**MODEL EMPLOYEE HANDBOOK**

**NOT TO BE USED WITHOUT REVIEW!!**

**DISCLAIMER**

This employee handbook is not a contract. It is subject to change at any time without notice.

All of our employees are hired on a “at will” basis. That means we can terminate your employment without notice, and you can quit without notice. It also means we can change your hours, pay, duties and any other working condition at any time.

But we would like to give you a general overview and insure awareness of our policies, practices, rules, and benefits for our employees. This Handbook is our summary of important conditions of employment with our Campground.

FOR WACO MEMBERS’ USE ONLY – INSTRUCTIONS

**THIS MODEL IS NOT SUITABLE FOR USE UNLESS YOU CAREFULLY REVIEW AND MODIFY IT!!**

This Manual is provided as a *starting point* for Campgrounds to prepare an employee handbook. There are several matters which you will need to address, such as hours of work.

If you have questions in the course of preparing the Handbook, please contact the WACO office for assistance at (608) 525-2327.

Attorney Mark Hazelbaker

Madison, Wisconsin

**Welcome to our Campground!**

**Our business is fun**! We’re here to make sure our guests enjoy quality time with their families and friends at our campground. We enjoy showing a good time to our guests. We think you will too.

Our goal is simple -- always do the best job possible for guests. We can’t do that without the help and support of our employees. We’ve had good staff who care about getting the job done right, on time and with pride. We believe in the team concept. You’re part of our team now. We think we have a good Campground. But it can always be better! We welcome you ideas or suggestions to improve the Campground. Please share your ideas with your supervisor or the Director. We hope you enjoy working here and have fun.

**Purpose of this Handbook**. Our success in serving guests depends on our employees. We want to be fair to our employees so they’re motivated to take good care of our guests. So, we’ve written out the most important aspects of working for the Campground.

**No Employment Contract**. This Handbook is not a contract, commitment or promise of any kind. It’s a summary of our workplace philosophy.

**Employment At Will**. All Campground employees are “at will” employees. You can quit at any time and we can terminate you at any time. There need not be any cause to quit or terminate. We can modify your job as we find it necessary.

**Open Door**. The Campground has an open door policy -- all employees may ask any questions of and discuss any work related concerns with their supervisor or the Director. If something about your employment is bothering you, or if you have any problems, questions, suggestions, ideas or concerns related to your employment, please talk to your supervisor or Director as soon as possible. We cannot solve any problem until we know about it.

**Remember Our Most Important Policies**

Everything in this handbook is there for a reason. But a few of our policies reflect our most important rules and values:

**The enjoyment, safety and welfare of our guests is always our top priority.**

**When you’re working, you’re what our guests see as the Campground. We expect you to act, talk, behave and appear in every way as a positive representative of our business.**

**No matter how large our Campground may be, there is no room for violence, bullying, intimidation, angry or hostile behavior or attitudes**.

**We want to treat employees with respect and courtesy and expect the same from our employees.**

**This handbook does not replace common sense, politeness, good judgment or patience. All employees are expected to demonstrate these qualities in all matters.**

**Every person working, staying at or present on our Campground is a human being deserving of the best experience we can provide them. There is no place for mistreating anyone based on their race, national origin, color, religion, sex, age, marital status, disability or sexual orientation.**

**All employees are expected to keep busy helping guests and taking care of the Campground’s needs, without waiting for directions.**

**The Campground prohibits discrimination or harassment and will not tolerate a hostile work environment.**

**Equal Employment Opportunity**. The Campground does what is right – we treat all people the same. We follow the law. We stand for equality and fairness in our employment and operations. The Campground is an equal opportunity employer. That means we hire, supervise and manage our employees based on how well they perform, not on who they are.

**Discriminatory Treatment Is Forbidden.**

The Campground does not discriminate against employment applicants or employees on the basis of race, color, religion, age, national origin, sexual orientation, sex, disability, or any other protected characteristic under applicable federal, state or local law. The Campground will not tolerate any actions by its employees or guests which subject our staff to discrimination based on those protected classifications.

