**Eden Village Camp Professional Staff Handbook**

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## PERSONNEL GUIDELINES FOR FULL TIME STAFF

The policies of this Handbook apply to all employees; by working at Eden Village Camp, an employee agrees to adhere to these policies.

Employment at Eden Village Camp is at-will. Employees are free to resign at any time, with or without notice or cause. Similarly, Eden Village Camp may terminate the employment relationship at any time, with or without notice, procedural requirements or cause. Policies set forth in this Handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between Eden Village Camp and any of its employees. The provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or canceled at any time, at Eden Village Camp’s sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Camp Director of Eden Village Camp.

### *Non-Discrimination Policy*

All employees shall be recruited, hired, compensated and treated relative to all conditions of employment without regard to race, color, sex, handicap, age, national origin or sexual preference.

*Offer Letters*

Offer Letters shall be prepared by the Camp Director or his or her designee for all positions. The offer letter shall include, at a minimum, the job title, salary level, benefits provided, and a statement that the employee has read and understood the Employee Handbook. The letter must be signed by the Camp Director or his or her designee and by the employee. A copy is kept in the employee’s Zenefits account.

# *Job Description*

A job description shall be prepared for each employee position. Each employee shall be presented with his/her job description as amended from time to time.

*Attendance*

Eden Village Camp counts on all employees to be at work when scheduled so that the organization can operate effectively and achieve its goals. Prompt and regular attendance is therefore required of all employees and all employees are expected to work a full scheduled work day, unless otherwise authorized by their supervisor.

Employees who are going to be late or absent must call and notify their supervisor no later than their scheduled starting time. In an emergency situation, employees must notify their supervisor as soon as possible thereafter. Employees who are absent more than three consecutive days may be required to bring a doctor’s note upon their return to work attesting to the medical need for their absence and their ability to return to work. Any employee who is absent for more than three consecutive days without notifying his/her supervisor directly will be considered to have voluntarily resigned from his/her job.

*Standards of Conduct*

Eden Village Camp expects all employees to conduct themselves in an appropriate and professional manner at all times while on the organization’s premises or while on Eden Village Camp business. Conduct which adversely affects the interests or safety of other employees, directors, or the organization is prohibited at all times. Please consult the “Year Round Staff Policies and Expectations” document in your Zenefits account.

**Compensation and Benefits**

*Payroll*

All paychecks are processed through Gusto Payroll. In order to receive a paycheck, an employee’s files and forms must all be up to date, including W-4 and I-9.

Professional staff are paid twice each month. If there is an error or missed payment, a manual check is printed through quickbooks and recorded on the Gusto site.

Seasonal staff are paid according to the schedule in their Employment Agreement. Summer staff are paid at the end of each session and at the end of their employment period, in equal installments less a $500 bonus which is paid with the final paycheck. Paychecks are withheld by the Camp Director or their designee until he/she approves disbursement (all responsibilities have been met). Any fines, charges (ie. Cost of physical), or advances are withheld.

Seasonal staff working more than the summer season are paid once each month at the same time as the professional staff, in equal installments.

*Direct Deposit*

Direct deposit is available to all employees through their Gusto account.

*Personal Days*

We allow unlimited vacations from the end of Camp each Summer until the end of Passover. Employees are expected to balance their work expectations at all times and must provide adequate notice to their supervisor, whose approval is required. Eden Village also observes all Jewish holidays and most Federal holidays outside of the Summer season. Staff who work 6 day weeks in the Summer are afforded additional time off in the Fall.

Employees receive the following holidays as paid personal days: New Year’s Day, MLK Day, President’s Day, Rosh Hashanah (2 days), Yom Kippur (1 day), Sukkot (First 2 days and last 2 days), Passover (First 2 days and last 2 days), Shavuot, Labor Day, Memorial Day, and Dec 29, 30, and 31. If any of these days fall on a weekend of another observed holiday, no additional days are provided (ie, If New Year’s Day is on a Sunday, the next Monday is NOT given as a holiday).

