

WELCOME TO HOLIDAY LAKE 4-H EDUCATIONAL CENTER

As an employee of Holiday Lake 4-H Educational Center, you are a member of a dedicated team of workers who are committed to helping people and serving the mission of the center. This mission reads:

The mission of the Center is to improve the quality of life by educating youth and adults in a natural setting.

Values

Residential camping: We are committed to continuing our excellence in camping by providing educational, social and developmentally appropriate experiences for youth and adults.

School outreach: We are dedicated to teaching youth and adults about the outdoor world through science based curriculum and adventure programming and utilizing hand-on experiences.

Partnerships: We believe that strong partners are necessary for strong, relevant programming. We will continue existing partnerships and foster new ones that enhance the educational mission of the 4-H Center and improves the Commonwealth of Virginia.

Vision

The vision of Holiday Lake 4-H Educational Center is to be the very best at educating youth and adults, improving their quality of life by educating them in a natural setting utilizing experiential teaching techniques. We strive to enhance our existing programming and to develop new, so our area's economy can improve.

This handbook includes information related to all aspects of employment at Holiday Lake 4-H Center. Our goal is to provide every employee a proper work environment, reasonable compensation, appropriate benefits, and opportunities for growth and development in the position. We will also strive to provide proper leadership and supervision for each employee.

It is the obligation of the employee to follow the guidelines of this handbook, to work as an active member of the 4-H Center team, and to provide proper service to our clientele. Employees are expected to work efficiently and effectively, to project a good attitude at all times, and to perform at all times in the best interest of the center and our clientele.

The door to the Center Director's office is open. You are invited to share your ideas, suggestions, or concerns at any time. I wish you much success with your employment at Holiday Lake 4-H Center.

Bryan Branch
Center Director

Holiday Lake 4-H Educational Center and Virginia Cooperative Extension programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. An equal opportunity/affirmative action employer.

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I. Employment Policies

A. Categories of Employees

Reference is made in the handbook to the following categories of employees at Holiday Lake 4-H Center:

Regular, Salaried Staff - Employees who are employed on a full time, year round basis. These employees will work 40 hours a week and are eligible for benefits described in the handbook.

Full-time Hourly Staff - These employees are eligible for some benefits as described in the Employee Handbook.

Part-time, Salaried Staff – Limited benefits determined by individual benefit rules.

Provisional Employees - Newly hired employees who have not completed the initial 6-month period of employment or received a satisfactory evaluation for the initial employment period. The provisional period may be extended at the discretion of the supervisor or Center Director.

Hourly Staff - Those employees who are employed for a specific period of time, normally on an hourly basis, to assist with certain aspects of the center operation. Hourly staff may work a 40-hour week or may work for shorter periods. Hourly staff is not eligible for benefits described in the Handbook.

Summer Staff - Employees who are hired during the summer, primarily to work with the 4-H camping program. Summer staff may include program staff, maintenance staff, food service staff, housekeeping staff, and others. Summer staff is not normally eligible for benefits described in the Handbook.

B. Job Description

Each employee will conduct the duties as outlined in the position job description. Position descriptions will be developed by the supervisor in consultation and Center Director, and approved by the Board of Directors.

The position description will be reviewed annually and may be amended during the annual performance evaluation.

C. Hours of Work

Regular Full-time 4-H Center employees work a minimum of 40 hours each week. Normal work hours are specified by the Center Director., Monday through Friday, with a 30-minute lunch break. Professional and administrative staffs (Center Director, Program Director, Development Director, Natural Resource Director, Facility Manager, and Food Service Manager) will because of the requirements of the position, or due to necessity, often work more than 40 hours each week, including nights and weekends.

D. Overtime

Full-time permanent staff who is not exempt from the Fair Labor Standards Act will receive overtime leave at a rate of one and one-half hours for each overtime hour worked. Administrative, executive, and professional staff, as defined by the law, and currently including the Center Director, Program Director, Development Director, Natural Resource Director, Facility Manager, and Food Service Manager, are considered "exempt" and are not entitled to overtime compensation. Overtime work by non-exempt personnel must be approved in advance by a supervisor.

E. Attendance

If an employee knows in advance that he or she will be late or absent, it is the employee's responsibility to tell the supervisor prior to the absence. If the late arrival or absence is unanticipated, the employee should notify the supervisor as soon as possible. Failure to report may result in disciplinary action. Leave reports for all full time hourly and salaried staff are maintained monthly.

E. Attendance Records

All employees are required to keep a time sheet. This form will be obtained from the Center Office and will record the days and hours of work. Hourly employees must complete the time sheet daily, and must sign in at the start of work and sign out upon leaving. The time sheet must reflect an accurate record of your work time. Salaried employees will sign their time sheets at the end of each pay period. Deliberate falsification of the time sheet is grounds for dismissal.

F. Salary Information

The Center workweek begins on Monday and runs through Sunday. Paychecks will be issued on a biweekly pay schedule. Employees must complete and sign a time/work report sheet on Monday morning following the end of each two-week pay period. Checks will normally be distributed by the supervisor and will be available for distribution at noon on Thursday following the end of the pay period. Checks for summer staff will be distributed at the end of the workweek. Under extenuating or emergency circumstances, the Center Director may approve early distribution of a payroll check to an employee. Advances for future pay periods will not be given.

Various withholding either required or optional may be taken from an employee's paycheck. These include, but are not limited to, federal and state taxes, FICA, health insurance premiums, or other agreed upon payments.

Tax liens and garnishments must be honored in accordance with the state garnishment law and the federal wage garnishment act.

Employees may not charge personal expenses to center accounts. Bills and debts to the 4-H Center must be paid by the last complete pay period of each month. Any unpaid bill will be deducted from the next paycheck.

Payroll checks will not be released to anyone other than the employee except with the written authorization of the employee.

G. Compensation

Salary increases will be awarded on merit based on the annual performance evaluation. The Administration and Finance committee will budget for merit increases, as funds are available. This committee upon recommendations from the Center Director will also approve salary increases. Salary increases will take effect on the first pay period in January following a commendable evaluation by the Center Director or on the employment anniversary date at the Center Director's discretion.

H. Probationary Period/Performance Evaluation

Beginning employees will serve a six-month probationary period during which time the employment may be terminated at the will of the supervisor in consultation with Center Director. An evaluation will be made at the end of the three months and the probationary employee will be counseled on areas needing improvement. A follow up evaluation will be made at the end of six months and employees receiving a satisfactory or better rating will have completed the probationary period. An annual performance evaluation will be conducted with each employee in November using a format and forms similar to the state evaluation. The performance evaluation will be focus on performance objectives.

