



**AmeriCorps**  
New Jersey



**RUTGERS-CAMDEN**  
**School of Nursing**

# Rutgers Camden Public Health AmeriCorps Member Manual

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Welcome!

Thank you for being a part of the Rutgers Camden Public Health AmeriCorps team. In an effort to ensure a seamless program year, we are providing you with this extensive orientation. Included with your orientation is this handbook, which provides you with critical information about AmeriCorps 101, program policies, and program requirements.

If you should have any questions, please do not hesitate to contact us:

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We look forward to serving the community with you this year!

Sincerely,

Thomas A. Dahan, PhD  
Director, Rutgers-Camden Public Health AmeriCorps

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## ***Introduction***

This manual is intended to serve as a helpful guide for AmeriCorps members as they navigate the requirements of participating in the Rutgers Camden Public Health AmeriCorps Public Health Program. The manual is intended to serve as a comprehensive guide for all Rutgers Camden Public Health AmeriCorps-related information. For questions about information provided in the manual, or to inquire about information that the manual may not cover, please contact the Director, Dr. Thomas Dahan (tom.dahan@rutgers.edu), or the program coordinator, Roshauna Follett (rf597@rutgers.edu).

## ***The Corporation for National and Community Service and AmeriCorps***

The Corporation for National and Community Service (CNCS) is the federal agency that oversees AmeriCorps. There are hundreds of AmeriCorps programs all around the country, and AmeriCorps members provide a wide range of service—from tutoring children to disaster relief, to volunteer recruitment, to building houses for low-income families. Under the umbrella of AmeriCorps are State/National programs, as well as Volunteers in Service to America (VISTA), and AmeriCorps National Civilian Community Corps (NCCC).

In 1993, President Bill Clinton signed the National and Community Service Trust Act, which established the Corporation for National and Community Service (CNCS) and brought the full range of domestic community service programs under the umbrella of one central organization. In 2009, President Obama signed the Edward M. Kennedy Serve America Act, which was intended to expand AmeriCorps to 250,000 members by 2017.

In 2022, in response to the pandemic, the Centers for Disease Control and Prevention partnered with the AmeriCorps program to create the Public Health AmeriCorps. This program supports the recruitment, training, and professional development of development of the next generation of public health leaders.

## ***NJ Commission on National and Community Service***

State Service Commissions (Commissions) are public agencies or private nonprofit organizations that are composed of governor-appointed private citizens. Commissions re-grant federal national service funds to organizations within their state and serve as the compliance agent for these programs. Commissions also promote and support civic engagement and volunteerism through partnership-formation and service initiatives, among other activities. Commissions often host trainings, InterCorps Councils, and AmeriCorps Alumni chapters.

As the prime grantee of AmeriCorps funding, the Commission has a responsibility to ensure the appropriate expenditure of federal funding and to provide support for subgrantees, i.e., RU-C, as such provide valuable service to their communities. A list of State Service Commissions and Commission contact information can be found at: <http://www.nationalservice.gov/about/contact/statecommission.asp>

## ***Rutgers University-Camden***

Rutgers-Camden, located in Camden, New Jersey, was founded in the 1920s as the South Jersey Law School and the College of South Jersey. In 1950 the two schools merged with Rutgers, The State University of New Jersey (Rutgers). Rutgers is a land-grant public research university. Rutgers-Camden is one of three campuses, with other Rutgers campuses in New Brunswick (including the Rutgers Biomedical and Health Sciences campus) and Newark. Rutgers-Camden enrolls approximately 7000 students and employs more than 1,100 faculty and staff. Rutgers-Camden offers 38 undergraduate majors and 29 graduate programs. The Department of Nursing was founded in 1984 in the College

of Arts and Sciences and became the Rutgers School of Nursing-Camden (RSNC) in 2011. Rutgers was last accredited by the Middle States Commission on Higher Education in 2018 for a period of 10 years.

Rutgers-Camden is committed to improving the quality of life in Camden and the Delaware Valley. According to the Rutgers-Camden website, “At Rutgers-Camden, we guide tenacious, determined trailblazers to go as far as their ambition will take them. Together with expert faculty, our students regularly do groundbreaking work that meaningfully impacts the world while gaining valuable, hands-on skills and experiences.” University officials and other constituents who met with the team reported that RSNC is known for educating healthcare providers who are well prepared to meet the needs of the community and for their commitment and actions to diversity, equity, and inclusiveness. Rutgers-Camden holds a Carnegie classification of Doctoral Universities: High Research Activity.

### ***Rutgers Camden Public Health AmeriCorps Program***

The Rutgers Camden Public Health AmeriCorps Public Health Program is a community-based, service-learning program that engages individuals ages 17 and over with service-driven backgrounds who choose to commit a year of service to our organization. In return, members receive a living allowance, medical benefits and an educational award. Through this program, AmeriCorps Members are placed within host community-based agencies throughout Camden County to increase the RU-C’s impact on the community, tap into their individual academic and personal skills and experiences to enhance organization initiatives, and empower the next generation of leaders and public servants.

Service sites consist of the following:

1. Rutgers Camden Community Health Nursing Clinic at The Branches
2. Rutgers Camden Community Health Nursing Clinic at NorthGate Towers
3. Community First Fellows at the Rutgers Camden Center for Urban Research and Education
4. Lifting Up Camden’s Youth (LUCY)
5. VEEC Fellows at the Vaccine Equity Education Coalition
6. Rutgers Accelerate and Renew Academy
7. Rutgers Cooperative Extension of Camden County
8. HealthyWE Corps

### ***Roles and Responsibilities of Rutgers Camden Public Health AmeriCorps and Service Sites***

#### **1. Joint Roles and Responsibilities of the RU-C (Service Site and AmeriCorps):**

- a. Recruit AmeriCorps members.
- b. Provide training for members.
- c. Promptly address and respond to the needs of members.
- d. Work closely to meet service and performance measure goals, such as through the collection of attendance sheets, report cards, and expenses related to initiatives facilitated by members.
- e. Track member hours, ensure members receive credit for hours spent doing allowable activities, and provide members with service opportunities to earn service hours.
- f. Adhere to non-displacement and non-duplication regulations.
- g. Ensure that members do not engage in prohibited activities.

## 2. AmeriCorps Roles and Responsibilities:

- a. Recruit, enroll and monitor the service activities of the AmeriCorps member.
- b. Train AmeriCorps member in the rights and responsibilities, federal regulations as it pertains to AmeriCorps for programs on AmeriCorps management, RU-C Standards of Conduct, civic engagement, diversity and disaster relief.
- c. Monitor the AmeriCorps member's service log.
- d. Assist in the supervision for the assigned AmeriCorps member.
- e. Provide members with service gear.
- f. Administer the AmeriCorps living allowance and other member benefits according to AmeriCorps regulations.
- g. Manage grant and accountability to CNCS, including reporting towards grant objectives.
- h. Serve as a conduit between CNCS and program, which includes channeling resources, best practices, training, and compliance information to programs.

## 3. Service Site Roles and Responsibilities:

- a. Execute MOA.
- b. Submit position descriptions at the start of each grant year for each of their assigned member positions to the Rutgers Camden Public Health AmeriCorps Program Manager for written approval, to ensure that position responsibilities adhere to all CNCS and RU-C regulations and guidelines. This policy applies to all member positions.
- c. Provide professional development trainings and opportunities as it pertains to service responsibilities and federal regulations.
- d. Provide supervision for the assigned AmeriCorps member.
- e. Create and monitor the AmeriCorps member's monthly schedule.
- f. Provide office space and equipment for member to execute service responsibilities.
- g. Facilitate weekly, biweekly, or monthly meetings with assigned member.
- h. Conduct performance evaluations of the AmeriCorps member twice a year.
- i. Attend and participate in supervisor meeting and trainings.
- j. Cooperate with state monitoring, including but not limited to site visits and desktop monitoring.
- k. Encourage member professional development.

For any and all programmatic changes, the Rutgers Camden Public Health AmeriCorps program must receive written permission from the Rutgers University-Camden.

