

North Dakota Elks Major Project  
Elks Camp Grassick  
EMPLOYEE HANDBOOK

Effective April 1, 2025

(Last Update May 2025)

# WELCOME!

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Welcome to North Dakota Elks Major Project - Elks Camp Grassick ("ECG"). We are pleased you are joining us! We want to create the best opportunities, provide encouragement and recognition, and help you develop your skills and talents. Ultimately, the success of ECG and its campers depends on you.

As an employee of ECG, it is important you know our policy guidelines and practices so you can be a contributing member of our team. We hope your employment with us is rewarding and satisfying for you, the campers, and ECG.

This Employee Handbook ("Handbook") highlights some of ECG's policies. While this Handbook is intended for most ECG employees, certain job positions have additional responsibilities and expectations in place. Federal and North Dakota law supersede this handbook. If new laws are legislated or old laws are re-interpreted, then before such changes are made in this handbook federal and state law will take precedence. Please check with the Camp Director if any questions arise.

The contents of this Handbook are presented as a matter of information only and may be modified at any time. ECG retains the right to alter, amend, follow or not follow these procedures. While it is ECG's policy to follow these procedures, ECG adopts such procedures solely for its own benefit and to the extent it helps assure that employee relations are non-discriminatory.

As of April 1, 2025, the following policies supersede and replace any and all other policies previously distributed or otherwise made available by ECG to its employees.

**THIS HANDBOOK CANNOT ANTICIPATE EVERY SITUATION OR ANSWER EVERY QUESTION ABOUT EMPLOYMENT. NO PROVISION IN THIS HANDBOOK IS INTENDED TO CREATE A CONTRACT BETWEEN NORTH DAKOTA ELKS MAJOR PROJECT - ELKS CAMP GRASSICK AND ANY EMPLOYEE, OR TO LIMIT THE RIGHTS OF ECG AND ITS EMPLOYEES TO TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, WITH OR WITHOUT CAUSE. THIS HANDBOOK IS A GENERAL STATEMENT OF POLICY, TO BE MODIFIED AND APPLIED BY ECG AT ITS DISCRETION.**

**ONLY THE BOARD OF DIRECTORS AND/OR THE ECG DIRECTOR HAS THE AUTHORITY TO ENTER INTO INDIVIDUAL CONTRACTS OF EMPLOYMENT AND DOES SO ONLY BY A WRITTEN AGREEMENT SIGNED BY THE INDIVIDUAL EMPLOYEE AND AN AUTHORIZED BOARD MEMBER AND/OR THE ECG DIRECTOR.**

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# WORKPLACE BEHAVIOR

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## EQUAL EMPLOYMENT AND OFFENSIVE BEHAVIOR

ECG is firmly committed to creating and maintaining a living and working environment in which every employee and camper is treated with dignity, respect, and fairness. Every employee and camper have the right to live and work in an environment free of harassment and discriminatory conduct, and it is the responsibility of every ECG employee to ensure all campers are treated this way.

## EQUAL EMPLOYMENT OPPORTUNITY

ECG is an equal opportunity employer. Our policy is applicable in all aspects of employment including recruitment, hiring, promotion, compensation, development, and separation without regard to race, color, religion, creed, national origin or ancestry, ethnicity, sex (including pregnancy), sexual orientation, gender identity, age, disability, citizenship, past, current, or prospective service in the uniformed services, genetic information, or any other characteristic protected under applicable federal, state, or local law ("Protected Class"). Any employee who feels that he or she has not been provided equal employment opportunity should report such a situation to the Camp Director or the North Dakota Elks Association President. Not hiring an individual due to physical or mental inability to perform all essential functions of the job position is not in violation of the Equal Employment Opportunity Act and is not discriminatory.

## ALL UNLAWFUL HARASSMENT PROHIBITED

ECG strictly prohibits and does not tolerate unlawful harassment against employees, campers, or any other covered persons because of being a member of a Protected Class, or any other characteristic protected under applicable federal, state, or local law. Harassment is prohibited on the camp grounds, in areas adjacent to the camp grounds (boat rides & swimming in the lake, around "The Mile," etc.) and at ECG-sponsored and ECG-related events (transporting campers to and from medical appointments, to and from public beaches on the lake, etc.)

## SEXUAL HARASSMENT

All ECG employees, campers, other workers and representatives (including vendors, customers, and visitors) are prohibited from harassing employees, campers, and other covered persons based on that individual's sex or gender identity and regardless of the harasser's sex or gender identity.

Sexual harassment means any harassment based on someone's sex or gender identity. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender identity), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment.
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment decisions.
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with an employee's work performance by creating an intimidating, hostile, or offensive work environment.
- Behavior is of a sexual nature (whether physical or appealing to prurient interest) and is perpetrated against an employee or camper who lacks the verbal, mental, emotional strength, or physical ability to resist, or who lacks moral understanding of the inappropriateness of the behavior.

ECG will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually related comments or jokes, unwelcome sexual advances, or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters cartoons or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures).
- Voyeuristic.

This list is illustrative only, and not exhaustive. No form of sexual harassment will be tolerated.

ECG will not tolerate any such harassment towards campers, and it is the responsibility of all employees to immediately report any observation this type of behavior to the Camp Director or Assistant Director or Authorized Board Member.

## OTHER TYPES OF HARASSMENT

ECG's anti-harassment policy applies equally to harassment based on an employee's Protected Class, or any other characteristic protected under applicable federal, state, or local law.

