



STEWARDS
INDIVIDUAL PLACEMENTS
A program of Conservation Legacy

AMERICORPS SUPERVISOR ORIENTATION

Key talking points



1. Supervisor Expectations
2. AmeriCorps Overview
3. Prohibited Activities
4. AmeriCorps Expectations
5. Planned Time Off
6. Timesheet Approval
7. Risk Management
8. Member Enrollment
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SUPERVISOR EXPECTATIONS

Mentoring & Supervision

- Provide mentorship & support member development
- Provide an inclusive and supportive work environment
- Provide training and constructive feedback



Administrative

- Set aside enough time for your member to review the Stewards Orientation materials during their first week
- Submit requested paperwork in a timely manner (I9, Evaluations, etc.)
- **Approve timesheets on time**
- Communicate if you have questions, concerns, or changes to the position
- Ensure member meets minimum AmeriCorps hour requirement

WHAT IS AMERICORPS?

- National and Community Service Program
- Many branches of service (NCCC, VISTA, Senior Corps)
- Provides the member with their Segal Education Award
- Mission: To improve lives, strengthen communities, and foster civic engagement through service and volunteering.



AmeriCorps

PROHIBITED ACTIVITIES



Members are expressly prohibited from:

- Selling or soliciting within any building for which they are serving
- Endorsing in an official capacity products or processes of commercial firms
- Use of government for any personal use
- Accepting gifts, loans, or gratuitous services for doing or not doing their service properly
- Having direct or indirect financial interest that conflicts with their participation

AmeriCorps Service Agreement: Important Nondisplacement Excerpt:

A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any

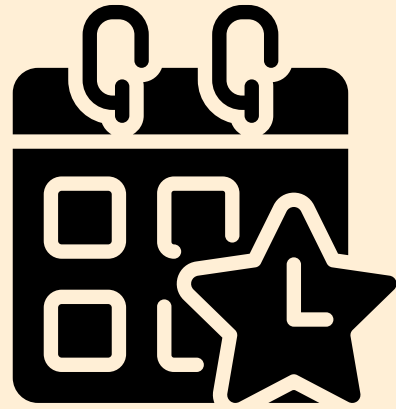
- Presently employed worker
- Employee who recently resigned or was discharged
- Employee who is on leave (terminal, temporary, vacation, emergency, or sick)

AMERICORPS EXPECTATIONS



- Members are expected to work a 35-40 hour work week & are not authorized to work overtime
- Members successfully complete the program when:
 - a. Service hours meet or exceed the minimum amount
 - b. They work the full duration of their term (i.e. through to their last day)
 - c. All reports and final tasks have been completed by member
 - d. All requested evaluations (Midterm, Final & Program) have been returned by you

IMPORTANT! *If a member leaves or is dismissed before the end date listed on their AmeriCorps Service Agreement you must alert us immediately & understand they may forfeit the entire Education Award.*



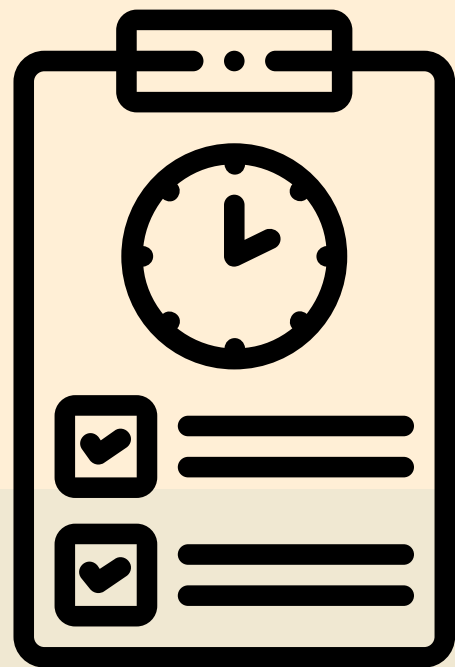
PLANNED TIME OFF (PTO)

- Please follow your organization's protocol for approving time off and ensure that you build in time off for your member(s)
- Days off do not affect their regular pay
- Days off DO NOT count towards AmeriCorps Service Hours.
 - When approving, you must ensure their time off will not hinder their ability to achieve the minimum hour requirement.

RECORDING TIME OFF

- Members must write a zero in their timesheet on days off & record "PTO" in the day's description for tracking purposes.
- Reference chart below for a general outline for how many PTO hours a member can use without falling behind on AmeriCorps hours.
- Guidance document on how to review and approve timesheets and record PTO is included in provided online resources.
- Time off amounts vary by position and length of service, please contact your Program Coordinator or refer to position-specific materials to confirm.

The Conservation Legacy Community Portal is where you will approve member timesheets for payroll and ensure they have served the appropriate amount of hours to receive their Education Award.