## **AMERICORPS GOALS**

### **Nationwide, AmeriCorps has four main goals:**

1. **Getting Things Done** – AmeriCorps members help communities solve problems in the areas of education, public safety, the environment, and other human needs by serving directly and by inspiring other people to serve as volunteers.
2. **Strengthening Communities** – AmeriCorps members help unite individuals from all different backgrounds in a common effort to improve communities.
3. **Encouraging Responsibility** – AmeriCorps members explore and exercise their responsibilities to their communities, families, and themselves during service and beyond.

4. **Expanding Opportunity** – AmeriCorps helps those who help America. AmeriCorps members receive awards to further their education or to pay back student loans. They also gain valuable job experience, specialized training, and other skills.

#### **New Jersey State Commission Priorities:**

- **Education**
- Economic Opportunity
- **Public Health**
- Environmental Stewardship
- Veterans and Military Families
- Disaster Response
- Social Services
- **Capacity Building**

### **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.

### **National Days of Service**

All AmeriCorps service members have a responsibility to encourage the spirit of service within their communities and throughout their lives. By participating in National Service Days and special events organized by AmeriCorps, we can raise awareness of our mission while helping those in need. Members will be called to action for the below days of National Service:

- 9/11 Day of Service and Remembrance
- Martin Luther King Jr. Day
- AmeriCorps Week - **March 2025**. More information is available here:  
<https://americorps.gov/newsroom/events/americorps-week>



## ***AmeriCorps Performance Measures***

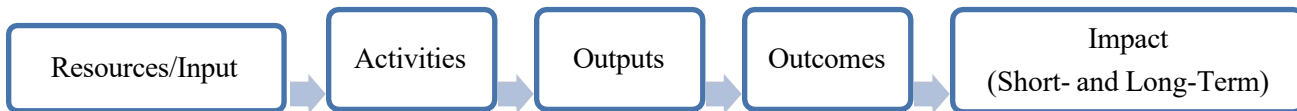
### **Why Measuring Impact Matters**

Rutgers Camden Public Health AmeriCorps believes in creating measurable impact in the places where we serve. Measuring impact helps us to understand how far we have progressed toward our goals and where we could focus additional efforts. It also allows us to be part of a national conversation regarding the impact of social service programs in improving the economic opportunities, food insecurities and health disparities of low socioeconomic communities. Taking the time to report this information in an accurate way is a *crucial* part of service. We need help measuring the impact that the Rutgers Camden Public Health AmeriCorps Program has on the ground.

### **AmeriCorps National Performance Measures**

As part of AmeriCorps' emphasis on outcome-based performance measurement, Rutgers Camden Public Health AmeriCorps and our service sites are required to participate in the National Performance Measures Program instituted by the Corporation for National and Community Service (CNCS). A performance measure is a value or characteristic that measures progress toward goals and is also used to improve progress, reduce risks, and improve cost-effectiveness.

AmeriCorps outlines specific performance measures within seven broad categories. The Rutgers Camden Public Health AmeriCorps Program focuses on three of those categories: (1) Economic Opportunity, (2) Healthy Futures, and (3) Capacity Building. All AmeriCorps programs must select at least one measure to report on annually, ensuring that programs are tracking outcomes of high relevance to AmeriCorps. Rutgers Camden Public Health AmeriCorps Program's competitiveness for future AmeriCorps grant cycles depends on how well we achieve our required target outcomes. It is critical that we work together now to build strong evaluation systems that meet these requirements and that also demonstrate our successes.



The Rutgers Camden Public Health AmeriCorps Program's goals and objectives are what members aim to reach and target through their service. These goals and objectives are imperative to meet and are directly tied to the AmeriCorps grant. All programming and group initiatives should be designed to contribute to the program's objectives.

## ***Rutgers University-Camden AmeriCorps Program Goals & Objectives***

The Rutgers Camden Public Health AmeriCorps Program’s goals and objectives are as follows:

Primary Focus Area: Capacity Building and Capacity Building and Leverage

Primary Intervention: Training

### **Capacity Building:**

**Goal 1. Meet the public health needs of underserved New Jersey communities by building capacity in state and county public health settings.**

1. Output: To recruit 100 members
2. Output: Service members deployed in New Jersey public health agencies, local and state-wide public health organizations.
3. Output: Service members and organizations undergo Mobilizing for Action through Planning and Partnerships (MAPP) process to develop Strategic Plan for sustainable public health in New Jersey.
4. Outcome: Increase the public health workforce in New Jersey Communities

**Goal 2. Build capacity through the leverage of existing strengths of project service members and their affiliated sites to provide pathways with multiple “on and off” opportunities for public health careers**

1. Output: To recruit 100 members.
2. Output: To recruit additional community volunteers to participate hours of service.
3. Output: To select 10 service site organizations that received capacity building services from CNCS-supported organizations or national service participants.

Outcome: Provide at least 10 organizations with direct services that capacity building activities provided by CNCS-supported organizations or national service participants have helped to make the organization increase their efficiency, effectiveness, and program reach and impact.

### ***Member Eligibility***

All AmeriCorps candidates must meet a set of AmeriCorps requirements, as mandated at both federal and state level. In addition, candidates must meet program-specific requirements and submit program-specific documentation.

The eligibility criteria for AmeriCorps members include the following:

#### **1. American Citizenship**

A member must be one of the following:

- a. United States Citizen
- b. United States National
- c. Lawful Permanent Resident Alien

**The following specific documentation must be provided:**

A birth certificate showing that the individual was born in one of the 50 states, the District of Columbia, Puerto Rico, Guam, the U.S. Virgin Islands, American Samoa, or the Northern Mariana Islands.

**Any of the following alternative documentation can be provided in place of a birth certificate:**

- a. An **unexpired** U.S. passport issued to an individual as a U.S. citizen
- b. Report of Birth Abroad of a Citizen of the United States (U.S. Dept. of State Form FS-240)
- c. Certificate of birth—Foreign Service (U.S. Dept. of State Form FS-545)
- d. Certification of Report of Birth (U.S. Dept. of State Form DS-1350)
- e. INS certificate of naturalization (INS form N-550 or N-570)
- f. INS certificate of citizenship (INS form N-560 or N-561).

**If a member is a lawful permanent resident alien of the U.S., the following documentation can be provided to certify status as a lawful permanent resident alien of the United States:**

- a. Permanent Resident Card of Alien Registration Receipt Card (INS Form I-551)
- b. An unexpired passport indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence; or
- c. A departure record (INS Form I-94) indicating that the INS has approved it as temporary evidence of lawful admission for permanent residence.

**2. High School Diploma/GED**

A member must certify, under penalty of law, that she/he has a high school diploma or equivalency certificate. If this member has not yet received a high school diploma or its equivalent (including an alternative diploma or certificate for individuals with learning disabilities), the member agrees to obtain a high school diploma or its equivalent before using the Education Award.

**3. Age**

Any members must be of age 18 or above.

**4. Background Checks and Criminal Background Policy**

A minimum of three (3) background checks must be run on all applicants for AmeriCorps membership.

- a. **The National Sex Offender Public Website (NSOPW)** – This website must be checked, and results returned before a potential member may be enrolled. This is applicable to all members.
- b. **Corporation for National and Community Service (CNCS) approved State Criminal History Registry** – This check must be initiated for all members before a member is enrolled. If results are not back by the time of service, the member must be physically accompanied by a cleared program representative if they have access to a vulnerable population.
- c. **National FBI Fingerprint Background Check** – This must be initiated for all members who will have recurring access to a vulnerable population before a member may be enrolled. If results are not back by the time of service, the member must be physically accompanied by a cleared Program representative whenever the member has access to a vulnerable population.

A member must give prior written permission for the State Criminal History Registry Check and the National FBI Fingerprint Background Check to be run.