*Room and Board Provided by Eden Village*

As part of some employees’ agreements, Eden Village provides on-site housing. This benefit is not exchangeable to salary. An employee choosing to forgo this benefit is not consequentially entitled to any raise or bonus.

Almost all employees are required to live on-site during the summer season. This benefit is not exchangeable to salary and is a condition of employment. Any employee requesting to live off-site is responsible for any additional personal costs and will not be additionally compensated.

Employees may also receive meals and other benefits throughout the year as a consequence to the operation of the site. All employees may eat any meal served through the main kitchen at no cost, but is not guaranteed meal service at any point or any additional compensation if the kitchen is not operating. Also, the employee may not take any stock or non-prepared items from the kitchen and is responsible for the cost of all meals served to their guests.

*Medical Benefits & Benefits Bonus*

Eden Village does not provide direct payments for employee health insurance premiums. Instead, we add an additional 8.5% Benefits Bonus (capped at $4,000 per year) to each paycheck that employees can use to purchase the health insurance plan that best suits their needs. Eden Village still offers group plans through MVP / Zenefits that employees can choose to pay for tax-free, or employees can now take advantage of subsidized health insurance on the NY State of Health website.

This Benefits Bonus is designed to be used at the employee's discretion for additional benefits, but is unrestricted compensation and can be used however the employee would like. Unless the bonus is allocated to an Eden Village group plan, retirement account, or FSA/DCA accounts, it will also be taxed as income.

In addition, Eden Village funds HRA medical expense credit card accounts for employees. Employees will receive $5700 less the amount of their total annual benefits bonus in their HRA. For example, if your Benefits Bonus is $3000, you will receive $2700 in your HRA. The Benefits Bonus is capped at $4,000, so all employees will receive at least $1700 in their HRA account. HRA balances accrue monthly.

As we are a small staff with very few staff on group plans, the number and type of plans we can offer is extremely limited. This policy allow staff to have the use of funds to purchase individual plans which might better meet their needs or budget. IT IS THE INDIVIDUAL RESPONSIBILITY OF EACH EMPLOYEE TO OBTAIN THEIR OWN INSURANCE. Eden Village does not check to see if you signed up for health insurance.

[All employees should know that with healthcare reform, everyone is required to obtain health insurance and those who fail to do so will be subject to a fine equal to the cheapest plan on health care exchange. This is assessed as part of your IRS tax filing.]

Employees may deduct from their HRA accounts for any qualified medical expenses. These include costs for services and items covered by the health plan but subject to cost sharing such as a deductible and coinsurance, or co-payments, as well as many other expenses not covered under medical plans, such as dental, vision and chiropractic care; durable medical equipment such as eyeglasses and hearing aids; and transportation expenses related to medical care. Funds from an HRA account may not be applied towards the employee share of their health insurance premium or any other insurance account premiums (dental, vision, etc).

*Worker’s Compensation and Disability*

Eden Village Camp complies with New York State Workers’ Compensation and Disability regulations. Injuries suffered on the job, no matter how minor the injury may appear, should be immediately reported to the employee's supervisor.

*Employee Retirement Accounts*

Employees may setup 403(b) retirement accounts through Eden Village’s plan at Vanguard Financial. Eden Village does not offer any match of employee contributions and employees are responsible for managing their own accounts. These accounts may only be funded through payroll deductions. Employees must inform the payroll manager if they choose to have any contributions deducted from their regular paycheck.

*Additional Fringe Benefits*

Eden Village does not provide any additional fringe benefits to its employees. Benefits NOT provided include retirement benefits, vision insurance, and dental insurance, among others.

*Part-Time Employees*

Part-time employees receive benefits proportionally to their FTE status.

*Mobile Phone Reimbursement*

Professional Staff may receive a maximum of $30.64 per month towards the cost of their personal phone, to provide for telephone and data costs. Once every three years, an employee will receive $100 towards the purchase of a new phone. The phone will remain the property of Eden Village Camp (if $100 or less) or employee will have to repay $100 if s/he leaves before the 3-year period and keeps their phone. Employee’s must have data enabled, have Eden Village email enabled on their phone, and be accessible by phone. Employees who clearly do not use their phone for work tasks will not receive a reimbursement or purchase credit. For an employee not receiving a phone benefit, it is at their discretion to whom they choose to disclose their personal cell phone number.

