



STEWARDS
INDIVIDUAL PLACEMENTS
A program of Conservation Legacy

AMERICORPS MEMBER ORIENTATION



AmeriCorps

Key talking points



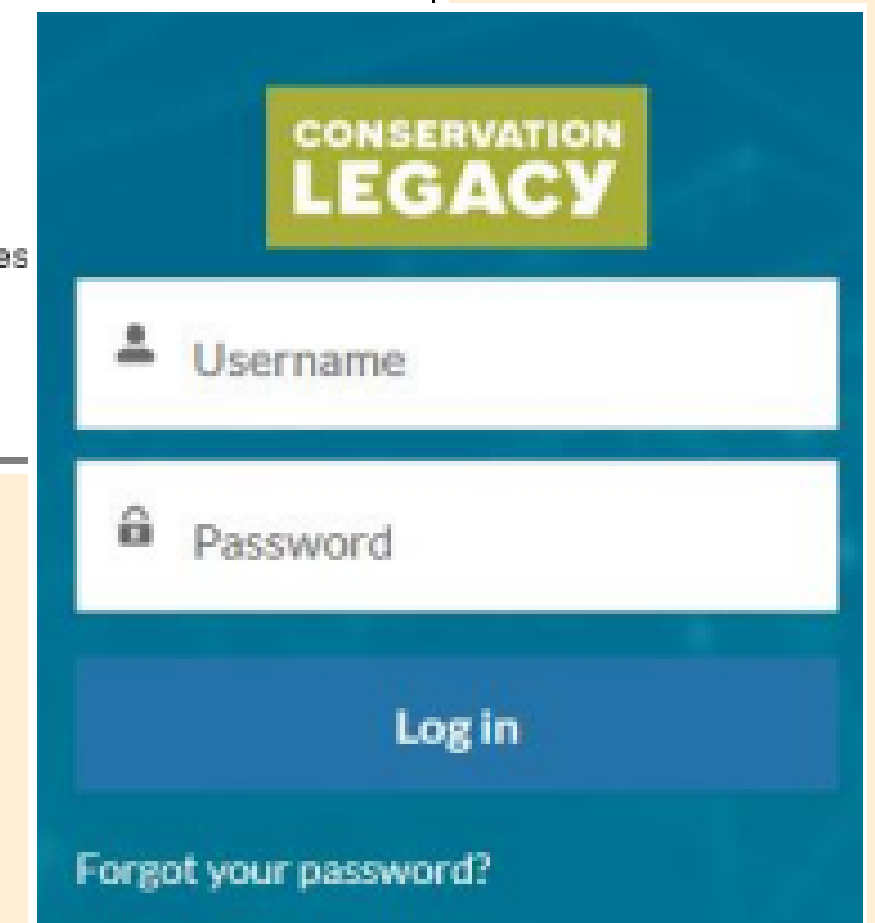
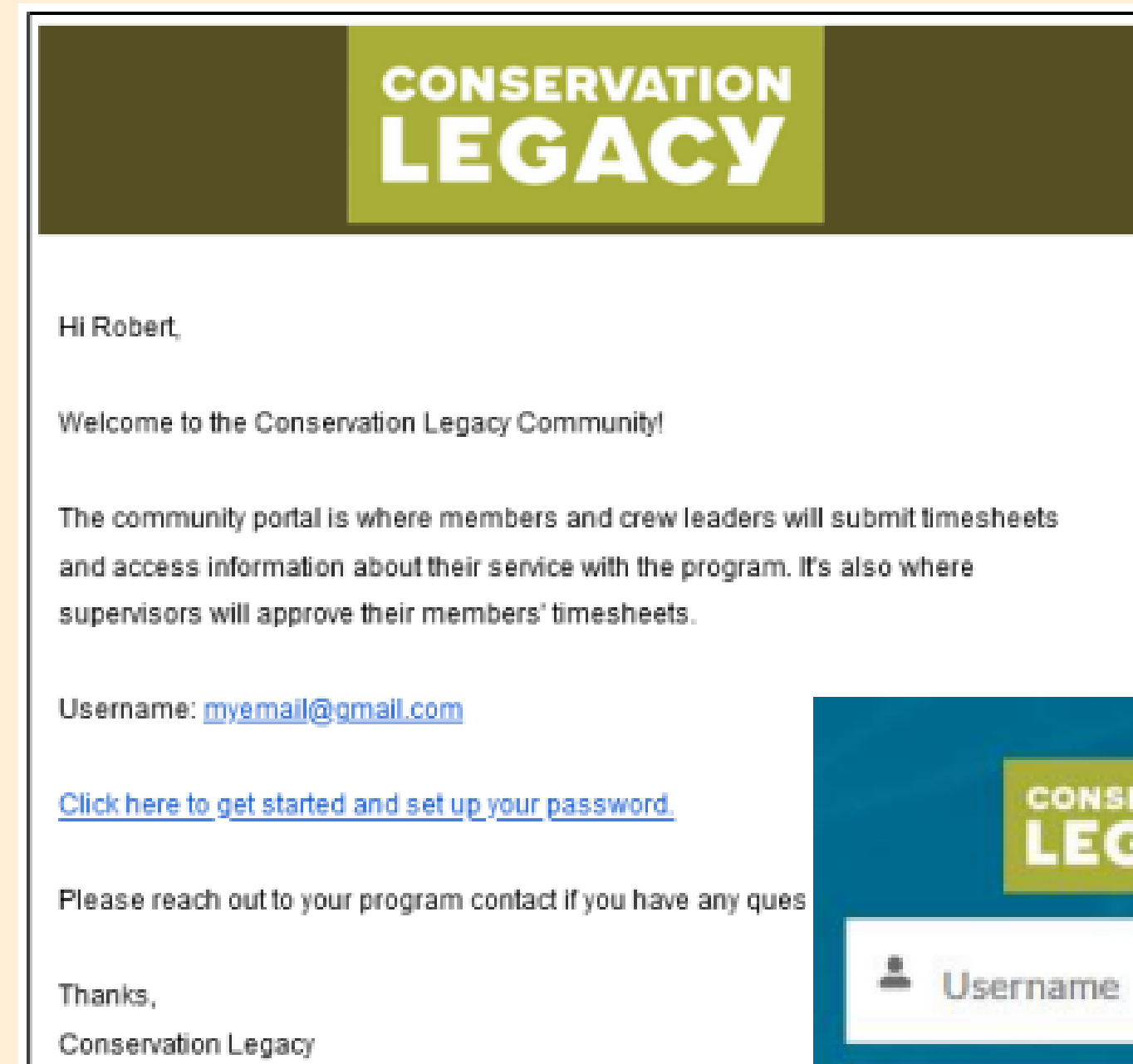
1. Timesheets
2. Timesheet Schedule
3. Paystubs/PTO
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5. Education Award
6. Reporting
7. Risk Management
8. Employee Assistance Program (EAP)
9. Public Lands Hiring Authority (PLC)
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TIMESHEETS