In reviewing the results of a criminal history background check on an individual, Human Resources and Program Administration will review each member on a case-by-case basis and consider the following factors in order to determine whether there is a substantial relationship between the pending charge or conviction and the service site where member will report to, and whether the member should be further considered for the service position. Unless otherwise provided by law, factors considered in determining suitability may include, but not limited to the following:

1. Relevance of the crime to the position sought;
2. The nature of the work to be performed at service site, including key access to facilities, access to cash and access to vulnerable populations, including minor children;
3. The nature and scope of the service position's minor children, public or other interpersonal contact;
4. The sensitive nature of the data or records maintained or to which the service position has access;
5. Time since the conviction;
6. Age of the candidate at the time of the offense;
7. The number of offenses;
8. Whether the applicant has pending charges;
9. The individual's probation or parole status;
10. Whether there is a pattern of offenses;
11. Any relevant evidence of rehabilitation or lack thereof;
12. Any other relevant information, including information submitted by the member or requested by the program.

Using these and other appropriate factors, the Program Administration, in consultation with the Director of Human Resources will make the final determination on whether to place or not place a member in a particular services site on the basis of a criminal background check. Program Administration will be responsible for documenting the basis for the decision.

#### **Understanding of Enrollment Contingency – Pending Background Checks Results**

Enrollment, or continued enrollment, will be contingent upon the satisfactory results (as defined by CNCS and the Program) of the required background checks, and that they will be allowed to review (and contest) their results. In addition, if the member has recurring access to vulnerable populations they agree to only have contact with said population when accompanied and supervised by a cleared representative of the Program.

Recurring access is defined as the ability on more than one occasion to approach, observe, or communicate with, an individual, through: 1) physical proximity, or 2) other means, including but not limited to, electronic or telephonic communication.

Vulnerable Populations are defined as any individuals who are: 1) Age 60 or over, 2) disabled, and/or 3) 17 age of years or younger.

#### ***Ineligibility***

The basis for being, or becoming, ineligible for national service as an AmeriCorps member is as follows:

1. Failure to disclose to the Program any history of having been released for cause from another AmeriCorps Program will render him or her ineligible to serve or receive the Education Award.

In addition to eligibility criteria established by the Program, an individual shall be ineligible to serve in a covered position if the individual:

1. Refuses to consent to a criminal registry check described in regulation §2540.202 (State Criminal Background Check Registry, National FBI Fingerprint Check if applicable)
2. Makes a false statement in connection with a grantee's/sub grantee's inquiry concerning the individual's criminal history;
3. Violates Rutgers University Policy 100.2.2 Excluded Individuals and Entities;
4. Is registered, or required to be registered, on a state sex offender registry or the National Sex Offender Registry; and
5. Has been convicted of murder as defined in section 1111 of title 18, United States Code.

## ***Enrollment and Beginning Your Term***

It is important for members to begin their term in compliance with all requirements. Failure to meet requirements can impede a successful term and can ultimately affect a member's stipends and/or Educational Award.

Upon enrollment, members must complete the following:

1. Complete AmeriCorps application, along with resume, references, and required ID documents.
2. Sign and submit all enrollment documents, including:
  - a. Member Contract
  - b. AmeriCorps Service Position Description
  - c. Enrollment Form
  - d. Prohibited Activity Addendum
  - e. Education Documentation
  - f. Childcare Determination of Eligibility
  - g. Health Care Enrollment Document (FT)
  - h. W-4 Form
3. Attend all Orientation training sessions, as specified by Program Manager.
4. Complete enrollment by logging onto My AmeriCorps through the following link:  
<http://my.americorps.gov/mp>
5. Set up and attend federal FBI fingerprint check appointment (fine applied if appointment is missed without 24-hour notice)
6. Set up service log in OnCorps (timesheets)
  - a. In order to enter and sign and served hours, members must log in to OnCorps with assigned username and password.
  - b. Members must describe service activity according to service position description, as outlined in each member's contract.
  - c. OnCorps logs must be entered and signed by the end of each week. Stipends can be held until any unsigned hours are entered and signed.
  - d. Any training events, including member meetings, must be entered into OnCorps as training hours.
7. Members must set up their Microsoft 365 email account, which includes their email signature, Outlook calendar, and service schedule.
  - a. The Rutgers Camden Public Health AmeriCorps program has a designated domain utilizing Microsoft 365. All members are assigned an email address to be utilized for all AmeriCorps related business. This will be the only means of email correspondence between each member and the Program Managers/ RU-C Public
  - b.

Health AmeriCorps Administration Team. Email signatures should all be uniform in Georgia font size 11 and in the following format:

Jane Smith  
*AmeriCorps Member*  
 Service Site  
 Rutgers University-Camden Public Health AmeriCorps  
 Address  
 Address Line 2  
 Phone:  
 Email:

- c. It is the program’s expectation that all members:
- Check their AmeriCorps email at minimum twice daily.
  - Reply to all emails within 24 hours.
  - Update their New Jersey Service Log contact information to include this email address as opposed to your personal email.

8. Members must make Program Managers and Site Supervisor aware of his/her daily service schedule. All schedule changes must be communicated to Program Managers and Site Supervisor at least two weeks in advance.

***Service Terms & Benefits***

Rutgers Camden Public Health AmeriCorps offers 100 and 300 hour slots.

The member shall complete the minimum number of service hours as follows:

	<b>Weekly</b>		
	<b>Total Hours</b>	<b>Service Hours</b>	<b>Training Hours</b>
<b>Minimum Time (Year long, 32 weeks)</b>	300	8-10	2-3
<b>Minimum Time (Semester long, 14 weeks)</b>	300	15-20	4-5
<b>Abbreviated Time (Semester long, 14 weeks)</b>	100	6-8	2-3

There must be a minimum of 80% direct service hours, a maximum of 20% education/training hours, and a maximum of 10% for allowable fundraising activities.

***Time Requirements***

In order to successfully complete the Rutgers Camden Public Health AmeriCorps program, service members must log a minimum of 300 or 100 hours of qualifying service during the service term. In order to receive a full stipend, service members must be actively engaged in minimum-time or abbreviated service throughout the

service term. If they exit the program before the service term ends, they forfeit any stipend payments not yet received.

Members that begin their service term before December 31<sup>st</sup> will have one full calendar year to complete their term. Members who start their service after December 31<sup>st</sup> will have until December 31<sup>st</sup> of the next year to complete their term.

Rutgers Camden Public Health AmeriCorps expects service members to set boundaries that enable them to successfully complete service obligations while also maintaining a healthy service-life balance. Burnout is a very real experience that can negatively impact individuals both emotionally and physically and, as a result, their ability to serve their community. It's essential that service members take practical steps to avoid overcommitting themselves. As a service member, if you have any concerns about unrealistic time commitments or burnout, please discuss with your service site supervisor and program manager immediately.

### ***INCOMPLETE TERM OF SERVICE***

Early withdrawal from service is strongly discouraged. We expect members to be actively engaged in service from the start of their term until contract end date. Early withdrawal reflects poorly on the service member, service site and Rutgers Camden Public Health AmeriCorps program. Service members who do not complete their service requirements, including a minimum of 1,700 or 300 hours of qualifying service, will receive an “unsatisfactory” performance review, will be disqualified from receiving their Segal Education Award, and will be deemed ineligible to serve with any AmeriCorps programs in the future. Please note that AmeriCorps may audit service member timesheets after the service term ends. If AmeriCorps determines that some hours served by a member do not qualify as allowable service, they will deduct those hours from that service member’s total. Therefore, it is important that service members not only reach 1,700 hours of qualifying service but also exceed that requirement by a comfortable margin. We recommend logging an average of 35-40 hours of service each week in order to reach this goal successfully, not including any hours in their record that could be challenged by an auditor.

### ***EARLY WITHDRAWAL FROM SERVICE***

Successful completion of the AmeriCorps program requires service members to complete a minimum of 1,700 (full-time) or 450 hours (quarter-time) or 300 hours (minimum-time) or 100 hours (abbreviated-time) of qualifying service. Withdrawal from service prior to the completion of this requirement is strongly discouraged. Service members who complete their service earlier than two weeks before the end of the term but who choose to not remain in active service will not continue to receive their bi-weekly stipends.

Occasionally a service member is released from their term of service by Rutgers Camden Public Health AmeriCorps prior to completion either at their own will or for cause. Should a service member choose or be asked to leave the program prior to 15% of their hours being completed, Rutgers Camden Public Health AmeriCorps will work collaboratively with the service sites to identify another candidate to fill that position.

