



# Serve Washington

---

Changing Communities. Changing Lives.

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

January 21 – 10:00AM

Please sign-in via the chat box:

- Organization/Program
- Name(s)
- What is your New Year Resolution or Drishti?

# Learning To Date

## Previous Content

- Quarter 1 Content
- Member/Site Develop – Benefits/Eligibility/Recruit/Select
- Member/Site Develop – Orient/Train/Supervise/Monitor

## Today's Agenda

- **Member/Site Systems**
  - **Positions Descriptions**
  - **Member Service Agreements (Host Site Agreement if applicable)**
  - **Time Tracking**

## Next Up (*February 18*)

- Member/Site Systems – Member Files/Enrollment/Exit/Slot Management/Member Performance Reviews



# Quarterly Questions

- *Are position descriptions free of prohibited activities and perception of “other duties?”*
- *Will the member service agreement be signed on or before the first day of service?*
- *Is the time tracking system paper or electronic? If electronic, does it meet CNCS requirements?*
- *Will members be allowed to teleservice? Does the teleservice policy meet CNCS requirements?*
- *Do staff/members have reoccurring access to vulnerable populations? Does the program have a criminal history check policy that meets CNCS requirements?*
- *Is volunteer engagement a primary program aspect for long-term sustainability or a secondary program aspect for additional reach/capacity? 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 CNCS say about Position Descriptions?*
  - CNCS 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 CNCS upon request...”

- *Is a Position Description different than a Service Opportunity?*
  - Yes! In the CNCS 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
  - Defined Access to Vulnerable Populations
  - 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 CNCS say about Member Service Agreements?*
  - CNCS 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...”

- 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

- Agreement, MOU, Contract?
- Separate or Combined with MSA?



# Time Tracking

- *What does CNCS say about Time Tracking?*
  - CNCS 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 any unfinished objectives from Quarter 1.*
- *Continue any unfinished objectives; such as, Performance Measures, Data Collection, Member Benefit Systems, Member/Site Recruitment/Selection, and Member/Site Orientation/Training/Supervision.*
- *Continue budget adjustments as necessary.*
- **Begin developing Member Position Descriptions.**
- **Begin developing Member Service Agreement (if using Host Sites, think about a Host Site Agreement).**
- **Begin developing Time Tracking Systems.**
- **\*Read RFGA, decide if applying for Formula Funding.**



# Deliverables

- Performance Measures
- Data Collection Plan
- Member Orientation/Training/Supervision Plan

Submit to Program Officer anytime through January 31 (end of quarter) for general feedback.

Jenny Benson – [jenny.benson@ofm.wa.gov](mailto:jenny.benson@ofm.wa.gov)

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

Mary Van Verst – [mary.vanverst@ofm.wa.gov](mailto:mary.vanverst@ofm.wa.gov)





# Closing

**Questions?**