



**Stewards
Individual Placements**

Employee Participant Orientation

Updated Summer 2025





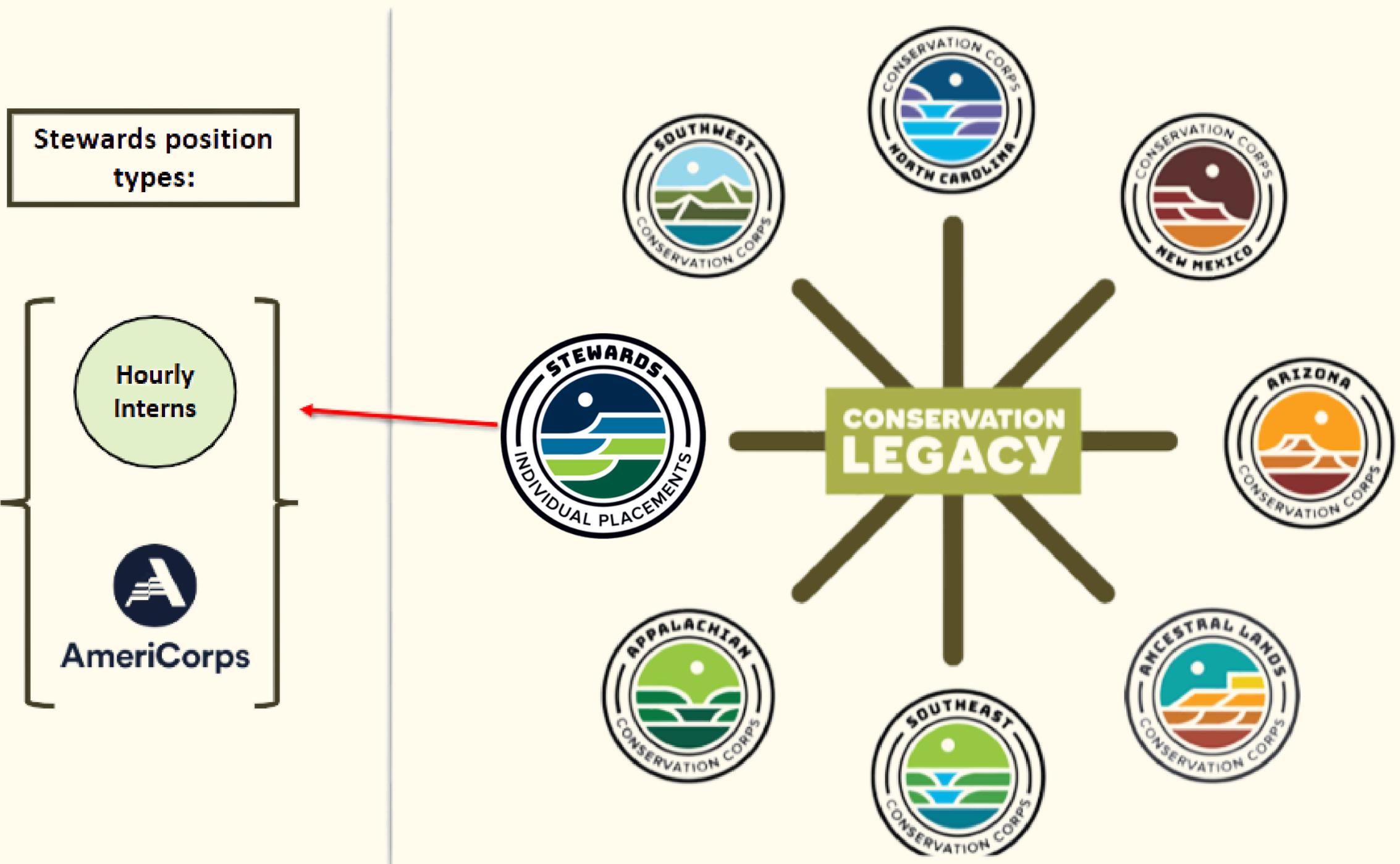
Orientation Overview

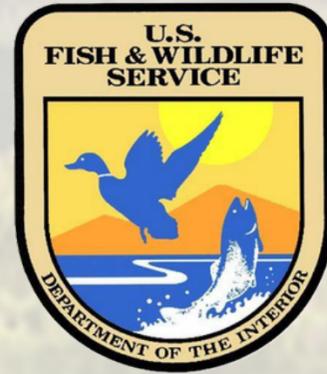
Agenda

- ✦ Conservation Legacy Overview
- ✦ Employee Participant Expectations
- ✦ Timesheets, Leave & Getting Paid
- ✦ Reporting
- ✦ Risk Management & Incidents
- ✦ Employee Assistance Program
- ✦ Important Links



CONSERVATION LEGACY





For over 25 years, Conservation Legacy has been engaging individuals to complete important conservation projects throughout the nation, envisioning a legacy of healthy lands, air and water; thriving people and resilient communities.



