



Corps Member Handbook

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AmeriCorps

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What is the Vermont Youth Conservation Corps?

Mission

Take action and build community by working and learning together with the land

Program Principles

- Safety and Health: Foster a safe working and living environment.
- Support: Have care for self and others.
- Community: Create a culture of belonging.
- Grit and Resiliency: Lean into challenge and learn from failure.
- Accountability: Be accountable to yourself and your crew.
- Professionalism: Have pride in your work and model professionalism.

History

Please see the VYCC history here: <https://www.vycc.org/about/history/>

VYCC Staff Overview

Corps member is an inclusive term we use for both leaders and members.

Day Crews are not with their crews evenings or weekends, and they do not camp at their project site.

Camping Crews are with their crews evenings and weekends and they camp together at their project site.

Crew Members are members on a crew. They engage in hands-on projects, working as a team, with support from Crew Leaders and VYCC staff.

Youth Crew Members are 15 – 17 years old.

AmeriCorps Crew Members are at least 17 years old.

Crew Leaders are experienced leaders, facilitators, project managers, and community builders. They are responsible for creating a safe, inclusive, supportive, and productive crew.

Peer Crews offer leadership development opportunities for young adults with previous Crew Member experience. Peer Crews Leaders share leadership responsibilities at work and at camp.

Pro Crews work within a specific field, such as forestry, carpentry, or trail assessment, on projects that are more challenging and require advanced skills.

Farm Leaders are experienced leaders, facilitators, project managers, and community builders. They are responsible for creating a safe, inclusive, supportive, and productive crew. Some Farm Leaders are focused on farm production, food distribution, and food and nutrition.

Field Supervisors mentor and support Crew Leaders and Members. They support corps members in skill development, problem solving, and project completion.

Headquarters (HQ) Staff are full time staff who support Crew Leaders and Members. Visit our website to learn more about each staff member at <http://www.vycc.org/about/our-team/>

The Board of Directors is the governing body of the Vermont Youth Conservation Corps. The Board coordinates, communicates, and sets up working and legal agreements, broadly oversees fiscal management, and helps to further VYCC's mission.

VYCC Programs

The VYCC is composed of two programs, the **Conservation Program** and the **Food and Farm Program**.

Conservation Program

VYCC's Conservation Program engages young people in hands-on projects that benefit Vermont's environment and communities. Corps Members work outdoors to improve access to recreation, and make forests, wildlife habitats, and watersheds healthier. They work with stone, wood, and earth to build trails, maintain park buildings, plant trees, and cut timber. Through training and practice, Members become familiar with hand tools and power tools like pick mattocks, rock bars, circular saws, and chainsaws, while gaining skills, experience, and credentials. VYCC offers a variety of crews that meet each Member's level of experience and desired challenge.

Food and Farm Program

VYCC's Food and Farm Program is a youth development, diversified agriculture and food security initiative. We believe in the power that food has to connect us with the land, our community, and each other.

On the farm, young people engage in organic farming and culinary education. The produce grown by Corps Members is distributed to more than 400 families through the Health Care Share project-- a public health initiative that connects Vermont families to locally-grown produce through their medical provider. Patients who may have diet-related illness or have barriers to accessing fresh produce receive a weekly share of fresh food. We also raise laying hens for eggs, pigs for meat, and additional vegetables, flowers, and herbs that we sell through our vibrant, on-site farm stand.

In addition to the work Corps Members do in the farm fields, they also spend time in the kitchen learning cooking skills. Working with the food they've grown, they explore different recipes and help prepare a daily lunch that is served to all farm crews, connecting the work in the fields to the food on their plates.

VYCC AmeriCorps Program

AmeriCorps is a national service program whose mission is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. By engaging more than 75,000 young people each year, AmeriCorps members make a positive impact on communities throughout the US. VYCC works in partnership SerVermont, Vermont's State Service Commission, and The Corps Network (TCN).

