**Student Camps 2022 – Staff Hours**

**Camp Hours**

How do I handle logging staff hours for Camp?

* All staff members are allowed to log hours for attending or volunteering at events when approved by their supervisor.
* If you’re an hourly employee make sure you are managing your hours accordingly to avoid logging extra hours.
* Please speak with and get approval from your supervisor on how these events may affect your hours and job responsibilities.

**Mileage**

How do I handle mileage reimbursement?

* Mileage reimbursement will be handled in accordance with the staff handbook
* Please speak with your supervisor if you have any questions
* All mileage reimbursements should be approved by the Operations Director (at camp) before submitting.

**Camp Tolls**

How do I handle toll reimbursement?

* Please speak with your supervisor if you have any questions
* All toll reimbursements should be approved by the Operations Director (at camp) before submitting.

**2022 Pay Period**

* June 27th – July 10th (High School Camp)
* July 11th – July 24th (Fusion Camp)

**Calculated Hours**

**June 27th – July 10th:**

* Checkin Team: 6h
* Camp Directors: 45h
* Camp Coordinators: 32h
* Music Team: 24h
* Media Team: 22h
* Door Holders: 22h
* Group Coaches: 22h
* Group Leaders: 22h
* Production Team: 24h

**July 11th – July 24th:**

* Checkin Team: 6h
* Camp Directors: 48h
* Camp Coordinators: 46h
* Door Holders: 46h
* Music Team: 36h
* Production Team: 36h
* Group Coaches: 44h
* Group Leaders: 44h
* Activities Team: 28h

**Student Directors**

Bottom Line- The Pay period of High School Camp & Fusion Camp will look different for managing hours for hourly employees.

1. Hourly Student Directors will work a small amount of Overtime for High School Camp, the week prior they’ll have to work less to off-set the cost.
2. Hourly Student Directors will need to work overtime the week of Fusion Camp. The week after they’ll work less to off-set the cost of overtime hours at camp.
3. Salary Student Directors should work with their supervisors as normal for weekly schedule expectations and clarity.

**HIGH SCHOOL CAMP PAY PERIOD**

Pay Period: June 27-July10

*Full-Time Hourly Employees:*

Week before High School Camp (June 27 - July 3)- Total Hours = 30

M-F- 28 Hours (Normal tasks throughout week, minus 10 hours)

Sa- 3

Su- 5

Week of High School Camp (July 4-10)- Total Hours= 47

M- 8 Hours (Holiday)

T- 1 (Admin Prep for Camps)

W- 8 (Staff Meeting & All DT Student Camp Meeting at PB)

TR- 1 (Admin Prep for Camps)

F- 12

Sa- 15

Su- 2 (8-10am)

Total Hours for Pay Period- 77

If a Directors is paid $12 an hour… a normal pay period would equal $960

80x12= 960

The High School Camp breakdown above, with 7 hours of OT week 2, and only 30 hours the second week… the pay would equal $966

30x12= 360

40x 12= 480

7x18= 126

TOTAL = 966

*Part-Time Hourly Employees:*

Week before High School Camp (June 27 - July 3)- Total Hours = 8

M-F- 4 hours (2 Student meeting, 1 Campus Staff Meeting, 1 Camp Admin)

Sa- 0

Su- 4

Week of High School Camp (July 4-10)- Total Hours= 40

M- 4 Hours (Holiday)

T- 0

W- 6 (Staff Meeting & All DT Student Camp Meeting at PB)

TR- 1 (Admin Prep for Camps)

F- 11 (12pm-11pm)

Sa- 16 (7am-12am)

Su- 2 (8-10am)

Total Hours For Pay Period- 48

If a Directors is paid $12 an hour… a normal pay period would equal $576

48x12= 576

The High School Camp breakdown above, with 0 hours of OT week 2, and 8 hours the first week… the pay would equal $576

8x12= 96

40x12 = 480

**FUSION CAMP PAY PERIOD**

Pay Period: July 11-24

*For Full-Time Employees*

Fusion Camp Week: Total Hours = 61

M- 9 (1-10pm)

T- 15 (8am-11pm)

W- 15 (8am-11pm)

TR- 15 (8am-11pm)

F- 2 (8-10am)

Sa- 2 (430-630- Saturday Service)

Su- 3 (9-12- Sunday Service)

Week after Fusion Camp: Total Hours = 9

M-F- 3 (Meetings)

Sa- 3 (Saturday Services/Admin)

Su- 3 (Sunday Services)

Total Hours for Pay Period= 70

If a Directors is paid $12 an hour… a normal pay period would equal $960

80x12= 960

The Fusion Camp breakdown above, with 21 hours of OT week 1, and only 9 hours the second week… the pay would equal $966.

40x 12= 480

21x18= 378

9x12= 108

TOTAL = 966

*For Part-Time Employees*

Fusion Camp Week: Total Hours = 59

M- 9 (1-10pm)

T- 15 (8am-11pm)

W- 15 (8am-11pm)

TR- 15 (8am-11pm)

F- 2 (8-10am)

Sa- 0

Su- 3 (9-12- Sunday Service)

Week after Fusion Camp: Total Hours = 3

M-F- 0 (Meetings)

Sa- 0 (Saturday Services/Admin)

Su- 3 (Sunday Services)

Total Hours for Pay Period= 6

The Fusion Camp breakdown above, with 19 hours of OT week 1, and only 3 hours the second week… the pay would equal $858

40x12=480

19x18=342

3x12= 36

Total= 858