



Conservation Corps New Mexico Individual Placement Program Member Orientation



Engaging future leaders who protect, restore, and enhance our nation's lands through community-based service.

Joy Hernandez,

Individual Placements Program Director

What I Do:

- Program outreach & new partner development
- Works with Corps Director on new agreements or modifications
- Acts as a support system for both Partners and Members
- Track program expenses and budget
- Supervises IP Coordinators

Contact:

Phone: 575-495-6324

E-Mail: jhernandez@conservationlegacy.org

**save contact info for future reference!*



SamJean Simmons,

Individual Placements Coordinator

What I Do:

- Develop position descriptions & conduct interviews
- Onboarding paperwork & background checks
- Keeps up with timesheets, reports, and evaluations
- Acts as a support system and mentor for both Supervisor and Interns

Mail to:
560 N 17th st.
Las Cruces, NM 88005

Contact:

Phone: 575-202-4203

E-Mail: ssimmons@conservationlegacy.org

****save contact info for future reference!***





Meet the Conservation Legacy Community

Conservation Corps New Mexico (CCNM) is a local, non-profit organization with the main office located in Las Cruces, NM. CCNM is an AmeriCorps affiliated national service program, offering service opportunities through Adult Conservation Crews (ages 18–26), Youth Conservation Crews (ages 15–18), Veteran Fire Corps (ages 18–35) and Individual Placement internships (ages 18+).

Thats us!



Member Benefits



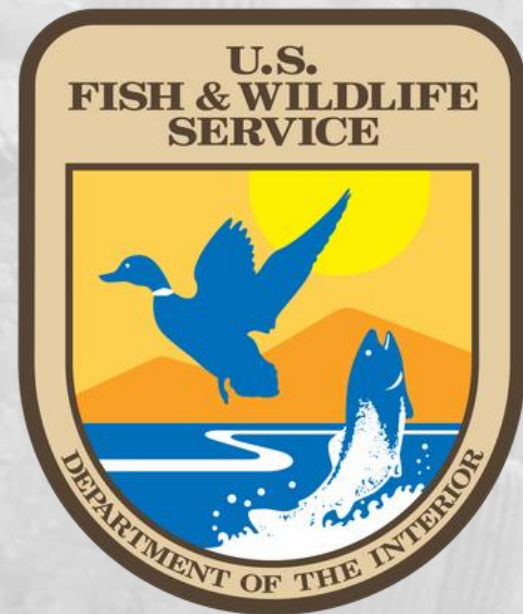
- **Professional development** and hands-on experience with environmental and conservation projects.
- Opportunity to gain skills that these partners are looking for in employment.
- Chance to network within your partner agency.

AmeriCorps Education Award

*awarded after successful completion of the program/term. Awards are taxed when you use them.

Weekly living allowance/stipend

*paid bi-weekly via direct deposit



First Day!



**Social Security Card required
for all AmeriCorps positions!**

AND



+



OR

**CCNM staff will schedule a virtual meeting for us to meet and
complete your I9 form. Bring the same forms of ID you used in your
onboarding task.**

A blank Birth Certificate form. The title "Birth Certificate" is at the top, followed by "This Certifies That". Below this are fields for the name, date of birth, sex, weight, length, and location of birth. There are also fields for the city, state, and country of birth. The form is decorated with floral patterns in the corners.



What is AmeriCorps?



- AmeriCorps is a federally funded, national service program focused on addressing critical community needs and fostering civic engagement.
- AmeriCorps programs address a variety of areas including education, disaster response, and environmental stewardship.
- AmeriCorps participants are “members” and are not considered volunteers or staff.
- AmeriCorps website:
<https://americorps.gov/>





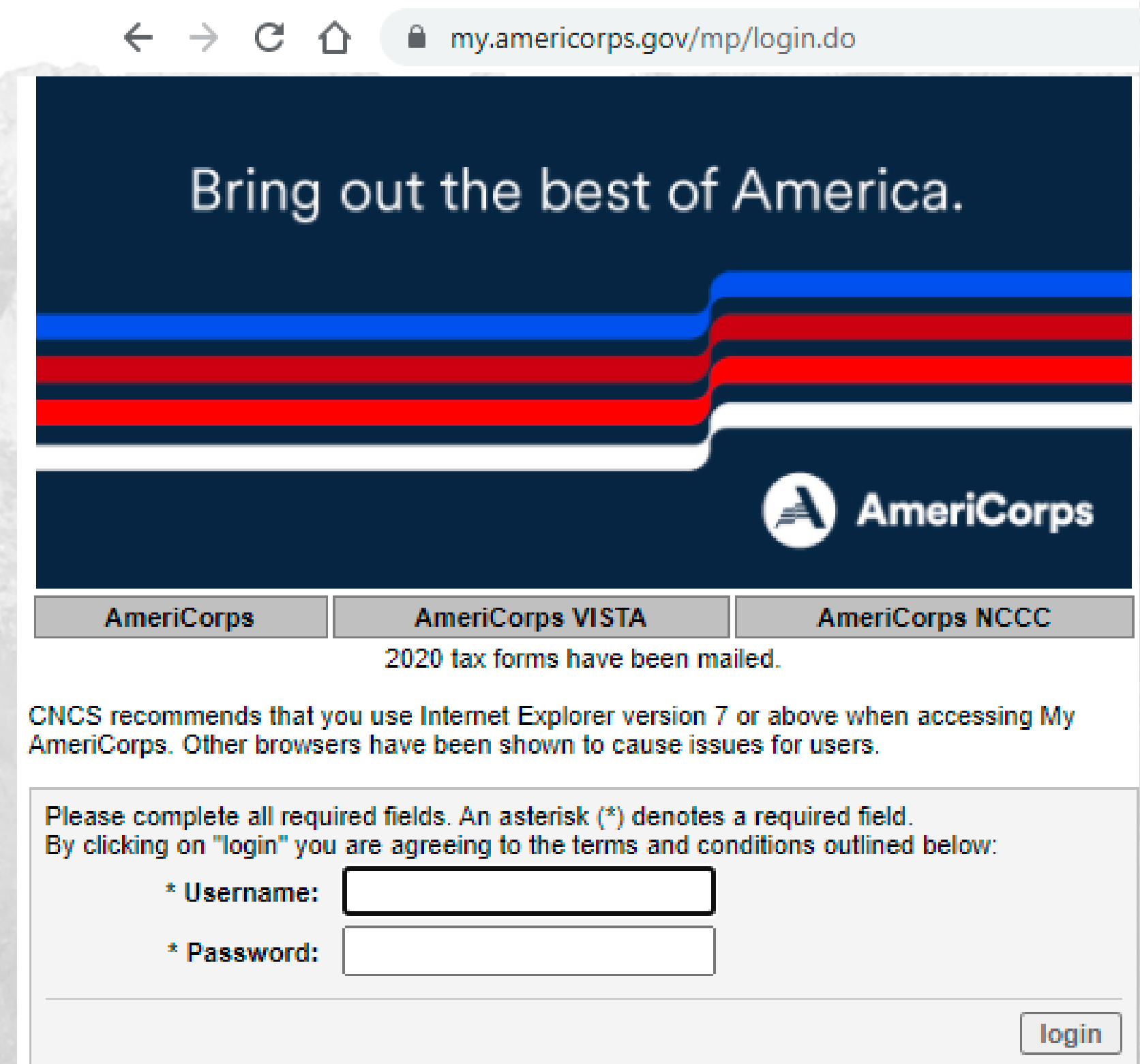
AmeriCorps for Life!?

