Internet, they have the appropriate distribution rights.

Johnsonburg Camp and Retreat Center purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Johnsonburg Camp and Retreat Center does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Johnsonburg Camp and Retreat Center prohibits the illegal duplication of software and its related documentation.

ECS Guidelines

The following behaviors are examples of previously stated or additional actions and activities under this policy that are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images about coworkers, supervisors or the Organization that violate the Organization's policy against discrimination and harassment.
- Stealing, using, or disclosing someone else's code or password without authorization.
- Pirating or downloading Organization-owned software without permission.
- Sending or posting the Organization's confidential material, trade secrets, or non-public proprietary information outside of the Organization. *Wages and other conditions of employment are not considered confidential material.*
- Violating copyright laws and failing to observe licensing agreements.
- Participating in the viewing or exchange of pornography or obscene materials.
- Sending or posting messages that threaten, intimidate, coerce, or otherwise interfere with the job

performance of fellow employees.

- Attempting to break into the computer system of another organization or person.
- Refusing to cooperate with a security investigation.
- Using the Internet for gambling or any illegal activities.
- Sending or posting messages that disparage another organization's products or services.
- Passing off personal views as representing those of Johnsonburg Camp and Retreat Center.

Privacy and Monitoring

Computer hardware, software, email, Internet connections, and all other computer, data storage or ECS provided by Johnsonburg Camp and Retreat Center are the property of Johnsonburg Camp and Retreat Center. Employees have no right of personal privacy when using Johnsonburg Camp and Retreat Center's ECS. To ensure productivity of employees, compliance with this policy and with all applicable laws, including harassment and anti-discrimination laws, computer, email and Internet usage may be monitored.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

Violations of this policy may result in disciplinary action, up to and including termination of employment. Questions or concerns related this policy should be directed to your supervisor or the Business Manager.

7.4 Expenditures

Only authorized persons may purchase items or authorize expenditures in the name of Johnsonburg. No unauthorized person shall incur any expense on behalf of Johnsonburg or bind Johnsonburg by any promise or representation without written authority to do so from the Executive Director or Business Manager.

7.5 Disciplinary Action

Disciplinary action at Johnsonburg Camp and Retreat Center is intended to fairly and impartially correct behavior and performance problems early on and to prevent recurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Johnsonburg Camp and Retreat Center reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Johnsonburg Camp and Retreat Center recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

- Workplace violence
- Harassment
- Theft of any kind
- Insubordinate behavior
- Vandalism or destruction of company property
- Use or removal of company supplies or property without prior authorization
- Use of company equipment and/or company vehicles without prior authorization
- Indiscretion regarding personal work history, skills, or training
- Disclosing Johnsonburg Camp and Retreat Center business practices or any other confidential information
- Any misrepresentation of Johnsonburg Camp and Retreat Center to a customer, a prospective customer, the general public, or an employee

7.6 Drug & Alcohol Use

Johnsonburg is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs, as defined by federal law, on any property owned by or leased on behalf of Johnsonburg, or in any vehicle owned or leased on behalf of Johnsonburg. (Note: Certain exceptions for the possession and consumption of alcohol exist in the housing agreement for staff living in permanent residence at Johnsonburg).

The use of over-the-counter drugs and legally prescribed drugs is permitted as long as they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. Employees should inform their supervisor if they believe their medication will impair their job performance, safety or the safety of others, or if they believe they need a reasonable accommodation when using such medication.

Johnsonburg will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or the Executive Director immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, Johnsonburg employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs at any time. Within the limits of federal, state, and local laws, Johnsonburg reserves the right to examine and test for drugs and alcohol at our discretion.

As a condition of your employment with Johnsonburg, employees must comply with this Drug and Alcohol Use Policy. Be advised that no part of the Drug and Alcohol Use Policy shall be construed to alter or amend the at-will employment relationship between Johnsonburg and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

7.7 Sexual & Other Unlawful Harassment

Johnsonburg Camp and Retreat Center is committed to a work environment in which all individuals are treated with respect. Johnsonburg Camp and Retreat Center expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual and unlawful harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

- Unwanted sexual advances or requests for sexual favors.
- Sexual or derogatory jokes, comments, or innuendo
- Unwelcomed physical interaction
- Insulting or obscene comments or gestures
- Offensive email, voicemail, or text messages

- Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters
- Verbal sexual advances or propositions
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Abusive or malicious conduct that a reasonable person would find hostile, offensive, and unrelated to the Organization's legitimate business interests
- Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the Organization

Harassment on the basis of any other protected characteristic is also strictly prohibited.

Complaint Procedure:

Johnsonburg Camp and Retreat Center strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to:

Elise Bates Russell

Elise@campjburg.org

908-852-2349

If any employee further feels it would be inappropriate to discuss the matter with the Executive Director, they may directly contact the president of the Board of Directors with their concerns.

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially. Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

Retaliation Prohibited: Johnsonburg expressly prohibits retaliation against any individual who reports discrimination or harassment, or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

7.8 Workplace Violence

Johnsonburg Camp and Retreat Center strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

- Physically injuring another person
- Threatening to injure another person
- Engaging in behavior that subjects another person to emotional distress
- Using obscene, abusive or threatening language or gestures
- Bringing an unauthorized firearm or other weapon onto company property
- Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
- Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor. Employees should warn their supervisors of any suspicious workplace activity that they observe or that appears problematic. Employee reports made pursuant to this policy will be kept confidential to the maximum extent possible. Johnsonburg Camp and Retreat Center will not tolerate any form of retaliation against any employee for making a report under this policy.

Johnsonburg Camp and Retreat Center will take prompt remedial action, up to and including immediate termination, against any employee found to have engaged in threatening behavior or acts of violence.

7.9 Personal Appearance

The purpose of Johnsonburg's personal appearance policy is to ensure a safe and sanitary workplace for all employees. Johnsonburg strives to maintain a professional working environment that promotes efficiency, positive employee morale and promotes a professional image. When working for or representing Johnsonburg, employees are expected to use common sense and good judgment in order to meet the goals of this policy.

Generally, employees should wear appropriate clothing, observe high standards of personal hygiene, and dress and groom themselves according to the requirements of their positions. Generally, employees should maintain a clean and neat appearance and should refrain from wearing stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work may be required change their clothing.

Johnsonburg understands that in certain situations, they may need to make exceptions to this policy based on

an employ ee's religion, disability , or other characteristic protected under federal, state or local law. In accordance with all applicable laws, the organization will make ev ery effort to prov ide reasonable accommodation as necessary unless doing so would cause an undue hardship on Johnsonburg.

Questions regarding appropriate workplace attire should be directed to y our superv isor or the Business Manager.

7.10 Personal Property

Employ ees should use their discretion when bringing personal property into the workplace. Johnsonburg Camp and Retreat Center assumes no risk for any loss or damage to personal property .

