



Member Handbook

2023-2024

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Member Service Description

Flipside AmeriCorps members will serve in a specialized corps focusing on Education. The following outlines the general expectations of performance.

Essential Duties of all Flipside AmeriCorps Members:

1. Become an integrated member of assigned service site.
2. Adhere to the Member Service Description provided by the service site.
3. Complete Flipside essential functions as outlined in the member service description.
4. Demonstrate professional behavior at all times.
5. Complete and maintain all required records, forms, and reports as well as submitting required documentation to Flipside by the due date.
 - a. Examples include, but are not limited to: Logs, Surveys, OnCorps, and Monthly Reports.
6. Attend and participate in all Flipside and/or Volunteer West Virginia trainings.
7. Attend and participate in all required service projects.
8. Keep Site Supervisor and Flipside Staff informed of any issues or concerns.
9. Work as a team player.
10. Adhere to the schedule given to you and complete all required assignments of the program.

Terms of Service

Member Slot	Minimum Service Hours	Living Allowance	Segal Education Award
Reduced Half-Time (RHT)	675	\$6,704 paid semi-monthly during the service year	\$2,626 Segal Education Award paid out upon the successful completion of the 11-month service year
Full-Time (FT)	1700	\$17,600 paid semi-monthly during the service year	\$6,495 Segal Education Award paid out upon the successful completion of the 11-month service year

- WV Tuition Waiver
 - Upon the completion of 600 hours of service, members are eligible for a free semester of tuition at any in-state institution of higher education. See *Appx. 5* for more information.

To successfully complete a term of service:

1. Members must complete the designated number of hours.
 - a. Of these hours, a maximum of 20% may be training.
2. Members must serve the full term of service.
3. Members must complete all timesheets, monthly reports, and attend all required Flipside and Volunteer West Virginia Trainings and Days of Service within reason.

The program and member may agree, in writing, to extend the term of service for the following reasons:

1. The member's service has been suspended due to compelling personal circumstances, or
2. The member's service has been terminated, but a grievance procedure has resulted in reinstatement.

Thirty days prior to the member's last day of service, the program and member may agree, in writing, at the discretion of the Flipside AmeriCorps Director, to end this term of service early for the following reasons:

1. The member has secured full-time employment or
2. The member has been accepted into a post-secondary or educational opportunity.
 - a. To be eligible for this early exit from the program, the member must have:
 - i. Completed the minimum service hour (1700/675) obligation.
 - ii. Received two satisfactory member evaluations.
 - iii. Obtained permission from their site supervisor, and
 - iv. Received permission from the Flipside AmeriCorps Director.

The member will forfeit any remaining living allowance as a result of exiting early.

The members understand that they must receive satisfactory performance evaluations for any previous terms of service in order to be eligible to serve an additional term of service with Flipside. The member's eligibility for an additional term of service with this program will be based on a mid-term and end-of-term performance evaluation focusing on factors such as, but not limited to:

1. The completion of the required number of hours.
2. The satisfactory completion of tasks, assignments, or projects.
3. Meeting any other criteria that were clearly communicated orally and in writing at the beginning of the term of service.

The member understands, however, that eligibility for an additional term of service does not guarantee selection or placement.

Release from Terms of Service

Flipside AmeriCorps may release a member for two reasons: (1) for compelling personal circumstances as demonstrated by the member and approved by the AmeriCorps Director, or (2) for cause.

A. Release for Compelling Personal Circumstance

Program staff will evaluate all releases for compelling personal circumstance on a case-by-case basis. Compelling personal circumstances include those that are beyond the Member's control. Flipside AmeriCorps may release the member for compelling personal circumstances if the Member demonstrates that:

1. The Member has a disability or serious illness which makes completing a term

- unreasonably difficult or impossible; or
- 2. Disability, serious illness, or death of a participant's family members if this makes completing a term unreasonably difficult or impossible; or
- 3. Conditions attributable to the program or otherwise unforeseeable and beyond the participant's control, such as a natural disaster, a strike, relocation of a spouse, or the nonrenewal or premature closing of a project or program, that makes completing a term unreasonably difficult or impossible; or
- 4. Military service obligations; or
- 5. Acceptance by a member of an opportunity to make the transition from welfare to work.

If a member demonstrates through required documentation a compelling personal circumstance and if the release is approved, Flipside AmeriCorps may elect to grant the release and recommend to AmeriCorps that a portion of the education award equal to the portion of their term served (if the member has completed at least 15% of their term of service) be paid.

B. Release for Cause

A member must be released for cause for failure to follow the standards of behavior as outlined in the Member code of conduct, failure to adhere to program rules and guidelines defined by this member service agreement, or violating the policies or procedures as set forth by Flipside AmeriCorps and/or AmeriCorps. The code of conduct specifies particular offenses and the corresponding course of action. The Member understands that he/she will be released for cause for the following reasons:

1. Leaves the program to enroll in school or obtain a job.
2. Leaves the program due to dissatisfaction.
3. Has been convicted of a felony and/or the sale or distribution of controlled substances during the term of service.
4. Has dropped out of the program without obtaining a release for compelling personal circumstances from the program staff.

A member released for cause may not receive any portion of the AmeriCorps education award. In addition, any individual released for cause who wishes to reapply to the program from which he/she was released or to any other AmeriCorps program is **required** to disclose the release to that program. Failure to disclose to an AmeriCorps program any history of having been released for cause from another AmeriCorps program will render an individual ineligible to receive the AmeriCorps education award, notwithstanding that the individual successfully completes the term of service.

C. Suspension/Termination

A member may be suspended temporarily from service due to:

1. Unacceptable behavior or falsification of any program documents in accordance with the Member Level Warning System.
2. Members charged with a violent felony, the sale or distribution of a controlled substance,

- and/or convicted of the possession of a controlled substance will be placed on suspension.
3. Members not serving, nor accumulating service hours for an extended period of time will be placed on suspension.