Sadly, no.

- No more than **FOUR** AmeriCorps Term (Any Term Amount)
- Cannot exceed the equivalent of **TWO** full-time Education Awards; yet many serve additional terms after exceeding this maximum with NO education award.

During your term...


- We can assist you with your axiom onboarding and Community Portal/SalesForce timesheet accounts, should you need a password reset or assistance.
- We do not have access to your AmeriCorps account, however, as that is a government-managed program. You will need to contact the AmeriCorps **Hotline at (800) 942-2677.**



A screenshot of the AmeriCorps login page. The browser address bar shows "my.americorps.gov/mp/login.do". The page features a dark blue header with the text "Bring out the best of America." and the AmeriCorps logo. Below the header are three tabs: "AmeriCorps", "AmeriCorps VISTA", and "AmeriCorps NCCC". A message states "2020 tax forms have been mailed." Below this, a note from CNCS recommends using Internet Explorer version 7 or above. The login section includes instructions to complete required fields (marked with an asterisk) and a disclaimer about terms and conditions. There are input fields for "Username:" and "Password:", and a "login" button at the bottom right.

← → ↻ 🏠 my.americorps.gov/mp/login.do

Bring out the best of America.

 AmeriCorps

AmeriCorps AmeriCorps VISTA AmeriCorps NCCC

2020 tax forms have been mailed.

CNCS recommends that you use Internet Explorer version 7 or above when accessing My AmeriCorps. Other browsers have been shown to cause issues for users.

Please complete all required fields. An asterisk (*) denotes a required field.
By clicking on "login" you are agreeing to the terms and conditions outlined below:

* Username:

* Password:

login



AmeriCorps Education Award

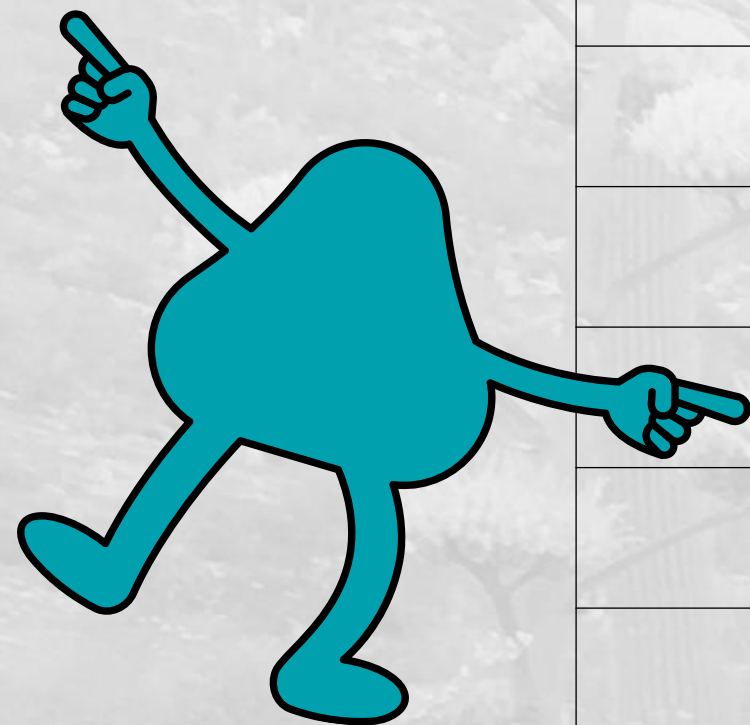


- Pre-tax Education Award (it is taxed when you use it).
- Award amount is based on the length of AmeriCorps term the member is enrolled in.
- Can be used for paying back student loans, undergraduate and graduate tuition, and other educational needs. **It must be used within 7 years.**
- Award is issued directly by AmeriCorps and only if the member has successfully completed their term.
- **IMPORTANT!** If a member chooses to leave the program early to accept another job or position without completing their entire number of service hours, they will forfeit their education award (AmeriCorps policy).
- During your term of service, you may be eligible for deferring your current student loan payments.
- AmeriCorps will pay interest on Federal student loans while in an AmeriCorps service term:
https://my.americorps.gov/trust/help/member_portal/interest_accrual_benefit_overview.htm
- Complete information available at: <https://americorps.gov/members-volunteers/segal-americorps-education-award>