Additionally , employ ees may not possess or display any property that may be v iewed as inappropriate or offensiv e on Johnsonburg Camp and Retreat Center premises.

7.11 Smoking

Johnsonburg Camp and Retreat Center prov ides a smoke-free env ironment for its employ ees, customers, and v isitors. Smoking is prohibited throughout the workplace. We hav e adopted this policy because we hav e a sincere interest in the health of our employ ees and in maintaining pleasant working conditions.

7.12 Telephone Usage

Johnsonburg telephones are intended for the sole use of conducting company business. Personal use of Johnsonburg's telephones is prohibited ex cept in emergencies. In addition, long distance phone calls on Johnsonburg's telephones (which are not strictly business-related) are ex pressly prohibited.

7.13 Use of Johnsonburg Property

Company property refers to any thing owned by Johnsonburg: phy sical, electronic, intellectual, or otherwise. The use of Johnsonburg property is for business necessity only .

When materials or equipment are assigned to an employ ee for business, it is the employ ee's responsibility to see that the equipment is used and cared for properly . At all times, howev er, equipment assigned to the employ ee remains the property of Johnsonburg, and is subject to reassignment and/or use by Johnsonburg without prior notice or approv al of the employ ee. This includes, but is not limited to, computer equipment and data stored thereon, cell phones, v oicemail, records, and employ ee files.

Johnsonburg has created specific guidelines regarding the use of company equipment. Below is a list of employ ee responsibilities and limitations with regards to company property .

Personal use of company property:

Johnsonburg property is not permitted to be taken from the premises without proper written authority from the Executiv e Director or Business Manager.

Company Tools:

All necessary tools are furnished to employ ees in order to assist them in their required duties. Each employ ee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employ ee's negligence will, to the ex tent permitted by federal, state and local law, be charged to the employ ee.

Care of Company Property:

All workplace and public areas should be kept neat and orderly and all equipment should be well-maintained. The theft, misappropriation, or unauthorized remov al, possession, or use of company property or equipment is ex pressly prohibited.

Any action in contradiction to the guidelines set herein may result in disciplinary action, up to and including termination of employ ment.

7.14 Visitors in the Workplace

To ensure the safety and security of Johnsonburg and its employ ees, only authorized v isitors are permitted on Johnsonburg premises.

All v isitors must register at the main office.

8. Timekeeping & Payroll

8.1 Attendance & Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the Organization. Johnsonburg Camp and Retreat Center expects regular attendance and punctuality from all employees. This means being in the workplace, ready to work, at your scheduled start time each day and completing your entire shift. Employees are also expected to return from scheduled meal and break periods on time.

All time off must be requested in writing, in advance, as outlined in the Organization's Paid Time Off (PTO) policy. If an employee is unexpectedly unable to report for work for any reason, he or she must directly notify their supervisor as early as possible, and preferably prior to their scheduled starting time. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee's direct supervisor is unavailable, a follow-up call must be made later that day.

If an illness or emergency occurs during work hours, employees should notify their supervisor as soon as possible.

Employees, who are going to be absent for more than one day, should contact their supervisor on each day of their absence. Johnsonburg Camp and Retreat Center reserves the right to ask for a physician's statement in the event of a long-term illness (three consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three consecutive days of absence, Johnsonburg Camp and Retreat Center will presume that the employee has voluntarily resigned. Johnsonburg Camp and Retreat Center will review any extenuating circumstances that may have prevented him or her from calling in before the employee is removed from payroll.

Should undue or recurrent absence and tardiness become apparent, the employee will be subject to disciplinary action, up to and including termination of employment.

This policy is not intended to restrict an employee's right to discuss, or act together to improve, wages, benefits and working conditions with co-workers or in any way restrict employees' rights under the National Labor Relations Act.

8.2 Timekeeping

It is the Organization's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work related reasons.

Johnsonburg Camp and Retreat Center strictly prohibits non-exempt employees from working off the clock for any reason. All time spent working must be logged and accounted for; this includes time spent using electronic devices for work-related purposes.

Vacation days, sick days, holiday days, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

8.3 Paydays

Johnsonburg Camp and Retreat Center employees are paid on a Bi-weekly basis. In the event that a regularly scheduled pay day falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Pay checks will not, under any circumstances, be given to any person other than the employee without written authorization. Pay checks may also be mailed to the employee's listed address or, upon advance written authorization, deposited directly into an employee's bank account. Employees who elect payment through direct deposit will receive an itemized statement of wages when the Organization makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state and local laws.

8.4 Payroll Deductions

Johnsonburg Camp and Retreat Center makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Business Manager immediately. Johnsonburg Camp and Retreat Center will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

Policies

Johnsonburg Presbyterian Center On Site Housing Agreement

This agreement is entered into on the _____ of _____, 20_____, between

Presbyterian Camps and Conferences, Inc.
PO Box 475
Johnsonburg, NJ 07846
(hereinafter "Camp")

and

Camp Employee and Primary Tenant: _____

Additional Adult Tenant: _____
(hereinafter collectively and severally "Tenant(s)").

The parties agree as follows:

In furtherance of the Camp mission and in order to provide a continual presence on Camp property for security and hospitality purposes, Primary Tenant's staff position requires that he or she lives full time on Camp property as a condition of employment. Use of the Camp owned residence designated or described as

(hereinafter "Premises") is provided for use by Tenant(s) while Primary Tenant is employed by Camp.

Term: This agreement shall commence upon the earlier of the date of this agreement, or the date when the Tenant(s) take possession of the premises, and shall terminate upon the earlier of:

- 1) The termination of Primary Tenant's employment with Camp
- 2) The expiration of 30 days notice of termination provided by Camp to Tenant(s)
- 3) The voluntary vacating of the Premises by Tenant(s)

Rent: Tenant(s) shall not be liable for payment of rent to Camp for use of the Premises. The value of the housing provided, inclusive of all mortgages, rents, utilities, maintenance costs, taxes and other costs paid by the Camp in support of the Premises shall be reflected in the Housing Value portion of compensation paid to the Primary Tenant as reflected on the Primary Tenant's Annual Employee Compensation Form, which value shall be reported as income and incorporated in the basis for Board of Pensions benefits in accordance with Internal Revenue Service and Board of Pensions requirements and policies.

Security Deposit: Camp shall not collect an initial security deposit from Tenant(s) for Premises. However, should Tenant(s) cause damage to Premises during their occupancy, Camp may, at its option, require Tenant(s) to remit a security deposit as a condition of continued occupancy of the Premises. Any such security deposit shall not exceed 1/12 of the Housing Value of the Premises as indicated on the Primary Tenant's Annual Employee Compensation Form. Any amounts held as security deposit by Camp may be used by Camp to repair any damage to the Premises

occurring during the Term of this Agreement. Should the value of the security deposit exceed the cost of repairs, the balance of the security deposit shall be returned to Tenant(s) within 30 days after their vacating of the Premises. Nothing in this section shall serve to limit the liability of Tenant(s) for damages caused to the Premises.

