



Intern Policies

Employees of Scripture Union Canada

As a team member and employee of Scripture Union Canada each intern shares in the vital task, privilege and responsibility of connecting Canadians of all ages with Jesus Christ. The following policies have been established to ensure a safe, productive and professional working environment.

Relationships

Much of Jesus' ministry was done through relationships, He took time for people. Relationships are a very important part of the ministry of SU Canada.

1. One's Relationship to Christ.

It is important for you to be rightly related to the Lord Jesus Christ so that you can clearly reflect Him in your attitudes and actions. The first priority must be your daily quiet time with the Lord, don't allow a busy schedule, fatigue, or Satan to cheat you of that time.

2. One's Relationship to the Campers

You are at camp to serve each camper. God's love and understanding should be shown to ALL campers. Please be sensitive and attentive to those who have problems. Your desire should be to love each participant and to introduce them to Jesus Christ.

3. One's Relationship to Individual Responsibilities

Christ taught that His followers were not to be ministered to, but to minister and give their lives for others. There may be occasions when this may mean giving up some "rights". You should remember that your service this summer is not merely a job, but a ministry. This means that sometimes you may be required to attend events outside of normal working hours, such as camp barbeques. You are expected to maintain a positive attitude at all times, seeking to serve in any way possible.

4. One's Relationship to SU Staff Members and Interns

The Scriptures describe Christians as members of Christ's body and teach that we not only need Christ, the Head, but we need each other, the body. You are responsible to encourage and build up your co-workers. Where there are people, naturally there is conflict. Discord and a critical attitude often stem from selfishness and lack of understanding. Ask yourself, "Am I helping with the solution or am I part of the problem?" You are expected to treat each other with respect at all times and are to submit to the authority of their directors and the fulltime SU employees.

5. One's Relationship to Donors

SU has an *Ethical Fundraising and Financial Accountability Policy*. This protects the privacy of all donors at SU. Gifts made to the ministry are confidential information and are not to be discussed with others. For more information please ask to read the policy manual.

Professionalism

As you represent Scripture Union Canada there are some expectations to ensure a level of professionalism is met.

1. Appearance Standards

- a. Office: The dress code for the office is business casual. To ensure the office remains a professional place of business you are expected to dress appropriately during your time in the office.
Appropriate: jeans, khakis, dress pants, skirts (fingertip rule) and shorts that are Bermuda length. T-shirts, polo's, button up shirts and blouses.
Inappropriate: shorts that are not Bermuda length, ripped jeans, spaghetti tank tops, low cut blouses, hats and sweatpants.
- b. Camp: SUS polo's and track suits are to be worn to Sunday evening meetings. You are to wear an SUS Coach's t-shirt at camp, appropriate clothing and footwear.
- c. In Uniform: When wearing SU clothing (during work or after) you represent SU. Anytime you are wearing SU clothing in public SUS expects you to model SU Canada's *Code of Conduct*.



- d. **Personal Appearance:** Please shower regularly. Men are asked to shave at least twice a week; beards are fine but must be kept neat. Hats may be worn outside, but taken off inside.
2. **Computer Policy**
 Due to the large number of interns there are not enough computers for everyone in the office. SU has some computers that may be used by all for work. If you have a personal laptop that that you would like to use for work that is okay, but it is your responsibility.
 SU does not have a policy governing internet use – however you are expected to use office hours for work. Excessive Facebook, Youtube, Myspace, Twitter, email and other personal uses of the internet are inappropriate use of ones time and will be addressed.
SU Printers – SU has a black and white printer/photocopier and a colour laser printer. To keep expenses down please limit printing. Please avoid large blocks of colour if using the colour printer as ink is expensive.
3. **Cell Phones**
 All cell phones are to be turned off, or on silent and away from your person during work hours. *If for an urgent matter you need to have your cell phone please speak to a full time SU Staff Member.*
- Office: SU has a land line that may be used for work related reasons. Please check with fulltime SU Staff before making long distance phone calls. Please let your supervisor know if you need time to make a personal call during office hours.
SU lines are 1,2 and 3 (3 is generally used for SU Sportz)
 - Camp: Cell phones are to be left at a billet's home. Only the camp director may have a cell phone with them during camp for emergency purposes.
 - Ministry related activities: When representing SU at an event (ie fundraiser, outreach event, etc) cell phones are to be on silent and away from your person.
4. **Social Media**
 Social Media (Facebook, Youtube, blogs, Twitter, MySpace, etc.) are an excellent way to help donors and partners stay connected with the ministry of SU Canada. Throughout ones employment with SU Canada you are expected to be professional and model the *Code of Conduct* in all your communications. When discussing SU, a partner or employee, you are to speak in a positive manner; otherwise do not write about it. Anything written about SU, it's partners or employees should add value to the ministry, respect the audience, be accurate and respect the privacy policy. You need to clearly outline your role with SU Canada and make it known that your opinions do not necessarily reflect the thoughts and opinions of the ministry.
5. **Communication with Supervisors**
 Your supervisor is to know where you are at all times.
6. **Vehicle Use**
 Employees are responsible for transportation to and from the office during office hours and on Sunday afternoons and Friday evenings during camp. During the week at camp SU Sportz is responsible for transportation for camp related activities.
Mileage and Gas: This year the rental company has limited mileage to 1000 km/week. If a vehicle exceeds the mileage for reasons other than ministry purposes the driver will be charged \$0.10/km.
- Personal Vehicles: If SU asks to use an interns personal vehicle for work purposes they will be reimbursed for mileage. SU has the policy of \$0.39/km. This must be claimed on SU's *Expense Form*.
 - SU Vehicle: SU rents vehicles for ministry purposes. The driver must be registered with the rental company (over 21 years of age with a valid driver's license). If the vehicle is used for personal reasons SU is not responsible for the cost of fuel.
 - Other: While at camp there may be opportunities to visit local attractions (ie. Hamilton- Niagara Falls, or in Almonte - Parliament). Teams must be careful about the camp vehicle mileage, and note that SU Canada WILL NOT cover the cost of fuel for these excursions.
7. **Personal Use of SU Resources**
 SU has many resources in the office. If you wish to use them for personal purposes (ie phone, fax, photocopier, printer) it must be approved by a fulltime SU staff member.