AmeriCorps Term Lengths



<u>AmeriCorps Term Lengths*</u>	<u>Number of Weeks</u>	<u>Education Award</u>
1700 hour	46-52 weeks	\$7,395.00
1200 hour	34-45 weeks	\$5,176.50
900 hour	26-33 weeks	\$3,697.50
675 hour	18-25 weeks	\$2,817.14
450 hour	12-17 weeks	\$1,956.35
300 hour	8-11 weeks	\$1,565.08

***The term length hours are used as a minimum measurement for successful completion in the designated term of service. It is expected that members will exceed their minimum term hours.**

Personal Time Off (PTO) Guidance

- Personal Time Off (PTO) is defined as: any Federal Holiday, Sick, or Vacation Time.
- Vacation time is an optional benefit. Partner supervisors determine if they want to offer this to their members. **If your supervisor approves this, we will send out additional guidance via email.**
- If members will take more than 3 consecutive days off, we ask that they also inform CCNM IP staff.
- All PTO must be approved by the site supervisor/mentor prior to time off. The site supervisor/mentor is responsible for monitoring and tracking all requested and upcoming PTO, to ensure the member can meet their minimum hours.
- **PTO hours do not count toward AmeriCorps Service Hours.**

**You don't put hours
in for days you don't
work!**



Slot Level (minimum hours) ▼	Typical # Weeks ▼	PTO- # days ▼
300	8-11	2
450	12-17	3
675	18-25	5
900	26-33	7
1200	34-45	13
1700	46-52	16

PTO cannot be saved up and used to take a member's last week (or more) off – members must log hours through their final day to receive an education award.

Service Hours

- **Members are expected to work a 40-hour work week**
- Buffer hours have been worked into your term to account for Federal Holidays and Sick days
- Member has successfully completed the program when:
 1. Service hours are completed (minimum number of service hours determined by length of term)
 2. Work full duration of their term
 3. All reports have been submitted

If a member leaves before the end date listed on the agreement, they forfeit the entire education award (e.g., gets a job elsewhere, dismissed for disciplinary reasons, etc.). Leaving early due to compelling circumstances occasionally may qualify a member for a pro-rated education award (evaluated on a case-by-case basis).



Community Portal - (how you enter your timesheets)

Welcome to the Conservation Legacy Community Portal

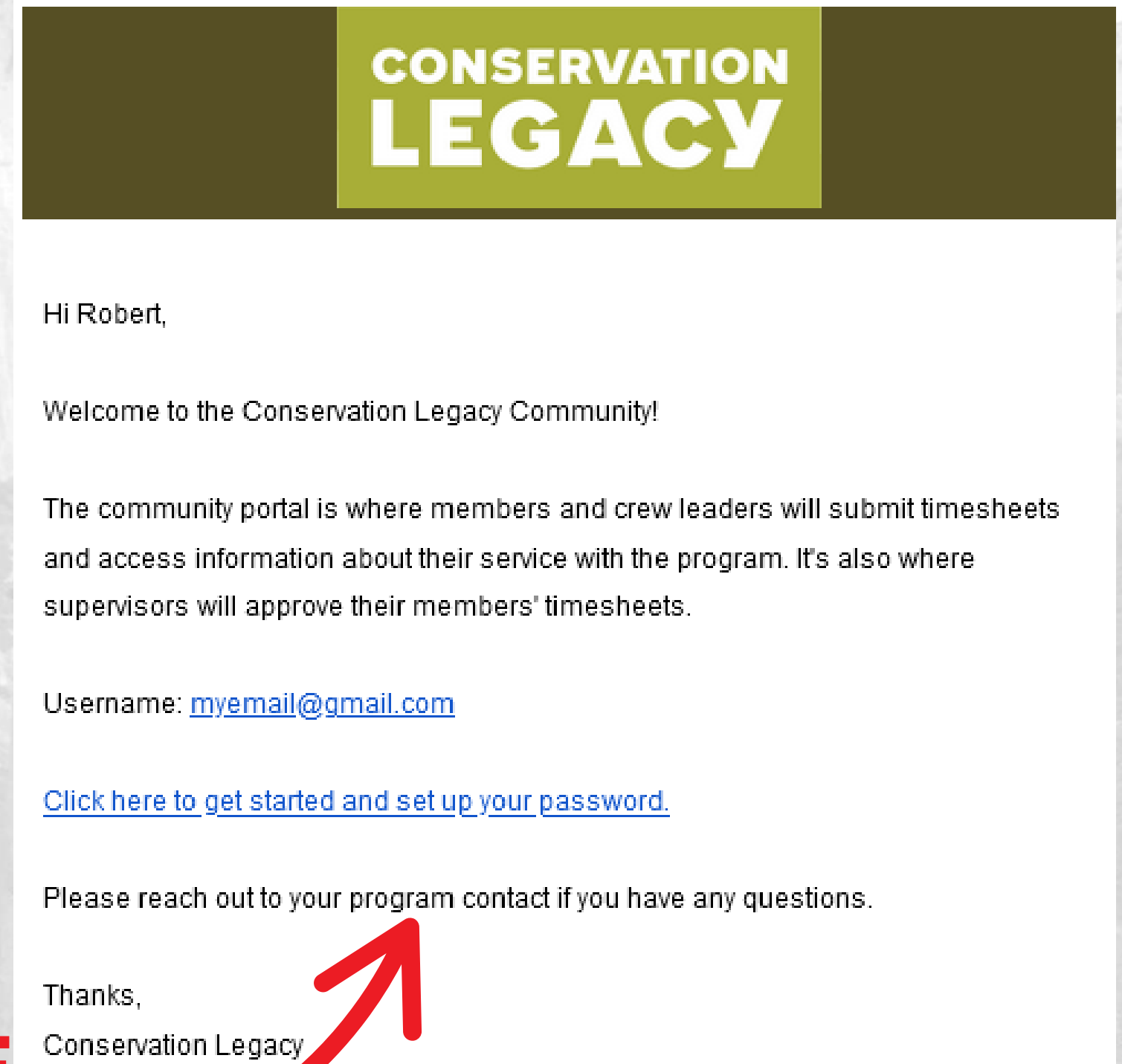
The community portal is where you will access information about your service with the program and submit timesheets. It's also where your supervisor will approve your timesheets. This guide will walk you through the timesheet process and the basics of the portal.

