



Site Supervisor Manual

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The National Center for Appropriate Technology

Energy Corps AmeriCorps Program

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Arkansas Service Commission

<http://humanservices.arkansas.gov/dcsns/Pages/AmeriCorpsProgram.aspx>

NCAT Energy Corps AmeriCorps Site Supervisor Manual

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TIME SHEET PROCEDURES **47**

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Pay Period47

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Payday47

It is the policy of NCAT to recruit, promote, and retain employees without regard to race, sex, creed, color, national origin, age, religion, veterans or marital status, disability, sexual orientation, or political affiliation. This policy applies to all terms, conditions, and privileges of employment and all policies of NCAT, including hiring, probationary period, training, placement and employee development, promotion, transfer, compensation, benefits, educational assistance, layoff and recall, employee facilities, termination and retirement.

PROGRAM OVERVIEW

NATIONAL CENTER FOR APPROPRIATE TECHNOLOGY (NCAT)

The Energy Corps AmeriCorps Program is operated by the National Center for Appropriate Technology (NCAT). NCAT aims to improve the lives of economically disadvantaged people by helping individuals and communities adopt technologies that save energy and resources. Since 1976, NCAT has provided training, publications, Web sites, personalized technical assistance and telephone help lines to address issues ranging from housing and economics to environmental quality. Weatherizing houses, training farmers, monitoring energy use, demonstrating renewable energy technology, testing new products and providing information on building construction are just a few of the many ways that NCAT has contributed to fostering a healthy quality of life for everyone. In addition, NCAT is one of America's oldest energy conservation and renewable energy organizations. We've been working on energy issues with low-income advocacy groups for over 30 years.

NCAT Mission

“Helping people by championing small-scale, local and sustainable solutions to reduce poverty, promote healthy communities, and protect Natural resources.”

AMERICORPS

AmeriCorps is the largest branch of three national service programs that make up the Corporation for National and Community Service. AmeriCorps provides members with the opportunity to make a very significant difference in their lives and the lives of others. It's a chance for members to apply their skills and ideals to help others who are in need in their communities.

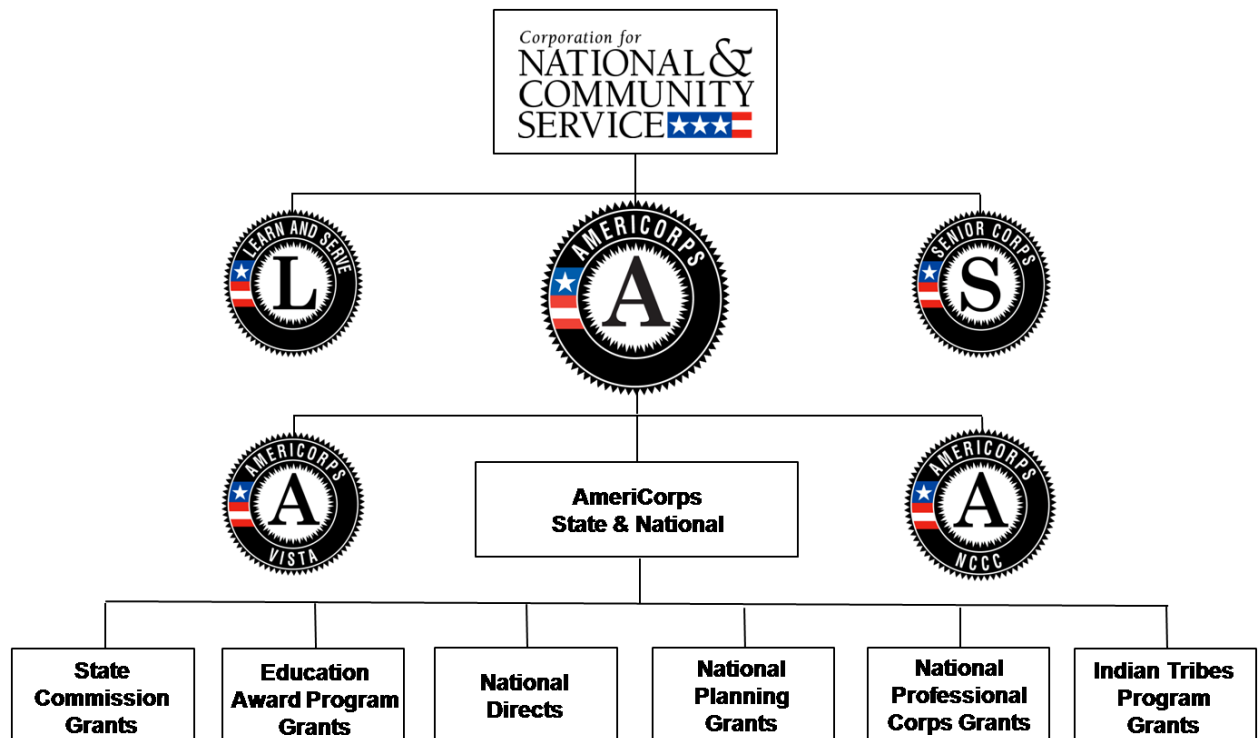
Each year, AmeriCorps offers 75,000 opportunities for adults of all ages and backgrounds to serve through a network of partnerships with local and national nonprofit groups. Whether member service makes a community safer, gives a child a second chance, or helps protect the environment, they'll be getting things done through AmeriCorps!

AmeriCorps members address important community needs through service activities such as:

- Tutoring and mentor disadvantaged youth
- Fighting illiteracy
- Improving health services
- Building affordable housing
- Teaching computer skills
- Cleaning parks and streams
- Managing or operating after-school programs
- Helping communities respond to disasters
- Promoting conservation and environmental issues
- Building organizational capacity

AMERICORPS STRUCTURE

AmeriCorps is made up of three programs: AmeriCorps State and National, AmeriCorps VISTA, and AmeriCorps NCCC (National Civilian Community Corps).



AmeriCorps State and National supports a broad range of local service programs that engage thousands of Americans in intensive service to meet critical community needs.

AmeriCorps VISTA provides full-time members to community organizations and public agencies to create and expand programs that build capacity and ultimately bring low-income individuals and communities out of poverty.

The AmeriCorps National Civilian Community Corps (NCCC) is a full-time residential program for men and women, ages 18-24, that strengthens communities while developing leaders through direct, team-based national and community service.

AMERICORPS MISSION

AmeriCorps programs nationwide share these fundamental values.

Getting Things Done

Above all, AmeriCorps helps communities meet their education, public safety, human or environmental needs through service. Every AmeriCorps program becomes a powerful model for communities to apply in all of their problem-solving.

Strengthening Communities

While we rightly celebrate the ways we differ, we also need to remember the values we share. AmeriCorps unites individuals from all different backgrounds and institutions of all different kinds in the common effort to improve our communities.

Encouraging Responsibility

AmeriCorps encourages members to explore and exercise their responsibilities to their communities, their families, and themselves in their service experience and throughout their lives.

Expanding Opportunity

AmeriCorps helps those who help America. AmeriCorps members receive awards to further their education or pay back their student loans as well as invaluable job experience, specialized training, and life skills.

AMERICORPS PLEDGE

I will get things done for America -
to make our people safer,
smarter, and healthier.

I will bring Americans together
to strengthen our communities.

Faced with apathy,
I will take action.
Faced with conflict,
I will seek common ground.

Faced with adversity,
I will persevere.

I will carry this commitment
with me this year and beyond.

I am an AmeriCorps member,
and I will get things done.

ENERGY CORPS

The Energy Corps AmeriCorps program is an initiative of the National Center for Appropriate Technology (NCAT) in cooperation with The Corporation for National and Community Service that was created to address unmet community energy needs by promoting sustainable energy consumption and education, fostering community sustainability and helping to mitigate the effects of global climate change.