I. Terminations

1. If an employee decides to terminate employment with the Center, at least two weeks written notice must be given to their supervisor. All intellectual properties produced by the employee in their employment with the 4-H Center remain the property of the 4-H Center in perpetuity. All 4-H Center property, including keys, passwords, memory sticks, files, etc., must be turned in to their supervisor before the employee leaves their last day, or earlier if the supervisor according to the supervisor's instructions.. If the employee has an email account through the 4-H Center, they no longer have authorization to utilize the account and will turn in any passwords for computers and email accounts. If the employee resides on the 4-H Center property, they must be moved off the property by the end of the day their last day of employment unless prior arrangements have been made with the Center Director or in the case of the Center Director, with the Board of Directors Chairman. The employee's accumulated annual and compensatory leave will be paid after the last day of employment.

2. Should the employee be terminated by the 4-H Center, all property of the 4-H Center is to be turned in immediately, including keys, passwords, memory sticks, files, etc. All intellectual properties produced by the employee in their employment with the 4-H Center remain the property of the 4-H Center in perpetuity. If the employee has an email account through the 4-H Center, they no longer have authorization to utilize the account and will turn in any passwords for computers and email accounts. If the terminated employee resides on the 4-H Center property, they have 72 hours to be moved off the property and are restricted to the residence without access to other parts of the property for that time frame. Any failure to adhere to this access restriction may result in legal action.(for trespassing.) The employees accumulated annual and compensatory leave will be paid after the last day of employment.

II. Benefits

1. Leaves of Absence

A. Annual Leave Regular, Salaried and Full-time Hourly Staff

Center employees receive paid annual leave, which may be taken for any purpose. A certain amount of annual leave is earned for each monthly pay period. The rate at which annual leave is earned depends on the employee's length of service with the center. Employees may accumulate annual leave, but only a limited amount may be carried from year to year, also determined by length of service.

Upon departure from the center, an employee may be paid for accumulated annual leave balances not to exceed the maximum amount of leave that can be carried to the next year.

The amount of annual leave an employee earns each month and the amount an employee can carry into the next year are as follows:

<u>Years of Service:</u>	<u>Hours earned Monthly:</u>	<u>Maximum Carryover amount:</u>
Less than 5 years	8 hours	192 hours

5-9 years	10 hours	240 hours
10-14 years	12 hours	288 hours
15-19 years	14 hours	336 hours
20-24 years	16 hours	384 hours
25 or more years	18 hours	432 hours

Leave is earned at the end of each month. If an employee is absent for a period exceeding his or her earned leave balances; he or she will not earn annual leave for that month.

2. Sick Leave Regular, Salaried Staff and Full-time Hourly

Sick leave is earned at a rate of 10 hours per month for salaried staff and 40 hrs per year for Full-time hourly. Sick leave may be used for absences related to conditions that prevent an employee from performing duties. These conditions include illness, injury, or health problems related to pregnancy or childbirth. An employee may be asked to provide the supervisor with a physician's statement describing the extent of the condition and the date upon which the employee is expected to be able to return to work.

Employees may use sick leave for medical appointments that cannot be scheduled outside work hours. The Supervisor may request proof of any medical appointment that requires use of sick leave. In addition, employees may use sick leave, up to 24 hours at a time, for an illness or death in the immediate family or someone living in the same household. Leave for this purpose may not exceed 48 hours in a calendar year. Immediate family includes parents, stepparents, spouse, children, stepchildren, siblings, stepbrothers and sisters, grandparents and any relative living in the employee's home.

Leave is earned at the end of the month. If an employee is absent for a period exceeding his or her earned leave balances; he or she will not earn sick leave for that month.

No more than 100 hours of sick leave may be carried over from one year to the next beginning on January 1st of each year. Upon termination by either party, no more than 10 hours of accrued sick leave will be paid out.

Annual leave may be used for sickness if sick leave is not available.

3. Holiday Compensatory Leave Regular, Salaried Staff and Full-time Hourly

Compensatory leave is paid leave granted hour-for-hour for hours worked during a holiday. Supervisor must authorize granted hour-for-hour, compensatory leave in advance. If it does not conflict with the needs of the center, an employee will be permitted to take compensatory leave at the time requested. Compensatory leave must be used within 12 months of the date earned.

4. Overtime Leave Full-time Hourly

Employees subject to the Fair Labor Standards Act are paid overtime leave at a rate of one and one-half times the overtime hours worked. The supervisor must approve overtime in advance in consultation with the Center Director.

5. Compensatory/Administrative Leave Regular, Salaried Staff

Compensatory/Administrative leave must be authorized by the supervisor in advance. It is a leave that is granted on a basis of one day of leave for one weekend worked or one for one where applicable for professional staff that are required to work weekend duty. Compensatory/Administrative leave must be taken as soon as practical following the duty weekend and may not be accumulated. This policy must be approved annually by the Board of Directors.

6. Civil Leave for Regular, Salaried Staff and Full-time Hourly Staff

Civil leave is available for all full time staff. It may be used to serve on jury duty, appear in court as a witness under subpoena, or attend administrative hearings. It is NOT available for employees to appear in criminal proceedings, including depositions in which the employee is a criminal defendant.

The employee should request civil leave from the 4-H Center Director as far in advance of the leave as possible.

Employees are responsible for obtaining verification of their appearances at court proceedings from the appropriate court personnel and this must be filed with the employees leave record.

Employees who use civil leave and are reimbursed for services must repay Holiday Lake 4-H Educational Center for the amount received. Employees may retain payment for services if using accrued leave such as annual or compensatory leave.

Employees keep reimbursement for expenses.

7. Family Medical Leave Policy

Full-time employees who have completed 12 months of successful employment are eligible to take up to the following number of work weeks of unpaid family and medical leave per calendar year. The 4-H Center will grant unpaid leave to eligible employees for one or more of the following reasons:

- a serious health condition that makes the employee unable to perform their job: 12 weeks
- the care of the employee's child (birth, adoption or foster care) 8 weeks maternity with up to an additional 4 weeks available if written request is made to the Center Director stating reason for the need, the Center Director will consult with the Administration/Finance Committee before rendering a decision on additional time; up to 4 weeks paternity leave
- the care of the employee's spouse, parent, step-parent, child, step-child who has a serious health condition: 12 weeks

Employees have the option of using accrued paid leave, as appropriate under each particular leave policy, for absences covered under family and medical leave.

Annual, sick, and holiday leave will not accrue during any semi-monthly pay-period when the employee is on leave without pay.

The 4-H Center will require that a request for family and medical leave be supported by a health care provider's certification of the medical condition (other than child birth) of the person affected to include the date when the serious condition began, the probable duration of the condition, and other appropriate facts as detailed below:

- A family illness request requires a statement that the employee is needed to care for a child, spouse or parent, and must include the estimated time needed.
- A personal illness request requires a statement that the employee is unable to perform the essential functions of his or her job.
- An intermittent leave or reduced schedule request necessitated by an employee's own health condition must include a statement of the medical necessity for the leave and the expected duration.