Timesheet Approval

Login and Timesheets:

- When your member starts, you'll receive an email from Conservation Legacy that will provide your username and a link to set up your password.
 - **Note: This link is only live for 24-hours** after the email is sent. If you need a new email, contact your assigned Program Coordinator.
- An instruction document on how to use your account and approve member timesheets will be sent by your Program Coordinator, along with a timesheet approval schedule.
- Account will set up with the Primary Supervisor as the approver.
 - Note: If the Primary Supervisor will be out for an extended period of time, please notify your Program Coordinator.
- Members are responsible for keeping track of their timesheet submissions. You are responsible for approving hours on or before the due dates.

RISK MANAGEMENT



Members are covered under our Worker's Compensation Plan. If they are injured while working, please have them contact their assigned Program Coordinator within 48 hours of the incident.

Worker's Compensation Protocol and Letter from Treating Provider will be sent to you and your member by your Program Coordinator. It is very important you review the protocol in order to be prepared in the event of an incident or injury.

MEMBER ENROLLMENT

Each member must complete their enrollment paperwork before their start date. Enrollment Specialists and Program Coordinators have been in touch with your member regarding any questions they have about enrollment tasks.

We need your help with:

- I-9 & Non-Disclosure Agreement
 - You'll receive instructions on completing these items the week before your member's start date
 - These need to be sent to your assigned Program Coordinator on the first day of your member's position
 - Please set time aside to thoroughly review and complete these documents



Reporting & Evaluations

Member Reports

Program coordinators will send out specific instructions on reporting requirements to your member.

- **Qualitative Mid Term and Final:**
 - A progress report of their projects and help track the program's accomplishments/challenges.
 - You will receive an email copy of this report when your member submits it.
- **Monthly Accomplishments (quantitative):**
 - Member asked to complete short reports in their timesheet portal on a monthly basis.
 - Please help members remember to complete these! These reports go directly to AmeriCorps to prove the effectiveness of the program.



Required Evaluations

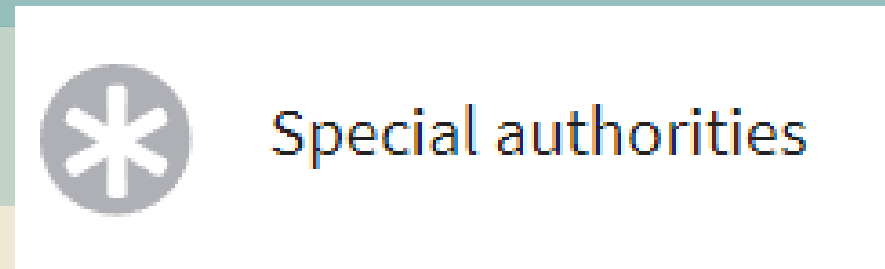
- **Mid Term** (675-hour - 1700-hour positions): Due 1/2 way through member's term
- **Final Member Evaluation:** Due last day
- **Final Program Evaluation:** Due last day
 - Helps us gather programmatic feedback to measure the impact of your member's project work.
 - Without the Program Evaluation, we are not allowed to include any member accomplishments/project work in AmeriCorps reporting so it is VERY IMPORTANT!

PUBLIC LANDS HIRING AUTHORITY (PLC) (NONCOMPETITIVE HIRING AUTHORITY)



Work Log – To be completed by the participant

Dates (Ex. Daily, weekly, or specific dates)	Work duties and include how they relate to an appropriate conservation project (Ex. Planted native species to restore prairie lands)	Location	Hours Worked



If your member serves 675 hours or more, they are eligible for the PLC Hiring Authority.

They must complete 640 hours on appropriate conservation project(s) + ***must be between ages 16–30 or up to 35 for veterans to be eligible**

They will need to complete & Submit an **Hours Verification Form** (includes Work Log). This document will require your signature.

Beyond Stewards Trainings Series

A personalized Stewards staff led training series meant to inspire and connect all Individual Placements from across Conservation Legacy.

Topics include:

- Organizational Change
- Neurodiversity
- Supporting Pollinators
- Financial Literacy
- Gap Years
- Climate Action
- Self-Publishing
- Wildland Fires

IP-led Flash Talks!

- Facilitation, Presentation, & Public Speaking practice!



Important Requests from Stewards

THANK YOU!

for hosting an
AmeriCorps Member!!

Please inform your member's Program Coordinator of any changes to their supervision, term length, or end date immediately. Since there is Final Paperwork we need completed, it is important we stay informed!

Don't forget the evaluations we request!

Stewards is using a Restorative Justice approach to conflict resolution, so please inform your Program Contact of any issues sooner rather than later. We are here to help! Reach out with any questions or concerns!