OBJECTIVES

The Energy Corps has three project goals:

Hands-on Energy Assistance

To achieve direct cost savings for residents and communities as well as greenhouse gas emissions reductions, Energy Corps members work in communities with project partners such as weatherization agencies, non-profit organizations, local governments, and low-income housing groups to provide hands-on energy efficiency and alternative energy assistance. These activities may include things such as installing energy conservation and weatherization measures, helping to design, install and maintain a

variety of sustainable energy systems, and implementing green practices, among other activities.

Energy Education and Outreach

Through various community outreach workshops, meetings and events, the Energy Corps works to educate individuals and community groups about saving energy and money in their homes. Several energy savings strategies are available and can be easily implemented at little or no cost by individual residents armed with the correct knowledge and information. Members also communicate the effects of climate change in Montana communities and provide solutions for mitigating damaging impacts. The overarching goal of education and outreach activities is to inform and encourage individuals, families and small businesses to take proactive measures to address energy consumption and reduce their carbon footprints.

Green Collar Jobs Training

Green-collar jobs are well paid, career track jobs that contribute directly to preserving or enhancing environmental quality. Green-collar jobs tend to be local because many involve work transforming and upgrading the immediate built and natural environment—work such as retrofitting buildings, installing solar panels, constructing transit lines, and landscaping. Green-collar jobs help to build local sustainable economies, where environmental goals go hand in hand with social and economic goals. The Energy Corps program provides technical training and hands-on skills development to prepare members for a future in the emerging green economy.

HOST SITE RESPONSIBILITIES

ENERGY CORPS HOST SITE CRITERIA

1. Host sites must be non-profit 501(c)3 or public agencies.
2. Non-profit 501(c)3 organizations that serve as host sites must have been in operation for a minimum of one-year and have at least one professional, paid staff member.
3. Host site organizations must provide a cash match of a pre determined amount to support a portion of each member's living allowance. (*See Cost Share section for more details*)
4. Host site organizations must designate one, paid administrative staff member to serve as the Site Supervisor. The Site Supervisor must be a member of the administrative/ executive staff. Support staff or volunteers cannot serve as Site Supervisors.
5. Host sites must provide the Energy Corps members with appropriate community engagement and performance of specified tasks.
6. Host sites must provide members with on-site orientation, on-going training as needed, and appropriate tools needed to perform described duties as well as access to phone, computer, and supplies.
7. The host site agrees to be in compliance with all applicable AmeriCorps rules, provisions and guidelines established at the federal, state, and grantee levels as monitored by the AmeriCorps Energy Corps Staff. In the event of a disagreement between the Host Site and the AmeriCorps Program staff, a grievance procedure has been established and can be found under the rules and regulations section of this manual. AmeriCorps program staff reserves the right to terminate this agreement or remove the AmeriCorps member from the site at any time. AmeriCorps provision can be found at the following link:
https://egrants.cns.gov/provisions/Final_2014AmeriCorpsGrantProvisions_20140618.pdf

ROLES AND RESPONSIBILITIES

NCAT will:

- Provide recruitment assistance and training for Energy Corps members;
- Provide technical assistance and support to strengthen host site partnership and goals;
- Provide host site and Site Supervisor with necessary information to meet all program requirements;
- Process AmeriCorps member living allowance for payment on the 7th and the 22nd of each month;
- Process timesheets and monthly reports for each member and maintain member contract files;

- Provide basic medical insurance coverage for the member, if eligible;
- Provide on-going member support (at least one site visit per year, plus regular telephone and/or e-mail contact);
- Communicate expectations and procedures pertaining to member performance and personnel issues;
- Compile data for progress reporting, based on host site updates;
- Initiate an end-of-year evaluation process to measure overall program success.

Host site will:

- Participate in Site Supervisor orientation;
- Participate in member recruitment and selection to be completed within one week of receiving member applications from NCAT;
- Develop and monitor approved objectives for the Energy Corps member to accomplish;
- Provide site orientation, training and support for Energy Corps member assigned to the site;
- Designate an appropriate supervisor to supervise the corps member's day-to-day performance, as well as to evaluate the corps member and approve the corps member's time sheets (on a bi-weekly basis), service plans, and progress reports;
- Complete a mid-term and end-of-term member evaluation that is shared with and signed by the member;
- Ensure that members complete their required service hours during the term of service. Full-time members must complete a minimum of 1700 hours and half-time members a minimum of 900 hours;
- Ensure that member's service time is allocated properly. An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service performing fundraising activities and no more than twenty percent of service hours in training activities;
- The Arkansas Service Commission has determined that the probability of access to vulnerable populations is so great that all members will undergo all required criminal background checks: NSOPR, FBI, and Arkansas State Police, as well as other states, as necessary. NCAT will initiate these checks prior to the member's start of service, however results may not come back before the member begins service at the host site. In this case, host sites must ensure that member is accompanied while providing services to vulnerable populations;
- Allow Energy Corps members to attend scheduled NCAT / AmeriCorps sponsored events, training sessions, and service projects;
- Notify NCAT immediately if the Energy Corps member is injured, and take all reasonable and prudent steps to ensure the safety of the member while in service to your organization;
- Provide the members with any resources and tools needed to perform effectively, including a workspace with computer and telephone access;

- Read and understand the CNCS provisions, regulations and prohibited activities;
- Not use an Energy Corps member to displace any paid employee or current volunteer providing the same or similar service at the site, including any position for which a salary was paid within the last six-months;
- Not offer Energy Corps members a salary or wage;
- Certify that the host organization is a Drug-Free workplace and in compliance with the requirements for federal grant recipients under Section 5153 through 5158 of the Anti-Drug Abuse Act of 1988;
- Offer services without regard to age, religion, disability, political affiliation, veteran status, gender, sexual orientation, race, ethnicity, or national origin;
- Notify NCAT in a timely manner of any problems with the member's performance, including failure to report to the site, unprofessional behavior, drug violations, etc.;
- Adhere to the Energy Corps disciplinary procedure outlined in the supervisor manual in the case that the host site has a problem with a member. NCAT staff must be notified prior to enforcing the disciplinary procedure. Host sites may not implement their own disciplinary procedures unless they are in alignment with the Energy Corps policy;
- Acknowledge that if it should be necessary to terminate a member or if a member resigns after completing more than 30% of his/her term, another member cannot be recruited in his/her place. Members who have completed less than 30% of their hours may be replaced, pending approval;
- Notify NCAT within 2 business days of the early departure of a member and notify NCAT within 5 business days of the host site's intention to replace or not replace the member (if member has completed less than 30% of service hours);
- Identify members as AmeriCorps members at all times and utilize the AmeriCorps/ Energy Corps logos and names in any projects, correspondence, or events in which the member participates;
- Obtain NCAT approval of any proposed changes to member assignments or duties before they are implemented;
- Develop a performance measurement implementation plan in conjunction with NCAT at the start of the program to identify specific activity outputs, outcomes, timelines and data collection methods;
- Make payment to NCAT of host site member cost share within 30 days of receiving an invoice from NCAT.

HOST SITE MEMORANDUM OF UNDERSTANDING

The Host Site Memorandum of Understanding must be completed and signed by the Host Site Supervisor and the AmeriCorps Program Director prior to any AmeriCorps member's commencement of service. A copy of the Host Site MOU is included in the appendix section of this manual.

