HEART OF AMERICA COUNCIL

PARAPROFESSIONAL EMPLOYEE HANDBOOK



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**BSA Mission Statement**

The mission of the Boy Scouts of America is to prepare young people to make ethical and moral choices over their lifetimes by instilling in them the values of the Scout Oath and Scout Law.

**BSA Vision Statement**

The Boy Scouts of America will prepare every eligible youth in America to become a responsible, participating citizen and leader who is guided by the Scout Oath and Scout Law.

**Scout Oath**

On my honor I will do my best

To do my duty

To God and my country

And to obey the Scout Law;

To help other people at all times;

To keep myself physically strong, mentally awake, and morally straight.

**Scout Law**

A Scout is trustworthy, loyal, helpful, friendly, courteous, kind, obedient, cheerful, thrifty, brave, clean, and reverent.

**Heart of America Council Vision Statement**

The vision of the Heart of America Council is to accomplish our mission statement in such an exemplary manner as to be recognized by our public as the premiere youth organization in the communities we serve. In addition, we want to be recognized by other BSA councils and the National Council as second to none in all endeavors, and setting the standard in all measurable items.

**Mission Statement of the Frontier District**

The mission of the Frontier District program is to provide additional resources to Scouting programs operating in inner-city and other hard-to-serve communities that historically have lacked volunteers and other assets necessary for program success.

**Employment at Will**

All employees of the council are employees at will and, as such, are free to resign at any time with or without advance notice or reason. Similarly, the council may terminate the employment of any individual with or without advance notice or reason. This handbook is provided to employees of the council only so they may be informed of current employment practices; it is not a contract or other legal guarantee that the council will continue any policy or practice described in it. No manager, director, or employee of the council, other than the Scout Executive, is authorized to promise or agree on behalf of the council to any limitation on an employee’s right to resign or the council's right to terminate employment at any time with or without reason or advance notice. If any employee believes for whatever reason (a) that he or she cannot freely resign from employment with the council or (b) that the council may not, because of some written or oral statement, representations, or promise made to the employee, terminate employment without reason or advance notice, the council president should be immediately informed. The failure to do so constitutes the employee's acknowledgment of, and agreement to, employment on the terms and conditions stated in this policy.

**Equal Employment Opportunity**

The council is an equal opportunity employer and maintains a policy of nondiscrimination with respect to all employees and applicants for employment. All personnel actions, such as recruitment, hiring, training, promotion, transfer, layoff, recall, compensation and benefits, discipline, termination of employment, and educational, recreational, and social programs, are administered without regard to race, color, sex, religion, national origin, age, or physical or mental disability of otherwise qualified individuals, or membership or application for membership in a uniformed service. Employment decisions, subject to the legitimate business requirements of the council, are based solely on the individual's qualifications, merit, and performance.

Harassment on the basis of race, color, sex, religion, national origin, age, disability, or membership in a uniformed service will not be permitted or condoned. Slurs and insults related to those characteristics are wholly inappropriate and violate the Council's Equal Employment Opportunity Policy and also may violate Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Americans with Disabilities Act of 1990, the Uniformed Services Employment and Reemployment Rights Act of 1994, or other applicable laws.

**Unlawful Harassment Prevention**

The council is committed to providing as positive and productive a work environment as reasonably possible, prohibiting unlawful harassment, promptly addressing reports of harassment, and taking appropriate action when warranted. Any form of harassment by or of our employees, members of the public, vendors, and suppliers which violates federal, state, or local law, including but not limited to harassment related to an individual’s race, religion, color, sex, gender, national origin, ancestry, citizenship status, uniformed service member status, marital status, pregnancy, age, medical condition, or physical or emotional disability, could be a violation of this policy. The council will take appropriate action, including discipline and discharge.

Forms of "harassment" may include, but are not limited to, slurs and any other offensive remarks, jokes, or other verbal, graphic, or physical conduct.

Here are some examples of inappropriate behavior that might be unlawful if they meet the definition of unlawful harassment:

• Unwelcome sexual advances

• Offering an employment benefit (such as a raise or promotion or assistance with one's career) in exchange for sexual favors, or threatening an employment with detriment (such as termination, demotion, or disciplinary action) for an employee's failure to engage in sexual activity

• Visual conduct, such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures

• Verbal abuse

• Derogatory or offensive jokes, emails, or comments about race, ethnic origin, age, disability, religion, or gender

Harassment of employees in connection with their work by non-employees may also be a violation of policy. Any employee who experiences harassment by a non-employee, or who observes harassment of an employee by a non-employee, should report such harassment to their manager or to the Scout Executive. Appropriate action will be taken against violation of this policy by any non-employee.