Taxes: Camp shall pay all real estate taxes on the Premises. Tenant(s) shall not undertake any actions, or shall immediately cease any such actions upon notice by the Camp or local administrative jurisdictions, which adversely impact the tax assessment or rating of the property.

Utilities: Camp shall pay the electrical utility bill, and shall pay for heating oil and/or propane delivered into the main tank(s) for the Premises and utilized for heating, hot water, clothes dryer and cooking appliances owned and installed by Camp. Camp shall pay all costs for the provision of potable water to the Premises, either through the provision and maintenance of a private well for the Premises, or through connection to the Camp water supply system, at Camp's discretion. Camp shall pay all costs for provision and maintenance of a sanitary sewer collection system servicing the premises. Tenant(s) may avail themselves of Camp's trash collection and disposal facilities and/or utilize the town's trash collection service for disposal of household trash and unwanted household items. Tenant(s) shall pay any and all other utility bills, including but not limited to communication services, entertainment services, and internet service, including any costs to implement, connect, disconnect, provision or provide such services.

Conservation of Resources: Tenant(s) shall be mindful of conservation of natural resources in general, and Camp's financial resources in particular in their use of utility, water and trash collection resources in the Premises. Tenant(s) shall not waste resources and shall endeavor to minimize their use commensurate with their comfort and convenience in utilizing the Premises.

Use of Premises and Compliance with Laws: Tenant(s) shall use the premises exclusively and solely as a single family residence. Tenant(s) shall not undertake any unlawful or illegal activities in the Premises, and shall not implement any changes to the Premises nor utilize the Premises for any purpose which may contravene any applicable zoning, building, health or criminal laws. If Camp incurs any expenses to put the property into compliance as a result of activities of Tenant(s), costs for such expenses shall be due and payable to Camp by Tenant(s).

Occupancy: Tenant(s) shall not assign, sublet (either with or without payment of rent), nor allow any other person to occupy the Premises without Camp's prior written consent. Tenants recognize that preservation of the family unit and modeling of family values is intrinsic to Camp's mission, and therefore agree that residency in the Premises is limited to the Primary Tenant, his or her spouse or monogamous, committed domestic partner (Additional Adult Tenant) and their joint or individual children who reside together as either a single-parent or nuclear family. No other person may reside in the Premises, and no other person may use the Premises for overnight periods in excess of ten (10) days.

Appliances: Camp shall provide, maintain and replace if necessary the following major appliances for the Premises: range, refrigerator, hot water heater and space heating equipment (furnace, boiler, etc.) In addition, some Premises may be provided with a clothes washer, clothes dryer, water softener, and/or dishwasher. Tenant(s) shall use these appliances in accordance with manufacturer's recommendations, shall not abuse them, and shall keep them clean. If any camp provided appliances are in need of repair, the Tenant(s) shall notify Camp's maintenance department, and arrange for access to the appliance for repair. Tenant(s) shall furnish, at their own expense, all supplies necessary for the normal operation of the appliances, including but not

limited to soaps, detergents, water softener salts and similar. At their option and with prior approval of the Camp maintenance department, Tenant(s) may opt to replace or upgrade Camp provided appliances with their own. Should Tenant(s) so elect, Tenant(s) shall be responsible for the maintenance of the Tenant owned appliances and camp shall have no obligation to compensate Tenant(s) for the use or replacement of the appliances. Tenant(s) shall reinstall the Camp provided appliances, or surrender the ownership of their upgraded appliances to Camp when they vacate the premises.

Furnishings: Certain Premises within Camp may be fully or partially furnished. No guarantee of the serviceability of the furnishings is provided, and Camp shall have no obligation to replace any furnishings which are damaged or fail during the Tenant(s) occupancy. Tenant(s) shall not abuse furnishings, shall keep them clean and serviceable, and shall not remove them from the Premises or dispose of them without approval of Camp. Should Tenant(s) not want to utilize the Camp owned furnishings, they may contact the Camp maintenance department to have them moved out of the Premises to another location for use or storage. Camp shall maintain an inventory of furnishings which are provided with the Premises to facilitate identification of ownership when Tenant(s) vacate the premises. Any of the Tenant(s)' furnishings, equipment, or possessions remaining in the Premises when the Premises are vacated will become the property of Camp with no recourse.

Maintenance & Housekeeping: Camp shall be responsible for repairing and maintaining the physical structure of the Premises and all life safety and mechanical systems, including the electrical and plumbing systems and fire detectors in the Premises. Tenant(s) shall notify the Camp maintenance department if repairs are required to the Premises. Should Tenant(s) or their children, agents, guests, employees, or pets cause damage to the Premises due to abuse, negligence or carelessness, Camp may charge the costs for repairs of such damages back to the Tenant(s). Tenant(s) shall be responsible for all housekeeping, janitorial services, and cleaning of the Premises and shall keep and leave the Premises in a clean and sanitary condition.

Grounds Maintenance: Tenant(s) shall be responsible for the maintenance of the grounds associated with the Premises, including grass mowing, leaf removal, pruning and general cleanliness of the grounds.

Snow Removal: Camp shall provide snowplow services for the Camp roadways and driveways to the Premises. Such operations shall be provided on a schedule that is determined by the camp maintenance department based on the weather and site utilization. No guarantee is provided regarding timeliness of snow removal operations. Tenant(s) shall be responsible for snow removal from walks and areas inaccessible by snowplows.

Changes to Premises: Tenant(s) shall make no structural or material changes to the Premises. Should Tenant(s) redecorate the Premises by painting or applying wall coverings or similar treatments, Camp may, at their discretion, require that the Tenant(s) restore the surfaces to their original color and/or appearance when the Tenant(s) vacate the Premises.

Tenant(s) Pets: Tenant(s) may have no more than five (5) domestic family pets in the Premises from the following list: no more than two (2) dogs; no more than two (2) cats; caged animals including birds, amphibians, or rodents; or aquarium fish. No exotic species are permitted, nor shall Tenant(s) keep any fowl or livestock for production of food or goods. All animals shall be either contained within the Premises or shall be on a lead at all times. No pets shall be permitted to run free on Camp property. Tenant(s) shall be responsible to clean up after their pets, and for

any damage caused to the Premises or to Camp by their pet(s), and shall have all carpets in the Premises professionally cleaned upon vacating the Premises.

Access: Camp shall be permitted access to the Premises during reasonable hours for the purposes of inspection and maintenance of the Premises, and for other bona fide reasons to protect the Camp's property at the sole discretion of the Camp. This shall be at the Camp's option throughout the agreement term. During the last 30 days of the agreement Camp shall have the right to show the property to prospective Tenant(s), upon 24-hour notice.