*Professional Development*

All employees have $500 to go towards professional development at the start of the camp’s fiscal year. This money does not roll over and includes travel and lodging.

All staff should speak with their supervisor at the beginning of the year (or when they join the staff) to set professional goals and talk about what development might be mutually beneficial (to the goals of the employee as well as the organization).

Professional development that happens on weekends get comped at our normal policy rate. If approved by supervisor, an employee can use 2.5 days of regular work days for professional development without using any personal days.

Mandatory conferences do not count towards your professional development allotment.

For example, if your supervisor tells you that a particular conference is required (Program director going to ACA conference for example), this does not deduct from your allotted Professional development money or time.

# *Additional Employee Policies*

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# *Parental Leave*

Parental Leave of up to 3 months will be provided for eligible employees who will be primary caregivers. All eligible employees will receive 4 weeks of full pay, with one additional paid week added for each year they have been employed by Eden Village Camp, up to a maximum of 2 months paid.

For non-primary care takers, up to 1 month of parental leave is provided. All eligible employees will receive 1 week of full pay, with one additional paid week added for each year they have been employed by Eden Village Camp, up to a maximum of 3 weeks paid.

Parental Leave cannot be taken intermittently and cannot be combined with vacation or personal days. The period of Parental Leave is calculated beginning on the first day of work that is missed whether it is before or after the date of birth or adoption.

To be eligible for Parental Leave, an employee must have worked full time for the agency for at least 12 consecutive months preceding the first day of leave. For this purpose, “full time” is defined as working at least four full days a week under an Offer Letter that includes all benefits provided in this Employee Handbook.

To take Parental Leave, an employee must submit a letter certifying that he or she will become either a primary or non-primary caretaker through birth or adoption. The letter must indicate the anticipated date of the birth or adoption, the date when the employee plans to begin leave, and the date when the employee plans to return to work.

An employee’s job or a job similar to it will be protected during Parental Leave, absent intervening business conditions.

# *Performance Evaluation*

# The Camp Director or his or her delegate shall conduct performance reviews for all full time employees at any time the Camp Director deems such review to be appropriate or necessary and at least annually.

***Employee Separation***

*Resignations*

Employees are requested to submit at least thirty days prior notice in the months of August through April and at least sixty days notice in the months of May through July, in writing, to the Camp Director. The Camp Director reserves the option to require such employee not to work during part or all of the notice period and shall determinate the effective date of his or her resignation and remaining compensation. The Camp Director shall promptly report any such resignations to the Board.

*Termination*

Employees may be discharged by the Camp Director or his or her designee at any time, preferably with two weeks notice. The Camp Director shall determinate the effective date of his or her termination and remaining compensation.

*Exit Interview*

An opportunity shall be given to all separating employees to share their observation of their experiences and association with the agency.

**Summary of Additional Policies**

*Conflict of Interest*

An employee should recuse him/herself from any decision which involves compensation or benefits for themselves, their family members, or another party for whom they believe their judgment may be compromised. In these cases, the employee should notify their supervisor of the conflict and ask the supervisor to make the decision independently. In the case of a conflict of interest for the Director, he/she will submit the decision to the board, along with a recommendation from the next highest ranking staff member without a conflict.

*Donated Stock*

As a policy, any stock or shares donated to Eden Village is immediately liquidated. Refer to our Donated Stock policy and coordinate with our accountants as soon as the donation is received.

*Non-Cash Contributions*

Any donations of non-cash to camp (ie, gifts-in-kind or donated supplies) must be recorded. These items can be recorded in our donation software.

*Information Technology Systems*

Eden Village Camp provides its employees with personal computers, voicemail, e-mail and Internet access (“Information Systems”) to enable employees to conduct business.