Initial Access

Shortly after you begin your service, you will receive an email from community@conservationlegacy.org with a subject line of “Welcome to the Conservation Legacy Community”. This email will contain your username and a link to set up the password for your account.

Please note: the sender may show a “via” address: that is just how emails come from Salesforce.

EXAMPLE



Viewing your Paycheck stubs

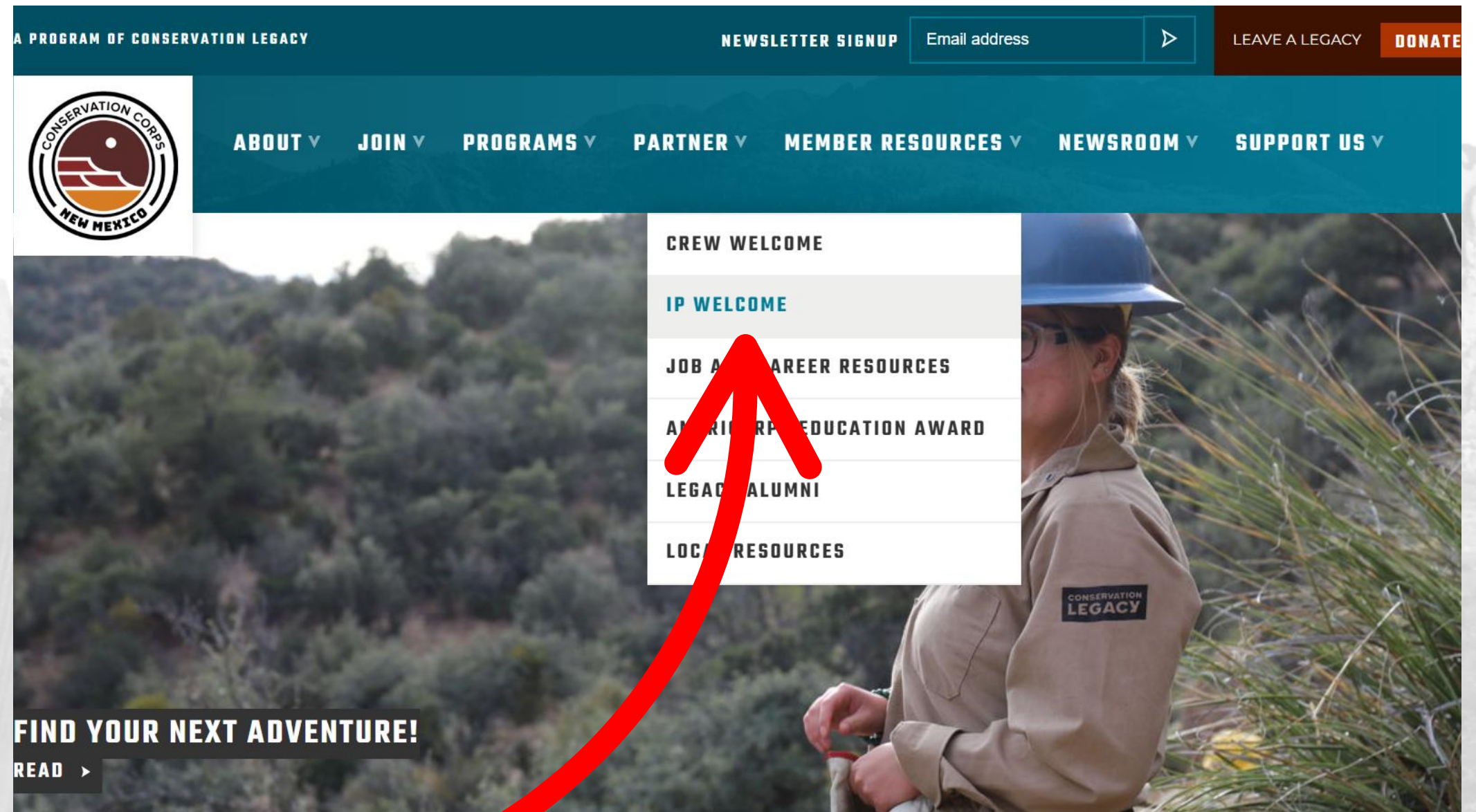
- You will receive a bi-weekly email containing your paystub from payroll@axiomhrs.com
- Paychecks are directly deposited the Friday after each pay period ends.
- To view: An email will be sent notifying you that you've received a pay stub. Click the link to login and view.