Camping Crew Experience

Camping crews live and work outdoors for the duration of their VYCC participation. During the day, crews work at project sites and, during nights and weekends, are based out of campsites. Weekends include trips into town to resupply on groceries, do laundry, visit a museum, or go for a hike.

Day Crew Experience

Day Crews work during the day, Monday through Thursday or Friday, at project sites and return home in the evening. The crews meet in the mornings and, if needed, travel together to project sites. Farm Day Crews work on the Farm at VYCC located in Richmond.

Enrichment

Personal and professional growth is an important part of the VYCC experience. Learning and growth happens through the work, in finding a creative solution to a problem or figuring out how to work effectively as a team. We also provide time and space for learning that allows Corps Members to reflect on not just the work but the job, themselves, and their community.

As such, all crews participate in several hours of education, and training per week. This can take on a variety of forms, including presentations from Project Sponsors or HQ staff, technical skill training, personal skill building, and other types of thoughtful enrichment throughout the season. For AmeriCorps Members, these hours will count towards their service hours and their Education Award.

Receiving College Credit

All VYCC Crew Leaders are eligible for up to 12 free credits through the Community College of Vermont after successfully completing VYCC's Crew Leader training and the field season. Credits will be awarded after completion of the season and no additional work is required other than the tasks described in the VYCC position description for Leaders. Again, these credits are free of charge.

Weekends and Break Weeks

Our Facilities

Our headquarters is an active office during the week, and at times a public event venue. There is often access to showers and device charging, but there is no laundry available onsite. Storage for personal belongings is very limited and we cannot guarantee secure, water/animal proof spaces. If you have a car, parking is available on campus.

Camping Crews

On weekends, crews decide together what activities they are interested in. This might include: getting groceries, going to a farmer's market, hiking, visiting a museum, doing laundry, or tidying up camp. All VYCC policies and principles apply on weekends and evenings.

During break week, the period between sessions and hitches, most Corps Members leave VYCC for any number of reasons (visiting friends and family, traveling around Vermont, resting and recharging). VYCC policies do not apply as long as they are not staying on the VYCC Campus. Members may choose to stay at the

VYCC Campus, but we highly recommend that members leave during their break week. Housing is limited to camping in 3-sided lean-tos with limited or non-existent amenities, as there will be times where there is no access to indoor facilities. If a Corps Member does choose to stay on the VYCC Campus during break week, all VYCC policies and principles apply.

At the end of break week, members are expected to arrive back at the VYCC Campus promptly at the agreed upon time before the next session or hitch.

Day Crews

Day Crew Members are responsible for arriving at the designated meetup location at 8:00 AM and end the day at 4:30 PM. Exceptions outside these hours may occur. Transportation is available to and from the Richmond Park and Ride for crews based in Richmond. Day Crew Members have evenings and weekends off. Exceptions to this schedule occur during the season and include the following events: Member Trainings/Orientations, Crew Engagement Events, and Closure Events.

Communication

VYCC recognizes that screens have become a part of our everyday life. We also recognize that the VYCC experience is centered on face-to-face community building, hands-on work, and engaging with the natural world. Balancing time on screens with time in-person in the field is meant to enhance the VYCC experience. .

Cell Phone Practices

Day Crew Members will keep their phones out of sight (preferably in backpacks) during the work day. If a Crew Member needs to use their phone during the work day, they must check with their Crew Leader regarding the best time/place for that use to occur.

Camping Crew Members will keep their phones out of sight (either at camp or in a backpack) during the work day. It is also preferred to keep phone usage to a minimum at camp to stay present and engaged with your crew. Many camp or work locations may not have cell phone signal, so members should not plan to be able to reach friends or family during the work week. Additionally, VYCC cannot guarantee that your phone will stay safe or dry while in the field.

Every Camping Crew is equipped with communication devices, which is used when there is no cell service. HQ staff know the best way to get in touch with each crew and, in the event of an emergency, have multiple methods of communicating with a crew.