- An intermittent leave or reduced schedule requested for the care of an employee's family member requires a statement that the employee's leave is needed to care for the family member, the expected duration, the expected treatment dates and the schedule of intermittent leave or reduced leave.

The 4-H Center may require a second medical opinion at the 4-H Center's expense. When the second opinion differs from the first, the 4-H Center may, at their own expense, require a third opinion from health care provider designated or approved jointly by the employee and the agency. The opinion of the third health care provider shall be considered final and binding upon the 4-H Center and the employee.

If the 4-H Center has been made aware of the general reason for the leave but has not yet received medical certification, the 4-H Center will preliminarily designate the leave as FMLA and notify the employee that failure by the employee to provide medical certification or otherwise comply with this policy shall be subject to disciplinary actions.

At the end of family and medical leave, the 4-H Center will reinstate the employee to the same or equivalent position he/she held when the leave began.

The 4-H Center may deny reinstatement if it can be shown that the employee would not have been employed at the time of reinstatement (i.e. if the employee would have been laid off).

Return to work certification must be provided to the 4-H Center prior to returning to work (for employees who are on leave because of a serious personal health condition).

If the employee is unable to or fails to return to work when FML is exhausted, the 4-H Center may terminate the employee.

8. Payment for Leave Balances

An employee who resigns, retires, or is terminated will be paid for unused annual leave up to the maximum number of hours that can be carried forward according to the annual leave chart of this handbook. Unused sick leave will be reimbursed at a rate of \$10.00 per day up to a maximum of 10 days.

The employee will also be paid for any overtime leave and compensatory leave balance. Unused personal leave has no monetary value.

9. Employee Program Discounts

The Board of Directors gives a 50% discount of the Holiday Lake 4-H camping fee for 4-H sponsored events for employees whose children attend weekly or weekend 4-H programs at the Center. This fee is 50% of the fee that the 4-H Center charges and does not include any extra fees that a VCE Unit or committee may charge, the employee would be responsible for paying all of these additional fees. The Center Director will review requests for this discount.

B. Holidays

The following days are observed by Holiday Lake 4-H Center as paid holidays:

- New Years Day (Jan.1)
- Lee-Jackson Day (2nd Fri. in Jan.)
- Martin Luther King, Jr. Day (3rd Mon. in Jan.)

Presidents Day (3rd Mon. in Feb.)
Memorial Day (Last Monday in May)
Independence Day (July 4)
Labor Day (1st Mon. in Sept.)
Columbus Day (2nd Mon. in Oct.)
Veteran Day (Nov. 11)
Thanksgiving Day and the day after (4th Thurs./Fri. in Nov.)
Christmas Day

Holidays falling on the weekend will be observed either on the Friday before the holiday (if it falls on Saturday) or the Monday after the holiday (if it falls on Sunday).

To be eligible for holiday pay, the employee must work or be on pre-authorized paid leave the workdays immediately before and after the holiday.

Because the center is often in operation on holidays, employees will sometimes be required to work on holidays. We will make a reasonable effort to accommodate employees who need the holiday off for religious reasons. Employees who are required to work on a holiday will be eligible for compensatory leave.

C. Insurance:

1. Health - Full time employees are eligible for health insurance through the 4-H Center group plan. The center will pay \$300.00 per month and balance of premium will be deducted from payroll check on the 1st and 2nd paychecks of each month. Employee, family, employee/child, employee/spouse, employee/children coverage is available. This is a group plan through Virginia Tech for 4-H Centers only. Premiums vary according to type of coverage and plan is renewable each September.

2. Direct Reimbursement Dental Plan - The Dental Direct Reimbursement Plan is designed to provide financial assistance to employees and their families for dental expenses. Full time employees are eligible for dental plan the first of the month following employment if employee choosing to participate. Cost of coverage per pay period: employee \$10.00, employee + one \$19.00, and family \$29.00. The Dental Expense Plan will pay 100% of the first \$150.00 of Dental care, and then a \$25.00 deductible and 80% of the next 100.00 and then 50% of the next \$1,540.00 of dental expenses not covered under our medical plan up to an annual maximum benefit of \$1,000.00 per year per person. Holiday Lake 4-H Center will deposit \$50.00 per participating employee in the account at the beginning of each year. In the event that the plan's fund balance is at 200% of the maximum yearly liability at the beginning of the year, then the Center's annual contribution shall not be made for that year. During the year, if additional employees join and the fund balance drops below 150% of the maximum liability for the remainder of the year, then the payment that would have been made in January will be made at that time.

D. Retirement Plan - 403 (B) Pension Plan

Regular salaried staff and full-time hourly staff are offered a 403(B) retirement plan through Fidelity Investments Tax-Exempt Services Company. Employees are able to invest up to 16% of gross salary per paycheck or no less than \$50.00 per month into this plan. Employees are encouraged to participate in the retirement plan because it offers an opportunity to save for retirement before the money is taxed. The retirement funds will grow at a much faster rate and through payroll deduction employees have a convenient method of accumulating needed funds for later years. The Board of Directors may make contribution to this plan annually.

E. Cafeteria Plan Services – AFLAC

Regular salaried staff and full-time hourly staff are offered Benefit Plans and Policies through AFLAC the

first day of the month following 60 days of employment. The Benefit Plans and Policies are subject to the terms and conditions of the Plan are available for election by eligible employees. The maximum a participant can contribute via the Salary Redirection Agreement is the maximum aggregate cost of the Benefit Plans or Policies.

F. Workers Compensation

An employee who is injured or becomes ill as a result of the job may be eligible to receive Workers Compensation insurance benefits as provided under the State Workers' Compensation Act. This insurance is provided at no cost to the employee. A work related accident or injury must be reported immediately to the employee's supervisor. Employees are required to use approved physicians as indicated in the safety plan.

III. Center Policies

A. Equal Employment Policy

Holiday Lake 4-H Educational Center has a firm commitment to civil rights. It is our policy and intent to recruit, hire, train, and promote individuals and to administer any and all personnel actions in a fair and equitable manner without, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, genetic information, marital, family, or veteran status, or any other basis protected by law. It is the responsibility of the employee to report any incident or situation that involves illegal discrimination immediately to the Center Director for investigation. The Center Director in consultation with appropriate board committee members and/or University advisors will determine corrective action, as appropriate.

B. Affirmative Action Policy

Holiday Lake 4-H Center is an Affirmative Action Employer, which actively recruits women and other minorities for employment and programs.

C. Changes and Updates

From time to time, it may become necessary to unilaterally, at the discretion of the Board of Directors, amend, supplement, modify, or eliminate one or more of the benefits, work rules or policies described in this Handbook, or any other employment benefits, work rules, or policies, without prior notice.

