



OFFICE OF HUMAN
RESOURCES
AND COMPLIANCE

TO: Provost, Deans, Assistant Deans, Camp Leaders and Camp Assistants
DATE: March 5, 2024
RE: Summer Camps 2024

According to our records, you or a member of the team in your area will conduct one or more camps, workshops, or institutes (hereafter called “camp”) at the University this summer. What follows is critical HR-related information to review before you start your camp.

Hiring System for Summer 2024 Camps:

All Athletic and Academic Camps will be utilizing the Jobs.messiah.edu system that is used for all administrative, faculty, staff and temporary hires. This system will be used for hiring and onboarding of all new camp workers, including Messiah student employees, and for collecting documents from current Messiah employees and prior-year camp workers, where required. Position Descriptions must exist for camp employee positions. Postings must be created by the Camp Director if any new camp hires are needed. Information on using this system is available on the [Camps website](#) and in the [Summer Camps Handbook](#).

Camp Worker Employment Status:

Individuals that you engage to work a camp for you this summer are generally employees of the University and therefore must complete the new hire paperwork and be paid through Payroll. Exceptions to consider an individual an independent contractor (payable through One\$ource) or a guest speaker must be communicated to Human Resources for evaluation and approval **PRIOR TO** any work or service being performed. Federal labor and wage laws also limit how we can use volunteers. To ensure compliance, we must adhere to the conditions and procedures found in the Volunteer Packet. Volunteers will need to be approved by Human Resources. [Click here for the packet and additional details.](#)

Employees must agree to abide by University policies, as set forth by Human Resources. All camp employees are paid by the Payroll Office. Continuing camp employees (i.e., those who worked within the past two summers) will be reviewed to determine if any new/updated paperwork is required.

All documents and clearances must be submitted to the Payroll Office **BEFORE** the first day of work.

Camp Website:

Human Resources maintains a [Camps website](#), which includes this memo and additional information, resources and instructions. Camp Directors should read and familiarize themselves with the information on this website.

Camp Handbook:

Camp Directors should read and familiarize themselves with the [Summer Camps Handbook](#) that is included with this memo and also available on the Human Resources' camp website. This document contains general camp instructions, PeopleAdmin instructions and FAQs.



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Camp Employee Request List:

All camp workers are hired through Human Resources. Please use the [Camp Employee Request List](#) on the camp website to provide a list of anticipated camp workers to Human Resources. Only people on the list will be considered for hire. The list must include all camp workers/counselors, including the Director and any other Messiah employees working the camp. Human Resources will notify the Camp Director when a hire is approved and will communicate which documents are needed. While hiring may occur throughout spring semester, initial lists should be provided by the end of March, if possible, to allow sufficient time for list review, hiring and onboarding to be completed.

Onboarding Checklists:

All new hires will be assigned an Onboarding checklist through the PeopleAdmin system which will include all required employment forms, training materials and clearances. Camp Workers who worked either of the previous two summers, as well as other Messiah employees assisting with summer camps, will be evaluated and will be assigned abbreviated checklists if specific items such as background clearances, mandatory reporter training and/or other items need completed prior to working camps.

For Academic Camps, a complete list of each camp worker's required items, along with the status will be communicated to you. For Athletic Camps, access to the Onboarding system will be provided to track the completion status of each item on each camp worker's onboarding checklist.

Background Clearances:

Pennsylvania requires a 3-phase background clearances for employees and volunteers with direct contact with minors. Since the camps will enroll minors, each employee MUST have completed the background clearances listed below. ***Starting with summer 2024 camps:***

- The PA 3-phase background clearances are required, regardless of state of residence.
- The use of the Intellicorp background clearance for non-PA residents is discontinued.
- For continuing camp workers residing outside of PA for whom an unexpired Intellicorp check was completed previously, the PA 3-phase clearances ARE REQUIRED prior to working any summer 2024 camps.
- Background clearances must be reimbursed by the department at \$50 via wages to cover most of the cost of the clearances (Identigo = approx. \$26; PATCH = \$22; Child Abuse = \$13). Camp Directors will report each employee's reimbursement amount on the Camp Payment Form spreadsheet. Camp budgets will be responsible to cover these expenses.

The clearances include the following:

- FBI (IDENTOGO) Fingerprinting Check
- Pennsylvania State Police Check (PATCH)
- Pennsylvania Child Abuse Clearance



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Background clearances must be completed, returned and approved prior to the employee beginning the first day in the work assignment. Please complete hiring to allow sufficient time for hires to complete and receive clearances. To allow time for review and follow-up, **Human Resources must receive them NO LATER than 7 calendar days before the start of the camp.** Employees may not work until the background check process is completed.

Background clearances must have been conducted within the last 60 months. Individuals without background clearances, or with clearances that are older than 60 months, will need to start the process promptly to allow for sufficient time for all clearances to be completed and returned. Therefore, departments are encouraged to identify individuals and complete the hiring process in sufficient time prior to the camp.

Mandatory Reporter Training:

Camp workers must also complete the online Mandatory Reporter Training by Abuse Prevention Systems with a passing quiz grade. This training will take approximately 90 minutes to complete. A copy of the certificate must be printed and returned via the Onboarding checklist tasks prior to the employee beginning the first day in the work assignment. Jennifer Smithmyer, Health & Wellness Coordinator, will ensure all Camp Directors have access to the Abuse Prevention Systems. Mandatory Reporter Training login information must be provided to the camp worker by the Director. Please follow the [Mandatory Reporter Training Account Setup Instructions](#) document on the camp website.