It is an employee's responsibility to notify their manager if they feel they are being harassed during the course of employment. An employee who does not feel the matter can be discussed with his or her manager should contact the next management level or the council president. An employee who reports an alleged violation of this policy in good faith or who participates in any investigation will not be subject to adverse employment action or retaliation. Appropriate action will be taken if an employee knowingly makes a false accusation statement or is not candid or honest during any investigation.

Reports of alleged harassment will be investigated promptly and thoroughly, and action will be taken where warranted. The council prohibits employees from hindering the investigation. Complaints will be treated with as much confidentiality as possible, consistent with the need to conduct an adequate investigation.

**Conflict of Interest**

It is imperative that employees of the council conduct themselves with a degree of honesty and integrity which is beyond reproach or even suspicion.

**Code of Conduct**

The council code of conduct is built on BSA values. As such, the council acknowledges its responsibility to ensure its success-individually and collectively-by practicing and promoting the principles of the Scout Oath and the Scout Law. These values reflect how the council wants to operate, how the council expects its employees to operate, and how the council strives to be seen by others.

The council pursues the mission of the Boy Scouts of America with honor, fairness, and integrity, ever mindful to uphold the values of the BSA in every action and decision. The council is committed to act in good faith and to comply with the rule of law, the Bylaws, Rules and Regulations, and policies of both the council and the Boy Scouts of America.

The council code of conduct is not intended to cover every applicable law or provide answers to all questions that arise. Each council employee must be able to rely upon personal common sense of right and wrong. Before undertaking any action on behalf of the council, an employee should consider carefully whether the conduct is in the best interests of the council and complies with the spirit and letter of this code, the BSA bylaws, policies, rules, and regulations, and if it is in compliance with the law.

An employee must not proceed with any action if it is not clearly in compliance with these criteria. In addition, if an employee believes (or is unsure of what to do} that the actions of anyone at the council are unethical or expose the council or its employees to liability or disrepute, the employee should report the situation by contacting his or her manager or the Scout Executive. This includes any disclosure of confidential information to anyone who is not an employee or to an employee whose job duties do not require access to that confidential information.

Acting with integrity when conducting business is not an occasional requirement. The council expects and demands that its employees act consistently with the highest ethical principles.

The code of conduct sets forth the fundamental principles, policies, and procedures that govern the conduct of employees. It does not create any rights for any employee. The code does not constitute an employment contract or an assurance of continued employment. The council may modify or repeal the provisions of the code or adopt a new code whenever it deems appropriate, with or without notice. Every employee must acknowledge that he or she has received and read the code and will comply with its terms. All employees must become familiar with the code and conduct themselves strictly in compliance with it and with the council's bylaws, policies, procedures, rules, and regulations pertaining to this code.

The council is committed to providing a work environment that values diversity among its volunteers and employees. All council human resources policies, guidelines, and activities are intended to create a respectful workplace where every individual has the opportunity to reach his or her highest potential.

Employees are provided opportunities regardless of race, color, religion, gender, national origin, marital status, age, veteran status, or disability. These policies apply to both applicants and employees in all phases of employment, including recruiting, hiring, placement, training, development, transfer, promotion, demotion, performance reviews, compensation, benefits, and separation from employment.

**Use of Drugs or Alcohol**

Employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, sale, purchase, or use of a controlled substance, illegal drug or inhalant,-or alcohol:

• While on a council work site, including the parking lot or other areas adjacent to a council facility

• When reporting to or at work

• When performing services for the council

Illegal drugs are those defined as illegal under federal, state, or local laws, including but not limited to marijuana, heroin, cocaine, and hallucinogens.

The council will take appropriate action, which could include disciplinary action or discharge, toward an employee who violates this policy and/or is convicted of any criminal drug statute.

**No Smoking**

Smoking during Boy Scout meetings, activities, and events is strictly prohibited.

**Possession of Firearms or Other Weapons**

Except where it is a violation of state law, employees are not permitted to carry or possess firearms, knives, or other weapons while on the premises of any council facility, in council buildings, or in vehicles parked on council property, except for when specifically required for the performance of job-related duties. Any employee disregarding or violating this policy will be subject to immediate termination.

**Use of Council Resources and Property**

The Council will have a check out and check in procedure for available camping equipment. The Paraprofessional will need to check out the equipment one week prior to the event and return the checked out equipment to the council office the next business day. To check out and check in camping equipment, make an appointment with the district professional staff at least one week prior to the event. A copy of the Check in/out form can be found on page 27 of this handbook.