Tobacco and Alcohol Use: Tenant(s) are hereby notified that Camp is a tobacco and alcohol free facility and all use of such products anywhere on Camp property is prohibited, except as permitted herein. Tenant(s) may possess and use alcohol and tobacco products for their own private enjoyment in accordance with applicable laws within the confines of the Premises; however such products shall not be utilized in any exterior area which is visible from any portion of Camp which is beyond the grounds associated with the Premises. Any damages to the Premises caused by the use of tobacco products, including staining or discernable odor, shall be corrected by the Tenant(s) prior to vacating the Premises.

Quiet Enjoyment: The Tenant(s) are entitled to peaceable and quietly have, hold and enjoy the Premises for the term of the agreement. Camp shall not utilize the Premises nor the grounds associated with the Premises for any other purpose without the prior permission of the Tenant(s). The Tenant(s) may have an expectation of privacy in their use and enjoyment of the premises, tempered only by the Camp's right of access and other rights as stipulated herein.

Default: In the event that Camp assesses a fee, cost, or deposit to the Tenant(s) for damages to the Premises or for other reasons as stipulated herein, such costs shall be remitted by the Tenant(s) to the Camp within 30 days of notification of the assessment. If payment is not made within this timeframe, Tenant(s) will be in default under this agreement. Default will also be entered if Tenant(s) engage in wanton or deliberate destruction of the Premises, if the Primary Tenant is no longer employed by Camp, or if Tenant(s) breach any of the terms of this agreement. If this agreement is in Default, Camp shall have full rights to terminate this agreement in accordance with state law, and reenter and claim possession of the Premises, in addition to such other remedies available to Camp arising from said breach.

Binding: Unless otherwise stated, this agreement is binding on all parties who lawfully succeed to the rights to take the place of Camp or Tenant(s). The Camp Trustee(s) or employee(s) who execute this agreement on behalf of Camp shall in no way be individually liable for any direct or indirect act on their part.

Modification: This is the full agreement between the parties. Exhibits attached hereto are incorporated into this agreement. No other oral or previous written terms apply. It can be changed only by an agreement in writing signed by the parties to the agreement.

Date: _____

Agreed by Primary Tenant: _____

Agreed by Additional Adult Tenant: _____

Agreed by Representative of Camp: _____

Johnsonburg Transgender Policy

This represents Johnsonburg's policy regarding transgender guests, guests and staff.

- The parent or guardian identifies the gender of any child and in the case of Johnsonburg facilitated programs, submits this during the registration process. Adults identify their own gender.
- Guests/Staff use the bathroom that corresponds with their gender. Any guest/staff who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single user restroom. However, no guest/staff shall be required to use such a restroom because they are transgender or gender nonconforming. If another guest and/or a parent of another guest, express discomfort with sharing space with an LGBTQ youth, that child/person can use a separate, private space.
- At Johnsonburg guests typically sleep in lodging areas according to their gender. Note: There is not a “one-size-fits-all” housing policy for transgender or gender non-conforming youth. It is vitally important to openly communicate with the youth about their needs and desires in order to create the best solution. Some transgender youth may feel more comfortable housing with the gender that correlates with their full-time presentation and identity, others with their biological sex. Some may want to room with a few select friends and some, if given the option, may prefer their own room. Again, it is important to work with the youth to create a reasonable accommodation that best suits everyone.
- Johnsonburg requires that all guests/staff change clothes in private areas and discourages nudity or disrobing directly in front of others.
- All our showers are single occupancy and each has a private undressing/dressing area where guests/staff can have privacy while changing and showering. Our swimwear policy allows guests to be comfortable, while covering private areas. Guests may wear clothing over the top of their swimsuit if they choose.
- Younger guests are always supervised at Johnsonburg so there are not any apparent safety concerns or legal issues related to children of opposite sex sleeping in the same room.
- Johnsonburg fills staff vacancies and assigns staff lodging/responsibilities based on summer staff applicants self-selected gender.

- When referring to a guest/staff member, staff and guests should use preferred pronouns that reflect the gender the guest/staff member identifies with when not using the person's name.
- It is not required that a parent/guardian inform Johnsonburg staff that their child is transgender. However, Johnsonburg prefers that parents, if comfortable, indicate that their guest is transgender when they register for camp. Being made aware of a transgender guest will allow our staff to be prepared so we can put forth our best effort to aid the child have a positive experience at camp.
- Staff will not discuss the gender of a guest in any situation where it is not pertinent or appropriate to do so. (Calling attention to something that is particularly EXCLUSIVE is not in keeping with the INCLUSIVE nature of the camp environment we create.) Only the staff noted below will be made aware a particular guest is transgender and this information will remain confidential, as would specific medical information for any guest. Directors and volunteer nurses will be notified of any guest that identifies as transgender. Other staff that relate directly to the guest will also be notified (the child's counselors and the Unit Coordinator for the group).
- Staff training will include training regarding transgender guests. This policy will be discussed, along with rationale for providing transgender guests (and every guest) with an emotionally and physically safe environment.

Johnsonburg LGBTQ Statement of Inclusivity

Johnsonburg strives to create a fully inclusive culture and environment that values equality and fosters respect for all people. We understand Christian spirituality as a shared journey from which no one should be excluded. In alignment with our values, vision and mission, Johnsonburg welcomes all persons, regardless of their sexual orientation or gender identity, as guests and as full participants in all our programs.

Youth is a time of exploration and identity formation. We aim to help guests consider what it means to live a Christian life and how God is working in them, at Johnsonburg, and in the world. We encourage our guests to develop self-confidence, embrace their creativity, explore their surroundings and create relationships with those that may be different from them.

During childhood and adolescents deeply held aspects of identity like one's gender or sexual orientation can be questioned. Children and youth's exploration of their identities and interests is a normal part of their development. That's why we believe that it is essential to allow children to consider different identities in a safe and affirming environment. Johnsonburg embraces diversity and we welcome all children to camp and hope that through their experience, they will discover more about the person they want to become.

The arc of scripture and the work and witness of Jesus Christ support accepting people as they are. There are people in scripture who defy gender norms and are accepted--the eunuch who was baptized by Philip and is credited with starting the church in Ethiopia (Jesus also called for acceptance of eunuchs) and Deborah, the female judge and warrior. Just as Jesus called for the acceptance of these individuals Johnsonburg welcomes all LGBTQ people to participate fully in our programs with this statement of inclusivity.

Question and Answer: Johnsonburg's Transgender Policy

Who determines the gender of Johnsonburg guests?

The parent or guardian indicates the gender of the child and submits this during the registration process.

Which bathroom do guests use?

Guests use the bathroom that corresponds with their stated gender. Any guest who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single user restroom. However, no guest shall be required to use such a restroom because they are transgender or gender nonconforming. If another child, or a parent of another child, express discomfort with sharing space with an transgender youth, that child can use a separate, private space. The transgender young person should be allowed to use the facilities they are comfortable with. The burden of prejudice should never rest on the child who is the target of that prejudice.

