

CAMPUS COMPACT AMERICORPS

2021-2022 Member Management



AGENDA



SUPERVISOR
RESPONSIBILITIES



TIMESHEETS



REPORTS &
EVALUATIONS

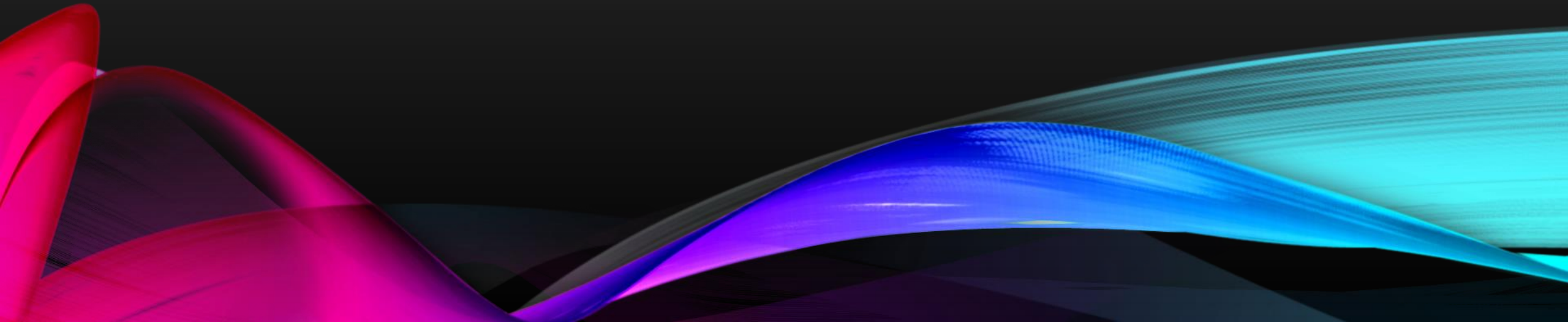


TRAININGS



OTHER FACTORS
& FAQ

SUPERVISOR RESPONSIBILITIES



HOST SITE AGREEMENT (HSA)

- **5.1 MEMBER MANAGEMENT REQUIREMENTS.** The Supervisor agrees to
 - (1) read and review the Member position description(s) and act as a liaison with the Program to resolve issues,
 - (2) conduct an AmeriCorps Member **on-site orientation** that communicates the AmeriCorps position and safety requirements, see Article 6.6,
 - (3) have **regularly scheduled check-ins** with members to review their progress in achieving Program requirements,
 - (4) ensure the AmeriCorps Members **attend required program trainings and activities** as noted in Article 4.5.
- **5.2 COMMUNICATION.** The Supervisor agrees to serve as a liaison between the Host Site and the Program. This includes **maintaining regular communication with the Program, providing timely response to program related requests, questions, and meeting deadlines** as outlined in the Agreement.

SUPERVISION

- AmeriCorps requires that each AmeriCorps member has an assigned direct supervisor.
- Supervisors should meet regularly (weekly or bi-weekly) with their AmeriCorps member(s).
 - Discuss progress on service activities
 - Check-in on how they are doing
 - Verify service hours
 - Understand what barriers/challenges they are encountering
- **If there is a change in supervisor (e.g. due to staff transition), it is the outgoing supervisor's responsibility to notify CCA staff right away.**