Such harassment often takes a similar form to sexual harassment and includes harassment that is:

- Verbal (for example, epithets, derogatory statements, slurs, derogatory comments and sarcasm, or jokes).
- Physical (for example, assault or inappropriate physical contact or intimidation).
- Visual (for example, displaying derogatory posters, cartoons, drawings or making derogatory gestures).

This list is illustrative only, and not exhaustive. No form of harassment will be tolerated.

Neither will ECG tolerate any such harassment towards campers, and it is the responsibility of all employees to immediately report any observation this type of behavior to the Camp Director or Assistant Director or Authorized Board Member.

## COMPLAINT PROCEDURE

If you are subjected to any conduct that you believe violates this Equal Employment and Offensive Behavior policy, you must promptly speak to, write, or otherwise contact the Camp Director or Assistant Director, ideally within three (3) days of the offending conduct. If your complaint is about the Camp Director, then notify the Assistant Director, or if that is not practical contact the North Dakota Elks Association President. If you have not received a satisfactory response within five (5) days after reporting any incident of what you perceive to be harassment, please immediately contact the Camp Director or Assistant Director again. If the complaint was against the Camp Director, contact again the North Dakota Elks Association President who will ensure that a prompt investigation is conducted.

Your complaint should be as detailed as possible, including the date and time, location, names of all individuals involved, specific actions and words spoken, and names of any witnesses. ECG will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if appropriate.

Additionally, any employee who observes harassing conduct must report the conduct to the Camp Director; or, if the conduct was by the Camp Director, contact the Assistant Director or the North Dakota Elks Association President so that an investigation can be made, and corrective action taken, if appropriate.

## NO RETALIATION

No one will be subject to, and ECG prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim, or cooperating in related investigations.

ECG is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on employees telling us about inappropriate workplace conduct. If employees feel that they or someone else may have been subjected to conduct that violates this policy, they should report it immediately. If employees do not report harassing conduct, ECG may not be aware of a possible violation of this policy and may not be able to take appropriate corrective action.

Further, failure to report observed harassment of campers violates the first paragraph of this document's section on Workplace Behavior.

## REASONABLE ACCOMMODATIONS

### DISABILITY

ECG complies with the Americans with Disabilities Act (ADA), as amended by the ADA Amendments Act (ADAAA), as well as all applicable state and local fair employment practices laws.

ECG is committed to providing equal employment opportunities to qualified individuals with disabilities to the extent required by law. If required under federal, state, or local law, ECG will provide a reasonable accommodation to disabled applicants and employees if the reasonable accommodation would allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship.

### REQUESTING A REASONABLE ACCOMMODATION

If you believe you need an accommodation because of your disability, you are responsible for requesting a reasonable accommodation from the Camp Director. You may make the request orally or in writing. ECG encourages employees to make their request in writing and to include relevant information, such as:

- A description of the accommodation you are requesting.
- The reason you need an accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your oral or written request, ECG will engage in an interactive process with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. ECG encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, ECG is not required to make the specific accommodation requested by you and may provide an alternative, effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on ECG, other employees, or campers.

### MEDICAL INFORMATION

If your disability or need for accommodation is not obvious, ECG may ask you to provide supporting documents showing that you have a disability within the meaning of the ADA or other applicable state or local laws, and that your disability necessitates a reasonable accommodation. If the information provided in response to this request is insufficient, ECG may require that you see a health care professional of ECG's choosing, at ECG's expense. In those cases, if you fail to provide the requested information or see the designated health care professional, your request for a reasonable accommodation may be denied.



ECG will keep confidential any medical information that it obtains in connection with your request for a reasonable accommodation.

## DETERMINATIONS

ECG makes determinations about reasonable accommodations on a case-by-case basis considering various factors and based on an individualized assessment in each situation.

ECG strives to make determinations on reasonable accommodation requests expeditiously and will inform the individual once a determination has been made. If you have any questions about a reasonable accommodation request you made, please contact the Camp Director.

## RELIGIOUS

ECG believes in respecting employees' and campers' religious beliefs in accordance with Title VII of the Civil Rights Act of 1964 ("Title VII"), as well as applicable state or local law. An employee whose religious beliefs or practices conflict with his or her job, work schedule, or with ECG's policy or practice on dress and appearance, or with other aspects of employment, and who seeks a religious accommodation should contact the Camp Director to discuss the situation.

## ELIGIBILITY

Companies must have 15 or more employees in order to be obligated to provide an accommodation under the ADA or Title VII. Some state and local laws have lower threshold requirements.

Throughout most summers, ECG has more than 15 employees for most of the summer, but it has fewer than 15 employees during the North Dakota Association of the Blind (NDAB) week and during the off-season (fall, winter, and spring).

## ZERO TOLERANCE FOR WORKPLACE VIOLENCE

### PROHIBITED CONDUCT

Threats, threatening language or any other acts of aggression or violence made toward or by any ECG employee or camper **WILL NOT BE TOLERATED**. For purposes of this policy, a threat includes any verbal or physical harassment or abuse, any attempt at intimidating or instilling fear in others, menacing gestures, flashing of weapons, stalking or any other hostile, aggressive, injurious or destructive action undertaken for the purpose of domination or intimidation.