A member may, in accordance with the appeal guidelines in this service agreement apply for reinstatement to the program. If the appeal is denied, the member will be terminated for cause.

D. Service Abandonment

This policy assures that the business and services of Flipside AmeriCorps shall continue without undue interruption and allows limited yet reasonable unreported absence in the event of a personal emergency.

1. An AmeriCorps Member shall have abandoned their service when the member has failed to notify their Site Supervisor and/or the AmeriCorps Program Manager regarding the reason for an unexpected absence in service for three consecutive service days.
2. Procedures
 - a. When an AmeriCorps Member has abandoned their service, the member shall be immediately suspended without pay from the Flipside AmeriCorps Program.
 - b. When an AmeriCorps Member has been suspended without pay for Service Abandonment, the AmeriCorps Program Director will send an email and certified letter notifying the member in their change of status.
3. Release for Cause
 - a. Upon unsuccessful attempts to communicate (as determined by the AmeriCorps Program Director) with a member during service abandonment, the Member shall then be released for cause.
 - b. The effective termination date will be set by the AmeriCorps Program Director, made known to the Member via e-mail and registered letter and can be simultaneous or post suspension date.

Flipside AmeriCorps Member Guide

Member Standards of Conduct

Flipside AmeriCorps Code of Conduct:

- AmeriCorps Members **MUST** be wearing AmeriCorps Service Gear while earning service time.
- Members must comply with the rules, safety, security, and standards of their service site.
- Direct concerns, problems, and suggestions to site supervisors or Flipside staff.
- Follow established Leave Request and Schedule Change procedures of the service site.
- Complete and submit all documentation on time.
- Attend and participate fully in all Flipside and Volunteer West Virginia trainings and events.

The member understands that the following acts constitute a violation of the program's code of conduct:

- Failure to wear AmeriCorps gear and appropriate clothing to service assignments.
- Tardiness or unauthorized absences.
- Repeated use of inappropriate language or technology at service site.
- Unauthorized possession of firearms, weapons, or dangerous substances while earning service time.
- Failure to cooperate in any Flipside, Volunteer West Virginia, or service site investigation.
- Accepting or soliciting monetary compensation above and beyond their living allowance for services rendered as a Flipside AmeriCorps member.
- Threats of Violence:
 - Flipside has a zero-tolerance policy on violence. All threats of violence, whether against another person or against self will be taken very seriously. Any member who threatens violence against another person will be immediately removed from the site and placed on suspension without compensation or extension of service until the matter can be fully investigated. Flipside staff will thoroughly investigate the matter to determine the appropriate course of action which could include termination from the program.

Member Requirements

- **National Service Criminal History Checks**
 - In order to comply with AmeriCorps, the Federal Agency, all AmeriCorps Members over the age of 17 must complete Criminal History Checks to complete national service. The mandated providers of these checks are:
 - Truescreen
 - Fieldprint
 - All members over the age of 17 MUST complete these checks one week prior to beginning their service with Flipside AmeriCorps.
- **Timesheets and Monthly Program Reports**
 - Member Timesheets are due on the 15th and 30th of each month.
 - A Monthly Program Report is due on the same day as your timesheet.
- **Days of Service**
 - All members are required to participate in 3 Days of Service during their 11 service period.
- **Paperwork**
 - Member Service Agreement
 - Healthcare Form (FT Only)
 - Childcare Form (FT Only)

Schedule of Events

The following dates are important in reference to your year of service with Flipside AmeriCorps. Required trainings and events have been notated with a *. Keep this list for your records but be aware that it is subject to change. You will be notified via email of any changes to this schedule.

Event	Date	Time	Location
*Flipside AmeriCorps Orientation	September 5 th , 2023	3pm-6pm	TVUW Main Office
*First Aid Training	September 6 th , 2023	3pm-6pm	TVUW Main Office
*Flipside Training- Working with Students	September 7 th , 2023	3pm-6pm	TVUW Main Office
*Flipside Classroom Set-Up	September 8 th , 2023	3pm-6pm	Assigned Service Site
First Day of Flipside Program	September 11 th , 2023	2:30pm-6:15pm	Assigned Service Site
MMS Afterschool Bash	September 13 th , 2023	5pm-6pm	Mannington Middle
EFMS Afterschool Bash	September 15 th , 2023	5pm-6pm	East Fairmont Middle
WFMS Afterschool Bash	September 18 th , 2023	5pm-6pm	West Fairmont Middle
TCMS Afterschool Bash	September 19 th , 2023	5pm-6pm	Taylor County Middle
*SafeTalk Training	September 21 st , 2023	3pm-6:30pm	TVUW Main Office
*AmeriCorps WV Conference	October 26-27 th , 2023	All Day	Flatwoods, WV
*Market in the Park	November 18 th , 2023	5pm-9pm	Morris Park
*MLK Day of Service	January 15 th , 2024	TBA	TBA
AmeriCorps Week	March 10 th -16 th , 2024	-	-
Last Day of Flipside Program	May 24 th , 2024	2:30pm-6:15pm	Assigned Service Site
First Day of Summer Reading with MCPLS	June 3 rd , 2024	TBA	TBA
*Day of Action	June 21 st , 2024	11am-4pm	Palatine Park

Days of Service

Flipside AmeriCorps Members are required to complete two Days of Service with the Tygart Valley United Way during their service year in addition to the National Day of Service (MLK Day) for a total of three service projects per year. The dates and times of these events are as follows:

United Way Service Projects

1. **Market in the Park**
 - a. November 18th, 2023
 - b. 5pm-9pm
 - c. Morris Park, Fairmont WV
2. **Day of Action**
 - a. June 21st, 2024
 - b. 11am-4pm
 - c. Palatine Park, Fairmont WV

National Day of Service

1. **MLK Day of Service**
 - a. January 15th, 2024
 - b. Service Event TBA

**Members have been notified in advance of these events and will receive a reminder at least 1 month before the event. Members will not be excused from these projects. If a member fails to attend any of these events, they will receive an automatic Level 2 Warning and a suspension will be considered.*

Member Service Schedules

All Flipside AmeriCorps members must set a service schedule for their assigned site. Any changes to your arrival and/or departure times must be approved by the Site Supervisor and reported to the AmeriCorps Program Manager.