HOST SITE COST SHARE

Each Host Site is required to provide a cash match for each AmeriCorps member placed at their agency/organization. The cost share must adhere to the following guidelines:

- The cash match will be verifiable in the host site's accounting records.
- The match will not be included as contributions for any other federally-assisted program.
- If federal cash match is used for program operating costs, then the federal statute and/or implementing federal regulations for such federal cash must specifically indicate that such federal funds may be used to meet the cost sharing or matching requirements of another federal grant. If using federal funds as cash match, host site must receive approval from other federal agency and provide written authorization from the federal agency. The written authorization must acknowledge that the granting agency is aware the federal funds are being used as match on another federally funded project. Host sites will be expected to complete a Federal Funds Reporting Form if federal funds were or were not used. The Federal Funds Reporting Form will be distributed with the Host Site Cost Share invoice and will be returned with the invoice payment along with any other documentation requested.
- Matching funds cannot be raised by the member.
- The full cost share payment from host sites must be received within 30 days of receipt of the invoice. Arrangements for an alternative payment schedule may be considered on a case by case basis with the Host site providing just cause for the alternative schedule.
- Host site supervision and support are a crucial factor in member retention. Host sites are expected to do everything in their power to keep their member through their agreed upon term of service. In the event that a member is terminated or resigns from the program early, the host site cash match will be reimbursed on a pro-rated basis. If the member served any part of a pay period, no reimbursement for that pay period will be given. Members who have completed less than 30% of their hours may be replaced, pending approval; however members completing more than 30% of their hours cannot be replaced. Host sites will be expected to assist in the replacement of their member within 30 days and in the event a replacement member cannot be found, the host site will be reimbursed for the remainder of the term at the end of the 30 day replacement period.

MEMBER RECRUITMENT

NCAT will work with host sites to develop member position descriptions. NCAT will use a variety of methods to recruit members and strives to recruit members locally. Host sites are encouraged to recruit their own members to ensure a good match. All candidate members will be evaluated and screened by NCAT. All potential members must complete an application (available online or in hard-copy format) and obtain two written references. When an application is submitted, candidates will be interviewed by NCAT's program staff. If the program staff determines that the applicant is qualified for the position, a second interview will be arranged between the applicant and the host Site Supervisor. Final placement occurs when both the applicant and host site agree to the match. NCAT will work with host applicants to fill all requests, however, acceptance of an application does not guarantee placement of a member. Openings will be filled as appropriate matches are made, until all slots are filled.

MEMBER PRE-SERVICE ORIENTATION AND TRAINING

All members must attend pre-service member orientation and training before they begin service and prior to accumulating any AmeriCorps hours at a host site. Contact your State Energy Corps Coordinator for a schedule and agenda of the pre-service orientation and training.

ON-SITE TRAINING

Site Supervisors must provide Energy Corps members similar training as that which is provided to other regular staff at the nonprofit organization or agency. Basic operating procedures and orientation is necessary to best acclimate the member to the site.

Members are permitted to use up to 20% of their total hourly commitment toward training. This includes on-site training, monthly professional development sessions, out-of-town AmeriCorps conference attendance, or conference attendance related to the host site. A member can participate in more training than 20% of their commitment, but is not permitted to count those hours toward hourly accrual of their total commitment.

MEMBER SUPERVISION

Site Supervisors must be a paid employee of the host site agency. Site Supervisors are required to:

- Provide meaningful direct service and performance criteria that are appropriate to the skill level of the AmeriCorps member;

- Provide supervision for each AmeriCorps member on a daily basis. Members may serve some of their hours off-site, however Site Supervisors are responsible for verifying that members are performing allowable activities and must ensure the accuracy of hours being submitted;
- Provide equipment and materials necessary for Corps members to complete their tasks and activities;
- Provide a safe and sanitary work environment;
- Provide on-site counseling and encouragement to members as needed;
- Treat Energy Corps member(s) as part of your staff. Members should attend staff meetings, be formally introduced to all staff, and be invited to participate in in-house training if appropriate.

PROHIBITED ACTIVITIES

As an AmeriCorps program, Energy Corps members are restricted from certain activities while engaged in AmeriCorps service. These activities include, but are not limited to: religious instruction, political lobbying, fundraising and clerical functions outside of their own programming. See Prohibited Activities under the Rules and Regulations section of this manual. Energy Corps members and host sites found to be in violation of the CNCS prohibited activities will be dismissed from the program immediately.

DIRECT SERVICE

While engaged in service at the host site, Energy Corps members are required to participate in direct service. Direct service is defined as hands-on service that addresses the environment, public safety, education and/or other unmet human needs. It is directly serving people, one-on-one, to make change, or doing work that is involved in making change.

The general purpose of this program is to strengthen the ties that unite communities, develop citizenship skills of Energy Corps members and provide quality community service. Activities in the Energy Corps program are aimed to engage people in communities of all backgrounds and provide direct service to help improve overall quality of living in communities.

Service activities must result in a specific identifiable service or improvement that otherwise would not be provided with existing funds or volunteers and that does not duplicate the routine functions of workers or displace paid employees or volunteers.

An explanation of prohibited and accepted behaviors is provided in the rules and regulations section of this manual.

FUNDRAISING ALLOWABLE ACTIVITIES

If included on the member's Position Description and if approved by the Arkansas Service Commission, members may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security, or other human needs.

Fundraising must not exceed 10% of the member's total hours of commitment.

In general, AmeriCorps members cannot assist their organizations with major fundraising efforts as part of their AmeriCorps service hours. However, members may receive service credit for activities related to fundraising, but only to the extent that those activities satisfy all five of the following conditions:

- provide immediate and direct support to a specific and direct service activity,
- fall within the program's approved direct service objectives,
- are not the primary activity of the program,
- do not involve financial campaigns, endowment drives, solicitation of gifts and bequest, or similar activities designed for the sole purpose of raising capital or obtaining financial contributions for the organization, and do not involve significant amounts of time for any member.

See the Rules and Regulations section for further information on allowable fundraising activities.

LIABILITY

The host site must provide general liability insurance for Energy Corps members assigned to the site, as they would other volunteers for their agency. This does not require the purchasing of additional insurance, but is to ensure that the host site does have adequate insurance in the event of an accident.

The host site represents that it has secured, pays premiums for and shall keep in force adequate insurance until the expiration of the Energy Corps program, including bodily injury liability insurance and property damage liability insurance. All policies for liability protection, bodily injury or property damage shall cover Energy Corps members.

The host site shall indemnify, save, hold harmless and defend NCAT, AmeriCorps, and their employees and agents against any and all loss, damages, claims, expense or liability whatsoever, because of accident or injury to persons or property of others occurring in connection with the Energy Corps program on the premises of the host site or off premises if the Site Supervisor directs members to travel off-site.

TIME SHEETS

Energy Corps Host Site Supervisors will be expected to adhere to the AmeriCorps program expectations for timesheet management. Supervisors will be responsible for making sure members submit timesheets, that time is appropriately categorized and give final approval of the timesheets with their required signature.

See the appendix for timesheet procedures.

REGULAR REPORTING AND DOCUMENTATION

Site Supervisors will be required to ensure that all member reporting and project documentation is provided to NCAT Energy Corps program staff by the appropriate deadlines. These deadlines and due dates for the reporting and documentation requirements are provided in the program calendar in appendix section of this manual.

HOST SITE VISITS

AmeriCorps Program Staff will conduct periodic visits to the host site. In addition, a formal monitoring compliance visit is required annually.

Site Visits should include the Following:

ACTIVITY	INDIVIDUALS INVOLVED
Interview Site Supervisor	Program Director/Site Supervisor
Interview Member	Program Director/Member
Interview Supervisor and Member	Program Director/Member/Site Supervisor
Check Member Files	Program Director/Member/Site Supervisor
Review Reporting Materials	Program Director/Member/Site Supervisor

The results of the site visit will be reviewed with the host site staff after the visit. The host site will receive a letter of documentation of what was discussed during the site visit and potential improvement strategies.

COMMUNICATION WITH AMERICORPS PROGRAM STAFF

Site Supervisors are expected to regularly communicate with Energy Corps program staff to ensure the programs are operating effectively and program objectives are being accomplished. NCAT Energy Corps strongly encourages open regular communication between program staff and host site agencies to assure that site, member and program questions, concerns, and needs are being met. Program staff will periodically conduct site visits to host agencies.