**Dress Code**

Appropriate dress and hygiene are important in promoting a positive image to internal and external customers of the Boy Scouts of America and the Heart of America Council. It is important that employees are well groomed and use good judgment in regard to proper attire for the workplace. The Boy Scout Field Uniform shirt with proper insignia is to be worn at program sites and Frontier District events, unless otherwise designated by District Director. Jeans and shorts can be worn at program meetings as long as they are clean and not torn, frayed, or sagging. Shorts must be longer than your fingertips when your arms hang down to your side. A Scouting t-shirt may be worn at Summer Camp and during campouts or field days.

1. An employee should NOT WEAR:
	1. Flip-flops
	2. Slippers
	3. Torn, frayed, faded, or unclean clothing
2. Clothing should be worn and fit in such a manner that it does not expose the abdomen, chest, or backside areas.

Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible, consistent with the business necessity to present a professional appearance.

Any employee whose appearance does not meet the standards will be counseled by his or her manager and sent home to correct the problem. The council will take appropriate action when an employee violates this policy, including discipline action and/or discharge.

**Employee Types**

There are two types of employees for the Frontier District. The First is a Paraprofessional Scouter which is described as a part-time employee for the Heart of America Council. The starting compensation for a part-time Paraprofessional Scouter is $10.00 an hour for program sites. The second type of employee is consider Camp Staff which is for Weekend Campouts, Overnight Adventures, and Summer Camp. Camp Staff are not considered hourly compensation, which will be paid a Camp Staff Stipend. See page 18 for more details. As a part-time temporary employee you will not be eligible for insurance, vacation, or paid holidays. You will, however, be eligible to join the BSA retirement and BSA thrift plan if you work 1,000 or more hours during your first 12 months of employment or at least 1,000 hours in any calendar year thereafter. Part-time temporary employees are not approved to work over 30 hours per week.

**Verification of BSA Employment**

All inquiries regarding employment, salary, and/or performance levels of current or former employees of the council are to be directed to the Scout executive's designee. No other individual or office may give any formation response to such inquiries.

**Motor Vehicle Records**

Employees who operate must maintain a valid driver's license and have no more than 4 points on his/her driving record at any one time. A Motor Vehicle Record (MVR) must be obtained at the time of hire and periodically thereafter.

An unsatisfactory MVR of more than 4 points can cause the council to withdraw an offer to an external candidate to an employee. The council will take appropriate action, which could include discipline action or discharge, toward an employee based on the MVR violations or citations, or violation of this policy. Employee must have State Minimum Vehicle Insurance and provide a copy of insurance form to the Heat of America Council.

**Training**

Employees are expected to attend monthly Roundtables, Staff Meetings, Youth Protection Training, Leaders Specific Training, Paraprofessional Orientation, and Council Training opportunities as designated by District Director.

**BSA Membership**

Membership in the Boy Scouts of America is required for Paraprofessional Scouter. The Heart of America Council will pay your annual membership fee of $24.00. As a member of the BSA you are required to pass a criminal background check, complete Youth Protection Training, and Leader Specific Training.

**Pay Periods**

Paraprofessionals are paid twice a month on the 15th and the last day of the month. If a new employee works five days or more in the first pay period after hire, the employee will be paid for days worked in the first pay period. If a new employee works fewer than five days in the first pay period the days worked will be included in the paycheck for the next pay period.

**Direct Deposit and Paperless Statements**

Regular employees will receive the paychecks and any other reimbursement via electronic deposit. Copies of regular employees pay subs can be gotten from ioipay.com.

**Attendance Records**

To comply with government regulations, to provide information for required reports, and to protect the rights of employees, certain attendance records must be maintained.

Absences because of illness or injury, vacations, reserve training, jury duty, and volunteer Scouting services must be reported to District Director.

**Changes in Personal Information**

Contact the Account Specialist to change the following:

• Name

• Home address

• Personal email address

• Personal telephone numbers

• Emergency contact

• State or federal withholding taxes

• Direct deposit

If an employee fails to furnish accurate and complete personal information or fails to advise of changes, the BSA and council is relieved of responsibility to the extent permitted by law.

**Holidays/Inclement Weather**

Paraprofessional Scouter will observe the school district holiday schedule. If the School District closes due to inclement weather, then Scouting programs will be cancelled as well. The Frontier District Director will advise of any program cancelations due to inclement weather for weekend camps and program activities.

