



Site Supervisor Guide

Appalachian Conservation Corps Individual Placements

Updated January 2023

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Appalachian Conservation Corps

The [Appalachian Conservation Corps](#) (ACC) is a non-profit, AmeriCorps-affiliated organization, whose mission is to connect young adults to meaningful conservation service. ACC engages motivated young adults to complete challenging and impactful conservation and service projects throughout the region by working with local organizations and land management agencies. Interns and Crews complete technical and/or specialized projects depending on project partner needs, including disaster relief if the opportunity arises.



ACC programs focus on place-based learning, life skills development, appreciation of diversity, civic responsibility and career development. ACC also provides an opportunity for members to learn about the local environment, environmental issues and introduces individuals to recreation and resource management careers.

Appalachian Conservation Corps (ACC) is a program of [Conservation Legacy](#). Conservation Legacy is a national organization whose mission is to foster conservation service in support of communities and ecosystems.

Individual Placement Program

The ACC Individual Placement Program is meant to connect young people to service opportunities that will allow them to gain real world experience and build skills that will set them on their career path in conservation. ACC focuses on partnering with organizations that will create a structured and intentional experience for members that is mutually beneficial for both the member and site.

Contact Information

Throughout your partnership with ACC's IP Program, you and your member will maintain communication with ACC's IP Program Staff. We are here to manage the administrative side of the members term, ensure requirements are being met, and provide general member support.



Maddie Interdonato, IP Program Manager
(main contact)
Minterdonato@conservationlegacy.org
304-860-8414



Zach Foster, Corps Director
zach@conservationlegacy.org
540-383-1297

IP Staff Responsibilities

Our staff provides support in the following ways:

- Agreements and Finance
- Recruitment assistance
 - Promotion, position outreach, accepting and screening applications
- Onboarding and Exiting
- Timesheets and Payroll
- Ensuring the members meet the AmeriCorps Requirements
- Assisting with member insurance, worker's compensation claims, and other benefits
- Member check ins

Site Supervisor Responsibilities

Primary Site Supervisor Responsibilities include the following:

- Interviewing and selecting members
- Development of Individual Placement Workplan
- Member orientation, training and ongoing professional development opportunities
- Daily oversight and mentorship
- Ensure the safety of project work and appropriate risk management
- Review and approval of weekly timesheets and monitoring of hours completion
- Completion of Mid-Term and Final Evaluations and Self-Evaluations with the Individual Placement
- Final Project Evaluation
- Communication with ACC Staff about any support needs or changes:
 - The IP was absent for 3 or more consecutive days of service
 - Incidents and emergencies involving personal injury to the IP
 - Discipline or performance issues and reporting
 - Internship extensions
 - Member resignation

Member Uniform

Members will be provided 3-4 uniform items to wear throughout their service. Sites can request certain items (polo for an office setting, athletic shirt for outdoor positions, etc.) Our uniform expectations are that they wear at least 1 branded item during the service day. If you would like to provide member uniforms, they can wear those along with 1 ACC branded item.

AmeriCorps

ACC Individual Placements (IPs) are enrolled as AmeriCorps National Service Members. AmeriCorps is a program of the Corporation for National and Community Service (CNCS) that works with non-profit organizations to provide young people meaningful service opportunities throughout the United States. AmeriCorps members, over 75,000 each year, support organizations focused on a variety of domestic service initiatives that meet critical community needs such as poverty alleviation, conservation, affordable housing, community development, and education.



As AmeriCorps members, ACC IPs have committed to a term of service that ranges from 8 weeks to 12 months. As AmeriCorps members, IPs are not employees but are a member in a national service program. As such, they receive a living allowance, not a salary.

AmeriCorps' support is critical to our program providing individuals with positive service experiences. Part of our partnership involves adhering to high standards of reporting: this includes accurately reporting on project accomplishments, hours, and successes and challenges. Thoroughness in reporting is vital to the continued success of our partnership with AmeriCorps.

Benefits Of Service

In addition to connecting our members to land management agencies and meaningful service work, AmeriCorps members who complete their service earn a Segal AmeriCorps Education Award to pay for college, graduate school, or to pay back qualified student loans. AmeriCorps members also receive a modest living allowance during their term of service. Members enrolled for a year-long term of service are eligible for health benefits. Members should direct questions about their living allowance, health insurance and education award to ACC Staff.