Eden Village Camp may access information maintained on any Information System at any time. The organization may (but will not necessarily) ask for an employee’s assistance in accessing Information Systems information that the employee has read or has created. Moreover, employees should be aware that voice-mail and e-mail messages that are sent or received may remain on the system and may be accessible even if an employee has deleted them. Therefore, an employee should not prepare, receive or maintain personal or private information on any Information System that the employee does not want accessed by the organization.

Employees are expected to observe all Eden Village Camp policies and procedures when they use the Information Systems. Thus, Information Systems should not be used to send or receive material that violates the organization’s policy against harassment, that may otherwise be offensive to other employees or people outside of the organization, or information that breaks the law.

Employees also have security obligations in connection with the use of Information Systems. Employees may not share passwords or otherwise provide access to unauthorized persons. Employees also may not establish connections that would allow unauthorized persons to gain access to Eden Village Camp’s Information Systems, either through the Internet or otherwise.

*Confidentiality*

The importance of confidentiality cannot be overemphasized. The security and integrity of all confidential information must be diligently protected. All Eden Village Camp employees are obligated to maintain the confidence of parents and campers, funders, families and anyone with whom we are working, as well as colleagues. Employees should not disclose any information about families, campers, or donors, or their affairs, even when they know the information is already available to the general public. All written materials need to be treated with the same level of confidentiality. It is, therefore, a violation of Eden Village Camp policy to share any information regarded as confidential.

*Intellectual Property*

Any written, printed, or electronic materials you prepare in connection with your activities with Eden Village Camp will be considered “works made for hire” under the copyright laws and will be owned exclusively by Eden Village Camp. Employees are presumed to have assigned all copyrights and other rights, title, and interest in these materials to Eden Village Camp and may not publish or cause to be published any of these materials without Eden Village Camp’s prior written approval.

All materials belonging to Eden Village Camp or relating to the business of Eden Village Camp must be returned immediately at the end of your activities with Eden Village Camp without making or retaining any copies.

**Financial Policies**

**Payments**

*Check Requests*

Any invoice addressed to Eden Village Camp must be initialed by the staff member who ordered the goods or services, must have an accounting code written on it, and should be placed in the Payment Manager’s “Bills to Pay” folder.

Check requests for reimbursement of out-of-pocket expenses must be submitted with receipts. If the reimbursement is for items being billed to more than two accounting codes, a spreadsheet of the expenses and codes must also be attached.

***Only professional Eden Village Camp staff members may sign off on invoices or check requests.*** Invoices and check requests submitted by new employees must also be signed by their supervisors during the first two months of employment. All seasonal staff must have a professional Eden Village Camp staff member sign off on their check request and the staff member must add the appropriate account code.

*Invoices*

Invoices from other organizations or companies do not need a check request form to be paid. As long as their full name, address, and amount is clearly stated, it can be submitted on its own.

On the invoice, a professional staff member must write clearly “OK to pay” on the invoice, sign it and include the appropriate account code. Once that is done the invoice can be submitted. An email directly to the Payment Manager will also suffice.

*Deposits*

All checks should be received by the Office Manager, who lists them in a master spreadsheet (“Received Checks”), scans them in, and processes tuition payments in Campminder.

Checks are then put in the “To Deposit” folder.

If any correspondence has been received with the check, it should also be kept. Specifically, checks vouchers and accompanying letters for grants, tuition, donations, and other charitable payments must always be kept and filed. (Yellow Folders for Scholarship Letters, Grant Payments, and Restricted Gifts)

*Petty Cash*

Petty cash should be avoided as much as possible. Even for small amounts, a check is always preferred as the paper trail and review procedures are well-established and simple. Petty cash is typically only used for when we sell merchandise or if a seasonal staff employee is running a required errand, such as taking campers to the airport and will need cash for a toll and minor expenses. If the employee is comfortable using their own cash or credit card and then submitting a check request, it is preferred. Professional employees should never receive petty cash and should either use their Eden Village credit card or use their own cash and submit for reimbursement.