**Jury Duty and Subpoena Compliance**

Employees must immediately notify their manager when they receive a jury duty summons or a subpoena ordering their appearance as a witness during a scheduled workday, and provide a copy of the summons or subpoena. The employee will be excused from work, to abide by the summons or subpoena.

**Voluntary Termination**

An employee should submit a written statement of resignation. At a minimum the letter must be dated, specify the last day of work, and be signed by the employee.

**Unauthorized Absence**

It is essential that if you will be unable to attend a scheduled program that you give at least 4 hours advance notice to District Director/Frontier Professional Staff member. If you do not call 4 hours before a scheduled program time and do not show up for that program you will be given a warning for the first offense. For second offense, other disciplinary action will be taken up to and including termination of employment.

**Policy Adherence**

Employees are expected to conduct themselves according to the basic principles of the Boy Scouts of America as set forth in the Scout Oath and Scout Law and to comply with the policies and guidelines of the council.

If employees do not conduct themselves accordingly, the council retains the right to determine the appropriate action to take, based on the totality of the circumstances in each instance. The action may include discipline or discharge.

**Performance Improvement Plan**

A Performance Improvement Plan (PIP) is intended to give employees feedback concerning problems with their performance and provide them opportunities to improve. The PIP addresses the areas needing improvement and what is needed to improve. Employees can be placed on a PIP at any time their performance warrants formal guidance by their managers.

**Suspension of Employment**

Some actions of an employee may require suspension of employment. The decision to suspend an employee will be made in consultation with the Scout Executive and the BSA Legal Department. Suspension of employment may or may not include suspension of salary.

**Time Sheets/Advancement Reports/Attendance Rosters**

*Time sheets are due to the District Executive before 5:00 p.m. on the due date.*

*Track the number of hours you work at each meeting, event, or training. Fill in all columns as appropriate with the date, pack or troop number, how much time you prepared for the event, how much time you were at the event, and a brief description of what you did. Please have site coordinators sign your time sheets. We will not accept timesheets that have not be sign by site staff members. As Paraprofessional, are allotted 1 hour of paid prep time a week for each program area. For example 1 hour of prep time for Cub Scout programs and 1 hour prep time a week for Boy Scout programs.*

*Paraprofessional are required to provide an attendance roster for each meeting and each site. Please see example on page 29 of this handbook.*

*Advancement Reports are required for all advancements earned by Scouts at least monthly for the packs and troops you serve. List all advancements earned by each youth on the advancement report and attach the Advancement Report to your time sheet.*

*Be sure to sign your time sheet. Time sheets not received on time, or received without advancement report or attendance rosters, will be processed for the next regularly scheduled pay date. A copy of the timesheet can be found on page 28 of this handbook.*

**Expense Reports/Purchase of Supplies**

*The Council will reimburse the Paraprofessionals for pre-approved program related expenses. To receive payment you must submit receipts in the monthly expense envelopes. Any purchases from the Scout Shop need to have a Purchase Order which you can get from your District Professional Staff.*

 *Examples of program related items:*

* *Crafts (glue, glitter, Popsicle sticks, felt, rope…)*
* *Refreshments (cookies, punch…)*
* *Outing fees (bowling, baseball game…)*

**Advancement Tracking**

Paraprofessionals will be responsible for tracking their advancement manually and will be given the tools to do so. A copy of Advancement Forms can be found on page 26 of this handbook.

Advancement Reports are to be submitted monthly for all your units by attaching to your time sheets.

**Re-charter**

Paraprofessionals will work with the District Professional Staff for unit re-chartering. The Paraprofessional will submit a roster of youth that are currently in the Scouting programs so that Charter can be renewed for the next following year. Paraprofessional with help the District Professional Staff secure the required signatures for the charter to be turned in on time. That is getting the charter, special funding form, and Annual Charter agreement form signed by the Charter Organization and Executive Officer and then turn into the District Professional Staff.

**Job Description: Paraprofessional Scouter- Cub Scout (Frontier District)**

1. Conduct weekly den meeting programs in assigned school(s) utilizing program outlines provided by Frontier District Director and/or district volunteers through monthly Paraprofessional Scouter roundtables. Attend monthly Paraprofessional Scouter roundtables.

2. Track the following for each youth in your programs:

1. Meeting Attendance- Make calls as needed to youth who have missed 2-3 meetings in a row.
2. Implement the point system program to determine when a youth earns his pinewood derby car,

book, uniform, etc. Once earned, recognize youth in public recognition ceremony at a pack or den meeting. For more information, see page 24-25 of this handbook.

