



Environmental Education Leadership Corps

Policies and Procedures Handbook

2019 - 2020

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# About This Handbook

**Service-at-Will Notice**

This handbook does not create a contract; establish rights, privileges or benefits of your commitment to service, or guarantee a continued position. The information in this Handbook is intended to help you understand the boundaries of your service term.

Your AmeriCorps contract details specific information about your term of service including rules of conduct and termination. Being discharged for cause or leaving service early may affect your eligibility for pay, health insurance, education award, and other benefits.

**Handbook Notice**

This Handbook is for Environmental Education Leadership Corps (EELC) members and provides you with an overview of AmeriCorps and EELC policies and procedures. We ask you to read this handbook and become familiar with our policies. Because this handbook cannot address every possible situation, please contact the EELC Program Director if you have questions.

**EELC members should make sure they understand and follow all policies their assigned host site may require in addition to those stated in the handbook.**

*EELC reserves the right, with or without notice, unilaterally to interpret, supplement, vary, change, suspend, eliminate or replace at any time the policies and procedures outlined in this or any other Handbook.*

# About AmeriCorps

# AmeriCorps engages more than 75,000 Americans in intensive service each year at nonprofits, schools, public agencies, and community and faith-based groups across the country.

Since the program’s founding in 1994, more than 900,000 AmeriCorps members have contributed more than 1.2 billion hours in service across America while tackling pressing problems and mobilizing millions of volunteers for the organizations they serve.

**Mission**

AmeriCorps programs do more than move communities forward; they serve their members by creating jobs and providing pathways to opportunity for young people entering the workforce. AmeriCorps places thousands of young adults into intensive service positions where they learn valuable work skills, earn money for education, and develop an appreciation for citizenship.

Source: National Service Website <http://www.nationalservice.gov>

**AmeriCorps Guidelines**

Corporation for National and Community Service (CNCS) is the federal entity that administers AmeriCorps programs across the U.S. There are provisions to regulate how AmeriCorps programs can operate. These provisions create a legal framework to ensure beneficiaries, members and tax payers receive responsible and fair service in exchange for their investment. Everyone involved in a program – the administrative office, the host sites, the site supervisors, and the members – are expected to follow these provisions.

The EELC, an AmeriCorps State program, is one of hundreds of AmeriCorps national service projects serving U.S. communities since 1994.

**Kentucky AmeriCorps**

**Serve Kentucky**, formerly the Kentucky Commission on Community Volunteerism and Service, is a State Service Commission. In addition to overseeing the annual grant competition that awards funding to AmeriCorps State and other community service programs, State Service Commissions determine social needs in their states, set policy and program priorities, provide training and assistance, support national days of service, and promote service and volunteering.

Serve Kentucky was created in 1994 to serve as a conduit for federal funds that support AmeriCorps programs in the commonwealth, encourage and recognize volunteerism and assist in service program development. The commission is a statewide, bipartisan group of up to 25 members, appointed by the governor, with diverse service and volunteerism backgrounds.

Serve Kentucky funding is provided by the [Corporation for National and Community Service](https://www.nationalservice.gov/about) and the Kentucky General Assembly. The Cabinet for Health and Family Services is the parent agency for the commission, providing administrative support and oversight.

## KEEC

The Kentucky Environmental Education Council (KEEC) is a state agency within the Education & Workforce Development Cabinet. The agency's mission is to promote learning and skills for a sustainable and economically healthy environment. To reach this goal, the Council coordinates environmental education (EE) across the Commonwealth. The Kentucky Environmental Education Council was established to improve Kentuckians’ understanding of their environment. Although a major focus is primary and secondary education, the Council also works with colleges and universities, businesses, local governments, private organizations and citizens. Our goal is to provide citizens with the knowledge they need to make their own informed decisions about our environment.

## KAEE

The Kentucky Association for Environmental Education (KAEE) is a non-profit serving as the umbrella organization for environmental education in Kentucky. KAEE’s mission is to promote excellence in environmental education by providing support, resources, and networking opportunities to Kentucky's community of educators.​ KAEE has served as a Kentucky leader in environmental education for over 40 years, promoting and influencing environmental education on national and statewide levels each day.

Our members sign a contract with the EELC AmeriCorps Program and KAEE. They are not employees of the agencies they serve. KEEC provides logistical support and overall supervision of the EELC program. KAEE provides payroll services, workers comp insurance, Payment for healthcare insurance (If needed), and handles reimbursement of travel costs.

# Environmental Education Leadership Corps (EELC)

EELC members commit for up to a year of AmeriCorps service with an opportunity to serve two years. They serve under the supervision of EELC service site coordinators to develop and deliver environmental education programming to the clients of their service site. Members also support the current environmental programs within host sites to give Kentuckians the knowledge, skills, and tools necessary to become environmentally literate.

EELC members may **support** the marketing and communications efforts of their service site in regards to the environmental education programs (both existing and new) offered through the agency or organization.

EELC members are in a unique position to contribute service to environmentally focused agencies and organizations because they recieve training through the Professional Environmental Educators Certification course through KEEC. Service hours must include providing direct instruction relating to environmental knowledge, attitudes, and behaviors to both students and the general population as dictated by the clientele of the agency or organization where they complete their service.

Furthermore, members must develop at least one new environmentally focused program or activity for the service site as part of their mission. The member should share actively the positive experience of community service and encourage others to give time and skills to the host site.

The Program ensures that all members meet the CNCS minimum qualifications - AmeriCorps members must be U.S. citizens, U.S. nationals, or lawful permanent residents of the United States. They must also be at least 17 years of age at the commencement of their term of service. Members must be high school graduates, GED recipients, or must be working toward attaining a high school diploma or GED during their term of service. They must agree to obtain either a diploma or GED before using the education award. All members are subject to a criminal history check. The program will not hire any Individuals who have been convicted of murder and those who are required to register on a sex offender public registry are not eligible to serve in AmeriCorps.

**AmeriCorps Language**

Pronounced **AmeriCORE** NOT Ameri**CORPSE**

 

CNCS has a goal of building a clear understanding of AmeriCorps among its partners and among the general public. When communicating with the community, media, or friends and family, CNCS asks the following language be used.

|  |  |
| --- | --- |
| **Use This** | **Instead of** |
| Member | Employee |
| Serve or Service | Work or Employment |
| Service Description | Job Description |
| Living Allowance | Salary or Pay |
|  |  |
|  |  |
|  |  |

**Position Description**

**EELC Member: 1700 (FT), 1200 (TQT), or 900 hours (HT)**

**Purpose:** The EELC is a program that exists to provide quality environmental education (EE) to both students and members of the general public at a variety of host sites across the Commonwealth of Kentucky. Members seek opportunities to enhance and increase the knowledge of the clients of the agency or organization that they are serving with. Members develop and provide environmental education programs and activities that inform the public about environmental knowledge and skills that increase the environmental literacy of the general public. This is an AmeriCorps position, which provides a year-end education award upon satisfactory completion of service to the EELC and their host site.

**Position Title:** EELC Member

**Service Location:** Varies, Statewide

**Key Responsibilities:**

1. Develops new environmental education programs or activities that support the mission of the host site.
2. Directly delivers environmental programs or activities of at least 20 minutes duration to the clients of the agency or organization where they are doing their service. This may include individuals or small groups.
3. Maintains accurate and confidential records of the number of people that have received direct instruction.
4. Assesses the effectiveness of their instruction in cooperation with their service site.
5. Communicates service activity to site supervisors, and EELC staff via regular professional meetings and through reports completed in OnCorps.
6. Attends and completes all requirements for the Professional Environmental Education Certification course.
7. Seeks opportunities to lead or assist with EELC programs in support of environmental education and increasing the environmental stewardship of students and families within their communities. (This may include assisting with marketing and promoting environmental education opportunities offered at their host site).
8. Seeks opportunities to build strong relationships with site and community partners who support the EELC goal of using the environment as a framework for instruction in all content areas.
9. Speaks to civic organizations about experience in AmeriCorps service.
10. Presents at environmentally focused conferences, summits, and symposiums.
11. Participates in mandatory meetings and trainings with EELC AmeriCorps.
12. Participates in AmeriCorps Week and other service projects as directed by EELC.

**Other Conditions**

1. Occasional travel and overnight travel **required** for program training.
2. Driver’s license and reliable transportation required.

**Reports to:** EELC service site coordinator, or site appointed director, and EELC staff.

**Length of Service:** One program year, beginning no earlier than September 1 and ending August 31st.

**Time Commitment:**

-Full time (FT) members serve 1700 hours.

-Three-Quarter Time (TQT) members serve 1200 hours.

-Halftime (HT) members serve 900 hours.

Schedule is typically during posted service site hours but may include service before or after site hours or when site is not in session (weekends, holidays/breaks, weather days).

**Qualifications:**

To qualify to serve with EELC, you must:

-be a United States citizen, United States national, or lawful permanent resident of the United States,

- be at least 17 years of age,

-have graduated from high school or have a GED or equivalent, and

-be able to pass a criminal background check and sexual predator check which must be initiated and clear before service begins.

**Physical Demands**:

The physical demands described here are representative of those that must be met by a EELC/AmeriCorps member to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-While performing the essential duties of this position, the service member may regularly be required to interact with school-age children on a one-on-one basis as well as in group settings.

-The member must have the physical and mental stamina to perform their service duties throughout the typical service day and during additional events requested by the site or EELC.

-While performing the duties of this position, the service member may be in an outdoor setting which may include exposure to inclement weather conditions.

-Occasional off-site activities are required such as delivering environmental education at a school, or camp associated with the members service site.

**Environment:**

The service environment characteristics described in this handbook are representative of those an AmeriCorps State member encounters while performing these essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Support Provided:**

Various forms of support will be provided to the member including:

-AmeriCorps training and enrollment during orientation, called Pre-Service Orientation,

-Kentucky AmeriCorps Launch hosted in October by Serve Kentucky,

-Professional Environmental Educator Certification course,

-Professional development opportunities offered by the site

-Meetings, teleconferences, or webinars with EELC Program Director or Staff.