This handbook does not constitute a guarantee that your employment will continue for any specified period of time or end only under certain conditions. Employment at Holiday Lake 4-H Center is a voluntary relationship. Nothing in this handbook constitutes an express or implied beneficial working relationship together, regardless of anything which may appear in the Handbook or any other publication, policy or statement. You have the right to terminate your employment relationship for any reason, at any time.

D. CONFLICT-OF-INTEREST POLICY

It is the policy of Holiday Lake 4-H Educational Center, INC. (the corporation) that all employees of the corporation have a duty to be free from the influence of any conflicting interest when they act on behalf of the corporation or represent it in negotiations or advise others in the corporation with respect to dealing with third parties. They are expected to deal with suppliers, customers, contractors, and others having dealings with the corporation on the sole basis of what is in the best interest of the corporation without favor or preference to third parties based on personal considerations. To this end the following rules shall be observed:

1. No employee of the corporation shall accept from any person, directly or indirectly, whether by himself or herself or through his or her spouse or a member of his or her family or through any partner or business or professional associate, any gift, favor, service, employment or offer of employment or any other thing of value which he or she knows or has reason to believe is made or offered to him or her with the intent to influence him or her in the performance of his or her duties as an employee of the corporation.
2. No employee of the corporation who is a partner, officer, or employee of a partnership, firm, or corporation or who owns or controls more than 10 percent of the stock of such corporation, shall represent, appear for, or negotiate on behalf of the corporation of any interest in real or tangible or intangible personal property to such partnership, firm, or corporation.
3. In case any such matter at any incident where any employee who has such an interest, he or she shall promptly disclose his or her interest in the matter to The Center Director. He or she shall not act on the matter without express written consent from the Center Director.

E. Work Reductions

Although we strive to maintain a year round operation, it may at times be necessary to make reductions in the work force due to economic conditions or other unanticipated changes. When layoffs are necessary, consideration will be given to qualifications and length of service. When qualifications are equal, in the Center Director's judgement, least tenured employees will be laid off first.

F. Accident Report:

Any illness or injury that you suffer on the job must be reported immediately to your supervisor. If you're Job-related illness or injury requires you to leave your job, you must present an authorized written statement from a doctor when you return to work stating that you are well and able to continue employment. This statement must be presented to the Center Director before you are allowed to resume work.

If a visitor is injured on the premises, or if property damage is sustained, assist the guest and notify the 4-H Center office immediately. **Do not discuss the incident with anyone and do not comment on the incident or the circumstances.** It is your duty to immediately report unsafe conditions you notice anywhere on the premises.

G. Smoking Policy

Due to the nature of the work at Holiday Lake 4-H Educational Center with impressionable youth, the Board of Directors recognizes that it is not in the best interest of our program to allow smoking at the facility. Smoking by Holiday Lake 4-H Educational Center staff is prohibited while on duty or while driving 4-H Center vehicles. Staff may smoke on break only in designated smoking areas.

Smoking is not allowed in any buildings, in the woodlands, or near the cabins. Smoking by visitors and volunteer staff is limited to designated areas. Adopted by Board of Directors on March 18, 1997.

H. Permanent Staff required to live on site

Because of security concerns and the long and unusual hours often required when working with groups and programs, the Board of Directors requires that the Center Director, Program Director, and the Natural Resource Director live on site in the provided housing. They will be expected to provide security

throughout the year and offer assistance to groups when needed. Exclusions to this policy can be made by the Center Director in consultation with the Administration/Finance Committee. For an exclusion to be considered, the employee must submit a written request to the Center Director. If the exclusion is granted, all job description criteria must be met. No additional compensation or benefits will be offered to the employee if request is granted.

As the housing will also be the principal residence for family members, it is in the best interest of the employee, the family and the Board of Directors to understand the implications of living on site. The property remains the property of the 4-H Center during the period of occupancy. The 4-H Center will provide for major maintenance, such as repair and replacement of major appliances belonging to the Center, roofing, exterior paint, etc. The employee may repaint and redecorate interior surfaces as needed at the employee's expense. It is expected that the employee and the employee's family will properly care for the premises and maintain the property in good condition. The 4-H Center is not responsible for the repair or replacement of residential employee's personal property, therefore residential employees are encouraged to purchase renters insurance to cover any lose or damage to their personal property.

Upon termination of employment for any reason with Holiday Lake 4-H Educational Center, the employee and the employee's family will be expected to vacate the premises and leave the property in good condition. The property should be vacated prior to the end of the workday on the last day of employment. In the event of the untimely death of the employee, the family of the employee would be expected to vacate the property within 90 days.

I. SAFETY POLICY

It is the policy of this Center to provide a safe workplace for all employees to complete their tasks.

Employees are responsible for seeing that all operations are conducted in conformance with all laws, safety regulations, and 4-H Center safety rules.

To this end, the Board of Directors hereby establishes a Safety Committee which will consist of members of the Administration and Finance standing committee. This committee will be responsible for approving safety procedures and regulations necessary to provide a safe workplace. This committee is also responsible for reviewing all accidents involving over 3 days in lost work time by the employee and for reporting to the Board any necessary changes in order to ensure a safe workplace.

The responsibility for implementation of the rules and regulations approved by the committee is that of the Center Director. In addition, the Center Director will appoint a safety representative from each operating area of the Center. These individuals will assist the Director in program implementation.

All employees will be afforded:

- 1) Pre-employment instruction on hazards pertinent to the job.
- 2) Adequate training in safe work practices.
- 3) Regular safety meetings.

Loss records will be maintained in the central office.

All injuries involving more than 3 days lost work time will be reported to the Safety Committee along with a suitable accident investigation. These reports will be made available to the committee members before the next scheduled meeting.

