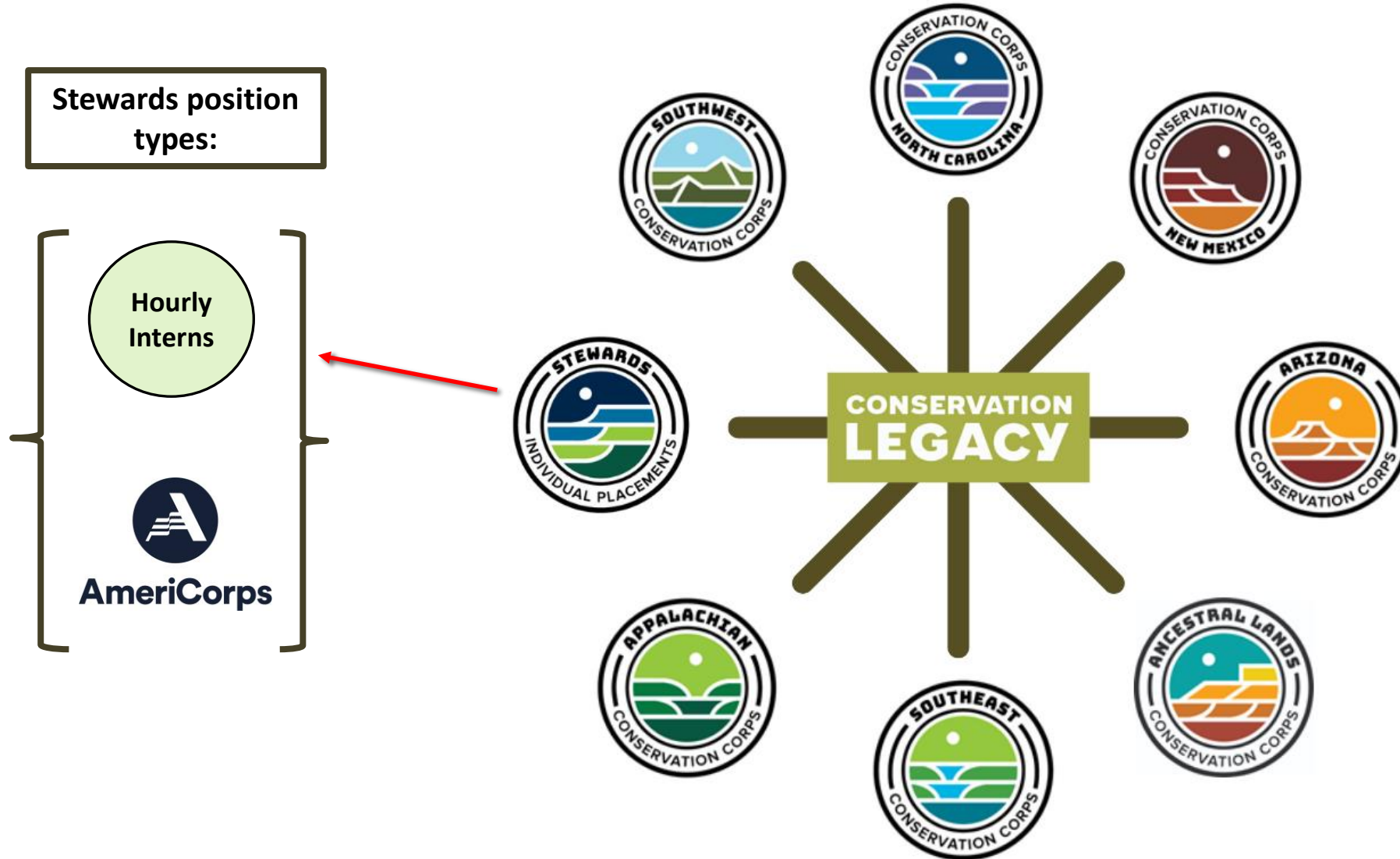




Supervisor Orientation

Conservation Legacy Organizational Structure



<http://stewardslegacy.org/stewards-individual-placements/>

Supervisor Expectations

Mentoring and Supervision

- Provide mentorship and support intern development.
- Provide an inclusive and supportive work environment.
- Provide training and constructive feedback.