Other Required Training:

New for Summer 2024 camps, camp workers will be required to complete additional trainings that are required of all employees. These include:

- Environmental Health & Safety Training Qualtrics Survey (https://messiah.qualtrics.com/jfe/form/SV_1zArUSHjBLS4qfl)
- Active Shooter Training (https://messiah.qualtrics.com/jfe/form/SV_71k8bfFML4ER6xE)

New camp workers are expected to complete these trainings as part of the onboarding requirements and will not be paid extra for time spent completing these trainings. Camp Directors will need to provide *continuing* camp workers with instructions/links to these trainings.

If Camp Directors wish to pay the camp workers for completing these trainings, the amount of the camp payment will need to be modified.

University's Text Alert System

Camp workers are not assigned individual network accounts and therefore do not have access to sign up for the University's Text Alert System. Therefore, it is imperative that every current employee and current student who is working a camp is enrolled in the text alert system and is made aware of their responsibility to be a conduit to the camp for any text alerts. In addition, for overnight camps, the coach/director will need to ensure that every camp has a counselor who is enrolled in the text alert program staying with the students. Likewise, this individual needs to understand his/her responsibility to the camp for making sure that any alerts are managed and communicated appropriately.



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Accident/Injury Reporting

Camp Directors must report all injuries to any camp worker through FalconLink using the Accident/Injury Report card.

Other Helpful Items on the Camp Website

In addition to items listed previously in this memo, the following additional items are available on the website and may be required for/of certain camp workers:

- [Campus Security Authority - Reporting for Summer Camp Employees](#) → This document must be provided to every staff member and counselor you have working camps this summer. You are welcome to print this document for your own reference or post it in a space where all your staff have access to view the information. As a reminder, every camp employee is considered a Campus Security Authority (CSA) under federal law and, as such, must fulfill their reporting obligations. Please see the [CSA policy/procedures](#) for more information.
- [Work Permit Letter](#) → Sample template for Camp Directors to prepare work permit letters to send to the issuing school district for an employed minor. Academic Camps = Issued by Human Resources; Athletic Camps = Issued by Camp Director.
- [Parental Consent Form](#) → Camp Directors must acquire a parental consent form for each child (minor, under 18 years of age). Camp Directors must keep this form on file in the event it needs reviewed by the University at a later time.
- [Counselor Training Manual](#) → Camp Directors must read and understand the information contained in this document.
- [Mandatory Reporters Memo](#) → Camp Directors must read and understand the information contained in this document.
- [Safety and Compliance Quick Reference](#) → Camp Directors must read and understand the information contained in this document. Camp Directors are advised to cover key points with counselors during camp orientation.
- [Code of Conduct](#) → This Code of Conduct is about understanding our institution's expectations as we seek to cultivate an environment of faith-based ethical conduct.

Several other payroll and employment forms are required. A complete list will be communicated to you as employee eligibility is reviewed. New camp workers hired using the Jobs.messiah.edu system, continuing camp workers and other Messiah employees working camps will have all required employment forms, training materials and clearances provided to them via the Onboarding checklist.

Camp Payment Form:

The Summer Employment Form will no longer be used to record and remit individual payments to each camp worker. Instead, a new [Camp Payment Form](#) spreadsheet will be used for Camp Directors to submit one spreadsheet listing hours/payments for all camp workers in a given camp. Please submit this spreadsheet to the Payroll Office at the end of the camp to request payment for the camp workers. The Camp Directors are tasked with collecting the name, address, social security number, date of birth, gender and salutation on each hiring proposal for a new hire.



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Contagious Disease Information:

Everyone associated with the summer camps (directors, counselors, volunteers, campers, etc.) is expected to exercise care to avoid spreading a virus. Specifically, everyone should practice good coughing/sneezing etiquette, wash hands frequently, and camp participants should not report to camp if feeling unwell.

Additional Notes about Work Ages, Hours, Wages and other Regulations:

1. All employees must be at least 17 years old. Any employee under the age of 18 is required to have a work permit that is issued from their PA school district (non-PA minors must contact the Mechanicsburg Area School District to receive a work permit). Camp Directors are required to provide a letter to the school district issuing the permit (or Mechanicsburg Area School District for all out-of-state minors) informing of any minors working camps (see camp website for letter template). Please contact Human Resources if you have any additional questions on these regulations.
2. Please record the expected number of hours the camp employee will work during the camp on the Camp Payment Form. This is required to comply with Labor & Industry Wage & Hour regulations and to maintain an accurate number of hours. These hours worked are included in an employee's total hours for evaluating benefits and leave eligibility. If there is a significant change to the expected number hours, please notify the Payroll Office of the increase/decrease in hours so pay can be modified accordingly.
3. Pay rates for camp workers must be a minimum of \$7.25/hr., with most general camp workers hired between \$9.00 - \$11.00/hr. Specialized camp workers should be paid based on required education, experience and duties. For those workers who stay on campus overnight, all work hours must be included. For example, sleeping hours in the dorms are not required to be counted unless there is a requirement to work during that time.

Questions / Additional Information:

Camp Website: <https://www.messiah.edu/info/24100/camps>
Office Location: Old Main (lower first floor)
Primary Contact: Amelia Crouse, Human Resource Specialist
Primary Phone: ext. 5038
Primary Email: acrouse@messiah.edu
Campus Mail: Human Resources
Compliance Questions: Jennifer Smithmyer, ext. 7086, jsmithmyer@messiah.edu
Additional Resource: Don Lerew, ext. 2030, dlerew@messiah.edu