How are guests housed at Johnsonburg?

Guests typically sleep in lodging according to their gender. Note: There is not a "one-size-fits-all" housing policy for transgender youth. It is vitally important to openly communicate with the youth about their needs and desires in order to create the best solution. Some transgender youth may feel more comfortable housing with the gender that correlates with their full time presentation and identity, others with their assigned birth sex. Some may want to room with a few select friends and some, if given the option, may prefer their own room. Again, it is important to work with the youth to create an accommodation that best suits everyone. If parents of another guest or another guest expresses discomfort with sharing space with an transgender youth, staff should look for other lodging options so that child can be housed in another space.

How does Johnsonburg address privacy when it comes to changing clothes, showering and swimwear?

Johnsonburg requires that all guests change clothes in private areas and discourages nudity or disrobing directly in front of staff or other guests. All our showers are single occupancy and each has a private undressing/dressing area where guests can have privacy while changing and showering. Our swimwear policy allows guests to be comfortable, while covering private areas. Guests may wear clothing over the top of their swimsuit if they choose.

Will Johnsonburg inform parents of guests if their children are assigned to the lodging area with a transgender guest?

Simply put, no. Guests are always supervised at Johnsonburg so there are not any apparent safety concerns or legal issues regardless of which bunk a guest is assigned.

How do these policies relate to summer staff?

We fill staff vacancies and assign staff lodging/counseling responsibilities based on summer staff applicants' self-identified gender.

Is it required for a parent/guardian to disclose to Johnsonburg staff upon registering that their child is transgender?

It is not required that a parent/guardian inform Johnsonburg staff that their child is transgender. However, Johnsonburg prefers that parents, if comfortable, indicate that their guest is transgender when they register for camp. Being made aware of a transgender guest will allow our staff to be prepared so we can put forth our best efforts to help the child have a positive experience at camp.

What Johnsonburg staff members will be made aware of a transgender guest?

Staff will not discuss the gender of a guest in any situation where it is not pertinent or appropriate to do so. (Calling attention to something that is particularly EXCLUSIVE is not in keeping with the INCLUSIVE nature of the camp environment we create.) Only the staff noted below will be made aware a particular guest is transgender and this information will remain confidential, as would specific medical information for any guest. Directors and volunteer nurses will be notified of any guest that identifies as transgender. The staff that relate directly to the guest will also be notified (the child's counselors and the Unit Coordinator for the group). When referring to a guest/guest/staff member, staff and guests should use pronouns that reflect the gender the guest/guest/staff member identifies with when not using the person's name.

How will staff be informed of this policy and be prepared to host a transgender guest?

Staff training will include a session regarding transgender guests. This policy will be discussed, along with rationale and training for providing transgender guests (and every guest) with an emotionally and physically safe environment.

Harassment, Intimidation and Bullying (HIB) Policy

Objective: In following with the mission of Johnsonburg Camp and Retreat Center (Johnsonburg), “Where all may gather, where all are welcomed and where all are invited to receive gracious hospitality, joyful Christian community and the wonder of God’s creation” all forms of harassment, intimidation and bullying (HIB) will not be tolerated. The HIB policy will be in effect to continue to grow a community of individuals who have respect for others and themselves. This policy will cover all staff, campers, youth workers, youth participants, volunteers, or other individuals acting as a Johnsonburg representative on and off site. The Johnsonburg community expects all of the aforementioned individuals to conduct themselves on the level of development, maturity, spirituality and demonstrated capabilities with proper regard for the rights and welfare of all others.

Definition: HIB can be defined as any gesture, any written, verbal or physical act, or any communication; regardless of one time or continually; that harms another individual physically, emotionally, mentally or spiritually.

Reporting/Investigation: All aforementioned constituents will be able to report activities or victimization to Program Director (or designee), to staff, or volunteers in charge. This will begin a thorough investigation by the current highest level Staff on call (as long as staff is not accuser or accused).

- **Investigation Steps**
 - Investigation will begin as soon as possible once an accusation has been made
 - Interview both accused HIB violator and accuser
 - Interview all witnesses of accused HIB behavior
 - Review any other relevant information that could affect the conclusion of HIB investigation
- **Reporting**
 - Written report will housed in the Office once the investigation has been finalized
 - These reports will be accessible to all constituents involved post-investigation (including parents/guardians of campers/youth participants)
- **False Accusations**
 - If a reported HIB violation has been found to have been made intentionally false or inaccurately action will be taken against the false accuser
 - Those repercussions will follow the same repercussions below for individuals who have committed HIB violations

Repercussions/Consequences of HIB activities: Depending on the severity and frequency of HIB activity Johnsonburg has a wide range of repercussions, which include but may not be limited to, when HIB accusations have been found to be valid:

- **Staff, Volunteer, Individuals performing under the purview of Johnsonburg**
 - Verbal or written reprimand
 - Withholding of pay
 - Disciplinary action
 - Termination

- Ban from future Johnsonburg activities/events
- Campers and youth participants
 - Discussion with appropriate chaperones
 - Call home
 - Removal from current program with no refund
 - Exclusion from future Johnsonburg community programs

Support for Victims of HIB activities: Johnsonburg personnel will continually work to support the emotional, physical, spiritual and mental safety of all victims of HIB activities. These activities will be to add relief to victims of HIB and in a way that does not stigmatize victims or further their sense of persecution.

- Support Activities may include but are not limited too
 - Time with a trusted other from Camp
 - Referrals to personal counseling in their area
 - A change of Camp activities/options
 - A safe removal from camp activities, with a refund, if that is what is requested

Training: In an effort to make sure that Summer/Year-Round Staff are aware of best practices annual training will be mandated prior to the beginning of Summer Camp.

Policy Evaluation: The Executive Director, Program Director and Chair of the Program Committee will meet to review this policy annually to make sure that it is still conveying best practices with regards to HIB policies and actions.

Posted: This policy will be posted on the Johnsonburg website for all constituents to be able to access it and in the Staff Handbook for both year-round and summer staff to review.

Social Media HIB Policy Addendum

In general, Johnsonburg views social networking sites (e.g., Facebook), personal Web sites, internet presence and Weblogs positively and respects the right of campers, staff and volunteers to use them as a medium of self-expression. If any of these previously mentioned constituents chooses to identify themselves as a representative of Johnsonburg on such Internet venues, some readers of such Web sites or blogs may view the camper as a spokesperson of the camp. In light of this possibility, our camp requires, as a condition of participation in Johnsonburg activities, that campers, staff and volunteers observe the following guidelines when referring to the camp, its programs or activities, its campers, and/or employees, in a blog or on a Web site.