Administrative

- Set aside enough time for your intern to review Stewards orientation materials in their first week.
- Submit requested paperwork in a timely manner.
- **Approve timesheets on time.**
- Communicate if you have questions, concerns, or changes to the position.
- *Please note, if your intern is going to leave early, needs to add weeks to their position or you intend to add another position, please notify us at least 4 weeks in advance to the event.*

Timesheet Approval

The Conservation Legacy Community Portal is how you will approve intern timesheets for payroll.

Login and Timesheets

- When your intern starts, you'll receive an email from Conservation Legacy that will provide your username and a link to set up a password.
- An instructional document on how to use your account and approve intern's timesheets will be sent from a Program Coordinator along with the timesheet approval schedule.
- Accounts will be set up with the primary supervisor as the approver unless otherwise notified.
- Interns are responsible for keeping track of their timesheet submissions. You are responsible for approving their hours on or before the due dates. **Failure to submit and approve hours by due dates can result in withholding of pay.**

Overtime Policy

All participants placed by the Stewards Individual Placements with Conservation Legacy are considered employees of Conservation Legacy. Participants are paid hourly and are eligible for overtime pay. Overtime is calculated on a weekly basis; if an intern records over 40 hours in one week on their timesheet, they will be paid time and a half. Non-productive hours (holiday or other paid time off) does not count toward overtime compensation.

Since the funds allocated for your intern's living stipend were not calculated to cover any overtime pay, your site is responsible for funding any overtime pay incurred. Payment of overtime will require changes to your initial budget and agreement. You will be responsible for making these changes with Stewards Director of Partnerships, as well as obligating the additional funds to cover the overtime pay for your intern.

Paid Time Off

Your intern is allotted a set amount of for Paid Time off (PTO). They must follow your site protocols regarding PTO and receive advance approval to take PTO.

Intern Requirements for recording PTO / Vacation Time / Sick Days / Holidays:

- Enter '8' for hours worked when using PTO.
- Write in description box: "PTO-sick day/personal day" so we can keep a record of it.

Observing Federal Holidays:

- Interns are permitted to use PTO on days your office and/or site will be closed due to observance of a holiday.
- Using PTO on a Federal Holiday does not count against allotted PTO days noted in the table to the right.
 - Example: if your office is closed on Thanksgiving Day, your intern will be paid for that day.
 - Members will: write in the description box "PTO-federal holiday"

Weeks in Term	Days of PTO
< 10	2
11-20	4
21-30	6
31-40	8
41-52	10

**Please note, if your intern uses up allotted PTO before the end of their term and need a sick day, it will be an unpaid day. In this case they would put "0" in the hours and in the description box write "Unpaid Sick Day."*

Risk Management

- Interns are covered under our Worker's Compensation Plan. If they are injured while working on the job, please have them contact their assigned Program Coordinator within 48 hours of the incident.
- The Worker's Compensation Protocol and Letter to Treating Provider will be provided to you and your intern from your Program Coordinator. It is very important that you review the protocol in order to be prepared in the event of an injury or incident.

Intern Enrollment

Each intern must complete their enrollment paperwork *before* their start date. Program Coordinators have been in touch with your intern regarding any questions they have about enrollment tasks. If pending tasks remain on your intern's start date, you will be notified immediately.

We need your help with submitting:

- **I-9 Form**
 - You'll receive instructions on completing this form several days prior to your intern's start date.
 - These need to be sent to your assigned Program Coordinator on the first day of your intern's position.
 - Please set aside time during the first few days to complete paperwork needs from our program.
- **Overtime Policy Acknowledgement**
 - This form is for you to acknowledge that your intern will be paid time and a half for any time they work over 40 hours in one week. It is the responsibility of your site to fund any over time pay incurred.

Reporting & Evaluations

Reports

- The reports interns will submit are a progress report of their projects and help track the program's accomplishments and challenges.
- Program Coordinators will send out specific instructions on what is required to your intern. They will be required to do a mid-term and final report. You will receive an emailed copy of this report when your intern submits it.

Evaluations

- Depending on the length of your intern's term, you will be required to complete a mid-term and final intern evaluations
- Additionally, you'll be required to complete a Final Program Evaluation which helps us gather useful feedback.



STEWARDS

INDIVIDUAL PLACEMENTS

A program of Conservation Legacy

Thank you for participating!
If you have any questions while hosting your intern, please
contact your Stewards Program Coordinator.