**Benefits Available:**

Some of the benefits available to members include:

-A living allowance for the term of service up which is given in installments twice each month divided by the pay periods during the service term

-Full-time(FT) → $13,992 gross

-Three-Quarter time(TQT) → $9,875

-Halftime(HT) → $7,407.50 gross

-An education award (scholarship) upon the successful completion of all service hours

-FT→ $6,095

-TQT→ $4,266.50

-HT → $3047.50

-Travel and lodging reimbursement for required EELC meetings and trainings

-Professional Development opportunities

Additional benefits for **full-time members only** include:

-Certification through the Professional Environmental Educator Course (provided all certification requirements are met). This certification is accredited by the North American Association for Environmental Education with reciprocal certification in Colorado and Georgia.

-Group health insurance *(if not already covered by a plan meeting the minimum essential coverage required by the Affordable Care Act)*

-Child care benefit, if qualified.

*If interested in either health insurance or the child care benefit, please reach out to the EELC Program Director for more information.*

**Professional Environmental Education Certification Course**

The Professional Environmental Education Certification (PEEC) Course is a required part of service with EELC Program. The PEEC Course is a nationally accredited course and is free to AmeriCorps EELC members.

Requirements of the PEEC Course include:

-The course consists of 4 Thursday-Saturday workshops at various sites in Kentucky. Attendance at all of the workshops is required in order to complete the PEEC Course

-Members must be on time to the workshops, to each session, and to the events during the workshops

-Member contact information will be shared for ride-share opportunities with other participants in the PEEC Course only.

-Members are required to complete and return in a timely manner all requested documents to PEEC course administrator, Wesley Bullock.

-Members will be assigned a roommate for the workshops unless reasonable accommodations are requested.

# Conduct Expectations

AmeriCorps and EELC expect members to treat others with respect and maintain the goal of getting things done. The following conduct expectations clarify conduct standards for all EELC members. As a corps member, you have a responsibility to read, understand and comply with these standards. If you are ever uncertain about how to apply these expectations under particular circumstances contact your EELC Program Director for guidance. Violating these conduct expectations may result in disciplinary action including immediate termination.

## Confidential Information

Confidentiality means protecting all personally identifiable data, information and records collected, used or kept by the host site where you are currently serving. Confidentiality requirements also apply to any event, conversation or records that you might see or overhear someone discussing.

**What is personally identifiable data or information?**

Personally identifiable information includes:

* Names and address
* Social security or student numbers
* Descriptions that would make it easy to identify a person
* Photographs without a signed photo release form
* Anything else that would make it easy to identify a person

**Interacting with Schools and School Groups**

A school record, educational record or permanent record is anything that the district collects, uses, or keeps about a student. This includes grades, health information, attendance reports, work papers, school photos, test results, etc. Data or information may be handwritten, drawn or printed. It might be a photograph, audio or video recording or a computer record.

What you **SEE OR HEAR** in a school, classroom, hallway, bathroom, cafeteria, or at any site or activity the school participates in, should be considered confidential and only discussed or repeated to your supervisor, teacher or principal. Even if you know a parent of one of the students you work with, do not discuss those activities with that parent.

Gossiping is not permitted. Confidential information should only be discussed with your supervisor, teacher or principal.

There are times that conversations, not intended for anyone other than those involved, could be overheard. If you overhear a conversation between students, staff or administrators do not repeat it. If you are concerned about what you have overheard, talk to a supervisor, teacher or principal. If you ever find yourself in a situation of overhearing conversations that do not concern you, get up and walk away, shut a door, or make a noise to make your presence known. Do not put yourself or allow yourself to be in a controversial situation.

Members should not read documents or browse through folders left in offices, on desks, or in filing cabinets.

Members are NOT allowed to view any student record including student profile reports, test score results, report cards, attendance reports, or any other document intended to be included in student records **unless the information relevant to the student’s learning plan in order to modify the program or activity**. Only parents are allowed to see their student’s records until the student reaches 18 years of age.

Unless you are a parent of the student and have authorization for the documents the situation refers to, volunteers should never pick up and remove any documents or papers thrown away or anything that looks like garbage unless you have permission from a teacher or administrator.

When assisting teachers and other staff with students, any conversation, paperwork or student work cannot be discussed with anyone other than that teacher, supervisor or principal of that school.

Accidents, fights or other disruptions involving students and/or school personnel should not be discussed with anyone other than the teacher, supervisor, or principal.

What you say and do reflects upon your site. If you repeat information about school activity it could easily be misinterpreted by others.

Source: The Kentucky Coalition of School Volunteer Organization’s School Volunteers’ Confidentiality Handbook

## Child Abuse Reporting Policy

Anyone with a reasonable suspicion that a child is dependent, abused or neglected is required by Kentucky law to make a report to the Kentucky Cabinet for Health and Family Services (CHFS).

We ask our site supervisors to make sure service members understand site specific policies about which site staff need to know about the report.

In addition; if you have reason to believe a child is being abused or neglected AND you are not certain what the next step for reporting is, you may contact your EELC program director.

**Procedure:**

**When child abuse is suspected, regardless of origin, it should be reported to: the Protection and Permanency or Child Protection Hotline: 1-800-752-6200 (Toll Free).**

Within 48 hours of the incident a written and signed statement of the problem should be submitted to your site supervisor, the school principal and the EELC AmeriCorps Program Director. The written statement should include the following information:

1. The names and addresses of the child and their parents or those exercising custodial control or supervision;
2. The child’s age;
3. The nature and extent of the child’s alleged dependency, neglect or abuse (including any previous charges of dependency, abuse or neglect) to this child or their siblings;
4. The name and address of the person allegedly responsible for the abuse or neglect; and
5. Any other information that the reporter believes may be helpful.

Once an incident has been reported and an investigation has been made, any further suspicious and/or incidents should be reported through the same procedures.

## Service Site Expectations

The EELC member is expected to, at all times while acting in an official capacity as an AmeriCorps member-

* Fulfill the duties and responsibilities outlined in the program orientation, meetings, contract, member handbook, and correspondence from the program;
* Demonstrate respect toward others;
* Exhibit and share the values of the AmeriCorps mission of “Getting Things Done”;
* Direct concerns, problems and suggestions in writing to the EELC Program Director to be addressed by the EELC Program Director; Verbal complaints will not be addressed until submitted to the EELC Program Director in writing or by email;
* Not engage in any activity involving proselytizing or assisting religious organizations, attempting to influence legislation or an election or aid a partisan political organization, helping or hindering union activity, or aiding a business organized for profit.

The **member service agreement formalizes conduct expectations** and when you sign the contract you agree to follow those rules. We ask that our members become familiar with the specific expectations of their service site and adopt them. In general, EELC conduct expectations align with host site expectations, however, if there is a case where service site expectations seem to conflict with EELC or AmeriCorps please contact the EELC Program Director.

## Addressing Violations of Policies and Procedures

It is important to know the policies in this Policies and Procedures handbook, Rules of Conduct and policies outlined in the Member Service Agreement, and additional host site policies outlined in the member’s position description or communicated to the member by their site supervisor. Violation of these agreed upon rules and policies, or participating in any prohibited activities may lead to corrective actions as outlined below:

1. Informal review of the violation including the Member and your site supervisor within 24 hours of the alleged occurrence. The first violation may be addressed by a verbal warning depending on the nature and/or severity of the violation. All violations should be documented by the site supervisor in writing using the corrective action plan.
2. Upon a repeated violation or multiple violations, a corrective action plan should be established by the site supervisor and agreed upon by both parties. The member and the site supervisor will both sign the corrective action plan form.
   1. In the event that the Member refuses to sign the form, the EELC Program Director should be notified immediately.
3. If either the member or the site supervisors are unable to come to a mutual agreement on an action plan, the site supervisor will notify the EELC Program Director no later than 3 days after the occurrence of the violation.
4. The Program Director will then attempt to address the problem either face to face or via a recorded video conference with both the site supervisor and the member within 3 days of being notified by the site supervisor
5. In instances where the program director, the service site supervisor, and the member cannot agree on a corrective action plan the violation(s) will be addressed by the Executive Director of KEEC within 7 days of official notification by the EELC Program Director.
6. Continued violation of EELC and/or service site expectations may lead to dismissal from the program following these steps

* Following a third offense, the EELC program may fine you up to 15% of the following living allowance check and/or, may release you from the program depending on the circumstances.

Service sites may not exit a member from the program without consulting the EELC Program Director. EELC reserves the right to make decisions regarding dismissal or relocation of members or to bypass any of the above steps. Depending upon the facts and severity of the offense, the EELC Program Director may give a member a written or final warning as the first warning. The EELC Program Director can also dismiss a member without prior warning. When the misconduct is of a very serious nature, a member may expect immediate dismissal.

Please review your EELC AmeriCorps Member Contract for more details.

The program must also notify Serve Kentucky of exits for cause, when the program intends to designate the individual ineligible for future service.

## Exiting Procedure

There are a few reasons AmeriCorps service ends. A member can choose to end service early on their own or leave for a personal reason outside of their control. The service term may simply be completed and, in some cases, a member may be asked to end their term by EELC\*.

EELC requires that members are treated respectfully with opportunity to discuss concerns and ask questions. EELC and its partners keep all information discussed with the member confidential.

The decision to release a member will come from the EELC Program Director based on the facts of the situation.

Please follow these steps when exiting from EELC.

1. Complete and submit all outstanding timesheets by the last day of service.
2. Complete and submit any outstanding service and student reports.
3. Please leave paperwork used to document service with your site supervisor. This especially means forms used to track planning and leading environmental education programs or activities.
4. Log in to your My AmeriCorps account at [www.my.americorps.gov](http://www.my.americorps.gov). In the menu at the left there are options for an exit survey and an exit form. Complete both. You may do this prior to your final day of service. If asked to leave service, please complete this within 5 days.
5. Final living allowance payment will be based on the last day of service.
6. Education awards are approved only if a service term is complete or with DOCUMENTED compelling circumstances.
7. Type of documentation of compelling circumstances must be discussed with EELC program director prior to approval of the partial award. Documentation must be turned in to EELC before a partial award will be approved.