**Harassment based on race, color, national origin, religion, sex, age, handicap, or any other protected status is forbidden and will not be tolerated.**

The Campground is committed to providing to its employees a workplace free from all forms of sexual or other illegal harassment. Harassment undermines workplace morale. We insist on a workplace in which employees are treated with courtesy, respect and dignity.

The Campground prohibits harassment of any employee in any form, including harassment based on race, color, religion, age, national origin, sex, handicap, or any other protected characteristic under applicable federal, state or local law.

Harassment can take many forms. When someone does something unpleasant or unwelcome to another person because of their race or other characteristics, that is harassment. If co-workers treat you improperly based on your religion or ethnicity, that can be harassment.

However, if your supervisor criticizes your performance because you made a mistake, that is not harassment.

We simply won’t allow bullying or abusive behavior by employees or guests at our Campground.

Harassment may be verbal, physical or visual. It might involve negative or malicious rumors or gossip. It might entail touching or other physical contact, mental or physical abuse, posting offensive cartoons or pictures, using slurs or other derogatory or insulting terms, telling offensive or lewd jokes or stories, making sexual comments or gestures, requesting sexual favors, making sexual propositions or making false, misleading or harmful statements about others.

Harassment can occur as a result of a single incident or a pattern of behavior or conduct where the purpose or effect is to create a hostile, offensive or intimidating working environment or to cause harm. The Campground prohibits any use of its telephone or communication systems for any act, behavior or conduct constituting harassment. Harassment is a serious issue not just for the Campground but also for the harasser. An employee may be subject to liability if he or she is found to be responsible for any harassment.

Employees who engage in harassment will be counseled and may be terminated. The Campground expects employees who feel they have been discriminated against or harassed to report the problem immediately. It will be investigated immediately.

**Sexual Harassment is forbidden and will not be tolerated**.

When people choose to spend time together to pursue a romantic relationship, it’s wonderful. When someone tries to pressure or intimidate someone else into sexual activity, or degrades the other person with sexual words, taunts or images, that is horrible and unacceptable.

The Campground is committed to providing to its employees a workplace free from all sexual harassment. That means the Campground flatly prohibits sexual harassment of any employee. Sexual harassment consists of: unwelcome acts, behavior or conduct, whether verbal, physical or visual, of a sexual nature. Unwelcome sexual advances, request for sexual favors and other verbal, physical or visual acts, behavior or conduct of a sexual nature constitutes sexual harassment when:

(1) Submission to such acts, behavior or conduct is made, either explicitly or implicitly, a condition of employment,

(2) Submission to, or rejection of, such acts, behavior or conduct is the basis for employment decisions, or

(3) Such acts, behavior or conduct has the purpose or effect of unreasonably interfering with an employee’s work performance, or the acts, behavior or conduct creates a hostile, offensive or intimidating working environment.

Examples of sexual harassment include sexual flirtations, advances, propositions or innuendos, suggestive comments, sexually oriented jokes or teasing, verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, the display of sexually suggestive objects or pictures, leering, obscene or sexual gestures. It may include asking personal questions about another employee’s sexual life, intentionally standing close or brushing up against the body of another employee, inappropriate staring at another employee, looking another employee up and down, inappropriate touching of the clothing, the hair or the body of another employee. It can include repeatedly asking out an employee who has stated that he or she is not interested, and any other unwelcome acts, behavior or conduct, whether verbal, physical or visual.

Sexual harassment is a serious issue not just for the Campground but also for the harasser. Sexual harassment will lead to immediate termination of the employee engaging in harassment.

**Reporting Discrimination or Harassment.**

If you have suffered or witnessed what you believe to be any possible discrimination, speak up and report it to your supervisor or the Director as soon as possible. The sooner we learn about the possible discrimination, the sooner we can take action to address and resolve it. All complaints and reports of any possible discrimination will be investigated promptly. When the investigation is complete and where the investigation confirms the reported allegations, the Campground will take prompt corrective action. It is so important to address discrimination that we must indicate that a violation of this policy and any failure to report any known violation of this policy will subject the employee to disciplinary action, up to and including discharge.

