



2022 STAFF ADDENDUM TO RULES OF EMPLOYMENT

Name _____ Date of Birth _____

Address _____ Town _____ Zip _____

Gender M F Phone-Home _____ Cell _____

Email _____ Grade as of Sept '22 _____

CAMP PROCEDURE QUESTIONS (check all that apply):

_____ Working Papers Needed _____ Requesting a **SPLIT PAYCHECK** (half of salary paid on July 28, 2022)
(Under 18 Years Old)

_____ Check if you give permission for Rolling River to post your picture/video on our Social Media platforms
*If you give permission and want to be tagged in photos/videos, write your Social Media handles here:

Instagram _____ Tik Tok _____ Facebook _____

STAFF TRANSPORTATION:

_____ (initial) Please complete the "Staff Transportation Form" on your Camp In-Touch account to **request a bus run (bus driver or bus counselor), bus seat, carpool or staff parking permit**. Assignments for Staff Transportation will be given out on a first come, first serve basis. Rolling River cannot guarantee bus seats for counselors.

STAFF EMERGENCY CONTACT INFORMATION:

NAME 1 _____ PHONE _____ RELATIONSHIP _____

NAME 2 _____ PHONE _____ RELATIONSHIP _____

NAME 3 _____ PHONE _____ RELATIONSHIP _____

PHYSICIAN INFORMATION (in case of emergency):

Physician Name _____ Phone _____

Address _____ Town _____ Zip _____

STAFF MEMBERS UNDER 18 YEARS OLD- Provide contact information for responsible adult/guardian and initial parent policies:

Name _____ Phone _____ Relationship _____

Address _____ Town _____ Zip _____

**Staff Member agrees to waive any and all claims or causes of action of any nature whatsoever, to the fullest extent permissible under law, against any third parties relating to any injury, damages, expenses or other loss incurred during the course of his or her employment, and agrees to indemnify and hold harmless any third party against whom Staff Member brings suit, including attorneys fees and other costs of defense. Counselor Initials _____ Parent Initials _____*

**Staff member agrees that all communication between camp and staff member involving the terms and enforcement of this agreement, whether before, during or after camp season, including but not limited to salary and termination, shall be limited to the staff member him/herself only. If you have a problem or concern, speak to your immediate Supervisor or a Director. Counselor Initials _____ Parent Initials _____*



STAFF ATTENDANCE & PAYROLL POLICY _____ (initial)

As a seasonal business, staff members are expected to be present for pre-season camp orientations and all 38 days of the camp season. However, we understand that there are extenuating circumstances that may cause a staff member to be unable to attend a work day. **Our attendance policy is as follows:**

- **Advanced Absences-** If you need to miss an orientation day or a camp day (for any length of time including arriving late or leaving early), you must log on to your Camp In-Touch account to complete the "Staff Absence Request Form". This form can be found under the "Forms and Documents" section. You must check off the day(s) that you are missing and include the reason for your absence. **Important- personal vacation requires a follow up meeting to determine if you are eligible for employment at camp as we do not typically hire part time employees.**
- **Day-Of Absences-** If a situation arises causing a last-minute absence (i.e. illness), email Office Manager Colleen Boller at colleen@rollingriver.com or call the office at 516-593-2267.

Payroll Policy:

- **Deductions-** If a camp day is missed for any reason, you will be docked on your final paycheck. The deduction amount is the number of days missed multiplied by your "daily rate". The "daily rate" is calculated by taking the total salary divided by 38 days. You must sign in at the Galley every day to ensure you are marked present for attendance.
- **Staff Parents-** Staff may not have any children at camp if staff member is absent. If Staff Parent is taking vacation, they will not receive complimentary full tuition. The tuition cost would be \$250 per day per child multiplied by the number of days missed.
- **Performance Bonuses and Raises-** Bonuses and raises are awarded at the discretion of the employer and based on several factors including performance and attendance. Rolling River may, but shall not be required to, pay the employee bonus compensation or raise salaries year to year. If you take any personal vacation, you are ineligible for a bonus or raise.
- **Tips/Gratuities-** Tips are given at the discretion of our customers. Rolling River provides a "Tip Guide" to families but we do not guarantee tip amounts. Tips are not included on your paycheck but you will receive all tips on the last day of camp with your check.

Attendance Bonus: Rolling River will host a "Perfect Attendance" Raffle every 2 weeks during the camp season. If you have perfect attendance, you will be entered to win a \$300 bonus. Two winners will be selected every two weeks (total 8 winners). If you do NOT win any of the raffle prizes and you have perfect attendance the entire summer, you will receive a \$50 bonus with your final paycheck. If you miss any orientations or camp days, leave early or arrive late for any reason, you are ineligible for the attendance bonus.

"FILL YOUR SAILS WITH SAVINGS" REFERRAL PROGRAM _____ (initial)

Many of our campers and staff are referred to Rolling River by word of mouth. As a thank you, Rolling River offers a cash-back referrals program. Referral amounts are calculated after the camp season ends and checks are mailed in September. Referred campers or staff must complete the summer in order for you to receive a bonus check. *Campers or staff members must write your name as the "Lead Source" on their application to qualify for the bonus.*

- **Camper Referral-** \$50 per camper for first time campers only. This referral bonus does not apply to staff children (parent working at Rolling River) or siblings of previously enrolled campers.
- **Staff Referral-** \$50 per staff member for first time staff members only. This referral bonus does not apply to staff who were previously campers or CITs.



2022 STAFF ORIENTATION DATES AND SUMMER EVENTS

Saturday, June 4, 2022: Welcome to Summer 2022! New Staff and CITs

9:00am-3:00pm- New Staff Only– Introduction to Rolling River
9:30-11:30am- CIT Orientation

Tuesday, June 7, 2022: Transportation Meeting for Drivers and Bus Counselors

6:00-8:00pm- Bus Drivers and Bus Counselors ONLY (Bus Driver mandatory drug tests 3:00-6:00pm)

Saturday, June 11, 2022: Full Staff Training

9:00am-5:00pm- All Staff Training

Tuesday, June 14, 2022: Non-Group Counselors Meetings, Divisional Meetings/Group Assignments

5:30- 8:30pm- Group Staff and Group CITs- Group Assignments and Labeling
5:30- 7:30pm- Non-Group Counselors

Saturday, June 18, 2022: Meet Your Mateys Day Camper Orientation

9:00am-4:00pm Group Counselors attend when assigned group is scheduled
Non-Group Counselors TBD (total 2 hours for all staff)

Staff Orientation Make-Up Meetings

Monday June 20, Tuesday, June 21, Wednesday, June 22, 2022
Make- Up Meetings will be by session missed, not by date missed
Make- Up Meeting schedule will be distributed during Staff Orientation

***In Summer Mandatory Off-Hours Activities with Families (dates to be announced)**

Parent Visiting Nights- K-4th Grade Counselors (Dates TBD)
Evening Theater Shows- 2nd-4th Grade Counselors, 5th-8th Counselors based on group participate (Dates TBD)
Navigator Counselors- Two (2) Early Drop Off & Late Back Trips, 3 Day/2 Night Overnight Trip (Dates TBD)

*Attendance is mandatory at orientation meetings. You must attend the makeup meeting or your job will be changed or terminated.
I understand the training requirements to work as a Rolling River Crew Member.*

***Additional Contract Signing Notes (if needed after interview)**

Sign and Date Below:

Staff Name _____ Signature _____ Date _____

Director Name _____ Signature _____ Date _____

*Parent Name _____ Signature _____ Date _____