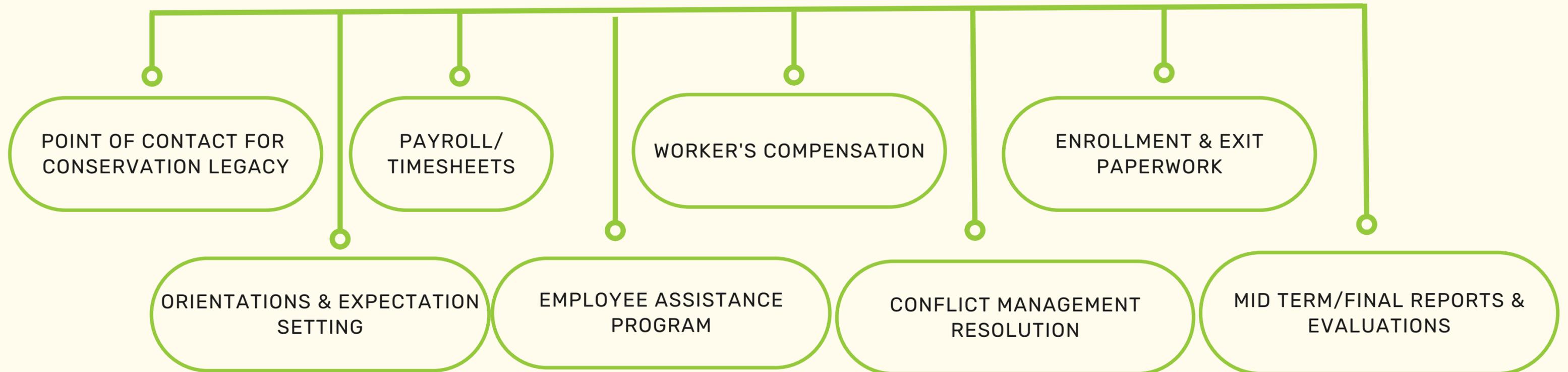
YOU



How we support you

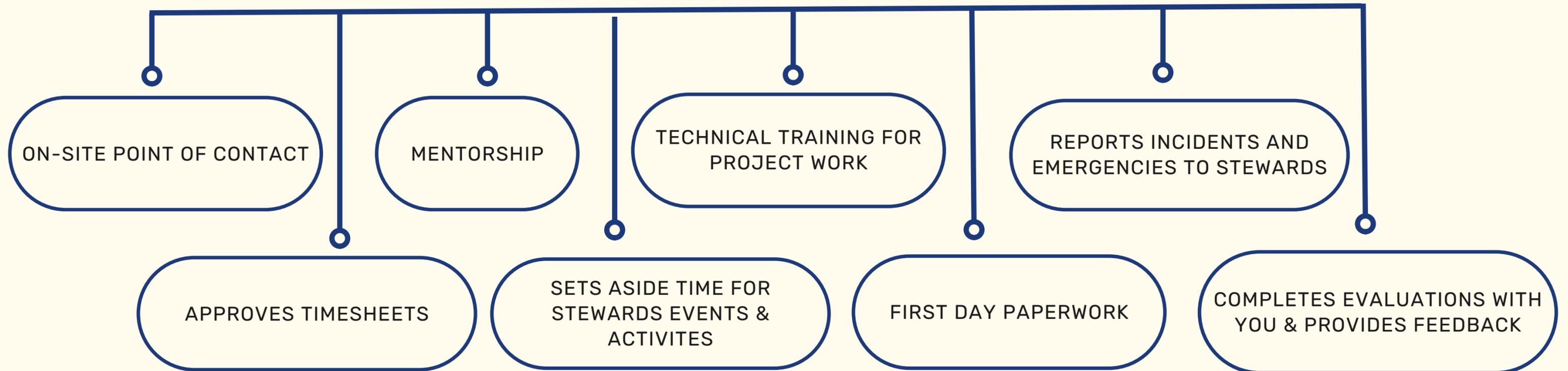


STEWARDS INDIVIDUAL PLACEMENTS



How your site supports you

FEDERAL PARTNERS & SUPERVISORS



EMPLOYEE PARTICIPANT EXPECTATIONS

Position Expectations

- Engage with partner site staff culture and procedures with an exploratory mindset.
- Regularly check-in with your on-site supervisor.
- Pursue training and career exploration opportunities when available.
- Have fun!

Administrative Expectations

- Communicate with Stewards staff regarding any changes to your position.
- Submit timesheets by Friday each week.
- Request approval before accumulating overtime while performing regular duties (not budgeted).
- Complete required reports and paperwork on time.

TIMESHEET SCHEDULE

- Employee Participants are responsible for keeping track of their timesheet due dates (see sample Timesheet schedule right).
- The full timesheet schedule can be found here: [2025 Payroll Schedule](#)
- 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 will result in not receiving a paycheck on time.

2025 Stewards Timesheet Schedule

*Pay may be withheld if timesheets are not submitted and approved by due dates

Pay Period	MEMBER Timesheet Submission Due	SUPERVISOR Timesheet Approval Due	Living Allowances Disbursed
12/21/24 – 1/3/25	1/3/2025	1/6/2025	1/10/2025