ADVOCATE & LIAISON

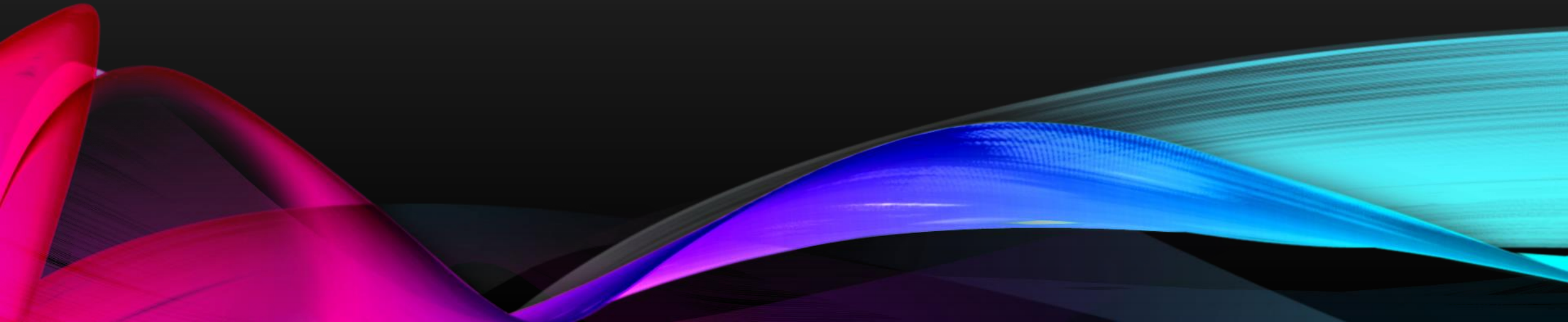
- AmeriCorps members are not employees of your organization, Campus Compact, or AmeriCorps. They are participants of a national service program.
- As their supervisor, you should act as their advocate with other staff at your organization.
 - Introduce the AmeriCorps member to the staff & explain what their role/responsibility is.
 - Other staff should not ask your AmeriCorps member to do something that is not on their Position Description and list of approved service activities.
- Supervisors should also act as a liaison for their member if they have to make new or formal introductions. You are their support system and should ensure other staff know their connection to you.

MEMBER PERFORMANCE

- HSA: 5.3 MEMBER PERFORMANCE. The Supervisor agrees to maintain regular communication regarding member performance issues, such as tardiness, unprofessional language, or violation of the Host Site policies. Specifically, the Supervisor agrees to notify the Program in writing in accordance with the following guideline:
- HSA: 5.4 AMERICORPS MEMBER SERVICE STATUS. The Host Site or its partners may not terminate or suspend an AmeriCorps Member. The Program is the sole entity that can terminate or suspend any AmeriCorps Member. If the Host Site has a desire to terminate or suspend an AmeriCorps Member for any reason, the Program must be contacted to discuss the circumstances and next steps.

Item	Reporting Timeline
Any AmeriCorps Member injury during service that necessitates filing a worker's comp report	within 24 hours
Any AmeriCorps Member or Supervisor behavioral issues (arrests, harassment) that may result in immediate dismissal from the Program or employment	within 24 hours
Any AmeriCorps Member grievance requests	within 24 hours
Any AmeriCorps Member performing prohibited activities, as defined in Article 9	within 24 hours
Upon the second occurrence of a member failing to report to service without prior approval	within 24 hours
Any AmeriCorps Member's behavior issues that result in disciplinary action by the AmeriCorps Member's direct supervisor	within 2 business days
Any AmeriCorps Member's request to be exited for cause, compelling circumstance, or to be suspended	within 2 business days
Any AmeriCorps Member position description or member service agreement amendment requests, or other change that affects the AmeriCorps Member's service activities in the Program	within 3 business days

TIMESHEETS



HOST SITE AGREEMENT

- **5.6 TIMEKEEPING ACCOUNT.** The Supervisor(s) will receive access to the OnCorps timekeeping system for the purpose of review and approval of member timesheets.
- **5.7 MEMBER TIMESHEETS AND TERM MANAGEMENT.**
 - The Supervisor(s) must review and approve member timesheets in the assigned timekeeping system within 3 days of the AmeriCorps Member's submission.
 - The Supervisor(s) should regularly review timesheets to ensure all hours served are allowable and eligible, categorized appropriately (fundraising, direct service and training) and timesheets include all hours served by AmeriCorps Members.
 - AmeriCorps Members may not earn hours for vacation, sick time, or holidays.
 - Attention should be paid to ensure that AmeriCorps Members are making regular progress toward the completion of their term of service and serving in accordance with their anticipated service schedule.
 - AmeriCorps Members' term of service is a combination of the number of service hours and their position start and end dates; **service is not completed solely by finishing the hours listed in their Member Service Agreement.**
 - Any Corrections to time sheets, should errors be identified, must be made within 90-days of the date of the error. Therefore, it is important that site supervisors monitor time sheets regularly and discuss any concerns with the Program.