The Conservation Legacy Portal is how you will access your timesheets, keep track of your AmeriCorps Education Award hours and log your monthly accomplishments.

Login and Timesheets:

- Shortly after you start, you will receive an email from Conservation Legacy that will provide a username and a link to set up your password.
- Please bookmark this website after you set up your account: [Community Portal](#)
- Instructions on how to use the portal will be sent to you and is also located within the member online folder resources. **Please review these before you reach out to your program contact with questions.**



TIMESHEET SCHEDULE

Members are responsible for keeping track of their timesheet due dates (see sample schedule on right). The schedule will be located in the online member resource folder.

We suggest setting up an automatic reminder, so you don't miss submitting your timesheet on or before the due dates.

Not submitting your hours on time could result in not receiving a paycheck on time.

Pay Period	MEMBER Timesheet Submission Due	SUPERVISOR Timesheet Approval Due	Living Allowances Disbursed
1/8-1/21	1/21/2022	1/24/2022	1/28/2022
1/22-2/4	2/4/2022	2/7/2022	2/11/2022
2/5-2/18	2/18/2022	2/21/2022	2/25/2022
2/19-3/4	3/4/2022	3/7/2022	3/11/2022
3/5-3/18	3/18/2022	3/21/2022	3/25/2022
3/19-4/1	4/1/2022	4/4/2022	4/8/2022
4/2-4/15	4/15/2022	4/18/2022	4/22/2022
4/16-4/29	4/29/2022	5/2/2022	5/6/2022
4/30-5/13	5/13/2022	5/16/2022	5/20/2022
5/14-5/27	5/27/2022	5/30/2022	6/3/2022
5/28-6/10	6/10/2022	6/13/2022	6/17/2022
6/11-6/24	6/24/2022	6/27/2022	7/1/2022
6/25-7/8	7/8/2022	7/11/2022	7/15/2022
7/9-7/22	7/22/2022	7/25/2022	7/29/2022
7/23-8/5	8/5/2022	8/8/2022	8/12/2022
8/6-8/19	8/19/2022	8/22/2022	8/26/2022
8/20-9/2	9/2/2022	9/5/2022	9/9/2022
9/3-9/16	9/16/2022	9/19/2022	9/23/2022
9/17-9/30	9/30/2022	10/3/2022	10/7/2022
10/1-10/14	10/14/2022	10/17/2022	10/21/2022
10/15-10/28	10/28/2022	10/31/2022	11/4/2022
10/29-11/11	11/11/2022	11/14/2022	11/18/2022
11/12-11/25	11/25/2022	11/28/2022	12/2/2022
11/26-12/9	12/9/2022	12/12/2022	12/16/2022
12/10-12/23	12/23/2022	12/26/2022	12/30/2022
12/24-1/6	1/6/2023	1/9/2023	1/13/2023
1/7-1/20	1/20/2023	1/23/2023	1/27/2023
1/21-2/3	2/3/2023	2/6/2023	2/10/2023
2/4-2/17	2/17/2023	2/20/2023	2/24/2023
2/18-3/3	3/3/2023	3/6/2023	3/10/2023

VIEWING YOUR PAYSTUB

- You will receive a bi-weekly email containing your paystub from:
info@payrolldept.biz
- Paychecks are issued the Friday after each pay period ends
- To view:
 - Open attachment
 - Enter the VMR Password = Last 4 digits of your Social Security Number



PLANNED TIME OFF

- You are not guaranteed Planned Time Off (PTO) - you must get it approved by your supervisor beforehand
- Recording your PTO/Sick Days:
 - **Enter 0 for hours worked.** Write in the description box: "Used PTO" (we track these days)
 - **Note:** PTO hours do not count towards your AmeriCorps Education Award so please plan accordingly

You are paid a fixed weekly stipend, not an hourly rate, so you will still receive your full pay for the week if you take approved days off



WHAT IS AMERICORPS?

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



AmeriCorps



AmeriCorps Education Award General Information:

<https://www.americorps.gov/members-volunteers/segal-ameri-corps-education-award>

Manage your account & Education Award through:

<https://my.americorps.gov/mp/login.do>

If you have questions about these websites, please contact the National Service Hotline (AmeriCorps) at: 1-800-942-2677.

AMERICORPS EDUCATION AWARD

Pre-tax Education Award

- Taxed after funds are requested and distributed
- Counts as taxable income
- Must be used within 7 years of ending service
- Typically used for paying back federal student loans or for undergraduate & graduate tuition



Earning Your Education Award

Eligibility Requirements:

1. Work the full duration of your term = staying until the agreed upon end date
2. Service Hours are Completed
 - a. Must achieve at least your minimum hour requirement, although it is generally expected that you will exceed these hours
3. All timesheet entries, reports and final tasks must be completed
 - a. Reminders for these will be sent out by your Program Coordinator prior to end date.

If you leave before the end date listed on your AmeriCorps Service Agreement, you will forfeit your entire education award (e.g. you are dismissed for disciplinary reasons, you get a position elsewhere, etc.).