- Absenteeism
 - Absences negatively impact your students as they depend on you and look to you as a role model. An absent AmeriCorps member reduces the program's effectiveness as well as the school's confidence in our program. If you must be absent, advise your Site Supervisor as soon as possible. You must make this call at least an hour before the start of your scheduled day. If you must leave the site early, you must explain the situation and get permission from your Site Supervisor.
- Tardiness
 - AmeriCorps members are expected to arrive at their service site and AmeriCorps events on time. Tardiness is unprofessional and will not be tolerated. Members with three (3) tardies per semester will receive a Level 1 warning.
- No Call, No Show
 - AmeriCorps members are expected to contact their Site Supervisor (for a school day) or AmeriCorps Program Manager (for a training or day of service) if they are absent or late. In the event this does not occur, it will be documented as a no call, no show on a Level 2 warning.
- Leave Policy
 - If a member must miss a service day, the Site Supervisor should be notified at least **2 business days prior using a Leave Request Form**, otherwise it will count as an unexcused absence.
 - If you are ill on a service day, please notify your Site Supervisor as soon as possible.
 - Leave can be denied by the Flipside AmeriCorps Program Manager or Director if the member is needed at the school or is behind on contract obligations.

Timesheets

Accurate time records must be kept. It is the responsibility of the AmeriCorps Member to complete timesheets accurately and honestly. Timesheets must be submitted on the 15th and 30th of each month.

Members must review their timesheet records for accuracy, certify and submit them electronically via OnCorps Reports. The only exception to this is the members' final timesheet which will be dated the last day of service.

AmeriCorps staff will verify all hours related to AmeriCorps events outside of your service site.

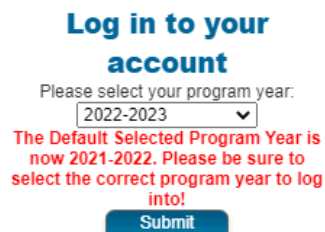
*Consistent failure to provide the timesheet to program staff on the 15th and 30th of the month is a Level 2 warning and the appropriate action will be taken (per the Flipside Level Warning System).

Please note that your timesheet is a federal document, and any misrepresentation of a member's time is considered federal fraud.

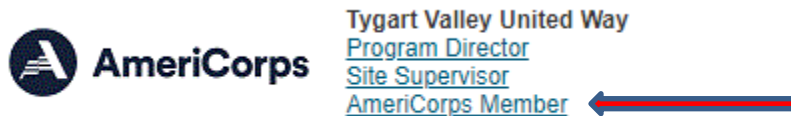
Flipside AmeriCorps Member Timesheet Instructions

Where do I locate the AmeriCorps Member Timesheet?

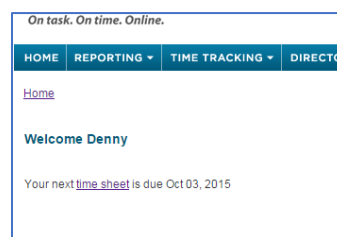
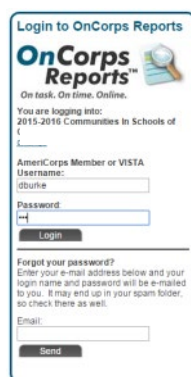
1. Bookmark: <https://wv.oncorpsreports.com/>
2. Select 2023 – 2024 from the dropdown menu and click submit.



3. Click on AmeriCorps Member next to the AmeriCorps Logo Under Tygart Valley United Way.



4. Sign in using your first initial and last name as your username, and your temporary password will be provided. Please change your password on your first log in. After you login, you'll see a Welcome screen. Click on [time sheet](#).



How do I complete the AmeriCorps Member Timesheet?

1. Select the time period for which you would like to fill out your timesheet.

2. Select both your Site Supervisor and your AmeriCorps Program Director to receive your timesheet.

3. Select your service hours for the day making sure that your time in and out matches all sign in sheets that you have signed at trainings, events and/or service projects.

4. Select the appropriate activity using the dropdown menu. Note: There are certain categories that *always* require descriptions.

5. Select the appropriate site where you served. Your primary site will always be auto-filled, but if you work at another site, you will need to use the drop-down menu to change that site.

6. If you fill in hours before the first day of the following month (and you *should* be doing this daily), you may click “Save” at the bottom and return to the timesheet to submit it on the first day of the following month.



You may **NOT** submit the timesheet before the first day of the following month.

7. Your first and possibly your second timesheet may have an **Accompaniment Box** that you must fill out. Please ensure that all dates/times and the name of who accompanied you are listed. Your timesheet will be rejected if this box is not completed.

- Please DO NOT write any comments in the comment box unless instructed to do so.

My timesheet is complete . . . Now what?

- Sign your electronic timesheet by clicking “Authorize and Submit.” Once you have submitted your timesheet you will not be able to edit it unless your Site Supervisor or your Program Coordinator “reject” the timesheet. Both supervisors will receive an email letting them know you have submitted your timesheet for review.