Items given to the member for use during service must be returned regardless of the terms of exit. If items are not returned then the member can be fined the cost of replacing the item. The exiting member must turn in the following items (if applicable) to your site supervisor:

* Program or activity materials
* EE Instruction tracking records or service records (hard copies)
* Parking pass
* Keys/Security Card
* Laptop/Tablet
* Software/Hardware
* Or any other company information or property

## \*Member’s agreements and service are with the EELC with KAEE acting as the fiscal agent. The service site enters a partner relationship with the EELC. Therefore, a site may not release a member from service without the approval of the EELC Program Director.

## Additional Terms of Service

Eligibility for an additional term of service does not guarantee selection or placement. The member understands that being eligible to serve a second term of service is contingent upon outside funding, and the member must receive satisfactory performance reviews for any previous term of service. The member’s eligibility for a second term of service with this program will be based on factors such as whether the member has:

• Completed the required number of hours;

• Satisfactorily completed assignments, tasks, or projects;

• Met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service; and

• Received a satisfactory program evaluation from the EELC program.

## Drugs, Alcohol and Weapons

EELC does not permit illegal manufacture, distribution, possession, sale or use of controlled substances or drug paraphernalia within the service site or while conducting service. This policy covers controlled substances and illegal drugs such as all forms of narcotics, hallucinogens, depressants, stimulants and other drugs restricted or prohibited by law.

Members should report to serve in condition to perform their duties free from the influence of illegal drugs or alcohol. Our policy applies to controlled substances, illegal drugs and alcoholic beverages used outside of the service site or outside of service hours if the use affects the performance of your service or creates a risk to you or others. EELC may take corrective action, up to and including dismissal of any member who violates this policy.

The possession of weapons, such as knives and handguns is strictly prohibited on service site properties and related events. Violation of this policy may result in disciplinary action up to and including immediate termination.

## Tobacco-Free Environment

It is the EELC’ policy that members follow the smoking policy of their service site. When serving away from your regularly assigned service site smoking or use of any tobacco products is permitted only in designated areas located outside the meeting or service space.

## Service Site Violence

EELC members have a right to feel safe at their service sites. Clients at EELC service sites have a right to feel safe with our members. Service site violence, which includes, but is not limited to threats or threatening behavior, intimidation, damaging property intentionally, engaging in behavior that creates reasonable fear for another, or assault, will not be tolerated.

Your site supervisor will immediately begin an investigation should anyone report a case of violence or threat on site premises or outside of premises when related to other members or clients, or at any EELC or site event. EELC partners will contact the necessary authorities if there is an immediate or serious threat of harm to any member.

Any member who violates this policy is subject to corrective action or progressive discipline, up to and including termination of the service commitment. The site may seek the prosecution of those who engage in violence on its premises or against its clients while they are engaged in any advising activities.

## Safety and Accidents

In the event of an accident or injury (no matter how minor) on your assigned service site property or while conducting EELC activities, you are required to notify your site supervisor and EELC Program Director as soon as practical. You are provided Workers’ Compensation Insurance for any service-related injury through EELC. You are not covered by your host site’s policy. Eligibility for benefits is governed by applicable rules and regulations of the Workers’ Compensation Act. Members may not participate in projects that pose undue safety risks.

The site must immediately report any member deaths or serious injury to the EELC Program Director so that she may immediately contact the CNCS Program Officer. Even if the injury or death occurred while member was not charging time to their service term, site should still contact EELC Program Director.

## Workers’ Compensation Procedure

EELC through KAEE provides a comprehensive workers' compensation insurance program at no cost to members. This program covers any injury or illness sustained in the course of EELCorps service that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the member is hospitalized, immediately.

1. When a member sustains serious or life-threatening injuries, he/she should seek medical attention immediately.
2. The EELC office should be notified as soon as possible after treatment has been received, or in the case of minor injuries, they should be notified immediately.
3. The member or member’s supervisor is responsible for completing and submitting a First Report of Injury to the EELC Program Director. This report should be submitted as soon as possible, but not later than 24 hours from the time of injury. Failure to complete the report in a timely manner could jeopardize worker’s compensation benefits for the member.

EELC, KAEE, nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during a member's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the site or EELC.

## Dress Code

As an AmeriCorps member, EELC members should always be identified as such by wearing the AmeriCorps name tag provided by the program. You will receive a hat to wear at your site during your service as well as for special events and National Days of Service. Your clothing should be clean, comfortable, and look neat and professional. Grooming should also be neat and clean. We request that tattoos of an adult or explicit nature be covered during service.

Day-to-day you should follow your service site’s dress code for staff. **AmeriCorps gear should be worn** when you are performing service.

Refer to your host site’s office policies handbook for more information on dress code specifics and policies (i.e. Casual Friday, etc).

## Cell Phone Usage

* Please turn off your ringer and set your phone to vibrate during meetings & program/activity delivery.
* Carefully consider which calls or texts you must take.
* If you must take a call, please excuse yourself from the room.
* Texting during a meeting or while working with a client of the service site is rude. Wait until the next break.

## Social Networks

* Set your privacy levels so that only "friends" can see your profile or content.
* Never approve minor students or clients as "friends" on these sites and refrain from contact with students or clients outside of the site, school, or site/school sponsored events.
* Sexually explicit and drug related images or posts promoting inappropriate behavior should be avoided.
* When in doubt, don't post the picture, write the snarky comment, or rant in that blog.

# General Service Policies

## Non-Displacement Policy

An AmeriCorps position cannot take the place of a currently funded job at the host site. Additionally, members may not take over the role of an existing long-term volunteer. (See pg. 30-31)

## Equal Opportunity and Inclusion Statement

EELC is committed to providing equal opportunity in all areas of the service commitment: recruitment, site assignment, transfer, stipend, benefits, and training. It is our policy that all decisions regarding recruitment are made for sound reasons and without regard to an applicant’s or member’s race, color, religion, national origin, sex, age, marital status, disability, veteran status, sexual orientation or other legally protected status.

The Program seeks to include participants and staff from local communities - including different races and ethnicities, socioeconomic backgrounds, educational levels, generations, genders, and individuals with disabilities - unless program design establishes justification otherwise.

## 

## Anti-Discrimination/Anti-Harassment Policy

The Program provides equal opportunity to all, ensuring the openness and availability of The Program and its activities for all individuals. The program does not discriminate in any aspect of employment or service because of race, color, sex, national origin, religion, age, mental or physical disability, HIV/AIDS status, sexual orientation, gender identity or expression, political affiliation, marital or parental status, military service, or any other improper criterion.

EELC is committed to providing a safe and inviting environment in which all individuals are treated with respect and dignity. EELC does not tolerate any form of harassment or discrimination by or against any of its members, participants, or members of EELC staff.

In addition, CNCS has zero tolerance for the harassment of any individual or group of individuals for any reason. CNCS is committed to treating all persons with dignity and respect. CNCS prohibits all forms of discrimination based upon race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, military service, socioeconomic status, or substance use disorders.

### Definitions of Harassment

Sexual Harassment constitutes discrimination and is illegal under federal, state and local laws. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-biased nature. These acts are in violation of the law and our policy when:

* Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
* An employment decision is based on an individual’s acceptance or rejection of such conduct;
* Such conduct interferes with an individual’s service performance or creates an intimidating, hostile or offensive service environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender.

Some examples of unacceptable behavior are:

* Making lewd jokes or sexual comments, whether verbally, in writing, through text messages by electronic mail or other electronic means;
* Using sexually offensive language;
* Making graphic, sexually oriented comments about someone’s body;
* Displaying, circulating or discussing sexually explicit or suggestive materials;
* Engaging in inappropriate physical contact or overly familiar touching;
* Making sexual innuendos; and
* Requesting a sexual relationship or repeatedly requesting a dating relationship.

### Other Forms of Harassment

Harassment on the basis of any other protected characteristic is prohibited. Under this policy harassment is verbal or physical conduct that defames or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, veteran status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that:

* Has the purpose or effect of creating an intimidating, hostile or offensive service environment;
* Has the purpose or effect of unreasonably interfering with an individual’s service performance; or
* Otherwise adversely affects an individual’s employment opportunities.

Harassing conduct includes, but is not limited to:

* Epithets, slurs or negative stereotyping;
* Threatening, intimidating or hostile acts;
* Inappropriate jokes; and
* Written or graphic material that defames or shows hostility or aversion toward an individual or group and that is placed on the employer’s premises or circulated in the service site.

***Complaint Procedure***

EELC encourages reporting perceived incidents of discrimination or harassment, regardless of the offender’s identity or position. Individuals who believe they have been the victims of conduct prohibited by this policy statement or believe they have witnessed such conduct should discuss their concerns with their site supervisor. If the complaint involves the site supervisor, member should discuss concerns with their EELC Program Director. EELC encourages the prompt reporting of complaints so that rapid and constructive action can be taken. While an initial complaint can be made verbally, please document your complaint by email to your site supervisor (if appropriate) or to the EELC Program Director.

Any reported allegations of harassment or discrimination will be promptly investigated. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. To the extent feasible, confidentiality will be maintained to ensure the privacy of all individuals involved. No person who makes a claim of harassment or who takes part in an investigation will be retaliated against. Perceived acts of retaliation should be reported immediately and will be promptly addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Any member found by EELC to have violated our harassment policy or who fails to properly address harassment issues will be subject to corrective action, up to and including immediate dismissal.

Any member who has any questions or concerns about this policy should talk with their site supervisor and EELC Program Director.

## Disability and Reasonable Accommodation

## Note: The wording below refers to employment. For the purposes of AmeriCorps service these words stand in place of service, member and EELC.

The ADA prohibits discrimination relating to employment practices such as recruitment, hiring,  promotion,  training,  lay off, pay, firing, job assignments, leave, benefits, and all other employment-related activities.

Under the ADA, a person has a disability if he/she:

* Has a physical or mental impairment that “substantially limits” one or more "major life activities" which include, but are not limited to, walking, talking, thinking, breathing, seeing and/or hearing;
* Has a record of impairment; or
* Is regarded as having such impairment.

To qualify for protection under the ADA, a person with a disability must be able to perform the essential functions of his/her job with or without reasonable accommodation. Regular and reliable attendance is considered an essential function under the ADA.

The EELC AmeriCorps program is required, in most cases, to make reasonable accommodations to enable such an employee to continue to work despite his/her disability.

Requests for temporary light duty assignments should not exceed 90 days and do not fall under the ADA. In the event the employee is unable to return to his/her job duties after 90 days, the employee should follow the process for requesting an accommodation.