In cases where service members decide or are asked to leave early, the following stipulations apply:

1. Service members who depart before their contract end date will not be eligible for a Segal Education Award and will discontinue receiving a living allowance immediately. Exclusions only apply to *Personal Compelling Circumstances*. Positions vacated by service members who have completed more than 15% of their time or after the deadline to enroll part time members will not be refilled.

2. Service members who depart after completing service hours but before contract end date will be eligible for a Segal Education Award but will discontinue receiving a living allowance and benefits (health care & childcare). Leaving the program before the contract end date is strongly discouraged.
3. In all cases, service members should know that their early departure from the program will be noted on any letters of recommendation or reference interviews, and such is strongly discouraged. If a supervisor has reason to believe that a service member is considering an early departure from the program, please notify the program manager immediately so efforts can be made to retain the service member or, if unavoidable, facilitate an exit with minimal disruption. Note that all service members, even those who exit early, must complete the formal exit process.

## **Member Benefits**

### **1. Living Allowance**

All members will receive a living allowance for every two weeks of service up until the end of their service term. Stipends will not be disbursed once a member discontinues serving hours to the organization and/or his/her service contract expires. This is not an hourly wage, and the stipend is in no way payment for service hours; however, it is provided to assist the member with living expenses while serving. The stipend is taxable. The stipend is applied as detailed below.

<b>Service Term</b>	<b>Total Service Hours</b>	<b>Total Stipend Amount (in one year)</b>
<b>Minimum Time</b>	300	\$3,300.00
<b>Abbreviated Time</b>	100	\$1,100.00

### **Stipend Waiver**

Stipends may be waived in part or in whole by any participating member who wishes to do so. They may have said stipends re-instated at any time during the program year, however they shall not receive retroactive stipends.

### **Impacts SSDI, TANF; Does Not Impact SSI, Food Stamps**

Eligibility for SSDI and TANF could be impacted by a member's stipend; however, they have the option to lower their stipend rate, or waive the stipend entirely, if they feel it will maintain eligibility for benefits, they wish to receive.

### **SSI; SSDI**

The HEART (Hero Earnings Assistance and Relief Tax) Act of 2008 specifies that any cash or in-kind benefit paid to a participant in the AmeriCorps Program is excluded from the SSI income calculation. This means that



SSI recipients can freely serve as AmeriCorps members without the fear of losing their SSI. **HOWEVER, there is no exemption for SSDI benefits so the stipend could impact said benefits.**

### **Food Stamps**

The AmeriCorps State and National Program was authorized by the National and Community Service Act of 1990 (NCSA), 42 U.S.C. § 12501 et seq. The NCSA states allowances, earnings, and payments to participants in AmeriCorps Programs “shall not be considered income for the purposes of determining eligibility for and the amount of income transfer and in-kind aid furnished under any Federal or federally-assisted Program based on need, other than as provided in the Social Security Act.” 42 U.S.C. § 12637 (d). Based on the language, the USDA issued an opinion in 2001, which stated AmeriCorps State and National benefits are excluded from income for food stamp purposes.

### **Temporary Assistance to Needy Families (TANF)**

AmeriCorps members who otherwise qualify for aid Programs may be affected by the living allowance and Education award. Eligibility or amount of assistance may be affected in State or local public assistance Programs. Temporary Assistance to Needy families (TANF) is one of the Programs that may be affected by the living allowance.

### **Member Status and Unemployment**

AmeriCorps members are not employees, and the stipend is not an hourly wage. According to federal policy\* an employer-employee relationship does not exist, and unemployment benefits will not be available based on the performance of their service.

## **2. Education Award**

Upon successful completion of the member’s term of service, the member will receive an Education Award from the National Service Trust in the amount listed at this website: <https://americorps.gov/members-volunteers/segal-americorps-education-award/find-out-more>

The Education Award is taxable at the time it is withdrawn.

### **a. Title IV Educational Agencies/Loans**

The Education Award may be used for the current cost of attendance at a qualified educational institution, or to repay a qualified education loan.

A qualified educational institution is a Title IV agency, meaning they have an agreement with the federal government to handle Title IV federal funds.

A qualified loan is a Title IV educational loan. Personal loans, even though used for educational purposes, do not qualify if they are not Title IV loans.

**b. No Cash Award**

AmeriCorps members do not have the option to receive a cash award given directly to the member. Funds are transferred directly from the Trust to the qualified educational agency or loan holder.

**c. Education Award Transfer**

Members must be 55 or above at the time of enrollment in order to qualify to transfer an Education Award to their qualified child, grandchild or foster child.

**3. Forbearance**

Upon enrollment and acceptance into the Program, a member is eligible for forbearance of any qualified student loans. However, it is the member's responsibility to apply for forbearance in My AmeriCorps.

**4. Accrued Interest Payment**

If a member has received forbearance on a qualified student loan during the term of service, on the basis of their AmeriCorps service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the time of service; the repayment is taxable. The member is responsible for submitting his/her own loan forbearance and/or interest accrual forms to the National Service Trust.

**5. Health Insurance (Full-Time Members)**

Healthcare insurance will be offered to full-time members serving a 1700-hour full-time term who are not otherwise covered by a healthcare policy at the time each begins his/her terms of service.

The Rutgers Camden Public Health AmeriCorps Program will provide, or make available, healthcare insurance to members serving a 1700-hour full-time term who lose coverage during their term of service as a result of service or through no deliberate act of their own. The Corporation will not cover healthcare costs for dependent coverage.

Minimum coverage includes the following:

- a. Physician services for illness or injury
- b. Hospital room and board
- c. Emergency room
- d. X-ray and laboratory
- e. Prescription drugs
- f. Limited mental/nervous disorders
- g. Limited substance abuse coverage
- h. An annual deductible of no more than \$250 charges per member
- i. No more than \$1,000 total annual out-of-pocket per member
- j. A 20% co-pay or a comparable fixed fee with the exception of a 50% co-pay for mental and substance abuse care
- k. A maximum benefit of at least \$50,000 per occurrence or cause

The full-time member must review the option of health insurance being provided to them and either accept said insurance coverage or waive it. Should a member choose to waive health insurance coverage due to the fact they are already covered, he/she must provide proof of said coverage.

## 6. Child Care Benefits (Full-Time Members)

The full-time member must review the childcare benefit offered to them and either accept said benefit or waive it, if he/she does not feel they are eligible or do not wish to receive said benefits. If he/she accepts childcare benefits, it is with the understanding that actual eligibility for childcare benefits is determined by the CNCS's agent GAP Solutions, Inc. The member must apply to GAP Solutions, Inc. which will then determine eligibility. He/she can access the application online at <http://www.americorpschildcare.com/>

In general, the Corporation will provide for childcare payments, which will be administered through GAP Solutions, Inc. Requirements and eligibility criteria are in the AmeriCorps regulation 45 CFR §2522.250. Grantees that choose to provide childcare as a match source (as approved in their budget) may use GAP Solutions, Inc. for technical assistance.

The Corporation will not cover childcare costs for family members or for members who have not served, or who have ceased serving, on a full-time basis.

Health insurance benefits and childcare benefits may only be available while the member is serving full time. If the member's schedule changes so that they are no longer serving in a full-time basis, such as if they are suspended for cause for a lengthy or indefinite period, or if they are terminated or released from service, then the health insurance provider and/or childcare agent FFA must be contacted by the Program manager.

All benefits detailed in this section are conditionally based on a member's active participation of the program. He/she will cease to receive a living allowance, healthcare, childcare, and training once the member has exited from the program.

## ***Member Responsibilities***

Rutgers Camden Public Health AmeriCorps members are engaged in meaningful, grant-approved service and training activities. Members should have position descriptions that describe the service and training in which they will be engaged, and which outline expectations and member responsibilities. If a program would like to engage members in a primary service activity that falls outside the range of the program's grant-approved primary service activity, the program must contact its AmeriCorps Program Manager and submit a position description for the proposed primary activity for approval. Members may engage in episodic service opportunities outside the range of the program's grant-approved primary service activity without a program seeking additional approval from RU-C, provided the service is allowable under CNCS regulations.