Education Award Amounts for 2022-2023

Slot Size	2022 (for SATA & CYCA through
1700	\$6,495.00
1200	\$4,546.50
900	\$3,247.50
675	\$2,474.27
450	\$1,718.25
300	\$1,374.60

AmeriCorps Requirements

In order to complete their AmeriCorps Term and earn the Segal AmeriCorps Education Award, IPs must do the following throughout the course of their internship:

- Complete all ACC Admissions and Enrollment Requirements

- Submit all service hours on a weekly basis, hours must be reviewed and approved by the Site Supervisor
- With their Site Supervisor, complete a Mid-Term and Final Self-Evaluation and Evaluation
- Complete Monthly Accomplishment Reporting
- Fulfill their AmeriCorps Minimum Hours Requirement based on the length of their service term
- Complete all ACC Exit Requirements

Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program, IPs may not engage in the following activities. Please ensure that their work plan and all future service work does not include any of these activities:

- Attempting to influence the passage or defeat of legislation
- Organizing or engaging in protests, petitions, boycotts, or strikes
- Assisting, promoting or deterring union organizing
- Impairing existing contracts for services or collective bargaining agreements
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office
- 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
- 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 engaging in any form of religious proselytizing
- Raising funds for his or her living allowance (not applicable to AmeriCorps VISTA members)
- Raising funds for an organization's operating expenses or endowment (not applicable to AmeriCorps VISTA members)
- Writing grant applications for AmeriCorps funding or for any other funding provided by CNCS
- Writing grants applications for funding provided by any other federal agency (not applicable to AmeriCorps VISTA members)

Also, IPs may not provide a direct benefit to:

- For-profit entities
- Labor unions
- Partisan political organizations
- Organizations engaged in the religious activities described in the preceding sub clause, unless grant funds are not used to support the religious activities
- Nonprofit entities that fail to comply with the restrictions contained in section 501(c) (3) of U.S. Code Title 26
- Organizing or conducting voter registration drives. In addition, Corporation funds may not be used to conduct a voter registration drive.
- Providing abortion services or making referrals to such services, this includes members enrolled prior to October 1, 2009. In the past, AmeriCorps members have joined with clinics that offer abortion services and partnered with Planned Parenthood chapters to work on public health education topics. The new stipulation will allow members to volunteer or provide their services on their own time, but not while affiliated with AmeriCorps.

Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time and using non-CNCS funds. The AmeriCorps logo should not be worn while doing so.

Funding Regulations Related To Non-Displacement And Non-Duplication

A site's AmeriCorps member may not duplicate activities that are already available in the area they serve including activities provided by government agencies. In addition, a site's AmeriCorps member may not displace or partially displace an employee or volunteer of the organization including infringing upon promotional opportunities for an employee, supplanting the hiring of employed workers, or performing duties assigned to an employee currently working, recently resigned or discharged, on leave, on strike, or who is subject to a reduction of force.

Timesheet Approvals and Hour Requirements

Hour Requirements

Members have set service term lengths and hour requirements they must meet that cannot change.

On average, IPs should complete approximately 40 hours per week in order to stay on track to complete their AmeriCorps Service Term as well as their commitment to the host agency. Any work days missed should be made up by the IP at another time unless otherwise determined by the Site Supervisor – as long as the IP is able to fully complete their minimum required hours for their AmeriCorps Service Term.

If the IP has been absent for 3 or more consecutive days or plans to miss 3 or more consecutive days for Supervisor-approved personal time off, please contact ACC Staff. The IP may need to be Suspended from their AmeriCorps term during their time off in order to ensure that they do not fall behind on completing their minimum hours requirements. This is not necessarily a punishment for the IP – the time missed can later be added to the end of their service term so that hours can be completed and the commitment to the host agency is fulfilled. ACC Staff can provide the necessary paperwork to suspend the IP and extend their end date if needed.

Depending upon the number of weeks of work assigned to the IP and the minimum hours requirement for AmeriCorps, there may be some flexibility in offering the member personal time off for illness and other necessary absences. Please contact ACC Staff to discuss IP personal time off.

Member Personal Time Off

We recommend following the chart below to decide member Personal Time Off. Personal Time Off includes vacation, sick days, etc. Since many of our partners observe Federal holidays, members do not need to use PTO for those days.