Often an employee will request a simple device to help with his/her job, such as a wrist pad, headset, or a different chair.  In general, such requests are not due to a disability. Questions regarding such issues should be sent to the EELC Program Staff for review and assessment of the appropriateness of such a request.

Employee Requesting a Reasonable AccommodationIf an employee has a medical condition that impacts his/her ability to perform the job duties, he/she may request a reasonable accommodation.

* 1. An employee who is unable to perform a job duty due to a medical condition should discuss the issue with his/her site supervisor and EELC staff and request assistance. The employee does not need to use the words “reasonable accommodation,” “ADA,” or other specific language when making the request. Further, a supervisor who recognizes the employee’s need for assistance may make a request for accommodation on behalf of the employee. The request may be made to the service site supervisor of the employee needing the accommodation or directly to the EELC Staff. Only those persons having a need to know shall have access to information about the request.
  2. Once a supervisor is notified or becomes aware that the employee needs an accommodation to perform his/her job duties due to a medical condition:
  3. The employee will be asked to provide a completed and signed Accommodation Request Form or by request from EELC staff
  4. The EELC staff may contact the KY EEO/Civil Rights Compliance Branch at (502) 564-7770.
  5. If, for any reason, the employee is not able to put the request in writing, the supervisor is required to provide this documentation if the employee wants to be considered for an accommodation.
  6. The reasonable accommodation process is interactive and requires the employee's cooperation and input throughout the process.  The EELC staff will work together with the employee and service site supervisor.
  7. Through the interactive process, the EELC staff will determine:
     1. Whether the employee can perform the essential functions;
     2. Whether the employee is disabled under the ADA; and
     3. What reasonable accommodation may be necessary.
  8. After thorough review of the documentation provided, the EELC staff shall notify all parties of the EELC’ decision.
  9. An employee who is dissatisfied with the results of a request for reasonable accommodation may:
     1. File a grievance through the proper process;
     2. File a complaint with the Corporation for Community and National Service Equal Employment Opportunity Office and/or Kentucky Commission on Community Volunteerism and Service.

***EELC Responsibilities***

1. EELC shall:
   * 1. Ensure fair and equal treatment of each employee seeking accommodations;
     2. Ensure privacy of the employee’s medical issues (EELC staff shall work with Kentucky Cabinet for Health and Family Services EEO/Civil Rights Compliance Branch or the Kentucky State ADA Coordinator to clarify what information they can provide and who should know);
     3. Provide an assessment of each request; and
     4. Prepare a formal response.
2. Any supervisor who becomes aware that an employee is seeking an accommodation should assist the employee by:
   * 1. Ensuring an ADA Accommodation Form is completed;
     2. Informing the EELC Staff; and
     3. Working with the EELC Staff to assess the essential functions of the job.

## Grievance Procedure

The Member understands that the program has an alternative dispute resolution (ADR) procedure to resolve disputes concerning their suspension, dismissal, service evaluation, or proposed service assignment. EELC & KEEC’s ADR is open to program participants, labor organizations and other interested individuals concerning this AmeriCorps program. The Member understands that, as a participant of the program, they may file a grievance in accordance with the program’s ADR procedure as follows.

1. Informal review of the dispute including the Member, the program director and the site supervisor within 45 days of the alleged occurrence.

2. If the informal review is unsuccessful the Member may request mediation as follows;

3. They must request mediation within 45 calendar days from the date of the contested incident.

4. If the matter is resolved, the terms of the resolution are recorded in a written agreement, and the party agrees to forgo filing any further grievance on the matter under consideration.

5. At the initial mediation meeting the Member will be advised in writing they have the right to file a grievance and a right to arbitration.

6. The mediation meeting will be facilitated by a neutral party appointed by KEEC. The mediator may not compel a resolution.

7. The mediation meeting will be informal; the rules of evidence do not apply. With the exception of a written agreement the content of mediation meeting will be confidential.

8. A written notice of the right to file a formal grievance will be provided after 30 days of the mediation meeting if the issue is not resolved.

If the initial step is unsuccessful and/or they do not choose mediation, then the grievance must be addressed as follows:

1. The Member must file a request to file a grievance with KEEC’s grievance committee no later than 1 year of the date of the contested incident (except for fraud or criminal activity).

2. The neutral mediator from previous meetings may not participate. In addition, no communication or description of the previous meeting may be referred to or introduced as evidence and the decision of the mediator is not binding unless both parties agree.

3. The grievance hearing must take place no later than 30 days after filing.

4. A decision from the grievance committee must be provided to the Member no later than 60 days after filing.

5. If the issue is resolved and a written agreement is reached, the Member will agree to forgo pursuing arbitration for the issue.

If the grievance is unsuccessful then the member may request arbitration **to the extents permitted by law** as follows:

1. The filing party may submit the grievance to arbitration if the decision of the hearing is adverse to the grievant, or if no decision has been reached in 60 days.

2. A qualified arbitrator who is independent of the interested parties must be jointly chosen. CNCS’s CEO will appoint an arbitrator if the parties cannot agree on an arbitrator within 15 calendar days.

3. Arbitration must be held no later than 45 days from the request or 30 days after an arbitrator is appointed by CNCS’s CEO.

4. A decision from the arbitrator must be made no later than 30 calendar days after the arbitration meeting begins.

5. Cost of the arbitration is divided evenly between the parties to the arbitration. If the participant, labor organization, or other interested individual prevails during arbitration, then the program/grantee pays the total cost of the proceeding and the attorney’s fees of the prevailing party.

In addition:

6. If a grievance is filed regarding a proposed placement of a Participant in a program that receives assistance under this chapter, such placement must not be made unless the placement is consistent with the resolution of the grievance.

7. Remedies for a grievance filed under a procedure established by a recipient of Corporation assistance may include—

a. Prohibition of a placement of a participant; and

b. In grievance cases where there is a violation of nonduplication or nondisplacement requirements and the employer of the displaced employee is the recipient of Corporation assistance—

c. Reinstatement of the employee to the position he or she held prior to the displacement;

d. Payment of lost wages and benefits; Re-establishment of other relevant terms, conditions and privileges of employment; and

e. Any other equitable relief that is necessary to correct any violation of the nonduplication or nondisplacement requirements or to make the displaced employee whole.

8. Suspension or termination of assistance. The Corporation may suspend or terminate payments for assistance under this chapter.

9. A suit to enforce arbitration awards may be brought in any Federal district court having jurisdiction over the parties without regard to the amount in controversy or the parties' citizenship.

## Personnel Files

EELC maintains a personnel file for every AmeriCorps member serving with the program. Member information is securely maintained in part on OnCorps and in total at our office at the Education and Workforce Development Cabinet in Frankfort. The file contains: member application, offer, certification of member eligibility, signed member contract, which includes the signed position description and signed application, both federal and state background checks, documentation of child-care enrollment, media release, performance reviews, disciplinary actions and other documents related to performance, as well as timekeeping logs and payroll and health benefits enrollment information. Payroll information is maintained at the Kentucky Association for Environmental Education in Upton.

In order to ensure your information is up-to-date, we ask that you inform your EELC Program Director of changes in the following: name, address, phone number, and marital status, number of dependents, beneficiaries, and emergency contact information. You may make changes to this information in your OnCorps account. However, you MUST contact your EELC Program Director to notify changes have occurred

EELC respects each member’s right to privacy. We restrict information maintained to that which is necessary to comply with AmeriCorps policies, or which is required by federal, state or local law. We do not share member information outside program use.

***Labor Union Concurrence***

**Under Sec. 130(g)**, if employees of the service sponsor (service site) are (i) “engaged in the same or substantially similar work” as that proposed to be carried out by AmeriCorps members, and (ii) represented by a labor union, then the service sponsor must obtain a written concurrence from the labor union and submit that concurrence along with the application.

**Under Sec. 131(c)**, if there are (i) “employees in the area who are engaged in the same or similar work as that proposed to be carried out” by the AmeriCorps members, and (ii) those employees are represented by a labor union, then the program applicant must provide an assurance on its application that it will consult with that labor union prior to placing the AmeriCorps members.

At some point before the program places the AmeriCorps members (not necessarily before the program applies for a grant), the applicant must have a conversation with the labor union and let them know what the program will be doing. The program doesn’t need to get the union’s concurrence, or consent, unless the labor union is representing the applicant’s own employees, and those employees are performing “the same or substantially similar” work as the AmeriCorps

members.

## Travel Policy & Personal Auto Reimbursement

The EELC may ask members to travel to mandatory meetings and conferences. Costs associated with travel and attendance at mandatory meetings will either be paid or reimbursed by the program.

Members are only authorized to use their own automobile if they have both a valid driver’s license and current comprehensive auto insurance, including liability and collision loss.

When a member uses their own personal automobile to travel to mandatory EELC trainings or events, EELC members shall be reimbursed for mileage/meals by KAEE (The Fiscal Agent) based upon current travel rates as determined by 200 KAR 2:006.

Car-pooling with members at other sites to EELC trainings is strongly encouraged.

Mileage from member's home to regular assigned service location is not a reimbursable expense. However, according to EELC & KAEE’s reimbursement policies, if the member goes directly from home to an official EELC training or event other than the regular assigned locations, then the mileage will be calculated from home to the meeting site.

In order to receive reimbursement for mileage, the member must have pre-approval from the EELC Program Director and then submit a travel reimbursement form specifying purpose of trip, date of trip and mileage traveled for the trip. A map must also be included as documentation. When traveling for EELC trainings, EELC will reimburse all auto tolls and parking fees with a receipt. The member assumes the responsibility for all parking and traffic fines. Forms must be returned to KAEE for reimbursement that same month. Otherwise, reimbursement will be made by check the following month.

If a meeting requires an attendance fee, materials or overnight lodging the EELC will typically manage reservations. You must confirm your attendance at least one week prior to the mandatory event. If you cancel your attendance less than 48 hours before, EELC may require you to manage cancellation costs. This will be based on the reason for the absence.

# Service Commitment Requirements

## Service Time Commitment and Targets

Full-time AmeriCorps members are expected to be at their service site during regular operating hours (generally 35+ hours a week; from 8:00-3:30 each weekday). Plan on serving at least 38 hours each week as a 1700 hour member. EELC is a 11.5 month program beginning September 15 and ending August 31. 1200 and 900 hour members may have some flexibility depending on the length of their contract. Please work with the EELC Program Director to determine the best plan to keep you on track.