1. Advance at least 50% of youth to reach goal for your unit earning Bobcat badge and age appropriate rank (Tiger, Wolf, Bear, Webelos, or Arrow of Light). Once earned, recognize youth in public recognition ceremony at a pack or den meeting.

3. Promote attendance for council/district events and activities including, but not limited to: Day

Camp, Bear Camp, Webelos Camp, GM Pinewood Derby, and Scout Day at the K.

4. Work cooperatively with charter partner and/or partner program coordinators (LINC, Kids Safari, etc.) to ensure mutual cooperation, program site goals, and BSA goals.

5. Help collect registrations, Re-chacter, and proper signatures on registration forms.

6. Conduct meeting(s) in a manner that promotes a safe learning environment and behavior conducive with the Scout Oath and Law.

7. Be current in your Youth Protection and Leader Specific Training.

8. Submit monthly to Supervisor/Professional Staff:

a. Time sheets

b. Advancement Reports

c. Attendance Reports

9. Paraprofessional Scouters are considered part time employees and work hours will not exceed

 30 per week.

10. Turn in Time sheets to Supervisor/Professional Staff on time with each being signed by the LINC

 Coordinator/Site Center Supervisor.

**Job Description: Paraprofessional Scouter- Boy Scouts (Frontier District)**

1. Conduct weekly troop meeting programs in assigned school(s) utilizing program outlines provided by Frontier District Director and/or district volunteers through monthly Paraprofessional Scouter roundtables. Attend monthly Paraprofessional Scouter roundtables.

2. Track the following for each youth in your programs:

a. Meeting Attendance

c. Advance at least 20% of youth to reach goal for your unit for youth earning at least one rank advancement annually (Tenderfoot, Second Class, First Class, Star, Life, Eagle). Once earned, recognize youth in public recognition ceremony at a troop meeting.

3. Promote attendance for council/district events and activities including, but not limited to: Bartle

Summer Camp, Naish Summer Camp, and Scout Day at the K.

4. Work cooperatively with charter partner and/or partner program coordinators (LINC, Kids Safari, etc.) to ensure mutual cooperation, program site goals, and BSA goals.

5. Help collect registrations and proper signatures on registration forms.

6. Conduct meeting(s) in a manner that promotes a safe learning environment and behavior conducive with the Scout Oath and Law.

7. Be current in your Youth Protection and Leader Specific Training.

8. Submit monthly to Supervisor/Professional Staff:

a. Time sheets

b. Advancement Reports

c. Attendance Reports

9. Paraprofessional Scouters are considered part time employees and work hours will not exceed

 30 per week.

10. Turn in to Supervisor/Professional Staff Time sheets on time with each being signed by LINC

 Coordinator/Site Center Supervisor.

**Camp Staff Job Description**

1. Be trained in your current position
2. Be trained in and ensure all aspects of BSA Youth Protections Guidelines are adhered to at all times
3. Abide by the Guide to Safe Scouting at http://www.scouting.org/filestore/pdf/34416.pdf
4. Work with staff leader to create outline for week that ensures youth advancement opportunities during the week/weekend.
5. Work with staff leader develop budget for weekend and ensure budget guidelines are adhered to.
6. Submit advancement report and approved expense receipts within one week of conclusion of campout.
7. Provide Roster of youth attending Weekend Activity-Campout/Summer Camp

**Sample Letter of Employment-Administrator/Paraprofessional Scouter (Frontier District)**

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

We are pleased that your part time temporary employment has been approved by the Heart of America Council. In the event that your background check discloses information which would affect our decision to employ you, we reserve the right to take all appropriate action, including rescission of this agreement.

Please sign this letter, copy and return the copy to me. Your signature will indicate your acceptance of this position with the following terms and conditions of employment:

• You will assume your duties with the Heart of America Council from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Your compensation will be $\_\_\_\_\_\_\_\_/hour, not to exceed 30 hours per week, payable on the

15'" and final day of each month.

• You will serve as Administrator/Paraprofessional Scouter and will be directly responsible to Dusty Boatright, District Director.

• Your employment shall at all times be considered "at will." Your employment may be terminated with or without reason and with or without notice. Terminations may only be reviewed under the open-door policy of the Heart of America Council.

• Although the Heart of America Council anticipates and desires a long and mutually satisfying employment relationship, you and other Heart of America Council employees are employees at will and, as such, are free to resign with or without reason and with or without notice. Nothing in this offer of employment is intended or shall be construed as in any way affecting the "at-will" nature of your employment with the council.

• As a part time temporary employee you will not be eligible for insurance, vacation, or paid holidays. You will, however, be eligible to join the BSA retirement and BSA thrift plan if you work 1,000 or more hours during your first 12 months of employment or at least 1,000 hours in any calendar year thereafter.

