

The Outdoor Ministries Committee met on April 6, 2019 at Camp Bethel and voted unanimously in favor of the following resolution:

Whereas, Camp Bethel full-time exempt employees with managerial responsibilities include the Camp Director, Program Coordinator, Facilities Manager, Food Services Coordinator, and [when feasible] Guest Services Coordinator, and these employees shall have an average work week of 45 hours except as otherwise modified in position descriptions approved by the District Board Executive Committee, and

Whereas, the Outdoor Ministries Committee recognizes that the camp is open and active January through December and that this year-round work also includes intense seasonal work weeks from April through October that consistently exceed 45 hour work weeks, and

Whereas, the Outdoor Ministries Committee seeks ways to support current and future full-time staff at Camp Bethel in ways that do not increase expenses including: recruiting the most qualified persons to serve in these staff roles, boosting morale, and encouraging long-term retention of current and future staff,

Resolved, the Outdoor Ministries Committee does hereby recommend to the Virlina District Board – Church of the Brethren, Inc. the following amendment of the Personnel Policies of the Virlina District Board - Church of the Brethren, Inc., Section VI, letter D, number 1. "Vacation":

1. Vacation. Vacation with pay will be stated in the record of agreement. Non-probationary regular full-time employees, except those whose written agreements indicate otherwise, are entitled to vacation time according to the following schedules:

"Vacation for Camp Bethel Staff:

After completion of the 90-day probationary period = 6 days vacation.

After 1 year = 12 days vacation.

After 3 years = 15 days vacation.

After 5 years = 18 days vacation.

After 7 years = 21 days vacation.

After 10 years = 24 days vacation.

After 12 years = 27 days vacation.

After 15 years = 30 days vacation."

OMC voting YES on April 6: Sam Foster (Chair), Stephanie Naff (Vice-Chair), Allison Mullins (Secretary), Zach Tabor (Finance Chair), Amanda Leddy (Program Chair), Charles Huffman (Property Chair), Sharon Flora, Trish Haskins, Junior King, Naomi Powers, Ron Rucker.

Abstaining from vote on April 6: Kathy Blackwell.

Not present: Sam Light.

Also present with no vote: Barry LeNoir (ex-off).

Existing language from the Virlina District Personnel Policies:

VI. OTHER BENEFITS:

D. Time off from work is provided as follows:

1. Vacation. Vacation with pay will be stated in the record of agreement. Non-probationary regular full-time employees, except those whose written agreements indicate otherwise, are entitled to vacation time according to the following schedule:

After 1st year - One (1) week vacation

After 2nd year - Two (2) weeks vacation

After 6th year - Three (3) weeks vacation

After 12th year - Four (4) weeks vacation

After 20th year - Five (5) weeks vacation

For employees hired after January 1, 1997, the anniversary year for vacation purposes shall begin on the date of employment. Employees hired prior to that date shall use the calendar year.

Vacation pay for hourly, non-exempt employees shall be based upon the average number of hours worked by the employee for the quarter year immediately preceding the time in which the vacation is taken. Vacation pay of exempt employees shall be based upon the employee's yearly salary, using a 52-week year.

Vacation requests for camp employees should be submitted at least a month in advance to the Camp Director. All vacations for camp employees shall be approved by the Camp Director. Vacation for the Camp Director shall be approved by OMC Executive Committee. Camp employees shall not receive vacation between Memorial Day and Labor Day unless approved as an exception by the Camp Director.

Vacation requests for District Resource Center employees should be submitted at least a month in advance to the District Executive. All vacations for District Resource Center employees shall be approved by the District Executive. Vacation for the District Executives is to be approved by the District Board Executive Committee. In the case of the District Executives and the district office District Resource Center staff, it is considered best that vacations do not occur at the same time. No vacation time shall be granted during the period from October 1st until November 15th unless approved as an exception by the District Executive.

Vacation time may not be taken before earned. Vacation time does not accumulate beyond the current year, unless by mutual agreement between supervisor and employee with the written consent of the District Board Executive Committee. Vacation time must be taken in one week blocks of time unless approved as an exception by the respective location supervisor.

Each employee shall be compensated for any remaining vacation days at the end of employment.