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Cancels: WSC Policy #9

# POLICY

Approved by:  
Mark Duncan

See Also: Member Service Agreement; POL-121; POL-122;

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## POL – 120

### MANAGING MEMBER HOURS

This Policy applies to all Washington Service Corps (WSC) AmeriCorps members, including Washington Reading Corps (WRC) members.

To be eligible for an education award, members must serve full time for their entire term of service as indicated in the Member Service Agreement. Members must also complete the minimum number of allowable, verifiable service hours during their full term of service.

#### 1. Sponsoring Organization Provides Opportunity to Complete Service Requirements

- Design and operate a project that provides members the ability to meet the required number of hours. Schedule the member for an average of at least 40 hours per week for the entire term of service.
- If holidays, closures, or vacations interfere with service hours, then develop activities according to *POL-122 – Managing Alternative Service*.
- Clearly communicate requirements for service activities that require variable hours. These may include camping overnight with youth, community fairs, offsite service projects, and weekend leadership courses. Provide member with adequate sleep and rest time, which does not count as service time. Do not allow members to serve more than 14 hours in a day.

#### 2. Sponsoring Organization Ensures Service Hours are Reported Correctly

- Ensure member timesheets are submitted after all hours for the period have been served.

- Ensure the supervisor approves timesheets no later than 5 business days after the end of each pay period.
- Ensure that time reported on timesheets reflects actual hours served.
- Ensure that all reported hours comply with *POL-121 – Ensuring Service Activities are Allowable*.

### **3. Sponsoring Organization Ensures Training and Fundraising Hours are Reported Correctly**

- Ensure education and training hours make up no more than 20% of a member's total hours.
  - Examples of these activities include the WRC Institute, regional member training, professional learning clusters, required core training, member development days and team-building exercises, orientations (including AmeriCorps orientation), seminars, and workshops related to direct service.
- Ensure any fundraising activities performed by the member during service hours are in compliance with *POL-121 – Ensuring Service Activities are Allowable*.
- Ensure fundraising hours make up no more than 10% of a member's total hours.

### **4. Member Ensures Minimum Hours are Served**

- Enter actual hours served into the timesheet.
- Submit electronic timesheets after all hours for the period are served, but in time to be approved by supervisor within 5 business days after the end of each pay period
- Keep track of all hours served, as shown in the timesheet application.
- Keep track of hours needed to satisfy the minimum requirement.
- Maintain an average of at least 40 hours per week for the entire term of service.

- Work with supervisor to make up hours through alternative service according to *POL-122 – Managing Alternative Service* when necessary.

#### **5. WSC Determines Eligibility for Education Award**

Upon each member's exit from the program, WSC staff reviews the total number of approved hours. WSC uses this information to help determine eligibility for the education award.