Site Supervisors are asked to communicate to AmeriCorps program staff any “Great Stories” at the host site in which members are involved. As part of the program grant reporting responsibilities, AmeriCorps program staff must submit regular updates and stories describing the successes and achievements of the host organization in conjunction with AmeriCorps Energy Corps programs.

EVALUATION

All Site Supervisors of Energy Corps members are required to complete a midterm evaluation and an exit evaluation for each member’s performance and submit signed copies to the Energy Corps program staff at the National Center for Appropriate Technology. Energy Corps members are also required to complete a mid-term self evaluation form prior to the Site Supervisor completing the mid-term evaluation so the assessments can be compared. Supervisors will also be expected to complete a final Program Evaluation of the Montana Energy Corps AmeriCorps program in order to improve the program and better suit the host agency needs.

MEMBER ORIENTATION AND ENROLLMENT

MEMBER REQUIRED DOCUMENTS

Members are required to provide Energy Corps program staff with the following items during the enrollment process:

- Background release form(s)
- Member eligibility verification form
- Criminal history check release form
- Proof of age (drivers license, birth certificate, etc)
- Member contract
- Documentation of citizenship/naturalization/resident (Birth Certificate, Passport, etc)
- High school diploma or equivalency
- Member enrollment form

MEMBER CONTRACT

The Member Contract outlines the member's responsibilities as a participant in the Energy Corps AmeriCorps program. By signing this contract, the member agrees to abide by the regulations set forth by the Corporation for National and Community Service and the National Center for Appropriate Technology. Signature of this document signifies the member's commitment to complete their required number of service hours.

The Member Contract also details the start and end date for the AmeriCorps member. It is crucial that an accurate end date is determined so that the member will be eligible to receive the full living allowance. Members that end their service prior to the original end date recorded in the Member Contract are considered as no longer "participating" in the AmeriCorps Program and forfeit any remaining stipends. Members are not permitted to receive any lump sum payments for completing their service ahead of schedule.

POSITION DESCRIPTION

Member Contracts contain individualized position descriptions that summarize duties, responsibilities and service specifications for each position. Position descriptions contain the following items:

- Name and location of host site

- Position title
- Host Site Supervisor
- Term of service
- Service schedule
- Position summary
- Specific position responsibilities
- Minimum requirements
- Benefits

LENGTH OF SERVICE

Members of the Energy Corps are required to complete service within the period specified in the Member Contract.

PRE-SERVICE ORIENTATION AND TRAINING

All members must attend pre-service member orientation and training before they begin service and prior to accumulating any AmeriCorps hours at a host site. Contact your State Energy Corps Coordinator for a schedule and agenda of the pre-service orientation and training.

ON-SITE TRAINING

Site Supervisors must provide Energy Corps members similar training as that which is provided to other regular staff at the nonprofit organization. Basic operating procedures and orientation is necessary to best acclimate the member to the site.

Members are permitted to use up to 20% of their total hourly commitment toward training. This includes on-site training, monthly professional development sessions, out-of-town AmeriCorps conference attendance, or conference attendance related to the host site. A member can participate in more training than 20% of their commitment, but is not permitted to count those hours toward hourly accrual of their total commitment.

MEMBER REQUIREMENTS

MEMBER TIMESHEETS

Members will log service hours twice a month. Timesheets must be submitted by 11:00 MTN Time on the deadline date. Timesheets must be signed electronically by both the member and approving supervisor.

Training hours for monthly professional development sessions and out-of-town conferences, as well as national days of service sponsored by NCAT or host site organizations, must be included on the timesheet. AmeriCorps program staff will review and check each timesheet and will confirm the hours recorded for professional development/training sessions and will sign each timesheet. In addition, summaries of each member's accrued hours will be sent to the Site Supervisor. Hours on the timesheets must be designated as direct service, member development or fundraising.

Energy Corps members may receive service hours for time spent performing community service activities unrelated to the objectives of the Energy Corps program. Examples could include volunteering at a food bank on a weekend or tutoring children outside of the member's host site assignment.

Documentation of community service must be provided with a separate verification of non-program related hours. For example, if a member serves 8 hours on a Saturday at the local food bank, then someone from the food bank must verify these hours by signing a Volunteer Service Form. This form must be approved by the member's supervisor and submitted to the member's State Coordinator.

NATIONAL DAYS OF SERVICE

Members are required to participate in at least one national day of service. These dates are listed on the Program Calendar. Details will be provided regarding organizing activities for national days of service.

RECRUITMENT

As part of the AmeriCorps service requirement, all members are required to recruit non-AmeriCorps volunteers and record recruitment efforts. Non- AmeriCorps volunteers can be recruited or directly supervised by AmeriCorps members. There is space on the monthly progress report form to record the volunteer category (i.e. youth, college

student, baby boomer, or seniors), description of recruitment activities, and the number of volunteers recruited. Volunteer recruitment is not limited to seeking volunteers to serve at the host site the AmeriCorps member is serving. Members may also recruit other volunteers for other service events and National Days of Service.

REPORTING

Energy Corps members are required to submit a semi-monthly log through the web-based America Learns portal; the report should detail members progress towards meeting program performance measures, program strengths and challenges, and note unique program/member achievements. .

EVALUATIONS

Both members and Site Supervisors must complete a mid-term and final evaluation during the term of service. Site Supervisors are required to go over the evaluations with members and receive their signatures before submitting it to NCAT. The deadlines for submitting evaluations are included on the Program Calendar.

MEMBER VOTING

All eligible members are encouraged to register and vote during their term of service. However, members cannot be required to register or to vote, as exercising this individual right is a personal decision. Members who are unable to vote before or after service hours should be allowed to do so during their service hours without incurring any penalties. An appropriate length of absence needed to vote should be discussed between the Host Site and the AmeriCorps Program Director and communicated to the Member.

Remember: AmeriCorps Members may not participate in voter registration drives as a part of their service activities.

JURY DUTY

Serving on a jury is an important responsibility of citizenship. Members should be encouraged to serve jury duty and must not be penalized for doing so. During the time AmeriCorps members serve as jurors, they will continue to receive credit for their normal service hours. Also, they may keep any reimbursements for incidental expenses received from the court.

AMERICORPS GEAR

All Energy Corps members are encouraged to wear AmeriCorps service gear while serving and accruing hours. This includes t-shirts, sweatshirts, hats, pins, buttons, name badges, and stickers with the official AmeriCorps logo. Gear will be provided at the beginning of service.

It is acceptable to wear AmeriCorps gear when the member is not serving; however, the member must remember that he/she is representing AmeriCorps. Therefore, AmeriCorps gear must not be worn while participating in any prohibited activities as outlined in the member code of conduct.

MEMBER BENEFITS

LIVING ALLOWANCE

Members will receive a semi-monthly living allowance. The living allowance is not a wage. It is taxed FICA, Federal and State income. It must not be paid on an hourly basis or be tied to hours served in any way.

The living allowance is distributed in regular increments and may not fluctuate based on the number of hours served. This monthly stipend must cease when a member concludes their term of service. If a member starts late, he/she may not receive a “catch-up” amount so that the member will receive the same living allowance as other members who started earlier but will end at the same time. Also the stipend may not be issued to the member at a higher payment each time.

EDUCATION AWARD

Upon successful completion of the agreed-upon term of service, members will be eligible to receive an education award that may be used to pay education costs at qualified institutions of higher education or training, or to repay qualified student loans.

If members already have student loans, this award can be used towards qualified loans. While members are enrolled in the program, they may be eligible for deferment or forbearance on student loans. If members are eligible, AmeriCorps will pay for the interest that is accrued on student loans for members who complete their service.

Once a member has completed the required number of hours, and final evaluations, the member will perform an exit interview with program staff to review the year and provide feedback about the program. During the exit interview, final education award and interest accrual paperwork will be completed.

