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POLICY/PROCEDURE

Focus Area: Site Staff

See Also: Member Service Agreement; POL-120; POL-121

POL – 122

MANAGING ALTERNATIVE SERVICE

This Policy/Procedure applies to all Washington Service Corps (WSC) AmeriCorps members, including Washington Reading Corps (WRC) and any other AmeriCorps program managed by WSC.

Washington Service Corps recognizes that there are regular circumstances where a member must serve outside of the primary host service site. Members may serve in alternative approved locations and projects to supplement service hours or if the primary service site is closed for regular business and service schedule is interrupted. Alternative service may be used to fulfill member obligation to complete a minimum number of hours within their service term.

Alternative service is defined as service completed outside of the normal duties, location, and supervision outlined in the position description. Service learning projects (on-site or not) that are supported and overseen by the sponsoring organization or service site staff are treated as regular service, not alternative service.

WSC encourages compelling service learning projects to better the communities of Washington and create enriching developmental opportunities for service members. Service projects should not exceed 5 percent of the member's overall service hours. The primary service duties take priority over service learning projects and sites must pre-approve service learning projects. Service learning projects must fall into any of the WSC focus areas and be managed by a credible third party that can verify hours of service.

Some projects may require members to perform alternative service to continue accruing hours during temporary site closures.

Site staff should contact WSC with any questions about the proper use of Alternative Service.

PROCEDURE:

1. Sponsoring Organization Ensures Alternative Service is Appropriate

- a. Alternative service must meet the following criteria:
 - i. Site staff must pre-approve the service activity.
 - ii. The service should align with any of the focus areas managed under the WSC portfolio of programs.
 - iii. The service must be performed with the support and oversight of representatives of another non-profit organization or a local, state, tribal, or federal agency.
 - iv. The service must be verifiable.
 - 1. Site staff must verify with the receiving agency that the service was performed.
 - v. The service must be allowable, as described in the WSC Member Service Agreement and *POL-121 – Ensuring Service Activities are Allowable*.
 - 1. Ensure the member will not engage in Prohibited Activities.

2. Member Reports Hours in WSC Timekeeping System

- a. Report alternative service hours in the timekeeping system in the same way as all other hours.

3. Site Staff Reviews Hours In WSC Timekeeping System

- a. Ensure any hours entered by the member are in alignment with pre-approved alternative service described in section 1 of this policy.
- b. Only approve alternative service hours which have been verified as described in section 1 of this policy.