Year-Round Staff Policies

MONKEY BUSINESS CAMP | Supplement to the Staff Handbook | Version: 10.2026

These policies apply to MBC employees who perform ongoing administrative, coordination, or leadership work throughout the year. These policies supplement—not replace—the Staff Prep Guide and the resources linked within it, as well as individual job offers and applicable workplace notices provided through the Staff Portal Paperwork Area.

Our goal is to support independent judgment, good communication, and continuity of care for campers, families, and staff.

1. Confidentiality and appropriate information sharing

Protect nonpublic camper and family records, health and registration information, youth leader records, private personnel records accessed through your role, passwords, and sensitive MBC business information. Share these only with people who need them to perform authorized work, and use MBC-approved systems. These responsibilities continue after employment ends. Nothing in this policy limits employees' rights to discuss their own wages, hours, or working conditions, raise workplace concerns, report suspected violations, or exercise other legally protected rights.

2. Family communications and CampBrain records

CampBrain is MBC's primary shared record of family communications. When practical, initiate family correspondence through CampBrain. Important exchanges through MBC email, Looksee, phone calls, or other channels should be summarized accurately in the family's CampBrain contact log, with a descriptive subject line and the source and date when relevant. Examples include family concerns, exceptions or decisions, commitments, changes to authorized pickup arrangements, significant participation matters, and follow-ups another team member may need to handle. Looksee chats may not remain available, making timely documentation particularly important. Routine messages do not need to be copied; use judgment to preserve a useful shared history. Follow MBC procedures for sensitive medical information, and do not put unnecessary details into a general contact log. For pickup changes, also follow MBC's authorization and verification procedures and update the appropriate pickup record; a contact log alone does not establish authorization.

Planned absences and communication coverage. For planned absences of more than two consecutive scheduled workdays, set an automatic email reply stating the expected return date and an alternative contact. Coordinate coverage for time-sensitive responsibilities and make important outstanding communications and follow-ups accessible to the appropriate team members.

3. Organizational accounts, access, and privacy

MBC email addresses, shared files, and work systems are provided to support MBC operations. Keep substantive work information in authorized organizational systems rather than only in personal accounts or devices. Authorized MBC leadership may need to access organizational accounts or work records for legitimate operational purposes, such as responding to families during an absence, supervising work, addressing security concerns, or transitioning responsibilities. Any access should be limited to a genuine business need, handled discreetly, and consistent with applicable law. Organizational accounts should be used primarily for work; employees should not assume personal communications stored there will remain private.

4. Independent judgment and asking for support

Manage routine decisions and responsibilities within your role without needing approval for every step. Consult the appropriate person when an issue exceeds your authority, could create an exception or precedent, involves a significant safety, legal, financial, or reputational concern, requires sensitive communication, or would benefit from coordination or another perspective. When uncertain, use the Staff Pre Guide, relevant procedures, and MBC's discretion guidance; ask rather than inventing an answer.

Efficient Use of Work Time and Technology

Staff are expected to use good judgment in choosing the most effective tools and work environment for their responsibilities. Some tasks are best handled from a computer rather than a phone, particularly when they involve complex communications, multiple documents, or detailed administrative work.

MBC provides shared computers at the office for staff use. Staff who choose to use personal devices should ensure they can complete their work effectively and securely. If technology limitations, unfamiliar software, or a particular work process are creating significant inefficiencies, staff should discuss alternatives with their supervisor.

Staff should communicate about substantial technology setup needs or changes to their usual work arrangements in advance so that appropriate solutions and expectations can be established.

5. Security, shared systems, and transitions

Use strong, unique passwords and approved access methods; do not share credentials or confidential files with unauthorized people. Store working documents in the appropriate shared location so others can find what they need. Report suspected misdirected messages, unauthorized access, lost devices, or other information-security concerns promptly. Before planned time off or a role transition, identify open matters, deadlines, and the person responsible for follow-up. Return or transfer MBC records and access when requested.

Device Security

Staff may use MBC-provided or approved personal devices for work. Computers and phones used to access MBC accounts or confidential information must have password or passcode protection enabled. Staff should lock their screens when stepping away, close or secure confidential documents and browser tabs when others could access or view them, and avoid leaving sensitive information visible on shared devices.

Staff should promptly report lost devices, suspected unauthorized access, or other security concerns involving MBC information.

6. Collaboration and follow-through

Keep colleagues informed about commitments, changes, and deadlines that affect their work. Complete agreed-upon tasks or communicate promptly when priorities or timing need to change. Maintain clear records of decisions that others may rely on. Share questions and concerns respectfully, offer feedback constructively, and be open to receiving it.

Planning time off. Discuss planned time off with your supervisor in advance so schedules, responsibilities, and coverage can be coordinated. Camp sessions and other time-sensitive operational periods may require greater staff availability. Requests for extended time off or time off during these periods will be considered in light of operational needs and available coverage. Communicate plans as early as possible and arrange handoffs before leaving. This expectation does not limit legally protected leave or use of available sick time.

Managing Responsibilities and Calendar Tasks

MBC uses Google Calendar to organize ongoing responsibilities, deadlines, and recurring tasks. Staff are responsible for keeping their assigned calendar items current, adjusting them as needed, and following through on their work independently. When responsibilities or expectations are unclear, staff should check in with their supervisor rather than allowing tasks to go unaddressed.

Questions and acknowledgment

Bring questions about these policies to MBC leadership. Staff acknowledge receipt and review through MBC's Workplace Notices, Policies & Retirement Acknowledgment process; a separate signature on this supplement is not required unless requested.

Internal review note: Before final adoption, confirm the account-access/privacy wording and other employment-law provisions with a qualified California employment adviser.