



## PERSONNEL POLICIES AND PRACTICES

IT IS OUR INTENTION TO PROVIDE ALL STAFF AND CAMPERS AT STAGEDOOR WITH A SAFE, HAPPY, AND HEALTHY SUMMER. WITH THIS IN MIND, WE REQUIRE ALL EMPLOYEES TO FOLLOW THESE GUIDELINES.

The use or storage of any illegal drugs, marijuana, or alcohol on our campus will be considered a breach of our contract. The contract details agreements specific to termination and dismissal. The conduct of any employee who may return to campus under the influence may also be cause for dismissal.

Stagedoor is also a no-smoking camp, and smoking by staff is limited to certain areas on campus. Smoking is never allowed in front of campers or in any of our buildings. Butts must be put into receptacles and never left on the ground or steps. The giving of cigarettes to a camper (of any age) will be considered cause for dismissal.

Counselors, by contract, have a nightly curfew of 1:00am, unless on night off. Curfews are supervised by head counselors. Counselors are expected to be in their area of residence after this hour.

We are in the business of caring for children and hold the trust between child and adult to be sacred. Any behavior by any staff member that we feel may be a threat or in violation of this trust will be cause for dismissal and possible legal action.

The privacy of our campers and their families is to be considered at all times. No employee shall solicit or assist in soliciting, by any means, verbal or in writing, the attention of any camper or member of their family.

All staff members are expected to assist in the supervision of campers. All staff will be on duty the last night of each session to supervise late night curfews, and help with the closing up of camp as the season ends. The health and safety of children is the ultimate responsibility of every adult on campus.

A 24-hour day off is provided for each staff member every week after the first week of camp. For counselors, this begins after breakfast one day and ends after breakfast the next day. Full time teachers and directors have Sunday off with the exception of July 4th conflict. During tech week (third week of each session) conflicts with stage managers and production people will be solved on a one on one basis.

Salary will be paid weekly via direct deposit. No advances can be made.

Staff members do not live with campers and are not to visit camper housing areas where they do not reside. Staff members may not visit housing areas of the opposite sex, or invite campers into their rooms for any reason. All classes, rehearsals, etc. are to be of public nature and held in the classroom and theatre areas.

Staff members may not take campers off campus without permission for any reason. Any trip to the doctor, town, or any place other than the campus must be cleared through the office.

Your guests are invited to camp only on your day off and the Friday of performance weekend. Because of the small capacity of some of our theatre spaces, Saturday is very over-crowded. We regret that we are unable to invite guests to join us in our dining hall. Please make other plans to have meals off campus, or picnic on the property. Guests, other than partners, may never sleep over in our buildings and must be off camp grounds by 9:00pm. A list of local motels will be provided for your convenience, on performance weekends, guests and parents are expected to leave following the show.

Please be advised the staff and guests who return late to the buildings may be stopped and questioned by security.

Sorry...no pets are allowed in the staff's rooms.

Stagedoor provides staff transportation from NYC and returns staff to NYC (via bus) at the end of camp. Any other transportation expense, unless previous arrangement, is the responsibility of the employee. Special arrangements are made for overseas staff.

Staff who leave earlier than the last day of camp (unless you have made special arrangements) will lose a portion of their salary (figured on a per day basis). Those who are for any reason dismissed, will only collect through the day of dismissal. Staff who are dismissed for reason of behavior may be asked to leave that same day.

Sick days, if medically required, up to three days of sick leave may be taken with pay.

Staff cars are welcome on campus but must display a Stagedoor sticker on the vehicle and park only in the lower part of the parking lot. On performance weekends, staff may be required to move to another property area.

Cars never exceed 10 miles per hour on campus. Only authorized drivers may operate camp-owned vehicles.

Please limit the number of valuables you bring to camp. Doors are key locked, but we cannot be responsible for the loss of personal items. There is a safe located in the office for cash, passports, etc. This safe is opened twice a day.

The New York State Department of Health requires a health form be on file for every employee. Your medical form must be on file in our health center, otherwise we must require an examination locally at your expense. Dates of immunizations are required by law.

We carry workman's compensation, New York State unemployment, Social Security, and disability insurance. Individual medical visits to a physician, unless involving a job injury, will be the responsibility of the staff member. Overseas staff are covered by their agencies.

All staff members are expected at all times to conduct themselves in a manner to be considered as good role models for children. We are one of the only camps to offer an open-door visiting policy to our parents and they may be in your rehearsal and classes at any time after the first week.