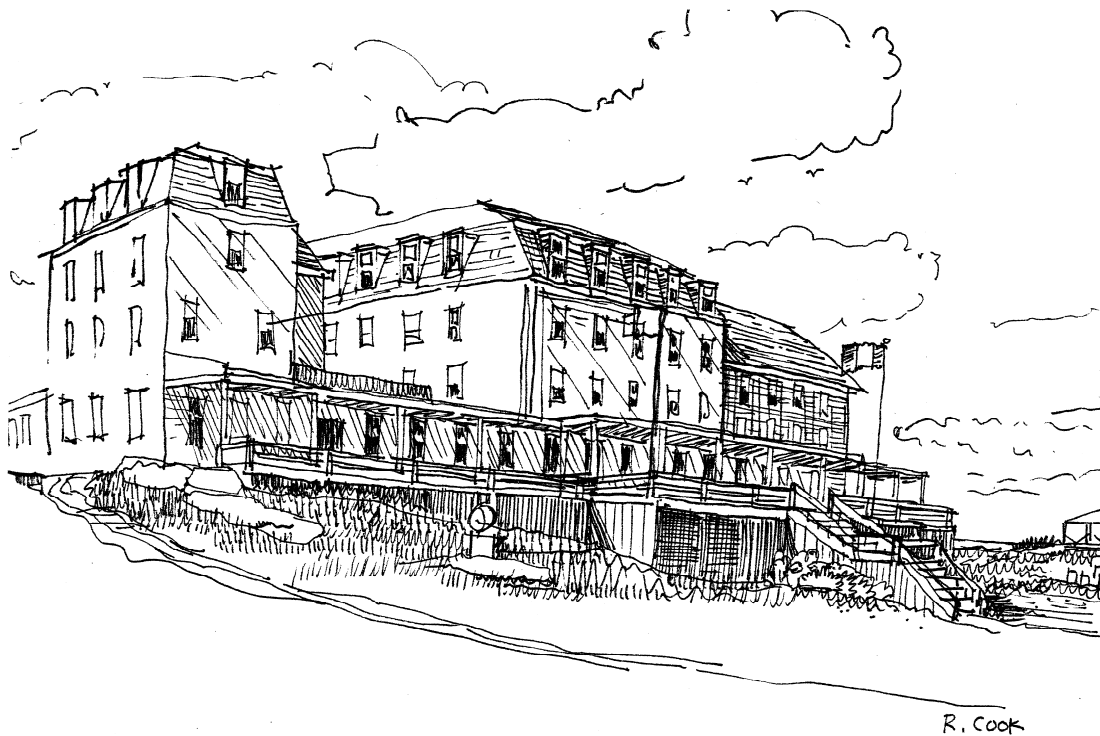


# Island Living 2019



*A guide to respectful community living on Star Island*

## *A WELCOME MESSAGE FROM OUR CEO, JOE WATTS*

Congratulations and welcome! You are an essential part of Star Island, which is something to take pride in. You have the ability to make a difference in the lives of many people and in your own life – you are a Pelican!

My 10 Pelican summers were some of the most enriching and enjoyable experiences of my life. I love to see Pels bond with our guests, the island, and each other in ways that can last a lifetime. It certainly has been true for me, and I wish the same for you.

A successful Pelican enjoys being reliable, responsible, hard-working, presentable and, most especially, is **safe**, **cooperative**, and **respectful**. Somebody who can thrive in the close working and living quarters of our remote setting. Beyond these essential attributes, a successful Pelican actively contributes to our **mission of hospitality** and actively participates in forming a **healthy island-wide community**.

I can't wait to meet you on Star Island as we work together to enrich the lives of many (including our own) on our magical island.

A handwritten signature in black ink, appearing to read 'Joe', with a large, stylized initial 'J'.

Joe Watts  
Chief Executive Officer

## **Living and Working on Star Island**

Thank you for being a part of a season on Star and making Star Island's mission and vision a reality!

"Hospitality" on Star is more than just a service we provide to our guests – it's a core value of the community we try to create together. A spirit of hospitality shows through all of our interactions and relationships – both on-the-job and in how we live together as staff behind the scenes. When Star succeeds in its mission, becoming a place of spiritual renewal and transformative experience, both guests and Pelicans learn and grow in ways that make the world a better place.