**Protection From Retaliation.**

The Campground will not retaliate or allow retaliation against any employee who (i) makes a good faith report or complaint alleging discrimination, harassment, work place hazards, work place violence, retaliation or any other inappropriate act, behavior or conduct in the work place, (ii) assists, cooperates or participates in any investigation related to any report or complaint alleging any discrimination, harassment, work place hazards, work place violence, retaliation or any other inappropriate act, behavior or conduct in the work place, or (iii) files an charge or complaint with a government agency or a lawsuit against the Campground alleging discrimination, harassment, work place hazards, work place violence, retaliation or any other inappropriate act, behavior or conduct in the work place.

3. **Standards Of Conduct.**

We can’t create a rulebook detailed enough to explain everything. You are expected to use common sense and courtesy to treat all guests and fellow employees politely and helpfully.

We started the Campground because we have fun creating fun for our guests. We hope you also find your work fun, knowing that what you do creates great experiences for our guests.

There are some Guidelines we use to convey the kind of experience we provide for our guests. In all things, we insist that our employees practice the highest standards of integrity, honesty and dignity.

(1) Our customers are the reason the Campground is in business -- and why you are working here. We treat all customers and all potential customers in a welcoming, friendly, courteous and helpful manner at all times.

(2) Every contact with a guest is a chance to make them feel welcomed and appreciated. It is always your job to help a guest with a question or a problem.

(3) The resources of the Campground may be used only for the benefit of the Campground.

(4) We follow the law in our business. If you think something wrong is going on, bring it to the attention of your supervisor right away. If you don’t feel comfortable discussing the violation with the supervisor, discuss it with the Director.

(5) Safety or guests and employees is priority number one at all times. If necessary, stop and check with your supervisor or the Director before taking a chance with your safety, the safety or other employees or guests.

(6) You cannot pay attention to your job if you are looking at your smartphone. Leave the phone at the Campground office or shop. You can check email and messages while on break.

These statements are not specific rules. We don’t use specific rules because we don’t want to suggest that everything else is permissible. We expect our employees to work hard, be considerate, use good judgment and assure that our guests have fun.

1. **Maintaining A Safe And Healthy Workplace**

We are committed to a safe workplace, free from known hazards. Safety depends on the right protection and the employee cooperation.

You are expected to cooperate fully with and strictly follow all safety practices, programs, regulations, and rules. You must be alert and use good judgment to avoid unsafe acts and conditions.

You must use all required protective measures, including the use of proper or required personal safety and protective devices, equipment, and clothing.

You should not use any equipment unless and until you are properly trained to do so. Use equipment as it is intended to be used. No employee may bypass the safety features or devices of any piece of equipment. If you’re doing something that doesn’t seem quite right, stop and think about it!

No Smoking or Tobacco Use. The Campground prohibits employees from smoking or using any tobacco product while on duty. Employees may smoke or use tobacco while on breaks in areas designated by the Campground.

If you notice any workplace hazard or any other unsafe workplace condition, and any such hazard or condition cannot be immediately and safely addressed and corrected by you, speak up and report it to your supervisor or the Director as soon as possible.

1. **Violence Prevention**.

**Avoiding injury or disruption caused by violence is everyone’s responsibility.**

All employees shall be alert at all times to any kind or type of

1. violent act, behavior or conduct,
2. threat of violent act, behavior or conduct, and
3. any other act or concern that could result in personal injury or property damage.
4. Place employees or guests in fear or concern for personal safety, or otherwise interfere with or impede the normal course of work.

If you are aware of any kind or type of violence, threats, and other acts, behavior or conduct of concern, involving a guest or employee, speak up and report it to your supervisor or the Director as soon as possible.

**No Weapons**. Employees may not carry weapons, concealed or otherwise, on its premises or in its vehicles. Examples of weapons include handguns, tasers or other electric weapons, knives that are not switchblades, billy clubs, and any weapon prohibited under federal or state law, such as machine guns and switchblade knives.

THIS PROHIBITION APPLIES EVEN IF YOU HAVE A CONCEALED CARRY PERMIT.

