



**Stewards
Individual Placements**

Employee Participant Supervisor Orientation

Updated Summer 2025





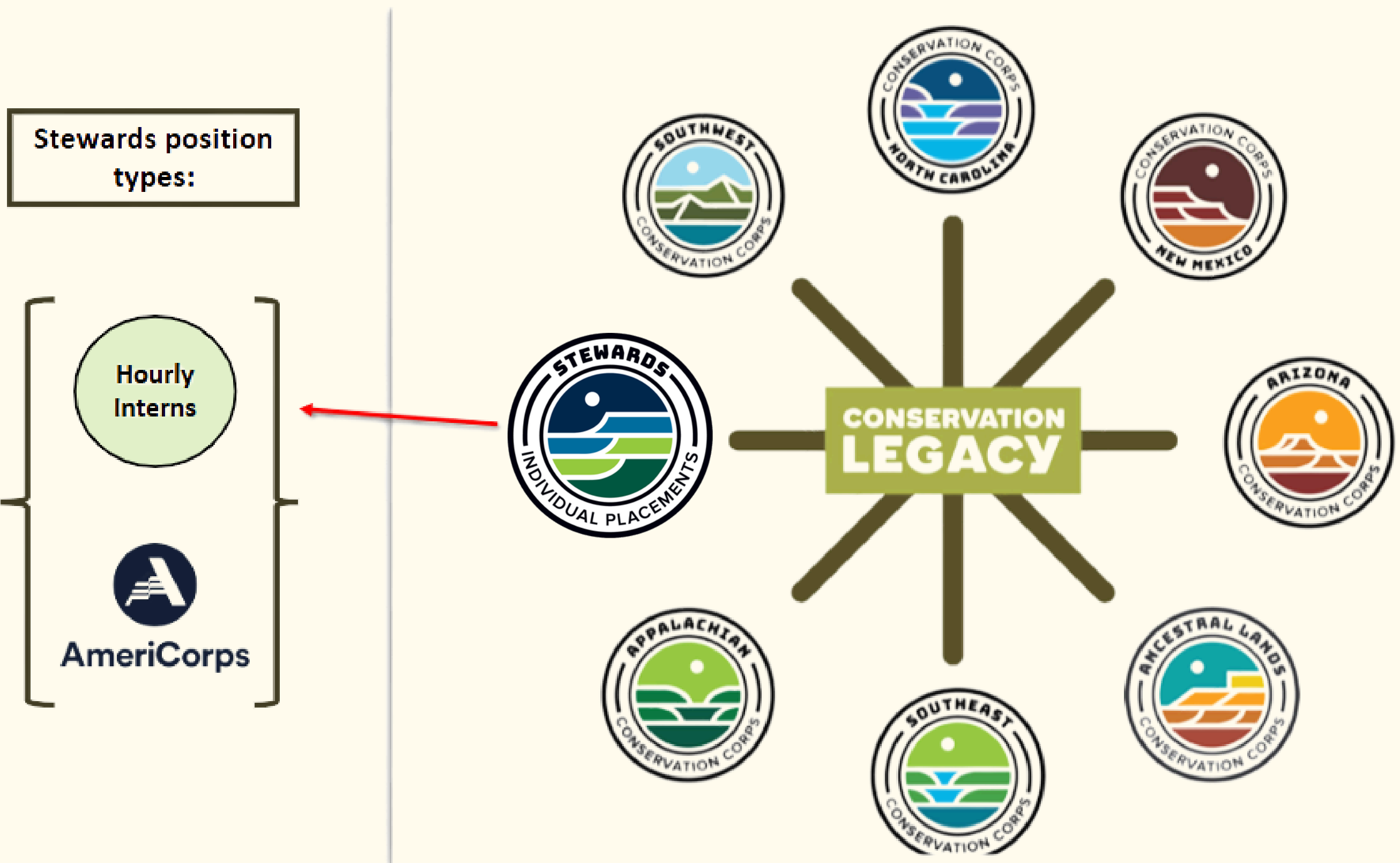
Orientation Overview

Agenda

- ✦ Conservation Legacy Overview
- ✦ Supervisor Expectations
- ✦ Timesheets and Leave
- ✦ Reporting
- ✦ Risk Management & Incidents
- ✦ Employee Assistance Program
- ✦ Important Links



CONSERVATION LEGACY



SUPERVISOR EXPECTATIONS

Mentoring Expectations

- Provide mentorship and support participant development
- Provide a welcoming and supportive work environment
 - Introduce your participant to your agency colleagues and orient them to the larger team and workspace
- Provide training and constructive feedback
- Schedule regular check-ins with your participant

