

**ISABELLA FREEDMAN JEWISH RETREAT CENTER
2008 STAFF GUIDELINES**

PLEASE INITIAL AFTER EACH STATEMENT

Theft – Life at Isabella Freedman is based on trust. If any person steals from guests or other staff/community members, he/she will be asked to leave the community immediately.

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Personal Space – It is not acceptable to enter any community member's bedroom or residence at any time without their explicit permission.

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Drugs – Drug use is forbidden on all Isabella Freedman property including 58 Johnson Rd. In addition, you may not come to work or programmed activities under the influence of any illegal substance. If you use drugs at Freedman you will be asked to leave the community immediately.

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Alcohol – There is to be absolutely no consumption of alcoholic beverages at Freedman while on duty or if under the age of 21. During off hours, you may drink in your own residence or as part of a Kiddush in a program area. You may not have alcohol present in any room where there is a reasonable likelihood that individuals under age 21 will be present. Use of alcoholic beverages by minors and providing alcoholic beverages to minors is illegal and strictly forbidden, except in the company of their parents or guardians or in conjunction with a religious observance. Failure to abide by this policy may result in immediate dismissal.

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Smoking – There is no smoking allowed in any indoor facility at Freedman including the gazebo and the screened-in porches. Smoking is only allowed by the cobb oven, by the fire circle down by the lake, at the far end of the basketball court near the road and by the fire circle by lake house for lake house residents only. Please put butts in cans and NOT on the ground.

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Emergency Procedures – In case of a medical emergency, go to the nearest phone, call 9-911, describe the nature of the emergency and ask for an ambulance to be sent to 116 Johnson Road, Falls Village, CT. Give the return number: 860-824-5991 ext 0. Send someone to meet the ambulance at the main entrance of the campus and to give directions to the ambulance where to go from there. Then contact the on-call supervisor immediately, who will have a beeper at all times. Check the inside of the door in the Main Office for the Emergency Beeper Number and the name of the supervisor who is on-call. This person will vary according to the currently running program.

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Vehicles – **Freedman vehicles are for Freedman use only and may only be driven by authorized staff.** In order to be authorized to drive Freedman vehicles, you must hold a driver's license for a minimum of 3 years, hold a current United States or international driver's license, pass a driving test, **and be authorized by the Director of Operations.** Staff driving eligibility is determined at the discretion of the Program Director. No one is to take Freedman cars at any time without permission from your direct supervisor or the Director of Operations. When you want to reserve a car, you must do so 24 hours in advance by notifying the Director of Operations. Reservations for using a vehicle to transport guests will be given first priority. When you do take a car, you must clear it with your immediate supervisor and fill out the appropriate paperwork in the office of the Director of Operations, where all Freedman vehicle keys and records will be kept. Freedman vehicles are not available for staff trips to and from the train station in Wassaic.

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Off-Campus Trips for Staff Without Access to Personal Vehicles – There will be weekly staff outings organized by the Seasonal Staff Coordinator during the months of June, July and August. In addition, on their days off, any staff member may join an Isabella Freedman trip that is leaving campus that day.

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Swimming and Boating – Swimming may only be done at either the lake or the pool with lifeguard supervision. Boats may be taken out without lifeguard supervision but lifejackets **must** be worn at all times. If you decide to swim in the Hohenbeck River at the Sadeh, you must be with at least three people and one person must be on the shore in sight of all swimmers at all times.

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Computers – Computers for general staff use are available in the lounge and computer room (in season). There is also wireless access in the ADAMAH house and in the main building. Computers in the office are **NOT** for general staff use.

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Guests Policy for Residential Staff and ADAMAH Fellows – You are welcome to have guests at Isabella Freedman at the following times and under the following conditions:

- Length of stay. Individual guests may not stay longer than **3 days/2 nights**. In general, you may not have more than two guests at one time. If you would like to have more than two guests at one time, speak to your supervisor and permission may be granted depending upon the circumstances.
- Clearance and Paperwork. Under all circumstances, guests must be cleared by your supervisor and the Director of Operations at least 48 hours in advance of your guest's visit. That is, you must ask for permission for your guest(s) to visit and the time/details of the visit need to be approved by your supervisor. You must fill out a Guest Registration Form for your guest(s), have your supervisor sign the form, and then deliver it to the Director of Operations. You must also complete the Personal Responsibility Form before your guest's arrival. All guests must complete the Guest Responsibility Form upon their arrival. These forms can be obtained from and must be returned to the Director of Operations.
- Guest Compliance. Supervisors are responsible for making sure that staff guests have reviewed and understand the community guidelines, meal protocol and program info sheets that are sent out to all staff before retreats. Supervisors may review these documents directly with the guest themselves, or ask the hosting staff member to do so.
- Lodging. Your guest must pitch a tent on-site or sleep in your room/tent, pending approval from your roommate and/or housemates. Guests may not sleep in ADAMAH house common spaces.
- Meals. Guests are welcome to eat meals during staff meal times in the dining hall. Guests are asked to make the following donations per meal in advance of each meal: \$5 for breakfast, \$10 for lunch, \$10 for dinner. These payments must be given to the Director of Operations, who will notify the kitchen of the number of extra people eating meals.
- Program Participation. Guests are welcome to participate in programmed activities that are open to staff. Please check the current retreat memo for details.
- Parents. If your parents would like to visit and stay at the retreat center, please have them call Adam directly for costs and availability. If rooms are available, parents will get discounted rates if needed.
- Black Out Dates. Guests are not permitted to visit during certain days of the year. Please check with your supervisor for details.
- Additional Policy for Seasonal Staff, International Staff and ADAMAH Fellows. You must be with your guest at all times, including on your day off. Guests may visit during work/program days but they must be with you at all times and participate in the activity/work you are doing.