1/4/25 – 1/17/25	1/17/2025	1/20/2025	1/24/2025
1/18/25 – 1/31/25	1/31/2025	2/3/2025	2/7/2025
2/1/25 – 2/14/25	2/14/2025	2/17/2025	2/21/2025
2/15/25 – 2/28/25	2/28/2025	3/3/2025	3/7/2025
3/1/25 – 3/14/25	3/14/2025	3/17/2025	3/21/2025
3/15/25 – 3/28/25	3/28/2025	3/31/2025	4/4/2025
3/29/25 – 4/11/25	4/11/2025	4/14/2025	4/18/2025
4/12/25 – 4/25/25	4/25/2025	4/28/2025	5/2/2025
4/26/25 – 5/9/25	5/9/2025	5/12/2025	5/16/2025
5/10/25 – 5/23/25	5/23/2025	5/26/2025	5/30/2025
5/24/25 – 6/6/25	6/6/2025	6/9/2025	6/13/2025
6/7/25 – 6/20/25	6/20/2025	6/23/2025	6/27/2025
6/21/25 – 7/4/25	7/4/2025	7/7/2025	7/11/2025
7/5/25 – 7/18/25	7/18/2025	7/21/2025	7/25/2025
7/19/25 – 8/1/25	8/1/2025	8/4/2025	8/8/2025
8/2/25 – 8/15/25	8/15/2025	8/18/2025	8/22/2025
8/16/25 – 8/29/25	8/29/2025	9/1/2025	9/5/2025
8/30/25 – 9/12/25	9/12/2025	9/15/2025	9/19/2025
9/13/25 – 9/26/25	9/26/2025	9/29/2025	10/3/2025
9/27/25 – 10/10/25	10/10/2025	10/13/2025	10/17/2025
10/11/25 – 10/24/25	10/24/2025	10/27/2025	10/31/2025
10/25/25 – 11/7/25	11/7/2025	11/10/2025	11/14/2025
11/8/25 – 11/21/25	11/21/2025	11/24/2025	11/28/2025
11/22/25 – 12/5/25	12/5/2025	12/8/2025	12/12/2025
12/6/25 – 12/19/25	12/19/2025	12/22/2025	12/26/2025
12/20/25 – 1/2/26	1/2/2026	1/5/2026	1/9/2026
1/3/26 – 1/16/26	1/16/2026	1/19/2026	1/23/2026
1/17/26 – 1/30/26	1/30/2026	2/2/2026	2/6/2026