Wages and Hours

SU Interns are paid a salary as agreed upon in the contract. This includes CPP, EI and Income Tax Deductions. In addition SU Canada pays 4% vacation pay (to be received at the end of contract).

1. Hours

Please see “One’s responsibilities to individual responsibilities” on the first page for more information.

- a. Office: M-F 9:00am – 4:30pm with a 30 minute lunch. If a longer lunch is taken you are expected to stay until 5:00pm. SU fulltime staff will outline any changes in hours as sometimes interns will be expected to work different hours.
- b. Camp: Interns must be at camp 1 hour before it starts and stay 1 hour after camp ends. Lunch is to be spent with the campers. Interns are also expected to spend time with the billet family, volunteers and assist at any church events throughout the week.
- c. Lateness: It is unacceptable to be late for camp.

2. Absences

If you miss a day of work it will be deducted from your salary. This includes sick days, personal days and requested holidays. SU will not pay for missed time.

You are required to report any absences to the fulltime SU staff, and to your camp director BEFORE the start of the work day. It is your responsibility to obtain Amy and Bob’s cell phone numbers for this reason.

3. Holidays

You will be paid for a statutory holiday if you worked a full week before and a full week after the holiday.

4. Payroll

On the 15th and 31st of each month employees are paid through direct deposit with their bank.

Lifestyle

When you submitted an application you signed SU’s *Code of Conduct*. By doing so you agreed to refrain from the following practices: criminal violence, drunkenness, profane language, involvement in the occult, premarital sex, adultery, homosexual behaviour and dishonest practices such as cheating or stealing.

1. Dating

If interns have a romantic relationship it should be kept separate from work. You are expected to act in a professional manner at all times. Likewise, relationships with volunteers should only be pursued outside of camp times. Staff and volunteers are expected to behave professionally at all times.

2. Conflict

Conflicts between interns are to be resolved privately, not in front of campers or church partners. Show grace and patience to other interns and discuss the issue when they can do so privately. You are to respect the authority of the camp director. If there are issues or concerns about the camp director you should report concerns to fulltime SU staff.

Steps to resolving conflict

- a. Go to the individual with whom there is a grievance in accordance with Matthew 18:15 “if your brother sins against you go and show him his fault, just between the two of you”.
- b. If a resolution cannot be reached and the grievance is ministry/work-related employees should next go to the camp director. The director’s counsel should normally be followed in effort to gain resolution.
- c. If the conflict remains unresolved after receiving the director’s counsel or decision, then SU fulltime staff will be involved (Amy Csoke, then Bob Johnston, then Lawson Murray). *Please note Lawson Murray (President of SU Canada) is the final authority. At this point issues of termination may be considered.*

3. Harassment

SU is committed to maintaining a work environment in which all individuals treat others with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. In keeping with this commitment, the ministry maintains a policy prohibiting harassment in any form.



Probation

The first four weeks of employment are a probation period. If at this time SU Canada feels you are not meeting expectations, do not fit the job description or are incapable to do the job you can be released immediately.

Following the four week period SU will address any concerns with the following disciplinary action:

1. Verbal Warning noted in employee file
2. Written Warning noted in employee file
3. Meeting with SU fulltime staff and potential termination of employment.

Concerns may be due to: conflict of interest, poor performance, disregard of policies, harassment, and more.

Injury and Incidents

You must read the WSIB “Things You Need to Know” handbook. All injuries and incidents (staff, volunteer or child) must be filed in the appropriate report within 24 hours. Camp Directors have these reports. Any major injuries and incidents must be reported to SU fulltime staff immediately (no matter the time). Please note that concussions are a serious issue and we request that any major hits to the head be reported immediately.

Child Protection Procedures

You must read through the *SU Canada: Children’s Ministries Protection Policy*. It addresses: definition of abuse, child protection procedures and reporting procedures. Please reference it for all policies and procedures regarding children.

Reimbursement

SU Canada has many resources available. If you need to purchase additional resources for ministry purposes you must ask a fulltime SU staff member first. Purchases will be reimbursed if claimed to SU before the end of employment using the *Expense Form*. Each director will have copies of the Expense form.

Directors/Team Leaders are requested to cover the cost of additional expenses and request reimbursements.

Employee Meals Policies: While at camp the church is responsible for interns meals. If a billet or church does not provide your meals please contact fulltime SU staff immediately so the issue can be addressed. *SU will cover the cost of a dinner (Maximum \$10 per person) on Sundays during camp season if a team leaves their meeting point before 4:30pm for a camp.*

