

Island Living

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 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.

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 other employees to provide all of the work needed to support our conferences each week. 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 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 Medical Staff- fas@starisland.org
- Island Minister Rev. Christana Wille McKnight, cmcknight@starisland.org
- 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. You will be charged for any damage to your room.

Fire Safety Guidelines for Pelican Rooms

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

- Only 50% of the wall space 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 staff member's 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

Our health and safety protocols are always a top priority.

Quiet Hours

Employees, staff, and guests at Star Island live closely together. 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.

Work Related

Days off

Pelicans are required to take one day off per week. The type of job will dictate which days a person has off and whether it is possible to take off two consecutive days. Changeover days (generally Sundays) 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. Evaluations, along with other appraisal sources, are used in the rehiring process.

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 & Sick Leave

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 or Office Manager 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 living on the 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, staff members 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.

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.

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 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 employees are 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).

Boats

Staff may travel for free aboard most runs on the Thomas Loughton, Almeda, or Shining Star out of Portsmouth, and on the Uncle Oscar out of Rye.

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.

When traveling aboard the Almeda or Shining Star, please remember it is a work boat. Be mindful of being in the way of the working crew and offer to lend a hand loading/unloading the boat if you choose.

Once it's available for the season, the Star Island boat schedule may be found [here](#).

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 and Rye throughout the summer, as the schedule is live and subject to change.

Pelicans MUST sign up for any and all boats through the Front Desk by 7PM the evening before boarding. ***Some boat runs have a limited number of seats available to employees, 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 email, which you may be asked to present when boarding Laighton, Challenger, or Uncle Oscar.

Days Off

Pels get one day off/week, and they are free to spend this time on or off island.

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 Kitchen staff. 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.

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 mailbox 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.

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
- Warm clothes –evenings can get chilly, so it's important to be prepared by bringing a variety of clothing.
- 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 Valentine's 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, 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 able to bend and lift often. Please dress to accommodate that.

Snack Bar/Grill

Short-sleeved or long-sleeved 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, t-shirts, sturdy shoes with a closed toe and heel, and oil resistant/non-slip soles, and a hat or head scarf. Aprons will be supplied.

Maintenance, Water Quality Apprentice, Sustainable Systems Coordinator,
Environmental Services Assistant, Gardener/Groundskeeper

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. Closed-toed shoes required in the wastewater/water labs.

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 is recommended. Truck Crew members are **required** to wear safety or steel-toed boots. Red lifeguard bathing suits and sweatshirts are required for shifts on the waterfront and should be purchased in advance of arrival. Closed-toed shoes required when docking any boat (and safety toe required if off-loading freight.)

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.