

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 draw their total wages at the end of the season if they prefer.