- Let your Site Supervisor know you have submitted your timesheet.
- NOTE:** A timesheet will not reflect actual service hours credited to the member until it is properly completed and verified by the AmeriCorps Program Manager.

DO NOT FORGET!!

- Please include sick time on your timesheet, the hours will not be added to the total; rather it is for future reference.
 - ✓ An absence of 3 or more days from your service will require a doctor’s note.
- Please include holiday time on your timesheet – for example, if you are out for Thanksgiving break.
 - ✓ If you serve hours during any school holiday, this must be pre-approved by your Site Supervisor and your AmeriCorps Program Coordinator prior to the holiday.
- AmeriCorps staff will verify training hours and day of service hours against the sign-in sheet you complete at those events.

Flipside AmeriCorps OnCorps Timesheet Categories

Service Activities

These activities are service activities and will be found in your timesheet under service.

- ◆ **After School Support**
 - Any time/activity spent working directly with your Flipside students.
- ◆ **Summer Support**
 - Any time/activity spent working directly with the Flipside AmeriCorps Summer programming.
- ◆ **Project Coordination**
 - Any time spent coordinating the end-of-term Member Portfolio or Winter Break Project.
- ◆ **Student Coordination (Full-time only)**
 - Any time/activity spent coordinating with your school site, parents, Flipside staff. Duties include working on files, rosters, or entering data into Flipside's Afterschool Software.

- ◆ **AmeriCorps Day of Service**
 - This is **ONLY** to be used for MLK Day, Market in the Park, and Day of Action.

Training Activities

These activities are training activities and are listed in OnCorps under training.

- ◆ **Member/United Way Trainings**
 - All trainings hosted by Flipside AmeriCorps. Any time spent at the **pre-service orientation**, or United Way scheduled trainings throughout the year.

- ◆ **External Trainings/Professional Development**

Any training **NOT** hosted by Flipside AmeriCorps, **AND** not on your school campus. Some examples include: professional development and On3Learn, Volunteer WV trainings.

Fundraising Activities

These activities are fundraising activities and are listed in OnCorps under fundraising.

- ◆ **Fundraising for Flipside AmeriCorps**

You will not use this category unless determined by your AmeriCorps Program Director.

Lunch and Time-Off Activities

These activities are for lunch breaks and days you are not serving. Time recorded under these categories will not count toward your service but helps AmeriCorps staff better track specific non-service activities during regular service times.

- ◆ **Lunch (Full-time only)**

Use this category when you take a 30-minute lunch break.

- Speak with your Program Director to determine what is considered a working lunch and what is considered a lunch break.
- *You are not obligated to use this category **unless** you take a lunch break.*

◆ **Time-Off**

- **Sick** – Use this category when you are unable to complete your regular service hours due to illness.
 - Missing more than 3 consecutive days of scheduled service requires a doctors note.
- **Doctors Appointments-** Use this category when you miss regular service hours due to Doctors Appointments. A copy of a doctor’s note should be provided to your Site Supervisor for all appointments during service time.
- **Personal Leave-** Use this category for all other leave taken (emergency or planned) during service hours.
 - **Personal Leave necessitates the usage of a Leave Request Form.**
 - Scheduled leave: A Leave Request Form must be signed by your Site Supervisor at least 2 business days prior to the date of the leave.
 - Emergency Leave: A Leave Request Form must be submitted when you return from leave.

** Leave can be denied by the Flipside AmeriCorps Program Manager or Director if the member is needed at the school or is behind on contract obligations.*

Payroll

- Rate of Pay
 - AmeriCorps members are not paid by the hour. Members receive a living allowance twice a month during active service, based on their term of service. AmeriCorps members are not eligible for unemployment benefits upon completion of their service or early termination.
- Living Stipend and Direct Deposit
 - Members will be paid on the 15th and the 30th of every month.
 - The Member is responsible for providing the AmeriCorps staff with any changes in their bank account information immediately.
- Payroll Issues
 - If you have any issues or questions regarding payroll, first ask your AmeriCorps Program Manager for help.
 - Email: kaitlyn@tvunitedway.org
 - Phone: 304-366-4550 ext. 107

Living Allowance Schedule Program Year 2023-2024

AmeriCorps Member Living Allowance Schedule				
Pay Period Start Date (or first day of term of service if after pay period beginning date)	Pay Period End Date (or last day of term of service if before the pay period end date)	Date Payment will be made	Living Allowance Amount	
			FT - Gross	RHT-Gross
9/5/2023	9/15/2023	9/30/2023	\$400.00	\$159.00
9/16/2023	9/30/2023	10/15/2023	\$800.00	\$317.59
10/1/2023	10/15/2023	10/30/2023	\$800.00	\$317.59
10/16/2023	10/31/2023	11/15/2023	\$800.00	\$317.59
11/1/2023	11/15/2023	11/30/2023	\$800.00	\$317.59
11/16/2023	11/30/2023	12/15/2023	\$800.00	\$317.59
12/1/2023	12/15/2023	12/30/2023	\$800.00	\$317.59
12/16/2023	12/31/2023	1/15/2024	\$800.00	\$317.59
1/1/2024	1/15/2024	1/30/2024	\$800.00	\$317.59
1/16/2024	1/31/2024	2/15/2024	\$800.00	\$317.59
2/1/2024	2/15/2024	2/28/2024	\$800.00	\$317.59
2/16/2024	2/28/2024	3/15/2024	\$800.00	\$317.59
3/1/2024	3/15/2024	3/30/2024	\$800.00	\$317.59
3/16/2024	3/31/2024	4/15/2024	\$800.00	\$317.59
4/1/2024	4/15/2024	4/30/2024	\$800.00	\$317.59
4/16/2024	4/30/2024	5/15/2024	\$800.00	\$317.59
5/1/2024	5/15/2024	5/30/2024	\$800.00	\$317.59
5/16/2024	5/31/2024	6/15/2024	\$800.00	\$317.59
6/1/2024	6/15/2024	6/30/2024	\$800.00	\$317.59
6/16/2024	6/30/2024	7/15/2024	\$800.00	\$317.59
7/1/2024	7/15/2024	7/30/2024	\$800.00	\$317.59
7/16/2024	7/31/2024	8/15/2024	\$800.00	\$317.59
8/1/2024	8/4/2024	8/30/2024	\$400.00	\$158.61
Total LA:			\$17,600.00	\$6,987.00

Service Site Policies

Confidentiality

If you feel that a student is in harm or danger, you must go to your Site Supervisor immediately.