Petty Cash Advances: If money is advanced for expected purchases, the disbursed amount is notated in the Petty Cash Receipt Book as a negative number. The receipt must indicate the recipient, the occasion, the disburser, and the date. The receipt should be marked with a post-it flag until the balance and receipts are returned.

When the employee returns, he/she must complete a Petty Cash Report with the listing of all transactions and accompanying receipts. All transactions must have a receipt or the employee will be responsible for the unsubstantiated amount. The report and receipts are filed in the Petty Cash Receipts FYXXXX folder.

The post-it flag is removed from the disbursement receipt and the amount disbursed is checked against the Report. A receipt is made in the Petty Cash Receipt Book which gives the amount returned (or 0) [listed as a positive number], the date, the person returning, the person receiving, the amount spent, and the corresponding expense account(s).

Petty Cash Payments: In some rare cases, a vendor must be paid in cash. This is avoided as much as possible. If the vendor insists on paying in cash, there must be a receipt or invoice. The transaction is recorded in the Petty Cash Receipt Book as a negative number. The invoice must be approved and signed according to the same procedures as when writing a check. The invoice or receipts are then filed in the Petty Cash Receipts FYXXXX folder.

Under no circumstances should the petty cash fund be used to advance monies to employees in the form of loans or payments. All cash advances are paid by check only.

**Expenses, Department Budgets and Purchasing**

*Expenses*

Not-for-profit organizations are required to track expenses by natural category (account) and by function (class).

All accounts are listed in the attached Chart of Accounts.

Class includes program, administrative and fundraising expenses.  All classes are listed in the attached Class List.

*Department Budgets*

*Operations and Maintenance*

The operations and maintenance department has been assigned several budgets for which they are responsible. All purchases are made by the Associate Director, Facilities Manager and the Caretaker. The caretaker and Facilities Manager must approve all purchases over $350 with the Associate Director. The Facilities Manager is responsible for maintaining the Maintenance Budget spreadsheets and seeing that the expenses remain in budget. The Facilities Manager will keep the Associate Director apprised if the expense will exceed or significantly fall under the budgeted amounts. All large transactions ($1000+) and contracts must be approved by the Associate Director.

*Farm*

The Farm Director supervises the Farm Budget. All purchases for this budget are made only by him/her. S/he is responsible for maintaining Farm Budget spreadsheets and seeing that the expenses remain in budget. The Farm Director will keep the Associate Director apprised if the expense will exceed or significantly fall under the budgeted amounts. All large transactions ($1000+) and contracts must be approved by the Associate Director.

All contracts for lodging and meals must be approved by the Associate Director.

*Programs*

The Program Director supervises the Program Budget. All purchases for this budget are made only by him/her. S/he is responsible for maintaining Program Budget spreadsheets and seeing that the expenses remain in budget. The Program Director will keep the Associate Director apprised if the expense will exceed or significantly fall under the budgeted amounts. All large transactions ($1000+) and contracts must be approved by the Associate Director.

*Staffing*

The annual seasonal staff budget is prepared by the Program Director, in collaboration with the Associate Director and Camp Director. The approved budget is overseen by the Program Director and reviewed by the Associate Director. All salary offers are made only by the Program Director. S/he is responsible for maintaining the Staffing Budget spreadsheets and seeing that the expenses remain in budget. S/he will keep the Associate Director apprised if the expense will exceed or significantly fall under the budgeted amounts. Any increase in salary from the budgeting amount must be approved by the Associate Director and allocated for by reducing other salary in the budget. Increases to the total Staffing/Work Trade budget must be approved by the Director.

*Programming*

All regular Eden Village Camp programming has been assigned an annual or seasonal budget amount. It is the responsibility of the Program Director and the specialists to ensure that programs’ expenses remain within the annual or seasonal budget allowances. Program budget overruns must be reviewed and approved by the Director. New or one time programs should be funded by a budget line item approved by the Associate Director.

Programming funded by special grants, donations or partnerships with other agencies should be reported to the Director and Associate Director so proper accounting can be set up.

*Fixed Assets and Capital Purchases*

Capital purchases and electronics, computer equipment and furniture may only be made through or at the approval of the Associate Director with larger purchases being approved by the Director.

