

# Supplementary Policies

*Updated July 2020*

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## **1. Alternative Spring Break Protocol:**

The Corporation for National Service has developed some policies regarding AmeriCorps\*VISTA Members and ASB (or similar trips). **Effective April 1, 2010:**

- a) No international ASB plans will be approved.
- b) If a VISTA Member is going to be a part of an ASB trip, that trip must be within your state of service and focus on the same area as the VISTA's larger project. If the trip is not within your state of service, the VISTA Member must use personal leave time for the trip and all planning related to it.
- c) There must be a faculty member or other campus representative traveling with the group as a chaperone – under **no circumstances** may VISTAs act as chaperones or otherwise take responsibility for the group.

## **2. Member Relations Protocol:**

### **Member & Supervisor Coaching**

- a) During the AmeriCorps\*VISTA term of service, both CCNYPA\*VISTA Members and their Supervisors may receive coaching from the Program Manager(s) in the areas of project progress, work styles, and conflict resolution. All coaching and conversations between the CCNYPA\*VISTA or Supervisor and the AmeriCorps Program Manager(s) are confidential and information will only be divulged under the approval of the concerned party.
- b) In the case of conflict resolution, the Program Manager(s) will coach the CCNYPA\*VISTA or Supervisor in resolution strategies and understanding different work styles and recommend that the CCNYPA\*VISTA or Supervisor address the issue directly with the Supervisor or CCNYPA\*VISTA Member. If issues persist, the Program

Manager(s) is available for in-person mediated meetings with both the CCNYPA\*VISTA Member and Supervisor. Mediated meetings may be requested by the Supervisor or CCNYPA\*VISTA Member, but only after the issue has been addressed internally.

### **Member Resignation**

If a CCNYPA\*VISTA Member is considering early termination from their project, the following procedure must occur:

- a) Before a CCNYPA\*VISTA Member officially resigns, the member should meet with their Supervisor and discuss their interest in and reasons for their resignation. At that point, the CCNYPA Program Manager(s) should be contacted, so that a mediated meeting can be scheduled.
- b) After the mediated meeting, if the CCNYPA\*VISTA Member is still interested in resigning, the Future Plans Form must be completed in the MyAmeriCorps system by both the CCNYPA\*VISTA Member and the Supervisor. The Program Manager(s) will facilitate this process. The VISTA must also submit a resignation letter, which includes their last day of service and their forwarding address. Ideally, the CCNYPA\*VISTA's last day will be two weeks after the submission of the Future Plans Form.
- c) Any leave used after resignation is subject to approval.

*\*\*For more information on resignation policies, please see the VISTA Member Handbook.*

### **3. Supervision Protocol:**

AmeriCorps members are strictly prohibited from supervising other AmeriCorps members, including Education Award Only Program members. AmeriCorps\*VISTAs are also prohibited from providing direct and sole supervision to other volunteers (including, but not limited to students and community members), work-study students, and interns. CCNYPA AmeriCorps\*VISTAs may guide, mentor, and support other AmeriCorps members and volunteers in informal capacities.

### **4. Out-of-State Travel Protocol:**

Should the CCNYPA\*VISTA leave their State of Service (Pennsylvania or New York) for position-related travel, notify the Program Manager(s) with travel dates and purpose of travel. This information will then be communicated to the Corporation for National and Community Service Mid-Atlantic Regional Office.

### **5. CCNYPA-Sponsored Event Travel:**

For CCNYPA\*VISTA-Sponsored events such as retreats, regional meet-ups, and workshops, CCNYPA requires that VISTAs carpool whenever possible. CCNYPA will reimburse travel

to pre-approved/sponsored events. VISTAs who drive to the CCNYPA-sponsored events will be reimbursed at 40 cents per mile. To receive the reimbursement a Travel Reimbursement Form must be submitted with a Google Map detailing the journey, including any stops to pick up the VISTAs in the carpool, and list the names and institutions of all VISTA Members in the carpool.

#### **6. CCNYPA-Sponsored Event Mandatory Attendance:**

All VISTAs must sign-in at each CCNYPA\*VISTA-Sponsored event as documentation of attendance.

#### **7. Insurance and Driver's License:**

VISTAs who drive to CCNYPA\*VISTA-Sponsored events must have a valid Driver's License, Registration, and Insurance. CCNYPA is not liable if a VISTA does not keep such documentation up to date. VISTAs should follow all traffic laws and refrain from distracted driving such as texting while driving.

