



Philly Fellows Personnel Policies 2010-2011

1) Term of service and work hours: Philly Fellows will begin work with their host agencies on August 2nd, 2010 and complete their term of service on July 15th, 2011. Fellows will work a maximum of forty hours per week for their agency. Fellows and host agency supervisors will agree to a work schedule at the beginning of the fellowship.

2) Other fellowship activities: A portion of every fellowship is devoted to leadership and professional-development training, civic-engagement activities, and occasional promotion of Philly Fellows. The fellows' presence will sometimes be required at training sessions or other fellowship activities that occur during normal work hours. Host agency supervisors will be notified in advance of these events and are asked to accommodate the fellows' absence from work. Activities that occur during the workday (as opposed to evening and weekend events) should be counted as part of their forty hours, and will generally not exceed five hours per month. Fellows are expected to attend all workshops, leadership-development activities, and service activities.

3) AmeriCorps*VISTA: Each Philly Fellow is an AmeriCorps*VISTA member and is subject to the terms of VISTA as laid out by the Corporation for National and Community Service (CNCS). Philly Fellows, as the VISTA grantee, and all host agencies, as sub-grantees, are also bound by these terms and conditions. All host agencies are required to submit a Memorandum of Understanding between the host agency and Philly Fellows that indicates agreement to these terms.

4) Sick leave: Under the terms of AmeriCorps*VISTA, each fellow is authorized up to ten work days per year of sick leave. Fellows must promptly notify their supervisors when they are going to miss work, and must make every effort to return to work as soon as possible. If either fellows or agencies experience any concerns about excessive use of sick days, they should contact Philly Fellows staff. For extended absences, agencies may request a doctor's note from a fellow if required by their own personnel policies.

5) Vacation leave: Under the terms of AmeriCorps*VISTA, fellows will receive ten work days of vacation leave during their fellowship year and will adhere to the holiday schedule of their host agencies. Vacation time will not be earned on an accrual basis. Instead, fellows may use vacation leave at any point during the year, as long as their absence from work is negotiated for a time mutually agreeable to the agency and fellow.

6) Emergency leave: Under the terms of AmeriCorps*VISTA, fellows are authorized up to seven days of emergency leave for death or critical illness of an immediate family member. The state director of the CNCS may request documentation substantiating the need for emergency leave.

7) Records: Host agencies are required to keep written records of fellows' attendance, including a log of vacation and sick days. Agencies may use their own record-keeping system, and will not be required to submit these records unless there is an attendance issue that arises or an early termination.

9) Payments: Agencies will not pay fellows directly. Agencies will pay \$12,500 to Philly Fellows, which goes toward housing, living stipends, and leadership development activities for the fellows. Four payments of \$3,125 each are due at the beginnings of August, November, February, and May. Under the terms of AmeriCorps*VISTA, agencies may not provide any direct monetary compensation to fellows.

9) Fellows' compensation: Each fellow will receive a stipend of \$976 per month (subject to cost of living adjustments) and an education award of \$5,325 upon completion of their service from the AmeriCorps*VISTA program. Fellows may elect to receive a cash stipend of \$1,500 in place of their education award. Fellows will also receive health coverage through the AmeriCorps*VISTA program (for details about the healthcare plan, visit <http://americorps.sevencorners.com>). In addition the fellows' housing and utility costs will be paid for by Philly Fellows, and each fellow will receive a monthly transportation stipend of up to \$60.

10) Job description: The host agencies' applications to Philly Fellows submitted in November of 2009 shall constitute the fellows' job descriptions. Any significant changes to the job description must be mutually agreed upon in writing by the host agency supervisor, the fellow, and Philly Fellows staff.

11) Orientation: Agencies will provide fellows with structured orientations to the organization and its constituencies. This includes introducing fellows to the staff, policies, and organizational structure of the agency, exposing them to the issues and needs of the agency's constituent populations, offering job-appropriate training, and giving a sense of the broader context, networks and communities that impact the agency. In addition to on-site orientation at the host agencies, fellows

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will take part in a Pre-Service Orientation organized by the CNCS and a general orientation to the Philly Fellows program and to their neighborhoods before beginning work at their host agencies.

12) Supervision: Each fellow should have one agency employee as a primary supervisor. Regular meetings between the fellow and supervisor should be scheduled, preferably weekly in the early months of the fellowship. Even when a fellow and supervisor work side-by-side on a daily basis, scheduled meetings to discuss work issues, provide training, and assess goals and progress are very valuable to fellows.

13) Training: Agencies are encouraged to provide ongoing training opportunities to fellows, including both internally- and externally-organized workshops, conferences, classes, etc. Philly Fellows will also provide regular leadership and professional development training throughout the year.

14) Evaluations: Agency supervisors are responsible for regular evaluation of fellows. Quarterly evaluation questionnaires, including a comprehensive year-end evaluation, will be provided by Philly Fellows staff and should be completed and returned in a timely manner. Fellows will submit two evaluations during the year and one comprehensive evaluation upon completion of the fellowship. These evaluations will help to ensure a positive and productive year, and will be used to report to Philly Fellows' funders. Additionally, three meetings will be held during the fellowship between the agency supervisor, fellow, and Philly Fellows staff to establish goals and evaluate progress. If any immediate issues should arise from these evaluations they will be addressed by Philly Fellows staff along with the agency supervisor and the fellow.

15) Termination: Under the terms of AmeriCorps*VISTA, fellows can be terminated only for failing to fulfill the terms of their job description. If an agency supervisor believes they have grounds for termination, they should contact Philly Fellows staff immediately.

16) Transferring host agencies: This fellowship entails a full-year commitment on the parts of the host agencies and the fellows. However, in some extreme cases in which the goals of the fellowship are not being met or a positive work environment is not present and these conditions are determined to be irresolvable, it may be necessary to remove the fellow from their agency and reassign them. This decision will be made by Philly Fellows staff with approval from CNCS. In such a case, the host agency's payment will be prorated for the time the fellow worked.

17) Housing: Fellows will live in shared housing provided by Philly Fellows, and will be subject to Philly Fellows' housing policies.

18) Other issues: If any other issues should arise between the fellow and host agency during the course of the year, please contact Philly Fellows staff. In addition, host agencies are asked to notify Philly Fellows staff about any publications, internal or external, which feature their fellows.

This document must be signed by a representative of each host agency to indicate agreement. Fellows will also agree to and sign these Personnel Policies, copies of which will be provided to all parties.

Host Agency Name

Supervisor Name

Supervisor Signature

Date

Fellow Name

Fellow Signature

Date