



# POLICY/PROCEDURE

Focus Area:  
Site and Member Services

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See Also: Member Placement Contract

## POL – 155

### REFILLING A POSITION WHEN A MEMBER EXITS PRIOR TO 30% COMPLETION

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

Site staff may be granted the ability to refill member positions in the event of a member exiting early as long as the member has not completed more than 30% of their service term and additional member placements are available.

#### 1. WSC Determines Eligibility and Feasibility of Requests for Refill

- a. WSC makes the final determination on award of a refill placement, based on the following criteria:
  - i. The Sponsoring Organization is not directly responsible for the early exit of the member.
  - ii. The Sponsoring Organization is in compliance with WSC requirements.
  - iii. The same position has NOT already been refilled in the same program year.
  - iv. There is a placement available to use.
  - v. The member who is exiting early is not eligible for a full or partial education award.
  - vi. There is adequate time to recruit and enroll a new member who can complete the required number of hours in a new service term that will end no later than the end of the program year for the applicable grant.
    1. The program years generally end on July 31 for WRC and August 31 for WSC. These program year end dates are subject to change.
- b. If a refill is allowable based on the above criteria, WSC may consider awarding one of the following options:
  - i. If a 1,700-hour member exits before completing 15% (255 hours) of their term, then WSC may consider refilling with:
    1. Another 1,700-hour placement

2. A 1,200-hour placement
3. Up to two 900-hour placements
- ii. If a 1,700-hour member exits after completing 15% of their term, but before completing 30% (510 hours) of their term, then WSC will consider refilling with:
  1. One 1,200-hour placement
  2. Up to two 900-hour placements
- iii. If a member in a 900-hour placement exits prior to completing 30% (270 hours) of their term, WSC will consider refilling with:
  1. One 900-hour placement
- iv. Other alternative at the sole discretion of WSC

**PROCEDURE:**

If a member ends service prior to completing 30% of their agreed service term and the Sponsoring Organization wishes to refill that position:

**2. Sponsoring Organization Completes All Exit Documents**

- a. Follow the instructions on the WSC website to complete and submit all required exit documents immediately upon member exit.

**3. Sponsoring Organization Requests A Refill Placement**

- a. Contact your WSC Site and Member Service Coordinator immediately to discuss eligibility and feasibility.
- b. Demonstrate the ability to recruit and enroll a new member for the vacated position.

**4. Sponsoring Organization Recruits And Enrolls New Member**

- a. Recruit a new member and get them through the enrollment process in time to start service on the date offered by WSC.