#### **8. Teleservice Protocol:**

Per the above Terms & Conditions, VISTAS cannot telecommute on a regular basis. This policy explains under what circumstances VISTAs may work from home, but consideration for telecommuting requests will be considered on a case by case basis. VISTAs requesting a telework arrangement under the auspices of reasonable accommodation are excluded from this policy as those requests are covered under other laws and policies.

### **CORONAVIRUS (COVID-19) FREQUENTLY ASKED QUESTIONS** **AmeriCorps VISTA Program Specific Questions** *Last update 5/20/2020*

#### **May AmeriCorps VISTA members tele-serve full time?**

Yes. At this time of the COVID-19 pandemic, CNCS has determined that providing VISTA members the option to tele-serve, up to and including full time, as needed, is necessary and appropriate support. Thus, until further notice from CNCS, AmeriCorps VISTA members may tele-serve, up to and including full time, as needed and until it is appropriate to return to site full time.

*\*\*For more COVID-19 updates on tele-service policy please go to [VISTACampus.gov](http://VISTACampus.gov)*

#### **Assumptions**

- a) A VISTA needs to know the organization & the people within the organization well, before they can develop it;

- b) A VISTA needs to know a community, live and work with the people in a community, before they can serve them well;
- c) A VISTA needs to prove themselves to a sponsor/supervisor as a reliable team member timely, motivated, professional, thorough, etc.;
- d) VISTA service is not a 9-5 job (with all the caveats one can add here, it is still not a 9-5 contracted, consultancy);
- e) The supervisor has a role as coach & mentor that goes beyond the responsibilities of a supervisor to an employee

Given the above, requests for episodic telecommuting can be considered if both the supervisor and State Office agree that all of the assumptions above have been fully satisfied. Additionally, the VISTA Assignment Description (VAD) must lend itself to teleservice in that tasks in the VAD allow for virtual (vs. actual) engagement. If all these conditions are met, a VISTA can do teleservice no more than two days per pay period.

To apply for an episodic teleservice arrangement, a member must

- a) Request a Teleservice Checklist form from the CCNYPA Program Manager(s);
- b) Complete the form and obtain the VISTA site supervisor's approval and signature;
- c) submit the form to the CCNYPA Program Manager(s).

The CNCS Regional Office must also approve the requested teleservice. A member cannot engage in teleservice unless the member gets the written approval of both the CCNYPA Program Manager(s) and the Corporation Regional Office. If the Regional office approves teleservice, the Teleservice Checklist must be maintained in the VISTA member's service file and in the project file at the Corporation Regional Office. At the discretion of the Corporation Regional Office, a teleservice arrangement for a member can be revoked at any time, without prior notice.

## **9. Outside Employment Policy:**

As of May 3, 2015, all prior AmeriCorps\*VISTA policies restricting VISTA Members and VISTA Leaders from holding outside employment unrelated to their assigned projects and VISTA Assignment Descriptions has been overturned. This means that VISTAs are now allowed to work for pay while they are serving as VISTAs. The purpose of this policy is to lift certain prior restrictions on VISTAs and VISTA Leaders holding outside employment that is unrelated to their assigned project and VISTA Assignment Description.

Three important conditions of this new policy:

a) Commitment to one's assigned project is the paramount focus of all AmeriCorps\*VISTA Members, regardless of whether a VISTA Member is working outside of their VISTA service assignment. Any outside employment must not conflict with the VISTA Member's training, service, or service hours as assigned by CNCS or the sponsor. To the maximum extent practicable, VISTA Members must remain available for service without regard to regular working hours. The VISTA project's needs supersede any requirements of outside employment.

b) If a VISTA pursues outside employment while in VISTA service, the VISTA is not, under any circumstances, permitted to be an employee of or contractor for the sponsor, sub-recipient, or other project-related organization to which the VISTA is assigned to serve. While in VISTA service, the VISTA may only accept outside employment for positions that:

- Are legal;
- Are part time;
- Do not conflict at all with the VISTA's service or service hours;
- Do not violate any applicable federal, state, and local laws and regulations; and
- Do not conflict with any AmeriCorps\*VISTA program requirements or policies.

c) Before accepting outside employment, the VISTA must speak with and obtain the written approval of their supervisor and of CCNYPA. To approve outside employment, their supervisor and CCNYPA must ensure there is no conflict between the employment and the VISTA's service or service hours.

To request approval, use the *Outside Employment Request Form*, found under VISTA Resources on [www.compactnypa.org](http://www.compactnypa.org)

*\*\*For more information, please see the VISTA Member Handbook.*