SAFETY INCENTIVE PROGRAM

The Holiday Lake 4-H Educational Center Board of Directors places great importance on safety. As a measure of this importance, the Board has established the following incentive program for staff renewable by the Board of Directors on an annual bases:

\$100.00 Bonus - This bonus will be offered to all permanent staff (Facilities Manager, Fiscal Technician, Food Service Manager, Maintenance Assistant, Natural Resource Education Coordinator, Program Director, Program Assistant). In order to receive the bonus, the 4-H Center must have an accident free year for each of the above listed staff members. This means that there will not be a lost-time reportable* accident by any of the permanent staff. The bonus year runs from December 1- November 30:

- \$50.00 Bonus - This bonus will be available to Department Heads (Facilities Manager, Food Service Manager, Program Director), and will be paid to each Department head for an accident free year in the Department. Department personnel includes summer staff, part-time staff, or full-time staff assigned to the department, as well as the Department Head. The bonus will be paid to each Department Head upon completion of an accident free year with no reportable* accidents in the Department.
- \$50.00 Bonus - This bonus will be paid to all eligible full time staff (Facilities Manager, Fiscal Technician, Food Service Manager, Maintenance Assistant, Natural Resource Education Coordinator, Program Director, Program Assistant). if there is no lost-time reportable* accident in any Department at the 4-H Center during the reporting period.
- **Summer Staff** - Each summer staff member who completes the season without a lost time accident or a reportable* injury will receive a \$25.00 safety incentive at the end of the summer. If there is no reportable* accident by any member of the summer staff throughout the summer, then each summer staff member will receive an additional \$10.00.
- **Part-time/as needed Kitchen Staff** - Each part-time kitchen staff member on the payroll and eligible for reemployment at the end of the summer, who completes the summer without a lost time accident or reportable* injury will receive a \$25.00 safety bonus on the first paycheck following the last summer camp session. If there is no reportable* accident in the department, then each employee in the department will receive an additional \$10.00.
- **Part-time/year round staff (Administrative Assistant, Housekeeper)** - Each part-time, year round staff member on the payroll and eligible for reemployment at the end of the year, who completes the year without a lost time accident or reportable* injury will receive a \$60.00 safety bonus at the Christmas Holiday. If there is no reportable* accident in the department, then each employee in the department will receive an additional \$15.00.

Each employee is encouraged to put safety foremost in all activities at Holiday Lake 4-H Educational Center and to report safety concerns immediately to the Center Director.

Employees hired during the year may be eligible for a pro-rated bonus. Eligible employees must be employed on Nov. 30 of the bonus year with the exception of Summer Staff who successfully complete employment; safety bonus payment will be included in the last paycheck.

*Reportable accident: An accident that requires submission of First Report of Accident - VWC Form No. 3

I. TRANSPORTATION PLAN/VEHICLE POLICY

The following policy is out of the Holiday Lake 4-H Educational Center Risk Management Plan and employees should make every attempt to carry it out in their transportation planning.

Transportation of campers and staff will be restricted to only **approved** activities. These include transportation of campers for classes, activities, and other special activities approved in advance by the Center Director and travel to and from town to pick up supplies. At no time should Center vehicles be used for personal use.

Campers and staff may not be transported in any vehicle that is not designated for passengers. Transportation to the barn may be provided by school bus, camp bus or van, or any other vehicle properly equipped to carry passengers on the highway. Vehicles may not be loaded above passenger seating capacity. All camp vehicles used for transporting campers and staff must be equipped with a stocked first aid kit, reflectors, and a fire extinguisher.

The following precautions and procedures will be in effect whenever campers or staff are transported:

- Drivers must be at least 18 years of age and have a valid drivers license for the type of vehicle driven
- All drivers must be approved by the Center Director and instructed in safe driving, loading, seating, expected camper behavior, safety/emergency procedures, and supervision. The Center Director will submit a list of staff drivers to the insurance company annually for a check of driving records
- Before leaving the property, all drivers must sign out the Center vehicle in the sign-out book located on the circulation desk in the office. When campers are transported away from the Center on trips or special activities, a copy of the Health History Form will be carried by the trip leader as described in the trip procedure, the original will stay at the 4-H Center. An itinerary must be left in the file folder for the event before
- Backing of camp van will be restricted to situations in which there is no other option. Before backing, driver will walk to the rear of the vehicle to check for safety and use a watch out when available
- Campers and staff must adhere to the following safety regulation:
 - driver and front seat passenger will use seat belt as required by state law
 - those riding in other seats will be reminded to buckle up
 - heads, arms, and other body parts must be kept inside the vehicle at all times
 - no one may throw articles from the vehicle
 - everyone must remain seated while the vehicle is in motion
 - passengers must obey the driver at all times

- When a center vehicle is used for trips or activities, another staff member or adult must be present in addition to the driver to attend to group behavior, accountability, and programming in transit
- Drivers of camp vehicles will follow State procedure posted in each vehicle in case of accident or emergency
- Drivers of center vehicles are responsible for reporting safety concerns with the vehicle to the Facility Manager or the Center Director and for assuring that the vehicle has enough gas for the trip and assuring that the oil level is checked. All center vehicles that transport campers will be inspected annually and carry a valid state inspection sticker. In addition, the Facility Manager will attend to the vehicle log book and assure the following items are checked on each vehicle prior to the start of the camping season:
 - lights
 - tires
 - windshield and wiper condition
 - emergency warning system
 - horn
 - brakes
 - fluid levels

Failure to adhere to the policies/procedures in the Transportation Plan/Vehicle Policy will result in the immediate removal of driving privileges of Center vehicles and could result in other disciplinary action.

J. Media Policy

- a. During times of crisis and emergency, the 4-H center will likely receive local, state, and possibly national media coverage.
- b. The 4-H center has a designated media person, the Center Director **No other staff are authorized to speak to the media.**
- c. Any person who is approached should respond: "Please let me refer you to our media contact."
- d. During times of crisis and emergency, 4-H Center Director or Program Director should contact the State 4-H Office at (540) 231-6372 and Agriculture and Extension Communications at (540) 231-6676. These offices will assist the 4-H center in identifying the appropriate strategy for addressing the media during the crisis/emergency.
- e. In some situations, the primary contact for a 4-H center crisis or emergency will become an Agriculture and Extension Communications representative.

IV. Miscellaneous Issues

A. Parking

Employees will be asked to park in designated parking areas during times when the center is in use. The supervisor will provide information on parking at the time of employment. Unless otherwise specified, central office staff will park in the lot at the office. Cooks may park near, but not in front of, the loading dock at the kitchen. Other kitchen staff, maintenance and housekeeping staff should park at the parking area near the pool. Summer program staff will be asked to park near the staff quarters, and are expected to leave vehicles parked throughout the camp week.

B. Lost and Found

Items found while a group is on the property will be turned over to the group contact. Articles that are found

on the premises after a group departs, including sums of money and articles left in and around the cabins and at the pool are to be turned in to the Center office. The Center will retain articles for a proper period of time in the office. If articles are unclaimed after 60 days, they become the property of the 4-H Center.

C. Use of Facilities by Employees and Families

The 4-H Center facilities are here to serve our guests. Employees may use the recreational facilities when such use will not conflict with scheduled activities for guests. Staff members, including summer staff must follow all center policies when using the canoes or the pool. Canoes must be checked out with the Center Director or Program Director.

The Center Director, Program Director, or Waterfront Director can provide advance approval and provide special conditions for use of the pool by summer staff. Other staff may use the pool during hours of community swim when this use does not interfere with client use. Families of staff (immediate family only) may be invited during community swim hours if this use is scheduled in advance with the Center Director, Program Director, or Waterfront Director and does not conflict with programming.