HSA CONTINUED

- **5.8 REPERCUSSIONS FOR FAILING TO APPROVE TIMESHEETS.** The Host site understands that failure of the Supervisor(s) to carefully review and approve timesheets as outlined above may lead to repercussions including, but not limited to, the Supervisor(s) being replaced or denial of future requests to serve as a Host Site. The Host Site further understands that the AmeriCorps Member's ability to earn their education award is based on timely approval of AmeriCorps Member timesheets by the Supervisor(s) and other required exit paperwork.
- **5.9 HOURLY LIMITS.** The AmeriCorps Member cannot serve more than:
 - 12 hours in a day,
 - 120 hours in a two-week period, and
 - 200 hours in a month without prior approval from the Program.
 - Supervisor(s) should monitor member service during their term to ensure that members have adequate time to complete their service without serving excessive hours as their term nears its end.

HSA CONTINUED

- **5.10 CERTIFICATION OF MEMBER ACTIVITIES.**

- By approving a timesheet, the Supervisor certifies all AmeriCorps Member service, training, and fundraising hours as true and correct and ensures hours do not include any service activities prohibited by law, regulation, or grant terms and conditions.
- Further, the Host Site understands that a knowing and willful false certification by the AmeriCorps Member or Supervisor on a timesheet can be punished under federal law (Section 1001 of Title 18, USC).
- Therefore, if there are questions or concerns with AmeriCorps Member timesheets, the Supervisor must return/reject the timesheet in the timekeeping system for the AmeriCorps Member to make corrections before the Supervisor approves the timesheet.
- The Host Site is notified that all AmeriCorps Member timesheets must be approved prior to the AmeriCorps member's release or exit from service.

OVERVIEW

- Timesheets are submitted via OnCorps for official AmeriCorps records.
 - Supervisors may use additional documents locally to track and verify hours.
- Timesheets are due bi-weekly on Mondays (for members)
 - Supervisors should ensure that members submit their timesheets on time.
- Supervisors should review and approve/reject timesheets no later than 3 days after the member has submitted their timesheet (e.g. Wednesdays).
- If you cannot verify member hours, you need to work with members quickly to get that verification. You can also work with sub-site supervisors as necessary and applicable to verify those hours/activities.

