Define your Season: Unemployment Compensation – Labor Dept Form FX-25

Youth camps are classified as “Seasonal Industries” under the State of Maine Unemployment Compensation Law. The “Season” is set by the camp and must be less than 26 weeks in order to maintain the “Seasonal” classification. Seasonality affects your unemployment tax liability on wages for employees eligible for unemployment benefits. See the section below for which classes of employees are NOT eligible. Camps are required to list the beginning and ending day of their season on the Maine Department of Labor’s form FX-25. The State Unemployment office sends these out annually in the fall, and it is important to fill this out to protect yourself as a seasonal employer from unemployment claims. If you don’t get a form and you are seasonal, you should contact the Department at (207) 621-5127. FX-25 is not downloadable on the web; you must establish an account. The employment season is not the same as the camper season. FX-25 dates define your employment season and thus the dates should be the same as on the employment contracts for your seasonal employees eligible for Unemployment Compensation. Here is how this relates to unemployment claims: If eligible seasonal employees’ employment ends on the end date you entered on your FX-25 and they then file for unemployment, they may be entitled to benefits, but the benefits will NOT be charged to your camp's account (since their unemployment is after the end of your season). If their employment ends before the date you entered on your FX-25 (during your season), they may be entitled to benefits and in that case the benefits WOULD be chargeable to your camp's unemployment account unless the employee has worked for you five weeks or less. (However, if you are a non-profit camp who has elected to pay unemployment benefits in lieu of contributions, you may be required to pay unemployment benefits to an employee whose unemployment period is outside of your season.) Check with your camp attorney for more information.

Full-Time Students Are Not Eligible for Unemployment Compensation

Because full-time students are not eligible for unemployment compensation, there is no requirement to pay Federal unemployment taxes (FUTA) or Maine unemployment taxes (SUTA) on the wages for services performed by a student if the service is performed in the employ of the camp for less than 13 calendar weeks in the calendar year and:

□ The camp did not operate for more than seven months in the calendar year and,
□ The camp did not operate for more than seven months in the preceding calendar year or
□ The average gross receipts for the camp for any six months in the preceding calendar year were not more than 33-1/3 percent of its average gross receipts for the other six months in the preceding calendar year.
MSC Members Bulletin cont.

**Full-time student is defined as**—
- An individual who is enrolled as a full-time student at an educational institution or,
- Is between academic years or terms if the individual was enrolled as a full-time student at an educational institution for the immediately preceding academic year or term and there is a reasonable assurance that the individual will be so enrolled for the immediately succeeding academic year or term.

**Hiring Reminders**

- **Maine New Hire Reporting:** Maine employers are required to report information about newly hired or rehired employees to the Maine Department of Health and Human Services, Maine Child Support: Division of Support & Recovery (DSER). The purpose is to enable the DSER to obtain or enforce orders against persons who have failed to pay required child support. The report is due within 7 days of each hire or rehire and must include a specific list of information for any employee who receives a W-2 form and any independent contractor who will be paid $2,500 or more in a year. Failure to file a report subjects the employer to a civil penalty of up to $200 per month for each violation.
  For more information go to: [https://www.maine.gov/dhhs/ofdser/employer/faq.html](https://www.maine.gov/dhhs/ofdser/employer/faq.html)
  To report new employees go to: [https://portal.maine.gov/newhire](https://portal.maine.gov/newhire)
- **Pre-offer stage:** Before an employment offer, it is not allowed to inquire about medical conditions and disabilities. It is permissible to ask about the ability to do the job. This assumes the job description covers job requirements in quantifiable terms (ie. “can lift at least 30 pounds”).
- **Job requirements** must be consistently advertised to the public and to in-house candidates.
- **Conditional offer stage:** With an offer, disabilities relative to a specific job can be discussed. You must ask the exact same questions of every applicant. Avoid questions on marital status, organizations to which the applicant belongs, etc.
Employment “contracts” vs. employment at will: Be clear that all employment is “at will,” which means you can dismiss at any time without cause. It is recommended to confirm in a letter or employee manual, using this or similar language: “Please understand employment is at will. The position can be terminated by either of us without notice.” For key positions, you may wish to require the employee gives you notice before quitting so you don’t get stuck with an important position being vacant in mid-season with no notice. To be “at will” you must give the employee the same notice to terminate. So if you require an employee to give you two weeks’ notice to quit you must give two weeks’ notice to terminate.