**Remember don't be corny!
Submitting your timesheets
ON TIME is how you get your
full stipend on time.**



Payroll Calendar

***** You will not get paid a stipend if you do not serve hours within a pay period*****



In the IP welcome resource you will find this years current payroll calendar to reference.

REPORTING – Why it matters!

- Timesheets
- Monthly Accomplishments
- Mid term evaluations
- Final evaluations
- Succes Story
- Photos



Greg is looking at young fresh water mussels

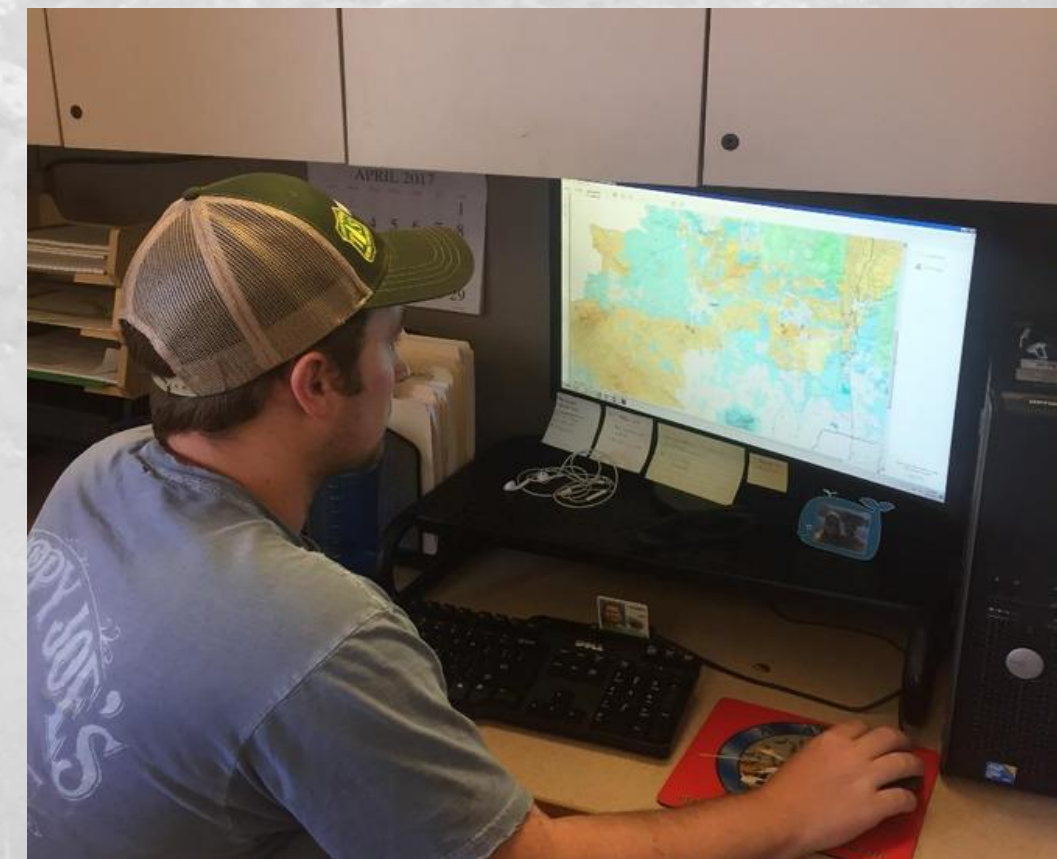
Communication

What is the best means of communicating?

- During your internship, communicating via email with CCNM program staff is preferred.
- CCNM will have your personal email and phone number saved on a roster (same ones you used to apply).
- **If you are assigned an agency email address (this is common for the BLM & FS), plan to share that with us asap.**
- We'll then plan to use the agency email address for all email communication throughout your term.
- Joy and SamJean have their work cell phones on Monday – Friday during normal business hours (typically 8–4 Mountain Time).



**Work with your sites methods
of communication**





Prohibited Activities for all AmeriCorps Members!



While in uniform, during service hours, at a service site, or while representing CCNM, AmeriCorps, or a partner agency, members are not to:

- Attempt to influence legislation.
- Organize or engage in protests, petitions, boycotts, or strikes.
- Assist, promote, or deter union organizing.
- Impair existing contracts for services or collective bargaining agreements.
- Engage in partisan political activities, or other activities designed to influence the outcome of an election to any public office.
- Participate in, or endorse, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- 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-AmeriCorps funds. Individuals may not wear the AmeriCorps logo while engaging in any of the above activities on their personal time.

Work Emergencies

- Since CCNM Individual Placements are spread out across New Mexico, an emergency response plan should be in place before leaving the office for any field work.
- Please coordinate directly with your agency supervisor to establish this emergency plan. It should include at the minimum, emergency radio information, Law Enforcement Office contact information, and the nearest hospital/ER location.
- CCNM Individual Placement Program Staff can also be used as an emergency contact if agency communications are not functioning.



Joy: (575) 495-6324

SamJean: (575) 202-4203



Worker's Compensation



What is Worker's Comp? How does it work?

- CCNM covers workers compensation for your internship, not the partner agency.
- If you are injured on the work site during normal business hours (Monday – Friday, 9–5), please contact your agency supervisor 1st, then CCNM staff 2nd.
- Always try and go to an urgent care facility 1st unless after normal business hours or life threatening.
- Two forms need to be sent to CCNM to begin processing the claim:

- **1.) Incident Report Form (filled out by injured member)**
- **2.) Letter from Treating Provider (to be completed by doctor/nurse)** *They can make a copy but save original and send to CCNM.

