

## Staff Behavior Regulation

The below policy was established by the Hayes Summer Camp Director and serves as a guideline for unacceptable staff behavior and disciplinary actions that follow. By signing this form you are stating that you have read and agree to this Discipline Policy. Failure to sign this form results in the termination from the position!

Hayes Summer Camp is a Christ-centered program which collaborates with other local agencies, churches, and ministries.

PLEASE PRINT CLEARLY

### Guidelines for Discipline

- 1. Absentee**
  - Failure to inform your Site Coordinator 24 hours before of absence
- 2. Tardiness**
  - Signing in beyond the 5 minute grace period
  - If you are aware that you will be late you are required to contact your Site Coordinator 24 hours before
  - Leaving anytime during camp without informing Site Coordinator
- 3. Compliance**
  - Failure to comply with objectives assigned by Site Coordinator or Program Director
- 4. Disrespect**
  - Inappropriate language and/or non-verbal cues that are threatening or not respectful to fellow staff members
  - Speaking in an offensive and inappropriate manor toward fellow staff at any time
  - Any inappropriate touching or hitting in any way
- 4. Child negligence**
  - Not being attentive to campers needs during camp hours
  - Displaying an neglectful attitude toward a camper

### Discipline Occurrences/Consequences

Violation of the above guidelines will result in the following:

- 1. First Occurance** = Verbal Warning
- 2. Second Occurance** = Written Warning
  - 2 hour Pay deduction
  - Early dismissal – at time of occurrence
- 3. Third Occurance** = 2 full day suspension
  - Non paid
  - Dismissed at time of occurrence
- 3. Fourth Occurance** = Termination

**THESE GUIDELINES ARE  
EFFECTIVE IMMEDIATELY**

I have read the above policy and understand the consequences that will occur if my behavior is contrary to the guidelines of Hayes Summer Camp.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Date)