Maine resource on allowed hiring questions: http://www.maine.gov/mhrc/guidance/pre-employment_inquiry_guide.htm

Pay Period Requirement & Counselor Exception
Any employee who is NOT a counselor, junior counselor or counselor-in-training or otherwise exempt as described below under “Minimum Wage” must be paid at least the current hourly minimum wage rate. Typically at a camp this includes kitchen, maintenance, laundry and office staff. ALL EMPLOYEES are required to be paid at least every sixteen days. There is a Maine Department of Labor EXCEPTION for camp counselors and junior counselors only which states:

- The camp must prorate the lump sum offered in the contract by at least every sixteen days for the season and establish a regular payday.
- All required deductions must be computed by pay period.
- Counselors and junior counselors must be permitted to draw up to the full amount of each net amount due on each payday or can allow the amount to be held until requested and must clearly understand that they have this option.
- Employees will be provided with a statement each date wages are due indicating the date of the pay period, gross amount, itemized deductions and net amount due. These steps eliminate the problem of having unsecured paychecks around camp until the counselor can get to the bank, and also allow counselors to wait to draw their total wages at the end of the season if they prefer.

Maine Minimum Wage still $7.50/hr – Counselor Exemptions
All hourly employees in Maine must be paid minimum wage, with an exemption only for camp counselors. Current Maine minimum wage is $7.50 per hour. The exemption from minimum wage and overtime pay for counseling staff is:

1. “Those employees who are counselors or junior counselors or counselors-in-training at licensed summer camps; (includes both resident & day camp counselors).
2. Employees who are under the age of 18 and who are employees of summer camps and similar seasonal recreation programs not requiring such licensure operated as or by non-profit organizations (corporations or associations existing under the provisions of Title 13, Part 2”).

Approved rate of compensation for room & board
The state of Maine allows $75 per week for room and board in shared lodging and $90 per week for room and board in single occupancy lodging.

Rest Breaks for Hourly Wage earners
Maine law requires hourly wage employees, (includes all employees required to be paid minimum wage), to have an unpaid 30 consecutive minute rest break after 6 consecutive hours of work. This law does not apply if fewer than 3 people are on duty and the nature of the work done by the employees allows them frequent breaks during their work day. A meal time lasting at least 30 consecutive minutes counts as a rest break. An employee and employer may negotiate for more or fewer breaks, but both must agree (this should be put in writing). No coffee, bathroom, or smoking breaks are required, but may be offered or negotiated.

Harassment – Sexual and other
Staff training to prevent harassment should be provided each season. It is illegal for one employee to harass another as well as for a supervisor to harass an employee. The principal of harassment is “unwelcome conduct between persons.” In cases of harassment by a supervisor, the employer may be responsible, even if he/she doesn’t know it is going on. Harassment can encompass lewd or derogatory jokes, swearing, unwanted advances, touching, displaying sexual materials, racial/ethnic remarks and the like. Staff should be trained about harassment and steps to take if they believe they are a victim.

- Once harassment has been reported (or is observed), the camp has to address and resolve the issue.
- A staff person can bypass the employer and go directly to the Maine Human Rights Commission.
- The best protection is training.


Maine’s own Jack Erler teaches a broad range of laws including sexual harassment, which camp counselors
Termination Concerns
Discrimination against an employee based on race, color, sex (including pregnancy and medical conditions which result from pregnancy), sexual orientation (including gender identity), physical or mental disability, religion, age, ancestry or national origin is illegal in Maine. The major concern for an employer is that termination can result in a lawsuit alleging such discrimination by an employer against the employee. This is just a brief reminder of some key termination considerations.

- You should always have another person in the room during a termination interview.
- Spoken comments are the ones usually remembered, so choose words carefully.
- Be direct about reasons for the termination. Lawyers state it is good to let the employee respond and vent feelings, as there are fewer lawsuits when employees are given the chance to talk about the termination and express themselves.
- Keep signed notes on incidents leading up to the termination and about the termination interview; these are part of the personnel file and an employee can request to view their file. The employee may be asked to initial these items and note if they do not agree with the termination. Even if they do not sign the notes, they are still valid documents in the personnel file.
- Re: annual seasonal breaks in service: Past year’s performance issues in addition to current year issues can be used for a current termination. Seasonal employees don’t get to start fresh every season.
- Consider asking the terminated employee to sign a waiver of any claim against the camp if you intend to pay the employee more than wages due at the date of termination. All claim waivers should be reviewed with your attorney before they are used in an employment termination.

