**Student Camps 2024 – 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.

**2024 Pay Period**

* June 24th – July 7th (High School Camp)
* July 8th – July 21st (Fusion Camp)

**Calculated Camp Hours**

**June 24th – July 7th:**

* Check-in Team Members: 6h
* Student Directors: 45h
* Camp Directors: 45h
* Camp Coordinators: 32h
* Music Team Members: 24h
* Media Team Members: 22h
* Ministries Team Members: 22h
* Group Coaches: 22h
* Group Leaders: 22h
* Production Team Members: 24h
* Medical Team Members: 24h

**July 8th – July 21st:**

* Check-in Team Members: 6h
* Student Directors: 48h
* Camp Directors: 48h
* Camp Coordinators: 46h
* Ministries Team Members: 46h
* Music Team Members: 36h
* Production Team Members: 36h
* Group Coaches: 44h
* Group Leaders: 44h
* Media Team Members: 44h
* Medical Team Members: 36h

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.