Administrative Expectations

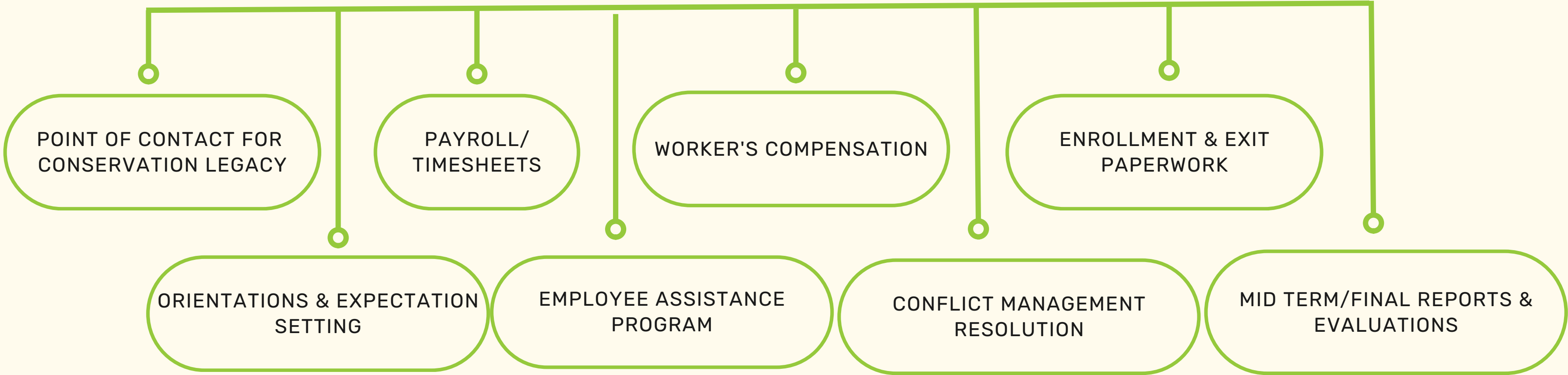
- Set aside enough time for your participant to review Stewards orientation materials in their first week
- Allow time for members to complete Stewards reports and paperwork
- Submit requested paperwork in a timely manner
- Review timesheets for errors before approving. If errors are present, reject the timesheet to send it back to participant for edits and resubmission
- **Approve timesheets on time**

Number 1 Tip: Communicate with us! If your intern is going to leave their term 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.

How we support your Employee Participant

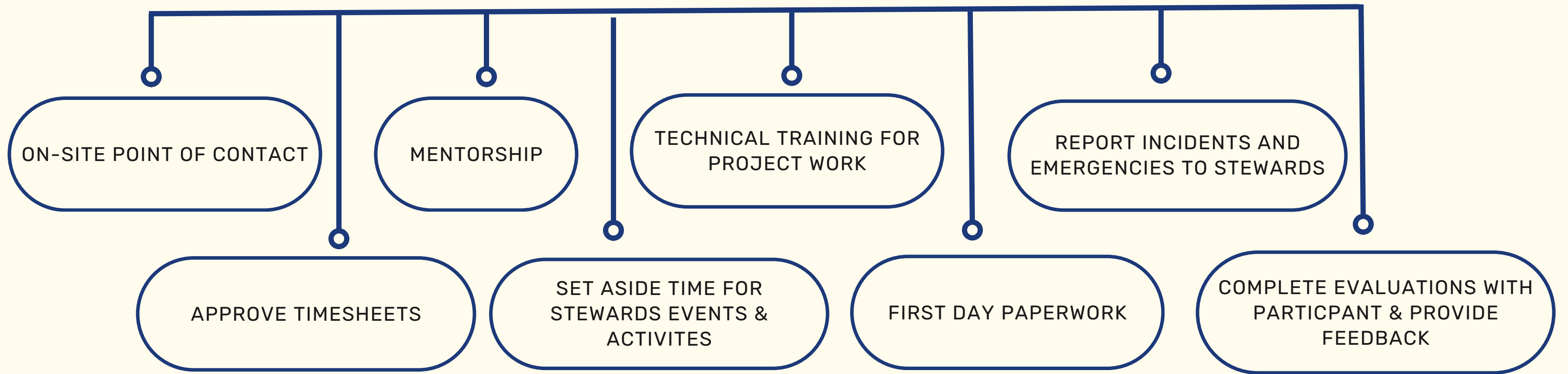


STEWARDS INDIVIDUAL PLACEMENTS



How you support your Employee Participant

FEDERAL PARTNERS & SUPERVISORS



ENROLLMENT & FIRST DAY PAPERWORK

Each participant must complete their enrollment paperwork before their start date. Program Coordinators have been in touch with your participant 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.