IMMIGRATION LAW FOR ALL STAFF HIRES
Forms: Immigration Law requires an I-9 form on each employee you hire, verifying their identity. The government advises you to keep these forms for at least 3 years. Forms can be downloaded at http://www.immigrationdirect.com/uscisforms/forms/i-9.jsp?

OTHER EMPLOYER ISSUES
CRIMINAL BACKGROUND CHECKS
Since 2008, there have been requirements in the Maine Camp Licensing Rules requiring you to determine if an employee has a sexual criminal history. These are spelled out in State Rules, Chapter 208 6.A.3 a-b, which follow.

ACA accreditation also requires a check of the National Sex Offender Public Registry: http://www.nsopw.gov. Many camps routinely conduct third-party background checks as a basic screening tool. The state considers non-compliance with rule 6.A.3 to be a critical violation. The law states:

6.A.3. Precautions shall be taken to avoid the employment or volunteer selection of persons who have been convicted of a sexual offense.

6.A.3.a. Such precautions shall include the use of a written employment application form that requires the applicant to provide the following: (1) Name, address, telephone number; (2) employment history; (3) name and address of three references; (4) sexual criminal history; and (5) permission for a background check. For the purpose of meeting this requirement the collection of Social Security numbers must be on a voluntary basis.

6.A.3.b. Prior to hiring any employee, or selecting any volunteer, the youth camp should” (1) review the employment application, (2) check references, (3) interview the applicant, and (4) review the National Sex Offender Public Registry of the US Department of Justice or other relevant available public record information.

THIRD PARTY BACKGROUND CHECK OPTION:
If you use a “consumer reporting agency” such as Intellicorp or CampMinder to do a background check on applicants for employment, you are subject to the Federal (and Maine) Fair Credit Reporting Act: (“FCRA”). It requires you to give notification to each applicant for employment of your intention to use a consumer reporting agency to do a background check on the applicant, and requires you to obtain the applicant’s written authorization to do so. The notice must be a stand-alone document and can include the authorization given by the applicant. An electronic signature provision can satisfy the “in writing” requirement.

The consumer reporting agency will require you to certify that you have notified the applicant, received her/his authorization, that you will take the required action described below if you decide to not hire the applicant based on the information in the agency’s report, and that you will not use the information for any illegal purpose.

Prior to taking an “adverse action,” such as deciding not to hire based on the report, you must provide the applicant with a copy of the report and a “Notice of the Consumer’s Rights under FCRA”. The consumer reporting agency must provide you with a copy of this notice, which you can send to the applicant. It should also be able to provide you with a form notice as described above.
REMINDER: OSHA REPORTING REQUIREMENT

The Occupational Safety and Health Act requires certain employers to maintain records of work-related illnesses and injuries. Camps are among the employers who must comply. The required record-keeping log, Form 300, can be accessed online at http://www.osha.gov/recordkeeping/new-osha300form1-1-04.pdf. A booklet that includes the forms and describes your requirements can be downloaded. In addition, you must complete the summary form, Form 300A, even if no injuries or illnesses occurred during the year. This summary must be posted at your work site between February and April of each year. To meet the intent of the law, you could post the summary during your camp season. Employees, former employees and their representatives have the right to review the OSHA Form 300 in its entirety.

INSURANCE COVERAGE REQUIREMENTS

Employers with less than 50 employees are not required to provide coverage to their employees; beginning on 1/1/15 employers with more than 50 employees will be required to offer a health plan to their employees and the employee’s dependents up to age 26.

Seasonal employees working less than four months (120 days) do not need to be included for the calculation towards the determination if an employer has 51 employees which would label them as a large employer and then be required to comply with the employer mandate on 1/1/15.
Maine Staff Trainings – 2016
Compiled by Maine Summer Camps for our Members

**Lifeguard Training and Water Safety**

*ARC=American Red Cross Trainings

**Acadia Leadership Inst. at Camp Beech Cliff-Mt. Desert**

- June 6-10: YMCA Lifeguard Training; $300 + $100 bunk lodging
- June 20-24: YMCA Lifeguard Training; $300 + $60 camping

Owen Cassidy, owen@campbeechcliff.org; www.acadialeadershipinstitute.org

**Alfond Youth Center - Waterville, ME**

- March 11, (eve) & March 12, 13 (all day): Lifeguard Instructor; $250.00
- April 16,17,23,24 ARC OR April 18-21 OR June 4, 5, 11, 12: Lifeguard Training; $250.00
- May 14, 15, 21, 22: ARC Water Safety Instructor; $250.00
- May 24 OR June 2: ARC Basic Water Rescue; $35.00