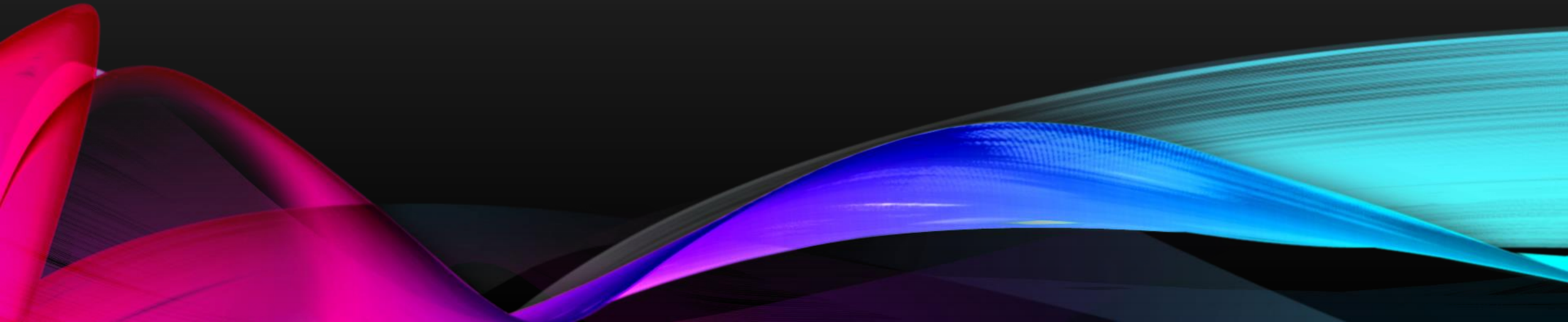
HOURS VS. SERVICE TERM

- Members must serve their minimum required hours:
 - FT = 1700 hours (~40 hours/week)
 - HT = 900 hours (~25 hours/week)
 - MT = 300 hours (~10 hours/week, may vary based on term length)
 - AT = 100 hours (~5 hours/week, may vary based on term length)
- Members are encouraged to serve additional hours beyond their minimum required hours to ensure they do not drop below that minimum # in an audit situation or if an error was made.
- Even if members complete their hours, they are still expected to serve their entire service term.
 - Start & end dates dictate when a member is active in the program, not simply when they have served their minimum required hours.
 - Supervisors should work with CCA staff BEFORE enrolling a member to fine-tune term dates.
 - Members should not expect to be exited early before their end term date.

ACTIVE SERVICE

- Members must remain “active” in the program by submitting timesheets on time.
 - Members cannot submit a zero hour timesheet (unless they have been suspended for a compelling circumstance)
 - This especially comes into consideration around holidays, particularly winter break.
- You should have a plan laid out with your member(s), especially if they are going to be out of their service community for a long period of time (2+ weeks).
 - Virtual service is allowable, and so is professional development (training) hours.
 - Long periods of time without a normal amount of service hours can put them behind on hours and may need more oversight when they return from this extended break.

REPORTS & EVALUATIONS



GRANT REPORTS

HSA 8.1 GRANT REPORTS.

- The Host Site Supervisor must submit an initial narrative progress report outlining the successes, challenges, and stories of their program thus far (December 2021).
- Performance Measure reports will be due at the end of the academic calendar (June 2022) and subsequently depending on the Host Site's member term dates (September 2022, November 2022).
- Performance Measure reports will provide numeric and narrative progress on the projects completed by AmeriCorps Members.

Grant Reports	Submitted By	Reporting Timeline	Due Date
Narrative Progress Report	Supervisor	8/15/2021 – 11/30/2021	12/13/2021
Performance Measure Report	Supervisor	8/15/2022 – 5/31/2022	6/20/2022
Summer Performance Measure Report	Supervisor	6/1/2022 – 8/31/2022	9/11/2022
Final Performance Measure Report	Supervisor	9/1/2022 – 11/30/2022	12/12/2022

MEMBER EVALUATIONS

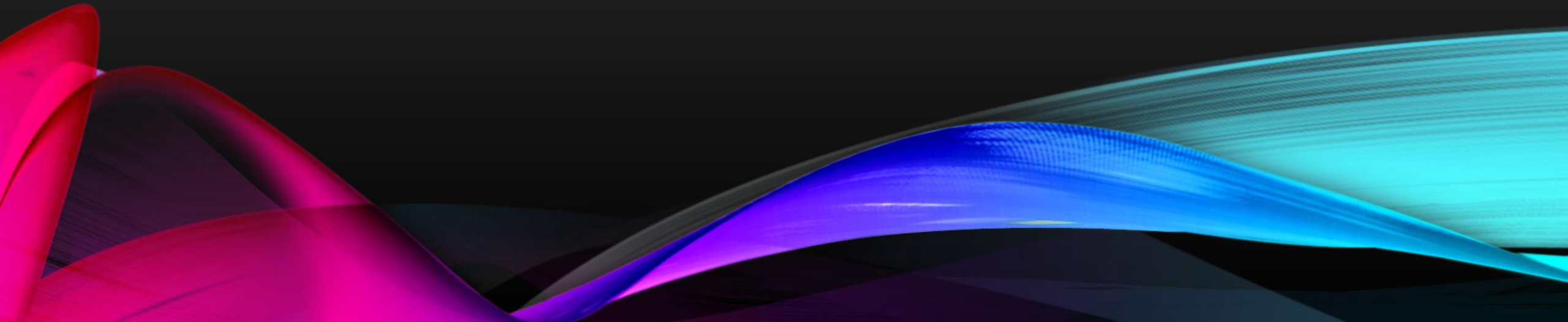
- **8.3 MEMBER EVALUATIONS.** The Host Site must complete an evaluation of each AmeriCorps Member's term of service.
 - AmeriCorps Members who do not receive an evaluation will not receive their education award and will be exited for cause.
 - The Host Sites must complete a mid-term evaluation for any position longer than 9 months and/or if the member is paid a living allowance by the Program.
 - The Host Site must complete an end-of-term evaluation of each AmeriCorps Member and submit it within 7 days of the AmeriCorps Member's last day of service, as indicated on the AmeriCorps Member service Agreement.
 - AmeriCorps members will not receive their education award under any circumstances if the host site does not submit the member's evaluation(s) to the Program by the deadline.

