



New Program Training Series: Part 2

MSA, Position Descriptions, Member Handbook

August 20, 2020, 10 am

Agenda

- Introductions in chat box
 - Name
 - Program name/Agency
 - How are you making the most of the rest of your summer?
- Announcements
- MSA
- Position Descriptions
- Member Handbooks and Policies





Part One Follow-Up

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- Topics:
 - National Service Criminal History Checks (NSCHC)
 - Get Connected

Announcements





AmeriCorps Branding Preview

- Monday, Aug 24th 3-4 pm
- Learn more about upcoming changes to the AmeriCorps visual identity – including logos and our new color palette
- https://cnscs.zoom.us/webinar/register/WN_ynpLgRLyT0ibYvkT7-knYw



Finance and Grants Management Webinar

- Thursday, August 27th 10 am-12 pm
- This training is required for at least one staff person who is responsible for the financial/grants compliance aspects of managing an AmeriCorps federal award.
- Meeting link: <https://global.gotomeeting.com/join/191496333>

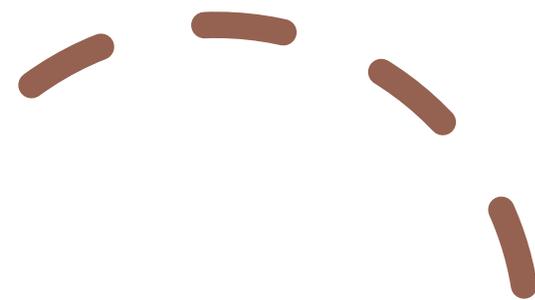
Midwest Region Virtual Office Opening

- Wednesday, September 2nd 12:00- 1:30 pm
- (Optional)





Member Documents

- MSA
 - Position Descriptions
 - AmeriCorps Handbook
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Member Service Agreement (MSA)

- Section V.B. [2020 CNCS AmeriCorps Specific Terms and Conditions](#)
- 4.3 [2020 Ohio AmeriCorps Supplementary Terms and Conditions](#)

Member Service Agreement (MSA)

- Signed **before** or **on** Member's first day of service





Member Service Agreement (MSA):

AmeriCorps Specific Terms and Conditions

- Member position description
- Minimum number of service hours
- The amount of the education award
- Standards of conduct
- List of prohibited activities
- Nonduplication and Nondisplacement text (45 CFR §§ 2540.100(e)-(f))



Member Service Agreement (MSA):

AmeriCorps Specific Terms and Conditions

- Fundraising limitations (45 CFR §§ 2520.40-.45)
- Requirements under the Drug-Free Workplace Act (41 U.S.C. § 701 et seq.)
- Civil rights requirements, complaint procedures, and rights of beneficiaries
- Suspension and termination rules
- The specific circumstances under which a member may be released for cause
- Grievance procedures
- Other requirements established by the recipient.



Member Service Agreement (MSA)

ServeOhio Terms and Conditions

- Member Initials Required:
 - Ohio AmeriCorps Grievance Procedure (OAGP).
 - ODJFS Ohio unemployment clause
 - Drug-Free Workplace Act
 - Notice of Required Member Activation (OSTC 1.10)



Position Descriptions

- Section V.A. [2020 CNCS AmeriCorps Specific Terms and Conditions](#)



Position Descriptions

- Provide for meaningful service activities and performance criteria that are appropriate to the skill level of members.
- Do NOT put members at risk for engaging in any prohibited activity (see 45 CFR § 2520.65), activity that would violate the non-duplication and nondisplacement requirements (see 45 CFR § 2540.100), or exceeding the limitations on allowable fundraising activity (see 45 CFR §§ 2520.40.45).
- Accurately and completely describe the activities to be performed by each member in a position description.



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



Templates

- <https://www.serveohio.org/Americorps/AmeriCorps-Program-Director-Resources/Program-Management-Resources>

Questions





Next Training: Member Orientation – September 3, 2020 at 10 am

- We will discuss the following:
 - AmeriCorps Member Orientation
 - Supervisor Training