Lore Wing: lwing@alfondyouthcenter.org for class notification

**Camp Manitou - Oakland, ME**

- June 6 - 9: ARC Water Safety Instructors; $370 w/lodging if necessary
  - [http://tinyurl.com/manitoutraining2016](http://tinyurl.com/manitoutraining2016) or dave@campmanitou.com

**Pilgrim Lodge - West Gardiner, ME**

- June 17-19: Lifeguard Training; $400
  - [http://www.pilgrimlodge.org/pages/registrationinfo.html](http://www.pilgrimlodge.org/pages/registrationinfo.html) or 207.724.3200

**City of Portland Recreation – Portland, ME**

- May 14 OR 15  OR 21: Lifeguard Training; $200 Portland resident; $215 non-resident plus $60 course materials plus $35 Red Cross Registration
- May 16, 17, 18, 19, 21, 23, 24, 25: Water Safety Instructor Training; $302 Portland resident; $332 non-resident plus (pick one date) $50 course materials plus $35 Red Cross Registration
  - [http://www.portlandmaine.gov/DocumentCenter/Home/View/1990 or clepage@portlandmaine.gov](http://www.portlandmaine.gov/DocumentCenter/Home/View/1990 or clepage@portlandmaine.gov)

**Camp Wildwood – Bridgton, ME**

- June 13-17: ARC Lifeguard Training; $300 includes lunch
  - campwildwood@campwildwood.com 207.647.8864

**Camp Winona – Bridgton, ME**

- June 5-9: ARC Water Safety Instructor; $350 commuter; $415 resident
- June 5-10: ARC Lifeguard Instructor; $350 commuter $425 resident
- June 19-20: ARC Lifeguard with Waterfront Module Review/Update; $160 resident
  - information@winonacamps.com; www.winonacamps.com; 207.647.3721

**University of Maine – Farmington, ME**

- April 8 & 9 OR May 16 & 17 OR May 23 & 24: Lifeguard Review w/Waterfront; $27 plus $130 FRC members; $160 non-members
- April 2, 9 & 10 OR May 15, 21, 22: Lifeguard Training w/Waterfront; $200 UMF Students & Members; $240 non-members
- May 31, June 1 & 2: Lifeguard Instructor Course; $35 + $240 FRC members, $300 non-members
- June 14-17 OR June 11, 12, 18, 19: Lifeguard Training w/Waterfront; $200-UMF Students & Members; $240-non-members
- June 3-7: Lifeguard Instructor Course; $35 + $240 FRC members, $300 non-members
- May 16-20 OR June 14-18: Water Safety Instructor; $335 FRC members; $395 non-members

Housing available. Details: [frc.umf.maine.edu](http://frc.umf.maine.edu)

**Wyonegonic Camps – Denmark, ME**

- June 7-10 OR June 12-15 OR June 17-20 OR June 21-22 OR June 11-15: ARC Lifeguarding w/Waterfront module; $385 w/room and board
- June 14-17 OR June 11, 12, 18, 19: ARC Lifeguarding w/Waterfront; $385 w/room and board
- June 11-15: ARC Water Safety Instructor and FIT; $415
  - [http://wyonegonic.com/staff/certification-trainings/](http://wyonegonic.com/staff/certification-trainings/) or training@wyonegonic.com

**YWCA of Central Maine – Lewiston, ME**

- April 17-18: ARC Recertification Lifeguard and CPR/AED for currently certified. $125 Y members; $150 non-members
- April 20-22 OR May 8-9, 15-17 OR May 31: ARC Lifeguard Training
  - June 6: Basic Water Rescue
  - June 8-11 OR June 16-19: ARC Water Safety Instructor with online pre-reg module-$35 plus $300 Y members; $320 non-members
  - [www.ywcamaine.org](http://www.ywcamaine.org) or 207.795.4050

6 Maine Summer Camps mainecamps.org
YWCA Camp of Maine - Winthrop, ME
June 13-14 Waterfront Lifeguard Training; $250
June 13-14 Waterfront Lifeguard Re-Certification; $175
info@maineycamp.org 207.395.4200

First Aid
Acadia Leadership Inst. at Camp Beech Cliff-Mt. Desert
June 13-14 SOLO Urban First Aid w/CPR; $110
Owen Cassidy, owen@campbeechcliff.org; www.acadialeadershipinstitute.org