• Attend Monthly Roundtable or Training Opportunities

• It is essential that if you will be unable to attend a scheduled program that you give at least 4 hours' notice to Dusty Boatright/Frontier Professional Staff Member. If you do not call 4 hours before a scheduled program and do not show up for that program you will be given a warning for the first offense, and have your employment terminated for the second offense.

* I as a part-time employee have read and understand what is in the handbook, if I have questions about the handbook I need to ask the Frontier Professional Staff, and they have answered my question to my satisfaction.

We extend a most cordial welcome to you and look forward to a mutually satisfying association. Very truly yours,

Ray Brauer

Director of Field Service

Accepted by Temporary Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Letter of Employment-Camp Staff**

Dear

We are pleased that your Camp Staff Employment has been approved by the Heart of America Council. In the event that your background check discloses information, which would affect our decision to employ you, we reserve the right to take all appropriate action, including rescission of this agreement.

Please sign this letter, copy and return the copy to me. Your signature will indicate your acceptance of this position as an administrator for program with the following terms and conditions of employment:

• You will assume your duties with the Heart of America Council from \_\_\_\_\_\_\_\_\_\_\_\_\_\_

until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

• Your compensation will consist of a one-time lump sum fee of $\_\_\_\_\_\_. $\_\_\_\_ for Weekend Campouts, $\_\_\_\_\_ for Overnight Adventure, $\_\_\_\_\_\_ for Adventure Day, $\_\_\_\_\_for Day Camp, $\_\_\_\_\_for Bear Camp, $\_\_\_\_\_\_for Webelos Camp, $\_\_\_\_\_\_ for Bartle Summer Camp, $\_\_\_\_\_\_ for Naish Summer Camp which is payable on this day\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

• You will serve as Camp Staff and will be directly responsible to Dusty Boatright, District Director.

• Your employment shall at all times be considered "at will." Your employment may be terminated with or without reason and with or without notice. Terminations may only be reviewed under the open-door policy of the Heart of America Council.

• Although the Heart of America Council anticipates and desires a long and mutually

Satisfying employment relationship, you and other Heart of America Council employees are employees at will and, as such, are free to resign with or without reason and with or without notice. Nothing in this offer of employment is intended or shall be construed as in any way affecting the "at-will" nature of your employment with the council.

• As a Camp Staff you will not be eligible for insurance, vacation, or paid holidays.

• As a Camp Staff for weekend activity-campout and/or summer camp opportunities and no youth attend any such activity-campout and/or summer camp you will be compensated for one hour of compensation at a rate of $\_\_\_\_\_\_and will be relieved of your duty as a Camp Staffer.

* I as a part-time employee have read and understand what is in the handbook, if I have questions about the handbook I need to ask the Frontier Professional Staff, and they have answered my question to my satisfaction.

We extend a most cordial welcome to you and look forward to a mutually satisfying association.

Very truly yours,

Ray Brauer

Director of Field Service

Accepted by Temporary Employee\_\_\_\_\_\_\_\_\_\_\_

**Camp Staff Stipend**

As a Camp Staff member, you will be compensated a one-time lump sum for working one of the camps below as a unit leader. The District Professional Staff will determine who the Camp Staff members are for each summer camp. For Weekend Campouts, Overnight Adventures, and Day Camp Staff members will need to submit a roster of youth attending, with rank advancements and will be compensated for youth attending, if no youth attend you will be compensated one hour of compensation.