The Campground requires that any employee who has a carry concealed permit to notify his or her supervisor, your supervisor or the Director if he or she carries or stores any concealed weapons in his or her own motor vehicle. The employee must keep all weapons in a locked container completely concealed (stored out of sight) and keep such vehicle locked.

1. **Safe And Appropriate Apparel.**

To ensure the safety of all employees and visitors, the following dress code applies to all employees at all times:

(1) Employees must be fully clothed.

(2) Loose or baggy clothing is prohibited.

(3) Employees who operate maintenance equipment should check with their supervisor to assure that long hair or beards will not become entangled in equipment the employee operates.

(4) Loose or dangling jewelry is prohibited.

(5) Safety shoes are required for shop or outdoor work.

(7) Safety glasses and gloves are required on those pieces of equipment and machinery in which the use of gloves is indicated on the equipment’s posted set of safety rules.

(8) T-shirts and other clothing may not have any offensive graphics or words

(9) Tattoos with sexual, violent or offensive content must be covered with clothing.

1. **Drug and Alcohol Free Workplace**.

To put it simply, we do not allow employees to come to work high or drunk, or to consume alcohol or non-prescription drugs.

The Campground prohibits all employees from using, consuming, possessing, distributing, transferring, or selling alcohol, drugs or other controlled, mood-altering, non-prescription substances on its premises, in motor vehicles or during working hours, including breaks, meals and overtime. The Campground, in accordance with its drug free workplace policy, also prohibits an employee on duty from possessing, being under the influence of, or using: 1) marijuana, cocaine, or phencyclidine (PCP) or any derivative thereof, including edibles, 2) an amphetamine or any formulation thereof; 3) Opioids such as heroin, fentanyl, morphine or a narcotic drug or any derivative thereof; or 4) any other substance to a degree which adversely affects the employee’s safety or the safety of others, or both. No employee shall consume an intoxicating beverage, regardless of its alcoholic content, or be under the influence of an intoxicating beverage, on duty.

8 **Our Basic Expectations Of Employees.**

**Attendance Is Required**.

Our guests need you to be at the Campground, on time and ready to work! Absences or tardiness place an extra burden on our guests and your co-workers. The Campground can’t meet the needs of its customers without dependable employees. You are responsible for being at work, on time each scheduled workday, ready to work.

Calling In. If you must be absent or late for work on any scheduled workday, call or text your supervisor as early as possible, but no later than prior to your normal starting time that day. If you are absent due to accident, illness or injury, your supervisor may request written verification and a release for your return to work, signed by a licensed physician or Christian Science practitioner. If you miss work for two (2) consecutive scheduled workdays without calling in or notifying your supervisor, we will deem that as your voluntary resignation from employment with the Campground.

Medical appointments. If you need time off for a doctor or dental appointment or other personal reasons, you must make arrangements to do so as far in advance as possible with your supervisor or the Director. If for any reason you are unable to make prior arrangements, you should call the office before the start of the workday and leave a message with or for your supervisor or the Human Resources Director. Time should be made up within the same work week.

Jury Duty / Witness. Employees may take unpaid time off for jury and witness duty. Employees may be absent from work for up to three consecutive hours while the polls are open to vote in a political election if the employee requests the time off before the election day.

**Political and Sensitive Discussions**. Employees should not talk about politics or other sensitive subjects while on the job, whether with guests or co-workers.

The Campground prohibits employees from wearing political signs or buttons on its premises. All political discussions should be limited to non-working time and to non-working areas. Use good taste and judgment to avoid getting into discussions with others who are not interested.

**Employment Status**. The categories of employment are as follows:

(a) **Full-Time**. An employee scheduled to work 40 hours or more a week on a year-round basis.

(b) **Part-Time**. An employee scheduled to work less than 40 hours a week throughout the entire year.

(c) **Seasonal.** An employee hired for a camping season. To the extent permitted by law, seasonal employees are not eligible for overtime pay or unemployment compensation.

**Work Week, Pay Periods and Pay Checks**.

Our regular workweek runs from Midnight on Sunday through 11:59 P.M. the following Saturday.

We pay employees every other Friday using direct deposit. Employees are required to have a bank or other account to which their pay can be deposited. We do not issue payroll in cash or checks.