Member Service Hour Guidance

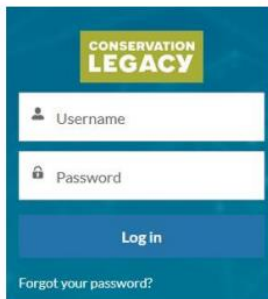
Hours	Weeks	Days Off
300	8-11	2
450	12-17	3
675	18-25	5
900	26-33	7
1200	34-45	13
1700	46-52	16

Timesheet Approvals

Appalachian Conservation Corps uses <https://conservationlegacy2.lightning.force.com/> to track hours worked throughout the Individual Placement's term. IPs will be submitting their hours on a weekly basis every Friday through this portal. All hours submitted must be approved by both the IP and their Site Supervisor. We ask that Site Supervisor log in every Monday, or shortly after the IP has submitted their hours, to review and approve or reject hours for the week before.

Initial Access

You will receive an email from community@conservationlegacy.org with a subject line of "Welcome to the Conservation Legacy Community". This email will contain your username and a link to set up the password for your account. Please note: the sender may show a "via" address: that is just how emails come from Salesforce Hours Requirements



After you are set up with a login, you can access the Conservation Legacy Community portal here: <https://conservationlegacy2.lightning.force.com/>. You will be able to reset your password from the login page if you forget it later. When you log in, you'll see a navigation bar that varies depending on your role.

Timesheet Review

When a member submits a timesheet for approval, you will receive an email notification. This email will include a direct link to that single timesheet approval request.



Kathryn TestCrewLeader:

Kathryn Testmember has submitted a timesheet for your approval.

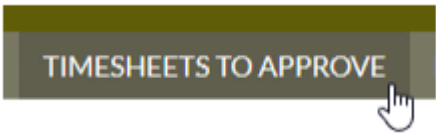
[Click here to go to the Community Portal to view this Timesheet Approval Request.](#)

Submitter Comments (if any):

I submitted my timesheet.

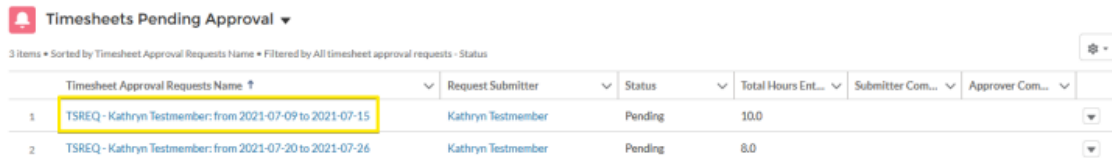
Conservation Legacy

To see all timesheets that still need to be approved in one place, go to the "Timesheets to Approve" navigation bar item.



By default, this list is sorted by Timesheet Approval Request Name. You can re-sort this list by clicking any of the column headings. It will retain your sorting the next time you come back to it. Each timesheet is for a single week, so when timesheets approvals are due you will have two different timesheet approval requests that need to be approved for each member. It is important that hours are approved on schedule for Conservation Legacy to complete payroll on time. If you are keeping up to date, there should be minimal records shown in your approval list.

To access a timesheet approval request, simply click the Timesheet Approval Request Name:

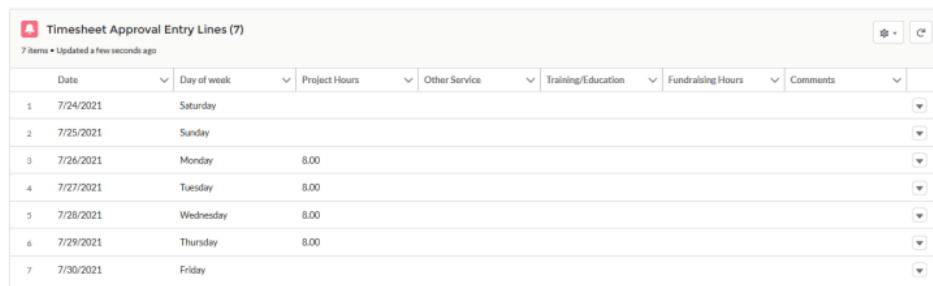


Timesheet Approval Requests Name	Request Submitter	Status	Total Hours Ent...	Submitter Com...	Approver Com...
TSREQ - Kathryn Testmember: from 2021-07-09 to 2021-07-15	Kathryn Testmember	Pending	10.0		
TSREQ - Kathryn Testmember: from 2021-07-20 to 2021-07-26	Kathryn Testmember	Pending	8.0		