### **1. Acceptable Conduct**

Members are not employees of the Rutgers University-Camden, but while in service as an AmeriCorps member to the RU-C, they are expected to adhere to the policies and procedures that are set forth by the organization. Members are expected at all times while acting in an official capacity as an AmeriCorps member to:

- a. Maintain a professional, caring attitude, and proper decorum when acting in any capacity of representation for the Rutgers University-Camden AmeriCorps Program.
- b. Demonstrate mutual respect towards others.
- c. Follow directions.

- d. Keep all records confidential and without release to anyone outside of the Foundation. Copies of records shall not be released without the notification of the service site supervisor and written permission of the client or parent (guardian) of the client except in cases of a court ordered subpoena.
- e. Adhere to established dress code.
- f. Direct concerns, problems, and suggestions to the AmeriCorps Program Manager.

## **2. Other Requirements as Established by the Program**

Members are required to:

- a. Comply with Rutgers policies and procedures outlined by University Human Resources, including any vaccination requirements..
- b. Submit all schedule changes in writing to his/her site supervisor and must receive approval prior to date of change.
- c. Arrive and leave on time as negotiated with site supervisor. In case of an emergency, contact site supervisor and/or program manager before scheduled time of arrival or departure.
- d. Must adhere to established program dress code policy.
- e. Attend monthly member meetings and meet one-on-one with the Program Manager on a bi-monthly basis.
- f. Attend National Days of Service, AmeriCorps week and events sponsored by the New Jersey Commission on National and Community Service, such as the Statewide AmeriCorps Launch.
- g. Participate in Community Action Month activities, held every year in May.
- h. Attend Rutgers University-Camden training sessions, in-services, and meetings as requested.
- i. Assist Program Manager in gathering programmatic measurable data for program performance outcomes as it relates to member's service position, i.e., Project Justifications.
- j. Assist with surveys and focus groups
- k. Assist with attendance record keeping
- l. Administering and tracking pre- and post-examinations
- m. Adhere to schedule negotiated w/ site supervisor
- n. Complete weekly required hours to ensure timely completion of term
- o. Submit and certify service logs (timesheets) at least once a week (refer to Policies section of this manual)
- p. Attend major events coordinated by AmeriCorps Program
- q. Track any program implementation, program attendance, and expenses
- r. Follow dress code policy (refer to Policies section of this manual)
- s. Submit complete project justifications in a timely manner, with the following documents:
  - 1. Project Justification Form signed by your supervisor
  - 2. Master Planner
  - 3. Hard copy attendance sheets (should have logo on it)
  - 4. Participant tracking sheet (electronic attendance)
  - 5. List of expenses made for the program (copies are ideal)
  - 6. Flyer
  - 7. Pictures

## **3. Computer and E-mail Usage Guidelines**

RU-C maintains a computer system, including internet and email access, provided to members to assist in the conduct of RU-C business. Use of the agency's computer systems are for business use only. Personal use of the agency's computer, internet and email systems is strictly prohibited.

All files, documents, emails, or any other information created, sent, received or stored on agency computer systems are the property of the agency and may be accessed, disclosed, deleted, stored or otherwise modified in the discretion of the agency. No members should maintain any expectation of privacy in any such information stored on agency systems. This includes all information accessed via the agency's internet systems.

All software, data and programs stored in the system are licensed and property of the RU-C which reserves the right to access electronic files that are created or stored on RU-C computers with or without notice to or the consent of the member. The RU-C will access files for legitimate business purposes including, but not limited to:

- a. Retrieving missing business data in a member's absence;
- b. Investigating possible member misconduct, theft or espionage;
- c. Ensuring that RU-C systems are not used to transmit discriminatory, offensive or illegal messages;
- d. Ensuring that illegal software is not installed on any computer assigned to a member;
- e. Ensuring that RU-C systems are not used for the benefit of or to develop business unrelated to the RU-C's business
- f. Ensuring compliance with this policy

Where systems have procedures by which the member can prevent unauthorized access, the agency reserves the right to override these procedures and access the system at any time. In addition, users must comply with the following guidelines regarding the use of the RU-C's computer system. Users must comply with all software licenses, copyrights, and all other state and federal laws governing the property.

- a. Users will not access or disclose any RU-C program code, data, information, or documentation to any individual or organization unless specifically authorized to do so by the recognized information owner.
- b. Users will not intentionally introduce any computer virus, worms or malicious code to any RU-C computer, network, system, or data. Users will not disable or delete computer virus detection and eradication software on RU-C computers, servers, and other computing devices they are responsible for.
- c. Users will not access or send any offensive materials, e.g., sexually explicit, racial, harmful, or insensitive text or images, over RU-C owned, leased, or managed local or wide area networks, including the public Internet and other electronic mail systems, unless it is in the performance of the assigned job duties. Users encouraging or receiving such material should immediately report the incident to their supervisor.
- d. Users may not deliberately run programs not pertaining to work related subjects, play games, engage in non-productive or idle chatting, or sending mass mailings or chain letters.
- e.
- f. Users understand that RU-C electronic mail (e-mail), and data, in either electronic or other forms, are a public record and subject to audit and review by authorized individuals. Users will comply with RU-C e-mail use policy and use proper business etiquette when communicating over e-mail systems. Members should maintain no expectation of privacy in the agency's email systems, which can be monitored by the agency at any time. This shall include potential monitoring of personal email accounts accessed over the agency's internet connection.
- g. Users may not install or remove any computer equipment (hardware, software, data, etc.) without prior written communication to and approval of the CEO.
- h. Users are responsible for safeguarding their system passwords. Individual passwords should not be printed, stored online, or given to others unless requested by your direct supervisor. Users are responsible for all transactions made using their password.

- i. Users are responsible to provide their system password(s) to their supervisor or CEO. These will be kept in a confidential file.
- j. Personal laptops are not to be connected to the RU-C server.

## ***Prohibited Activities***

AmeriCorps rules of conduct, as well as Agency protocol rules must be adhered to by AmeriCorps members. Failure to do so may involve verbal/written warnings, suspension, and/or termination.

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities (see 45 CFR § 2520.65):

### **General**

- ☒ Providing a direct benefit to the following:
  - A business organized for profit;
  - A labor union;
  - A partisan political organization;
  - 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 Grant Terms & Conditions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
  - An organization engaged in the religious activities described in paragraph 3.g. above, unless CNCS assistance is not used to support those religious activities;
  - Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
  - Providing abortion services or referrals for receipt of such services; and
- ☒ Such other activities as CNCS may prohibit.

### **Political Activities**

- ☒ Attempting to influence 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;

In addition to the above activities, the below activities are additionally prohibited:

- ☒ **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 (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities.

- ☒ **Election and Polling Activities.**

AmeriCorps member may not provide services for election or polling locations or in support of such activities.

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 engaging in any of the above activities on their personal time.

### **Religious Activities**

- ⊗ 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.

**Members can serve at faith-based organizations; however, they cannot participate in the above stated activities.**

### **Fundraising Activities**

- ⊗ Allowing service members to prepare any part of a grant proposal or perform other fundraising functions to help the site achieve its cost-share contribution (MATCH) requirements, to raise money for their own stipend, service sites or the Rutgers Camden Public Health AmeriCorps program's general operating expenses.
- ⊗ Researching or preparing grant applications to any Federal agency, including the Corporation for National and Community Service (CNCS).
- ⊗ Other fundraising by service members is permitted if it (i) provides direct support to a specific service activity; (ii) falls within the Rutgers Camden Public Health AmeriCorps program's approved objectives; (iii) is not the primary activity of the Rutgers Camden Public Health AmeriCorps program; and (iv) does not exceed 10% (170) of the total hours served by the service member.

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

All locations where members serve should post a list of the prohibited activities, when possible.

