



Welcome Program Staff!

Day Two – Part II

July 14, 2020

Agenda

- Introductions
- Creating AmeriCorps Policies
 - AmeriCorps Handbooks
 - Proration Policies
 - Documentation/Communication
 - What else?
 - Program Best Practices



Program Introductions – Who’s on the call?!

- We will unmute you to share the following information with the group:
 - Name
 - Agency/AmeriCorps Program Name
 - What’s your favorite sweet treat?



ServeOhio AmeriCorps Program Staff!

- Mary Cannon – Director of AmeriCorps (Center)
- Ava Carvour – AmeriCorps Program Officer (Right)
- Meredith Pugh – AmeriCorps Program Officer (Left)





Creating AmeriCorps Specific Policies

- Started this conversation in January 2020 – sort of got sidetracked with COVID and did not finish creating the resource file online
- At the end of the training we will ask programs to send policies electronically so we can share them
 - You may also send along any policies they would be willing to share with self-assessment

Creating AmeriCorps Specific Policies

- Things you should have, you need to think about
- Why is it important to have AC Specific policies?
- Policies & Procedures can be in a Handbook or Separate Policy Documents – work with your agency to figure out what's best for your program
- May be included in your MSA



AmeriCorps Program Handbook



- Goes a step further than MSA and explains policies in more detail
- Can mirror a traditional agency Employee Handbook, but be sure to update language to remove employee and use AmeriCorps Member



Stipend Proration Policy

- Optional Policy – can be helpful when a member enrolls late, exits early, during suspensions
- Suspension: allows member to have a portion of stipend left over when they are reinstated to serve.
- Examples:
 - If a member's service ends at any point other than the member's end date listed in this agreement, the living allowance will be pro-rated by the number of days the member served in the pay cycle in which that member's service ends.
 - If a member's service is suspended in the middle of the pay period, the stipend will be prorated based on a daily rate and the number of days the member served within the pay period.



Documentation/Communication Policies

Do you have policies/supporting forms for:

- Member leave requests
- Member suspension documentation
- Early exit or CPC documentation
 - ServeOhio CPC form on website
- Progressive discipline documentation

AmeriCorps Leave Request

Member Name: _____

Date(s) of Leave: _____ Total Hours Requested: _____

Reason: _____

Member Signature: _____ Date: _____

Approved Not Approved

SERVE OHIO
Ohio Commission on Service and Volunteerism

ServeOhio Compelling Personal Circumstances Request Form

Instructions: To request a member exit for compelling personal circumstances, please complete the following form and submit it to your ServeOhio Program Officer. **No member may be exited with a prorated education award without the approval of ServeOhio staff.**

Program Name: _____

Director/Manager Name: _____

AmeriCorps member Name: _____

Member Start Date: _____ Proposed Exit Date: _____

Adapting Agency HR Policies

- Attendance Policy
- Call off procedures
- Dress Code
- Progressive Discipline
- Code of Conduct
- Electronic file storage/sharing



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**AmeriCorps Procedures
For Requesting and Calling Off**
Rev. 8/2013

Supervisor: _____
Preferred Contact Number: _____

Requesting Time Off:

- All requests for time off must be received **two weeks** in advance
- Complete the Request for Leave form and submit to immediate supervisor.

Horizon Code of Conduct Policy

Horizon Education Centers expects employees and AmeriCorps Members to adhere to a certain standard of conduct in order to maintain high quality standards and create a positive work and service environment for all.

Condescending or disrespectful conduct to clients, co-workers, or management will not be tolerated. We expect your cooperation in ensuring that our environment is positive, productive, supportive, and motivating for one another.

What else?

- What are other policies you wish you had?
- What have you created in response to your program's needs?
 - Attendance Policy → excessive call off's
 - How have other programs addressed attendance?
- We will discuss Teleservice tomorrow! 😊



Share Resources!



- We want to make this easy for everyone – you don't need to “recreate the wheel”
- Please share policies with your Program Officer electronically we are building a library!

Questions





Next Session: 3:00pm!

See
you
soon