## PROCEDURES FOR REPORTING A THREAT

All potentially dangerous situations, including threats by co-workers or realistic threats by campers, should be reported immediately to the Camp Director. If the Camp Director is the source of the threat, notify the Assistant Director, or if that is not practical contact the North Dakota Elks Association President. Reports of threats may be maintained confidential to the extent maintaining confidentiality does not impede our ability to investigate and respond to the complaints. All threats will be promptly investigated. No employee will be subjected to retaliation, intimidation or disciplinary action as a result of reporting a threat in good faith under this policy.

If ECG determines, after an appropriate good faith investigation, that someone has violated this policy, ECG will take swift and appropriate corrective action.

If you are the recipient of a threat made by an outside party, or if you witness a camper or another staff member threatened by an outside party, please follow the steps detailed in this section. It is important for us to be aware of any potential danger on ECG property and other nearby properties and facilities. Indeed, we want to take effective measures to protect everyone from the threat of a violent act by an employee or by anyone else.

## CONFIDENTIALITY

ECG maintains confidential information that is proprietary to ECG, and confidential to employees and campers, and which is generally known only by ECG, campers, staff, and other institutions (such as schools). Confidential information may include, without limitation, the following, whether recorded or unrecorded:

- Camper or staff applications and files including education, family, employment and legal/criminal/behavioral history of campers, campers' families and employees
- Medical history or information including medical history, treatments or medications.
- Financial and business information including business records and plans, financial statements, equity contributions, financing and loan agreements, customer lists and records, technical information, products and services, product design information, internal procedures and systems, pricing and rate structures, discounts, costs, computer programs, software and listings, copyrights and other intellectual property,
- Personal information regarding campers, staff, vendors, clients and customers of ECG, information, regarding relations with vendors, clients and customers of ECG, security procedures, and all other proprietary and confidential information of ECG.

Each employee of ECG understands and acknowledges that the confidential information regarding campers and employees that is maintained by ECG is protected by state and federal laws, such as HIPPA, FERPA, and others. This does not prohibit employees from discussing such information with other employees regarding how it impacts a camper's stay at ECG, but it does prohibit casually disclosing the

information at ECG or outside the ECG community if any identifying details (direct or indirect) are included.

Further, each employee of ECG understands and acknowledges that any confidential proprietary information has been developed or obtained by ECG by the investment of significant time, effort and expense, and that the confidential information is a valuable, special and unique asset of ECG that provides ECG with a significant competitive advantage. Therefore, all employees of ECG are bound to protect and maintain ECG confidential proprietary information as long as the information is not generally known or available to the public. This does not, in any way, restrict or impede employees from discussing the terms and conditions of employment with co-workers or exercising protected rights to the extent that such rights cannot be waived. Employees also have the right to disclose their own wages without retaliation.

Upon termination or at the end of the summer, employees of ECG shall return to ECG (or destroy, delete, wipe) all written notes, electronically recorded notes, materials, and all copies thereof containing the confidential personal information of campers, campers' families, and employees, and of ECG confidential proprietary information.

The prohibition on disclosure of trade secrets does not apply to whistleblowers who disclose trade secrets in confidence to a federal, state or local government official, either directly or indirectly or to an attorney where such disclosure is solely for the purpose of reporting or investigating a suspected violation of law. The prohibition also does not apply to trade secret disclosures made in a lawsuit or other proceeding, so long as that disclosure is part of a filing made under seal, and the trade secret is not otherwise disclosed except pursuant to court order.

## **CONFLICTS OF INTEREST**

Employees should always act in the best interest of ECG, campers, and other employees and not permit outside interests to interfere with their job duties. ECG prohibits all employees from using their position with ECG or ECG's relationship with its clients, customers, vendors, suppliers, or contractors for private gain or to obtain benefits for themselves or members of their family. The exception to this is letters of recommendation, which are specifically addressed below in the section entitled Reference Letters.

For purposes of this policy, a potential conflict of interest occurs when an employee's outside interests (for example, financial or personal interests) interfere with ECG's interests or the employee's work-related duties. For example, a conflict of interest can occur when an employee is in a position to influence a decision that may result in a personal gain for the employee or the employee's family member as a result of ECG's business dealings.

If you have a question about whether a situation is a potential conflict of interest, please contact the Camp Director.

## **OPEN DOOR POLICY**

It is the intent of ECG to provide an available and effective means for you to communicate problems or concerns to the Camp Director and Assistant Director. ECG, through the Camp Director and the Assistant Director, employs an informal open-door policy which seeks to establish open, honest and responsible communication between all ECG employees in order to adequately address and resolve any and all employment-related problems.

To report discriminatory harassment, please refer to the Harassment section of this Handbook. For all other matters, the following steps will likely bring resolution:

1. If this is a matter of safety for campers, employees, or others, immediately enlist the assistance of other employees and inform the Camp Director or Assistant Director. If the situation does not require immediate resolution, consider the following three courses of action.
2. Keeping an open mind, seek confidential feedback from another employee, especially a more experienced employee, to gain perspective, learn if there are valid reasons for the situation you question, and perhaps learn how your situation has been handled in the past to achieve a resolution satisfactory to all involved.

If the situation is due to the conduct of another employee, then while keeping an open mind ask (in a non-scolding, non-criticizing, non-condescending and non-sarcastic manor) the other employee about it. They might have more information about the situation that will help you make sense of it; or they might not. The first goal is to make this a learning opportunity for you, or for the other employee, or both.

3. If you do not feel comfortable attempting Step 2. or 3., or if you try them and are not satisfied with the result, or if it a matter of job performance by another employee, please discuss the situation with the Camp Director or Assistant Director as soon as possible.