University of Maine – Farmington, ME
May 6 OR First Aid-Adult and Pediatric/CPR/AED
May 10&12 OR $50 UMF students, $60 FRC members,
June 20 OR $72 non-members
June 25
Housing available. Details: frc.umf.maine.edu

Wyonegonic Camps – Denmark, ME
Dates TBD First Aid-Adult and Pediatric/CPR/AED; $65
http://wyonegonic.com/staff/certification-trainings/ or trainings@wyonegonic.com

Pottery & Ceramics
Portland Pottery Studio – Portland, ME
June 11 OR 18 Pottery and Ceramics Counselor Training; $75 w/lunch. 207.772.4334
Karen@portlandpottery.com

Ropes
Acadia Mountain Guides - Various Sites in Maine
May 27-29 PCIA Top Rope Climbing Instructor Course - Bar Harbor; $395
PCIA Single Pitch Climbing Instructor Course - Bar Harbor; $495
PCIA TRCI & SPI Exam Bar Harbor; $195
Instructor: Jon Tierney, 207.866.7562
climb@acadiamountainguides.com

Camp Susan Curtis - Stoneham, ME
June 9-11 High 5 Adventure Basics-Initiatives, low and high ropes; $250 w/lodging and meals
tmulks@susancurtisfoundation.org or 207.774.1552

Camp Manitou - Oakland, ME
June 13-14 Ropes (high and low) with climbing tower - $465 (with lodging if necessary)
http://tinyurl.com/manitoutraining2016 or dave@campmanitou.com,

Wyonegonic Camps – Denmark, ME
June 3-6 High Ropes Facilitator; $495 w/room and board
June 7-9 Low Ropes Facilitator; $335 w/room and board
June 3-9 Challenge Course Facilitator (both high and low); $695 w/room and board
June 10 Climbing Wall Facilitator; $85
http://wyonegonic.com/staff/certification-trainings/ or training@wyonegonic.com

Shooting Sports-Archery and Riflery
Acadia Leadership Inst. at Camp Beech Cliff - Mt. Desert, ME
June 11-12 USA Archery Level 1 Certification; $160 + $25/night bunk lodging
Owen Cassidy, owen@campbeechcliff.org ; www.acadialeadershipinstitute.org

Camp Kippewa- Monmouth, ME
June 11-12 Level 1 Archery Training; $150 w/lunch Room and Board; $25/night
steve@kippewa.com; 207.933.2993

Camp Manitou - Oakland, ME
June 13 Archery (level 1 certification) - $165 w/lodging if necessary
June 13-14 Rifle Instructor - Civilian Marksmanship Program; $175
http://tinyurl.com/manitoutraining2016 or dave@campmanitou.com,

Camp Winona – Bridgton, ME
June 11-13 Rifle Instructor-Civilian Marksmanship $170 commuter; $195 resident
information@winonacamps.com;
www.winonacamps.com; 207.647.3721

Wyonegonic Camps – Denmark, ME
June 14-15 OR Archery; $190 commuter; $205 residential
June 16-17
http://wyonegonic.com/staff/certification-trainings/ or training@wyonegonic.com

YWCA Camp of Maine - Winthrop, ME
June 19 Archery Certification Level 1; $170 inc.
June 19 Archery certification Level 2; $220
info@maineycamp.org 207.395.4200

Tennis
Wyonegonic Camps – Denmark, ME
Dates TBD Tennis Instructor Workshop
Email training@wyonegonic.com if interested
http://wyonegonic.com/contact-us/certification-trainings/

Trip Leader
Camp Jordan – Ellsworth, ME
June 21-25 Maine Youth Camp Trip Leader Cert.
Allagash River Guide Training; $250
JQuinn@bangory.org or 207.745.2949
**Camp Winona – Bridgton, ME**
June 17  State of Maine Trip Leader Safety; $60
information@winonacamps.com;
www.winonacamps.com; 207.647.3721

**Water Safety**

**Opening For The Season – Drinking**

**Water Safety**

Maine Rural Water Association (MRWA)-Richmond, ME
April 15  Revised Total Coliform Rule. Three
locations: Westbrook, Bethel, Ellsworth
http://www.event.com/events/terc-for-small-water-systems/event.
FREE sponsored by US EPA; www.mainerwa.org
207.737.4092