*Please note: Members who begin their service later than September 15 are still expected to acquire 1700 hours (FT), 1200 hours (TQT) or 900 hours (PT) depending on the Member Service Agreement signed contract, before the end of the granting period on August 31 in order to remain eligible for the education award. Members will work with their site supervisor and, if necessary, the EELC Program Director to develop a schedule that will allow the member to reach their service hour target.*

***National Service Criminal History Check***

The NSCHC Process

All CNCS grant recipients and subrecipients (which includes EELC) are required to conduct an accurate and complete National Service Criminal History Check, or NSCHC, on all covered positions. As EELC members will have recurring access to vulnerable populations, all EELC members are required to undergo a three-part NSCHC, consisting of:

1. National Sex Offender Public Website (NSOPW) Check: A name-based nationwide search of individuals registered, or required to be registered, as a sex offender.
2. Kentucky State of Service Check (as well as a State of Residence check if member resides out of Kentucky).
3. FBI Check: A fingerprint-based nationwide search of FBI criminal history records.

To complete these background checks, EELC utilizes Truescreen, Inc. to obtain the NSOPW and State of Service and/or State of Residence checks. EELC utilizes the agency Fieldprint to obtain FBI Checks.

Members must note that member service term is contingent upon the successful clearance of the NSCHC process. To clear the NSCHC Process means that the member must NOT be registered, or required to register, as a sex offender, and must not be convicted of murder. Not clearing any of the above background checks is cause for termination of service. Failing to agree to undergo the NSCHC process renders potential member unable to serve with EELC or AmeriCorps.

Initiation of Background Checks

The EELC Program Director will complete the initiation of FBI background checks by sending the candidate an email with the Fieldprint code for the fingerprint background check and instructions for making an appointment. The EELC Program Director will initiate the State of Service (and State of Residence if necessary) and NSOPW background checks by submitting candidate name and email to Truescreen, Inc. in order to request State(s) and NSOPW checks. Truescreen will document this initiation using time stamps in their system.

Beginning Service

Furthermore, for the member to begin service, all checks MUST be completed, returned, and adjudicated.

***Time Off***

Typically, EELC members follow their service site’s calendar. While service hour targets are being met, host sites may approve days off when the site is closed for holidays, snow days, illness etc. and the member chooses not to perform EELC approved service activities (See *Approved Off-Site Service Activities* section). You may take time off during your sites regular breaks with site supervisor approval. However, you must have EELC prior written approval for time off lasting 3+ days and a plan to serve at least 10 hours during the week. To get that approval, please see below.

Vacations must be approved by your site supervisor **and** the EELC Program Director. The amount of time you have served and the amount of time remaining in the program year will be considered. If your time away is not approved, your absence will be considered unexcused, and you may be subject to removal from the program.

In order to be gone for any amount of time lasting 3 days or more, the member must obtain prior written approval from the EELC Program Director and the site supervisor.

In order to obtain approval, the member must:

-Be in good standing

-Be caught up on service hours

-Submit a plan for making up service hours that will be missed during their time away

-Submit the Time-Off Request Form to their site-supervisor and Program Director (this form can be located on the Resources page at <https://keec.ky.gov/EELC>.

***Approved Off-Site Service Activities***

Some service sites may be closed during portions of the service year, for example during holidays, for extended breaks, snow days, unexpected illnesses, etc. Members who are on track to complete their service targets (1700 hours for full-time, 1200 hours for three-quarter time, and 900 hours for part time) may opt to use some of the allotted time off days, given a plan to attain the service target is in place (See *Time Off* section). However, the member or Site Supervisor may choose to allow the member to work off-site performing approved service activities.

**Approved Off-site Activities:**

-Perform tasks related to your direct service activities

-e.g. regular activities that the member already performs that can be done from member’s place of residence or off-site such as assignments from your site supervisor, program planning, or online training

-Participate in programs/learning opportunities related to service activities

-Provide emergency service to general community

-Volunteering at an emergency aid shelter, food bank, soup kitchen

-Volunteering to serve vulnerable populations including children, seniors, veterans, people experiencing homelessness, or people with mental or physical disabilities

-Provide service to a community based environmental program

-e.g. waste clean-up, state/national park volunteer program, river clean-up, volunteer at an urban farm, local trail maintenance

-Completing video trainings related to service (for example, Litmos or Lynda trainings, etc.)

-Speaking opportunities about EELC or AmeriCorps

-Other ideas for serving your community and fulfilling the AmeriCorps goal of ‘getting things done’ may be sent to the EELC Program Director for approval.

**Requirements of Off-site Activities**

-If performing volunteer service at other locations, they must be non-profit partners

-Service performed for family members or friends **does not** count as service hours. Taking your grandmother to get groceries, doing yard work for your uncle, or babysitting for a friend **are not** allowable service opportunities.

-Your site supervisor must approve your hours. Therefore, you **must** discuss your schedule and any service outside your regularly scheduled day with your site supervisor **before** you do the service to be certain you may count the hours.

-There must be a tangible/quantifiable product as the result of your service away from your site. The service MUST be verifiable by your site supervisor.

***Absences***

Planned Absences

Discuss the absence with your site supervisor as soon as possible prior to the date.

Complete the Time Off Request before planned absences like appointments, non-service related meetings, etc. (Request form is available to be printed through <https://keec.ky.gov/EELC>)

Fax or scan the request form to your EELC Program Director.

Unplanned Absences

Complete the Time Off Request before planned absences, or immediately after an unplanned absence. (Request form is available to be printed through <https://keec.ky.gov/EELC>)

Fax or scan the absence form to your EELC Program Director.

If you miss more than three days due to illness, you must provide a written doctor’s excuse along with your timesheet.

You **must** notify your site supervisor if you are unable to be at your site for any reason.

Contact EELC staff if you must miss more than three (3) days due to illness or other reasons.

## Timekeeping

You are responsible for accurately reporting your time through the online system, OnCorps. Electronic timesheets document direct service activities, training, and fundraising. Timesheets must be submitted weekly and must be approved by your site supervisor and a EELC representative. Accurate records are essential to determine eligibility of the education award upon completion of your committed service. Only members who have adequately served their commitment, as verified by performance reviews and approval by the member’s site supervisor and EELC Program Director will be eligible to earn the education award.

Program staff and site supervisors are responsible for reviewing and approving time and attendance as required by AmeriCorps and EELC policies.

## Reporting

Members must collect data regarding client satisfaction, service activity and volunteer participation, stories of success and reflection on service. EELC may ask members to complete surveys regarding service as well. In general, reports are released each quarter during your service. Completing reports is an expectation of all members. Not completing reports may or may not start a corrective action plan or may affect an offer for second term of service.

***Evaluation***

Member performance evaluations are an AmeriCorps requirement and an important professional development tool. Members will undergo two evaluation periods per program year; at the midpoint of service and again at the end of service. EELC staff will complete a performance evaluation after the mid-term site visit. The end of year evaluation is submitted by your site supervisor. Members will be evaluated in following categories:

|  |  |
| --- | --- |
| Attendance | Member consistently serves during regular operating hours, at minimum an average 35+ hours per week. Unplanned absences and tardies are infrequent and reported immediately to site supervisor and/or EELC. Planned absences occur with advance notice and do not interfere with service commitments. |
| Professionalism | Member maintains a positive and collaborative attitude. Interactions with others (staff, volunteers, students, and partners) are appropriate and respectful. Member contributes to the site team and demonstrates commitment to diversity and inclusion. Member demonstrates understanding of general workplace etiquette. Member wears attire appropriate to service site. |
| Communication | Member responds to emails, phone calls and requests for information in an appropriate and timely fashion. |
| Accountability | Member accepts personal responsibility for learning and contributing to the program. Takes initiative in identifying opportunities for training and professional development. Seeks timely clarification of any ambiguity of position or task. Respectfully communicates about problems.  Member is engaged and up to date in their assignments for the Professional Environmental Educator course. |
| EELCorps Component Support | Member significantly contributes to planning and completing projects that support the host site’s core mission. |
| Engaging Clients | Member produces, plans, and delivers quality environmental education programs and activities to clients of the host site |
| Presentation/Representing AmeriCorps | Member uses opportunities to speak about AmeriCorps experience. Acts as an AmeriCorps representative on committees. Uses experience to promote volunteering |
| Timely Reporting | Reports are on time and complete. Reports include detail and reflection about service. |
| Meeting Attendance | Member attends all EELC required meetings and contributes. |

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## Requirements: Mid-Year Evaluation: Member must receive at minimum a 3 in each category. Anything below a three calls for a written Corrective Action Plan to be submitted to Program Director of EELCorps. Any ratings of 1 automatically require a meeting with the Program Director to discuss Corrective Action Plan, and a follow up evaluation period one month after the meeting with the Program Director. If no improvement has been made by the follow up meeting, member may be subject to suspension. End of Year Evaluation: Member must revceive at minimum a 3 in each category. Anything below a three may render a member ineligible for consideration of a second term of service. Any ratings of 1 may cause member to be ineligible for their Segal Education Award.

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## Prohibited and Allowable Activities

During the hours that you are serving, you must follow AmeriCorps guidelines about prohibited activities. Under AmeriCorps provisions, there are things you cannot count as AmeriCorps service or do while wearing the AmeriCorps logo.

Prohibited activities can be generalized as political or religious activities on AmeriCorps time.

**45CFR § 2520.65**: While charging time to the AmeriCorps program, members accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities, and the grantee may not use grant funds to support the following activities:

* 1. Attempting to influence legislation;
  2. Organizing or engaging in protests, petitions, boycotts, or strikes;
  3. Assisting, promoting, or deterring union organizing;
  4. Impairing existing contracts for services or collective bargaining agreements;
  5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
  6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
  7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
  8. Providing a direct benefit to—
     1. A business organized for profit;
     2. A labor union;
     3. A partisan political organization;
     4. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these 9 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
     5. An organization engaged in the religious activities described in paragraph (g.) above, unless CNCS assistance is not used to support those religious activities; and
  9. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
  10. Providing abortion services or referrals for receipt of such services; and
  11. Such other activities as CNCS may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly while charging time to the AmeriCorps program by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

***Nonduplication and Nondisplacement***

**45CFR § 2540.100(e)-(f)**:

*(e) Nonduplication*.

Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

*(f) Nondisplacement*.

1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
2. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—
   * 1. Will supplant the hiring of employed workers; or
     2. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
6. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—
   * 1. Presently employed worker;
     2. Employee who recently resigned or was discharged;
     3. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
     4. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
     5. Employee who is on strike or who is being locked out.

***Fundraising by Members***

**45CFR § 2520.40**: Under what circumstances may AmeriCorps members in my program raise resources?

AmeriCorps members may raise resources directly in support of your program's service activities. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

1. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
3. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
4. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
5. Seeking donations from alumni of the program for specific service projects being performed by current members.

AmeriCorps members may not:

1. Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
2. Write a grant application to the Corporation or to any other Federal agency.

**45CFR § 2520.45**: How much time may an AmeriCorps member spend fundraising?

An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in §2520.40.

## National Service Days

EELC members are required to serve on national service days. These days may include:

9/11 National Day of Service and Remembrance –

Veterans Day--

Martin Luther King Jr. Day –

AmeriCorps Week –

Members will be responsible for promoting these days of service and planning or participating in service opportunities those days. Details and support will come from EELC office prior to the national service day.

## Snow Days

Members should expect to serve if their EELC host site will be open. Keep in mind snow day projects like, preparing lessons or learning activities, entering data.

* Exceptions:
  + When travel is not safe.
  + When the member has children and has no child care available. (Some sites will let you bring your kids...ask them!)

Allowable service when your EELC service site is closed.

* See *Approved Off-Site Activities* on page 25.

Please talk about your snow day plans BEFORE it becomes an issue. Make sure there is a way to communicate about when the host site will be open. Discuss your ideas for snow day service and have the materials you will need prepared before you walk out the door if you expect bad weather.

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# Member Benefits

## 

## Living Allowance

During their service term EELC members receive a living allowance of $13,992 (FT), $9,875 (TQT), or $7,407.50 (HT). The base amount is divided into payments made by direct deposit bi-weekly, according to KAEE’s payroll system. Payment is independent of hours served because it is an allowance and not a paycheck. Automatic deposit is generally available through all financial institutions.

If a member should discontinue service for any reason, be it compelling circumstances, release for cause, or choice of early exit, living allowance bi-weekly disbursements will cease.

Living Allowance Cycles run for two weeks beginning on Sunday and ending on Saturday. The living allowance is disbursed the following Friday. For example, if a living allowance cycle were to begin on a Sunday that falls on the first of a month, the cycle would look like this:

*\*EXAMPLE ONLY! Not an actual living allowance cycle\**

-First day of Living Allowance Cycle→ 1st of month (Sunday)

-Last day of Cycle→ 14th of month (Saturday)

-Living allowance disbursed→ 20th of month (Friday).

EELC will make an effort to plan with site for a member’s start date to fall in the beginning half of a two-week Living Allowance Cycle. However, should a member’s start date fall in the second half of a living allowance cycle, the member will receive their first living allowance at the end of the very next Living Allowance Cycle, and their overall living allowance will be slightly increased to ensure the member will receive their full living allowance stipend by the end of their service.

When a member leaves service, if their last day of service falls within the first week of a Living Allowance Cycle, the member will receive their living allowance based off of the number of days that have passed in the Living Allowance Cycle. If the member’s final day of service falls in the second week of a Living Allowance Cycle, the member will receive the full amount of their final living allowance.

***Payroll & Tax Information***

KAEE provides an account through ADP for every member. This system takes the place of a paper pay stub. Pay information may be accessed through this account at your convenience after you register. Upon completing the required paperwork and being input into the system,you will receive an email with details on how to login to ADP and access your pay information. Please save this email for future reference.

Deductions from paychecks required by law, such as local, state and federal withholding and FICA (Social Security and Medicare taxes) are withheld from monthly earnings. These withheld amounts may change due to legislation or the member’s personal situation. If you would like to make a change to your withholding forms, please contact EELC immediately. You may see your current withholding form in your profile on ADP, or request your signed w4 from the EELC Program Director.

***Change of Address***

If you change residence during your service year, please contact the EELC office with your new address immediately. Address changes have an impact on receiving reimbursement checks which are always mailed rather than direct deposited.

Please also continue to update your contact information on your MyAmeriCorps profile so that AmeriCorps and Serve Kentucky can maintain contact with you regarding Education Awards, alumni connections, etc.

## Education Award

The education award of $6,095 for 1700 hour members, $4,266.50 for 1200 hour members, and $3,047.50 for 900 hour members isapproved upon successfully completing the required term of service with the EELC. Assuming satisfactory performance reviews and completion of the full term of service, members are eligible to complete a second full-time service commitment and receive a second education award.

The Member must use the Education Award within seven years of the completion of the AmeriCorps service. The Member may apply to the National Service Trust for an extension if, during the seven-year period, the Member performs another term of service of an approved AmeriCorps position or was unavoidably prevented from using the award.

* Education Awards are subject to income taxes in the year in which they are used.
* The Member understands that his/her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render him/her ineligible to receive the education award.
* Prior to using the Education Award, the Member must (if he/she has not already done so) obtain a high school diploma or its equivalent. This requirement may be waived if the Member is enrolled in an institution of higher education on an ability to benefit basis or if the program waives the requirement due to the result of the Member’s education assessment.
* The Member *may* be eligible for a prorated Education Award if the Member is released due to compelling personal circumstances and has completed at least 15% of their total hours of service. The program must contact the Serve Kentucky program officer for approval for compelling circumstance exits. If the Member is released without a compelling reason, the Member will receive no portion of the Education Award.
* A Member may only earn an equivalent of two full-time education awards in his/her lifetime, regardless of the length of the term of service.
* The Education Award is transferable under the following conditions:

-The Member must have been at least 55 years of age in an AmeriCorps State or National Program when he or she began the term of service.

-The recipient of the award has to be the transferring individual’s child, stepchild, foster child, grandchild, or step-grandchild.

In order to be eligible for the award, site supervisors and EELC staff must verify that members have:

1. Completed the required number of hours described above;

2. Satisfactorily completed assignments, tasks or projects; and

3. Met any other performance criteria which had been clearly communicated both orally and in writing at the beginning of the term of service.

The Education Award can be used toward:

-The cost of attending a Title IV institution of higher education.

-The balance on an existing federally insured student loan.

-The cost of attending a qualified vocational school.

-The cost of participating in an approved school-to-work program.

You created an account with the MyAmeriCorps portal when you completed your application. Keep your username and password on file to access that account. You will use that account to access your education award and to request that the Corporation pay a percentage of accrued interest on any qualified student loans if you filed for loan forbearance.

Stipulations on the Education Award

Members are eligible for up to the equivalent of two full-time Segal AmeriCorps Education Awards. The education award amount you are eligible to receive is affected by the total of any awards you have received previously.

A member who is released from service for compelling personal circumstances prior to completing an originally-approved term of service and who completes at least 15 percent of the originally-approved term of service *may be* eligible for a pro-rated award. The program must contact the Serve Kentucky program officer for approval for compelling circumstance exits.

A member who is released prior to completing an originally-approved term of service for cause is not eligible for any portion of an education award.

A recipient of a Segal AmeriCorps Education Award who is convicted under pertinent federal or state law of the possession or sale of a controlled substance is not eligible to use his or her Ed Award from the date of conviction until the specified time period (1, 2 or more years), which is determined based on the type of conviction.

## Loan Forbearance and Payment of Accrued Interest

AmeriCorps members are eligible for forbearance/deferment on qualified student loans during their service term. An individual seeking forbearance must submit a request to the holder of the loan, which can be done online through the MyAmeriCorps portal.

The National Service Trust holds and manages education award funds for AmeriCorps. They may pay a portion of accrued interest on qualified student loans upon successful completion of your service commitment. Specifically, the Trust will pay the lesser of: the number of service hours completed divided by the number of days for which the loan received forbearance multiplied by 100; or 365 divided by 17, multiplied by 100. Qualified student loans are those received through the Free Application for Federal Student Aid (FAFSA).

The Trust will make payments directly to the lender for interest that has accrued on a qualified student loan during a term of forbearance. EELC will verify that you have successfully completed the term of service, and the lender must verify the amount of interest that has accrued on the loan during the term of service. This can be done online through the MyAmeriCorps portal.

## Health Insurance

Health insurance is available to members serving full-time **and who are not covered by an existing insurance plan**. Insurance will cover the service member only. Family members will not receive coverage. The plan provided through EELC meets the Affordable Health Care Act’s minimum health coverage requirements. If, as a result of your participation, or if, during your term of service, you demonstrate loss of coverage through no deliberate act of your own, such as parental or spousal job loss or disqualification from Medicaid, you are eligible for health care benefits through CIGNA.

CIGNA is a well-known carrier which provides medical plans to many of the largest groups in the United States.  They bring the advantage of a recognizable name in the insurance industry, a broad preferred provider network and the ability to provide a plan at a low rate that will not result in any penalty for members under the ACA.

**Please see *TCN Benefit Summary* document for full summary of benefits, which can be accessed on shared member Google Drive.**

The chart below provides a brief summary:

|  |  |  |
| --- | --- | --- |
| Insurance Carrier | **CIGNA** | |
| Preferred Provider Network | **CIGNA Open Access PPO** | |
|  | *Preferred Provider* | ***Non-Preferred Provider*** |
| *Benefit* |  |  |
| Deductible (per **plan** year) | $175 | |
| Out-of-Pocket Maximum | **$2,750 (**includes deductible**)** | |
| Benefit Maximum | **Unlimited** | |
| Office Visits | 80% | **60%** |
| Preventive Care | **100% (deductible waived)** | **60%** |
| Lab and X-ray  **(Prior Authorization Required for Advanced Radiology)** | 80% | **60%** |
| Inpatient Hospital **(Prior Authorization Required)** | 80% | **60%** |
| Prescription Drugs\*  **(Authorization Required for some drugs)** | 80% | **60%** |

**\*Coinsurance due at pharmacy.**

**Please note: Members are required to immediately notify EELC Program Director, in writing, of any status changes that will affect their Health Care Enrollment. Program Director will notify Serve Kentucky Program Officer if/when a member’s status changes, which may affect insurance.**

## Child Care Enrollment

You are eligible for child care enrollment if you have a child 13 or younger and need child care in order to serve full-time.