D. Meals and Breaks

Center Employees may eat meals at the center when food service is offered and there is food available. Employees are expected to take a 15-minute break each morning and a 15-minute break each afternoon.

E. Office Closing: Inclement Weather/Emergencies

When the center is closed due to inclement weather as determined by the Center Director, employees may be entitled to inclement weather leave, which may be taken at no loss of pay for salaried and full time wage employees. Full-time/part-time employees may qualify depending on their work schedule (inquire with your department head). Use of Inclement weather leave will not affect normal leave balances.

It is the employee's responsibility to call the 4-H center or the Center Director to determine if the center is in operation.

F. Social Security

Holiday Lake 4-H Center makes a contribution to the employee's social security will be determined by Federal Government guidelines. The employee's share is deducted from your wages each pay period. This contribution and the equal contribution from Holiday Lake 4-H Center are paid to the IRS as required.

V. Standards of Conduct

Employees of Holiday Lake 4-H Center are expected to abide by the highest standard of professionalism and highest standard of service to center clientele. Although it is impossible to outline in detail standards of conduct to cover every situation and circumstance, it is expected that each employee use common sense as a guide for reasonable and prudent actions. If there are questions concerning proper conduct, the employee should contact their supervisor or the Center Director.

The 4-H Center Standards of Conduct are designed to provide certain steps in helping to guide employees toward proper behavior and performance. The following steps may be used to discipline employees for minor misconduct:

- Verbal warning (1st offense)
- Written warning or reprimand (2nd offense)
- Suspensions from work for up to three days without pay (3rd offense)
- Suspension subject to discharge

Keep in mind, however, that Holiday Lake 4-H Center has no obligation to any one or more of these forms of discipline prior to discharging employees. Any one or all of these steps can be omitted, as the 4-H Center deems appropriate. Nothing herein constitutes a contract of employment, and by establishing this disciplinary procedure, Holiday Lake 4-H Center is not relinquishing or limiting its managerial right to discharge an employee for any reason at all at any time. The use of this progressive discipline prior to termination is entirely discretionary and the decision of the management is in every case final and binding on all concerned including the disciplined employee and all other persons involved in any way, directly or indirectly.

If any of these methods of constructive counsel are offered, the employee is encouraged strongly to take advantage of the opportunity to improve behavior.

Categories of conduct that could be subject to the standards of conduct action include but are not limited:

- unsatisfactory attendance or excessive tardiness.
- unauthorized time away from the work area (use of work time for personal business, abuse of sick leave, etc.)
- obscene or abusive language
- inadequate or unsatisfactory job performance
- disruptive behavior

There are, in addition, categories of offenses, which are of such a severe nature that may lead to immediate dismissal. These include, but are not limited to:

- failure or refusal to carry out orders or instructions.
- absence in excess of three days without proper authorization or satisfactory reason.
- reporting to work when impaired by or under the influence of alcohol or illegal drugs, or the unlawful use of controlled substances.
- unauthorized use or misuse of center property or records.
- falsifying any records, including but not limited to vouchers, reports, insurance claims, time records, leave records, or other official documents.
- theft or unauthorized removal of center property, records or other persons property.
- gambling on center property or during work hours.
- acts of physical violence or fighting.
- violating safety rules where there is a threat of bodily harm.
- sleeping during work hours.
- participating in any kind of work slow down, sit down, or similar concerted interference with center operations.
- unauthorized possession or use of firearms, dangerous weapons, or explosives.
- threatening or coercing other employees, volunteers, or guests.
- criminal convictions for acts of conduct occurring on or off the job.
- insubordination.
- proven or verified sexual harassment
- harassment of other employees, volunteers, or guest including but not limited to verbal and physical conduct or unwelcome advances with regard any Civil Rights classifications.
- any action that may be viewed as a threat to or endanger the health and safety of the youth or other clients at the center.
- Destruction of Center property.

VI. Grievance Procedure

It is our desire to conduct personnel matters and all center business in a manner that will be open and fair to all employees. Regardless of the intent, there will be times when disagreements arise concerning employment, policies, actions, or other matters. The following procedure is established to allow the employee the opportunity to address work related complaints or disputes. A grievance must be initiated within 30 calendar days of the action-giving rise to the grievance. Probationary employees do not have access to the grievance process.

Hourly Staff, Part-time, and Temporary Personnel:

1. The employee is to take a grievance or concern directly to their immediate supervisor.
2. If the matter cannot be resolved with the supervisor, then the employee will contact the Center Director and request a conference to resolve the concern.
3. The Center Director will provide the employee with an answer within 5 working days of the request. The decision of the Center Director is final.

Permanent Staff:

1. The employee will take a grievance or concern directly to their immediate supervisor.
2. If the matter cannot be resolved with the supervisor, then the employee may request a conference with the Center Director to resolve the concern.
3. If the matter cannot be resolved with the Center Director, the employee may request that the Center Director set up a conference with the Administration and Finance Committee of the Board of Directors. This conference will be arranged within 30 days after the meeting with the Center Director. The decision of the Administration and Finance Committee is final.

State Employees:

State employees assigned to Holiday Lake 4-H Center are subject to the Grievance procedure as outlined in the Commonwealth of Virginia Employee Handbook.

VIII. Emergency Procedures

A. Inclement/Severe Weather Emergency Action Plan

In the event that it becomes necessary for to staff relocate to shelter/secure locations due to the presence of or imminent approach of potentially dangerous or severe weather (such as severe thunderstorms, high winds, hurricane, tornado, etc), it becomes necessary to seek secure shelter in the closest of these locations; secure locations are:

Bunkhouse Room C

Bunkhouse Room D

Bunkhouse Kitchen

Laundry Room under Dining Hall

Supply Room under Dining Hall

Boy's Bathhouse

Nature Room

B. Virginia 4-H Educational Centers

Overview of Blood-borne Pathogens Guidelines (2012)

[NOTE: A majority of this information was selected from the Virginia 4-H "Blood-borne Pathogens and Post Exposure Plan." For a complete review of this information, see the Virginia Cooperative Extension, Risk Management (5.1 Blood-borne Pathogens/Post Exposure) Plan or visit

http://www.intra.ext.vt.edu/policies/ riskmgt.html#blood.]

1. Purpose

a. The purpose of this plan is to educate 4-H staff and volunteers about the risks associated with “exposures” to infectious substances and to inform them about the procedures to follow if they are exposed.

2. Definition of “Blood-borne Pathogens”

a. Microorganisms that can be present in human blood and are capable of producing disease in humans. Some examples of blood-borne pathogens are:

- i. Malaria,
- ii. Syphilis,
- iii. Hepatitis B virus (HBV), and
- iv. Human immunodeficiency virus (HIV).