Summer season program budgets may include allocated funds for capital purchases, these purchases will be made before the start of the summer season and coordinated by the Associate Director.

Most of the furniture, technology, and equipment purchased are considered assets and not expenses. Once an asset is recorded, its useful life is determined. A portion of the asset’s cost is then expensed each year over the predetermined useful life using what is called a “contra” account. In the case of furniture and equipment, the contra account is called “accumulated depreciation.”

In our case, all furniture, technology, and equipment over $500 is considered a fixed asset. These transactions should be recorded as an Expense in Equipment and Supplies and converted to a fixed expense by the accountants at the end of the fiscal year. A spreadsheet of these purchases should be kept.

These expenses are recorded in the general operating budget under “Fixed Expenses.”

Periodic reviews of the fixed assets should be made to verify the list matches the actual items owned and used.

*Expense Categories*

*Meals*

Meals with Eden Village Camp staff members, professional consultants, or business associates should only be billed to Eden Village Camp if the main purpose of the meal is to conduct a meeting regarding Eden Village Camp business. All meal expenses must be reported with all attendees and the purpose of the meeting listed. Meals should be no more than $15 per person, or $20 in New York City, unless prior approval has been received by the Director.

*Compensated Employee Meals (Non-food service)*
Employees are expected in the normal course of employment to provide their own lunch. If circumstances provide that the employee is at work significantly earlier or later than normal business hours and unable to engage in their normal breakfast/dinner routine, then the employee may purchase a compensated meal at the above rates.

*Day Trips and Travel*
Employees travelling on Eden business may be reimbursed for meals according to the personal meals policy described below. When Eden is providing food services, employees should request a pack out meal. Meals will only be reimbursed if a trip is extended and additional meals are required or there is not enough time before leaving to request a pack out. Meals will not be reimbursed if the employee has failed to plan ahead or request a pack out meal appropriately ahead of time. When Eden is not providing food services and an employee is travelling for the day, employees are encouraged to pack their own meals and plan ahead. For day trips, Eden will reimburse the second meal on the road for the day. The first meal is the employees responsibility.

*Working from Home, and Non-Normal Hours*

From October to March, Eden Village’s normal office hours are 9:30am – 5:30pm and staff are expected to work in the main office. During the rest of the year staff will need to work longer hours. If staff would like to work different hours (i.e. 10am – 6pm) they need the approval of their supervisor. If staff would like to work from home or from a place other than the office, they need the approval of their supervisor.

*Marketing events*

All marketing events are to be staffed by 1 staff member, unless a different decision is made by the Director.

*Staff Supervision and Development*
Professional staff supervisors may take their employees out for coffee-shop meetings to discuss their position and related organization developments once each week. These expenditures may be up to $5 per person per week. Once each quarter, these meetings may take place over a meal and be reimbursed at the meal rates.

During the summer season, programming supervisors are provided a budget for staff meeting snacks and appreciation gifts, though supervisors should make try to request snacks through the kitchen and make gifts in the art room or re-purpose the gifts of nature.

*Staff Events*
Eden Village Camp conducts semi-regular staff events for the purpose of staff cohesiveness and training. All expenditures for staff events should be pre-approved by the Associate Director.

*Alcohol at Professional Staff Events*
The purchase of alcohol at professional staff events must be pre-approved by the Director and should be limited in quantity and cost in all cases to 1-2 drinks/person.

*Travel*

*Air Travel*
All employees should travel in coach class unless they receive a free upgrade. All airline tickets must be booked at the lowest available airfare, using online comparisons at web sites such as [www.Kayak.com](http://www.kayak.com/) . The following criteria should be utilized to determine lowest available airfare:
1. The flight’s departure or arrival time is within three hours before or after the preferred departure or arrival time;
2. One stop or connecting flights should be used if savings of $100 or more can be achieved;
3. Employees may not book a preferred carrier if a lower airfare is available.
4. Traveling employees may retain frequent flyer program benefits for personal use; however, participation in these programs may not result in any additional cost beyond the regular airfare.