1. Campers, staff and volunteers must be respectful in all communications and blogs related to or referencing the camp, its employees, and other campers.
2. Campers, staff and volunteers must not use obscenities, profanity, or vulgar language.
3. Campers, staff and volunteers must not use blogs or personal Web sites to disparage the camp, other campers, or employees of the camp.
4. Campers, staff and volunteers must not use blogs or personal Web sites to harass, bully, or intimidate other campers or employees of the camp. Behaviors that constitute harassment and bullying include, but are not limited to, comments that are derogatory with respect to race, religion, gender, sexual orientation, color, or disability; sexually suggestive, humiliating, or demeaning comments; and threats to stalk, haze, or physically injure another person.
5. Campers, staff and volunteers must not use blogs or personal Web sites to discuss engaging in conduct that is prohibited by camp policies, including, but not limited to, the use of alcohol and drugs, sexual behavior, sexual harassment, and bullying. Any individual found to be in violation of any portion of this Social Networking and Blogging Policy will be subject to immediate disciplinary action, up to and including dismissal.

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Camp Johnsonburg Camper Behavior Contract and Management

The Three Strike Policy

There are times in which campers will act out beyond the typical behavior for their age. It is important to recognize the contract that the camper signs before they arrive at camp.

Camper Behavior Contract

Because Camp Johnsonburg will be my home for a period of time this summer, I agree to make it a safe place for myself and others; therefore, I agree to conduct myself in the following manner:

- I will listen to others, including staff and fellow campers
- I will control my own behavior and use appropriate language
- I will not cause physical or emotional harm to other campers or staff
- I will not engage in or threaten abuse of any kind
- I will respect the environment, camp equipment, property, and other campers' belongings.

Discipline Policy: Camp operates on a three strike policy. A strike can be given by any staff member for any infraction of the above behavior contract. After a second strike is given, the Program Director will contact my parent(s)/guardian(s). Upon a third strike, I will be sent home and my parent(s)/ guardian(s) will be required to pick me up that day.

Please note:

Camp Johnsonburg has a zero tolerance policy on bullying, physical touching/aggression and the possession or use of alcohol, tobacco, or illegal substances. Breaking this policy will result in an immediate three strikes, and I will be sent home.

By signing below, I am indicating that I have reviewed this Camper Behavior Contract with my parent(s)/guardian(s) and agree to abide by the rules. I understand that in the event I am sent home, no refund will be given. Following these rules will help camp be a safer environment for everyone.

In order to help guide staff through the process, the following is a detailed description of the internal process:

1st strike

- 1) First time behavior – spitting at someone, name calling, or exhibiting inappropriate behavior.
- 2) Constant cursing or continued lack of respect (i.e. talking back, leaving the group, slow to travel to activity).

The 1st strike is given by the counselor. The counselor will then alert their respective Unit Director. The Unit Director and counselor will meet with the camper so the

camper is officially aware of the offense and the process from that point forward. The Unit Director will inform the Program Director of the situation.

2nd strike

- 1) First time – destruction of property, bullying, or touching another person.
- 2) Continuation of 1st strike offense behavior.

The 2nd strike is given by the Unit Director. The Unit Director will then alert the Program Director. The Program Director will meet with the camper, the counselor, and the Unit Director and call the camper's parent or guardian to inform them of the disciplinary action taken. The Program Director will share with the parent or guardian that the camper will be sent home the next time a strike is given, and may opt to give the parent/guardian the opportunity to speak with their camper.

3rd strike

- 1) First time - possession or use of drugs or alcohol; HIB policy offense; physical fighting.
- 2) Continuation of 2nd strike offense behavior.

The 3rd strike is given by the Program Director or the Executive Director. The staff will contact the parent to inform them of the situation and ask that they come to camp to pick up their child.

9/2019



Camp Immunization Policy

Johnsonburg Camp and Retreat Center does not accept claims of religious or personal exemption for required immunizations in any registration application submitted requesting enrollment acceptance in any of our programs that require a health form.

While parents may choose to defer the vaccination of their children, for Johnsonburg, this is not an issue of individual rights and choice, but an issue of public health and policy. The routine vaccination of all children and staff is an important public health matter especially in the confined environment of a camp program.

Therefore, all campers and staff are required to have age-appropriate vaccines recommended by the State of New Jersey Department of Health, American Academy of Pediatrics (AAP), and the Center for Disease Control (CDC).

This policy is in effect immediately and references the Youth Camp Safety Standards, required by all camps under licensure by the State of New Jersey. Required health information and immunizations are in Chapter 25, 8:25-5.5 (f) 1.

Required Vaccines for students K-12 (from the New Jersey Department of Health):

- diphtheria, tetanus, and pertussis (DTaP, DT, DTP, Tdap)
- polio (IPV)
- measles, mumps, rubella (MMR)
- hepatitis B (HepB)
- Meningococcal
- varicella (chickenpox)

The number, timing, and spacing of the required vaccine doses is set by the Centers for Disease Control and Prevention's (CDC) Advisory Committee on Immunization Practices (ACIP). To be considered valid, a dose of vaccine must meet both the minimum age and minimum intervals as defined by ACIP. You can view the current ACIP vaccine schedule for persons 0 - 18 yrs of age at www.cdc.gov/vaccines/schedules/downloads/child/0-18yrs-child-combined-schedule.pdf.

Vaccines are recommended for rotavirus, hepatitis A, influenza, Hib and human papillomavirus, but are not required.

Exceptions

Johnsonburg recognizes that individuals, who have had a documented allergy or severe adverse reaction to a particular vaccine, will not be able to receive further doses of that individual vaccine. In addition, individuals with certain medical conditions will not be able to receive certain vaccines.

If your child cannot get vaccines because of medical reasons, you must submit a properly completed and signed official Immunization Medical Exemption Form to the Johnsonburg Directors. This form must be completed and signed by your child's medical doctor.

Required Forms

All parents must submit a current immunization record form for their camper and ensure that campers have all of the age appropriate vaccines. You can submit this record through our CampWise registration system. Campers without proper immunization records will not be permitted to attend the summer camp program.

If your child has a medical exemption, we must receive the completed official Immunization Medical Exemption form with the appropriate documentation included and the official form signed by your child's physician, prior to arrival on site. (State of New Jersey, Department of Health N.J.A.C. 8:57-4.3)

If you have any questions about our Immunization Policy, please contact our EMT and Health Officer, Brian Walsh, nurse@campjburg.org.

This policy applies to camp programming that requires health forms and excludes day events and the Traveling Day Camp.

Effective May 2019

Johnsonburg Camp & Retreat Center

Volunteer Policy

Date Edited: December 1, 2019
Adoption Date – December 2019

The Board of Trustees recognizes the services of volunteers can enrich the programs, improve facilities, assist staff members in the performance of their duties, and enhance the relationship between the camp/retreat center and the community. The Board authorizes a program for the utilization of volunteer services in the camp/retreat center.

For the purpose of this Policy, a “volunteer” is a person who is not paid by the Johnsonburg Camp & Retreat Center, who is invited into the camp/retreat center, and who provides occasional assistance for activities, programs and/or projects under the direct supervision of an appropriate employee, more than one time per calendar year.