Student data and information including student rosters and service logs may not be completed on personal computers.

Information regarding students, faculty or school operations is considered confidential and is not to be discussed outside the scope of your service. **Any violation in confidentiality may be grounds for termination.**

Electronic Devices and Communication with Students

AmeriCorps does **NOT** authorize anyone associated with our program to have contact with the students outside of a sanctioned activity (i.e. field trip, service project, etc.) during or after their current service year. This includes telephone calls, texts, social media, and e-mail contact. **DO NOT give your telephone number, address, or e-mail to the students.** This policy protects you, Flipside AmeriCorps, and the students.

Each service site is equipped with a dedicated Flipside cell phone. All contact between AmeriCorps members and Flipside parents **MUST** be made through this phone or your designated Flipside email. All outside contact with students and/or a student's family must be pre-authorized by your Site Supervisor.

Members are **NOT** to have their personal devices (cell phones, tablets, laptops) out unless they are working with a student on an assignment or activity that requires use of them.

Staff Communication

Staff communication will be conducted via Slack.

- Slack is a messaging app for organizations that helps connect teammates and aids in collaboration.
- Slack is available as an app for your desktop/laptop as well as for your phone.
- Each AmeriCorps member should check their slack messages daily for communication from their Site Supervisor.

In case of an emergency, you may contact your supervisor by cell phone.

Dress Code and Identification

AmeriCorps members are expected to dress to project a professional image for the program.

AmeriCorps members are required to wear the AmeriCorps logo during all days of service.

Nametags are to be worn by AmeriCorps members at all times while serving, including resource days and service days. Nametags are considered part of your member uniform.

Flipside AmeriCorps Discipline Policy

The member understands that the following chart describes the program’s code of conduct and disciplinary procedures for violating that code.

Level One Violations	Level Two Violations	Level Three Violations	Level Four Violations
<ul style="list-style-type: none"> -Tardiness -Failure to wear appropriate clothing -Late submissions of reports or timesheets, or student progress data -Offenses as determined by the Site Supervisor and AmeriCorps Program Staff 	<ul style="list-style-type: none"> -No shows and unexcused absences, including training and service projects -Being argumentative with Flipside or school staff -Inappropriate language or actions with students, service team members, Flipside staff, or school staff -Offenses as determined by the AmeriCorps Program Staff 	<ul style="list-style-type: none"> -Fighting or being physically abusive -Unauthorized contact with students (including email, text, and contact outside Flipside activities) -Misrepresenting affiliation with Flipside, the school, or AmeriCorps -Offences as determined by AmeriCorps staff 	<ul style="list-style-type: none"> -Failure to notify Flipside AmeriCorps staff of any criminal arrest or conviction within 5 days -Harassment -Possessing/consuming illegal substances or alcohol during service activities -Offences as determined by AmeriCorps Program Staff

PLEASE NOTE: Some member actions or behaviors may result in immediate termination at the discretion of the AmeriCorps Program staff.

LEVEL ONE VIOLATION GUIDELINES

Step 1	The Site Supervisor will sit down with member to discuss violation, review Code of Conduct, and suggest corrective behavior. This must be documented on Level 1 Warning form, signed by both the Member and Site Supervisor. The original must be given to the AmeriCorps Program Manager and copies given to Member and Site Supervisor within 3 working days. If necessary, appropriate training will be assigned. If violation occurs again, proceed to step two guidelines.
Step 2	Site Supervisor will sit down with AmeriCorps Program Manager and member to discuss violation, review Code of Conduct, and suggest corrective behavior. This must be documented on Level 2 Warning form, signed by the Site Supervisor, Member and AmeriCorps Program Manager. The original must be given to the AmeriCorps Program Manager and copies given to member and Site Supervisor. If appropriate an action plan will be completed. If needed, training will be assigned, and if violation occurs again, proceed to step three guidelines.
Step 3	An immediate meeting at Tygart Valley United Way’s office with the Site Supervisor, AmeriCorps Program Manager, and the AmeriCorps Program Director may be involved if appropriate to review or complete an action plan and possible suspension (without pay and benefits) or termination. Referral to Member Assistance Program (MAP) for counseling or mandatory training. If violation occurs again, proceed to step four guidelines.
Step 4	Immediate suspension without pay or benefits and possible termination. Mandatory counseling and/or training.

LEVEL TWO VIOLATION GUIDELINES

Step 1	Site Supervisor will sit down with AmeriCorps Program Manager and member to discuss violation, review Code of Conduct, and suggest corrective behavior. This must be documented on Level 2 Warning form, signed by the Site Supervisor, Member and AmeriCorps Program Manager. The original must be given to the AmeriCorps Program Manager and copies given to member and Site Supervisor. If appropriate an action plan will be completed. If needed, training will be assigned, and if violation occurs again, proceed to step three guidelines.
Step 2	An immediate meeting at Tygart Valley United Way's office with the Site Supervisor, AmeriCorps Program Manager, and the AmeriCorps Director may be involved if appropriate to review or complete an action plan and possible suspension (without pay and benefits) or termination. Referral to Member Assistance Program (MAP) for counseling or mandatory training. If violation occurs again, proceed to step three guidelines.
Step 3	Immediate suspension without pay or benefits and possible termination. Mandatory counseling and/or training.