Once members have exited the program they should register online for the My AmeriCorps portal. This service will give access to education award information as well as all necessary documents regarding education awards. The site also allows members to request payments to educational institutions, review education award balances, request for interest payments on loans and much more. This serves as a more efficient way of maintaining education awards. The portal can be accessed at: <http://my.americorps.gov>.

For more information regarding the award contact the National Service Trust at:

Toll Free 1-888-507-5962

Email: edawardvoucher@cns.gov

HEALTH INSURANCE

Full-time and half-time members serving in a full-time capacity who do not have adequate health care coverage at the time of enrollment or who lose coverage due to participation in the program are eligible for AmeriCorps health care insurance.

Participating members receive an insurance card and packet upon enrollment in the plan. AmeriCorps members have the right to waive coverage entirely by signing a waiver form, if coverage is not needed.

CHILD CARE ASSISTANCE

Child care is available to any eligible full-time or half-time serving in a full-time capacity member who needs this service in order to participate in the program. The Corporation provides child care technical assistance through GAP Solutions, Inc. (GAPSI). GAP Solutions makes payments directly to the child care providers.

To be eligible for child care benefits, individuals:

1. Must be an active full-time or half-time member of AmeriCorps serving in a full-time capacity .
2. Member must need child care services in order to participate in the AmeriCorps program.
3. Member's household income must not exceed the maximum amount under the Child Care & Development Fund (CCDF) Block Grant rules established by the state or territory in which the child care serves are provided.
4. The member must be a custodial parent or legal guardian of a child under the age of 13.
5. The child must be living with the member.
6. Once the Member is approved and accepts the AmeriCorps CCBP benefits, the member must not be receiving a child care benefit for the same child from any other source.

Further information on child care benefits can be found at:

www.americorpschildcare.com/Default.aspx

PROFESSIONAL TRAINING AND DEVELOPMENT

Throughout the member's term in the Energy Corps, professional trainings will be provided accordingly. These trainings will be valuable after the members' service term as qualification for jobs in the green-collar work force. Members will also have ample opportunity to develop valuable community building and development skills.

RULES AND REGULATIONS

PROHIBITED ACTIVITIES

The Corporation for National and Community Service (CNCS) prohibits AmeriCorps members from participating in a number of activities. Members may not participate in certain activities- including lobbying, political, religious, or advocacy activities-in the course of their duties, while charging time to the AmeriCorps program, or at the request of program staff members. Members and staff may not engage in any conduct that would associate the national service program or the CNCS with prohibited activities. Programs must become familiar with the specific prohibitions described in the CNCS formal regulations and the grant provisions. *The list of prohibited activities includes:*

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 Federal office or the outcome of an election to a State or local 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 proselytization;
8. Providing a direct benefit to—
 - A. A business organized for profit;
 - B. A labor union;
 - C. A partisan political organization;

- D. 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 provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - E. An organization engaged in the religious activities described in paragraph 7 above, unless CNCS assistance is not used to support those religious activities; Providing abortion services or referrals for receipt of such services.
9. Conducting a voter registration drive or using Corporation 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 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.

If you have more specific questions please contact Energy Corps staff or consult the following link: http://www.americorps.gov/help/ac_regs/ac_regsRev.htm

FUND RAISING AND GRANT WRITING RULES AND REGULATIONS

APPROVED MEMBER ACTIVITIES

If included on the member's Position Description and if approved by the Arkansas Service Commission, members may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security, or other human needs.

Fundraising must not exceed 10% of the member's total hours of commitment.

Examples of fundraising activities that members may perform include, but are not limited to the following:

- Seeking donations for books from companies and individuals for a program in which volunteers tutor children to read;
- Writing a grant proposal to a foundation to secure resources to support the training of volunteers;

- Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- Securing financial resources from the community to assist a faith-based organization 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 the faith based organization; or
- Seeking donations from alumni of the program for specific service projects being performed by current members.

PROHIBITED MEMBER ACTIVITIES

A member's service activities may not include the following:

- Raising funds for his or her living allowance or other costs of the AmeriCorps program;
- Raising funds for an organization's operating expenses or endowment;
- Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service; or
- Writing grant applications for funding provided by any other federal agencies.

In general, AmeriCorps members cannot assist their organizations with major fundraising efforts as part of their AmeriCorps service hours. However, members may receive service credit for activities related to fundraising, but only to the extent that those activities satisfy all five of the following conditions:

- provide immediate and direct support to a specific and direct service activity,
- fall within the program's approved direct service objectives,
- are not the primary activity of the program,
- do not involve financial campaigns, endowment drives, solicitation of gifts and bequest, or similar activities designed for the sole purpose of raising capital or obtaining financial contributions for the organization, and do not involve significant amounts of time for any member.

For example, once or twice a year, members in a tutoring program may solicit book donations to give to the children they are tutoring, but may not help write a grant proposal to help raise match money for the organization. *If you are unsure whether or not specific fundraising activities are acceptable, please contact AmeriCorps Program Staff for clarification.*

DRUG FREE WORKPLACE

It is the policy of the Energy Corps program to maintain a workplace that is free from the effects of drug and alcohol abuse. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance by any member in the workplace

is prohibited. This policy is adopted in compliance with the Anti-Drug Abuse Act of 1988 and Drug-Free Workplace Federal Regulations of March 1989.

As a condition of continued employment, all members shall be required to notify NCAT Energy Corps staff of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Any member who violates this policy is subject to disciplinary action, up to and including discharge, as provided in Section 2545.225 of the AmeriCorps provisions and regulations. Disciplinary action may include required participation in an approved drug-abuse assistance and rehabilitation program.

Definitions: For purposes of this policy, the following definitions apply:

"Controlled Substance" means a controlled substance in schedules I-V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined in regulation of 21 C.F.R. 1308.11-1308.15.

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug statutes.

"Criminal drug statute" means a federal or non-federal criminal statute involving manufacture, distribution, dispensing, possession or use of any controlled substance.

"Drug-free workplace" means any site where work is performed by NCAT Energy Corps Members.

Resources Available: NCAT offers a confidential employee assistance program that is available to Energy Corps Members which provides substance abuse counseling and referral services for eligible members.

REASONABLE ACCOMMODATIONS

The National Center for Appropriate Technology is committed to providing reasonable accommodations in accordance with federal and state law to qualified members, staff, or applicants with any known disability that may interfere with an applicant's ability to compete in the selection process or an individual's ability to perform AmeriCorps service. Reasonable accommodations are available upon request to enable an individual with a disability to enjoy equal benefits and privileges of serving with the Energy Corps AmeriCorps program.

NON DISCRIMINATION

It is the policy of NCAT and the Energy Corps to recruit, promote, and retain members without regard to race, sex, creed, color, national origin, age, religion, veterans or marital status, disability, sexual orientation, or political affiliation. This policy applies to all terms, conditions, and privileges of membership and all policies of the Energy Corps, including hiring, probationary period, training, placement and member development, compensation, benefits, educational assistance, suspension and recall, facilities, and termination.

Under the direction of the NCAT Executive Director, there shall be an Affirmative Action/Equal Employment Opportunity (AA/EEO) Officer. NCAT's Affirmative Action/Equal Employment Opportunity Officer is Jerrid Burk and our AA/EEO Manager is Marcia Brown. The AA/EEO Officer shall be responsible to ensure NCAT Energy Corps compliance with all applicable federal, state, and local equal opportunity and fair employment laws and regulations. The AA/EEO Officer shall take all steps necessary to maintain a non-discriminatory personnel system. In the absence of an AA/EEO Officer due to a reduced work force, or lack of available funds to support this position, the Executive Director shall designate a person to carry out these duties.

NCAT Energy Corps shall maintain a written affirmative action plan to achieve full utilization on all levels of the organization of minorities, the disabled, Vietnam-era or disabled veterans and women. This plan will include the establishment of membership goals for protected group members and timetables for achieving results. The AA/EEO Officer shall take all steps necessary to implement and maintain the plan.

