



AmeriCorps Promise Fellows 1819 Blanket Policy for Telecommuting/Off-Site Hours & Life After AmeriCorps Activities

AmeriCorps Promise Fellows are allowed to serve **telecommuting and/or off-site hours** that relate to the primary duties of their position under the Alliance's blanket policy. These can fall under service or training hours and include:

- student data tracking in OnCorps
- program planning that can be completed remotely
- reviewing training materials provided on the PF Toolbox page
- assignments provided at Alliance trainings
- meeting with Focus List students
- working with community partners or serving at secondary service locations as directed by your host site
- host site directed training or professional development activities essential for service (*clarify in timesheet that these hours are "supervisor-directed"*)

Helpful Hint: On your timesheet, telecommuting/off-site service hours should be recorded by describing the activity you are completing. For example: "OnCorps data" or "after school program planning"

Additionally, members can select any of the below activities to further their **Life After AmeriCorps** plans. This category of hours is limited to **20 hours total** for the entire term. These hours fall under Life After AmeriCorps training hours and include:

- Resume/Cover Letter Work
- Job Searching and Interviewing
- Informational Interviews
- Professional Networking
- Standardized Test Prep (not test taking time)
- Scholarship/Financial Aid Application
- Visiting or Applying for College/Further Education Programs

Helpful Hint: On your timesheet, Life After AmeriCorps hours are recorded in the Life After AmeriCorps category as the activity you are completing. For example: "Review and update resume"

Members are expected to schedule all off-site hours with their supervisors in advance for approval.

Members do not need to complete a MIH plan for any of these hours as they are an essential part of service; however, any hours served off-site must be pre-approved by your supervisor. Supervisors will determine a site-specific process in order to ensure transparency and to be able to confidently approve all member hours as accurate and allowable. Please reach out to your site supervisor to learn what this process looks like at your site.

When submitting timesheets, make sure that all telecommuting/off site hours and Life After AmeriCorps hours are clearly described and hours are assigned correctly. For example:

"Informational interview with Job Johnson" under Life After AmeriCorps training hours

"Teaching Tolerance Webinar: How to Be An Ally in the Classroom (supervisor-directed)" under training hours

"Preparation for service-learning project" under service hours

If you have any questions, please reach out to your Alliance trainer!