LEVEL THREE VIOLATION GUIDELINES

Step 1	An immediate meeting at Tygart Valley United Way's office with the Site Supervisor, AmeriCorps Program Manager, and the AmeriCorps Director may be involved if appropriate to review or complete an action plan and possible suspension (without pay and benefits) or termination. Referral to Member Assistance Program (MAP) for counseling or mandatory training. If violation occurs again, proceed to step four guidelines.
Step 2	Immediate suspension without pay or benefits and possible termination. Mandatory counseling and/or training.

LEVEL FOUR VIOLATION GUIDELINES

Step 1	Immediate suspension without pay or benefits and possible termination. Mandatory counseling and/or training.
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Flipside AmeriCorps Program Policies and Procedures

It is the responsibility of all AmeriCorps members to become familiar with the policies and procedures set forth in this AmeriCorps Member Handbook. These policies and procedures are designed to help members be more effective in working with students, program staff, and blending into the operation of the school. Violations of any of these policies can lead to termination.

Flipside AmeriCorps reserves the right to modify, add, or delete any policy or procedure at any time. We will notify you of these changes as they occur.

Open Door Policy

AmeriCorps encourages members to bring their concerns, questions, and suggestions to AmeriCorps staff members. We value your input, and we want to resolve any problems that may develop. We do ask that such discussions occur at a time and place which will not interfere with the delivery of our program's services or with other activities in the school.

Non-Discrimination

It is the policy of AmeriCorps that equal opportunity will be provided, promoted, and insured for all qualified persons. AmeriCorps will take affirmative action to ensure that all applicants receive fair consideration for service and that members are treated equitably during their term of service without regard to color, race, religion, sex, age, national origin, sexual orientation or any physical or mental disability or status as a special disabled veteran or veteran of the Vietnam era.

Harassment and Unprofessional Conduct

Harassment is a violation of policy. It is also prohibited under Title VII of the Civil Rights Act of 1964, as amended, and the Title IX of the Education Amendments of 1972. You have a right to an educational or work environment that is free of bias, intimidation, or hostility. AmeriCorps members are obligated to report an allegation of harassment to his/her supervisor. If you feel you are being subjected to harassment, Flipside AmeriCorps urges you to immediately contact your Site Supervisor, an AmeriCorps Program Coordinator, the AmeriCorps Director, or the Equal Opportunity Officer.

AmeriCorps members are expected to act in a professional manner at all times during their service. The use of inappropriate language or behavior at the service site is prohibited. Members are prohibited from engaging in any activity that may physically or emotionally damage other members, staff, or youth in the program or community.

Drug-Free Workplace

Members are prohibited from being under the influence of alcohol or illegal drugs, or possessing or using any illegal drugs or consuming alcoholic beverages during the performance of service activities. Any AmeriCorps member coming to service under the influence of any controlled substance will be automatically terminated. As an AmeriCorps member, you are bound by AmeriCorps' policy on substance abuse. Any member who has been charged or convicted under any criminal drug statute or alcohol related offense must notify the AmeriCorps Director in writing no later than five (5) calendar days after such charge or conviction.

AmeriCorps Prohibited Activities

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts, or strikes.
3. Assisting, promoting, or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining agreements.
5. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
6. Participating in, or endorsing events or activities that are likely to include advocacy for or against political parties, platforms, candidates, proposed legislation, or elected officials.
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization.
8. Providing a direct benefit to the following:
 - 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 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative.
 - e. An organization engaged in the religious activities described in paragraph (g) of this section
 - f. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive
 - g. Providing abortion services or referrals for receipt of such services, and
 - h. Such other activities as the Corporation may prohibit

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-Corporation funds. Individuals should not wear the AmeriCorps logo while doing so.

Census Activities: AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census related activities i.e. (promotion of the census, or education of the importance of the Census)

Flipside Staff

Flipside Afterschool Director: Shannon Yost

shannon@tvunitedway.org

304-366-4550 ext. 104

Program Manager: Kaitlyn Wilkerson

kaitlyn@tvunitedway.org

304-366-4550 ext. 107

Site Supervisors

East Fairmont Middle School: Regan Gallo

regan.flipside@tvunitedway.org

West Fairmont Middle School: Michael Siciliano

michael.flipside@tvunitedway.org

Mannington Middle School: Tammi Scharnhorst

tammi.flipside@tvunitedway.org

Taylor County Middle School: Sheri Hanberry

sheri.flipside@tvunitedway.org

Appendix 1: Leave Request Form

AmeriCorps Leave Request

Serving with AmeriCorps is not a typical job, and XYZ AmeriCorps does not grant vacation days.

If you must request time off during your service term, this form must be **signed by your Site Supervisor** and **submitted to your Program Manager** at least **2 business days in advance** of your request for time off.

It is your responsibility to make-up any hours missed due to absence.

- There is no guarantee that your request will be approved.
 - The Site Supervisor can deny leave if the member is needed on campus, or
 - The AmeriCorps Program Coordinator can deny leave if the member is behind on contractual obligations
- Requests will be taken on a case-by-case basis after conferring with your Site Supervisor.
- If approved, your Program Coordinator will contact you to confirm that your request is approved.

AmeriCorps Leave Request Form

Member Name: _____ Date: _____

Reason for Absence: _____

Dates To Be Absent: _____

Plan to make up hours missed:

Site Supervisor's Signature: _____

Office Use Only:

Date Received by AmeriCorps Manager: _____

AmeriCorps Program Managers 's Initials: Approved: _____ Denied: _____

Member Notified – Initials: _____ Date: _____

Appendix 2: Absent/Tardy Report Form

Flipside AmeriCorps Absent/Tardy Report



What is the purpose?