Claims of discrimination should be reported to a supervisor or the AA/EEO Officer immediately. The individual will be provided with a copy of Energy Corps grievance procedures (*See Grievance Procedures section*). All claims of discrimination and investigations thereof shall be kept as confidential as circumstances allow. Energy Corps

members witnessing acts of discrimination against a member or non-member are strongly encouraged to notify a supervisor or the AA/EEO Officer immediately. Supervisors should notify the AA/EEO Officer of any complaint. Violations of the discrimination policy shall result in disciplinary action. Severity of the disciplinary action will be determined by the offense.

HARASSMENT

It is the policy of the NCAT Energy Corps to prohibit sexual, racial and all other forms of harassment of its members, potential members, or other non-members by any person and in any form.

Harassment is defined as an unwelcome or unsolicited comments, gestures or physical contact where:

- Submission or rejection becomes the basis for recruitment or membership decision or;
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Claims of harassment should be reported to a supervisor or the AA/EEO Officer immediately. The AA/EEO Officer is responsible for investigating the complaint and making a report of findings of fact to the Executive Director. The individual will be provided with a copy of the NCAT Energy Corps grievance procedures. All claims of harassment and investigations thereof shall be kept as confidential as circumstances allow. Members witnessing acts of harassment against a member or non-member are strongly encouraged to notify a supervisor or Personnel Officer immediately. Supervisors should notify the Personnel Officer of any complaint. Retaliation toward an individual who reports a claim of harassment will not be tolerated.

Violations of the harassment policy shall result in disciplinary action. Severity of the disciplinary action will be determined by the offense.

LEAVE SITUATIONS

The AmeriCorps living allowance is designed to help the members meet necessary living expenses incurred while participating in the program. The living allowance is not based on hourly wage, and will not fluctuate based on the hours members serve in a given time period. AmeriCorps members are not considered employees and, as such, are not entitled to vacation time, compensatory time or sick leave.

APPROVED ABSENCE

Generally, all leave should be pre-approved and verifiable. Project sites/sponsor agencies should adhere to the following standards:

Members who are on-track to achieve the minimum number of hours requirement may be granted short-term (i.e., a few days) time off for personal matters. The project sites/sponsor agencies should exercise prudent judgment in granting personal time so project objectives are not compromised.

Members who are not on-track to achieve the minimum number of hours may only be granted time off for urgent personal needs such as, medical issues, family bereavement leave, and Department of Social and Health Services (DSHS) appointments, etc.

DISCIPLINARY SUSPENSION

AmeriCorps members may be temporarily suspended for disciplinary reasons, including but not limited to chronic tardiness or leaving the project site without approval of the project site/sponsor agency. Members suspended for disciplinary reasons will not receive a living allowance during their suspension period and the hours of suspension will not be credited toward the total service hours required for an education award. Members on disciplinary suspension will continue to receive medical benefits.

ADMINISTRATIVE HOLD STATUS

Administrative Hold Status exists any time a member is not serving at a project site/sponsor agency, yet remains enrolled in the AmeriCorps program. Sponsor agencies/project sites may request members be placed on hold for programmatic reasons such as the need to conduct a disciplinary investigation or during a grievance process. Requests may also be made based on extenuating personal or medical circumstances such as the birth of a child; serious illness of a member's spouse, child, or parent; or serious illness preventing the member from performing his/her essential service duties. At the NCAT Energy Corps discretion and with advance approval, Administrative Hold Status may be granted for up to 90 calendar days or the scheduled end of the term of service, whichever is earlier. Requests for members to be placed on Administrative Hold Status should be communicated to the Energy Corps staff in a timely manner and appropriate back-up documentation must accompany all requests. Members on Administrative Hold Status will not receive a living allowance and hours will not be credited toward the total service hours required for an education award. Medical benefits will be continued during a period of administrative hold, but childcare benefits will be discontinued.

HOLIDAY LEAVE

AmeriCorps members are entitled to the same federal holidays as employees of the host site without affecting their living allowance. However, holiday hours do not count toward the service hours required for an education award. Extra care should be taken to ensure that members are fully aware of host site holidays prior to starting their term of service.

AmeriCorps projects must develop activities for all members so that members can accomplish their hourly requirements when the host site or service site is not in session due to agency closures, school vacations, agency holidays, etc. School vacations are not to be considered AmeriCorps vacations.

MILITARY LEAVE

Generally, the Reserves of the U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, U.S. Coast Guard, the Army National Guard and the Air National Guard require reservists to serve one weekend a month plus 12 to 15 days a year (hereafter referred to as the two-week active duty service). To the extent possible, members should seek to minimize the disruption in their AmeriCorps service as a result of discharging responsibilities related to their reservist duties. If members have a choice of when to fulfill their annual two-week active duty requirement, they should do so when it will not disrupt their AmeriCorps service. In instances where the dates of active duty are inflexible and conflict with AmeriCorps service, members will be granted a leave for the two-week period of active duty service in the Reserves. Members may not receive stipended time-off for additional Reserves-related service beyond the two-week active duty service. No AmeriCorps service credit is earned for the once-a-month weekend service in the Reserves, or any active duty service beyond the initial 12-15 days of active duty. Members should receive credit for AmeriCorps service hours during their two weeks of active duty service in the Reserves if it occurs during their AmeriCorps term of service. The member will receive credit for the number of hours he or she would have served during that period had there been no interruption. For example, if a full-time member is signed up to serve 40 hours of AmeriCorps service one week and 40 hours of AmeriCorps service on the following week she or he would receive 80 hours of AmeriCorps service credit for the two weeks of active duty service regardless of the actual number of hours served in the Reserves. Members will continue to receive the living allowance, health care, and childcare coverage for the two-week active duty service.

JURY DUTY

Serving on a jury is an important responsibility of citizenship and members will not be penalized for doing so. During the time members serve as jurors, they will continue to earn service hours, and receive their living allowance and health and childcare benefits. They are allowed to keep reimbursements for incidental expenses received from the court. Members notified of jury duty must provide a copy of the summons to the sponsor agency/project Site Supervisor, who will in turn provide a copy to their Energy Corps Program Coordinator.

Host sites should consult with their Energy Corps Program Coordinator if additional guidance is needed.

RULES OF CONDUCT

A. At no time may the member:

1. Engage in any activity that is illegal under local, state or federal law.
2. Engage in activities that pose a significant safety risk to others.
3. Engage in any AmeriCorps prohibited activities.

However, AmeriCorps members, like any other private citizens, may participate in any of the above activities on their own time, at their own expense, and at their own initiative. Members may not wear AmeriCorps service gear or other identity item (pins, hats, etc) in such instances.

B. The member is expected to, at all times while acting in an official capacity as an AmeriCorps member:

1. Demonstrate mutual respect towards others.
2. Follow directions.
3. Direct concerns, problems, and suggestions to their host Site Supervisor or the NCAT Energy Corps program director.
4. Represent AmeriCorps in a positive fashion.
5. Introduce themselves to the public firstly as AmeriCorps member with the Energy Corps program and secondly, indicating the host site and community they are providing service for.

C. The member understands that the following acts also constitute a violation of the program's rules of conduct:

1. Unauthorized tardiness.
2. Unauthorized absences.
3. Repeated use of inappropriate language (i.e. profanity) at a service site.