Friends and family who would like to communicate with a Crew Member in the field are asked to contact VYCC and we can figure out the best way to contact the crew. Friends and family are encouraged to send letters and mail to Corps Members on Camping Crews. Please consider that packages need to be transported to a project or camp site by hand so it may not be possible to transport a heavy, large package. Mail is delivered on average once a week to the crew. All mailed items must include the Crew Member's name.

Packages and letters can be sent to this address:

Crew Member Name

Crew Name

c/o VYCC

1949 East Main Street

Richmond, VT 05477

Visitors

Conservation Camping Crews

Personal visitors, like friends and family, are discouraged during VYCC programming and require prior approval from the VYCC Program Director. No personal visitors are permitted at VYCC campsites. Personal Visitors distract from community building and create inequities among the crew. The best time to visit with friends and family is during official time off. Please talk with your supervisor for more information on visitors.

Day Crews

Day Crews host community events. These typically happen once per crew, per season and they are a great way to share a VYCC experience with friends and family.

VYCC Dismissal Policies

VYCC's Dismissal Policies have been created to keep crews safe, happy, and healthy. They are the result of decades of feedback from Crew Members, Crew Leaders, project sponsors, community members, and HQ staff.

Dismissal Policies: Behavior that results in disciplinary action up to and including dismissal

- Physical/emotional violence or threats of violence to others
- Harassing behavior based on protected status
- Physical intimacy with another Corps Member while engaged in VYCC programming
- Possession, use or suspicion of use of alcohol, nicotine, or federally illegal drugs on a VYCC job or program site

All policies and principles apply to all members of the VYCC community.

Assessment and Improvement Plan

Dismissal Policies are a tool to address any activity or behavior that severely jeopardize the health and safety of Corps Members and are, therefore, grounds for immediate dismissal. VYCC takes these policies seriously and will investigate any reports of Dismissal Policy violations.

Principles, and Practices serve as guidelines, helping crews establish a safe and healthy culture that reflects VYCC, crew, and individual values. If a Crew Member is struggling with behavior that is detracting from general crew health, they have opportunities to correct their behavior by sitting down with their Leaders and co-creating an Assessment and Improvement Plan (AIP).

If an AIP is required, Corps Members will document the specific broken principle or practice, the behavior that needs to change, how the changes will be measured, when the changes need to occur, and what resources either the Crew Member or Leader need. A pattern of principle or practice violations can lead to a dismissal.

Health & Vaccinations

VYCC Employee Vaccination Requirement Policy

VYCC highly encourages all staff and Corps Members to get vaccinated against COVID-19. The CDC defines vaccinated as having received two doses of the Pfizer/Moderna vaccine or one dose of the J&J vaccine. The CDC also recommends boosters for “best protection;” however, the timing of boosters is highly dependent on previous infection and level of risk.

In addition to vaccine recommendations, VYCC has a number of other tools that can be used to keep staff and Corps Members safe and healthy. Masking, proper hygiene, improved ventilation and air flow, testing, and isolating/staying home when you are sick are equally important tools in limiting the spread of COVID-19.

Prohibited Activities

Due to the non-profit status and public support of the VYCC and VYCC programs, certain activities are prohibited as they could jeopardize our non-profit status or public funding sources.

Employees and Corps Members are restricted from certain political activities while performing any duties which are funded by AmeriCorps or other federal grants. For a list of activities, please visit https://www.nationalservice.gov/sites/default/files/documents/acprohibited_activities.pdf

VYCC Organizational Policies

These are policies and procedures taken from the “VYCC Employee Handbook.” All employees of VYCC must receive these policies, read through them and abide by them. Please contact the VYCC Administrative Manager if you would like a copy of the VYCC Employee Handbook or if you have further questions.

Equal Employment Opportunity

VYCC is committed to being an organization that is inclusive and welcoming for all employees, volunteers, and community members. VYCC is proud to be an equal opportunity employer. VYCC strives to cultivate a work environment that encourages fairness, teamwork, and respect among all staff members. It is firmly committed to maintaining a work atmosphere in which people of diverse backgrounds and lifestyles may grow personally and professionally.