**Wyonegonic Camps – Denmark, ME**
June 3-6 OR  Level 1 Canoe Instructor w/intro to
canoing
June 10-13  $465 w/room and board
June 3-6 OR  Level 1 Canoe Instructor; $425 w/room
and June 10-13  board
June 8-10  Windsurfing Instructor Workshop w/intro
to windsurfing; $225 w/room and board
June 9-10  Windsurfing Instructor Workshop for
experienced windsurfers; $175 w/room
and board
http://wyonegonic.com/staff/certification-trainings/
or training@wyonegonic.com

**Camp Nashoba North - Raymond, ME**
June 18  Stand Up Paddleboard-Instructor Training;
$70; 2 sessions (am and pm)
nashobastaff@gmail.com or call Stacey at 978.486.8236
(untill May 20) or 207.655.7170

**Wilderness First Aid and First Responder**

Alfond Youth Center - Waterville, ME
Date TBD  CPR, FA, AED; $95.00
www.clubayc.org or 207.873.0684
Lore Wing: lwing@alfondyouthcenter.org for class
notification

**Acadia Mountain Guides - Various Sites in Maine**
April 22-23  Wilderness First Aid - Mahoosuc Guide
Service contact info@mahoosuc.com
$225; $265 w lodging
April 22-24  Wilderness First Responder / WEMT
Open Recert-Mahoosuc Guide Service
contact info@mahoosuc.com
June 4-5  Wilderness First Aid @ Maine Sport
Outfitters, Rockport, ME, contact
tim@mainesport.com
July 22-26  Wilderness First Responder @ Maine
Sport Outfitters, Gay Island, ME, contact
sponsor tim@mainesport.com
Instructor: Jon Tierney, 207.866.7562
climb@acadiamountainguides.com

**Camp Agawam - Raymond, ME**
June 11-12  SOLO Wilderness First Aid course and
Wilderness First Responder; WFA
commuter cost; $185. WFA resident cost;
$205; WFR recertification-add $15; AHA
Heartsaver CPR- add $35
Karen Malm 207.627.4780; mander@campagawam.org

**Watercraft**

*ARC = American Red Cross
*ACA= American Canoe Association

**Camp Winona – Bridgton, ME**
June 13-14  Safe Powerboating-NASBLA Approved;
$225 commuter; $250 resident
June 13-14 OR  US Sailing Counselors Course; $175
commuter;
June 15-16  $210 resident
June 17-19  Basic Water Rescue/Small Craft Safety
Basic/Instructor; $150 commuter; $190
resident
information@winonacamps.com; www.winonacamps.com ;
207.647.3721
Acadia Leadership Inst. at Camp Beech Cliff - Mt. Desert, ME
May 30-June 7  SOLO Wilderness First Responder; $675 + $150 bunk lodging
June 11-12  SOLO Wilderness First Aid; $175 + $40 CPR + $25/night bunk lodging
June 11  SOLO CPR (standalone); $40
Owen Cassidy, owen@campbeechcliff.org; www.acadialeadershipinstitute.org

Chewonki – Wiscasset - ME
June 1-4  Wilderness Advanced First Aid Course; $430, $560* with room and board
June 6-9  Wilderness First Responder Bridge; $430, $560* with room and board
June 1-9  Wilderness First Responder; $715, or $945* with full room and board

A $200 non-refundable deposit is due upon registration.
*Room and Board plus 9% MSST
http://www.chewonki.org/workshops/default.asp

Hurricane Island Center for Science and Leadership - Rockland
June 17-19  Wilderness First Aid; $450
June 19-26  Wilderness First Responder; $1200
August 6-11  Wilderness First Responder; $1050
Josie Gates, 207.557.0040, josie@hurricaneisland.net http://www.hurricaneisland.net/current-schedule/

Camp Tracy-Alfond Youth Center-YMCA- Oakland, ME
May 23-29  Wilderness First Responder; $700, $1000 w/room and board
www.camptracy.org or 207.873.0684

University of Farmington – Farmington, ME
April 16, 17, 23, 24  Wilderness First Aid (must hold Adult CPR/AED Cert.; $100 FRC members; $120 non-members

Camp Winnebago – Fayette, ME
June 13-14  Wilderness First Aid; $175 w/lodging
andy@campwinnebago.com or 207.767.1019

Camp Winona – Bridgton, ME
June 15-16 OR  Wilderness First Aid; $195 commuter; $215
June 18-19  resident
information@winonacamps.com; www.winonacamps.com; 207.647.3721

miscellaneous Camp Trainings
Camp Nashoba North - Raymond, ME
June 18  What All Horse Handlers Should Know with Dr. Judd, DVM; $70 (am session)
nashobastaff@gmail.com or call Stacey at 978.486.8236 (until May 20) or 207.655.7170

Camp Winona – Bridgton, ME
June 18  Trout Unlimited Summer on the Fly; FREE
information@winonacamps.com; www.winonacamps.com; 207.647.3721
BEST PRACTICES FROM THE AMERICAN CAMPING ASSOCIATION

For International Staff in American Camp Association Camps. The following “best practices” have been identified as those that directly contribute to the success of the cultural exchange experience for camps, staff, and the campers they serve. They also support the legal and regulatory obligations of the exchange visa program.

