



October 2, 2009

To: Corporation State Offices
Area Managers
VMSU
From: Paul Davis, Acting Director, AmeriCorps*VISTA
Re: 10-001: Teleservice for VISTAs and VISTA Leaders.

This policy explains under what circumstances VISTAs and VISTA Leaders may work from home. Summer Associates may not work from home and are excluded from this policy. VISTAs and VISTA Leaders requesting a telework arrangement under the auspices of reasonable accommodation are excluded from this policy as those requests are covered under other laws and policies.

ASSUMPTIONS

1. A VISTA needs to know the organization and the people within the organization well, before s/he can develop it;
2. A VISTA needs to know a community, live and work with the people in a community, before s/he can serve them well;
3. A VISTA needs to prove themselves to a sponsor/supervisor as a reliable team member – timely, motivated, professional, thorough, etc;
4. VISTA service is not a 9-5 job (with all the caveats one can add here, it is still not a 9-5 contracted, consultancy); and
5. The supervisor has a role as coach & mentor that goes beyond the responsibilities of a supervisor to an employee

Given the above, requests for episodic teleservice can be considered if both the supervisor and State Office agree that all of the assumptions above have been fully satisfied. Additionally the Volunteer Assignment Description (VAD) must lend itself to teleservice in that tasks in the VAD allow for virtual (vs. actual) engagement. If all these conditions are met, a VISTA or Leader can do teleservice no more than two days per pay period.

To request a teleservice arrangement, the VISTA or Leader must complete the Teleservice Checklist to the VISTA Supervisor for approval and signature; the form must then be submitted to the State Office. If approved, the Teleservice Checklist must be maintained in the corresponding project file in the state office for liability reasons related to potential Worker Compensation claims.

Attachment One: Teleservice Checklist