Airport transportation: Employees are encouraged to use public transportation when convenient and feasible; otherwise shuttle services such as Super Shuttle may be used. Use of taxis is authorized only when more economical services are not available. It is the employee's responsibility to allow appropriate time to make use of public transportation options.

*Lodging*
A single room with a private bath in a moderately priced business class hotel or motel is the standard. Employees of the same gender traveling together are encouraged to share a room when feasible. A good tool to help gauge moderately priced lodging is the US GSA Web site [http://www.gsa.gov](http://www.gsa.gov/) under Per Diem Rates.

*Personal (Travel) Meals*
Personal meal expenses are those incurred by employees when dining alone on an out-of town business trip. Personal meals expenses will be reimbursed up to the daily limits according to IRS regulations for each city/state. A complete list may be obtained at [www.gsa.gov](http://www.gsa.gov/)  under Per Diem Rates. Amounts incurred in excess of the per diem will be the obligation of the employee.

*Car Rental*
Cars should be rented by employees when other means of transportation are unavailable, more costly, or impractical. When booking car rentals employees should do on-line comparison to find the most cost effective options. All rentals should be for compact or economy size cars unless 3 or more people are traveling together or if an upgrade is provided by the rental company at no cost. Employees are expected to refuel cars prior to returning them to the rental company to avoid gasoline surcharges.

Eden Village Camp has a relationship with Enterprise Rental Car.  The account number is L24Y088, the pin is EDE.

For all rentals of passenger cars (not including pick-up trucks, trucks, and cargo vans), our credit card provides Collision Damage Waiver insurance.

*Ride Sharing*
If two or more individuals are traveling to the same location, it is recommended that employees share the ride with others.

*All-Inclusive conferences*
At conferences where meals and lodging are included in the registration cost, additional reimbursements will only be made for expenses incurred during actual transportation to and from the conference.

*Spouse/Personal Travel Combined with Eden Village Camp Travel*
Travel expenses for a spouse, partner or other family members who are not employees are not reimbursable. However, a spouse, partner or other family members may share accommodations as long as there is no additional cost to Eden Village Camp as a result. Additionally, extensions of trips for personal travel are permitted as long as any additional cost of travel is paid by the employee.

*Extending Eden Village Camp Travel for Personal Reasons*
With their supervisor’s permission, an employee may extend Eden travel for personal reasons. Extra business days will be counted against the employee's personal days and all costs that would not otherwise be incurred are the employee's own responsibility.

*Combining Personal Travel and Eden Village Camp Business*
From time to time, it may be the case that in the course an employee's personal travel plans, Eden business can be conducted during the personal travel trip or the trip can be extended to conduct Eden business. In these expenses, travel expenses may be reimbursable if the associated costs would have been undertaken separately by Eden to conduct such business or if the Director deems the planned Eden business to be additionally beneficial to Eden so as to outweigh the new budget costs being incurred. Instances where neither of these conditions are met, the Director may assign a smaller amount to partially cover the employee's cost or to wholly cover any additional direct costs that would not have been otherwise incurred by the employee. If the impact of the Eden business to be conducted does not outweigh the costs, the employee should not conduct it or should do so but not expect Eden reimbursement.

*Mileage, Transportation, Parking and Tolls*If an employee uses their personal vehicle for Eden Village Camp business purposes the employee will be entitled to reimbursement for fuel used. The employee must keep a detailed record of all such trips including starting location, ending location, and the date of trip. To calculate the fuel usage, we use the Trip Cost Calculator from gasbuddy.com, available here <http://www.gasbuddy.com/Trip_Calculator.aspx>. To calculate the fuel reimbursement, enter the starting and ending addresses, enter the vehicle information, choose one-way or round trip, click Show by Advanced Options and select starting at Empty (E) and Fewer Stops, and click Fuel My Trip. (Employees using their personal car are still entitled to a tax deduction at the official IRS rate for 2011, less the amount paid by Eden).

For professional employees who make regular use of their vehicles, travel is reimbursed at $0.23 per mile.