Timesheet Approvals Or Rejections

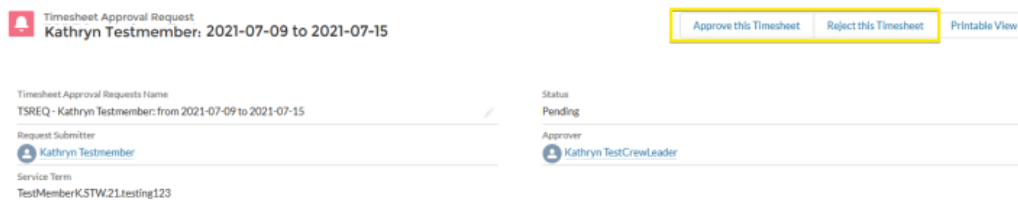
Before approving a timesheet, please review the full timesheet and all Timesheet Entry Lines, making sure all hours were entered in the appropriate categories and on the appropriate days.

Note: for AmeriCorps members, no hours should be entered on days that were not worked, regardless of whether it a holiday, day off, or sick day.



Date	Day of week	Project Hours	Other Service	Training/Education	Fundraising Hours	Comments
7/24/2021	Saturday					
7/25/2021	Sunday					
7/26/2021	Monday	8.00				
7/27/2021	Tuesday	8.00				
7/28/2021	Wednesday	8.00				
7/29/2021	Thursday	8.00				
7/30/2021	Friday					

Once you ensure that all hours are correct, to either approve or reject a timesheet, you will find associated buttons in the top right corner of the page.



Timesheet Approval Request
Kathryn Testmember: 2021-07-09 to 2021-07-15

Approve this Timesheet | **Reject this Timesheet** | Printable View

Timesheet Approval Requests Name: TSREQ - Kathryn Testmember: from 2021-07-09 to 2021-07-15
Request Submitter: Kathryn Testmember
Service Term: TestMemberKSTW21Testing123

Status: Pending
Approver: Kathryn TestCrewLeader

Clicking either option will bring up a box to add comments. You should always use this when rejecting the timesheet to let your member know what to correct.

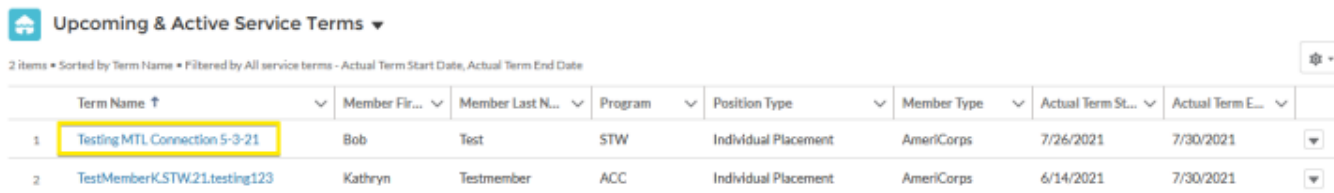
Rejecting a timesheet will send a notification email to the member with any comments you enter during the rejection process. The member will then be able to edit the timesheet and resubmit.

Once a timesheet has been approved, it will no longer be visible in your list of timesheets to approve.

My Member's Service Terms

On this page, you will have access to see some basic information about the terms for the members you are currently supervising, as well as members starting in the next week. Members will disappear from this list once their term has ended. For AmeriCorps members, please check the **Time Management** section on their service term regularly to make sure your members are on track to meet the hours required for the term length.

Click the Service Term Name to view the details for that term:

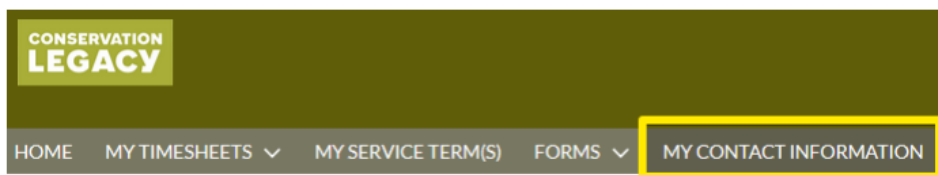


Term Name ↑	Member Fir...	Member Last N...	Program	Position Type	Member Type	Actual Term St...	Actual Term E...
1 Testing MTL Connection 5-3-21	Bob	Test	STW	Individual Placement	AmeriCorps	7/26/2021	7/30/2021
2 TestMemberKSTW/21.testing123	Kathryn	Testmember	ACC	Individual Placement	AmeriCorps	6/14/2021	7/30/2021

By default, this list is sorted by Service Term Name. You can re-sort this list by clicking any of column headings. It will retain your sorting the next time you come back to it.