**Hours of Work**. The standard hours of work are:

Campground maintenance: 7:00 a.m. to 4:30 p.m. Monday through Friday.

Campground Store:

Lifeguards:

All employees will be scheduled to work weekends on a rotating basis.

The Campground, at any time, may adjust work hours as the Campground, in its sole and absolute discretion, determines to be advisable or necessary due to its workload. The Campground, at any time, may close its business as the Campground, in its sole and absolute discretion, determines to be advisable or necessary due to adverse or severe weather or other conditions or acts of God.

**Time Records**. All hourly employees must accurately record time worked on time cards.

**Overtime [This assumes you are not a seasonal employer]** All hourly non-exempt employees are paid overtime at 1-1/2 times their regular rate for all hours worked in excess of 40 in any one week (Monday through Sunday). Overtime is not paid on vacation or sick days used. There may be times when it will be necessary for you to work overtime. Your supervisor will notify you as early as possible regarding our scheduling needs. There may be times when you would like to work overtime. However, prior authorization must be obtained from your supervisor before working overtime. Employees are prohibited from working past their scheduled quitting time without permission, and are subject to discipline for doing so.

**Overtime [Seasonal Business]** As a seasonal employer, the Campground is exempt from paying overtime. However, we follow Wisconsin’s rules for employment of minors. Those rules require us to pay overtime to 16- and 17-year-old employees for all hours worked in excess of 40 in one week or 10 hours in one day. Employees younger than 16 may not work more than 40 hours in a week and so, do not receive overtime.

**Resignations or Terminations Of Employment**. If you decide to leave the employment of the Campground for any reason, we wish you well. Please notify your supervisor or the Director about your decision and plans. If you can, please give the Campground two (2) weeks advance written notice of your decision to resign or terminate your employment with the Campground. This will give the Campground time to calculate your final paycheck and any accrued benefits. Any pay that an employee is owed at the time of his or her resignation or termination will be paid on the next regularly scheduled payday.

**Campground and Guest Property; Personal Property**. You are the first line of defense to protect the property or the Campground and guests from damage, loss or theft. We expect you to prevent waste of Campground property, including, supplies, tools, equipment, and machinery, and to prevent misuse or carelessness in use of Campground property.

The Campground is not responsible for theft, damage or loss of employee’s personal property brought to the Campground.

**Severe Weather or Natural Disaster**. The Campground has the right to close its business or terminate the workday if severe weather or other conditions, including lightning, storm, tornado, snowstorm, and ice or flooding could compromise the safety of its employees. Unless otherwise determined by an officer, employees will not be paid when the business is officially closed. If not otherwise notified by 7:00 a.m. on the questionable weather day, the Campground’s business is open.

In the event of an emergency, such as a tornado, employees are responsible for remaining on the job to work with guests to keep them safe.

**Family and Medical Leave [If the Campground has more than 50 permanent employees]**  Employees who have worked more than 1,250 hours in the past 12 months are covered by the federal Family and Medical Leave Act (“FMLA

**Military Leave**. Unpaid military leave is given if you are in the reserves or National Guard and must be absent from work for initial active training or inactive training such as weekend drills and summer encampments.

**Search**. The Campground has the right to access, inspect, search, monitor, and retrieve all property (including employee vehicles or backpacks) on its premises at any time, without notice. All employees are required to cooperate fully in any such inspections or searches.

**Computer and Communication Equipment, Devices, and Systems.** The Campground’s computers are for business use only. Do not access personal email or websites on campground computers.

All communications, data, documents, files, photographs, and passwords and pass codes created or stored in or copied to the Computer and Communication Equipment, Devices, and Systems are the sole property of the Campground. The Campground retains legal ownership of the work product of all employees. No work product created while an employee is employed by the Campground can be claimed, construed or presented as their property, even after their employment with the Campground is terminated.