Resources to help you understand AmeriCorps Prohibited Activities are available at:  
<http://www.nationalservice.gov/resources/financial-management/prohibited-activities>

## ***Rules of Conduct***

### **1. Unacceptable Conduct**

In addition to the Prohibited activities proscribed by CNCS as listed in section (A) above, and the proscribed activities under the Drug-Free Work Act, the following acts also constitute a violation of the Program's rules of conduct:

- a. Engaging in any activity that may physically or emotionally damage other members of the Program or people in the community; or activities that pose a significant safety risk to others.
- b. Being under the influence of alcohol or any illegal drugs during the performance of service activities; or consuming alcoholic beverages during the performance of service activities, no matter where service activities may be taking place.
- c. Failing to notify the Program of any criminal arrest or conviction that occurs during the term of service.
- d. Any breach of privacy or confidentiality.
- e. Insubordination.
- f. Negligence resulting in danger to clients or staff.
- g. Deliberate falsification of client records or application for enrollment.
- h. Assaults, altercations, dangerous horseplay or fighting on RU-C premises, service sites, or anywhere the RU-C is conducting a program.
- i. Concealment or possession of a weapon while on the property or premises of RU-C service sites.
- j. Sexual or other harassment such as racial, ethnic, religious or orientation.
- k. Violence or threat of violence.
- l. Improper care and/or use of the program property.
- m. Sleeping on the job.
- n. Failure to follow appropriate safety and security protocols.
- o. Inappropriate use of the internet or e-mail systems.
- p. Excessive tardiness and/or leaving early without prior approval.
- q. Having unauthorized absences (ex. no call, no show).
- r. Unapproved extended lunch or break periods.
- s. Negligence in performance of assigned tasks, duties and responsibilities.
- t. Repeated use of inappropriate language (i.e., profanity) at a service site.
- u. Failing to wear appropriate clothing to service assignments.
- v. Stealing or lying.
- w. Personal long distance phone calls may not be made from agency telephones at any time for any reason. Members are also asked to limit personal cellular phone calls, both incoming and outgoing to urgent matters only.

### **2. Drug-Free Workplace**

Members shall be provided a copy of the requirements under the Drug-Free Workplace Act. Under the Drug-Free Workplace Act (41 U.S.C. 701 *et seq.*); members must notify the Program Director within 5 days if they are convicted under any criminal drug statute. Their participation in the Program is conditioned upon compliance with this notice requirement and the Program will take action for violation of this. By signing this contract, the member indicates they have reviewed the requirements of the Drug-Free Workplace Act and agree to abide by them.



### 3. Consequences of Prohibited Activities or Unacceptable Conduct

In general, for violating the above stated rules, the Program will do the following (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):

- For the member's first offense, an appropriate Program official will issue a verbal warning to the member.
- For the member's second offense, an appropriate Program official will issue a written warning and reprimand the member. If applicable, the member will be asked to pay a fine as a consequence.
- For the member's third offense, the member may be suspended for one day or more without compensation and will not receive credit for any service hours missed.
- For the fourth offense, the Program may release the member for cause.

#### *Email Correspondence and Microsoft 365 Usage*

It is expected that all members check their email at least twice a day. Members must respond to all emails (including but not limited to emails from partners, RU-C staff, and AmeriCorps members) within 24 hours.

Members must set up their Microsoft 365 email account, which includes their email signature, Outlook calendar, and service schedule. Members must enter all meetings, service schedule, etc. in outlook calendar. (Please refer to "How to Enter Your Hours and Calendar" appendix of this manual).

Members must "accept" or "deny" any Outlook event invites sent by Program Managers in a timely manner.

#### *Dress Code*

Members are expected at all times to present a professional, businesslike image to clients, visitors, and the public. AmeriCorps members are required to wear their program uniform (also known as service gear) while serving at their placement site and while attending RU-C events, meetings and trainings, unless otherwise directed by your site supervisor and/or program manager. Service gear will be provided to members by the program manager (including a t-shirt, a sweater, and an AmeriCorps pin).

Clothing that reveals too much cleavage, your back, your chest, your feet, your stomach or your underwear is not appropriate. Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. Any clothing that has words, terms, or pictures that may be offensive to other members is unacceptable. Clothing that has the company logo is encouraged. Sports team, university, and fashion brand names on clothing are generally acceptable. Certain days can be declared dress down days, generally Fridays.

On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed.

Any member who does not meet the attire or grooming standards will be required to take corrective action, for example leaving the premises to change clothing.

## **Appropriate Casual Business Attire**

### **Men:**

- Sport coats or Blazers
- Dark colored jeans
- Slacks, Chinos or Dockers
- Polo shirts with collars
- Oxford button-down shirts
- Sweaters and cardigans
- Loafers or sneakers

### **Women:**

- Slacks
- Stirrup pants
- Dark Denim jeans
- Walking Shorts
- Skirts
- Loafers and Huaraches/ Sneakers

## **Unacceptable Attire**

- Sweater Dresses
- Skirts more than two inches above the knee
- Cutoffs
- T-Shirts with Logos (unless Service Gear)
- Athletic Wear
- Spandex or Lycra Such as biker shorts
- Tank tops, tube tops, halter tops with spaghetti straps
- Underwear as outerwear
- Beach Wear
- Midriff length tops
- Provocative attire
- Off-the-shoulder tops
- Workout clothes or shoes
- Evening wear

## **Summer (Active Events)**

There may be cases in which members are required to participate in events, such as water events and outdoor events. When this occurs, members may wear relaxed clothing, such as jeans or shorts. However, the following must be noted for such events:

### **Women**

- Full body bathing suit or cover up
- Service Gear when appropriate
- No provocative clothing

### **Men**

- Regular swimming trunks (no Speedos, etc.)
- Wear a shirt appropriate for swimming or active gear
- No provocative clothing

## **Special Events**

At its discretion, a service site may, such as during unusually hot or cold weather or during special occasions, allow members to dress in a more casual fashion than is normally required. On these occasions, members are still expected to present a neat appearance and are not permitted to wear ripped, frayed or disheveled clothing, athletic wear, tight, revealing or otherwise inappropriate clothing.

## ***Event Attendance/Mandatory Events***

Members must attend major events coordinated by AmeriCorps Program. Members must inform Program Managers of any absence from any event at least 48 hours before the event takes place. Failure to do so will result in a fine. (Please refer to Fines section of this manual).

All state events and monthly meetings are mandatory events. Additional mandatory events are announced at monthly meetings and can also be found in each member's "Monthly Calendar & Mandatory Events Calendar" sheet.

All mandatory events are announced to members at least 90 days in advance however dates are subject to change. If a member cannot attend a mandatory event, they must use a personal or vacation day.

## ***Document Submission (for AmeriCorps Members)***

Members must submit all required documentation in a timely manner by their due dates. Documentation is important, as it serves as written evidence and justification of the outcomes of members' service terms, as well as tracking tools for all that members do. Required documentation includes, but is not limited to:

### **1. Project Summary**

Required documents:

- Project Summary
- Hard copy attendance sheets (should have AmeriCorps logo on it)

### **2. Participant Tracking (electronic attendance)**

### **3. Monthly Calendar**

Members will submit a preset calendar to their site supervisor each month. The calendar will allow members to effectively manage their time and ensure program completion.

### **4. Due Dates:**

Project Summaries, Participant Trackers and Monthly Calendars are due the 30<sup>th</sup> of each month. If the 30<sup>th</sup> falls on a weekend or holiday all documents should be submitted by the last workday of the week.

## ***On Corps Service Logs (timesheets)***

Entering and logging your service hours is crucial to successful completion of the AmeriCorps program, and is directly tied to each member's biweekly stipend. The timesheet policies are as follows:

1. In order to enter and sign and served hours, members must log in to OnCorps with assigned username and password.
2. Members must describe service activity according to service position description, as outlined in each member's contract.
3. Service logs must be completed on a weekly basis, at least once a week, by 8pm each Saturday. Stipends can be held until any unsigned hours are entered and signed.
4. Any training events, including monthly member meetings, must be entered into service log as training hours.
5. Work breaks must be included for every five hours of service.

## ***Lunch Breaks***

All members are expected to take adequate breaks. Both full & part time members serving more than 5 hours per day are required to record a 30-minute lunch break in the service log. Members serving less than 5 hours can take one, 15-minute break at their discretion.