MEMBER REPORTS

HSA 8.2 MEMBER REPORTS. The Host Site understands that they must ensure that all AmeriCorps Members must complete a **1 month progress report**, which outlines the members' on-site orientation and immediate understanding of program policies & procedures and **narrative reports** that provide information on the individual's service projects, successes, challenges, and professional growth. The schedule is listed below in accordance to which position type a member holds.

MEMBER REPORTS	SUBMITTED BY	DUE DATE
1 month Member Progress Report	All	1 month after term start
Member Narrative Report	Full & Half Time	first working Friday of every other month
Member Narrative Report	Minimum & Abbreviated Time	December 2021, April 2022, June 2022, August 2022
Mid-Term Evaluation	All positions > 9 mos.	varies depending on start date
End-of-Term Evaluation	All	at least 2 weeks before term ends
Program Evaluation	All	at least 2 weeks before term ends

TRAININGS



CCA ORIENTATION

- All AmeriCorps members are required to attend a virtual CCA orientation with one of the IAMNCC staff.
- This will most likely be ON the members' first day of service or BEFORE that first day.
- CCA staff will cover:
 - AmeriCorps basics
 - Review the MSA
 - Prohibited Activities
 - Timekeeping requirements
 - Program goals (e.g. civic competencies)



CIVIC ACTION ACADEMY

- IAMNCC will host the Civic Action Academy student conference in early November, most likely virtual.
- All MT & AT members who are enrolled at that time are required to attend.

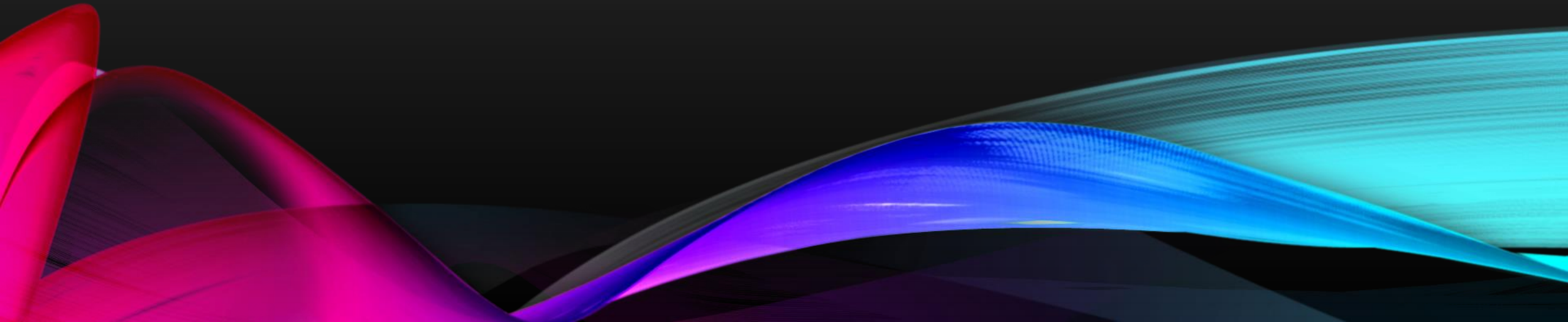
TRAINING HOUR REQUIREMENT

- In order to be exited successfully from the program, each AmeriCorps member has to log at least 1 hour of training in OnCorps.
 - Make sure that this training hour is logged in their first or second timesheet in accordance with their CCA orientation and/or your on-site orientation with them.
- “Training” in OnCorps means professional development.
 - Any training hours logged should be documented with you for:
 1. What exactly the training was (e.g. topic), &
 2. How it directly relates to their AmeriCorps position, project, or learning/growth in their role