*The Star Island Corporation's vision is to create on Star an environment that frees all who come to renew spiritually, explore matters of consequence, and gain knowledge about the world as it might ideally be.*

### ***Living in Community***

You will be living and working on a small island with one hundred other employees to provide all of the work needed to support our conferences each week. You will be living in shared quarters, with very little personal space. There is an art to community living and we will all work together to ensure that your experience living on Star is safe and memorable.

### **Harmonious Attitudes**

Creating a community requires a cooperative spirit, a willingness to adapt and an effort to bring out the best in one another. Although lifestyles vary among our staff, we find common ground in our shared efforts and commitments:

- Sensitivity to the diverse backgrounds, needs and interests of others
- Enthusiasm for engaging in a team effort
- Respect for island traditions and the people who cherish them
- Flexibility in group living circumstances and relationships
- Support of a community in which everyone feels both emotionally and physically safe
- Appreciation of an open, basic, natural environment.

### **Protecting Island Serenity**

Many of our guests come in search of peace and quiet, away from the distractions and temptations of everyday life. The natural serenity on Star is part of what makes it a healing and restorative place for many. Please be mindful of this serenity in general, and help preserve it by observing the following:

- Do not play recorded music where it can be heard in conference spaces or guest quarters.
- When transporting alcohol from the dock, it should be inside a plain bag or box.
- Please use cell phones in private or discreet areas.

### **Have Issues? Who to talk to.**

If you need help with something, reach out to somebody. In addition to supervisors, managers, friends, coworkers and older Pels, the following help-specialists are available:

- Community Health Advocate, Sarah Whalen

- Island Minister Rev. Chris Jablonski
- Members of the Pelican Community Action Team
- Pels-At-Large (one male and one female who advocate for you) and Pel Chaplain – elected positions on Pel Council

## ***Guidelines and Regulations***

The special experience of living in the Star Island community requires many checks and balances, within the limits of our resources and purposes. Mutual accountability to these rules and procedures enhances the community experience for everybody.

### ***Housing Related***

#### **Cleanliness**

Occupants are expected to maintain sleeping rooms, adjacent hallways and staff bathrooms in a sanitary and presentable condition, which the medical and management staff will monitor. We try hard to provide clean, well cared for rooms and we expect you to leave rooms in the same condition as when you arrived. You will be charged for any damage to your room. All employees will be assigned bathroom cleaning duty throughout the summer as well as a weekly community cleaning space chore. Additionally, you are expected to participate in the prompt recycling of items by placing cans, bottles, paper products and other recyclable items in designated receptacles.

#### **Fire Safety Guidelines for Pelican Rooms**

Fire is a very serious concern on Star Island, thus the following precautions must be made:

- One appliance per outlet and no multiple outlet converters or extension cords are permitted.
- Only 50% of the wall space in any room may be covered. Do not hang anything from the ceiling or from electrical conduit or sprinkler pipes. No Christmas lights.
- No appliances with heat producing elements (i.e. curling irons, hair dryers, electric kettles/hot pots, etc) are permitted for use in Pelican rooms.
- All areas of egress (including fire escapes and hallways) must be kept clear at all times. Do not hang items on fire escapes or place items in hallways.

#### **Health**

We live close together, so health-consciousness is essential to prevent the large scale disability possible from a “bug” running through the staff. Responsible attitudes and the following of common sense hygiene practices in staff quarters are expected for the benefit of the entire island community. Employees are responsible for all health care expenses, tests, prescriptions, x-rays, etc. for illnesses and injuries that are not work-related.

#### **Quiet Hours**

Employees, staff and guests at Star Island live closely together. Therefore, every individual must display reasonable sensitivity to the needs and customs of others. Undisturbed sleep must be allowed on the sleeping floors from 10:00 p.m. to 7:00 a.m. Gatherings after 10:00 p.m. should take place only in the Underworld or on Shack Deck, and noise even in these spaces must be kept at a minimum. Quiet hours for the Underworld and Shack Deck begin at 11:00pm.