VYCC complies with the requirements of applicable Federal and State laws in providing equal employment opportunities including, but not limited to, recruitment, selection, training, promotion, compensation, benefits, termination, and other terms and conditions of employment.

Americans with Disabilities Act (ADA)

As required by State and Federal laws, VYCC will provide reasonable accommodation for a qualified individual with a disability unless such accommodation creates an undue hardship for VYCC. Employees' questions or concerns should be referred to the Administrative Department and/or the Chief Finance Officer.

Workplace Harassment

VYCC is firmly committed to prohibiting unlawful discrimination throughout the employment process against individuals because of race, color, sex, sexual orientation, gender identity, age, religion, national origin, ancestry, place of birth, disability, health coverage status, genetic information, including traits for sickle cell or hemoglobin C, HIV status, veteran or military status or any other legally protected status. All employees are entitled to a workplace free of discrimination, including harassment based on any of the above factors. We will not tolerate such conduct at the workplace. If an employee believes that they have been subjected to unlawful discrimination or harassment, the reporting procedure outlined below for complaints of sexual harassment should be followed. Harassment is generally defined as any behavior that is: offensive, threatening, demeaning, belittling, hurtful, or embarrassing.

Sexual Harassment

VYCC prohibits sexual harassment of its employees. Sexual harassment is unlawful under state and federal statute. We are committed to providing workplaces free from this unlawful conduct.

Definition of "Sexual Harassment"

Sexual harassment is a form of sex discrimination and means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to that conduct is made either explicitly or implicitly a term or condition of employment; or 2. submission to or rejection of such conduct by an individual is used as a component of the basis for employment decisions affecting that individual; or 3. the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples of sexual harassment may include, but are not limited to the following, when such acts or behavior come within one of the above definitions:

- either explicitly or implicitly conditioning any term of employment (e.g. continued employment, wages, evaluation, advancement, assigned duties or shifts) on the provision of sexual favors;
- touching or grabbing a sexual part of a person's body;
- touching or grabbing any part of a person's body after that person has indicated, or it is known, that such physical contact was unwelcome;
- continuing to ask a person to socialize on or off-duty when that person has indicated they are not interested;

- displaying or transmitting sexually suggestive pictures, objects, cartoons, or posters if it is known or should be known that the behavior is unwelcome;
- continuing to write sexually suggestive notes or letters if it is known or should be known that the person does not welcome such behavior;
- regularly telling sexual jokes or using sexually vulgar or explicit language in the presence of a person if it is known or should be known that the person does not welcome such behavior;
- referring to or calling a person a sexualized name if it is known or should be known that the person does not welcome such behavior;
- retaliating for complaining about sexual harassment;
- retaliation of any kind for having filed or supported a complaint of sexual harassment (e.g. ostracizing the person, pressuring the person to drop or not support the complaint, adversely altering that person's duties or work environment, etc.);
- derogatory or provoking remarks about or relating to an person's sex or sexual orientation;
- harassing acts or behavior directed against a person on the basis of their sex or sexual orientation;
- off-duty conduct which falls within the above definition and affects the work environment.

Retaliation against an employee for reporting sexual harassment or for cooperating in an investigation of a complaint of sexual harassment is unlawful and will not be tolerated. It shall be a violation of this policy for any employee who learns of the investigation or complaint to take any retaliatory action which affects the working environment of any person involved in the complaint or investigation. Employees who believe they are being retaliated against should follow the complaint procedure outlined below.

Harassment Complaint Procedure

VYCC is committed to taking action, and is required by law to take action, when it learns of potential sexual harassment or workplace harassment. VYCC is required by law to take action if it learns of potential sexual harassment, even if the aggrieved person does not wish to formally file a complaint. Any employee who feels that they have been the victim of, or have been made privy to knowledge of sexual harassment or workplace harassment, should communicate with a Supervisor immediately.