**Camp Staff Salaries for Unit Leadership Responsibilities at H. Roe Bartle Scout Reservation**

$1200 for 40 or more youth

$1000 for 39 to 29 youth

$800 for 28 to 19 youth

$750 for 18 to 1 youth

**Camp Staff Salaries for Unit Leadership Responsibilities at Naish Boy Scout and Cub Camps**

**Camp Naish, Boy Scouts**

$900 for 40 or more youth

$700 for 39 to 29 youth

$500 for 28-19 youth

$450 for 18-1 youth

**Districts Day Camp**

$375 for 5 day camp

$300 for 4 day camp

**Camp Naish, Webelos Camp** **Camp Naish, Bear Camp**

$450 for 20 or more youth $350 for 20 or more youth

$375 for 19 to 9 youth $250 for 19-9 youth

$225 for 8 to 1 youth $175 for 8-1 youth

**Weekend Campouts** **Overnight Adventures/Day Events**

 $150 $100.00

• The ratio for adult to youth is 1 adult to 10 youth

**Paraprofessional Scouter Raise Chart/Goals**

This is the Paraprofessional Raise Chart and Goals for each Paraprofessional Scouter. The starting salary is $10.00 an hour and the max salary is $12.00 an hour. You will be rated on this scale to determine if you are eligible for a raise at the end of December each year.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| GoalsAdvancement | DNM<10% | MM20% | CM30% | EX40% |
| Tiger-Arrow of Light/ |  |  |  |  |
| Tenderfoot-Eagle |  |  |  |  |
| Bobcats | <30% | 30% | 40% | 50% |
| CampingSummer Camp | <3% | 3% | 5% | 10% |
| Attendance | <90% | 90% | 95% | 100% |
| Roundtable |  |  |  |  |
| Community |  |  |  |  |
| Service Projects | 0 | 1 | 2 | 3 |
| Overall Point Scoring | 0-4 | 5-8 | 9-13 | 14-15 |

DNM column is worth 0 points total MM column is worth 5 points total CM column is worth 10 points total

EX column is worth 5 points total

DNM is no raise

MM is a 15 cent raise an hour CM is a 25 cent raise an hour EX is a 50 cent raise an hour

Job Expectations

-Being on time to Unit Meetings/Programs

-Paperwork turned in on time

• Time Sheets

• Advancement Forms

• Applications

• Points Earned Sheets

• Attendance Roster

-Getting approval from Council Staff for any program expenses

-Attending Roundtable and any other called meetings

-Popcorn sales

DNM stands for Does Not Meet

MM stands for Meets Most

CM stands for Consistently Meets

EX stands for Exceeds

For example, if you have 20% of youth advance one rank, you would receive 5 points.

Then, if you have 40% of youth receive Bobcat, you would receive 10 points.

If 3% of youth attend summer/cub camp you would receive 5 points.

If you attend 100% of roundtables you would receive 15 points

If you held 1 Community Service Project that are logged into the system you would receive 5 points

With a total of 40 points, divide by 5 categories, you receive a rating of MM, CM, and EX based on the chart above. By scoring an overall 8, you can look at the overall point score chart to see annual performance rating. Since this Paraprofessional got an overall 8 that would put them in the MM category and they would earn a $0.15 an hour raise. If a paraprofessional is on the border to a rating scale, and they follow all the job expectations, the District Director has the option to bump up to the next performance appraisal level based on fundamental work processes.

Semiannual check point reviews with each Paraprofessional and the District Professional staff to review performance. Those paraprofessionals at a DNM level will be put on a detailed work improvement plan.

**Paraprofessional Performance Incentive**

This is the Paraprofessional Performance Incentive Chart. You can earn monthly incentives if you show outstanding performance. The incentives are rated on performance and will be determined by the categories list below.

**PARA PROFESSIONAL PERFORMANCE INCENTIVE**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Category #01** | **1st** | **2nd** | **3rd** | **4th** |
| Advancement & Attendance | $25 | $20 | $10 | $5 |
| Camping & Attendance | $25 | $20 | $10 | $5 |
| Service Hours & Attendance | $25 | $20 | $10 | $5 |
| **Category #02** | **1st** | **2nd** | **3rd** | **4th** |
| Advancement & Attendance | $25 | $20 | $10 | $5 |
| Camping & Attendance | $25 | $20 | $10 | $5 |
| Service Hours & Attendance | $25 | $20 | $10 | $5 |
| Category #1: Four or Less Units Served | Category #2: Five or More Units  |
|  |  |  |  Served |
| Additional Recognition: Above & Beyond Award - Monthly (Discretion of TBD by the District Director) |   |   |
|  |  |  |   |
|  |   |
|  |  |  |  |  |   |

Frontier District Rewards Program

The Frontier District has a great opportunity for our youth to have fun with camping, selling popcorn and earning rank advancements. The Frontier District will have a new point system where boys can earn books, uniforms, and a Pinewood Derby Car.



 Scouting is for EVERYONE!





**Equipment Checkout Form**

Paraprofessional Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail address: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Checkout date and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Estimated return date: \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date and time returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Items Checked Out***

Please count and examine all items before checking out.