Updating Your Contact Information

It is important that we have up to date contact information on record, so you continue to get important emails while you are a supervisor with us. The "My Contact Information" link in the Navigation bar will take you to a form where you can update your contact information.



If you have any questions, please reach out to your Conservation Legacy contact.

Performance Evaluations

Individual Placement Performance Evaluations are required by AmeriCorps. All IPs must complete a **Final Evaluation** and **Self-Evaluation** with their Supervisor. IPs serving 900 hours or longer must complete both a Mid-Term and Final Evaluation and Self-Evaluation.

The Evaluation and Self-Evaluation is a two-part professional performance evaluation focusing on feedback and opportunities for growth. The IP completes the Self-Evaluation and the Supervisor completes the Evaluation. Then, the Supervisor and IP meet to reflect on each section and identify areas of improvement, skill development, strengths, etc since the beginning of their service term. Both individuals must sign both forms.

ACC Staff will reach out several weeks prior to when the forms should be completed with reminders and copies of the documents.

Final Project Evaluation

The Final Project Evaluation is completed by the Site Supervisor at the conclusion of the IP's term of service. This form is accessed via a link to a Conservation Legacy Portal form/questionnaire. The link is sent out automatically by email after the IP has completed their internship with the host agency.

The Final Project Evaluation consists of ten questions reflecting on the overall project quality, support and coordination by ACC, and more. It allows ACC to receive feedback on how to improve the quality of our programs in the future and better support our IPs and Project Partners.

Risk Management

Keeping our members safe is the most important part of our job. We are always available to assist sites in ensuring that members are performing their duties safely. Below are a few key risk management issues to review and discuss with your supervisor. You should have a plan that includes who to contact in case of emergency, and who to talk to if you feel unsafe. Our staff are available to work with you and your supervisor to create a plan if your site does not have one in place.

Failure to comply with safety procedures or to provide a safe working environment could result in your site losing the ability to host a member in the future.

General Safety

A first-aid kit and communication device must be with any individual or crew working in the field and be accessible at all times including at the work site or office, in base camp, and at every excursion beyond base camp should field work be conducted. No individual may administer any prescription or non-prescription medication unless they are properly trained. If epinephrine is delivered in the field, regardless of the apparent success of the treatment, immediate evacuation is required. All injuries and illnesses, both serious and minor, must be reported to both the site supervisor *and* ACC Staff.

Personal Protective Equipment (PPE)

All required personal protective equipment (PPE) will be worn during project work: disciplinary action will be considered for anyone not wearing the proper PPE. Participants who do not have the proper PPE will not be allowed to work and may jeopardize their worker's compensation benefits. ACC Members should work with their site supervisor to review all work tasks to determine if any action will require PPE: should PPE be required, the Host Agency is required to provide it.

Types of PPE: There are different types of Personal Protective Equipment depending on the task at hand. Below are some examples of PPE that may be used in service:

- Work gloves (tool use, working with ropes, outdoor work)
- Hard hat (during tool use, working in forests)
- Eye protection (working with tools)

Job Hazard Analysis (Jha)

Many organizations have processes for assessing hazards on a job site. If your organization is unfamiliar with JHAs or the process of risk assessment, please contact our office for resources and assistance. We expect that members and their sites are assessing and mitigating hazards for all job duties.

Chainsaws, Heavy Machinery & Tool Training

Tools and equipment should only be operated by individuals who have been trained in how to safely use them. If you need to operate special tools or machinery, please confirm with your supervisor that you receive adequate training per your agency's policies. If you will be using

chainsaws, ACC staff must be notified to insure proper workers' compensation coverage and training is provided.