To qualify:

1. Members must be the parent or legal guardian of, or is acting in loco parentis for, a child under 13 who resides with the participant;
2. Have a family income that does not exceed 75 percent of the Kentucky's median income for a family of the same size;
3. At the time of acceptance into the program, the member may not be currently receiving child care assistance from another source, including a parent or guardian, which would continue to be provided while the participant serves in the program; and
4. Certifies that he or she needs child care in order to participate in the program.

GAP Solutions, Inc. (GAPSI) administers the AmeriCorps Child Care Benefits Program for the

CNCS. Members must apply directly to GAPSI for the child care benefit. Interested and eligible members can visit the GAP Solutions, Inc. website at [www.americorpschildcare.com](http://www.americorpschildcare.com) or 1-855-886-0687.

**Please note: Members are required to immediately notify EELC Program Director, in writing, of any status changes that will affect their Child Care Enrollment. Program Director will notify Serve Kentucky Program Officer if/when a member’s status changes, which may affect child-care.**

***FMLA Eligibility***

## §2540.220 Under what circumstances and subject to what conditions are participants in Corporation-assisted programs eligible for family and medical leave?

(a) *Participants in State, local, or private nonprofits programs.* A participant in a State, local, or private nonprofit program receiving support from the Corporation is considered an eligible employee of the program's project sponsor under the Family and Medical Leave Act of 1993 (29 CFR part 825) if—

(1) The participant has served for at least 12 months and 1,250 hours during the year preceding the start of the leave; and

(2) The program's project sponsors engages in commerce or any industry or activity affecting commerce, and employs at least 50 employees for each working day during 20 or more calendar workweeks in the current or preceding calendar year.

(b) *Participants in Federal programs.* Participants in Federal programs operated by the Corporation or by another Federal agency will be considered Federal employees for the purposes of the Family and Medical Leave Act if the participants have completed 12 months of service and the project sponsor is an employing agency as defined in 5 U.S.C 6381 *et seq.;* such participants therefore will be eligible for the same family and medical leave benefits afforded to such Federal employees.

(c) *General terms and conditions.* Participants that qualify as eligible employees under paragraphs (a) or (b) of this section are entitled to take up to 12 weeks of unpaid leave during a 12 month period for any of the following reasons (in the cases of both paragraphs (c)(1) and (2) of this section the entitlement to leave expires 12 months after the birth or placement of such child): (1) The birth of a child to a participant;

(2) The placement of a child with a participant for adoption or foster care;

(3) The serious illness of a participant's spouse, child or parent; or

(4) A participant's serious health condition that makes that participant unable to perform his or her essential service duties (a serious health condition is an illness or condition that requires either inpatient care or continuing treatment by a healthcare provider).

(d) *Intermittent leave or reduced service.* The program, serving as the project sponsor, may allow a participant to take intermittent leave or reduce his or her service hours due to the birth of or placement of a child for adoption or foster care. The participant may also take leave to care for a seriously ill immediate family member or may take leave due to his or her own serious illness whenever it is medically necessary.

(e) *Alternate placement.* If a participant requests intermittent leave or a reduced service hours due to a serious illness or a family member's sickness, and the need for leave is foreseeable based on planned medical treatment, the program, or project sponsor may temporarily transfer the participant to an alternative service position if the participant: (1) Is qualified for the position; and

(2) Receives the same benefits such as stipend or living allowance and the position better accommodates the participants recurring periods of leave.

(f) *Certification of cause.* A program, or project sponsor may require that the participant support a leave request with a certification from the health care provider of the participant or the participant's family member. If a program sponsor requests a certification, the participant must provide it in a timely manner.

(g) *Continuance of coverage.* (1) If a State, local or private program provides for health insurance for the full-time participant, the sponsor must continue to provide comparable health coverage at the same level and conditions that coverage would have been provided for the duration of the participant's leave.

(2) If the Federal program provides health insurance coverage for the full-time participant, the sponsor must also continue to provide the same health care coverage for the duration of the participant's leave.

(h) *Failure to return.* If the participant fails to return to the program at the end of leave for any reason other than continuation, recurrence or onset of a serious health condition or other circumstances beyond his or her control, the program may recover the premium that he or she paid during any period of unpaid leave.

(i) *Applicability to term of service.* Any absence, due to family and medical leave, will not be counted towards the participant's term of service.

***Unemployment Policy***

Please note that because AmeriCorps members are not considered employees, members are not eligible for unemployment when they complete or leave their term of service. For more information, please see KRS Chapter 341.055.

Technology

## Acceptable Use Policy

Introduction

EELC and its partners may provide members with access to a variety of resources to aid communication. This includes, but is not limited to, Internet access, telephone usage, mobile phone usage, e-mail system, voicemail system, fax machines, copiers, computers, and printers.

Members should understand that this access is for the purpose of making your service easier and not for non-service activities. Connection to the Internet offers an opportunity for non-authorized users to view or access confidential information. Districts ensure connections are secure, controlled, and monitored.

Members should understand they may not have privacy while using school or program leased equipment and communication systems. Information passing through or stored on district or program equipment can and will be monitored. Users should also understand that EELC and the EELC partners maintain the right to monitor and review the usage of these communication systems and equipment.

Permitted Use

The communication systems provided by your district or EELC are for service use. Occasional and reasonable personal use is permitted, provided that this does not interfere with the performance of duties and responsibilities.

Members may use their host site’s Internet services for personal improvement, outside of scheduled hours of service, provided that such use is consistent with professional conduct, is not for personal financial gain, and in keeping with the host schools policies and procedures.

Members may send and receive e-mail attachments if all attachments are scanned by your assigned host site’s chosen antivirus software.

Members may send and receive short text messages (SMS) as long as it does not interfere with service responsibilities. However, please restrict personal cell phone usage to breaks and outside service hours UNLESS your phone allows you to perform service activity.

Prohibited Use

Members may not use their assigned host site’s or program equipment and communication systems to view, download, save, receive, or send material related to or including, BUT not limited to:

* Offensive content of any kind, including pornographic material.
* Promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability.
* Threatening or violent behavior.
* Illegal activities.
* Messages of a political nature that conflict with the views and/or values of the organization.
* Gambling.
* Personal financial gain.
* Forwarding email chain letters.
* Spamming email accounts from your assigned host site’s email services or company machines.
* Material protected under copyright laws.
* Dispersing corporate information without authorization.
* Tampering with your company username in order to misrepresent yourself and the company to others.
* Facebooking, e-mailing, texting, or having any other such contact with students/clients from your assigned site. If a student/client should contact you by such means, and seems to be in a crisis situation, you are not to respond, but are to immediately report this to your site supervisor and Program Director.

Responsibilities

Members are responsible for:

* Honoring acceptable use policies of networks accessed through EELC’s and the partners’ internet and e-mail services.
* Abiding by existing federal, state, and local telecommunications and networking laws and regulations.
* Following copyright laws regarding protected commercial software or intellectual property.
* Minimizing unnecessary network traffic that may interfere with the ability of others to make effective use of EELC’s and the partners’ network resources(i.e. downloading large files, like movies, during service hours)
* Not overloading networks with excessive data or wasting EELC’s and the partners’ other technical resources.

Violations

Violations will be reviewed on a case-by-case basis. If it is determined that a user has violated one or more of the above use regulations, that user will receive a reprimand from his or her site supervisor and his or her future use will be closely monitored. If a gross violation has occurred, management will take immediate action. Such action may result in losing equipment and/or communication systems privileges, severe reprimand, or termination of service with the EELC AmeriCorps Program.

# Service Site Requirements

The Service Site must meet certain requirements in order to be eligible to host a member as part of the EELC program. The service site must submit to KEEC (the EELC administrator) the required cost share for member living allowance in the amount agreed upon in the signed Service Site Agreement, and by the deadlines outlined in the Service Site Agreement.

The Service Site is also required to:

1. Designate an official Site Supervisor(s)\*
2. Provide an average of 40 hours per month of qualified supervision for the Member and provide KEEC documentation of that supervision.
3. Allow the Service Site Supervisor to participate in one or more days of training and orientation as required by KEEC.
4. Inform Environmental Education Leadership Corps Program staff immediately of any staff changes that will affect site supervision.
5. Provide the Member with administrative support during normal business hours that includes, but is not limited to, office space and equipment including the use of a copier, telephone, fax machine, computer, and access to the Internet to complete AmeriCorps reporting requirements.
6. Submit to KEEC by the appropriate deadlines all reports and data on member service activities and 2 performance evaluations (mid-year and end of service year).
7. Cooperate with on-site evaluation visits as required by KEEC.
8. Allow the Member to attend required KEEC or Serve Kentucky trainings, meetings and service projects up to 20 percent (340 hours) of the Program’s total service hours.
9. Assist the Member by:
   1. Identifying low-cost housing for the Member to reside in if possible.
   2. Providing orientation to the Service Site’s organization, policies, procedures and expectations, and ongoing professional development training, as needed.
   3. Promoting the AmeriCorps Program and the impact of member service activities to Service Site staff, clients, and the community at large.
   4. Scheduling adequate office time for the Member to complete program planning and reporting.
10. Make every reasonable effort to ensure that the health and safety of the Member is protected during the performance of his/her assigned duties. The Service Site will make every reasonable effort not to assign or require the Member to perform duties that would jeopardize his/her safety or cause him/her to sustain injuries. The Service Site will not require Members to provide services in the absence of a person responsible to and authorized by the Service Site to direct the Member and respond to emergencies. Sites agree to train Members in safety procedures utilized by the site. For example, shelters and other agencies where Members will be meeting with clients should train Members on personal safety and how to deal with difficult clients. If this protocol is in writing, then the site should also provide a written copy for use by the Member. Sites will need to think about what types of safety issues may be present and work with the Member to make certain that all safety precautions are taken. Site Supervisors shall initiate immediate corrective action where unsafe conditions or practices are found. All accidents should be reported immediately to the site supervisor, who, in turn, shall report the incident to the EELC Program Manager.
11. The site supervisor must complete KEMI form IA-1 and fax to KEMI at 859-425-7822 within 24 hours of the incident. Any accidents shall be investigated to determine what corrective action should be taken to prevent future similar accidents. An investigation will be conducted by the Site Supervisor or other suitable Site personnel, and a written report must then be submitted to the KEEC Environmental Education Leadership Corps Program Director within five days of the accident. Corrective action will be taken by Site Supervisors to prevent future accidents.
12. Maintain the confidentiality of information regarding the Member. The Service Site must obtain the prior written consent of the Member before using their name, photograph and other identifying information for publicity or other purposes.
13. Obtain prior written approval from KEEC to supplement the living allowance or provide additional benefits to the Member.
14. Reimburse Member for mileage if driving the Member's personal vehicle is mandatory to the service position. Reimburse the Member for other expenses connected with their service in a manner consistent with the Service Site’s policies for its employees.
15. Immediately inform KEEC of any conduct by the Member that undermines his/her effectiveness or interferes with his/her ability to serve, such as resignation, arrest, excessive or unexcused absences/tardiness, hospitalizations, poor service performance or being under the influence of alcohol or illegal drugs.
16. Maintain records, make reports and investigations and respond to grievances concerning member as KEEC may require. The Service Site agrees to retain records for a period of three (3) years after the completion or termination of the Member placement and until all matters pertaining to the program year are resolved under applicable federal or state laws, regulations or policies.
17. Provide KEEC, Serve Kentucky, or CNCS, or their duly authorized representatives, right of access to any books, documents, papers or other records of the Service Site which are pertinent to the program in order to make audits, examinations, excerpts or transcripts.
    1. The site will designate the location and means of EELC access to such documents in writing to the EELC Program Director.
18. Assign the Member only duties within the KEEC-approved position description, as stated in the Service Site application, unless prior written approval is obtained from KEEC. The Member’s primary activities must consist of direct service to the community. Members may be asked to complete administrative tasks associated with the direct service they are providing, but they may not be asked to perform administrative tasks for others.
19. Ensure the Member has sufficient opportunity to complete the required number of hours of service according to the Term of Service Outline.
20. Account for holidays and other time off and provide the Member with sufficient opportunity to make up missed hours. Members may use six (6) sick days and ten (10) personal days within their service year. These days do not count towards the 1700 hours. The Member must schedule personal days in advance and in consultation with the Site Supervisor.
21. Allow the Member to serve on a jury without being penalized. The Member will continue to receive credit for normal service hours, the living allowance, and, if applicable, health care coverage and child care coverage.
22. Consult with KEEC and KAEE via the program director prior to any disciplinary actions against a Member.
23. Prohibit the Member from engaging or participating in the following activities during service hours:
    1. Serving as an administrative or executive assistant to any staff member of the Service Site or its affiliates to perform clerical or research duties.
    2. Any of the Prohibited Activities outlined in the previous section titled *Prohibited Activities*.
    3. Providing direct service or benefit to any for-profit organization, labor union, partisan political organization, non-profit that fails to comply with the restrictions contained in section 501(c) of the Internal Revenue Code of 1986, or organization engaged in religious activities described in the preceding sub clause, unless sub grant funds are not used to support the religious activities.
    4. Participating in an activity that may pose a significant safety risk to participants.
    5. Such other activities as deemed appropriate upon notice to the Service Site by KEEC.

\*Site Supervisors are required to undergo the NSCHC Process and to ensure that the Site is meeting all requirements listed above.

Please note: If the site does not meet requirements as agreed upon in the Service Site Agreement, the site risks losing their member and may be disallowed from participating in the EELC program further.

# COVID19/Pandemic Response Plan

In response to the COVID19 pandemic and governor orders requiring several service sites to close and many members to work from home, the following procedures are the proper protocol. This addition to the Policies and Procedures document supersede the policies in place for a regular service year and EELCorps will recognize these policies and procedures for the remainder of the service year, or until otherwise noted by Program Staff.

***Hours***

With several sites closed due to COVID19 response, members hours are being effected and members have been responding according to the guidance provided by Program Staff. Due to site closures, the following policies shall be effective immediately:

* 1. Members must serve a minimum of 1 hour per week in order to receive their living allowance. If a member serves fewer than 1 hour per week, they MUST file an absence request form, which can be located on the EELCorps Resource page, here: <https://keec.ky.gov/EELC/Pages/Resources>
  2. Per Serve Kentucky, the 5% limit on remote service has been lifted, as members serve from places other than their service sites. In order to serve remotely, members must:
     1. Notify their Site Supervisor and Program Staff IMMEDIATELY if they do not have, or if they lose access to, materials that allow them to serve from home (i.e. computer, internet connection, a safe service environment).
     2. Be in regular contact with their site supervisor about activities (at least 1-2 times per week) in order to maintain an understanding of the activities being performed.
     3. Continue to submit their time-sheets by the Tuesday following the week for which they are submitting hours.
     4. Hours MAY NOT be counted for performing prohibited activities. For the list of CNCS prohibited activities, please visit: <https://www.nationalservice.gov/resources/financial-management/americorps-prohibited-activities>
     5. Perform ONLY allowable activities as outlined below.

***Allowable Activities***

Due to the COVID19 pandemic and governor orders changing the flow of available service activities, members have been approved to perform activities in addition to those activities originally outlined in the grant. ALL activities performed for service hours must NOT be prohibited by CNCS or Serve Kentucky. The additional activities approved for service are outlined generally below.

* 1. COVID19 Response: EELCorps will allow members to perform any non-prohibited activity that relates to COVID19 response, so long as the member feels relatively safe to perform the activity and the site supervisor approves of the activity that they are performing for service hours. Some examples of these activities include:
     1. Check-in calls with senior citizens and other at-risk populations
     2. Food or grocery deliveries to populations at risk
     3. Volunteering with allowable, non-profit agencies to provide COVID19 relief or response
     4. Making or delivering necessary essentials to first responders or at-risk populations (e.g. making masks or delivering supplies)
     5. Creating COVID19 or healthy practices related educational materials for the site or for distribution
     6. Participating in Serve Kentucky sponsored or suggested COVID19 response activities
  2. Capacity building activities: EELCorps will allow members to create and participate in activities that will allow their sites to increase their capacity for providing environmental education. Some capacity building activities were already allowed, however, this policy allows for the majority of member activities during the pandemic to be capacity building if need be. All capacity building activities must be approved by the site supervisor and must not be prohibited activities. Some examples of acceptable capacity building activities include:
     1. Creating lesson plans, activity plans or other educational materials pertaining to environmental education
     2. Creating outreach content for the site or the EELCorps program
     3. Writing environmental education related or service related blogs or posts for social media use
     4. Creating a plan for outreach or environmental education delivery for after the pandemic has subsided
     5. Developing or maintaining a volunteer system to aid in providing environmental education at the site
     6. Maintaining or developing the environmental education lesson materials or spaces (an example of this might be if a member were to maintain a learning garden for their site in order to provide environmental education in that space after the pandemic)
     7. Creating website/social media content for sites or the EELCorps program
     8. Assisting with development of programs or systems that will allow for an increase in the environmental education provided at the site
  3. Remote activities: As noted above, Serve Kentucky has lifted the 5% limit on remote service activities. Because of this, members may perform their regular service and training activities from home as well. Members must count any regular service activity performed remotely as “Remote Hours” in the OnCorps time-tracking system.
  4. Training activities: EELCorps is allowing members serving from home to continue performing training hours or professional development. All training hours should continue to be counted as “Training Hours” in the OnCorps time-tracking system rather than as remote service hours. The program is still required to adhere to the 20% overall program limit on training hours. Therefore, members who may perform more than 20% of their service completing training hours must seek written approval from the EELCorps Program Director. EELCorps will allow members to perform a broader scope of trainings, as long as they are approved by the site supervisor and do not include any prohibited activities. Some examples of training and professional development hours which members can accrue include:
     1. Environmental educator trainings outside of the regular requirements
     2. CNCS or Serve Kentucky sponsored trainings
     3. Pandemic response trainings
     4. Professional or career development trainings (such as resume writing, interview, or salary/benefit negotiation trainings

***Ending/Suspending Service***

The EELCorps program reserves the right to suspend or exit members on a case by case basis due to the circumstances created by COVID19 disruptions. The distribution of the living allowance shall continue while members are suspended or if a members meets the required minimum hours during a living allowance period.

If a member is struggling to find or complete hours due to the COVID19 pandemic or due to the governor ordered shutdown of sites, the member should notify their site supervisor and the EELCorps Program Director as soon as possible. The site supervisor and Program Director will take the following steps to ensure as effective of a service term as possible

* 1. Upon notification, the site supervisor and/or Program Director will help member brainstorm ways to keep on track with their service hours commitment while serving remotely. At minimum, the member should work with the site supervisor and Program Director to complete the minimum 1 hour/week that is necessary to receive their living allowance.
  2. If the member, site supervisor, and Program Director find that completing the minimum number of service hours per week is not possible, then the program may opt to suspend the member’s service and allow the member to continue receiving their living allowance. If the program should choose to suspend with a living allowance, a plan should be submitted to the Program Director detailing how and when (if possible) the member will complete their service commitment.
  3. Per CNCS guidance, if the member reaches a minimum of 50% of their service hours, and is unable to complete their full service hour commitment due to COVID19, the EELCorps program may allow the member to exit with their full Segal Education Award. However, to receive the full Education Award the member must document an inability to complete the service hour commitment and the EELCorps Program Director must approve the exit with the Education Award. This documentation should be completed using timesheets in the OnCorps time-tracking system and/or written communications with the site supervisor and EELCorps Program Director. To be exited with a full education award the member must:
     1. Complete all time-sheets
     2. Either:
        1. Complete their full service hour commitment OR
        2. Demonstrate and document an inability to complete full service hours commitment due to the COVID19 pandemic and governor orders AND complete a minimum of 50% of their service hours commitment
     3. Submit their Exit Form in their MyAmeriCorps portal within 30 days of their date of exit
     4. Submit all necessary forms, documents, or data necessary to exit (i.e. Member evaluation form, additional exit documentation, etc.).