(a) **The Campground’s Right to Access, Retrieve, Monitor, and Disclose**. Employees accessing and using the Computer and Communication Equipment, Devices, and Systems for any purposes are cautioned that the Computer and Communication Equipment, Devices, and Systems have no right of confidentiality and no employee shall have any expectation or right of privacy when accessing and using the Computer and Communication Equipment, Devices, and Systems and when creating, storing, and copying to the Computer and Communication Equipment, Devices, and Systems any communications, data, documents, files, and photographs, including text and images.

(b) **Access and Use of the Campground’s Telephone and Voice Mail Systems and Campground Communication Devices**. (1) All employees are required to make or receive personal telephone calls while at work only outside of the shop areas and only during a scheduled break or lunch break, except in cases of emergency.

(2) All employees should discourage other persons from making telephone calls to them during working hours, except in cases of emergency. In cases of emergency, please provide other persons with the Campground’s general telephone number of (????)

(c) **Mobile Cellular and Feature Telephones and Smartphones**. All use of Personal Communication Devices and assigned Campground Communication Devices by employees in the shop place is subject to and shall comply with all Campground policies, practices, and rules, including, among others, the following:

(1) Turn off the ringer to your Personal Communication Device or any Campground Communication Device assigned to you whenever you are working. If you need to know when someone is trying to contact you through your Personal Communication Device or any assigned Campground Communication Device, set your Personal Communication Device or assigned Campground Communication Device to “vibrate” to alert you to an incoming telephone call.

(2) Employees may not place or receive non-business phone calls, emails, texts or other communications while working.

**Travel Safety**. All use by employees of Personal Communication Devices and any assigned Campground Communication Devices to conduct the Campground’s business while driving or traveling are subject to and shall comply with all applicable Campground policies, practices, and rules, including, among others, the following:

(1) All employees are responsible at all times for practicing safe driving or travel and complying with all applicable laws and regulations. Under no circumstances are employees allowed to place themselves or other persons at risk by using their Personal Communication Device or any assigned Campground Communication Device for conducting the Campground’s business while driving or traveling.

(2) No driving while distracted in the conduct of the Campground’s business. This prohibition extends to any text messaging, receiving or placing telephone calls, reading, eating or engaging in any other distractions while driving.

(3) Except for hands free receiving or placing of telephone calls while driving, regardless of the circumstances, including slow or stopped traffic, all employees shall safely stop the vehicle before any text messaging or receiving or placing any telephone calls. If an employee receives or places a hands-free telephone call while driving, he or she shall keep the telephone discussion short, refrain from complicated or emotional telephone discussions, and keep his or her eyes on the road at all times.

(4) All employees shall exercise special care in situations where there is traffic or inclement weather or where the area is unfamiliar. Under no circumstances are employees allowed to place themselves or other persons at risk by using a Personal Communication Device or assigned Campground Communication Device while driving or travelling on Campground business, even if a hands-free option of receiving or placing telephone calls is available.

(5) Any employee, who is charged with a traffic violation or is issued a citation or ticket howsoever arising from or related to their use of any Personal Communication Device or any Campground Communication Device while driving or traveling on Campground business, will be solely responsible for all fines, penalties, and costs incurred with respect to such traffic violation.

(e) **Taking or Uploading Photographs Using Mobile Cellular and Feature Telephones and Smartphones with Functional Camera**. Except with permission of the supervisor or Director, employees are prohibited from using any Personal Communication Device to take or upload any photographs or video recordings of all or any part of the premises and the Campground’s property.

(f) **Passwords and Pass Codes**. All passwords and pass codes used by employees to access and use the Computer and Communication Equipment, Devices, and Systems are the property of the Campground and at all times must be known by and accessible to the supervisor and the Director. Employees may not use personal or secret passwords on Campground computers.

(g) **Internet, Email, Social Media.** The Campground needs the full attention and concentration of employees while they are working. Employees may not access the internet, email, social media or text messaging during work hours except for specific work purposes approved by their supervisor.

(h) **Unacceptable Communications During Work Hours or With Campground Resources**. Employees may not use Campground resources or paid time to communicate pornography, depictions of nudity, sexually-oriented material, personal business, defamatory or degrading information about others, or other material which a reasonable person would regard as offensive.

