Monkey Business Camp
Workplace Notices, Policies & Retirement Acknowledgment

Section A – Workplace Notices

I acknowledge that MBC has provided me with, or directed me to, the following workplace notices and information. I understand that some notices may also be distributed separately when required.

- California Minimum Wage Notice (All Staff)
- Berkeley Minimum Wage & Paid Sick Leave Notice (Staff Working Within Berkeley City Limits)
- Workplace Discrimination and Harassment Notices
- Sexual Harassment Information / Publication
- Transgender Rights in the Workplace Notice
- Workers' Compensation Notice
- Injury and Illness Prevention Plan (IIPP)
- California Workplace Know Your Rights Notice

Section B – MBC Policies

I acknowledge that I have received or been given access to the following MBC documents and have reviewed those applicable to my role:

- MBC Staff Prep Guide (PDF version 10.2026)
- MBC Year-Round Staff Policies — year-round administrative and leadership staff only (PCF-version 10.2026)

These responsibilities continue after employment ends. They do not restrict employees' legally protected rights to discuss wages or working conditions, report concerns, or exercise other protected rights.

When talking about camp outside of work, do not use campers' full names or share personal information or stories that could identify them. If unsure whether something may be shared, ask MBC leadership.

Access and share private information only as needed for authorized MBC work, using approved systems such as the Staff Google Drive, CampBrain, and group cell phones. Do not copy, photograph, download, or retain confidential records for personal use.

MBC staff must protect private information about campers, families, Youth Leaders, fellow staff, and MBC operations. This includes camper lists, contact details, medical or behavioral information, and other nonpublic records.

Confidentiality & Camper Privacy — All Staff

I understand that I am responsible for following applicable MBC policies and may ask MBC leadership questions or raise workplace concerns. These policies supplement, and do not replace, the terms of my individual job offer or applicable legal rights.

Section C – Retirement Program (Age 18+)

Employees under age 18: skip this section and proceed to the acknowledgment.

MBC provides eligible employees with information about the CalSavers retirement savings program.

☐ OPT OUT (most seasonal staff choose this; also staff with an already set up retirement account)

☐ OPT IN → 5% deducted from your total pay and goes to a Calsavers retirement account

Acknowledgment

By signing below, I confirm that I have received or been provided access to the notices and policies listed above and have reviewed the MBC policies applicable to my position. I understand that some notices may be delivered again as required by law or when updated.

Signature: _____

Printed name: _____

Date: _____