It is detrimental to the cohesiveness of ECG employees and to an enjoyable and productive summer for campers if problems are allowed to fester. Therefore, please address concerns, complaints, lack of understanding regarding the purpose of ECG policies, etc. as soon as possible.

The establishment and utilization of an Open-Door policy does not alter the mutual at-will employment relationship.

## **BAD FAITH COMPLAINTS**

Any employee making a complaint in bad faith about a violation of any ECG policy will be the subject of disciplinary action.

# WORKPLACE RULES

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## AT WILL EMPLOYMENT

The relationship between an employer and employee which is not defined by a collective bargaining agreement is defined as “employment at will”. Although ECG hopes to have a continuing employment relationship with its employees, employees are free to leave ECG with notice at any time, and ECG may terminate any employee’s employment, at any time, with or without cause (provided that the basis for the employee’s termination is not prohibited by law).

The Employee Handbook is an example of written material provided to those employed by the ECG to explain ECG’s employment policies, benefits, and general responsibilities for employees. The written material is not intended to represent or act as a contract between ECG and employees and does not guarantee employees employment or provision of any benefit. Further, it is not intended to alter the employment-at-will nature of the relationship between ECG and employees.

The provisions of the Employee Handbook apply to most summer employees of ECG and supersede all previous or existing handbooks or policy statements. Oral statement made to employees will not alter or amend the contents of the Employee Handbook. Future changes to the Employee Handbook will be made in writing and dated with the effective date of change. ECG may change or withdraw any part or all of the Employee Handbook at any time without prior notice.

## DRESS CODE

While ECG does not have a formal dress code policy, we rely on everyone’s good judgment to dress appropriately for a summer camp setting: comfortable, functional, and presenting a relatively neat, well-groomed appearance. It is important to provide positive role models for the campers at all times. Therefore, revealing and provocative clothing are not allowed. Shoes are always required outside of buildings except at the waterfront. Most comfortable clothing including shorts, t-shirts, jeans, sweatpants, tank tops, etc. are acceptable as long as they are reasonably modest and do not prevent an employee from completing all duties and requirements of the job. Clothing that contains inappropriate words or images, drug or alcohol slogans or images or clothing that is political in nature or may otherwise offend campers, families, other staff members or visitors are not allowed. If there is any question as to the appropriateness of an item of clothing, please consult the Camp Director.

Employees are expected to familiarize themselves with what ECG deems acceptable dress in our environment. During Orientation Week this will be discussed, and suggestions will be made as to the type of clothing to be worn at specific times. Employees who wear unacceptable attire may be required to return to their cabin and change to more camp appropriate attire. Any questions should be directed to the Camp Director or Assistant Director.

## **ELKS CAMP GRASSICK PROPERTY**

Employees are responsible for ECG items used by them. Equipment, materials, and spaces in all areas may only be used with specific permission and instruction of personnel in charge of those areas. Use of all ECG vehicles; ECG maintenance equipment, tools, shop space, vehicles, and ATV/carts; laundry facilities and area; office equipment (phones, computers, copier, printer, etc.); and use of the kitchen/dining room (outside of appropriate times) is prohibited unless specific permission and instruction is granted by the Camp Director or Assistant Director.

The infirmary and infirmary area are always strictly off limits to campers and employees (other than the nurse, Camp Director and Assistant Director). First aid items, over-the-counter types of drugs and treatments, and grooming supplies for campers are available through the ECG nurse. All camper medications will be stored, distributed, and charted by the ECG nurse. More specific information regarding camper and employee medications will be provided during Orientation Week.

To protect you, your co-workers, campers, and ECG, we reserve the right to inspect all purses, backpacks, suitcases, bags, and packages on ECG property when reasonable suspicion exists. If you remove ECG property from the premises, you must obtain permission in advance from the Camp Director.

All employees must return ECG property on or before their last day of work. All ECG employees must also submit or destroy all written or copied (hard copies and digital) of confidential information regarding campers and other staff. Names, addresses, email addresses, and other contact information is not usually confidential, but photos, videos, and family information might be. Behavioral information and school information is almost always confidential. It is incumbent on all ECG employees to use an over-abundance of caution to diligently protect all confidential information of campers and other employees

## **CODE OF CONDUCT**

### **Personal Conduct:**

Occasionally, it becomes necessary to use disciplinary measures when personal conduct is contrary to accepted practices. It is not possible to list all potentially unacceptable conduct. However, in an effort to provide some guidance, the following are examples of the most common types of conduct which are not acceptable and may result in disciplinary action:

- Violation of any policy in this Handbook or as outlined by the Camp Director or Assistant Director.
- Failure to perform assigned duties, or performance of work below required standards.
- Insubordinate behavior: failure to follow the directions of the Camp Director, Assistant Director, or direct supervisor (if such a supervisor is specifically described in the employee's contract); treating a direct supervisor, the Camp Director, or Assistant Director in an insubordinate manner.
- Refusal to fully disclose information in the course of an ECG investigation is insubordinate behavior.
- Refusing to work outside of your specific area, such as supervising campers at mealtimes, general swim, Trading Post, evening activities, and all other all-camp group activities, and during camp preparation time before, between, and after camping sessions.
- Fighting, threats or attempting injury to another.
- Possession of weapons of any kind on ECG premises, except as otherwise allowed by ECG policy
- Negligence in the performance of duties likely to cause or causing personal injury or property damage.
- Destroying or willfully damaging ECG's property, confidential information, or the property of another.
- Accessing ECG's, other employees', campers', or camper families' phones, tablets, computers, or other electronic devices without the owner's permission. This includes viewing content, adding files or content, installing apps or software, changing the functionality of the device, or rendering it unusable.
- Using ECG's property or services for personal gain or removing or disposing of ECG's materials, supplies, equipment or confidential information without proper authority.
- Dishonesty, including falsifying or withholding information on personnel records, employment applications, work performance reports, or any other records or reports.
- Theft, including physical assets and electronic data.
- Tardiness or absenteeism, including but not limited to failing to arrive on time for morning flag-raising, meals, all-camp group events, staff meetings, and all job-specific responsibilities. Job specific expectations will be described in the job interview and further during Orientation Week.
- Unprofessional behavior inclusive of disrespectful and sarcastic interactions with campers, campers' families, other employees of ECG, and others while working for ECG or representing ECG, chronic negativity or unwillingness to work cooperatively and supportively.
- Interfering with, obstruction of, or otherwise hindering the work performance of another employee, or interfering with the well-being of campers.