- **CCNM only has a 24 – 48 hour window to begin processing a claim.**

**Forms live in
IP Welcome
link**

CONSERVATION LEGACY

Incident Number (Staff Complete): _____

Incident Threshold Level: ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5
BE SURE TO FILL OUT ALL APPLICABLE FIELDS BELOW

INCIDENT REPORT FORM

Program & Region: _____ Crew Number/Site: _____

Name of Person Involved: _____ Date of Incident: _____ Time of Incident: _____

☐ Participant ☐ Leader ☐ Staff ☐ Entire Crew ☐ Under 18 ☐ 18 and Over

Area/location of incident: _____ ☐ Backcountry ☐ Front Country ☐ Office/Shop

Conditions (weather, terrain) _____

Name(s) of Leader(s): _____

Name of Person Completing Report: _____ Date report completed: _____

Activity: ☐ Work related ☐ Camp Related ☐ Hiking ☐ Recreation ☐ De-rig/Rig-up ☐ Driving ☐ Other (Explain) _____

Incident Category: ☐ Injury ☐ Illness ☐ Close Call ☐ Vehicle ☐ Behavioral ☐ Emotional ☐ Other (Explain) _____

Type of Incident: ☐ Wound ☐ Burn ☐ Sprain/Strain ☐ Ache/Pain ☐ Allergy ☐ Infection ☐ Bite/sting
☐ Gastrointestinal ☐ Respiratory ☐ Harassment ☐ Discrimination ☐ Other (Explain) _____

Did individual miss work: ☐ No ☐ Yes, but stayed in field ☐ Yes, and left field

Did individual seek medical care: ☐ No ☐ Yes, day of incident ☐ Yes, after returning home ☐ Unknown

If individual sought medical care: ☐ Received outpatient service ☐ Was admitted for care

Was a Workers Comp report filed: ☐ No ☐ Yes, with 48 hours ☐ Yes, within 30 days ☐ Unknown

Have parents/emergency contacts been notified: ☐ No ☐ Yes By Whom? _____

Items taken from medical kit: ☐ None ☐ Yes (Please list) _____

Incident Description: (Include names, dates, times, locations, damages, injuries – attach additional pages and add updated actions necessary): _____

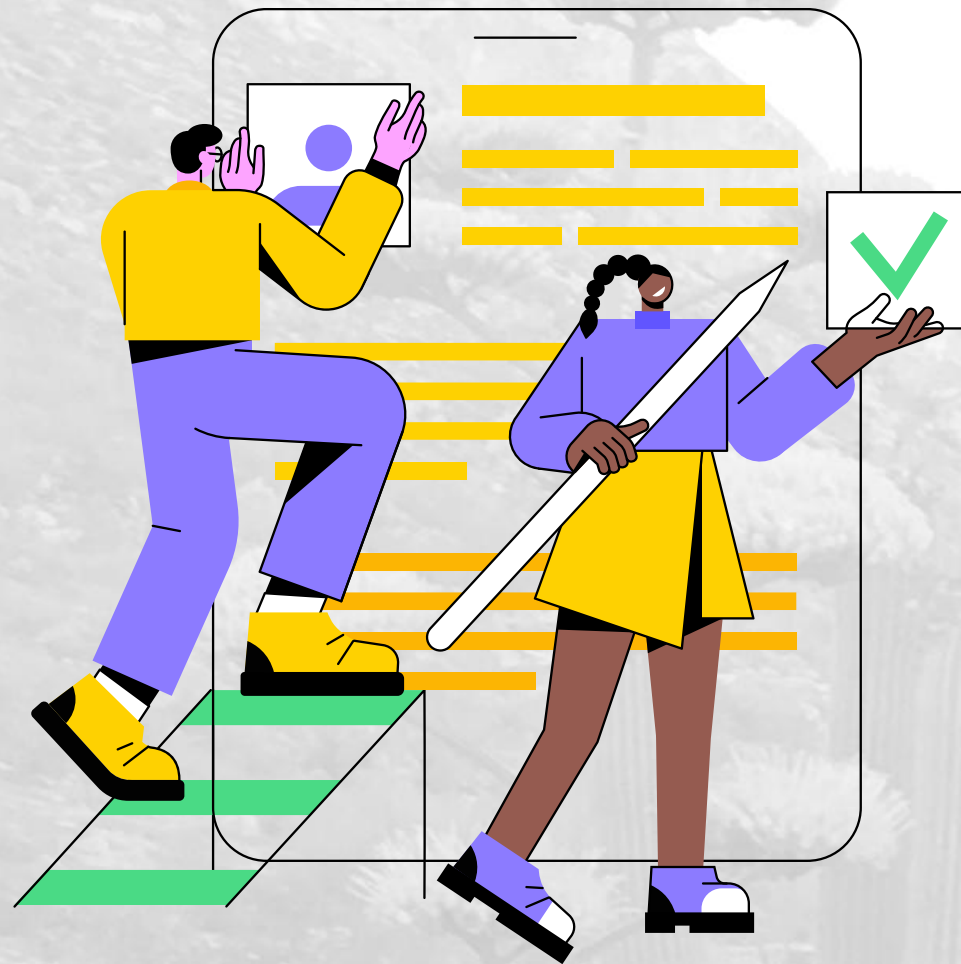
RESTORATIVE APPROACH

Restorative reconciliation is a trauma-informed approach to addressing harm and repairing relationships in the community.