TIMESHEETS

THE CONSERVATION LEGACY COMMUNITY PORTAL IS HOW YOU WILL ACCESS YOUR TIMESHEETS AND LOG 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:

<https://conservationlegacyportal.force.com>

Instructions will be emailed to you with details on how to use the portal. You will also receive a timesheet due date schedule. Please review these before you reach out to your program contact with questions.

PAID TIME OFF

You are allotted a set amount of Paid Time Off (PTO) based on your term length. You must follow your site protocols regarding PTO and receive advance approval from your supervisor to take PTO.

How to record PTO in Salesforce:

- Enter the number of hours being claimed for PTO
- In the description column - write “PTO” or “Paid Time Off”

Observing Federal Holidays:

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

- Example: if your office is closed on Thanksgiving Day, you will be paid for that day.
- To record Federal Holidays in your timesheet:
 - Enter number of hours you normally work
 - Write in the description box “PTO- Federal Holiday”

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

Sick Leave

You accrue sick leave at a rate of 1 hour for every 21 hours worked

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"

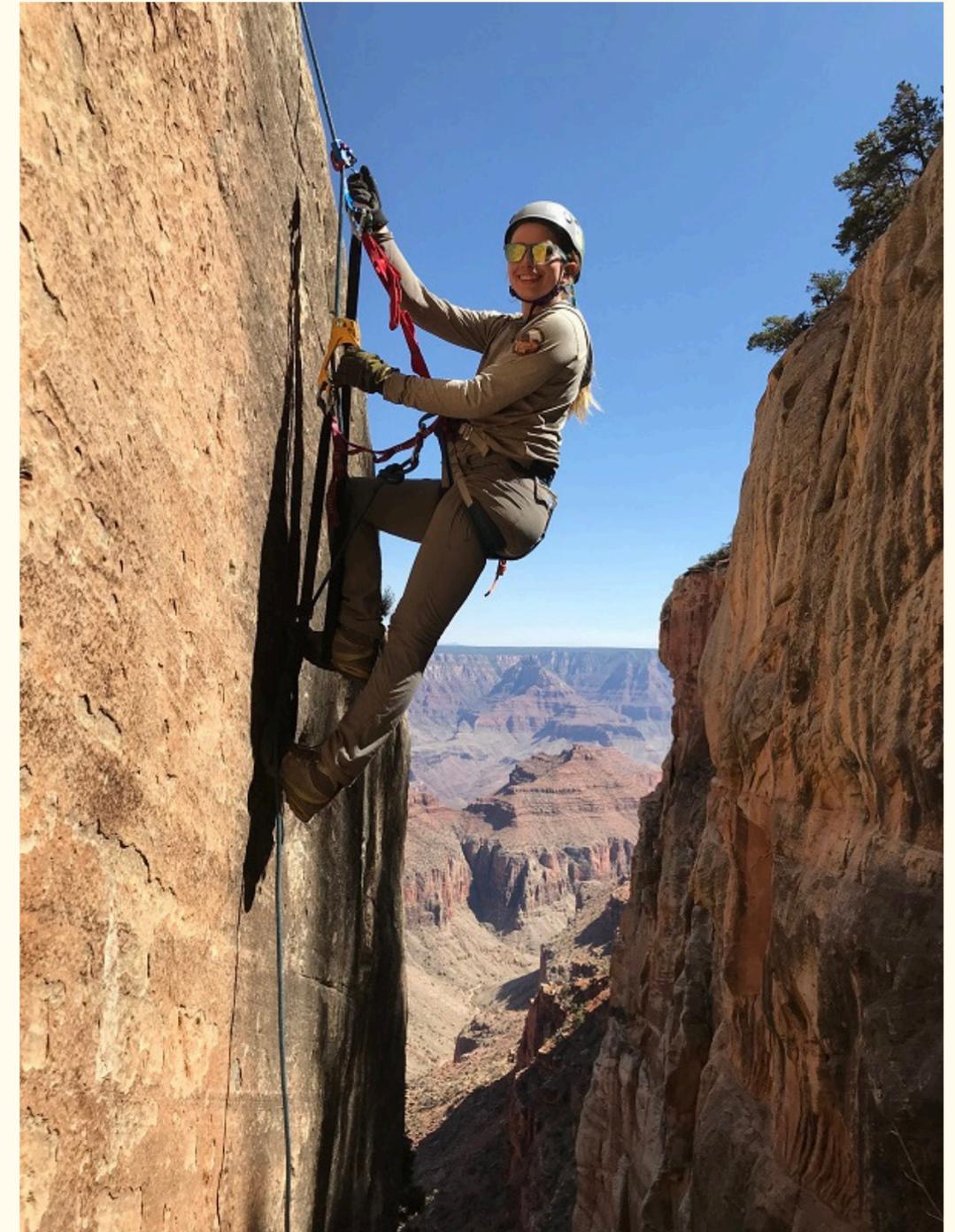
*Please note, if you use all of your PTO and Sick Leave before the end of your term and need a sick day, it will be an unpaid day. In this case you would put "0" in the hours and in the description box write "Unpaid Sick Day"

Other Leave Types

Extended Leave
Bereavement
Jury Duty

VIEWING YOUR PAYSTUB

- You will receive a bi-weekly email containing your paystub from payroll@axiomhrs.com
- Paychecks are issued the Friday after each pay period ends.
- To View:
 - Log in to Axiom and open “My Info” dropdown