STUDENT LEADERSHIP COMMITTEE

- MT & AT members will have the opportunity to participate in the Student Leadership Committee this year, working closely with Christine.
- Members on this committee will meet regularly (most likely biweekly) with Christine and each other to determine programming for other CCA MT & AT members.
- Any online training sessions offered by the committee will be shared with both members & supervisors in advance. These will be strongly encouraged for attendance but not required.

OTHER FACTORS & FAQ



MEMBER SAFETY

HSA 6.6 MEMBER SAFETY. The Host Site is required to take reasonable steps to ensure AmeriCorps Member safety during service.

- The Host Site is expected to conduct appropriate background and reference checks on the Supervisor(s) and other staff working with the AmeriCorps member(s) and beneficiaries of Campus Compact AmeriCorps activities, in accordance with the National Service Criminal History Check requirements and Host Site's own organizational policies.
- The Supervisor(s) should be trained in AmeriCorps Member safety, including the use and availability of CPR, first aid kits and portable defibrillators (if available), and the location of storm shelters.
- AmeriCorps Members should be provided with this information during their onsite orientation.
- The Host Site should also have a plan for site and personal health-related safety concerns.

The Host Site should also consider safety precautions for service activities and projects, as needed, that may include things such as time of day, lighting and location, seasonal weather issues, road conditions, and appropriate safety protocols for service activities (including attendance of trained personnel).

COVID-19 & MEMBER SAFETY

- **HSA 6.7 COVID-19 AND MEMBER SAFETY.** In order to protect member safety, the Host Site is expected to follow CDC Guidelines related to COVID-19.
 - This may include social distancing, wearing of masks or other protective gear, providing the opportunity to serve from an alternate location on a temporary basis, and required quarantine or isolation in cases of positive tests or exposure, etc.
 - These guidelines may change based on virus mutations, levels of vaccination and other factors. Therefore, the Host Site is encouraged to regularly check the CDC website for the most recent guidance and Program will send notification of significant changes in CDC recommendations that impact member service.
 - If Host Site intends to pursue mandatory vaccination for member(s), the Host Site must obtain approval from Program.

REFILLING POSITIONS

- If your AmeriCorps member exits early, we may be able to refill the position. Here is the language from the HSA:

10.2 REFILLING MEMBER POSITIONS. The following conditions, established by CNCS, must be adhered to by all AmeriCorps Programs regarding refill of AmeriCorps Member positions vacated by AmeriCorps Members who exit their term of service early. The Host Site must note that once an AmeriCorps Member is released from service with a partial education award, the remaining portion of that award is not available for use. The Host Site acknowledges that the Program has the final say in refilling all AmeriCorps positions. The Host Site may not refill the same slot more than once.

10.3 REFILL DEADLINES. The Host Sites may refill full time and half time positions within 60 days of Program Start (August 1).

- If a full-time or half time AmeriCorps Member terminates within 60 days of the program start-date, the refill must occur prior to November 1 for full-time AmeriCorps Members and February 1 for half-time AmeriCorps Members.
- Host Sites awarded full time AmeriCorps Members may make a written request to refill the full time AmeriCorps Member with a half-time (900 hour) AmeriCorps Member by February 1.
- Half-time AmeriCorps Members will receive a reduced living allowance and an education award, but all other full-time benefits will remain.
- Half time positions will not be refilled after February 1.
- Host Sites may refill minimum and abbreviated time positions so that they start by July 1.

QUESTIONS?! CONTACT THE CCA TEAM!



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