An unpaid volunteer, as defined below, shall be required to complete an online volunteer application and a subsequent criminal history record check. Johnsonburg will cover the cost of the background checks. In the event an individual or group wishes to volunteer on a one-time basis, a background check can be waived, but the volunteer(s) is restricted from any contact with persons under 18.

The Executive Director or designated staff shall determine if a person meets or will meet the requirements to be a “volunteer” for the purpose of this Policy.

The Executive Director or designated staff shall be responsible for the recruitment and screening of volunteers and may delegate the assignment of volunteers to specific tasks.

Volunteers must be persons of known character, responsibility, and integrity.

The Executive Director shall be obligated to not utilize the services of a volunteer whose abilities or interests do not serve the needs of those we serve.

Each volunteer shall be given a copy of this Policy and the rules of conduct.

The following guidelines shall govern the service of volunteers:

1. Volunteers may serve only under the direction and supervision of an appropriate staff member;
2. Volunteers should clearly understand their duties and responsibilities and perform no service outside those duties;
3. Volunteer serve only in a support capacity;

4. Volunteers shall respect the individuality, dignity, and worth of each child/adult;
5. Volunteers are not permitted access to guest and/or camper records;
6. Volunteers should exercise discretion in discussing their activities with others in the community and must maintain confidential any information that if disclosed would violate Federal and State laws;
7. Volunteers shall receive no financial remuneration from the Camp or Board;
8. Volunteers shall abide by the Sexual Misconduct Policy, HIB Policies, Photography/Media Rules, and other expectations as outlined in the online Volunteer Application;
9. To avoid any conflict of interest, volunteers will not be permitted to advise or supervise their children or immediate family members in any activity that is part of the program, without oversight by the Executive Director or designated staff. Extraordinary circumstances may warrant exceptions, and these require the approval of the Executive Director.

All volunteers must report to the Main Office and identify themselves upon entering the site.



Presbyterian Camps and Conferences, Inc.

Alcohol Use Policy

Possession, serving and consumption of alcoholic beverages on the premises of Presbyterian Camps and Conferences, Inc. (PCCI) shall be governed by this policy.

General Prohibition:

Johnsonburg Presbyterian Center strives to provide a safe environment for youth and adults. To this end, the possession, serving and consumption of alcoholic beverages shall not be permitted on PCCI property unless specifically authorized or permitted by this policy, as interpreted by the Executive Director in their sole discretion. This prohibition includes beer, wine, distilled spirits and any beverage or food which contains alcohol, and any products made from these items which retains alcoholic content.

On Site Residences:

The use of on site residences provided for year round staff is governed under a separate on site housing agreement executed between PCCI and the staff member. Alcohol possession and use within these residences is subject to that agreement. In the absence of such an agreement, the general prohibition contained herein is in effect in all staff housing areas and residences.

Full Site Rental:

If a group or individual rents the entire camp property for an event, alcohol may be served at the event subject to Executive Director approval and the following restrictions and conditions:

1. The handling and serving of alcohol shall be performed strictly in conformance with applicable laws and regulations by persons or entities properly licensed for this task. Any required special licenses or permits are the responsibility of the renter.
2. Alcohol may be restricted to certain areas of camp and/or times at the discretion of the Executive Director.
3. The renter will be solely responsible for security for the event and shall take proactive and effective measures to limit site access to guests of the renter and to prevent access to alcohol by those under the legal drinking age.
4. The renter will be responsible for the conduct of their guests or attendees. Anyone exhibiting intoxication may be asked to leave the site by the Executive Director or their designee at their sole discretion, whose decision shall be final.
5. The renter shall be responsible for any damage to the site or facilities caused or occasioned by alcohol use or intoxication at the event.
6. The renter shall indemnify, defend and hold harmless PCCI and our employees, agents or representatives for any and all liability in connection with alcohol use at the event.

Lodge Rental:

If an adult group rents an entire lodge, alcohol may be present and consumed in the lodge subject to Executive Director approval and the following restrictions and conditions:

1. All persons staying in the lodge shall be of legal drinking age. If any residents of the lodge are underage, alcohol shall not be permitted.
2. Alcoholic beverages are limited to beer and wine. No hard liquor or distilled spirits are permitted.
3. All alcoholic beverages must remain inside the lodge at all times. Alcohol may not be brought to or consumed in the dining hall or other public areas on site.
4. Lodge residents may only bring beverages for their own personal consumption and to share with other residents of the lodge. Beverages shall not be sold nor shared with others not resident in the lodge.
5. Groups exercising this option are encouraged to consider all those who make up a part of their group to ensure that the event remains welcoming and positive for all attendees. All group participants should be consulted prior to the event regarding the presence of alcohol.
6. Alcohol shall be consumed in moderation. Anyone exhibiting the effects of alcohol consumption or intoxication may be asked to leave the site or be confined to the lodge by the Executive Director or their designee at their sole discretion, whose decision shall be final.
7. The group shall be responsible for any damage to the site or facilities caused or occasioned by alcohol use or intoxication at the event.
8. The group shall remove all alcohol and bottles/cans from the site when they leave.

Presbyterian Camp and Conference Center Sexual Misconduct Policy

God intends all men, women, and children, as children of God, to have equal worth and dignity in all relationships. The Scriptures and our faith in Jesus Christ call us to standards of responsible behavior in all of life, including sexual behavior. Scripture asserts that religious leadership involves a covenantal relationship that presumes the trustworthy exercise of power on behalf of our colleagues in ministry and those being cared for. The Presbyterian Camp and Conference Center (hereafter referred to as Johnsonburg) is a place where adults, in the process of repairing and restoring self and soul, understandably let their guard down, and where young people find themselves open to new experiences of community, recreation, and growth. Such circumstances leave people in various states of vulnerability.

Purpose

This policy is intended to perpetuate and strengthen Johnsonburg as a physically and emotionally safe place where the aim is to deepen the bonds of trust rather than erode them. Sexual misconduct is a misuse of authority and power, which breaches the trust of leadership. The purpose of this policy is to make clear Johnsonburg's position on sexual misconduct and to establish the procedures to be followed in investigating, reporting and resolving claims of such misconduct. It is our intent to deal with all such claims promptly, legally and fairly, with compassion and respect for all involved.

Specifically, this policy is adopted to:

- Prevent and eliminate sexual misconduct in all activities that occur within or are associated with Johnsonburg;
- Safeguard Johnsonburg's staff, volunteers and participants (campers, guests, clientele) from any form of sexual misconduct; and
- Seek justice by implementing effective administrative, investigative and judicial processes to determine the facts, protect the innocent and deal appropriately with any person who victimizes others.