Guiding Principles:

- Healing from harm and repairing relationships
- Meeting needs
- Avoids a simplistic moral binary
- Community-centered
- Power-with
- Accountability and Remorse as opposed to Punishment and Shame
- Safety
- Survivor or Harmed Party Centered
- Racial Equity

Professional Development



**Resume
building
and review**

**Navigating
career paths**



**Personal
Growth**



Networkin

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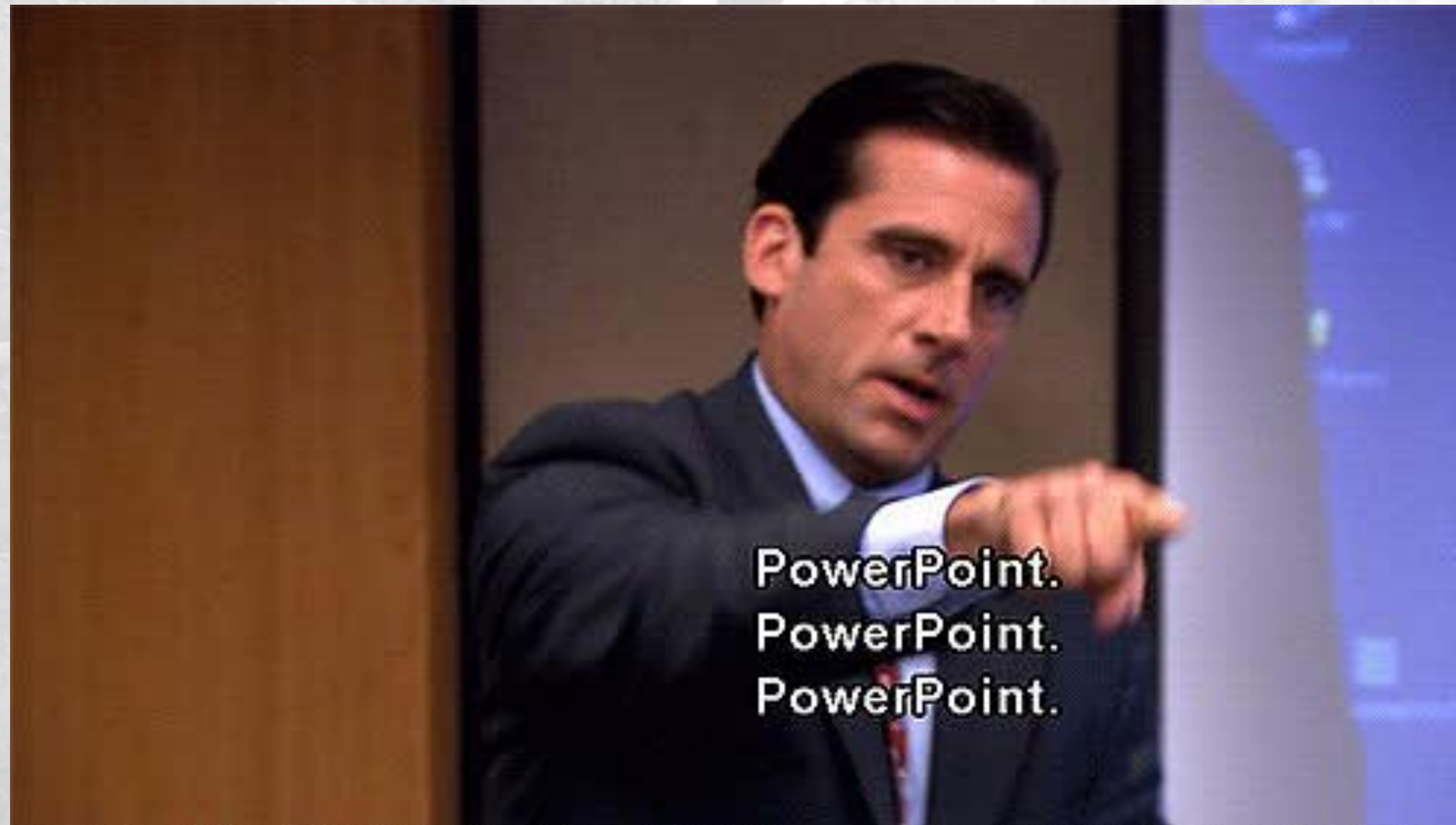
**These are topics IP staff can
help you with during your
term. We act as a support and
mentors for our members.**



Peer to Peer Mentorship Program

**This an opt in program we offer
to help facilitate meaningful
connection with your fellow IP's.
The goal is to create a support
network that you can learn and
collaborate with throughout
your term.**

End of Term Presentations



At the end of your term, you will give a presentation to supervisors and peers on the overview of your term.

- Be creative!**
- 10 min**
- This is your chance to highlight your accomplishments**

Employee Assistance Program

Available to all members, their spouses or domestic partners, dependent children, and parents and parents-in-law.

- **Online/phone support:** Unlimited, confidential, 24/7
- **In-person:** You can get up to 3 visits available at no additional cost to you with a Licensed Professional Counselor.

A Licensed Professional Counselor can help you with:

- Stress, depression, anxiety
- Relationship issues, divorce
- Job stress, work conflicts
- Family and parenting problems
- Anger, grief and loss
- And more