 - Select “My Pay” and then “Pay History”
- You should refer to your paystub for your most up-to-date PTO and Sick Time balances



REPORTING

The reports you will submit are a progress report of your internship 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 Reports: Mid Term & Final

- You will receive a link to the report and instructions from your Program Contact prior to its due date.
- Answer questions thoroughly and share your experience through stories
- Discuss your projects
- Talk about any challenges/successes
- Share photographs
- A copy of your report will be shared with your supervisor with the exception of the supervisor feedback section

Monthly Accomplishments

- Located in the timesheet portal
- You'll receive a monthly email reminder to enter any accomplishments you've recently achieved within the timesheet portal. Examples of measurements are: acres of land improved, # of volunteers engaged, # of maps made, # of trees planted, etc.

RISK MANAGEMENT & INCIDENTS

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

HAVE A PLAN

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

You are covered under our Worker's Compensation Plan (except Resource Assistants). If you are injured while working on the job, tell your site supervisor immediately, and then please contact your assigned Program Coordinator within 48 hours of the incident.

Specific guidelines for you to review are located within the online program resource folders sent to you by your Program Contact. You are required to view these documents at the beginning of your term.

EMPLOYEE ASSISTANT PROGRAM

All interns 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 Resource Website	https://stewardslegacy.org/welcome-hourly-interns	Find participant resources for Before, During and After your term
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!