If travel will be more than 200 miles round trip, employees should rent a car.

Tolls incurred during business travel will be reimbursed with either a receipt or a Fastrak statement. Employees may also use Eden Fastraks held by the Facilities Manager.

Parking fees during business related errands and trips are reimbursable, but the employee is responsible for ensuring that all parking is properly paid for and legal. Any parking or traffic tickets incurred are the sole responsibility of the employee. The employee should make every effort to find free or cheaper parking when available and should plan to arrive earlier to allow time to find appropriate parking.

Employees should at all times use public transportation and only use taxis and private transport when no other transportation options are available or due to extenuating time issues. Employees should plan ahead and allow extra time. Employees should also always attempt to coordinate rides with other staff members. Taxi transportation will not be reimbursed or covered when its use is a result of lack of planning or adequate time management by the employee.

*Subway*

If travelling by subway, a metrocard should not be purchased with the Eden Village credit card. Instead, employees should purchase their own metrocard and submit for a reimbursement for each subway trip.

*Off-Hour Transportation*
When employees are travelling at late hours (generally if travel to return home by the recommended methods would not allow the employee to arrive before 1030pm) as a result of Eden business, the employee can choose to use more expedient routes, such as a taxi or car service at Eden expense.

*Other Business Expenses*

*Office Supplies, electronics, computer equipment and furniture*

Office supplies should be purchased from amazon.com or [www.staples.com](http://www.officedepot.com/). Only professional staff may order office supplies.

*Home Office Expense*

All professional employees are provided with an on-site work station. All expenses relating to a home office are the sole responsibility of the employee.

*Fundraising/Development Expenses*

Eden Village Camp recognizes the unique nature of certain travel and entertainment expenses incurred for fundraising or development activities. If these activities necessitate a deviation from the standard spending guidelines, the employee should obtain approval from the Director for the exception prior to incurring the expense whenever possible.

**Credit Cards**

All professional employees are provided with an Eden Village Camp business credit card to be used for business related purchases only. Employees are expected to maintain spending levels at or below the credit limit on their card as we are subject to over limit fees. For larger orders and purchases it is always preferable to ask the vendor for an invoice and pay by check.

If an expense exceeds our credit limit, a payment can be made using our Checking Account Debit Card. These purchases must follow the same procedures as that of check writing.

*Credit Card Reports and Receipts*

Employees are required to use the credit card report spreadsheet to describe the purchases and provide a related account code and class for each transaction. Along with this report, receipts for *ALL* purchases more than $10 must be provided. If the vendor was unable to provide a receipt, a written explanation must be provided with the credit card report. If a receipt is lost, make every attempt to get a duplicate receipt from the vendor. If more than one receipt is lost during any 60 day period, the employee will be required to reimburse Eden Village Camp for the total amount of the lost receipts and/ or credit card privileges may be suspended.

**Credit card reports must be turned in by the last day of each quarter or as requested by the Associate Director.** Failure to turn in credit card reports by the deadline will result in suspension of credit card privileges for a one month period.

All credit card reports are then filed in each employees’ credit card file. The master statement is filed with a printed payment voucher attached.

**Summary of Review Processes**

*Reviewed by Department Supervisors:* Income and Expenses by Department

 Outstanding Camper Balances

*Reviewed by the Associate Director:* All payments by check

 Initial review of Credit Card Reports

 Petty Cash Reports

 Departmental Budgets

 Total outstanding camper payments

*Reviewed by the Executive Director:* Payroll Reports

 Deposit Reports

 Summary of Credit Card Reports

 Bank Account Statement and Reconciliation Report

 Additional Comp and Personal Days

 Payments to the Associate Director

*Reviewed by the Board of Directors,*

*Accountants, or Independent Outsider* All payments to the Executive Director or parties related to the Executive Director.

 Instances where Conflict of Interest Exists

 Financial Statements, Tax Return, Audit Report

 Annual Budget and 5 Year Plan

 Changes to Employee Benefits

 Compensation agreements for executive level staff

 Quarterly Budgets