## ***Living Allowances***

All stipends will be disbursed according to the payroll schedule (see appendix). The Rutgers Camden Public Health AmeriCorps program does not provide direct deposit and all checks will be issued via hardcopy (live paycheck). On most occasions live paychecks will be available the Thursday before pay day. If a live check is cashed prior to the pay date, the RU-C will be charged a \$50.00 early processing fee for that paycheck. With this said, should a live paycheck recipient cash their check prior to the pay date, the member will be responsible for reimbursing the RU-C. The fee will be deducted from a future payroll. We would advise that you cash your paychecks on or after the pay date.

## ***Additional RU-C Policies and Standard Operating Procedures***

### 1. Answering Phones and Voice Mail Set Up

#### a. Procedure: Answering Phones

All employees and Rutgers Camden Public Health AmeriCorps members must answer the phone, “Rutgers University- Camden, how may I help you?” If an employee is stationed off-site, they may answer, “[Site Name] how may I help you?”

#### b. Procedure: Voice Mail

All employee and Rutgers Camden Public Health AmeriCorps voice mails (if you have a phone extension) must be set up at a minimum in the following format. “Hi, you have reached, YOUR NAME, TITLE, and the PROGRAM NAME. I am not available right now. Please leave your name, number and a brief message and I will return your phone call as soon as possible.”

### 2. Privacy and Confidentiality

#### a. Procedure:

Every RU-C Employee or Rutgers Camden Public Health AmeriCorps member in some way will at some time have access to confidential and private information pertaining to either other RU-C Employees, family members of RU-C Employees, friends of RU-C Employees, and/or the clients we serve. Some examples include: salary information, financial information, medical history, employee and client personal information.

This information may not be disclosed by any employee to any other person, except as permitted under the policy and procedures of the RU-C or with the explicit permission of the individual whose information is in question. The permission to disclose client information must be given in a written consent and kept in the client’s file.

All RU-C Employees and Rutgers Camden Public Health AmeriCorps members shall adhere to the privacy and confidentiality policies as outlined by their respective programs, and as stated in the RU-C Employee Handbook.

### 3. Cell Phone Meeting Etiquette

#### a. Procedure:

When a RU-C Employee or Rutgers Camden Public Health AmeriCorps member attends a meeting within or on behalf of the RU-C, it is expected that the representative will remain attentive. All RU-C Employees and Rutgers Camden Public Health AmeriCorps members must refrain from texting or responding to emails during meetings, unless there is an emergency.

### 4. Social Media (Facebook, Twitter, etc.) Use during Working Hours

#### a. Procedure:

All RU-C Employees, with the exception of those authorized to post to RU-C Social Media Sites, must refrain from using social media accounts during working hours.

RU-C Employees should not be posting images of program participants and/or program events to their personal social media accounts during work hours.

### 5. Lost/Stolen/Damaged Equipment

#### a. Procedure:

A detailed report of the equipment damaged, lost, or stolen must be submitted to the HR Director or CFO within 24 hours of the occurrence. The report should be written in a memo format, and must include:

- i. Department Name
- ii. Date of incident (or when it becomes apparent the item is missing or stolen)
- iii. Name of person completing report
- iv. Identification of Equipment: Make/Model of Equipment; Description of Equipment; Serial or Service Tag Number
- v. Actions leading to discovery of loss/theft/damage
- vi. Whether the item was borrowed by another program when loss/theft/damage occurred

## ***Reasonable Accommodation Policy***

AmeriCorps encourages individuals with disabilities to participate as national service providers through the AmeriCorps Programs. AmeriCorps prohibits any form of discrimination against persons with disabilities in recruitment, as well as in service. Under Federal law, any Program receiving Federal funds is required to comply with the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

No qualified individual with a disability shall, by reason of disability, be excluded from participation in or be denied the benefits of the Program, services, or activities of the Program, or be subjected to discrimination by the Program. Nor shall the Program exclude or otherwise deny equal services, Programs, or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. According

to the ADA, the term “disability” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the individual’s major life activities, a record of having such an impairment, or being regarded as having such an impairment. “Major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working.

A “qualified individual with a disability” is an individual with a disability who with or without reasonable accommodations meets the essential eligibility requirements for the receipt of services or the participation in Programs or activities provided by the Program. Reasonable accommodations may include modifying rules, policies, or practices; the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services.

The Rutgers University-Camden AmeriCorps Program shall make reasonable accommodations in policies, practices, or procedures when the accommodations are necessary to avoid discrimination on the basis of disability, unless the Program can demonstrate that making the modifications would fundamentally alter the nature of the service, Program, or activity, and/or impose an “undue hardship.” A reasonable accommodation may include making facilities readily accessible to and usable by individuals with disabilities; job restructuring.

### ***AmeriCorps Member Time off Policy***

RU-C and the AmeriCorps program recognize the following federal Holidays:

**New Year’s Day  
Presidents Day Memorial Day Independence Day Labor Day  
Columbus Day Veterans Day Thanksgiving Day Christmas Day**

In addition to the dates noted above, RU-C may close on the days the district closes schools due to inclement weather at the discretion of the CEO. Members not serving in a school district should follow the same protocol of their service site. If traveling during inclement weather poses an issue to the member, you must use a personal day.

**Part Time Members do not receive vacation days but may work with their site supervisor to arrange make-up service activities to ensure they accumulate the necessary hours of service to fulfill their contract.**

**Please note that absences from Mandatory Events will be counted as a vacation or personal day.**

## ***Jury Duty***

AmeriCorps members must be allowed to serve on a jury without being penalized for doing so. During the time service members serve as jurors, they should continue to receive credit for their normal service hours, a living allowance, health care coverage and, if applicable, childcare coverage regardless of any reimbursements for incidental expenses received from the court.

## ***Performance Reviews***

In order to be eligible to serve an additional term of service and receive the Educational Award, a member must receive satisfactory performance reviews for any previous term of service. Any member's eligibility for an additional term of service with this Program will be based on at least mid-term and the end-of-term evaluation (please refer to the Midterm Evaluation Form and End-of-Term Evaluation Form appendices in this manual), for full- and half-time members, of the member's performance focusing on factors such as whether the member has:

1. Completed the required number of hours;
2. Satisfactorily completed assignments, tasks, or projects; and
3. Met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service.

However, the mere eligibility for an additional term of service does not guarantee selection or placement.

## ***Ending Your Term***

The steps for a member to end his/her service term are just as important as all the effort and work that led to the end of a successful term. However, a term is not considered complete until all relevant documentation is submitted.

Before the end of the AmeriCorps service term, members must complete the following:

1. Ensure that all service hours are entered and signed.
2. Meet with site supervisors to complete end of term evaluation (directly tied to Educational Award).
3. Complete Exit Form and Volunteer Interest Form.
4. Complete Exit Questionnaire typed and signed.
5. Full-Time Members must have an Exit interview.
6. Log onto My AmeriCorps account to complete required documents and to update contact information to help facilitate receiving the benefits of service.
7. Complete and submit all required Project Justifications.
8. Update email to personal email on Give Gab.



## ***Service Completion***

To successfully complete the term of service (as defined by the Program and consistent with regulations of the Corporation for National and Community Service) and to be eligible for the Education Award, a member must:

1. Complete at least the minimum number of hours
2. Satisfactorily complete pre-service training;
3. Complete the appropriate education/training that relates to the member's ability to perform service; and
4. Complete all required service reports in a timely manner, i.e., Project Justifications.
5. Complete all time sheets in a timely manner.

The Program Manager will conduct quarterly time audits via service log. If the member is not serving hours in accordance with the analysis log members will be required to complete a service completion plan outlining how they will complete their service hours by their end term.

## ***Release from Term of Service***

Any member will be either suspended or released for cause as outlined below, 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.