**Worker’s Compensation**. The Campground maintains a worker’s compensation insurance policy as required by law. Worker’s compensation is a form of accident and disability insurance to protect you in the event of a job-related injury or illness. Income contribution and medical benefits are provided. Premiums for this insurance are paid solely by the Campground.

Upon returning to work after a work-related injury, you may be required to provide certification from your treating physician verifying that you are able to safely perform your regular job functions. In the event that your treating physician identifies restrictions and/or limitations on your ability to perform your job duties, the Campground will attempt to provide a temporary restricted duty position. In providing such a position, it is the Campground’s intent to facilitate recovery and reduce time away from work. The Campground making any restricted duty position available may trigger a ceasing or reduction of worker’s compensation benefit payments.

All employees must speak up and report to their supervisor all injuries suffered by employees as a result of any employment activity on the Campground’s premises or any employment activity outside the Campground’s premises while conducting the Campground’s business as soon as possible – even if the injury initially appears to be minor. Failure to report an injury promptly may result in loss of benefits.

**Breaks or Lunch Periods**.

(1) **Full-Time Employees**. One (1) fifteen (15) minute paid rest break is generally provided to each full-time employee during the morning, as workload permits. Your supervisor will schedule such rest break as the workload permits. A thirty (30) minute unpaid lunch break is provided to each full-time employee. You supervisor will schedule such lunch break as the Campground’s workload permits reasonably close to the usual meal time (12:00 noon). A shift of more than six (6) consecutive hours without a meal period should be avoided.

(2) **Part-Time Employees**. No rest break is provided to any part-time employee scheduled to work less than five (5) hours in any one day. One (1) fifteen (15) minute paid rest break is generally provided to each part-time employee scheduled to work at least five (5) hours in any one day. Your supervisor will schedule such rest break as the Campground’s workload permits.

**Reference Checks**. All calls related to employment or credit references should be referred to the Director.

**Wage Garnishments**. Garnishment is a legal procedure, usually ordered by a judicial or taxing authority and requires an employer to withhold a prescribed amount of earnings from an individual employee’s paycheck to be applied to the payment of a debt or obligation incurred by the employee. All garnishments should be forwarded to the Director as soon as possible.

**Job Summary or Description.** The Campground has prepared a Job Summary or Description which summarizes the general elements of your position. The Job Description also defines the essential elements of your position – that is, the physical and behavioral requirements which are the minimum qualifications for the position.

**Acknowledgement**. By accepting and commencing employment, the employee acknowledges that she or he has reviewed the Job Summary or Description and possesses the required physical and behavioral qualifications for the position.

**EMPLOYEE ACKNOWLEDGES RECEIVING AND REVIEWING HANDBOOK**

By signing this Acknowledgment, I acknowledge receipt of the Campground Employee Handbook (\_\_\_\_\_\_\_\_ 20\_\_) (the “Handbook”) and the following:

1. It is my responsibility and it is important for me to read and understand the contents of the Handbook because it contains important information about the Campground’s policies, practices, rules, and benefits and it is applicable to me. I have read the Handbook.

2. The Handbook and the policies, procedures, and benefits specified in the Handbook do not constitute an implied or express contract, commitment or promise of continued employment.

3. I agree that either I or the Campground may terminate the employment relationship at any time and for any reason or for no reason, with or without notice. An employment at will relationship is one which has no specific duration, and such relationship may be terminated at will by the employee or the Campground, for or without cause.

Employee Signature Date

Employee’s Name (Print)

**ACKNOWLEDGMENT OF COMPUTER AND COMMUNICATION EQUIPMENT, DEVICES AND SYSTEMS POLICY**

By signing this Acknowledgment, I acknowledge that all voicemails, emails and text messages I send or receive while working or using the Campground’s telephone, computer, and electronic communication systems are not private and that the Campground may access, monitor, read or copy those messages at any time, for any reason, without notice. I acknowledge that the Campground has the right to monitor my use of the Campground’s telephone, computer, and electronic communication systems and that such monitoring may occur at any time, for any reason, without notice.

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Employee Signature Date

Employee’s Name (Print)

**[END OF MODEL HANDBOOK]**