Exceptions: Medical or Family Emergency

- Alert your Program Coordinator immediately if you need to take time off for emergencies.
 - Potential for prorated award (not guaranteed & must be approved by AmeriCorps on a case-by-case basis)

Reporting

The reports you will submit are a progress report of your service and help track the program's accomplishments and challenges. They are very important for us to have so please ensure you complete them on time.

Qualitative Mid-Term & Final Reports

- Links for the reports and instructions will be sent by your PC prior to due date
- Answer questions thoroughly and share your experience through stories, description of your projects, and any successes/challenges
- Do not abbreviate acronyms the first time you refer to an agency/site/organization
- Final Reports require project examples. These don't have to be finished projects to be included. This can be anything like a website you edited, post you made, or a database spreadsheet.



Monthly Accomplishments

- You'll receive a monthly email reminder to enter in the Community Portal the accomplishments you've recently achieved.
- **Not all sections will apply to your position** so do your best to complete sections that are familiar to you and your projects. A guidance document will be included in your online resource folder.

RISK MANAGEMENT



Have a plan

You are covered under our Worker's Compensation Plan. If you are injured while working on the job, please contact your assigned Program Coordinator within 48 hours of the incident.

Know who to contact in the case of an emergency

Submit an Incident Report Form in your Community Portal within 48 hours of the incident. You are required to view the instructions on how to complete an IRF at the beginning of your term.

Know who to talk to if you feel unsafe (Your Program Coordinator is an advocate for your safety and needs)

Note: If you plan on seeking care, you must bring the 'Letter from Treating Provider' to the treating facility and have it signed.

EMPLOYEE & MEMBER ASSISTANCE PROGRAM

All members have access to Conservation Legacy's EAP Program

- **3 free sessions of support per year for DIFFERENT concerns.** Examples include:
 - Stress Support & Management
 - Career Advice
 - Issues/Thoughts deriving from Mental Instability or Trauma
 - Personal Finance (includes managing your retirement)
 - Death & Grief
 - Eating Disorders
 - Work-Related Relationship Issues
 - Non-Work Related Relationship Issues
 - Depression
 - Anxiety

Employee Assistance Program
— Work/Life Balance*

Toll-free 24/7 access:

• 1-800-854-1446
(multi-lingual)

• www.unum.com/lifebalance
Group # 0913486

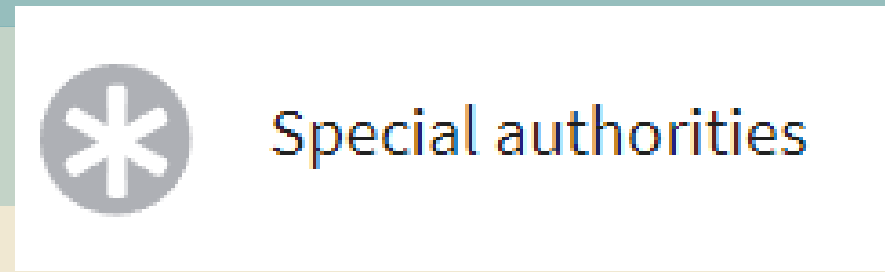


PUBLIC LANDS HIRING AUTHORITY (PLC) (NONCOMPETITIVE HIRING AUTHORITY)



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



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



2. Complete & Submit an **Hours Verification Form** (includes Work Log)



3. Once approved, it is **valid for 2 years**. Search "Public Land Corps" in USAJobs

Reach out to your Program Coordinator with questions or for more information

Beyond Stewards Trainings Series

A personalized Stewards staff led training series meant to inspire and connect all Individual Placements from across Conservation Legacy. Every training is uploaded to the Session Recording folder, which can be found [here](#). A schedule can be obtained from your Program Coordinator.

Topics include:

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

IP-led Flash Talks!

- Facilitation, Presentation, & Public Speaking practice

[Sign Up here!](#)



Important Requests from Stewards

Please inform your Program Coordinator of any changes to your end date immediately. Since there is Final Paperwork we need completed, it is important we stay informed!

Stewards is using a Restorative Justice approach to conflict resolution, so please inform your Program Coordinator of any issues sooner rather than later. We are here to help!

Enjoy your internship!