- Engaging in horseplay, running, scuffling, or throwing objects at inappropriate times that models bad or dangerous behavior for campers, that interferes with job responsibilities of other employees, or that creates disharmony between employees.
- Practical jokes and pranks that destroy or damage property of ECG, employees, or campers; disrupts employees from performing their job responsibilities or campers' daily routines; take time away from employees' responsibilities in order to set up the prank; unduly embarrass campers or employees; make employees or campers feel unwelcome at ECG (in their eyes, not the eyes of the perpetrators); or scare or intimidate campers. During Orientation Week the Camp Director will elaborate and describe past practical jokes which were acceptable and not too disruptive to the camping sessions
- Assisting any person to gain unauthorized entrance to or exit from any portion of the ECG's premises.
- Leaving ECG or all-camp group activities without permission, wasting time, loitering, or sleeping during hours in which you have specific job or general ECG responsibilities.

Again, the above list is not exhaustive, merely illustrative.

## **DISCIPLINE**

Disciplinary action may be taken by the Camp Director in cases of violations of the policies set forth in this manual, or for any instance of conduct deemed inappropriate by ECG. Depending upon the circumstances, disciplinary action may take any or all of the following forms, even on a first infraction:

- Oral or written notice to rectify the situation.
- Suspension with or without pay, pending investigation
- Termination of employment

Except as may be otherwise required by an expressed contract, any or all of these steps can be omitted, as ECG deems appropriate, in its sole discretion.

Open communication, a desire to learn what is acceptable at ECG (not just assuming you already know) and cautionary judgment on your part will often make disciplinary action unnecessary. Should you be uncertain or in doubt, ask the Camp Director or Assistant Director, or consult this Handbook. Do not assume conduct which may have been acceptable at other camps or facilities where you might have worked has the same governing policies at ECG.



## **SMOKING POLICY**

It is the policy of the ECG to prohibit smoking (tobacco or otherwise) and vaping on all ECG premises in order to provide and maintain a safe and healthy living environment for all employees and campers.

ECG prohibits and will not tolerate smoking or vaping on the camp grounds, especially in all indoor facilities, such as cabins, bathrooms, the dining hall, and ECG vehicles. Smoking and vaping is also prohibited on ECG's outdoor property except for designated areas. This policy applies to all employees, vendors, campers, campers' families, and visitors.

For purposes of this policy, smoking includes lighting, smoking or carrying a lighted cigarette (tobacco or otherwise), cigar, or pipe and the use of any electronic (vaping) or other smoking device. This list is illustrative only and not exhaustive.

## **DRUG AND ALCOHOL-FREE WORKPLACE**

To provide employees and campers a safe, healthy and productive living environment, ECG's policy prohibits employees and visitors from the use, sale, possession, or being under the influence of illegal or intoxicating drugs, including marijuana and alcohol (whether legal or illegal) while on ECG camp grounds. This applies whether or not consumed during working hours or whether or not consumed on ECG camp grounds and property. Furthermore, the use of prescription drugs and/or over-the-counter drugs that may affect an employee's job performance and ability to make sound job performance decisions are strictly prohibited.

In addition, the use or possession of these substances constitutes a potential danger to the welfare and safety of other employees and campers, and exposes ECG to risks of property loss, damage or injury to other people, and loss of reputation and prestige. ECG reserves the right, in certain circumstances, to test for the presence of illegal or controlled substances when reasonable suspicion exists.

### **WORK RULES:**

ECG strictly prohibits the use, sale, solicitation, purchase, possession or transfer of alcohol or unlawful drugs as classified under local, state, or federal laws on any of ECG premises, including parking lots, all areas of the camp grounds, and all adjacent areas and properties. ECG also strictly prohibits any employee under the influence of drugs (unless medically prescribed) or alcohol from reporting to work, wherever such work is being performed, including off ECG's property. This prohibition includes the operation of any ECG vehicle while used in furtherance of ECG work at any time.

It is a violation of ECG's policy to in engage in (1) any use, sale, solicitation, purchase, possession, or transfer of drugs or alcohol, in any amount, while on ECG camp grounds or adjacent properties, work sites, or parking lots, in ECG vehicles or other property, or performing ECG job-related responsibilities anywhere; (2) any improper or unauthorized use, sale, solicitation, purchase, possession or transfer of

any over-the-counter or prescription drug while on, ECG camp grounds or adjacent properties, work sites, or parking lots, in ECG vehicles or other property, or while performing ECG job-related responsibilities anywhere ; and (3) any use, sale, solicitation, purchase, possession or transfer of drugs or alcohol in any manner which is detrimental to the interests of ECG, employees, campers, or the reputation of ECG.