1. A member may be released for the following two reasons:
  - a. For cause
  - b. For compelling personal circumstances
2. The Program will release the member for cause for the following reasons:
  - a. The member has dropped out of the Program without obtaining a release for compelling personal circumstances from the appropriate Program official;
  - b. During the term of service, the member has been convicted of a violent felony or the sale or distribution of a controlled substance;
  - c. The member has committed a fourth offense;
  - d. The member has committed any of the offenses listed in this manual's prohibited activities, unacceptable conduct, or proscribed activities under the Drug Free Workplace Act;
  - e. Any other serious breach that in the judgment of the director of the Program would undermine the effectiveness of the Program.
3. The Program may release the member from the term of service for compelling personal circumstances if the member demonstrates that:
  - a. The member has a disability or serious illness that makes completing the term impossible;
  - b. There is a serious injury, illness, or death of a family member which makes completing the term unreasonably difficult or impossible for the member;
  - c. The member has Military service obligations;
  - d. The member has accepted an opportunity to make the transition from welfare to work; or

- e. 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.
4. Compelling personal circumstances do not include leaving the Program:
    - a. To enroll in school;
    - b. To obtain employment, other than in moving from welfare to work; or,
    - c. Because of dissatisfaction with the Program
  5. The Program may suspend the member's term of service for the following reasons:
    - a. During the term, the member requests a suspension based on compelling personal circumstances. 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.
    - b. 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).
    - c. 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).
  6. The Program may suspend the member's term of service for violating the rule of conduct provisions.
    - a. If the Program releases the member for cause or for compelling personal circumstance the member will cease to receive living allowance, healthcare, childcare and training.
    - b. 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.
  7. A term that ends early, either for cause or for compelling personal circumstances, is still considered a term and will still count as one of the 4 possible terms in AmeriCorps.

## ***Service Sites and Site Supervisors***

Service Sites serve as a host site for the Rutgers Camden Public Health AmeriCorps program. Members are placed at each service in accordance with the Memorandum of Agreement executed by both the RU-C and Service Site. Service Sites are required to cooperate with all AmeriCorps regulations at all times. Services Sites are required to provide adequate workspaces and equipment for members. Service Sites are also required to provide in-kind dedication of at least one employee as the Site Supervisor of the AmeriCorps member(s).

As a Site Supervisor, you are the member's first point of contact. Member spends the majority of their time under your supervision. It is imperative that Site Supervisors are invested in the growth of AmeriCorps members personally and professionally. Site Supervisors must exhibit patience and set clear expectations and boundaries for members. Supervisors will serve as a coach to members to assist them in their pursuit of professional development.

Each program is required to have a qualified Site Supervisor to provide members with regular and adequate oversight on a daily basis. It is also expected that each service site designates a proxy Site Supervisor in the event of the first supervisor's absence. Both the Site Supervisor and proxy will be expected to attend Site Supervisor Training.

### ***Site Supervisor Training & Meetings***

All Site Supervisors are required to attend Site Supervisor Training and Quarterly Meetings. In addition, at the discretion of the Program Manager the Site Supervisor will also be requested to attend alignment meetings to ensure alignment of program goals. The program will provide training at the start of the program year with Site Supervisors to inform stakeholders of the program's regulations and expectations. As such, Site Supervisors will be provided with a copy of the Member's Program Service Description and Non-Displacement/Non-Duplication regulation requirement during training conducted at the start of the Program year. Furthermore, all Site Supervisors will sign a copy of the document to certify their acknowledgement and understanding the Non-Displacement/Non-Duplication of employment regulation.

### ***Site Visits***

All Host Sites and Site Supervisors should be prepared for random Site Visits by the Rutgers Camden Public Health AmeriCorps Staff. Staff visits are conducted on a monthly to quarterly basis to ensure compliance with AmeriCorps regulations.

### ***Supervising Members***

Site Supervisors and Service Sites have a responsibility that all prohibited activities and regulations are adhered to at all times. (Please see page 24 for Prohibited Activities.) In addition, it also prohibited for members to supervise other members.

### **Non-Displacement/Non-Duplication Policy**

AmeriCorps Members play a distinctive role in the community of Perth Amboy and Middlesex County East. Our members provide support in the areas of healthy futures, economic opportunity, and capacity building. Members also play an integral role in assisting with community programs with the Rutgers University-Camden. The Program has been able to carry out such activities and functions due to the Program's well-defined roles.

As such, all AmeriCorps program staff and its affiliates (e.g., RU-C staff, Site Supervisors, and other affiliated staff) will be well-versed on the AmeriCorps Members' service description, prohibited activities and non-displacements/non-duplication of employment regulation.

### ***Identification as an AmeriCorps Program or Member***

Your program must identify participants as AmeriCorps members. We must use the AmeriCorps name and logo as follows:

- service gear
- press releases
- Attendance sheets
- Agendas
- flyers
- publications related to their AmeriCorps program and service
  - ❖ Including tools to document progress

Please place signs that include the AmeriCorps name and logo at your sites and may use the slogan "AmeriCorps Serving Here." AmeriCorps members should state they are AmeriCorps members during public speaking opportunities. Programs may not use or display the AmeriCorps name or logo in connection with any activity prohibited in these grant provisions.

### ***Training of the AmeriCorps***

Programs must have a plan to provide members with the training, skills, and knowledge they need to perform their tasks. It is expected that the Service Site dedicate the first week of the members service to training. 20% of member time is allocated for Training. The program will provide member training centered on the following areas:

1. Orientation
2. Citizenship Training
3. Life After AmeriCorps
4. Content Skills Training
5. Professional Development

Site Supervisors also should have a plan to train members on site processes, procedures, policies, and service roles. This training should be content skills and conducted before the member starts service to ensure successful service implementation. Site Supervisors and or members should inform the Program Manager via email, at least one work week prior to training. Programs must submit following documentation after training:

1. Original Sign in Sheet, with member signatures
2. Training Agenda
3. Handouts
4. Any additional materials

## ***OnCorps Service Log***

This time and attendance record is used to document member eligibility for in-service and post-service benefits. Time and attendance records must be signed and dated both by the member and his/her supervisor. This is an audit issue and tied to the Education Award. **Programs and sites MUST use the required NJ electronic time keeping system.**

Timesheets must be signed after service is done. Early signatures do not certify hours.

Order of Signatures:

1. Member every Saturday by 5pm
2. Site Supervisor every Tuesday by 5pm
3. Program Manager every Thursday by 5pm

Members cannot have more than one week without entering or serving hours unless it has been approved by the Program Manager and Site Supervisor. Site Supervisors should inform Program Manager immediately if a member does not report to their service site.

## ***Reporting***

Programs are required to document the service and activities of members as they make progress toward the goals. We must prove or document the success or challenges of the AmeriCorps member's service.

Programs are required to develop a system for collecting and organizing performance data on an ongoing basis. This information needs to be collected using branded tools- ONLY counting AMIEROCRPS impact.

Examples: Sign In, Pre-Survey, Post Survey

## ***Project Summaries***

The program allows for each member to be accountable for data collections. Members must submit all required documentation in a timely manner by their due dates (visit Project Summary section for members). Documentation is important, as it serves as written evidence and justification of the outcomes of members' service terms, as well as tracking tools for all that members do. Required documentation includes but is not limited to:

Project Summaries (submitted by members)

- a. Project Summary – submitted online by member
- b. Hard copy attendance sheets (should have AmeriCorps logo on it)
- c. Participant tracking sheet (electronic attendance, if applicable)

## ***MATCH Reports***

The Rutgers Camden Public Health AmeriCorps program is required to raise MATCH funds. We ask that sites assist in collecting expenses that benefit the Rutgers Camden Public Health AmeriCorps program. The MATCH Report is spreadsheet that tracks all expenses directly associated with an AmeriCorps Members including but not limited to:

1. Member Training
2. Office equipment used by members
3. Materials purchased for activities facilitated by members
4. Travel Reimbursements provided by service site

Sites are required to submit MATCH reports on a quarterly basis. See appendix and USB for all forms.

## ***Gift Card Reconciliation***

Effective September 3rd, 2016, when a gift card is purchased and will be used specifically for AmeriCorps MATCH Fund reporting, the following applies:

1. Gift card Reconciliation Form is required.
2. Please retain and submit all receipts associated to the gift card when submitting for a MATCH Fund Report.
3. If a gift card is given to a program constituent, the recipient must sign for the card.

## ***Performance Assessment***

In addition to a midterm and end term evaluation, members and sites should work congruently to track the member's progress and professional development. Site Supervisors are required to submit a Performance Assessment every quarter except for quarters where a midterm or end term evaluation is due.