

## Summer Camp Payroll Policy

### **1. Every camp site has a folder that is our Payroll Log:**

- This folder consists of individual daily sheets that is a log of the instructor hours
- Instructors check in and check out with Camp Director upon arrival and departure
- Camp Director fills out the log every day (dates, names, times, total hours)
- The Log must contain the instructors first and last names

### **2. Sign IN:**

- There should only be two times that instructors have recorded in the Payroll Log for coming on the clock:
  - 15 minutes prior to early drop off (Example: Early Drop Off starts at 8am, instructors working are signed in at 7:45am)
  - 8:30am for instructors working camps starting at 9am
  - If camp begins at any other time besides 9am, instructors should be signed in 15min before that camp starts.
- Early Drop Off Rules: There should be three Adults supervising children during early drop off – Camp Director and Two Instructors. Otherwise the rest of the team should be in place at 8:30am

### **3. Sign OUT:**

- Camp Directors will dismiss Instructors based on the dismissal of kids
- You should have a team established to “close up camp” – this team is there to clean up and leave when the last kids are dismissed
- Anyone not on the “close up camp team” should be off the clock at the conclusion of the camp day. Always 15min after the end of the camp day (Example: Camp ends at 4:30pm, Instructor logs out at 4:45pm)
- If an instructor leaves early before the camp day is over, they will be accurately signed out in the Daily Log by the Camp Director
- If an instructor leaves when you dismiss them based on the number of kids who have been dismissed, Camp Director should sign them out to the closest quarter hour in the Daily Log

### **4. Quarter Hours:**

- There should never be :10, :20, :40, etc. noted in the time column of the Daily Log – or .1, .2, .3, .4, .6, .8, .9 etc. in the total hours column of the Daily Log
- We go off the closest Quarter Hour (Example: 4:15pm, 4:30pm, 4:45pm, 5:00pm)
- Total Hours should resemble the Quarter Hour Policy (Example: 7.25, 7.50, 7.75, 8.0)

### **5. PAYROLL STANDARD:**

- For standard OTA Day Camps, Instructors will work 8:30am – 4:45pm
- Total Daily Hours = 8.25 hours

NOTE: Recording time-sheet hours using a decimal format requires you to view the hour divided into quarter segments. Using this logic, every fifteen minutes will result in .25 hours worked. Record a half hour as .50 hours and 45 minutes as .75 hours. By using this format, it becomes easier to add your hours and get the total number of hours worked.

**Log Example:**

- Sign In – 8:30am
- Sign Out – 4:45pm
- Total Hours = 8.25

6. Submitting Payroll:

- This should be simple
- Camp Directors will send the name of the instructors with their corresponding total hours at the conclusion of each week

**Couple Things:**

1. Instructors “hanging out” before camp or “lingering” after camp is not considered working.
2. Staff Meetings scheduled before instructor sign in or after instructor sign out times do not get included on payroll. Staff Meetings are an expectation of taking the position and do not get included on timesheets.