#### **WHERE THIS POLICY APPLIES:**

Except as otherwise noted, this policy applies to all ECG property and premises, including adjacent roads and property, Lake Isabel adjacent to ECG, private vehicles or other property on ECG premises or work sites operated or used by ECG.

### **WORKPLACE SOLICITATION**

To avoid distractions, solicitation by an employee of another employee is discouraged at all times on ECG camp grounds and prohibited while either employee is on working time. "Working time" is the time an employee is engaged or should be engaged in performing his/her work tasks for ECG. Solicitation of any kind by non-employees on ECG premises is prohibited at all times.

This policy is not intended to restrict communications or actions protected or required by state or federal law.

### **WORKERS' COMPENSATION**

Elks Camp Grassick is covered under statutory state workers' compensation laws. Employees who sustain work-related injuries must notify the Camp Director and camp nurse as soon as practicable. Workers' compensation insurance is carried to cover expenses and earnings lost due to injury while you are on the job.

A safe environment is everyone's responsibility. If you are aware of any safety problems, it is your responsibility to report your concerns to the Camp Director or Assistant Director or maintenance personnel as soon as practicable.

1. You must report any work-related injury to the Camp Director and camp nurse as soon as practicable. There will be no retaliation for making such a report.
2. ECG has the right to obtain an alcohol and/or drug test at any time including, but not limited to, after an on-the-job injury if there is a reasonable possibility that drug or alcohol use by the employee was a contributing factor to the reported injury or illness. Positive results or refusing a test may jeopardize your benefits and your employment.
3. If ECG requires the use of personal protective clothing, shoes, glasses, life jackets, or equipment, failure to use these items may result in a reduction in your benefits. This list is illustrative only and not exhaustive.

Your awareness and compliance with safety measures will help promote a safe working environment for you, the campers, and your co-workers. A waiting period may be required before payment under workers' compensation begins.

## **PERSONNEL AND CAMPER FILES**

To the extent required by state and federal law, ECG will maintain a personnel file for each employee and each camper. Personnel and camper files are confidential and maintained by the Camp Director. The Camp Director strives to maintain accurate and complete personnel records. Employees must promptly notify the Camp Director of any changes to their personal information, such as changes in home address, home telephone number, any other preferred contact information (e.g., email address), legal name, marital status, number of dependents, named beneficiaries, and so on.

ECG will comply with requests from current and former employees that request access to their personnel file to the extent required by state law.

## **REFERENCE LETTERS**

The ECG Camp Director will respond to reference requests. The Camp Director will provide general information concerning the employee such as date of hire, date of termination, and positions held. At the Camp Director's discretion, he or she might or might not include an evaluative summary of the employee's job performance while at ECG and a recommendation to hire or not hire the employee. The Camp Director will inform the employee if this evaluative summary is negative and could hurt the employee's chance of getting hired, allowing the employee to rescind the request for a recommendation. Requests for reference information must be in writing, and responses will be in writing or by phone. Please refer all requests for references to the Camp Director. Only the Camp Director may provide official ECG references.

# WAGE AND HOUR

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## EMPLOYEE CLASSIFICATIONS

All summer employee positions at ECG, with the exception of maintenance, laundry, and consultants, are classified as salaried and “exempt”. These salaried and exempt positions are not so called “eight-to-five” jobs. ECG is a 24/7 camping facility requiring some employees to help supervise campers 24 hours a day and other employees to be on-call 24 hours a day (for example, in the event of nighttime storms, campouts, and other events). Due to these job requirements and the fact that salaried positions never receive overtime pay, ECG summer employees do not qualify for overtime compensation.

Other positions at ECG might further be classified based on the employment classification, scheduled work week and planned duration as follows:

**Regular Full Time** – Employees who are not in a temporary status and who are regularly scheduled to work not less than 38 hours per week. Generally, they are eligible for the employer’s full benefit package, subject to the terms, conditions, and limitations of each benefit program.

**Regular Part Time** – Employees who are scheduled for and who normally work an average of 32 hours or less per week on a **regular basis**. Generally, they are eligible for the employer’s benefit program on a reduced basis.

**Part Time** – Employees who are scheduled for and who normally work an average of 32 hours or less per week on a **seasonal or irregular basis**. While they do receive all legally-mandated benefits (such as workers’ compensation and Social Security benefits), they are ineligible for any of the employer’s other benefit programs.

**Temporary** – Employees who are authorized and scheduled to work either full or part time for a limited period of time. While temporary employees receive all legally-mandated benefits (such as workers’ compensation insurance and Social Security benefits), they are ineligible for any of the employer’s other benefit programs unless required by law.

**Supervisory** – Employees who are exempt full-time employees that manage or have control over other employees.

**Exempt** – Employees who are designated as exempt are paid a fixed salary and are not entitled to overtime pay and are excluded from specific provisions of federal and state wage and hour laws.

**Non-Exempt** – Employees who are designated as non-exempt are entitled to overtime pay at a rate of one and one-half times their regular rate of pay for all hours worked over 40 in one work week, or as otherwise required by applicable federal and state laws.

## TIME RECORDS

Nonexempt employees are required to accurately record all hours worked (this does not apply to most summer employees who, as explained above, are exempt). Nonexempt employees should record all hours worked and breaks longer than 15 minutes on a daily basis, including meal breaks. The Camp Director will review your time records and ask you to verify them at the end of each pay period. Employees must ensure all time is recorded accurately.

