

**Rock Lake United Church Camp
Staff Employment Contract**

This EMPLOYMENT CONTRACT (This "Agreement") dated the _____ day of _____, 20_____

BETWEEN:

**Rock Lake United Church Camp Society (Operator of Rock Lake Camp) of Elko, BC
(the "Society")**

- AND -

_____ of _____
(the "Employee")

The Parties Shall Agree as Follows:

General Terms

- 1 The Employee's period of continuous employment with the Society will begin on _____ and end on _____.
- 2 In accepting the position, it shall be deemed that the Employee has accepted all the terms and conditions set out within this Agreement.
- 3 The Employee agrees that he/she has entered into this Agreement under his/her own volition, and is of sound mind and body.

Job Description

- 1 This Agreement covers the position of _____ at the Rock Lake United Church Society's summer camp from _____ through _____.
- 2 The Employee agrees to provide services to the Company aligned with his/her skill set.
- 3 The Employee agrees that he/she has reviewed and signed the attached job description.
- 4 The Society follows the Province of British Columbia Labour Standards.

Conditions of Employment

- 1 This offer of employment is conditional based on the following bona fide job requirements.
 - 1.1 The Employee must complete and submit the appropriate *Adult Leader Application & Health Information Form* or *Cabin Leader Application & Health Information Form* (if seventeen years of age or younger)
 - 1.2 The Employee must provide proof of any required certificates to the Camp Director prior to camp.
 - 1.3 The Employee must meet all qualifications as described in the specific job description for the position to be filled.
 - 1.4 The Employee is required to attend Leadership Training sessions as directed by the Camp Director.
 - 1.5 The Employee must sign & date the appropriate *Adult Leader Agreement* or *Cabin*

Leader Agreement.

- 1.6 The Employee must supply two personal references and submit to a personal interview as required by the Camp Director.
- 1.7 The Employee (if eighteen years or older anytime during camp) must authorize the Society to obtain a RCMP Criminal Records Check including Vulnerable Sector Screening.
- 1.8 The Society, at its sole discretion, will determine if the results provided through the condition of employment requirements pose an unacceptable risk to the safety and security of the Society and its employees, clients, customers, or volunteers and may rescind this employment offer immediately.

Compensation

- 1 The Employee agrees that his/her position at camp is voluntary, however the Society may, at its discretion, offer an honorarium for some or all of these positions, recognizing that all of the time spent preparing for camp and at camp could never be fully compensated.
- 2 The Employee understands that the Society offers room and board to all leaders while at camp and will reimburse all appropriate expenses related to their position providing they are pre-approved as per Society policy.
- 3 The Employee's work duties will be performed at Rock Lake United Church Camp, Elko, BC.

Hours of Work

- 1 Both the Employee and the Society understand and acknowledge that working at a Summer Childrens' Camp is different from working in industry. Typical days will be long and the Employee must ensure that his/her assigned duties are fulfilled.
- 2 The Society agrees to assigned a minimum of two one hour rest periods to the Employee per day.

Best Efforts

- 1 The Society agrees to act in good faith, through consistent practice and clear expectations.
- 2 The Society agrees to provide policies and direction related to the Society's expectations.
- 3 The Employee agrees to read, review, and seek to fully understand the Society's policies, practices, direction, and expectations as they relate to (his/her) role within the Society.
- 4 The Employee agrees that (he/she) will at all times perform (his/her) job duties in a faithful, industrious manner to the best of (his/her) abilities, and perform all of (his/her) required job duties to the reasonable satisfaction of the Society

Workplace Concerns

- 1 The Society recognizes that from time to time conflicts or disagreements may happen and as such has developed a process for employees to address workplace concerns. The Employee agrees to address all concerns related to the workplace, including but not limited to, performance, wage, discipline, safety, harassment, discrimination, human rights, termination, conduct or other violations through the **Company's Fair & Equitable Treatment and Conflict Resolution Policies/Procedures** (Sections 10.3 & 10.4) of the Rock Lake United Church Camp Society's Operating Manual.

Confidentiality

- 1 In working for the Society, the Employee shall not divulge, disclose, provide, or disseminate any confidential information to any third party not employed by the Society at any time, unless the

Society gives prior written authorization. Furthermore, confidential information shall not be used for any purpose other than its reasonable use in the normal performance of employment duties for the Society.

Ending of Employment Contract

- 1 This Agreement may be terminated by either the Employee or the Society at any time without cause or reason.
- 2 Once the camp is over this Agreement is automatically terminated.

Legal Compliance

- 1 All agreements, covenants, and declarations in this Agreement have been designed to comply with the employment laws of the Province of British Columbia. This contract will be subject to all applicable employment legislation. Any legal action, special proceeding, or other proceeding that may be brought arising out of, in connection with, or by reason of this Agreement, the laws of the Province of British Columbia shall be applicable and shall govern to the exclusion of the law of any other forum, without regard to the jurisdiction in which any action or special proceeding may be instituted.
- 2 There are no waivers.
- 3 In witness whereof the parties state that they have read and accepted all the terms and conditions stipulated in the present contract.
- 4 This is the complete Agreement. Any previous agreements, whether oral or written are null and void.

Acknowledgments and Agreements

This Agreement was prepared on _____ by _____, on behalf of the Society, acknowledging that I have the legal authority and authorization to represent the Society through the offer of this Agreement.

Print Society Representative's Name	Title

Signature	Date

I accept these Terms and Conditions of Employment as set out within the Agreement.

DATED at _____, this ____ day of _____, 20_____.

Print Name of Employee	

Signature	Date