THE CAMP

Administrative Practices

Expected practices of directors:
• Understand that the purpose of the J-1 visa program is cultural exchange, and implement that philosophy.
• Understand and comply with the regulatory opportunities and limitations of the J-1 visa program.
• Establish a strong relationship with the sponsoring agency (or agencies) you have selected.
• Complete SEVIS validation for arriving staff promptly in accordance with sponsoring agency procedures.
• Assist international staff in obtaining a Social Security card.
• Provide appropriate wages and access to money owed. (Be aware that checks may be hard for international staff to cash. Offer help with that process!)
• Provide worker’s compensation insurance in accordance with state laws and regulations.
• Develop and implement a crisis plan to deal with the injury, arrest, or death of an international staff member.
• Develop and implement policies that include providing immediate notification to the sponsoring agency of any personnel action, including changes to location/site within the organization, or any emergency situation involving an international staff member.

Exemplary practices of directors:
• Feature cultural programming at camp.

Hiring Process

Expected practices of directors:
• Define and articulate why your camp wants to include international staff (other than to fill vacancies).
• Interview international applicants on the phone prior to hiring.
• Be thorough in evaluating candidates and selecting staff.
• Spend as much time on the hiring process as you would with American staff.
• Be forthright in matching candidates’ skills and interests with the camp’s staffing needs.
• Provide clear expectations of staff while at camp.

Exemplary practices of directors:
• Define and articulate how inclusion of international staff fits into your camp philosophy.
• Avoid stereotyping by demonstrating a willingness to hire staff from all countries and use them in all positions.

After Hiring – Prior to Camp

Expected practices of directors:
• Communicate with the staff member by phone or e-mail before they arrive at camp.
• Through regular post or e-mail, provide information such as policies, handbooks, organizational charts, maps, weather reports, lists of what to bring, camp website information, orientation/training schedules, job descriptions, camper profiles, rules and regulations, camp mission statement, time-off policies, transportation to-town options, e-mail address of a mentor/buddy, local attractions/local community info, etc.
• Present a realistic picture of the camp and establish expectations (i.e., help with understanding life in the community, sleeping accommodations, typical menus, etc.).

Exemplary practices of directors:
• Provide opportunities for networking with former international staff from their home country (e.g., share e-mail addresses of former camp staff).

Arrival and Pre-camp

Expected practices of directors:
• Provide comfortable and efficient transportation to camp from the orientation site.
• Welcome international staff upon arrival.
• Show sensitivity to time and cultural adjustments.
• Provide adequate housing that is welcoming and clean, including fresh linens and bedding.
• Provide additional orientation/training for international staff to help them with cultural adjustments.
• Make an active effort to integrate the entire staff into one group.
• Show sensitivity to language issues.
• Demonstrate in training an understanding of cultural differences (i.e., differences in hygiene, fashions, customs, etc.).
• Provide responsible education/orientation and training for understanding and competence.
• Show sensitivity to food issues, health/stamina issues, allergies, and cultural and religious practices (e.g., lactose intolerance, halal or kosher diet).
Exemplary practices of directors:
• Demonstrate an attitude of: “I care about you and want you to have a successful summer.”
• Provide training to American staff on the purpose of the J-1 visa program and how to create a successful international team.
• Utilize a contact/liaison on the camp staff who understands international issues.
• Develop a buddy/mentor system.