Definitions*

For purposes of this document Sexual Misconduct is a comprehensive term that includes:

1. Child sexual abuse includes, but is not limited to, any contact or interaction between a child and an adult when the child is being used for the sexual excitement or stimulation of the adult person or of a third person. The behavior may or may not involve touching. Sexual behavior between a child and an adult is always considered forced whether or not consented to by the child. The sexual abuse definition of a child under this policy is anyone under the age of 18.

2. Rape or sexual contact by force, threat, coercion or intimidation.
3. Sexual conduct includes all activities injurious to the physical or emotional health of another such as, but not limited to, offensive, obsessive or suggestive language or behavior, unacceptable visual contact and unwelcome touching or fondling.
4. Sexual malfeasance, which is defined as sexual conduct (as defined above) within a professional or leader-youth relation. Mutual consent is **not** possible when one party is in a position of authority. This definition is not meant to cover relationships between spouses, nor is it meant to restrict camp professionals from having mutual, consensual social, intimate or marital relationships. However, there are certain limits that understandably must be adhered to while at Johnsonburg.
5. Sexual abuse of another person involving sexual conduct in relation to any person over the age of 18 without the mental capacity to consent, or any person when the conduct includes force, threat, coercion, intimidation or misuse of office or position (Presbyterian Book of Order, D-10.0400 c)
6. Sexual harassment – unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, advancement or continued status at the Center
 - Submission to or rejection of such conduct is used as the basis for employment conditions affecting an individual
 - Such conduct has the purpose or potential effect of interfering with an individual's work performance by creating an intimidating, hostile or offensive working environment
 - An individual is subjected to unwelcome sexual jokes, innuendo, unwelcome, casual or inappropriate touching, or display of sexual visuals that are suggestive, insult, degrade, and/or sexually exploit men, women or children. Possession on Johnsonburg Centers property of pornographic or sexually graphic materials, and accessing pornographic or sexually graphic web sites while on camp property is prohibited.

*Modified from *Creating Safe Churches, Addressing Sexual Misconduct*, PCUSA

Reporting

Allegations of sexual misconduct are difficult to make and resolve; however, it is our responsibility to assure all persons in the Johnsonburg community that we will not shy away from our responsibility. Claims will be addressed in a prompt, caring and efficient manner, taking into account the legitimate concerns of the victim, the accuser, the accused and the Center. All reports of such conduct will be treated confidentially and submitted to the appropriate executive, legal and ecclesiastical authorities.

Any staff member who has observed or suspects sexual abuse of a camper or to whom a camper has reported sexual abuse should follow the following procedure:

- Talk with their immediate supervisor or another person in authority who will help evaluate the situation and explain the reporting process.
- If there is reasonable cause to believe that a child is being abused in camp or at home, it is the legal responsibility of the observer to report this suspicion to the NJ Division of Youth and Family Services (DYFS) at 1-800-792-8610.
- Prepare and submit a detailed written report to the Executive Director and/or the Program Director. The report should include a detailed account of the incident including date, time, place, exactly what happened, names of individuals involved, names of any witnesses and any other pertinent information. *What exactly should be in this report?*

The Executive Director or the Program Director will notify parents, police, and pastor of the abused person within 24 hours. If a staff member is implicated in the abuse, they will be immediately relieved of their duties until the matter is resolved.

Sexual harassment is against the law and is expressly forbidden by the policies of the Presbyterian Church (USA). Sexual harassment directed toward any camper or other minor is also considered a violation of the laws and policies prohibiting child abuse. Any form of sexual harassment carries dire consequences for a person found guilty of such practices.

Any individual who is subject to an incident of Sexual Misconduct at camp by anyone or is aware of Sexual Misconduct against another individual should follow the following procedure:

- Take the necessary action to immediately stop the unwarranted behavior
- Immediately report the incident to their immediate supervisor or other person in authority
- Prepare a written complaint and submit the report to the Executive Director and/or the Program Director. The complaint should include details of the incident(s) including date, time, place, exactly what happened, names of individuals involved, names of any witnesses and any other pertinent information.

Information regarding the complaint will be disclosed only to those with a "need to know". No person will be retaliated against based on the filing of a complaint under this policy or due to participation in any investigation in relation to a violation of this policy.

For incidents and actions that cannot for whatever reason be reported up the "chain of command" at camp, report such incidents to the Personnel Committee chair of the Johnsonburg Board of Trustees, President of the Board or other member of the Board.

Investigation

Every report or allegation of misconduct will be immediately, objectively and thoroughly investigated. A written statement should be obtained from witnesses as soon as possible after an allegation has been made. To the extent possible, confidentiality will be maintained. However, employees must recognize that information must be verified and may be shared on a "need to know" basis in order to establish the validity of the claim.

If the allegation is against a seasonal employee, the allegation will be investigated by the camp administration and shared with the Personnel Committee chair of the Johnsonburg Board of Trustees. The Executive Director may request participation by the Personnel Committee in the investigation. The camp administration will issue a report of the findings and appropriate disciplinary action to the employees(s) who brought the complaint, the accused, the Personnel Committee and the appropriate authorities as necessary in keeping within the confines of the laws of the county, state and federal government. The Personnel Committee is the appropriate avenue for appeal of a decision or finding by the camp administration.

If the allegation is against a year-round staff member, the Executive Director in conjunction with a subcommittee appointed by the Executive Committee of the Board of Trustees will conduct the investigation of the alleged offense and recommend appropriate disciplinary action to the Executive Committee of the Board of Trustees. A report of the findings and appropriate disciplinary action will be issued to the employees(s) who brought the complaint, the accused and the appropriate authorities as necessary in keeping within the confines of the laws of the county, state and federal government.

In keeping with law and tradition, the camp will preserve the presumption of innocence of the accused until determined otherwise.

Any employee who refuses to cooperate in the investigation of a charge or who knowingly makes a false accusation is subject to discipline including possible termination. Retaliation against any one complaining of sexual harassment is also considered a violation of this policy and may result in discipline including termination.

Education and Acknowledgement

This policy shall be distributed to all employees and volunteers who work as part of the staff of the Presbyterian Camp and Conference Center. The policy shall also be made available to all persons who accuse others of misconduct as well as those accused of misconduct.

The Presbyterian Camp and Conference Center will provide training for each employee. Program staff members shall be trained during the course of the annual staff training

on the meaning of harassment, unacceptable behaviors and reporting procedures. Failure to attend such training will result in dissolution of the relationship. Such training shall be mandatory.

All employees of the Presbyterian Camp and Conference Center are required to sign a written acknowledgment (See Attachment A) indicating that they have received a copy of this Sexual Misconduct Policy. Such acknowledgement will be kept in the person's personnel file.

Attachment A

**Presbyterian Camp and Conference Center
Sexual Misconduct Policy**

Acknowledgement of Receipt

I hereby acknowledge that I have received a copy of the Presbyterian Camp and Conference Center Sexual Misconduct Policy, that I have read the policy, understand its meaning, and agree to conduct myself in accordance with this policy.

(Print Name)

(Signature)

(Date)