## ***Work Related***

### **Days off**

Pelicans are required to take one day off per week. The type of job and the crew's ability to "cover" will dictate which days a person has off and whether it is possible to take off two consecutive days. Changeover days (generally Saturdays) may not be taken off except in extenuating circumstances. No more than two consecutive days off are permitted without prior approval.

### **Employee Evaluation Procedures**

Evaluations provide all employees with a sense of how they are doing on the job and as a member of the community. While evaluations will be used in the rehiring process for seasonal staff, other appraisal sources will also be utilized.

### **Job-related Injury Procedures**

Any job-related injury which occurs on Star Island needs to be reported to the employee's immediate supervisor and the Island Administrator within three days so that a Worker's Compensation Claim Form may be sent to the New Hampshire Department of Labor.

### **Pay**

Pay for Pelicans is based on actual hours worked and checks are issued every other week. Although employees are not paid for days off, they are allowed one paid sick day, due to illness or injury, for each expected full month of employment. An employee who cannot return to work within two or three days because of illness or injury may be asked to return home for a medical evaluation and recuperation. Employees should have approval from the medical staff and their supervisor to be removed or returned to the work schedule.

Your last regular paycheck of the season will be mailed to you. All Pels must provide updated address information to the Finance Administrator prior to leaving for the season.

A "Stop Payment" fee of \$25.00 will be charged to the employee to replace a lost paycheck.

Star Island cannot provide regular cash advances to staff members. Seasonal employees who are living on Star Island may receive a pay advance during their first week of employment only. Such an advance will be accompanied by a written loan agreement and is to be paid back to SIC within two weeks of the date of issue. The loan may be repaid by payroll deduction at the employee's discretion.

## ***Community Related***

### **Emergency Response**

Aside from normal work duties, Pelicans are assigned to an emergency response role. Employees are required to "sign off" of emergency response lists at the Front Desk before leaving the island or the hearing range of the fire alarm for any reason.

## ***Island Rules***

### **Smoking and Open Flames**

*Smoking and the lighting of matches, candles, incense, or any related materials is prohibited in all Star Island buildings and on all grounds.* Outdoor smoking is allowed in designated smoking areas, which are indicated by the presence of a red “butt can” for extinguishing cigarettes. Specific exceptions to this policy for special events (such as a bonfire) or other such reasons are only permitted with prior approval of the Island Manager.

### **Roofs, Fire Escapes and Restricted Work Spaces**

No one should be in certain restricted work spaces, on a roof or on a fire escape unless doing approved maintenance work or responding to an emergency.

### **Alcohol, Drugs and Controlled Substances**

Star Island is a place for spiritual and educational enrichment. Excessive consumption of alcohol is not tolerated. The legal drinking age in New Hampshire is 21. All staff members are expected to comply with our Fire Watch Policy which was developed jointly by Pelicans and management.

Staff alcohol consumption is limited to certain areas (mainly staff common areas and living quarters) which will be specified during orientation and posted.

Illegal drugs are not allowed on Star Island, and compliance is required with all applicable drug and/or controlled substance laws. **The possession or use of illegal drugs is grounds for immediate dismissal.**

### **Swimming**

Swimming is permitted only from the beach adjacent to the pier or from the float in the swimming area; a lifeguard certified member of the Truck/Waterfront Crew must be present.

### **Scuba Diving**

Due to insurance issues, diving from Star Island is strictly prohibited.

### **Rowboats/Kayaks**

You may use rowboats and kayaks when a member of the Truck/Waterfront Crew or Night Crew are on duty at the pier (until sunset), only if guests are not using them. The Truck/Waterfront Crew member's judgment will prevail as to boating conditions. Please ask about rules pertaining to the use of rowboats/kayaks and visiting Smuttynose Island.

### **Conferee Meal Times**

Except for emergencies, employees and their guests not engaged in food service operations are asked to assist the food service staff by staying clear of the Kitchen, Bakery, Dining Room/Alcove and Swett Ave while conferees are being served at meal times.

## *What to Expect Living and Working on Star*

### **Accommodations**

Most rooms for Pelicans are doubles and triples, not spacious - rustic, but adequate. They are equipped with basic furniture. Sheets and pillows will be provided. There is a limited supply of blankets available for staff use so please bring your own blankets if able (the evenings get cold.)