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Timeliness – Time is sacred. It is not acceptable to be late to any group gathering, program event or work assignment.

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Kashrut – The Isabella Freedman Kitchen is under strict kashrut supervision. Please do not bring any food or food/drink containers into the dining hall without clearing it with the mashgiach. Beit Adamah has a kosher vegetarian kitchen. Please do not bring ANY food item into the kitchen that does not have a hechsher on it. The Brown House kitchen is NOT a kosher kitchen, except during the Fall when Teva staff is housed in Brown. Except for when Teva is housed in Brown, all staff/community members may use this kitchen.

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Bicycles – Helmets must be worn when biking on roads outside of Freedman at all times if you are participating in a Freedman program or biking to or from a Freedman program. While at Freedman, please store your bicycle underneath the dining hall porch or in the bike racks around campus. Please do not leave your bike in other places.

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Parking – Please only park personal vehicles in the parking lot by the chicken coop. Parking by the kitchen is for loading and unloading only. Do not park along the main road or on the grass anywhere on the site. Staff who drive to work each day may park in the main parking lot when it is not full due to a retreat or rental.

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Linens – Sheets, towels and blankets are not available for staff use, except for International Staff. Kindly bring your own.

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Speed Limit – The year-round, day and night speed limit is 10 MPH. There are no exceptions. This speed limit applies 24/7 whether there are guests on the campus or not.

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Kitchen – You may not enter the kitchen unless you are working in the kitchen or have explicit permission from the Executive Chef or Sous Chef to be in the kitchen. No food may be taken from the kitchen/basement without explicit permission from the Executive Chef or Sous Chef.

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ADAMAH Farm Produce – As a general rule, produce from the sadeh (field) and the gan (garden) are off-limits to Freedman staff. Staff may not go down to the sadeh and harvest food without talking to the ADAMAH Farm Manager first.

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Gleaning and Workshifts – After CSA and kitchen produce have been delivered each week, the ADAMAH Farm Manager will email all staff to indicate which beds – if any – will be available for gleaning. Additionally, you will be notified when there are special projects that need extra hands down in the sadeh; you'll very likely be able to take some produce after a workshift.

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ADAMAH CSA Shares – CSA shares will be available for staff beginning Summer 2008. The cost for a CSA share is \$500 for 22 weeks (10% discount from city price). Payment is due by April 15. Make check payable to ADAMAH and see the ADAMAH Farm Manager for more details. A variety of 7 - 10 vegetables for 2 - 3 people will be provided every week from June 18, 2008 to November 12, 2008. Boxes will be available for pick-up every Wednesday. Pick-up locations will be communicated to CSA members.

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Freedman Farmer's Markets – Beginning in July, at the conclusion of most retreats, ADAMAH will offer a farmer's market in the lounge by the bookstore or outside across from the Main Building. Staff will receive a 10% discount.

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ADAMAH Eggs – Due to the extremely high price of organic feed, the ADAMAH program cannot continue to fully subsidize eggs for staff. ADAMAH eggs will be available for staff to purchase from the bookstore at the staff-discounted rate of \$3/dozen.

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ADAMAH Pickles and Value-Added Products – Staff will receive a \$1 discount on any pickled product. Pickles are available from the bookstore or by speaking to the Manager of Value-Added Products. Staff will also receive a 15% discount in the bookstore.

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Air Conditioning – Staff bedrooms are not air-conditioned. Fans are available for anyone who would like one.

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Laundry – You may use the laundry rooms in brown house or in the new staff buildings. Do not leave your clothes in the washer and dryer after the cycle is complete. Also, do not leave any additional items in the laundry rooms. Items left unattended for more than 48 hours may be donated to a worthy cause.

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Romantic Involvement – You may not be romantically or sexually involved with an individual you directly supervise. If it is unclear if you directly supervise the person, you should ask your supervisor. In addition, you may not begin a romantic or sexual relationship with any retreat guest over the course of the retreat that such guest is attending.

(Initial here) _____

Inappropriate Sexual Behavior – Any staff member who engages in inappropriate sexual behavior, including but not limited to non-consensual sexual relations, non-consensual touch, rape and/or sexual harassment, will be asked to leave the community immediately and will be reported to the local law authorities.

(Initial here) _____

Employment Termination – If your employment at Isabella Freedman is terminated for any reason, you will not be allowed to return as a guest for a minimum of three months.

(Initial here) _____

I have read the above community commitments. I understand them and agree to abide by them.

Name

Signature

Date