

Payroll Procedures

Direct Care Staff

1. Camp will submit the payroll hours for the two weeks of camp. Staffs who work at camp full-time will be paid 40 hours each week of straight time. Staffs who work part-time at camp will be paid the applicable portion of 40 hours a week of straight time. Both part and full-time staff will also receive a daily stipend for each 24 hours worked at camp. These payroll hours will be sent to the payroll department and a copy sent to the payroll person at each site. This copy to the site is for their files only; it is not necessary for the site to include these hours on the site's payroll run.
2. If a staff person works in her/his program and camp during the payroll period and incurs overtime, these overtime hours are to be submitted on the site's payroll run (and will be charged to the site).

Medical Staff

1. If a nurse works in her/his program and camp during the payroll period, the program is responsible for sending in the payroll for the program time only, and camp will be responsible for sending in the payroll for the camp time.
2. If during the week a staff person works at camp at least 40 hours and works in her/his program, then the hours worked at the site will be submitted on the site's payroll run as overtime and will be charged to the site.
3. Camp hours will be documented at camp on the YCS Camp Nurse Timecards and Unscheduled Medical Care forms. The timecards include regular, unscheduled, holiday and travel time. Nurses get paid as follows:
 - a. 8:00 AM – 8:00 PM: 12 hours of straight time pay for nursing care provided,
 - b. 8:00 PM – 8:00 AM: When on duty as the nurse/medical assistant, straight time pay for actual time providing nursing care. When on duty as the on-call nurse/medical assistant, 1 hour of straight time pay for each partial or full hour of nursing care,
 - c. July 4th: Straight time pay for nursing care provided by part-time staff and holiday pay for nursing care provided by full-time staff , and
 - d. Travel time from site/home to camp and from camp to site/home.
3. These payroll hours (timecards and Unscheduled Medical Care forms) will be sent to the payroll department and a copy sent to the VP of Nursing and the payroll person at each site. This copy to the site is for their files only; it is not necessary for the site to include these hours on the site's payroll run.