



# AmeriCorps Washington

## Planning Grants – Member/Site Development (III)

April 27 – 10am

Please sign-in via the chat box:

- Organization/Program
- Name(s)
- Do you have a pet?

# Learning To Date

## Previous Content

- AC 101/Locating/Reviewing/Reading AmeriCorps Guidance
- Theory of Change/Logic Models/Performance Measures/Data
- Member Benefits/Eligibility/Recruitment/Selection
- Prohibited Activities/Orientation/Training/Supervision

## Today's Agenda

- **Member/Site Development**
  - **Position Descriptions**
  - **Members Service Agreements (Host Site MOU if applicable)**
  - **Time Tracking**

## Next Up (*March 12*)

- Member/Site Development Continues



# Questions to Consider

- How will the program ensure a diverse and inclusive AmeriCorps team?
- How will the program encourage esprit de corps among the AmeriCorps team?
- How will the program prepare AmeriCorps members for Life After AmeriCorps?
- If using host sites, what role will they have in member development?
- **Are position descriptions free of prohibited activities and perception of “other duties?”**
- **How will the member service agreement be introduced (and signed on or before the first day of service)?**
- **Is the time tracking system paper or electronic? If electronic, does it meet AmeriCorps requirements?**
- Does the program have a criminal history check policy that meets AmeriCorps requirements?
- Will members be allowed to teleserve? Does the teleservice policy meet AmeriCorps requirements?
- Is volunteer engagement a program component? What activities will volunteers be engaged in?
- **How does this new knowledge change the budget/match in order to run a successful program?**



# Position Description

- *What does AmeriCorps say about Position Descriptions?*
  - AmeriCorps Terms and Conditions...

“...the recipient must accurately and completely describe the activities to be performed by each member in a position description. Position descriptions must be provided to AmeriCorps upon request...”

“...the recipient must ensure that each member has sufficient opportunity to complete the required number of hours...must account for holidays and other time off and must provide each member with sufficient opportunity to make up missed hours...”

**Programs set AmeriCorps Members up to Succeed!**



# Position Description

- *Is a Position Description different than a Service Opportunity?*
  - Yes! In the AmeriCorps world...
  - Service Opportunities are national recruitment listings in the grants management system.
  - Position Descriptions are a fuller, detailed description either found in the Member Service Agreement or as an attachment.
  - Both have similar information and content.



# Position Description

- *Where does the Position Description live?*
  - Single-focused programs (in which AmeriCorps members all have the same Position Description) find it easiest to place the Position Description directly in the Member Service Agreement.
  - Multi-focused programs (in which AmeriCorps members have differing Position Descriptions) find it easiest to maintain individual Position Descriptions referenced as addendums in Member Service Agreements.
  - Either way, member receives a copy and program keeps copy as grant record.



# Position Description

- *What are some basic components of a Position Description?*
  - Program Detail
  - Service Location/Site Detail (if different)
  - Supervisor Information
  - Position Title
  - Days/Hours of Service
  - Program Description
  - Service Location/Site Description (if different)
  - Short Position Description/Purpose
  - Responsibilities and Related Tasks/Duties
  - Required or Desired Qualifications
  - NO Prohibited Activities
  - NO Other Duties as Assigned



# Member Service Agreement

- *What does AmeriCorps say about Member Service Agreements?*
  - AmeriCorps Terms and Conditions...

“...the recipient must REQUIRE that each member SIGN a member service agreement that includes, at minimum, the following...”

“...the recipient should ensure that the service agreement is SIGNED ON or BEFORE commencement of service but the effective date will not be before the member is enrolled...”

- Fully aware of their rights and responsibilities
- Many programs use the first day of orientation to go through the details of the MSA (even if signed before)





# Member Service Agreement

- *What are the REQUIRED components of the MSA?*
  - Position Description
  - Minimum Service Hours
  - Amount of Education Award
  - Standards of Conduct
  - List of Prohibited Activities (include exact CFR)
  - Non-Duplication/Non-Displacement (include exact CFR)
  - Fundraising Limitations (include exact CFR)
  - Drug Free Workplace Requirements
  - Civil Rights Requirements and Complaint Procedure
  - Suspension/Termination Rules
  - Circumstances for Release for Cause
  - Grievance Procedures
  - Other Requirements Established by Program



# Member Service Agreement

- *What are some ADDITIONAL components of the MSA?*
  - Other Benefits
  - Leave Policy
  - Orientation/Training
  - Performance Reviews
  - Accommodation
  - Release for Compelling Personal Circumstances
  - Media Release



# Host Site Agreement

- Driven by legal applicant/organization practice!
- Agreement, MOU, Contract?



# Time Tracking

- *What does AmeriCorps say about Time Tracking?*
  - AmeriCorps Terms and Conditions...

“The recipient must ensure that each member has sufficient opportunity to complete the required number of hours to qualify for an education award...In planning for the member’s term of service the recipient must account for holidays and other time off, and must provide each member with sufficient opportunity to make up missed hours.”

“The recipient is required to ensure that time and attendance recordkeeping is conducted by the AmeriCorps member’s supervisor. This time and attendance record is used to document member eligibility for in-service and post-service benefits. The recipient must have a timekeeping system that is compliant with 2 CFR § 200.430.”



# Time Tracking

- *What else should I know about Time Tracking?*
  - Assess both minimum hours and leave when developing service term.
  - Develop leave policy in MSA.
  - Develop individual member timesheets (and time periods).
  - Develop program time tracking tool (roll-up of all members to date).
  - Ensure FT members have a lunch break (non-service hours).
  - Ensure members understand the difference and track the difference between service, training, and fundraising.
  - Train on training and fundraising limitations.
    - Activities
    - Hours (Training < 20%, Fundraising < 10%)
  - Both the supervisor and the member must sign timesheets.



# Time Tracking

- *May I use an electronic timekeeping system?*

- Yes!

A program may store member files electronically and use electronic signatures if the program can ensure the validity and integrity of the record and signature is maintained. The program's electronic storage procedures and system must provide for the safe-keeping and security of the records, including:

1. Sufficient prevention of unauthorized alterations or erasures of records;
2. Effective security measures to ensure that only authorized persons have access to records;
3. Adequate measures designed to prevent physical damage to records; and
4. A system providing for back-up and recovery of records; and

The electronic storage procedures and system provide for the easy retrieval of records in a timely fashion, including:

1. Storage of the records in a physically accessible location;
2. Clear and accurate labeling of all records; and
3. Storage of the records in a usable, readable format.



# Questions?



# “Homework”

- *Continue reviewing and reading AmeriCorps guidance documents*
- *Continue developing ToC, LM, PMs, Data Plan, Host Sites, Strategic Partners, Member Benefit/Eligibility Systems, NSCHC Systems, Member/Site Recruitment*
- *Continue Member Orientation/Training/Supervision Plan (if using host sites, also develop for sites)*
- **Begin developing Member Position Descriptions**
- **Begin developing Member Service Agreement (if using host sites, also develop for sites)**
- **Begin developing a Time Tracking System**
- **Update budget framework**





# Deliverables

- NSCHC Certificate/Vendor Set-Up/Staff “test” Checks
- Member Recruitment Plan
- Member Orientation/Training/Supervision Plan
- Member Position Description/Member Service Agreement

Submit to **Robyn** anytime (through end of May for all member/site deliverables) for general feedback.

Robyn Harris – [robyn.harris@ofm.wa.gov](mailto:robyn.harris@ofm.wa.gov)



# Closing