3. Definition of Exposure

a. An “exposure” is contact with any potentially infectious substance (i.e., blood, urine, semen, vaginal secretions, saliva, and sweat), through inhalation, needles, contact with an open wound, non-intact skin, or eyes or other mucus membrane.

b. Please note that contact of blood or bodily fluids onto intact skin does not signify an exposure and should be disinfected as outlined below.

4. Position Classifications at 4-H Camp that Hold a High Occupational Risk of Exposure

- a. EMT/Nurse/Medical staff,
- b. Lifeguards,
- c. Maintenance staff, and
- d. Any summer camp staff member required to have first aid and CPR certification.

5. Primary Responders

5. Primary responders

a. Each 4-H center must identify “primary responders,” those individuals who can respond to situations involving potentially infectious substances because of training, vaccinations, etc.

b. Refer to your local 4-H center-specific appendix for more information about your primary responders.

c. For 4-H camps conducted at the unit level, there should be someone who can serve as the “primary responder.”

6. What To Do if You Are Exposed

a. If a potentially infectious agent comes into contact with an open wound, broken skin, or mucous membrane, you have been exposed.

b. **If exposed, you must contact the 4-H Center office** to get instructions on how to proceed.

1. All 4-H centers shall ensure that the following personal and medical information is established and maintained for each employee:

- a) Name
 - b) Social Security Number (cannot be required according to HIPAA).
 - c) Copy of the employee's Hepatitis-B vaccination status including dates of inoculation.
 - d) Records of all results of examinations, medical testing and follow-up procedures as required for post exposure incidents, as well as copies of the physician's written opinion regarding the exposure.
2. All 4-H centers shall ensure that these medical records and information are maintained throughout the duration of employment, plus thirty (30) years.

7. Personal Protection

a. **All 4-H unit offices are responsible for assembling and providing the following personal protection equipment in a kit. If any part of a kit is used, the entire kit must be disposed of.** Most of the items needed can be obtained from your local grocery or pharmacy. You may want to consult with your local safety-supply company for the latex gloves and hand cleaners (For 4-H camps conducted at a 4-H center, your 4-H center may provide a "personal protection" kit in each cabin/ lodge. Please refer to your 4-H center-specific appendix.)

- i. Disposable towels,
- ii. Disposable nitrile gloves (**Not** latex, because some people have allergic reactions to latex.),
- iii. Waterless medicated hand cleaner such as a germicidal hand wash,
- iv. Small, equal size bottles of water and chlorine bleach, and
- v. Small plastic bag.

b. Disposable nitrile gloves shall be worn **in all first-aid situations**.

c. Personnel (staff and volunteers) shall wash their hands and any other exposed skin as soon as possible after the removal of gloves. If personnel are away from a facility, these body areas shall be cleaned with a waterless, germicidal hand cleaner. As soon as feasible, whether at the station or medical facility, personnel shall wash these body areas with appropriate hand-washing agents, followed by soap and water.

d. Personnel shall wash as listed above, or flush eyes or other mucus membranes with water immediately or as soon as possible following contact of these body areas with blood or other potentially infectious materials. If you have an exposure, refer to 6. above.

8. Cleaning and Disinfecting Guidelines

a. All unit offices will use the items listed in the personal protection section to deal with cleaning and disinfecting.

b. Nitrile gloves shall be worn during any process of cleaning or disinfecting.

c. Personnel shall not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses during any process of cleaning or disinfecting.

d. For cleaning soiled areas, the fluids should be wiped up with the towel. The towel should be placed in the plastic bag. The containers of water and chlorine bleach should be mixed and this solution should be used with towels to wipe down the soiled area. These towels should also be placed in the plastic bag along with the disposable latex gloves.

e. Personnel shall wash their hands and any other exposed skin as soon as possible after the removal of gloves. If personnel are away from a facility, these body areas shall be cleaned with a waterless, germicidal hand cleaner. As soon as feasible, whether at the station or medical facility, personnel shall wash these body areas with appropriate hand-washing agents, followed by soap and water.

f. If a small area of clothing becomes contaminated, spot cleaning the garment is appropriate. The spot cleaning procedure is to squirt pre-cleaner (such as Shout, Spray & Wash, or Liquid Tide) onto the spot once or twice and gently rub the fabric together until light foam appears. Rinse.

Holiday Lake 4-H Educational Center

HEPATITIS-B VACCINE REFUSAL FORM

I, _____, understand that due to my occupational exposure to blood or other potentially infectious materials, I may be at risk of acquiring Hepatitis-B virus (HBV) infection. I have been given the opportunity to be vaccinated with Hepatitis-B vaccine at this time and I decline the vaccination. I understand that by declining this vaccine, I continue to be at risk of acquiring Hepatitis-B, a serious disease. In the future, if I continue to have occupational exposure to blood or other potentially infectious materials, and I want to be vaccinated with Hepatitis-B vaccine, I can receive the vaccination at no charge to me.

Employee Signature

Date

Witness Signature

Date

4-H Center Representative

Date

Holiday Lake 4-H Educational Center

POST-EXPOSURE FORM

Exposed Employee:

Name: _____ Soc. Sec. No.(optional) _____

Date of Birth _____ Position _____

Name of Person Who Subjected Employee to Exposure

Soc. Sec. No. _____ Date of Birth _____

Suspected/Confirmed Disease _____

Date of Exposure _____ Time of Exposure _____

What was employee exposed to: Blood _____ Tears _____ Feces _____

Urine _____ Saliva _____ Vomitus _____ Sputnam _____ Sweat _____

Other _____

Parts of your body that became exposed (be specific):

Did you have any open cuts, sores or rashes that became exposed? (be specific)

How did the exposure occur? (be specific)

Employee Signature

Date

4-H Center Representative

Date

C. FIRE PROCEDURE

In case of fire at the Dining Hall, the fire alarm will be sounded, and the Dining Hall Fire Drill Procedure will go into effect. If the fire is noticed before the alarm sounds, the person noticing the fire will pull the alarm at one of the dining hall exits.

In case of fire in any other locations, the Center Director, Camp Director, Program Director, or other adults noticing a danger will immediately order everyone from the building or location of the fire. The flag pole area has been designated as the safe location for line up. Person noticing the fire will send a staff member to call the fire department.

Appomattox Fire Dept.	911
Toga Fire Dept.	1-434-969-1772

The announcement "**FIRE DRILL - LINE UP BY CABINS AT THE FLAG POLES**" will be made 3 times on the page system by the Center Director or the Program Director or the adult who finds a fire. The Summer Program Staff will initiate drill according to previous training, which includes:

- Using a fire extinguisher to extinguish flames if possible
- Making sure all campers are out of the buildings and safely lined at flag poles
- Informing fire department of situation and assisting as instructed by the fire department

Program Staff will move all campers to a safe location and initiate rainy day activities or other games and activity as appropriate while waiting for the fire department to arrive.