Care will be taken to protect the identity of the person with the complaint, as well as the accused party or parties, except as may be reasonably necessary to successfully complete an investigation. It shall be a violation of this policy for any person who learns of an investigation or complaint to take any retaliatory action which affects the working environment of any person involved in this investigation. If the allegation of sexual harassment is found to be credible, VYCC will take appropriate corrective action.

VYCC will inform the complaining person and the accused person of the results of the investigation and what actions will be taken to ensure that the harassment will cease and that no retaliation will occur. Any employee, supervisor, or outside party found by the employer to have committed harassment will be subject to sanctions appropriate to the circumstances, ranging from a verbal warning up to and including dismissal. If the allegation is not found to be credible, the person with the complaint and the accused person shall be so informed, with appropriate instruction provided to each, including the right of the complainant to contact any of the state or federal agencies identified in this policy.

What you should do if you believe you have been harassed

If the person subjected to the harassment does not wish to communicate directly with the alleged harasser or harassers, or if direct communication has been ineffective, then the person with the complaint is encouraged to report the situation as soon as possible to their Supervisor, or to the following people.

- Breck Knauft, Co-Executive Director, 802-598-6386 breck.knauft@vycc.org
- Leah Mital, Co-Executive Director, 802-238-8679, leah.mital@vycc.org
- Ben Eastman, VYCC Board of Directors, Chair , 802-363-3056 , ben.eastman@vycc.org
- Wendy Nunez, VYCC Board of Directors, Vice Chair, 802-999-5504, wnunez@cipvt.com

Although employees are encouraged to file their complaint of sexual harassment through the aforementioned complaint procedure, the following agencies also process complaints of sexual harassment:

Vermont Attorney General's Office, Civil Rights Unit, 109 State Street, Montpelier, VT 05602, tel: (802) 828-3171 (voice/TDD).

Equal Employment Opportunity Commission, John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203, tel: (800) 669-4000 (voice), (800) 669-6820 (TDD).

Vermont Human Rights Commission, 14-16 Baldwin Street Montpelier, VT 05633-6301, email: human.rights@vermont.gov, tel: 1-800-416-2010 (Toll-Free VT) or 1-802-828-1625 (voice), (Only if you are employed by the State of Vermont). Complaints must be filed within 360 days of the adverse action.

Harassment by Non-Employees

Any harassing or otherwise discriminatory behavior by customers, vendors, or any other third parties should be reported to the VYCC Administrative Manager as soon as possible so that appropriate corrective action may be taken.

Confidentiality

All staff must maintain the strictest levels of confidentiality concerning sensitive or confidential information learned via any participant's application, medical form, or private conversations. Only a valid concern for the health and safety of an individual or group would be considered an acceptable reason for sharing such confidential information.

Mandatory Reporting

All VYCC Employees who are over the age of eighteen (18) are Mandated Reporters. If any VYCC employee or member is over eighteen (18), they are required by law to report suspected child abuse or neglect to the Vermont Department of Children & Families (DCF) within twenty-four (24) hours. Mandated Reporter obligations cannot be delegated to another VYCC employee or member. Any VYCC employee or member who qualifies as a mandated reporter is required to make the report. Supervisors must be notified immediately of any and all reports made to DCF. It is VYCC's policy to cooperate with investigative bodies during any

investigation regarding suspected abuse or neglect within the limits of the law, VYCC policy, and according to VYCC's legal counsel. VYCC also reserves the right to conduct an internal investigation in conjunction with investigative agencies.

Open-Door Policy

VYCC believes that staff concerns are best addressed through informal and open communication among all levels of management. Our open-door policy encourages productive and positive relationships within the organization. All employees are encouraged to express their opinions, concerns, and suggestions regarding the workplace directly to their supervisor or any member of the VYCC Staff whom they feel can help them. VYCC is eager to assist in the resolution of employee concerns, and to consider ideas for making our organization even better.