Nonexempt employees may not start work until their scheduled starting time except in special cases (such as Elks Day) and emergencies. In the event of mechanical, plumbing, heating, or other emergencies, the Camp Director will request and authorize nonexempt employees to work outside of their usual work schedule. In all cases, all time worked by nonexempt employees **MUST** be recorded on the time record and will be compensated. There will be no retaliation against any employee for reporting any “off the clock” work or any request for “off the clock” work.

Exempt summer employees eat their meals with campers to help provide supervision, instruction in manners and good social skills, and ensure good nutrition, and so do not have meal breaks. For nonexempt employees, meal breaks are intended to provide them an opportunity away from work, and they are not permitted to perform any work during meal breaks.

Meal breaks must be accurately recorded on nonexempt employees’ time sheets. Uninterrupted meal breaks do not count as hours worked. Nonexempt employees who do not return on time from meal breaks or rest periods may be subject to discipline.

Altering, falsifying or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

Exempt employees are required to discuss, report, and receive **prior** permission from the Camp Director or camp nurse for partial or full days of absence from work for reasons such as leaves of absence, sick leave or personal business.

Nonexempt employees may not start work until their scheduled starting time.

Each nonexempt employee is responsible for the accurate recording and submission of his/her daily timecard. Pay is calculated directly from the daily timecard. Any errors in your time record should be reported immediately to the Camp Director, who will attempt to correct legitimate errors.

## ATTENDANCE AND PUNCTUALITY

ECG is a 24 hour a day facility for child and adult campers with disabilities. All employees are expected to perform their specific job responsibilities, and also to provide supervision, guidance, and support for

campers, except during their days off. Days off will be determined in consultation with the Camp Director during or before orientation week. Employees are expected to be punctual, present, and engaged at all group camp activities, and to be positive role models for campers. Employee absences or repeated tardiness will be addressed by the Camp Director.

## **NURSING MOTHERS**

An employee who needs to express breast milk for her nursing child will be provided with reasonable break time, as long as providing such break time does not unduly disrupt ECG operations. ECG will provide a private location, other than a bathroom or toilet stall, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet. Please advise the Camp Director if you need break time and an area for this purpose. Employees will not be retaliated against for exercising their rights under this policy.

## **PAY**

ECG normally pays exempt summer employees twice during the summer, once around July 1 and again on the last day of employment in early August.

Lost paychecks must be reported to the Camp Director immediately so stop-payment measures can be initiated. ECG is required by law to recognize certain court orders, liens and wage assignments. When ECG receives notice of a pending garnishment or wage assignment, the employee will be notified.

If you believe there is an error in your pay, bring the matter to the attention of the Camp Director or Administrative Assistant so ECG can resolve the matter quickly and amicably.

## **DEDUCTIONS**

ECG is required by law to make certain deductions from your pay each pay period, including:

- Federal and state taxes.
- Deductions required by wage garnishment or child support orders.
- Other deductions required by law

Elks Camp Grassick also may deduct from your pay your portion of insurance premiums you sign up for and other voluntary contributions, such as a benefit plan. No other deductions will be made.

All deductions from your pay will be listed on your pay stub. If you have questions about any deductions from your pay or if you believe improper deductions have been made from your pay, you must report your concern to the Camp Director or administrative assistant immediately.

# LEAVE POLICIES

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## **HOLIDAYS AND DAYS OFF**

### **Regular Full Time and Regular Part-Time Employees:**

**HOLIDAYS** – ECG will grant paid holiday time off to all regular full-time employees on the holidays approved and published annually by the Camp Director. Regular part-time employees will be pro-rated.

Holiday pay is calculated based on the employee's base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

**BEREAVEMENT LEAVE** - ECG recognizes the importance of supporting employees by providing them with the necessary time to cope, grieve, and to manage immediate needs following the loss of a loved one. Employees are encouraged to communicate with the Camp Director to ensure their needs are met as they utilize bereavement leave and transition back to work.

All full-time employees are eligible for up to 3 days of paid bereavement leave for a funeral within a 300-mile radius of ECG and it will be provided for immediate family members. Up to 5 days of paid bereavement leave outside of a 300-mile radius of ECG and it will be provided for immediate family members. Regular part-time employees will be pro-rated.

ECG defines an "immediate family member" as the employee's spouse, parent (natural, adoptive, foster or step-parent), grandparent, child (natural, adoptive, foster or step-child), grandchild, sibling; the employee's spouse's parent, grandparent, child, grandchild, or sibling; or the employee's child's spouse. All other family relationship falls under non-immediate family.

Bereavement pay is calculated based on the employee's base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Paid time off for bereavement will not be counted as hours worked for the purposes of determining overtime.

### **Temporary:**

Usually ECG takes a one-week break around the Fourth of July to allow campers and summer employees to enjoy the holiday with family and friends. The specific dates of this one-week break will be determined each year well before the camping session begins and will be posted on the ECG web site.

Summer employees will have time off during longer camp sessions, time off between sessions, and time off over the 4<sup>th</sup> of July. Specific dates and times off will be determined in consultation with the Camp Director and will be discussed during the orientation period.

## **MILITARY LEAVE**

Due to the short time period of the ECG summer camping sessions, approximately 9 to 10 weeks, potential employees who need extended leave time are not realistic hires for the entire summer. However exceptional candidates might be considered for short periods of employment.

