

EKU[®]



**Summer Camp
with Human Resources**

Overview

1. Volunteer
2. Employment (Temporary & Student)
3. Camp Counselors/Supervisors
4. Reminders

Volunteer

An EKU volunteer is an individual who freely performs **assigned and authorized** duties without compensation for a limited period of time.

Volunteers must be at least 14 years of age or older.

Volunteer Process

1. Read the [Volunteer Program Guidelines](#).
2. Provide HR with a completed:
 - Description of the volunteer duties,
 - [Volunteer Eligibility Qualification and Checklist](#) and;
 - [Volunteer Service Agreement](#) or the [Under 18 Volunteer Agreement Form](#) if they are a minor.
3. HR submits a background check.
 - Camps with 10+ volunteers will be required to post in OES for background checks and tracking purposes.

Volunteer Process

A volunteer may not have the same responsibilities as a paid ECU employee.

Volunteers are **not permitted to drive** or operate any ECU vehicles or other motorized equipment.

All forms and the background check are subject to Human Resources approval **before** the individual may begin volunteer work.

Minors

Employment or Volunteer Services

Age	May Not Work Before	May Not Work After	Maximum Hours When School is in Session	Maximum Hours When School is Not in Session
14 & 15 Years	7:00 A.M.	7:00 P.M. (9:00 P.M. June 1 through Labor Day)	3 Hours per day on a school day; 8 Hours per day on a non-school day; 18 Hours per week	8 Hours per day; 40 Hours per week
16 & 17 Years	6:00 A.M.	10:30 P.M. preceding a school day; 1:00 A.M. preceding a non-school day	6 Hours per day on a school day; 8 Hours per day on a non-school day; 30 Hours per week	NO RESTRICTIONS

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Temporary Employment

Employment Process:

1. Post the Summer Camp job in HR's [Online Employment System \(OES\)](#).
2. Review and Interview Applicants.
3. Recommend Applicant(s) for Hire in OES.
4. Wait for Background Check Clearance and next steps from HR.
5. HR will send a Position Action Form (PAF) to you and New Hire Paperwork (if needed) to the temporary employee(s).

Position Action Form (PAF)

Position Action Form						
Action Requested: <input type="checkbox"/> New Appointment <input type="checkbox"/> Reappointment <input type="checkbox"/> Reclass <input type="checkbox"/> Transfer within EKU <input type="checkbox"/> Promotion <input type="checkbox"/> Demotion <input type="checkbox"/> Reassignment <input type="checkbox"/> Terminal Appoint <input type="checkbox"/> Tenure Track <input type="checkbox"/> Tenured <input type="checkbox"/> Non-Tenure Track <input type="checkbox"/> Resign from EKU <input type="checkbox"/> Terminated from EKU <input type="checkbox"/> Retirement <input type="checkbox"/> Retirement Transition <input type="checkbox"/> Funding Change <input type="checkbox"/> 2nd Assignment <input type="checkbox"/> Sabbatical Leave <input type="checkbox"/> Acting or Interim <input type="checkbox"/> Military Leave <input type="checkbox"/> In Range Salary Adj. <input type="checkbox"/> Other: (Explain below) Reason for Action:	EKU ID #:	Last Name:	First Name:	Middle Initial:		
	Position Number:	Organization Number:	Organization Desc:			
	Position Title:		Appointment Period:	Employee Class:		
	FLSA Exempt Status:	Pay Grade:	Pay Period Rate:	Hourly Pay Rate:	Budgeted Ann. Salary:	
Time or Leave Approver:	Effective Date:	Campus Mailing Address:				
Leave Information: <input type="checkbox"/> Begin Leave <input type="checkbox"/> Extend Leave <input type="checkbox"/> Return from Leave <input type="checkbox"/> Leave wo / Benefits <input type="checkbox"/> Leave w / Benefits	Permanent Address / Telephone:		Campus Office Location / Telephone:			
	Job Labor Distribution: Position # Org #: Account #: Percent: Effective Date: Financial Mgr:					
Additional Comments:						
Budget Head Approval _____		Date _____		Human Resources Acknowledgment _____		
Date _____		Sponsored Programs Accounting _____		Date _____		
Provost / VP _____		Date _____				

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Student Employment

Student Eligibility:

- Must be enrolled in the Summer Term (A and/or B); **OR**
- Enrolled full-time in the following fall semester (minimum of 12 credit hours undergraduate or 9 credit hours graduate).

Departments must use their Institutional Work-Study funding for summer student employment.

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Student Employment

Hiring Process:

1. Post the Summer Camp Student job in HR's [Online Employment System \(OES\)](#).
2. Review and Interview Applicants.
3. Recommend Applicant(s) for Hire in OES.
4. Wait for Background Check Clearance.
5. Submit a [PENGUIN](#) form (student employment form).
6. HR will send the student new hire paperwork if needed.

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Student Employment

Work Schedule:

- Students may work up to **20 hours per week** during the summer term (A and/or B) in which they **are enrolled** in a summer course.
- Students may work up to **29 hours per week** in the summer if they are not enrolled in summer courses **BUT** are enrolled in the fall full-time.

Summer Camp Counselors' / Supervisors' Responsibility

- Supervise camper activities at all times.
- Give extra attention to check-in and check-out times to ensure the camper's safety.
- Familiarize yourself with ECU's emergency procedures.

If in doubt or have a question, please ask.

Staff-to-Camper Ratios

Age	Ratio	Maximum Group Size
6 to 8 Years	1 Staff to 6 Campers	6
9 to 14 Years	1 Staff to 8 Campers	8
15 to 18 Years	1 Staff to 10 Campers	10

- The age of the youngest child will determine the number of qualified staff/counselors needed and the number of children in a group.
- All minors are included in the staff/child ratio. Any dependents of the staff/counselor that is attending the camp, should also be included in the ratio.

Reminders

- A background check is **required** for all volunteers and employees.
- Paperwork is **required** for employment and volunteering prior to starting.
- An individual **may not** begin working or volunteering in any capacity at EKU **prior** to receiving clearance from EKU Human Resources.
- An employee must be compensated for all time worked (minimum wage is \$7.25 per hour).
- All minors must be included in the camp's staff/child ratio and supervised at all times.

HR Contacts

Krista Caudill
859-622-3467

Krista.Caudill@eku.edu

- AP Summer Institute
- Migrant Education
- Upward Bound
- Greg Todd Camps
- High School 7-on-7 Competition
- Middle School 7-on-7 Competition
- Jane Worthington Softball Camp
- Special Olympics Summer Games
- SPLISH Camp

Caleb Adams
859-622-7232

Caleb.Adams@eku.edu

- A.W. Hamilton Basketball Camp
- Baseball Prospect Camp
- Baseball Tournament (9 & 10 yr old)
- Baseball Youth Camp
- Chris Prothro Baseball Camps
- Foster Music Camps (1, 2, & 3)
- KBC Baseball Camp
- Prospect Baseball Camp
- STEMP Workshop

Haylee Connelly
859-622-5093

Haylee.Connelly@eku.edu

- Camp Invention
- Division of Natural Areas
- EKU Prospect Camp (1, 2, & 3)
- Gear Up Camp
- Junior Colone's Camp
- Matt Cosinuke Soccer Camps
- Rogers Explorers
- Word Detective Camp

Questions?

Contact Human Resources

P: 859-622-5094

E: human.resources@eku.edu



www.hr.eku.edu