



California Energy Service Corps AmeriCorps Program Member Orientation Checklist

TOPIC	Member Initials
National Service Identity	<input type="checkbox"/> History of AmeriCorps <input type="checkbox"/> The AmeriCorps vision (how participants are part of something larger) & four AmeriCorps goals <input type="checkbox"/> AmeriCorps organization chart <input type="checkbox"/> Orientation PowerPoint presentation <input type="checkbox"/> Member pledge <input type="checkbox"/> Member Agreement
Term of Service	<input type="checkbox"/> Organization's Mission and History (i.e. CCC, LACC, or CCLB) <input type="checkbox"/> CESC program goals <input type="checkbox"/> AmeriCorps - minimum 900 hours or 1700 hours (depending on term) <input type="checkbox"/> Basic 40-hour/week schedule (additional hours maybe required) <input type="checkbox"/> Corps education policies (if applicable) <input type="checkbox"/> National Days of Service
Eligibility	<input type="checkbox"/> Proof of citizenship <input type="checkbox"/> Age requirement <input type="checkbox"/> High school diploma or equivalent or agreement to obtain one. <input type="checkbox"/> National Sex Offender Registry check, a State of California (& state of residence if different) criminal records check, & FBI fingerprint check.
Benefits	<p><i>Stipend</i></p> <input type="checkbox"/> Stipend paid once a month <input type="checkbox"/> AmeriCorps – Amount <input type="checkbox"/> Deductions include federal tax, L&I for injury while on project, Social Security, & Medicare <input type="checkbox"/> Deductions may include child support payments if applicable <input type="checkbox"/> State assistance & food stamps may be affected by your stipend; contact your case worker for more information <input type="checkbox"/> Housing received under HUD will not affect stipend
<i>Medical & L&I</i>	<p>AmeriCorps Members' Coverage Only:</p> <input type="checkbox"/> Terms of medical coverage <input type="checkbox"/> Eligible from first day of service; coverage ends on midnight of last day of service <input type="checkbox"/> Policy information booklets & medical card available soon after enrollment <input type="checkbox"/> Our program pays premiums for medical insurance <p>L&I (Workers Compensation)</p> <input type="checkbox"/> 1. Coverage & claims <input type="checkbox"/> 2. Ensure member knows that Employment Security is the "Employer" &

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	<p>“AmeriCorps Volunteer” is the job title. Submit written claim report to the program for processing.</p> <p>___ CCC only - Employee Assistance Program</p>
<i>Member Development</i>	<p>___ Corps Training: AmeriCorps affiliation & program orientation; effective communication; civic engagement; Life after AmeriCorps; cultural diversity; leadership training, etc.</p> <p>___ Project-specific training; weatherization training</p> <p>___ Performance evaluations required</p>
<i>Child Care</i>	<p>___ May be eligible to receive child care benefits</p> <p>___ Part-time members eligible for child care because are part-time members work in a full-time capacity</p> <p>___ Distribute child care forms to those interested</p> <p>___ GAP Solutions http://americorpschildcare.com/</p>
<i>Post-Service Benefit (Educational Award)</i>	<p>___ Education award – Member must successfully complete term of service (serve through to the project end date; achieve required hours of service; complete final reflection)</p> <p>___ May be used to repay qualified student loans, pay cost of attending qualified institutions of higher education, or pay current expenses while participating in approved school-to-work program</p> <p>___ May be eligible to receive loan forbearance on existing student loan & possibly have interest paid while enrolled in AmeriCorps by the Corporation (obtain forbearance from loan institution)</p> <p>___ Members who do not have a GED or high school diploma are not eligible to receive an education award until they complete their high school education</p> <ul style="list-style-type: none"> • Member has seven years to obtain GED or equivalent • Assistance in obtaining GED or equivalent is available <p>___ Further educational award information available at http://americorps.gov</p> <p>___ CCC Scholarship information</p>
Leave Policy	<p>AmeriCorps Members:</p> <p>___ Explain importance of attendance</p> <p>___ Living allowance not tied to hourly wage; members not entitled to formal vacation time, compensatory time, or sick leave</p> <p>___ Required to notify supervisor of any absence</p> <p>___ Approved Absences</p> <ul style="list-style-type: none"> • Must have prior approval by supervisor • Member will receive stipend for time away if approved • Hours away from project while on excused absence do not count toward post-service benefit award <p>___ Unexcused Absences</p> <ul style="list-style-type: none"> • Fine for AWOL • Unexcused absences may result in termination from the project <p>___ Disciplinary Suspension – No service hours credited or living allowance paid</p>

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	<input type="checkbox"/> Holidays – List approved holidays <input type="checkbox"/> Military Leave <input type="checkbox"/> Jury Duty – Will earn service hours & receive living allowance
Prohibited Activities During Service Hours	Refer to Member Agreement for full listing, which includes: <input type="checkbox"/> Lobbying – Partisan political activities <input type="checkbox"/> Activities of religious nature <input type="checkbox"/> Voter registration <input type="checkbox"/> Union/labor organization
Program Policies	Refer to Member Handbook for all program policies, including: <input type="checkbox"/> Uniform <input type="checkbox"/> Progressive Discipline <input type="checkbox"/> Drug-Free Workplace Act <input type="checkbox"/> Non-discrimination policies <input type="checkbox"/> Suspension & termination from service <input type="checkbox"/> CCC Policies – Violence in the Workplace, Respect, Sexual Harassment, Fraternalization, Nepotism, IIPP, Alcohol & Drug, Cultural Diversity etc.
Member Grievance Policy & Procedures	Refer to Member Agreement & Handbook for complete information. Review Process: <input type="checkbox"/> Try to resolve with supervisor <input type="checkbox"/> Informal process with our program <input type="checkbox"/> Formal grievance with our program director <input type="checkbox"/> If not resolved, there are AmeriCorps procedures
Energy Service Partner/Project Orientation	<input type="checkbox"/> CESC project goals & performance measurements <input type="checkbox"/> Rights & responsibilities <input type="checkbox"/> Code of Conduct <input type="checkbox"/> Key staff and service site diagram <input type="checkbox"/> Training plan

I, _____ (*please print name*), hereby acknowledge by my signature that I have completed the above components of the California Energy Service Corps AmeriCorps Program Member Orientation.

Member Signature

Date

Staff Signature

Date