TIMESHEETS

THE CONSERVATION LEGACY COMMUNITY PORTAL IS WHERE YOU WILL APPROVE PARTICIPANT TIMESHEETS FOR PAYROLL.

Shortly after your participant starts, you will receive an email from Conservation Legacy that will provide a username and a link to set up your password.

Please bookmark the website after you set up your account: <https://conservationlegacyportal.force.com>

Instructions on how to use the portal can be found on the Supervisor Resource Website, where you will also find a timesheet due date schedule. Please review these before you reach out to your program contact with questions.

Accounts will be set up with the primary supervisor as the timesheet approver unless otherwise notified.

Participants 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 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 with each week starting on Saturday and ending of Friday.
- If an intern records over 40 hours in one week on their timesheet, they will be paid time and a half.
- Paid Time Off hours (personal, holiday, admin leave, jury duty) 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 Program Director, as well as obligating the additional funds to cover the overtime pay for your intern.

PAID TIME OFF

Your participant is allotted a set amount of 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:

- 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:

- Participants are permitted to use PTO on days your office and/or site will be closed due to observance of a federal holiday.

*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 write "Unpaid Sick Day."

PTO amounts for hourly interns:

Weeks in term	Hours of PTO
< 10	16
11-20	32
21-30	48
31-40	64
41-52	80

UNIQUE TIMESHEET SITUATIONS

SCREENSHOT OF EXAMPLE TIMESHEET
WITH HOURS, PTO AND OTHER LEAVE
TYPES

How to record sick leave in Salesforce:

- In the Sick Leave Column - enter the number of hours being claimed for sick leave
- In the Description Column - write "Sick Leave"

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

Other Leave Types

Extended Leave

Bereavement

Jury Duty

RISK MANAGEMENT & INCIDENTS

**KNOW WHO TO
CONTACT IN CASE
OF EMERGENCY**

HAVE A PLAN

**KNOW WHO TO
TALK TO IF YOU
FEEL UNSAFE**

Participants are covered under Conservation Legacy's Worker's Compensation Plan. If a participant is injured while working on the job, they must tell you immediately, and then please have them contact their assigned Program Coordinator within 48 hours of the incident.

Specific guidelines for you to review are located within the Supervisor Resource Website. You are required to view these documents at the beginning of your term.

Reach out to your Safety Officer or equivalent for any additional steps required by your agency for volunteers/ employees of external organizations

REPORTING

Qualitative Reports: Midterm & Final

- The reports that participants 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 participant's term (675 hours or longer), you will be required to complete a midterm evaluation.
- All term lengths require a final evaluation.
- Additionally, you'll be required to complete a Program Partner Evaluation which helps us gather useful feedback.
- Due date for evaluations will be communicated by your Program Contact in advance

EMPLOYEE ASSISTANT PROGRAM

All participants have access to Conservation Legacy's Employee Assistance Program through UNUM.

This service includes 3 free sessions of support per unique situation:

- Stress Support & Management
- Career Advice
- Issues/Thoughts deriving from Mental Instability or Trauma
- Personal Finances (Includes managing your Retirement)
- Death & Grief
- Eating Disorders
- Work-Related Relationship Issues
- Non-Work-Related Relationship Issues

UNUM Life Balance Website

- Legal Resources
 - Legal Forms (Living Trusts, Personal Service Agreements, Internet Law Forms)
- Free ID Breach Scan and ID Theft Assistance
- Financial Fitness Center
 - Financial Fitness Checkup service
 - Courses and Webinars
 - Building an Emergency Fund, Psychology and Investing, Establishing Credit for the first time, etc
- Services Finder
 - Summer Camp, Education Resources, Volunteer Match, Pet Locator

Employee Assistance Program — Work/Life Balance*

Toll-free 24/7 access:

• 1-800-854-1446
(multi-lingual)

• www.unum.com/lifebalance
Group # 0913486



IMPORTANT LINKS

<i>Resource Name</i>	<i>Link</i>	<i>Purpose</i>
Employee Participant Supervisor Resource Website	https://stewardslegacy.org/supervisor-resources	Supervisor Resources
Conservation Legacy Community Portal	https://conservationlegacyportal.force.com	Submit Timesheets and Monthly Accomplishments
Unum Employee Assistance Program Flyer	https://stewardslegacy.org/uploads/general/Employee-Assistance-Program-UNUM-Informational-Flyer.pdf	Expert Support & 24/7 Toll Free Call Line
Professional Development Fund Resources	https://stewardslegacy.org/professional-development-fund-resources	Find instructions to utilize professional development funds, if applicable

Thank you for participating!

Don't forget to communicate with your Stewards Program Coordinator for additional questions, resources and important updates to your position.

Have a great season!