We would like to offer you the opportunity to fill out a housing survey to let us know your distinct housing preferences. These preferences will be taken into account when the Res Life team makes housing assignments in order to provide the most comfortable housing for all. Please follow the link to the survey to find more information about this new process and to complete your housing requests. If you do not have requests or are unsure of what to request please feel free to email [office@starisland.org](mailto:office@starisland.org) and we will try to answer any/all questions.

The housing survey can be completed at the following link:

<https://www.surveymonkey.com/r/2019PelHousing>

If you have housing preferences, please complete the survey by **May 1, 2019**.

### **Boats**

The Star Island boat schedule may be found here <http://starisland.org/boat-schedule/>. If you have questions about boats, ask the Front Desk for assistance.

It is highly recommended that you save the boat schedule to your smart phone if you plan to travel into Portsmouth throughout the summer, as the schedule is live and subject to change.

Pelicans may travel for free aboard the Thomas Loughton, Challenger, Hurricane, or Utopia. Pelicans may alternatively purchase tickets for the Uncle Oscar out of Rye.

Pelicans **MUST** sign up for any and all boats at the Front Desk by 7PM the evening before boarding. **Some boat runs have a limited number of seats available to Pelicans, so it is essential that you let the Front Desk know which boats you would like to take.** Pelicans will receive boat passes for the season via e-mail, which you may be asked to present when boarding Loughton or Challenger.

When traveling aboard Loughton, Challenger, and Uncle Oscar, Pelicans are guests. You are expected and required to behave respectfully and to appropriately represent Star Island to all others on board. Transport of alcohol, if allowed, must be discreet and disorderly conduct will not be tolerated.

### **Meals**

Meal times are 7:15-8:00, 11:30-12:30, and 5:30-6:30 in Pel Hall, the staff dining room. Each meal has vegetarian, non-vegetarian and vegan options. Some special needs can also be accommodated (gluten-free, for example) – talk to the Kitchies. If you need to miss a meal because of work, talk to your supervisor about how to get some food. Between mealtimes, there is always some food available in Pel Hall, such as PB&J and fruit.

There is a shared refrigerator space in Pel Hall for personal items. Make sure to put a name and date on everything.

## **Water**

Drinking and washing water are in short supply, necessitating guidelines for use. Showers are usually available three times a week if water supplies are sufficient.

## **Electricity**

The island generates its own electricity. Because of limited capacity and occasional voltage variations, electric appliances are discouraged. There are very few outlets in living quarters.

## **Laundry**

Work and personal clothes are cleaned in the island laundry.

All clothing (other than underwear and socks) should be marked in an obvious location with your last name - either directly on the item using a label or permanent laundry marker, or temporarily by pinning a label to each item.

## **Communications**

Cell phones should be used in private or discreet areas, away from conferees and other Pelicans.

Because of bandwidth restrictions, streaming is not permitted during Front Desk business hours.

You may receive mail and packages at the following address:

[Your Full Name]  
c/o Star Island Corporation  
30 Middle Street  
Portsmouth, NH 03801

Mail is delivered to your box in the Old Boiler Room (OBR). Any mail received in the office after your departure from the island will be forwarded for one week. We cannot forward packages or magazines. Mail received past then will be returned to sender.

## **Parking**

Bringing a car to Portsmouth for the summer is strongly discouraged because parking in the city is limited and expensive.

## **Massages**

On Sundays, Pelicans can sign up for reduced rate massage with the island's massage therapy program.

## **Guests**

Each Pelican may have a total of five guests visit overnight during the season at a special rate of \$50.00 per adult, per night for room and board. Sign up for your guests at the Front Desk as far in advance as possible because space is limited. Prior to arrival, check in with the Front Desk for boat procedures. When your guest arrives on the island, be sure to bring him/her to the Front Desk to pay on arrival.

Each guest must have a Pelican take responsibility for them. Your guest can only sleep in Pelican quarters with prior approval, and cannot be entertained in work areas. However, you may take them to the Pelican recreation rooms with you. All Pel guests eat meals downstairs with the Pelican staff. They are expected to follow all Pelican regulations and honor established quiet hours, and you will be held responsible for the behavior of your guest.