4. Failure to wear appropriate clothing to service assignments.
 5. Stealing or lying.
 6. Engaging in any activity that may physically or emotionally damage other members of the program or people in the community.
 7. Unlawful manufacture, distribution, dispensation, possession or use of any controlled substance or illegal drugs during the term of service.
 8. Consuming alcoholic beverages during the performance of service activities.
 9. Being under the influence of alcohol or any illegal drugs during the performance of service activities.
 10. Failing to notify the program of any criminal arrest or conviction that occurs during the term of service.
- D. Under the Drug-Free Workplace Act, the AmeriCorps member must notify the AmeriCorps Program Director within 5 days if convicted under any criminal drug statute. Participation in the Program is conditional upon compliance with this notice requirement and action will be taken for violation of this regulation.
- E. In general, for violating the above stated rules, the program will act accordingly (except in cases where during the term of service the member has been charged with or convicted of a violent felony, possession, sale or distribution of a controlled substance):
1. For the member's first offense, an appropriate program official will issue a verbal warning to the member.
 2. For the member's second offense, an appropriate program official will issue a written warning and reprimand the member.
 3. For the member's third offense, the member may be suspended without compensation and will not receive credit for any service period missed or the program may release the member for cause.
- F. The member understands that he/she will be either suspended or released for cause for committing certain acts during the term of service including but not limited to being convicted or charged with a violent felony, possession, sale, or distribution of a controlled substance.

DRIVING POLICIES

The safety and well being of our Energy Corps members is of critical important to NCAT. Members that are required to drive personal, rental or NCAT-owned vehicles for Energy corps-related purposes at any time will be expected to consistently follow all the policies below to ensure their safety.

1. Members driving for service-related purposed must have a current driver's license.
2. Members will be reimbursed for travel to and from NCAT sponsored AmeriCorps trainings at the current state rate per mile. Members must submit a signed Travel Reimbursement form to their Program Coordinator.
3. All members are expected to wear seat belts at all times while in any moving vehicle being sued to service-related activities, whether they are the driver or a passenger.
4. Use of alcohol, drugs or other substances, including over-the-counter cold or allergy medication that in any way impair driving ability, is prohibited.
5. Use of handheld cell phones while behind the wheel of a moving vehicle being used for service-related activities is strictly prohibited. The use of hands-free technology may be warranted in unusual or emergency circumstances.
6. Text messaging while behind the wheel of a moving vehicle is strictly prohibited while driving for service-related purposes.
7. Engaging in distracting activities including, but not limited to, eating, putting on makeup, reading or changing radio stations or music, is also strongly discouraged while driving, even when in slow-moving traffic.
8. All members are expected to follow all driving laws and safety rules, such as adherence to posted speed limits and directional signs, use of turn signals and avoidance of confrontational or offensive behavior, while driving.
9. Members should never allow anyone to ride in any part of the vehicle not specifically intended for passenger use and/or use any seat that does not include a working seat belt.
10. Members must promptly report any accidents to local law enforcement as well as to the NCAT Human Resource office.
11. Failure to adhere to these policies may result in disciplinary action.

RELEASE FROM TERMS OF SERVICE

- A. The member may be released by the Program from the term of service in the following two ways:
 - 1. Suspension, as described in paragraphs (F) of this section; or,
 - 2. Termination.

- B. The member understands that he/she may be released for the following two reasons:
 - 1. For cause, as explained in paragraph (C) of this section; or
 - 2. For compelling personal circumstances as defined in paragraph (D) of this section.

- C. The program will release the member for cause for the following reasons:
 - 1. The member has dropped out of the program without obtaining a release for compelling personal circumstances from the appropriate program official;
 - 2. During the term of service the member has been convicted of a violent felony or the sale or distribution of a controlled substance;
 - 3. The member has committed a fourth offense in accordance with paragraph D of the Rules of Conduct section;
 - 4. Any other serious breach that in the judgment of the director of the Program would undermine the effectiveness of the program.

- D. The Program may release the member from the term of service for compelling personal circumstances if the member demonstrates that:
 - 1. The member has a disability or serious illness that makes completing the term impossible;
 - 2. There is a serious injury, illness, or death of a family member which makes completing the term unreasonably difficult or impossible for the member;
 - 3. The member has Military service obligations;
 - 4. The member has accepted an opportunity to make the transition from welfare to work; or
 - 5. Some other unforeseeable circumstance beyond the member's control makes it impossible or unreasonably difficult for the member to complete the term of service, such as a natural disaster, a strike, relocation of a

spouse, or the non-renewal or premature closing of a project or the program.

- E. Compelling personal circumstances do not include leaving the Program:
 - 1. To enroll in school;
 - 2. To obtain employment, other than in moving from welfare to work; or
 - 3. Because of dissatisfaction with the program.
- F. The Program may suspend the member's term of service for the following reasons:
 - 1. During the term the Member requests a suspension based on compelling personal circumstances, as described in paragraph (D) of this section. During the suspension from service, the member will not receive credit for service hours or benefits. The member may resume his or her term of service once the circumstances supporting the suspension have been resolved. However, a suspension may last no more than two years from the date of suspension. If the member does not resume the term within the two year period, the member may request that the program exit the member and the member will be eligible for a partial education award based on the number of hours served in the term.
 - 2. During the term of service the member has been charged with a violent felony or the sale or distribution of a controlled substance. (If the member is found not guilty or the charge is dismissed, the member may resume his/her term of service. The member, however, will not receive back living allowances or credit for any service hours missed.)
 - 3. During the term of service the member has been convicted of a first offense of possession of a controlled substance. (If, however, the member demonstrates enrollment in an approved drug rehabilitation program, the member may resume the term of service. The member will not receive back living allowances or credit for any service hours missed.)
- G. The Program may suspend the member's term of service for violating the rule of conduct provisions set forth in the Rules of Conduct section.
- H. If the program releases the member for cause or for compelling personal circumstance, the member will cease to receive the benefits described in the Benefits section.

- I. If the program releases the member for cause the member will receive no portion of the education award. If, however, the program releases the member for compelling personal circumstances, the member will receive a prorated education award, provided the member has completed at least 15 percent of the hours needed to complete the term of service.
- J. A term that ends early, either for cause, or for compelling personal circumstances, is still considered a term and the education award that the member receives, or would have been eligible to receive, will count towards the total of two education awards an individual may receive through service with AmeriCorps.

GRIEVANCE PROCEDURES

- A. The member understands that the Energy Corps Program has a grievance procedure in place to resolve disputes concerning the member's suspension, dismissal, service evaluation or proposed service assignment.
- B. The member understands that, as a participant of the program, he/she may file a grievance in accordance with the Program's grievance procedure.
- C. Grievance Procedure for the Energy Corps Program states that in the event that informal efforts to resolve disputes are unsuccessful, AmeriCorps members, labor unions, and other interested individuals may seek resolution through the following Grievance Procedures. These procedures are intended to apply to service-related issues such as assignments, evaluations, suspension, or release for cause. In addition, individuals who are not selected as AmeriCorps members or labor unions alleging displacement of employees or duplication of activities by AmeriCorps may utilize these procedures:

1. Optional Alternative Dispute Resolution (ADR)

- a. ADR is available, but must be selected within 45 days of the underlying dispute. If a member chooses ADR as a first option, a neutral party designated by the program will attempt to facilitate a mutually agreeable resolution. The neutral party must not have participated in any previous decisions concerning the issue in dispute. ADR is confidential, non-binding, and informal. No communications or proceedings of ADR may be referred to at the Grievance Hearing or arbitration stages. The neutral party may not participate in subsequent proceedings.

- b. If ADR is chosen by the member, the deadlines for convening a hearing and for a hearing decision, 30 and 60 days respectively, are held in abeyance until the conclusion of ADR. At the initial session of ADR, the neutral party must provide written notice to the aggrieved party of his or her right to request a hearing. If ADR does not resolve the matter within 30 calendar days, the neutral party must again notify the aggrieved party of his or her right to request a hearing. At any time, the aggrieved party may decline ADR and proceed directly to the hearing process.
- c. If the matter is resolved, the terms of the resolution are recorded in a written agreement, and the party agrees to forego filing any further grievances on the matter under consideration.
- d. The neutral party who is aiding the alternative dispute resolution process may not compel a resolution.
- e. With the exception of a written agreement, the proceedings are confidential
- f. If the grievance is regarding a proposed participant placement, the placement is not made unless it is consistent with the resolution of the grievance.