Work At Heights

Working on roofs or on ladders above 6 feet is not allowed per Conservation Legacy's workers' compensation policy. In general, working at heights is one of the most dangerous activities that exist and all precautions need to be made including the following:

- No working on roofs unless approved by ACC Executive Director.
- Those under age 18 may not perform any work at heights.
- Any work where a person is exposed to a fall of 6 feet or more requires risk mitigation whether it is on ladders, up a tree, over a ledge, etc. Mitigation will require guardrails, safety harnesses, and/or personal fall arrest systems in accordance with all current OSHA and industry standards. (See OSHA standards 1910.25-28 and 1926 Subpart M)
- Any risk of injury from falling objects should be mitigated through closing off areas, using a hanging net, and posting warning signs as appropriate.
- When working at heights, before any work is completed, a staff person familiar with OSHA regulations must provide written confirmation of the structural integrity of walking surfaces that are at height and identify hidden hazards. Crews must consider air temperature, wind conditions, and UV exposure.
- Absolutely no chain-sawing at height and no ladders on elevated surfaces, trees, et cetera.

Search And Rescue Participation

Members are eligible to participate in Search and Rescue at their service sites if properly trained. Please notify ACC Staff if a member will be participating.

Vehicles

If your members need to drive as part of their position, they can be added to Conservation Legacy's Driver's Insurance during the onboarding process.

Conservation Legacy will need to ensure that they are eligible to drive per the organizational insurance requirements through completion of the Driver's Consent Release Form and uploading a copy of Driver's licenses during enrollment paperwork process. In order to be eligible to drive, in addition to passing the Conservation Legacy Driver Eligibility, they must be at least 21 years of age or have possessed a license for at least 3 years.

If they are not approved for our driver's insurance, they should not be driving any company vehicles.

Worker's Compensation and Incident Reporting

In the event of a work-related injury or illness, during work hours, it is expected that the Site Supervisor applies agency protocols and emergency response systems. If the IP requires professional medical attention, please contact us immediately, have the IP go to the closest preferred provider or hospital or call 911.

Below we have outlined our policies and procedures for any medical emergency and/or work-related injury:

Incident Report Forms (IRF's)

ACC staff is responsible for starting an IRF for any incident/accident that involves an ACC member, whether this is filled out by the IP or an ACC staff member. If an incident does occur,

you or the IP may be asked to provide details, including follow-up information, before the incident can be closed.

Medical Care

If you are injured, seek medical care at the closest medical facility and then notify ACC Staff. Non-emergency injuries should be treated at the nearest medical clinic. Use the Emergency Room only for more severe emergencies, or if no clinic is available. After the incident is reported, information will be provided regarding where you should seek follow up treatment. For each medical visit, be sure to have a Letter to Treating Provider with you and have the doctor/provider complete the form.

Preferred Providers

Non-emergency injuries should be taken to the nearest preferred provider medical clinic or urgent care facility. Use the ER only for more severe emergencies, or if no clinic is available. If you require a visit to a medical facility, our program staff must be notified as soon as possible, preferably prior to the visit.

Workers' Compensation

Workers' compensation insurance is for the protection of workers who receive an injury or disease as a direct result of their occupation. The IP is covered under Conservation Legacy's Workers' Compensation insurance during their term of service.

Filing A Workers' Compensation Claim

- IP (or supervisor, if member is unable) must file a Workers' Compensation claim with ACC staff within 24 hours of the injury or illness.
- Contact ACC staff before IP seeks medical care, unless it is an emergency.
- IP completes our Workers' Compensation Report, including the IP's signature, and sends it electronically to ACC staff. Be sure to list the IP's address you want any future related mail to be sent to.
- ACC staff will submit the report to our Workers' Compensation insurance company.
- The insurance company will review the claim and accept or deny it. They may contact the injured IP for follow up information. All follow up communication regarding the claim will occur between the insurance company and the IP. Some information may be sent via the postal service.

Follow-Up & Restriction Of Work Duties

Any injured IP who has filed a Workers' Compensation claim is required to receive a doctor's clearance for future work duty. Clearance ranges from full return to work to light duty to a zero clearance to return to work. Injured IP cannot return to unrestricted work without the doctor's clearance. Site supervisors are not required to provide light duty work projects if none exist, however, it is highly encouraged. If a member's injury or illness was not work-related and they cannot perform their basic job duties, please contact ACC Staff.

If the IP is unable to return to work or there is not enough light duty work to keep the IP occupied while they recover, please contact ACC so that we can discuss the options available to you and your IP. For longer-term injuries, the IP may need to be suspended and/or released from duty early. ACC staff will work with you and the IP to determine the best course of action. All follow up paperwork, doctor's notes, and work restrictions need to be submitted to ACC staff. When in doubt, call us.