During the Summer
Expected practices of directors:
• Provide positive feedback and reinforcement.
• Continue to acknowledge and work with language differences.
• Help arrange transportation on time off.
• Continue to partner with the sponsoring agency on any problems or issues that arise.
• Show sensitivity to financial issues (e.g., cashing checks).
• Provide a secure place for storing important documents and other valuable items.
• Provide access to the Internet, e-mail, and a telephone.
• Treat all staff as adults; treat support staff the same as program staff.
• Have trained/competent supervisors.
• Create open lines of communication between the director and international staff.
• Demonstrate a commitment to working with international staff and an understanding of cultural differences.
• Provide ongoing training and support.
• Provide cultural programming as a part of the camp’s activities.
• Show sensitivity to health issues (i.e., access to doctors, dentists, medications, etc.).
• Encourage staff to obey the rules of the program and to return to their home country after the summer.
• Support the rules governing the J-1 program, which restricts switching staff between support and counseling roles.
• Develop a program of training and support to solve problems, using a fair termination policy as a last resort and after consultation with the sponsoring agency.
• Provide opportunities for out-of-camp recreational and/or touristic experiences.
• Make provisions for international staff to do their laundry.
• Provide equal access to camp activities and facilities to all staff members.
• Treat American and international staff equally, especially in number of hours required to work and adequate time off.
Exemplary practices of directors:
• Provide outstanding cultural programming.
• Provide international staff with access to food, drinks, and newspapers from their home country.
• Provide opportunities to show multi-national diversity at camp.

• Feature international staff and programming in camp media and marketing materials.
• Identify and work with local families or alumni to help integrate international staff into the local community.
• Provide international staff with equal access to key positions and leadership opportunities.
• Help with arranging transportation post-camp.

THE SPONSORING AGENCY
Expected practices of agencies:
• Understand, monitor, and comply with all issues, regulations, and requirements of the J-1 cultural exchange Camp Counselor and Summer Work Travel programs.
• Conduct thorough in-person interviews with every applicant using a suitable and qualified interviewer.
• Recruit applicants with a good level of English proficiency.
• Conduct thorough and in-depth pre-departure and/or arrival orientation.
• Provide twenty-four hour emergency support for applicants during their J-1 visa term.
• Provide camps with as much information as possible on applicants.
• Provide applicants with information about American culture as well as different types of camps, the nature of camp life, and working with children.
• Check references to ensure quality applicants are being accepted.
• Require participants to provide a criminal background check and provide help for this when necessary.
• Place participants in camps and positions best suited to their skills, interests, background, and experience.
Exemplary practices of agencies:
• Ensure that staff placed as camp counselors understand they will be working with children and are suitable candidates to do so.
• Encourage camps to hire participants from a variety of countries.
• Provide camps with information about participants’ countries of origin and cultural background.
• Educate camps on the best way to host international staff.
• Provide readily accessible and quality ongoing care, advice, and support for participants and camps during the summer, including camp visiting, monitoring, and collecting of feedback.
• Monitor and evaluate the quality of the experience provided to international staff by each camp and work with camps and participants to improve the overall program experience and level of agency service.

The article can be found: http://www.acacamps.org/sites/default/files/page_documents/publicpolicy/BestPractices-ForInternationalStaff.pdf
Required Employment Posters for Maine Businesses

Employers must display certain posters in the workplace where workers can see them. Business Answers can send you the following posters free of charge and many can be downloaded. Call 1-800-872-3838 or 207-624-9818 (in-state), 1-800-541-5872 (out-of-state). For more information about individual posters, call the agencies listed.

**State of Maine Required Posters** These 9 required posters are available as described above, or can be downloaded from: http://www.maine.gov/labor/posters/. For questions call the ME Dept of Labor: 207-623-7900
- Minimum Wage
- Child Labor Laws
- Regulation of Employment
- Occupational Safety and Health Regulations (for public sector workplaces only)
- Whistleblower’s Protection Act
- Video Display Terminal Poster
- Worker’s Compensation
- Sexual Harassment
- Maine Employment Security Act

There are a number of optional posters also available at this site.

**Federal Government Required Posters** 207-780-3344 (US Dept of Labor) Available by phone or by downloading from this site: http://www.dol.gov/oasam/programs/osdbru/sbrefa/poster/matrix.htm
- Job Safety & Health Protection
- Equal Employment Opportunity is the Law
- Fair Labor Standards Act – Federal Minimum Wage
- Employee Polygraph Protection Act
- Family and Medical Leave Act (for employers with 50 or more employees)
- Employee Rights Under Federal Labor Relations Laws

http://www.dol.gov/olms/regs/compliance/EO13496.htm

**Optional Posters**
- Equal Pay Poster (optional): Maine Department of Labor 207-623-7900
- Domestic Violence in the Workplace Poster (optional): Maine Department of Labor 207-623-7900

Posters available at: http://www.maine.gov/labor/posters/