Staff guests may not participate in conference activities.

**Pelican Club**

Each year the Pelicans organize themselves into the Pelican Club. Among its purposes are coordinating special activities, serving as a link with management, and seeking to improve the quality of Pelican life.

## Things to bring to Star

- Work clothes
- General clothing and personal toiletries
- Flashlight
- Blankets, sleeping bag or a heavy quilt
- Pillow (for those who want more than one)
- Sneakers – 2 pair
- Foul weather gear and rubber boots
- Halloween costume, dress-up clothes and a nice outfit for the Pelican Banquet - Pels celebrate many of the yearly holidays on island over the course of the summer such as Christmas, Halloween, and Valentines Day.
- Sports gear – baseball glove, tennis racquet, etc.
- Sheet music and instruments for weekly Pel (variety) shows.

### **Please pack accordingly, using the following tips:**

- Use several small bags instead of one or two large bags. Smaller bags are easier to transport. Remember, other Pels will be lifting and moving your bags.
- Use bags made of sturdy, and if possible, waterproof materials. **Do not** use garbage bags as they tear easily and could be confused for waste and thrown out.
- All bags should close securely and be marked clearly with your name.

## *Things not to bring*

- Appliances with heating elements (curling iron, clothes iron, hot pot)
- High Wattage Appliances (TV, desktop computer, refrigerator)
- Firearms and fireworks

## **Work Clothing Requirements**

Remember that as employees of a conference center, you want to appear as professional as possible. Please dress appropriately, given your position. Bring at least three sets of work clothes.

*\*Food Safety and Sanitation: Hair must be constrained by a hat or head wrap while in any food service area. Facial hair should be short and controlled or a protective device must be worn. Jewelry and watches on the hands and wrist are not allowed during food prep or dishwashing.*

### **Conference Services, Front Desk and Bellhop Crew**

Professional looking dress pants, skirts or dresses, and shoes that are safe to run in. Bring clothes that look professional but do not inhibit your ability to move equipment, clean, and respond to emergencies. Rainwear is essential, including boots.

### **Housekeeping**

Clothes and footwear that look professional but are comfortable and you don't mind possibly getting dirty. This position is very active and you will need to be able to walk across the island, sometimes carrying things, and be bending and lifting often. Please dress to accommodate that.

### **Snack Bar/Grill**

Short-sleeved or long-sleeve shirts (no sleeveless) and full length pants required. Non-slip shoes recommended. Long hair must be pulled back. Aprons will be supplied.

### **Waitrae**

Black pants or skirts with black shirts, neat, non-slip on shoes without heels. Skirts should be no shorter than mid-thigh length and both pants and skirts should not be made denim. Shirts should be collared, buttoned with long or short sleeves, but not sleeveless. Aprons will be supplied.

### **Kitchen Crew**

Chef's pants, white t-shirts, sturdy shoes with closed toe and heel and oil resistant/non-slip soles, and a hat or head scarf. Aprons will be supplied.

### **Bakery**

Long pants and shirts that cover the shoulder. Sturdy shoes with closed toe and heels and oil resistant/non-slip soles and hat or a head scarf. Aprons will be supplied.

### **Maintenance, Paint, Carpentry, Water Quality Apprentice, Sustainable Systems Coordinator, and Environmental Services Interns**

Work clothing and work gloves. Short-sleeved shirts for hot days and sweatshirts and jackets for cooler weather are recommended. Complete foul-weather gear, rubber boots and heavy-duty work shoes with steel toes are strongly recommended.

### **Truck/ Waterfront Crew**

Work clothing and work gloves. Short-sleeved shirts for hot days and sweatshirts and jackets for cooler weather are recommended. Complete foul-weather gear, rubber boots and heavy-duty work shoes with steel toes are strongly recommended. Truck Crew members are *required* to wear steel toed boots. Red lifeguard bathing suits and sweatshirts are required for shifts on the waterfront and should be purchased in advance of arrival.

### **Rounders**

As the nature of the Rounder's job is to fill in on other crews as needed, all Rounders should bring clothing appropriate to wear while working with each of the other crews on island.