0540.00 Summer Camp Guidelines

- Summer Camp Employees who are already an employee anywhere in the University System:
  - Salaried University Employees working at Summer Camps:
  - Hourly University Employees working at Summer Camps:
- Summer Camp Employees who are not otherwise employed anywhere in the University System:
  - Salaried employees at Summer Camps who don’t already work within the UMS:
  - Hourly Employees at Summer Camps who don’t already work within the UMS:

- Notes:
- Resources:

Summer Camp Employees who are already an employee anywhere in the University System:

**Salaried University Employees working at Summer Camps:**

- Employees who spend > 50% of their time in direct student instruction during the summer camp can be classified under the teaching exemption, do not have to track time and do not have any wage restrictions. Prior approval granted by HR and the General Counsel’s office is required BEFORE the start of camp
- Employees who do not qualify for the teaching exemption and are earning over $684 per week can continue to receive a lump sum paid out on the monthly payroll if they otherwise pass the FLSA exempt duties test
- Employees who do not qualify for the teaching exemption and earn less than $684 per week during the summer camp (regardless of amount of pay during the year) cannot be paid a lump sum regardless of duties, will need to be assigned an hourly rate, track their hours and be eligible for overtime. This hourly rate must be at or above state or city minimum wage

**Payroll Process:**

- Additional Pay - Salaried Form can be completed and submitted for additional compensation

**Hourly University Employees working at Summer Camps:**

- These employees are required to track their hours in MaineStreet on their Timesheet. The hourly rate must be at or above state or city minimum wage

**Payroll Process:**

- Temporary Summer Camp Form must be submitted whereby payroll will set up a secondary, temporary, hourly position where employee must submit hours worked via MaineStreet Timesheet
  - New employees will be sent an email notification that will include Employee time entry training materials as well as direct deposit and tax withholding guides for Employee Self-Service.
    - Supervisor/Time Approver must be identified & provided training materials if new to role

Summer Camp Employees who are not otherwise employed anywhere in the University System:

**Salaried employees at Summer Camps who don’t already work within the UMS:**

- Employees who spend > 50% of their time in direct student instruction during the summer camp can be classified under the teaching exemption, do not have to track time and do not have any wage restrictions. Prior approval granted by HR and the General Counsel’s office is required BEFORE the start of camp
- Employees who do not qualify for the teaching exemption and are earning over $684 per week can continue to receive a lump sum paid out on the monthly payroll if they otherwise pass the FLSA exempt duties test
- Employees who do not qualify for the teaching exemption and earn less than $684 per week cannot be paid a lump sum, regardless of duties, will need to be assigned an hourly rate, track their hours and be eligible for overtime. This hourly rate must be at or above state or city minimum wage

**Payroll Process:**

- Completed I-9 Form
- Temporary Summer Camp Form must be submitted whereby payroll will set up a temporary job that will be paid lump sums on the biweekly payroll.

**Hourly Employees at Summer Camps who don’t already work within the UMS:**

- These employees are required to track their hours and need to have a job row set up in Payroll. This hourly rate must be at or above state or city minimum wage

**Payroll Process:**

- Completed I-9 Form
• Temporary Summer Camp Form must be submitted whereby payroll will set up a temporary, hourly position where employee must submit hours worked via MaineStreet Timesheet
  ◦ New employees will be sent an email notification that will include
    ◦ Employee time entry training materials as well as direct deposit and tax withholding guides for Employee Self-Service.
    ◦ Supervisor/Time Approver must be identified & provided training materials if new to role

Notes:
• This applies to all summer camps run by the University of Maine System on a campus location.
• Overnight camp counselors who are paid hourly must be paid for at least 16 hours in a day. 8 hours can be considered sleeping time and unpaid, but if interrupted, must be paid for the additional time worked.
• Student summer camp employees must follow normal student employment process.
• Alternate Payroll Process: In lieu of the Temporary Summer Camp Form submitted per individual, a spreadsheet may be provided to payroll

Alternate Payroll Process - Spreadsheet
The spreadsheet does not replace the need for the Form I-9. I-9 Forms must also be sent to Payroll, if required.

Resources:
• Forms: https://sites.google.com/a/maine.edu/ums-hr-support/human-resources-support/human-resources
• Time Entry Training & Supervisor Approval Guides: https://sites.google.com/a/maine.edu/ums-hr-support/manager-self-service-topics