VYCC will attempt to keep all such expressions of concern, any required investigation, and the terms of resolution confidential. In the course of investigating and resolving concerns, however, some dissemination of information to others may be appropriate. No staff member will be disciplined or otherwise penalized for raising a concern in good faith.

Whistleblower Policy

VYCC requires directors, officers and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees and representatives of VYCC must practice honesty and integrity in fulfilling their responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns internally so that VYCC can address and correct inappropriate conduct and actions. It is the responsibility of all board members, officers, employees and volunteers to report concerns about violations of VYCC's code of ethics or suspected violations of law or regulations that govern VYCC's operations.

No Retaliation

It is contrary to the values of VYCC for anyone to retaliate against any board member, officer, employee, or volunteer who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of VYCC. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

Compliance

The Executive Director is responsible for ensuring that all complaints about unethical or illegal conduct are investigated and resolved. The Executive Director will advise the Board of Directors of all complaints and their resolution and will report at least annually to the Finance Committee on compliance activity relating to accounting or alleged financial improprieties.

Accounting and Auditing Matters

The Executive Director shall immediately notify the Finance Committee of any concerns or complaint regarding corporate accounting practices, internal controls or auditing and work with the committee until the matter is resolved.

Acting in Good Faith

Anyone filing a written complaint concerning a violation or suspected violation must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation. Whenever possible the anonymity of the complainant will be maintained.

Handling of Reported Violations

The Executive Director will notify the person who submitted a complaint and acknowledge receipt of the reported violation or suspected violation. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. If the person filing the complaint is not notified that the complaint was received by the Executive Director, that complaint should be filed a second time directly with the President of the Board.

Worker's Compensation Insurance

All staff members are protected by our worker's compensation insurance policy while employed at the VYCC. The policy is available at no cost to the employee and covers injury or illness arising or resulting from legitimate work activities. By law, VYCC is required to report injuries covered under worker's compensation within forty-eight (48) hours. An on-the-job injury must be reported to a supervisor or the Administration Manager immediately. The supervisor is responsible for ensuring the proper completion, submission, and reporting of an Incident Report.

A leave of absence due to a disabling work-related illness or injury will run concurrently with leave to which the employee may be entitled under the Family and Medical Leave Act (FMLA) and the Vermont Parental and Family Leave Act (VPFLA). VYCC will follow the provisions of all applicable laws governing leave.

Complete information about worker's compensation and on-the-job illnesses or injuries is available from the Administration Manager and/or the Chief Financial Officer.

Ownership, Confidentiality and Access of Electronic Mail, Voice Mail, and Computer Files

VYCC owns the rights to all data and files in any computer, network, or other information system used in the organization. VYCC reserves the right to monitor computer and e-mail usage, both as it occurs and in the form of account histories and their content. VYCC has the right to inspect any and all files stored in any areas of the

network or on any types of computer storage media in order to assure compliance with this policy and state and federal laws. The organization will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual computer and e-mail activities. VYCC also reserves the right to monitor electronic mail messages and their content. Be aware that the electronic mail messages sent and received using organizational equipment are not private and are subject to viewing, downloading, inspection, release, and archiving. It is a violation of VYCC policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others. Violators will be subject to disciplinary action, up to and including immediate termination.

Social Media

This policy governs the publication of and commentary on social media by employees of the VYCC. For the purposes of this policy, social media means any facility for online publication and commentary, including without limitation blogs, wiki's, social networking sites such as Facebook, LinkedIn, Twitter, Instagram, Tik Tok, Flickr, and YouTube. This policy is in addition to and complements any existing or future policies regarding the use of technology, computers, e-mail and the internet. VYCC employees are free to publish or comment via social media in accordance with this policy.

We encourage everyone to be themselves, but only if done so respectfully. This includes not only the obvious (no ethnic slurs, offensive comments, defamatory comments, personal insults, obscenity, etc.) but also proper consideration of privacy and of topics that may be considered objectionable or inflammatory. Corps Members should use their best judgment and be sure to make it clear that the views and opinions expressed by them are that individual's alone and do not represent VYCC.

