

Island Living 2020



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 is **safe, cooperative, and respectful**. 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 our magical island.

A handwritten signature in black ink, appearing to read 'Joe Watts', with a large, sweeping flourish that extends upwards and to the right.

Joe Watts
Chief Executive Officer

Living and Working on Star Island

“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.

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 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 by observing the following:

- Not playing 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?

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:

- Island Minister Sophia Lyons
- Community Health Advocate Sarah Whalen, BSN, RN
- Members of the Pelican Community Action Team
- Pels-At-Large and Pel Chaplain – elected positions on Pel Council

Guidelines and Regulations

The special experience of living in the Star Island community requires 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. 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 community space cleaning duty throughout the summer.

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 in these spaces must be kept at a minimum.

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 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 Island Administrator prior to leaving for the season.

A "Stop Payment" fee of \$30.00 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.)

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 staff must be on duty.

Scuba Diving

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

Rowboats/Kayaks

You may use rowboats and kayaks until sunset, only if guests are not using them. The lifeguard'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 (even in the summer, the evenings can get cold.)

Please fill out a housing survey to let us know your distinct housing preferences. These preferences will be taken into account when making 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 process and to complete your housing requests. If you are unsure of what to request please feel free to email office@starisland.org and we will try to answer your questions.

The housing survey can be completed at the following link:
<https://www.surveymonkey.com/r/2020Pelhousingurvey>
Please complete the survey **by May 1, 2020.**

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 Lughton, Challenger, Hurricane, or Utopia out of Portsmouth and on some runs on 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 Lughton, Challenger or Uncle Oscar.

When traveling aboard Lughton, 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.

When traveling aboard the Hurricane and Utopia, please remember these are work boats. Be mindful of being in the way of the working crew and offer to lend a hand loading/unloading the boat, if you choose.

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 gluten free, vegetarian and vegan options. Some special needs can also be accommodated – 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 cereal, 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.

It's recommended that all clothing be marked in an obvious location with your last name.

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. If you decide to bring a car, it is possible to purchase parking passes at the Portsmouth city parking garages and at Rye Harbor.

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 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
- Blankets, sleeping bag or a heavy quilt
- Sneakers
- Foul weather gear and rain 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 musical 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

As employees of a conference center, you are expected to appear as professional as possible.

**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, Bellhop Crew and Night 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 shoes without heels. Skirts should be no shorter than mid-thigh length and both pants and skirts should not be made of denim. Shirts should be collared, buttoned with long or short sleeves, but not sleeveless. Aprons will be supplied.

Kitchen Crew & Bakery

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.

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.