2. Grievance Hearing

- a. A member may request a Grievance Hearing without participating in ADR or, if ADR is selected and it fails to facilitate a mutually agreeable resolution. The member should make a written request for a hearing to the Program Director. A request for a hearing must be made within one year after the date of the alleged occurrence. At the time a request for a hearing is made, the program should make available to the member information that it relied upon in its disciplinary decision.
- b. The program will arrange for one or more pre-hearing conferences at a time mutually convenient to the parties. Pre-hearing conferences are not a substitute for a hearing. They are intended to facilitate a mutually agreeable resolution of the matter to make a hearing unnecessary or to narrow the issues to be decided at the hearing. The format of the pre-hearing conference may be flexible, involving meetings with one party at a time and/or with both parties together. The Program Director or the member designee conducts pre-hearing conferences.

- c. The Program Director or appointed designee will conduct the hearing. The person conducting the hearing may not have participated in any previous decisions concerning the issue in dispute. A hearing must be held no later than 30 calendar days after the filing of the grievance, and a written decision must be made no later than 60 calendar days after filing.

3. Binding Arbitration

- a. An aggrieved party may request binding arbitration if a Grievance Hearing decision is adverse or if no decision is made within 60 days of the filing of the grievance. The arbitrator must be independent and selected by agreement of the parties. If the parties cannot agree on an arbitrator, the Corporation's Chief Executive Officer will appoint one within 15 calendar days after receiving a request from one of the parties.
- b. An arbitration proceeding will be held no later than 45 calendar days after the request for arbitration, or no later than 30 calendar days after the appointment of an arbitrator by the Corporation's CEO. An arbitration decision will be made no later than 30 calendar days after the commencement of the arbitration proceeding. Energy Corps Member Manual 36
- c. The cost of arbitration will be divided evenly between the parties, unless the aggrieved party prevails, in which case the program will pay the total cost of the proceeding as well as the prevailing party's attorneys' fees.

APPENDIX

TIMESHEET PROCEDURES

TIME SHEET PROCEDURES

Procedures for completing Energy Corps member time sheets are outlined below. If you have any questions about the time sheet process, please contact Kaleena Miller at (406) 494-4572.

PAY PERIODS: THE PAY PERIODS AND PAY DAYS ARE AS FOLLOWS:

PAY PERIOD	TIME SHEET DUE TO NCAT	PAYDAY
1 st through 15 th of the month	16 th of the month	22 nd of the month
16 th through the end of the month	1 st of the following month	7 th of the following month

A current W-4 must be on file in NCAT's Accounting Office for all members.

Procedures:

Completing the Time Sheet:

Members will log service hours twice a month. Timesheets must be submitted by 11:00 MTN Time on the deadline date. Timesheets must be signed electronically by both the member and approving supervisor.

Training hours for monthly professional development sessions and out-of-town conferences, as well as national days of service sponsored by NCAT or host site organizations, must be included on the timesheet. AmeriCorps program staff will review and check each timesheet and will confirm the hours recorded for professional development/training sessions and will sign each timesheet. In addition, summaries of each member's accrued hours will be sent to the site supervisor. Hours on the timesheets must be designated as direct service, member development and fundraising. Members must also describe the activities performed on their timesheets.

Energy Corps members may receive service hours for time spent performing community service activities unrelated to the objectives of the Energy Corps program. Examples could include volunteering at a food bank on a weekend or tutoring children outside of the member's host site assignment.

Documentation of community service must be provided with a separate verification of non-program related hours. For example, if a member serves 8 hours on a Saturday at the local food bank, then someone from the food bank must verify these hours by signing a Volunteer Service Form. This form must be approved by the member's supervisor.

Time Sheet Submission:

Timesheets will be submitted through the My Service Log portal at <http://www.arkansas.myservicelog.org/>

Due in Accounting:

- All fully completed and signed time sheets are due by 11am MST, the day following the end of the pay period.
- If the pay period ends on a Friday or weekend, the time sheet is due by 11am on the following Monday.

- If a time sheet is not turned in on time or completed correctly you will not be paid until the next payday or the paycheck will be held until Accounting receives the time sheet.

Pay Process:

- If a payday falls on a weekend, paychecks will be distributed on the Friday before.
- Members have two options for pay distributions:
 1. Members may have their check mailed to them or
 2. Members may deposit their check directly into their bank account. A direct deposit form will be provided at orientation and training.
- Members may experience a delay in receiving their paycheck unless they choose direct deposit.

Service Category Definitions:

Use the following guidelines when completing time sheets:

Direct Service - Direct service is defined as actual face to face service with your community and could take the form of hands on energy assistance or energy education and outreach.

Hands On Assistance – Examples of hands on energy assistance may include, but are not limited to installing energy conservation and weatherization measures in low income housing, helping to design, install and maintain a variety of sustainable energy systems, or implementing green practices.

Education and Outreach – Examples of energy education and outreach may include, but are not limited to developing and distributing educational energy materials such as energy savings tips and fact sheets, organizing community meetings and workshops, participating in hands-on learning, conducting presentation or developing energy related curriculum.

Member Development - NCAT encourages members to acquire development and training that will further expand their ability to help their community now and in the future. Some examples of member development include any trainings, readings, reflections, classes, symposiums, workshops, In-service, presentations, etc. that will help you in better serving your community.

Fundraising - In general, AmeriCorps members cannot assist their organizations with major fundraising efforts. However, Corporation policy permits some limited activities related to fundraising by AmeriCorps Members to the extent that such activities:

- Provide immediate and direct support to a specific and direct service activity;
- Fall within the program's approved direct service objectives;
- Are not the primary activity of the program;
- Involve in-kind donations rather than cash donations

NOTE that an AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service performing fundraising activities and no more than twenty percent of service hours in education and training activities.

Travel Hours:

Time spent traveling to trainings organized by NCAT or recommended by host sites should be counted under the Member Development category. Time spent traveling to National Day of Service events or other service events such as the NorthWestern Energy Expos should be counted under the National Service Days Category. Ordinary commuting time to host sites cannot be counted as service hours on the member timesheet.

Community Service Hours:

Energy Corps members may receive service hours for time spent performing community service activities unrelated to the objectives of the Energy Corps program. Examples could include volunteering at a food bank on a weekend or tutoring children outside of the member's host site assignment.

Documentation of service must be provided with a separate verification of non-program related hours. For example, if a member serves 8 hours on a Saturday at the local food bank, then someone from the food bank must verify these hours by signing a Volunteer Service Form. This form must be approved by the member's supervisor.

Community service hours should NOT be included on timesheets. Hours spent performing community service outside of Energy Corps activities that count towards service hours shall not exceed 5% of member's agreed upon service hours.

Unusual Hours Explanation:

Any timesheet with fewer than 20 hours during the pay period requires a written explanation. Any single day on timesheet with more than 12 hours recorded requires written explanation.

Payroll Schedule 2014-2015

Pay Period	Timesheet Due	Pay Date
10/1 – 10/15	10/16	10/22
10/16 – 10/31	11/3	11/7
11/1- 11/15	11/17	11/21
11/16 - 11/30	12/1	12/5
12/1 - 12/15	12/16	12/22
12/16 - 12/31	1/2	1/7
1/1 - 1/15	1/16	1/21
1/16 - 1/31	2/2	2/6
2/1 - 2/15	2/16	2/20
2/16- 2/28	3/2	3/6
3/1 - 3/15	3/16	3/20
3/16 - 3/31	4/1	4/7
4/1 - 4/15	4/16	4/22
4/16 - 4/30	5/1	5/7
5/1 - 5/15	5/18	5/22
5/16 - 5/31	6/1	6/5
6/1 - 6/15	6/16	6/22
6/16 - 6/30	7/1	7/7
7/1 - 7/15	7/17	7/22
7/16 - 7/31	8/3	8/5
8/1 - 8/15	8/17	8/21
8/15 - 8/31	9/1	9/7