- This form is used to record a member's absence or tardiness at their service site.

Who's responsible for this?

- The form is to be completed by the Site Supervisor or an AmeriCorps Program Manager or Director.

When does this need to be done?

- This form is completed when a member is absent or tardy from their service site.

Where can I find this?

- This form can be found in the Member Handbook, Site Supervisor Handbook, or in the AmeriCorps section of the Member's Only website.

Flipside AmeriCorps Absent/Tardy Report



Member Name: _____ Site: _____

Date of Absence/Tardy: _____

Please check the appropriate lines below:

_____ Member was tardy as outlined by the standards set in the Site Expectations and previously reviewed with Member

____ Member telephoned Site Supervisor. Member Explanation _____

____ Member did not telephone Site Supervisor.

_____ Member was absent on the above date without leave request

____ Member telephoned Site Supervisor. Member Explanation _____

____ Member did not telephone Site Supervisor.

****Please attach a Level 2 warning****

Member Signature

Date

Site Supervisor Signature

Date

Please email this report to your AmeriCorps Program Manager at kaitlyn@tvunitedway.org

Appendix 3 Mid-Term Performance Evaluation

AmeriCorps Member Mid-Term Performance Evaluation

What is the purpose?

- This form serves as an evaluation of the member's performance to date.

Who's responsible for this?

- The member is responsible for asking their Site Supervisor to complete the form. The Site Supervisor is responsible for completing the form and **reviewing it with the member**, and sending a copy to the AmeriCorps Program Coordinator by the requested date.

When does this need to be done?

- The Member Mid-Term Performance Evaluation is due halfway through the member's term of service. The actual due date will be noted on the paperwork calendar.

Other Information:

- Copies of this form should go to the member, Site Supervisor, and **the original** should be sent to the AmeriCorps Program Coordinator.
- Please only choose numbers given as other selections do not compute in our data collection process.

AmeriCorps Member Mid-Term Performance Evaluation

Member Name: _____

Service Site: _____

Directions: Based on performance information, the Site Supervisor should circle the number which most closely describes the AmeriCorps member's effectiveness in meeting each of the criteria.	Clearly Outstanding	Exceeding Expectations	Satisfactory	Needs Improvement	Needs Significant Improvement
Interactions with Flipside Staff & school personnel	5	4	3	2	1
Interactions with students and/or families	5	4	3	2	1
Sets priorities, anticipates needs, and avoids schedule conflicts.	5	4	3	2	1
Completes and submits all required paperwork and database entry in a timely manner.	5	4	3	2	1
Demonstrates concern for the quality, accuracy, and completeness of tasks performed (including data).	5	4	3	2	1
Establishes and keeps clear boundaries with students and staff.	5	4	3	2	1
Improves tutoring and mentoring skills during course of service.	5	4	3	2	1
Dependable and can be counted upon to carry out duties and report to service on time, regularly, and consistently.	5	4	3	2	1
Demonstrates initiative in relation to students and school activities.	5	4	3	2	1
Presentation of self in attire, demeanor, and attitude.	5	4	3	2	1
Creative and/or resourceful in problem-solving.	5	4	3	2	1
Demonstrates group leadership and facilitation skills.	5	4	3	2	1
Member communicates well about issues that arise.	5	4	3	2	1
Responsive to Site Supervisor's suggestions and supervision.	5	4	3	2	1
Member demonstrates an awareness of the diversity of students and staff and interacts well with those of diverse backgrounds.	5	4	3	2	1

Appendix 4: End of Term Performance Evaluation

AmeriCorps Member End of Term Performance Evaluation

What is the purpose?

- This form serves as an evaluation of the member's performance to date.

Who's responsible for this?

- The member is responsible for asking their Site Supervisor to complete the form. The Site Supervisor is responsible for completing the form and **reviewing it with the member** and sending a copy to the AmeriCorps Program Manager by the requested date.

When does this need to be done?

- The Member End of Term Performance Evaluation is due at the end of the school year. The actual due date will be noted on the paperwork calendar.

Other Information:

- Copies of this form should go to the Member, Site Supervisor, and **the original** should be sent to the AmeriCorps Program Coordinator.
- Please only choose numbers given as other selections do not compute in our data collection process.

AmeriCorps Member End of Term Performance Evaluation

Member Name: _____

Service Site: _____

Directions: Based on performance information, the Site Supervisor should circle the number which most closely describes the AmeriCorps member's effectiveness in meeting each of the criteria.	Clearly Outstanding	Exceeding Expectations	Satisfactory	Needs Improvement	Needs Significant Improvement
Interactions with Flipside Staff & school personnel	5	4	3	2	1
Interactions with students and/or families	5	4	3	2	1
Sets priorities, anticipates needs, and avoids schedule conflicts.	5	4	3	2	1
Completes and submits all required paperwork and database entry in a timely manner.	5	4	3	2	1
Demonstrates concern for the quality, accuracy, and completeness of tasks performed (including data).	5	4	3	2	1
Establishes and keeps clear boundaries with students and staff.	5	4	3	2	1
Improves tutoring and mentoring skills during course of service.	5	4	3	2	1
Dependable and can be counted upon to carry out duties and report to service on time, regularly, and consistently	5	4	3	2	1
Demonstrates initiative in relation to students and school activities.	5	4	3	2	1
Presentation of self in attire, demeanor, and attitude.	5	4	3	2	1
Creative and/or resourceful in problem-solving.	5	4	3	2	1
Demonstrates group leadership and facilitation skills.	5	4	3	2	1
Member communicates well about issues that arise.	5	4	3	2	1
Responsive to Site Supervisor's suggestions and supervision.	5	4	3	2	1
Member demonstrates an awareness of the diversity of students and staff and interacts well with those of diverse backgrounds.	5	4	3	2	1

Appendix 5: WV Tuition Waiver FAQ



West Virginia AmeriCorps Tuition Waiver FAQs

What is the WV AmeriCorps tuition and fee waiver?