## **PAID TIME OFF – REGULAR FULL-TIME AND REGULAR PART-TIME EMPLOYEES**

**PAID TIME OFF (PTO) – REGULAR FULL-TIME** - In addition to the holidays and days off as listed above, regular full-time employees will receive PTO, which includes time taken for vacation or sick leave.

PTO pay is calculated based on the employee's base pay rate at the time of the absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Employees eligible for PTO are required to discuss, report, and receive **prior** permission from the Camp Director for partial or full days of absence from work.

### **Paid PTO:**

<u>Length of Service</u>	<u>Annual Accrual</u>
0-5 years	10 days
Beginning year 6	15 days
Beginning year 15	20 days

### **PTO Carry-Over:**

During the first five anniversary years, the maximum carryover to the next anniversary year is 10 days. In the sixth year and going forward, the maximum carryover is 15 days.

Any unused vacation in excess of the employee's maximum allowed total hours will be forfeited on the employee's next anniversary date.



**PAID TIME OFF (PTO) – REGULAR PART-TIME** - In addition to the holidays and days off as listed above, regular part-time employees will receive PTO, which includes time taken for vacation or sick leave at a reduced rate based on the average hours worked.

**Paid PTO:**

<u>Length of Service</u>	<u>Annual Accrual</u>
0-10 years	5 days
10 years & thereafter	10 days

During the first five anniversary years, the maximum carryover to the next anniversary year is 5 days. In the sixth year and going forward, the maximum carryover is 10 days.

Any unused vacation in excess of the employee's maximum allowed total hours will be forfeited on the employee's next anniversary date.

Upon **TERMINATION** of employment, employees will be paid for PTO benefits that have accrued, subject to the limitation on carrying over PTO from one benefit year to the next, provided the employee has completed twelve consecutive months of employment (unless otherwise required by applicable state law).

## OTHER BENEFITS

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### **SIMPLE IRA PLAN**

**SIMPLE IRA** - Any employee who earned at least \$5,000 during any 2 preceding years and who is expected to earn at least \$5,000 in the current year is eligible to participate; certain employees can be excluded. Employer contributions are immediately vested. Eligible employees can set up their SIMPLE IRA with the financial institution of their choice.

ECG will match dollar for dollar up to 3% of compensation, or ECG may make non-elective contribution of 2% of compensation for all eligible employees.

Employee contributions – An eligible employee may make an election to have his or her compensation for each pay period reduced. The total amount of the reduction in the employee's compensation for a calendar year cannot exceed the applicable Federal amount for that year.

The employer will make the salary reduction contributions for each eligible employee to the SIMPLE IRA established at the financial institution selected by that employee no later than 30 days after the end of the month in which the money is withheld from the employee's pay.

The Employer will make the matching or non-elective contributions for each eligible employee to the SIMPLE IRA established at the financial institution selected by that employee no later than the due date for filing the Employer's tax return, including extensions, for the taxable year that includes the last day of the calendar year for which the contributions are made.

For any calendar year, an eligible employee may make or modify a salary reduction election during the 60-day period immediately preceding January 1 of that year. However, for the year in which the employee becomes eligible to make salary reduction contributions, the period during which the employee may make or modify the election is a 60-day period that included either the date the employee became eligible or the day before.

Employees are permitted to terminate their salary reduction elections at any time.

## **INSURANCE BENEFITS**

Regular Full-time employees will receive health insurance benefits with the current insurance company ECG has a contract with. This is subject to change when ECG reviews the plan and its benefits to ensure we consider the best combination of benefit coverage, network access and affordability for ECG and its employees.

ECG reserves the right to make changes to the plan including salary reduction for part of the premium paid. Employees will be notified of any changes to their current coverage 90 day in advance of the current policy year.

See the Camp Director to sign up for your health insurance benefits.

## **NORTH DAKOTA**

To the extent any of the following conflicts with the rest of the handbook, those in this state-specific addendum shall control.

## **EQUAL EMPLOYMENT OPPORTUNITY**

Protected classes in North Dakota also include marital status, lawful conduct outside of work, receiving public assistance, keeping and bearing arms (as long as firearm is never exhibited on ECG property except for lawful defensive purposes), and status as a volunteer emergency responder.

## **AMERICAN WITH DISABILITIES ACT**

Elks Camp Grassick also complies with the North Dakota Human Rights Act.

# ACKNOWLEDGMENT

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Please read the following statements and sign below to indicate your receipt and acknowledgment of this Handbook.

I acknowledge that on \_\_\_\_\_, I received and read a copy of this Handbook and understand that it is my responsibility to be familiar with and abide by its contents. I understand that the information in this Handbook is intended to help ECG employees to work together effectively on assigned job responsibilities. The policies, procedures, and benefits described in this Handbook are not promissory and do not set terms or conditions of employment or create an employment contract.

I understand that neither this Handbook nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized ECG representative, I am employed at-will and this policy does not modify my at-will employment status. My employment may be terminated by me or Elks Camp Grassick without reason at any time.

If I have a written employment agreement signed by an authorized ECG representative and this Handbook conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

I also understand and agree that this agreement may not be modified orally and that only the Camp Director and/or an authorized board member of Elks Camp Grassick or the North Dakota Elks Association (NDEA) may make a commitment for employment. I also understand that if such an agreement is made, it must be in writing and signed by the Camp Director and/or an authorized board member of the ECG or NDEA.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to the Camp Director- it will be filed in your personnel file.

(Last updated May 2025)