Speaking to the Media

Please refer all inquiries from reporters for the media to the supervisor. It is the VYCC's goal to give the press clear, consistent, and up-to-date information about the organization and its programs. Because information about activities changes often, it is especially important not to give the press information that is inaccurate or misleading.

Compensation and Payroll

The VYCC work week is Saturday through Friday. VYCC payroll is bi-weekly, paid every other Friday. Employees and Corps Members are paid for work completed through the previous Friday. VYCC will withhold federal, state, and local taxes, as required by law, as well as the required FICA (Social Security) and Medicare payments from a paycheck.

If any employee has a question about their paycheck, the employee should report the concern to payroll immediately so that compliance with the law can be assured. VYCC will investigate the problem within two weeks and will promptly make any appropriate corrections.

Direct Deposit

Payments will be electronically deposited directly into one or more checking or savings accounts designated by each employee. Accounts must be established with financial institutions, such as banks or credit unions that support direct deposit. Pay stubs will be issued electronically to all employees with direct deposit, seasonal members, and staff.

Temporary exceptions to this policy may be made for new hires, to provide adequate time to set up a direct deposit account. Exceptions may also be made for employees who provide evidence that they cannot obtain an account at a financial institution offering direct deposit.

NOTE: It is each employee's responsibility to review their payroll stub for accuracy of personal information and payment information. Employees must immediately notify the Finance Department if there has been an overpayment of wages. Employees are not entitled to keep wage overpayments and VYCC may recoup overpaid amounts from future payments.

NOTE: Employees must notify the Finance Department when there is any change to bank accounts that affect direct deposit.

Crew Leader and Member Compensation

Living Allowance

AmeriCorps Members and Leaders receive a taxable weekly living allowance as outlined in their Offer Letter. The living allowance is paid on the same bi-weekly basis as stated above.

Stipend

Stipend or Non-AmeriCorps Crew Members and Leaders are paid a weekly stipend, an amount that depends on their crew type and days/week worked. All details of the stipend and bonuses will be outlined in their offer letter given at the time of hire.

AmeriCorps Education Award and Reaching Service Hours

Please reference the Member Service Agreement.

Personal Leave Policy

VYCC offers Crew Leaders and Members personal leave time. This time varies depending on the position. Please see the field manual for a detailed explanation of personal leave.

AmeriCorps members and leaders are responsible for completing their AmeriCorps hours by the end of their term of service in order to receive their Education Award successfully. For more information about organizing a plan to "make-up" hours due to personal, medical or emergency leave, AmeriCorps members may contact the Program Services Administrator.

Holidays

Conservation Crew Members are expected to work their normal weekly schedule for all holidays including Independence Day and Labor Day.

Jury, Military, Citizen Duties

Leave time for jury, military, and other civil duties (such as voting) will be considered on a case by case basis in accordance with VYCC and AmeriCorps policy. If there are any questions pertaining to any of these situations, consult with the Crew Leaders or supervisor.

AmeriCorps Voluntary Resignation or Termination

Any AmeriCorps Member who resigns or is terminated from the program before the completion of their service term without obtaining a release for 'compelling personal circumstances,' is considered released for cause or quit and will not be eligible for any portion of their education award or interest accrual payments. Loan forbearance and health insurance will be discontinued. Members are not eligible for unemployment benefits.

Statement of Participation

Participation with the VYCC is temporary and, is expected to last a specified amount of time stated in the Offer Letter. Participation in the Vermont Youth Conservation Corps depends on timely and continued funding of VYCC, as well as compliance with the reasonable and valid policies, and conditions of participation as described in this manual. Corps Members are responsible for keeping VYCC informed of changes in their enrollment status, address, or any other conditions that affect their ability to participate in the VYCC.

Recognition of Receipt of the Corps Member Handbook

By signing this document, you are recognizing you have received this manual and read all the policies therein.

Printed Name

Date

Signature