Item Qty. Item Description Returned Return Condition/Notes

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

***At Checkout***

I attest that the above items were checked out in good condition from the Heart of America Council, BSA. I agree to protect all checked-out council property to the best of my ability, and agree to replace or incur repair costs to any damaged or destroyed items at the discretion of the council and its representatives. I will return all items in good condition, or in the condition noted at the time of checkout.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Paraprofessional Scouter Person responsible for checking out gear**

***At Check-In***

I attest that the above items were returned and checked into the Heart of America Council, BSA. All items were in good condition, or in the condition noted at the time of check-in.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Paraprofessional Scouter Person responsible for checking in gear

**2015 Program Aide Time Sheet**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** *Week 1* | **Date** | **Unit** | **Location** | **Time In** | **Time Out** | **Hours** | **Site Coordinator Approval** |
| Sunday |  |  |  |  |  |  |  |
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |

 Week 1

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Day** | **Date** | **Unit** | **Location** | **Time In** | **Time Out** | **Hours** | **Site Coordinator Approval** |
| Sunday |  |  |  |  |  |  |  |
| Monday |  |  |  |  |  |  |  |
| Tuesday |  |  |  |  |  |  |  |
| Wednesday |  |  |  |  |  |  |  |
| Thursday |  |  |  |  |  |  |  |
| Friday |  |  |  |  |  |  |  |
| Saturday |  |  |  |  |  |  |  |

|  |
| --- |
| **Paraprofessional Scouter** |
| Timesheet Reporting Period | Due To Supervisor (By Noon) | Pay Date |
| 12/15/14 – 1/3(3 wks | **Tuesday,1/6/15** | **1/15/15** |
| 1/4 – 1/17 | **Wednesday, 1/21** | **1/30/15** |
| 1/18 – 1/31 | **Tuesday, 2/3** | **2/13/15** |
| 2/1 – 2/14 | **Wednesday, 2/18** | **2/27/15** |
| 2/15 – 2/28 | **Tuesday, 3/3** | **3/13/15** |
| 3/1 – 3/14 | **Tuesday, 3/17** | **3/31/15** |
| 3/15 – 3/28 | **Tuesday, 3/31** | **4/15/15** |
| 3/29 – 4/18 (3 wks) | **Tuesday, 4/21** | **4/30/15** |
| 4/19 – 5/2 | **Tuesday, 5/5** | **5/15/15** |
| 5/3 – 5/16 | **Tuesday, 5/19** | **5/29/15** |
| 5/17 – 5/30 | **Tuesday, 6/2** | **6/15/15** |
| 5/31 – 6/13 | **Tuesday, 6/16** | **6/30/15** |
| 6/14 – 6/27 | **Tuesday, 6/30** | **7/15/15** |
| 6/28 – 7/18 (3 wks) | **Tuesday, 7/21** | **7/31/15** |
| 7/19 – 8/11Bartle 8/2/11Naish 8/8/11 | **Tuesday, 8/4** | **8/14/15** |
| 8/2 – 8/15 | **Tuesday, 8/18** | **8/31/15** |
| 8/16 – 8/29 | **Tuesday, 9/1** | **9/15/15** |
| 8/30 – 9/12 | **Tuesday, 9/15** | **9/30/15** |
| 9/13 – 9/26 | **Tuesday, 9/29** | **10/15/15** |
| 9/27 – 10/17(3 wks)(3 wks)(3 | **Tuesday, 10/20** | **10/30/15** |
| 10/18 – 10/31 | **Tuesday, 11/3** | **11/13/15** |
| 11/1 – 11/14 | **Tuesday, 11/17** | **11/30/15** |
| 11/15 – 11/28 | **Tuesday, 12/1** | **12/15/15** |
| 11/29 – 12/12 | **Tuesday, 12/15** | **12/31/15** |
| 12/13-1/2/16(3 wks | **Wednesday, 1/6/16** | **1/15/16** |

 Total For Week 2 

 Total For Period 

 Parapro’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 District Director\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 ADFS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Director of Field Service\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| **Paraprofessional Scouter:** | **Date:** |
| **Site Location:** | **Unit:** |
|  | **Scout Name** | **Attendance (Y/N)** | **Advancement Earned** |
| **1** |   |   |   |
| **2** |   |   |   |
| **3** |   |   |   |
| **4** |   |   |   |
| **5** |   |   |   |
| **6** |   |   |   |
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| **33** |   |   |   |
| **34** |   |   |   |
| **35** |   |   |   |
| **36** |   |   |   |
| **37** |   |   |   |
| **38** |   |   |   |
| **39** |   |   |   |
| **40** |   |   |   |

Paraprofessional Scouter Statement of Understanding

I have read and understand all policies, procedures, and expectations contained in the Paraprofessional Scouter Employee Handbook.

I agree to comply with all policies, procedures, and expectations contained herein.

I agree and further understand that my employment is at will.

This is a guide and procedures and policies which is subjected to change.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(printed name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(date)