In 2022, the West Virginia legislature enacted Senate Bill 228 to create the WV AmeriCorps tuition and fee waiver. This means that if you completed a term of national service in West Virginia, you can be eligible for up to 8 semesters of tuition waivers for undergraduate or graduate programs at public colleges and universities in West Virginia.

I understand the tuition waiver provides "last dollar in" funding. What does that mean?

This means that after you have accepted every other form of financial aid available to you (not including loans and work study), the WV AmeriCorps Tuition Waiver can be applied to cover your remaining balance of tuition and fees. You are not required to accept offers of student loans or work study assistance before applying for the tuition waiver.

When does the WV AmeriCorps tuition waivers go into effect?

The waiver goes into effect beginning in the fall semester of 2022.

Does this waiver apply to all colleges in WV?

This applies to all public institutions of higher education in West Virginia, including community and technical colleges.

Do other states offer AmeriCorps tuition waiver programs?

No. West Virginia is the first and only state in the nation currently offering AmeriCorps tuition and fee waivers.

What is the benefit of the WV AmeriCorps tuition waiver when awarded for my service? You can apply to receive a waiver for one semester's tuition and fees if you successfully complete a service term (or multiple terms combined) of at least 600 hours of service.

You can apply to receive a waiver for two semesters' tuition and fees if you successfully complete a

service term (or multiple terms combined) consisting of at least 1,200 hours of service.

Is there a limit to the number of waivers I can receive?

Yes. You can earn up to 8 semesters of WV AmeriCorps Tuition Waivers.

Can I use this for undergraduate and graduate programs? Yes.

Can this be for any major?

Yes.

Will I ever have to pay this waiver back?

No. This is a waiver.

Can I use my WV tuition waiver for my children or grandchildren?

No, the WV AmeriCorps Tuition Waiver are only for members who have completed service.

Who is eligible to apply for the WV AmeriCorps Tuition Waiver?

Students who have successfully completed national service terms of at least 600 hours.

Can I complete two or more terms of service to reach the 600 hour threshold?

Yes.

If I am a VISTA, am I eligible to participate?

Yes, any member who meets the requirements and completes a national service program in West Virginia, including VISTA, are eligible.

Does the program only apply to full-time members?

No. The program applies to AmeriCorps full-time members (1700 service hours), half-time members (900 service hours), reduced-half time members (675 service hours), quarter-time members (450 service hours), and minimum time members, and other national service programs. However, quarter-time and minimum time members must serve multiple terms to meet the 600 hour threshold to be eligible to apply.

Must the AmeriCorps service be completed in West Virginia?

Yes, your service must be completed in West Virginia or through a national service program based in West Virginia.

Can I earn a tuition waiver if I am in college while I am serving?

Yes. You may successfully complete additional terms of service while enrolled at an institution of higher education or between semesters.

If I completed my service in the past, or I am currently serving, am I eligible to apply for the WV AmeriCorps Tuition Waiver?

Yes, any member, current or past, who meets all the criteria outlined in the law and can provide supporting documentation is eligible to apply.

If I have completed service, am I guaranteed a waiver?

No, some colleges may limit the number of vouchers. Contact your financial aid office to learn more about your college waiver process.

What do I need to do to apply for the tuition waiver?

First, you must apply and be accepted to the college or university. Then file the FAFSA and contact your college's financial aid office to apply for the waiver. Your college's financial aid office will need paperwork to consider the waiver.

If you served with AmeriCorps State and National you will need to contact the program you served with for a letter to provide to your financial aid office. If you are unable to reach your program, contact Volunteer West Virginia.

What do I need to do to accept my tuition waiver?

Provide proof that you accepted your Segal Education award(s) or that you have already used your Segal Education award(s) to your financial aid office and provide a certification to your financial aid office of successful national service in WV from your national service program. If you are a VISTA member you can find this information in the AmeriCorps portal. If you are an AmeriCorps State Member you will need to have your AmeriCorps program submit a letter to your education institution verifying your service.

What if I have already used my Segal Education award?

You can provide proof to your financial aid office that you have already accepted and used your Segal Education Award.

How do I maintain my WV AmeriCorps tuition waiver if I receive it?

You must maintain academic standards set by your institution.

My public college/university financial aid office needs more information about the WV AmeriCorps Tuition Waiver. Where do I direct them?

Your financial aid office can refer to WV Code 18 B- 10 7 D. and reach out to Hawley Carlson, Executive Director of Volunteer West Virginia/AmeriCorps West Virginia at Hawley.r.carlson@wv.gov

Appendix 6: AmeriCorps Grievance Form

AmeriCorps Grievance Form

Flipside AmeriCorps will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability, or political belief.

Name of Complainant: _____

Address: _____

City, State, and Zip: _____

Telephone (including area code): _____

Name of Party Complaint is against: _____

Address: _____

City, State, and Zip: _____

Telephone (including area code): _____

Describe the events that caused you to file this grievance: _____

Provisions of AmeriCorps service agreement, regulations, and/or provisions alleged to be violated: _____

Relief sought: _____

Signature of complainant

Date

Please submit this form to: Shannon Yost, AmeriCorps Director



AmeriCorps Member Password Sheet

NAME: _____

Flipside Email

Username: _____

Password: _____

Slack:

Username: _____

Password: _____

OnCorps

Username: _____

Password: _____

MyAmeriCorps

Username: _____

Password: _____