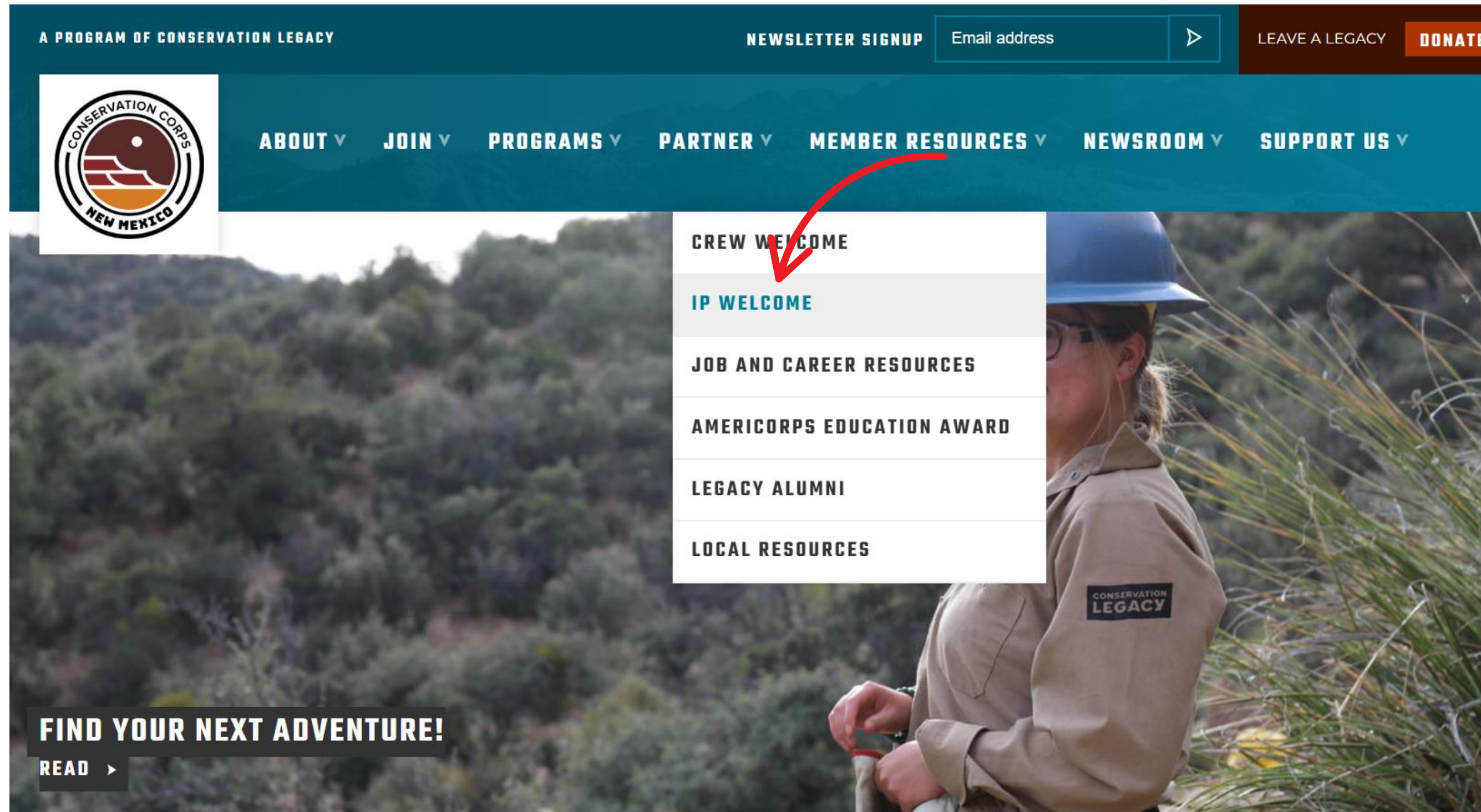
Ask our Work/Life Specialists about:

- Child care
- Elder care
- Legal questions
- Identity theft
- Financial services, debt management, credit report issues
- Even reducing your medical/dental bills!
- And more



Reach out to your Program Coordinator for the contact info and group #

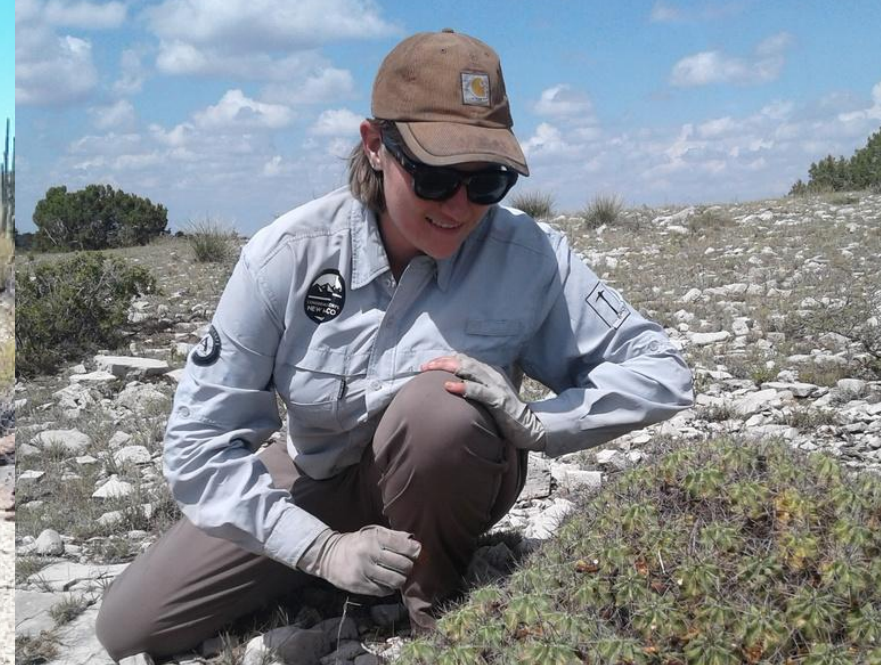
IP WELCOME page put in your favorites tab***



RESOURCES COVERED

- Timekeeping
- Workers Compensation Protocol
- Professional Development Funds
- Report instructions for monthly accomplishments
- Exiting tasks
- (PLC) Public Land Corps Hiring Authority
- Benefits

CCNM IP - Welcome | Conservation Corps New Mexico



**THANK YOU for serving as a
Conservation Corps New Mexico
Individual Placement Member!**