EMERGENCY EQUIPMENT

Fire extinguishers are located at the following sites:

- Center Office (beside the kitchen sink)
- Camp Store (on porch beside drink machine)
- Dining Hall (beside lake entrance door)
- Kitchen (beside the range)
- Basement of Dining Hall
- Conference Room
- Porch of cabin #2
- Porch of cabin #4
- Porch of cabin #7
- Porch of cabin #13
- Boy's Bunkhouse (inside front door)
- Crafts Room (beside door)
- Bunkhouse (on porch between bathrooms)
- Bunkhouse Kitchen (in closet)
- Lake Lodge (porch of Room A)
- Pods, inside each
- Shop (beside garage door and over work bench)
- Barn (on wall inside tack room)

Extinguishers are checked monthly during the summer camping season by the Facilities Manager and recharged as necessary. An annual inspection is performed in April or May by Fire and Safety Equipment Company.

D. SEVERE STORM/LOSS OF POWER PROCEDURE

In the event of a severe storm or loss of power, the following procedure will be followed:

Campers will stay in the dining hall or cabins

Teen leaders, adults and Program Staff will all assist to maintain a calm and safe atmosphere among all campers

Center Director will determine when it is safe to resume programming/work

Program Staff, adults, and teens will work together to implement Rainy Day programs in each cabin or bunkhouse for participants

Participants and employees will be brought to Dining Hall where emergency lighting is available, if the situation is warranted

E. EVACUATION PLAN

In case of emergency or unusual situations requiring evacuation, the following procedure will be implemented:

Rescue, Fire, and/or Police will be notified by the Center Director of the need to evacuate

Buses will be brought down from the parking lot and loaded at the circle, if safe. If not, campers will hike to the bus parking lot for loading. Four-H Center Staff and adults will direct loading of buses and will assist the Camp Director with accounting for all campers

If buses are unavailable at camp, Appomattox County Schools will be contacted to provide buses for emergency evacuation, and the same loading procedure will be used upon arrival

Buses will carry campers to the Appomattox Recreation Building where plans for return to camp or transportation home will be made

Center staff will assist as needed until dismissed by the Center Director or Supervisor to leave the facility.

F. MISSING CAMPER PROCEDURE

Observance of missing camper will be reported immediately by teen leader, adult leader, or class instructor to the Camp Director.

The Camp Director, with assistance from 4-H Center Staff will initiate the following actions:

Determine if the camper is actually missing by way of roll call in class, tribe or cabin

Determine where and when camper was last seen

Available staff initiate a search to include the amphitheater, pavilion, cabins, "Holly's Hill", campfire area, horse barn, trails, and trailers

If camper is not found in 30 minutes, the Center Director will notify the proper authorities (fire, rescue, police)

Parents/guardian of missing camper will be notified at a time deemed appropriate by local authorities and Center Director

Four-H programming will continue with all other campers

G. ACCIDENT/INJURY/MEDICAL PROCEDURE

If a camper or teen is injured and/or requires treatment, the following procedure will be followed:

- Person should not be moved unless necessary to do so, ie, possible further danger
- Make camper as comfortable as possible and send for Camp Nurse/EMT
- Notify Camp Director and Center Director
- Camp Nurse/EMT will decide upon course of action: (Center or Program Director if EMT is not available)
 - Call Appomattox Rescue Squad
 - Administer necessary first aid
 - Carry person to Appomattox Family Practice or Lynchburg General Hospital

MEDICAL SUPPLIES

Medical supplies are kept in a locked cabinet at the clinic. The minimum medical supplies are described in the medical plan. In addition, first aid kits are found in the following locations:

- Office (over sink)
- Kitchen (over Kitchen Manager's desk)
- Shop (over work bench)
- Bunkhouse Kitchen (in cabinet over sink)
- Barn (tack room)
- Pool (Waterfront Director's office)
- Clinic
- Camp van (under driver's seat)
- Camp pickup trucks (behind seat)
- Rifle range (on pole under shelter)

The EMT will be responsible for determining from the Health Plan the supplies to stock in each first aid kit. In addition, the EMT will stock a first aid shoulder pack to supply each staff member that leads a group on a hike or trip away from the Center property.

The EMT will check supplies weekly in the clinic and other kits, and notify the Center Director each Friday afternoon of any medical supplies needed.

PERSONAL PROTECTION EQUIPMENT

The following protective equipment will be available in the clinic and in all first aid kits for use by "Primary Responders", and any other person who comes in contact with blood or bodily fluids:

- Vinyl gloves
- Surgical masks
- Gowns
- One-way breathing masks
- germicidal cleaner
- Waterless handwash

A Sharps disposal kit will be retained in the clinic. The EMT is responsible for maintaining the kit and is the only person at the Center authorized to use the equipment.

A Hazardous Waste bag will be maintained in the clinic, and all waste materials will be deposited there. The bag will be collected by a Waste Disposal Service at times when necessary.

H. SECURITY

Security and safety is an overriding consideration in the planning of an event for all participants and staff. Because of the relative isolation of Holiday Lake 4-H Educational Center, it is relatively easy to quickly identify visitors and intruders. All staff are responsible for provide security. This will include:

- ♦ Watching closely for intruders and identifying visitors
- ♦ Watching for problems with participants
- ♦ Immediately reporting any disturbances to the Center Director, Program Director, or Natural Resources Director.

Visitors to the camp are required by posted sign to check in at the office upon arrival. After checking in, visitors are escorted to meet campers or campers are paged to the office by the Camp Director to meet parents. The camp area is off limits to pool members and visitors to the lake.

All visitors who are not registered are confronted by the Camp Director, Center Director, Program Director or designee immediately. Visitors are politely informed that the area is private property, and are asked to leave. The Appomattox Sheriff's office is notified at the first sign of any trouble. If an intruder has strayed in from the lake or the State Park, the park rangers are notified immediately, and the State Police called, if action is warranted.

VII. Employee Statement

This is to acknowledge that I have been given a copy of the Employee Handbook and have read the contents. I have been advised that I am to ask the Center Director or my immediate supervisor about any portion that I do not understand. I have examined this manual and understand that Holiday Lake 4-H Center may change any part of this manual at any time without prior notice. I understand that this Handbook is neither an employment contract nor a guarantee of continued employment and I understand that no person other than the Center Director has the authority to enter into any express or implied contract agreement of employment on behalf of the corporation. I agree to abide by and accept all of the rules, policies and regulations of Holiday Lake 4-H Center. I realize that any violation of Holiday Lake 4-H Center rules and regulations may result in disciplinary action, probation or termination.

Employee name (print) _____

Employee signature _____

Date _____

This statement is to be signed, dated and returned to the Center Director.