Term Suspension

Member service terms can be suspended if there is a compelling personal circumstances that affects their ability to serve. Suspensions are not a negative thing – it just means their term will be paused and resumed after a certain date with their original end date changed. Members do not get paid while suspended. Members service terms can be suspended for up to a year but generally are short term.

Circumstances that could lead to a term suspension include:

- Member illness warranting extended time off (COVID-19, mental health, injury, etc.)
- Family emergency
- Extended vacation
- Lapse in project work

Disciplinary Action

Please keep ACC Staff informed in regards to any disciplinary or performance issues with the IP. It is our policy to encourage open communication about any performance issues and to allow the IP the opportunity for learning and improvement. If, despite clear communication about expectations from the Site Supervisor, the IP does not show signs of improvement then disciplinary action may be necessary. Please contact ACC Staff if disciplinary action including a performance improvement plan, suspension, or termination is necessary. *IPs should not be terminated without prior communication with ACC Staff.*

Member Resignation

Should the IP choose to resign prior to the end of their commitment, please contact ACC Staff immediately and encourage the IP to contact ACC as well. The IP must be formally exited from the program and by resigning, may forfeit their AmeriCorps Segal Education Award.

Termination for Cause

Termination of a member for cause cannot occur without the prior approval of ACC staff. In most cases, your supervisor will already be in communication with us regarding the behavioral issue at hand and we will be working together to decide the best course of action. At times, however, a supervisor may need to suspend a member immediately if the infraction is deemed inexcusable by both the site supervisor and the ACC staff or is a blatant disregard of the following policies:

- Purchasing, possessing, using or being under the influence of alcohol or drugs during work, spike or any work-related service work or event.
- Physical altercation or intimidation.
- Verbal abuse or threats.
- Immediately dangerous practices or gross negligence.
- If the site supervisor and ACC staff decide termination is appropriate, written notification will be given of the decision, outlining the term served and the reason for termination.

Government Shutdown

In the event that the government has a shutdown for reasons mandated by Congress, we have to facilitate processes as it aligns with our partnerships with federal agencies.

Note: This guidance does not impact or supersede any federal employee guidance.

- AmeriCorps members will be suspended the Monday following the shutdown unless exempted formally in writing by a key official from the host agency confirming that the financial assistance agreement(s) may continue.
 - Considerations for requesting exemptions:
 - Substantial Federal involvement of the project is not impacted over the entire course of the assistance agreement.
 - There is imminent harm to life or property (ACC believes that by definition cutting off minimal living allowances to AmeriCorps members (the majority defined as Youth who have relocated for their AmeriCorps experience) will cause imminent harm).
 - Otherwise meet the “accepted” activities
- Exempt AmeriCorps (Exempt is defined as those positions serving who are allowed to remain serving per their agency partner):
 - Shut-down event is looming:
 - One week prior to scheduled shut down:
 - ACC staff will connect with every applicable member and ask each member to work with their supervisor to complete and return (prior to shutdown deadline) a plan which addresses/confirms the following:
 - Member contact information
 - Supervisor contact information
 - Confirmation of safe housing for member
 - 4-6 week communication plan
 - 4-6 week member work plan **work plan may include goals and objectives outside of the original position description but should continue to include public benefit and satisfy CNCS requirements.*
 - Member will review agency shut-down policies and procedures with their on-site supervisor
 - Supervisor will communicate to ACC if any part of this policy is superseded by federal policy
 - Shut-down event occurs:
 - Each member will be assigned an ACC staff member to become de-facto member supervisor.
 - ACC supervisor and member should communicate a minimum of 1x per week via phone
 - If member submits an approved work plan and submits hours, member will continue to be provided with compensation
 - If an affected member is enrolled in AmeriCorps, member and Stewards Supervisor will review alternatives for completing their service commitment
 - Alternative but acceptable work plans
 - Temporary AmeriCorps program suspension

Site Compliance

In an effort to confirm that each site is properly utilizing its AmeriCorps resources, ACC Staff members will complete compliance reviews through the application process, check-in calls, quarterly reports, and annual site visits. Following these reviews, ACC staff will contact the site supervisor if any non-compliance issues are identified or if any follow up is required. In some cases, a written notice of non-compliance will be sent to the site supervisor of a project site, with a requested acknowledgement of receipt by signature. Issues of noncompliance will be considered when reviewing renewal applications, and may lead to the closing of a site.