



WELCOME 2023-2024 RETURNING KAC PARTICIPANTS!

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ORIENTATION OVERVIEW

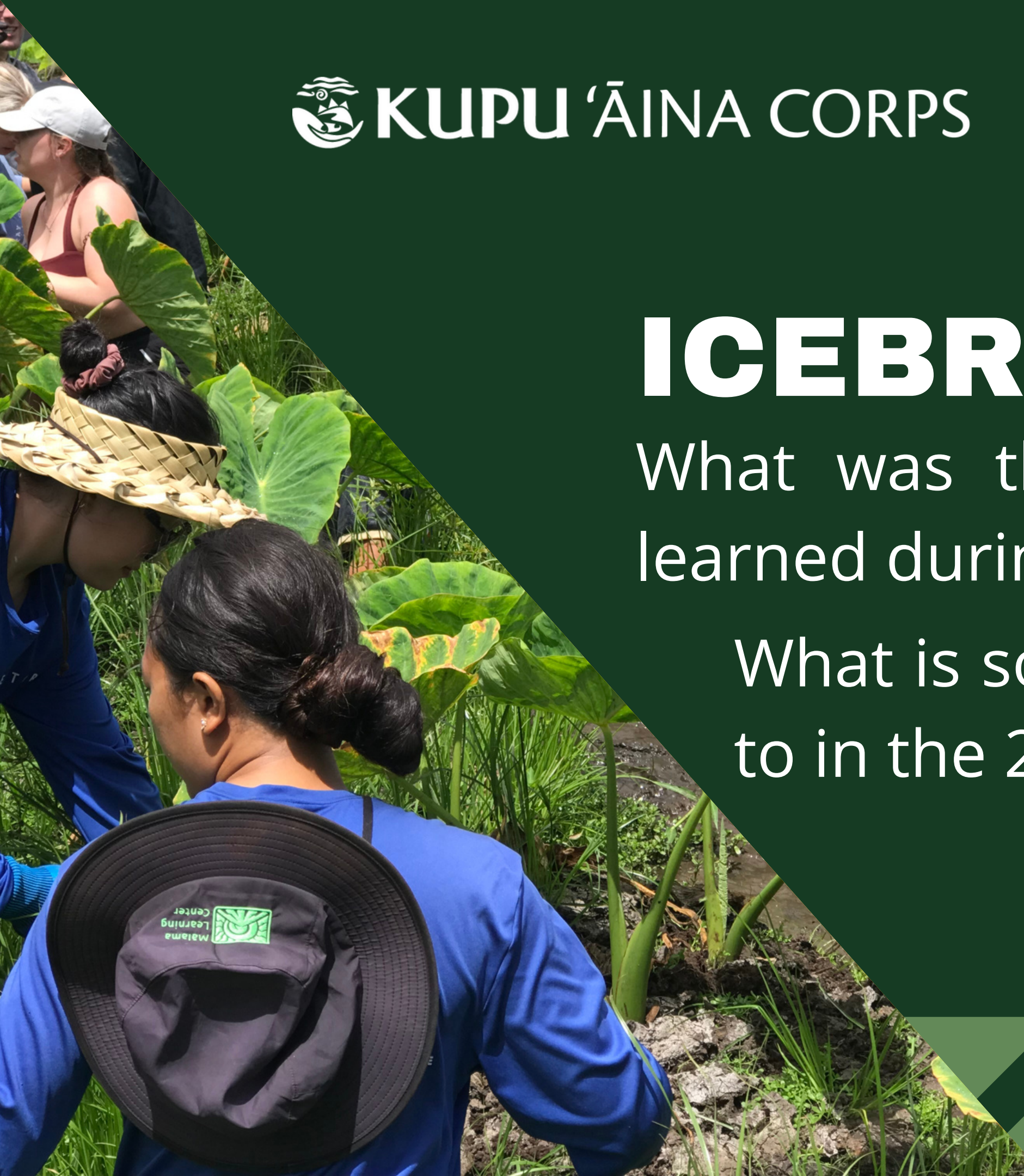


- WELCOME & INTROS, ICEBREAKER
- IMPACT OVERVIEW
- KAC STAFF
- POLICY & GUIDELINES
- REQUIREMENTS
- BENEFITS
- ACTIVITY
- WRAP UP

ICEBREAKER

What was the most significant thing you learned during your last KAC term?

What is something you're looking forward to in the 2023-2024 term?



IMPACT

F L O R A & F A U N A I M P A C T

LAST TERM...

55,636

**native
plants
planted**

436,901

**invasive
plants
removed**

31,772

**invasive
animals
removed**

RESTORATION IMPACT LAST TERM...

6,310

hours were
engaged in
coastal
restoration

1,370

total miles
of trail
worked on

13,848

total feet
of stream
maintained

3,385

total acres
of land
treated

OUTREACH IMPACT LAST TERM...

914

volunteer
opportunities
were led by
KAC
participants

11,782

volunteers
worked with
KAC
participants

839

environmental
education
events led

29,943

community
members were
educated by
KAC
participants

“

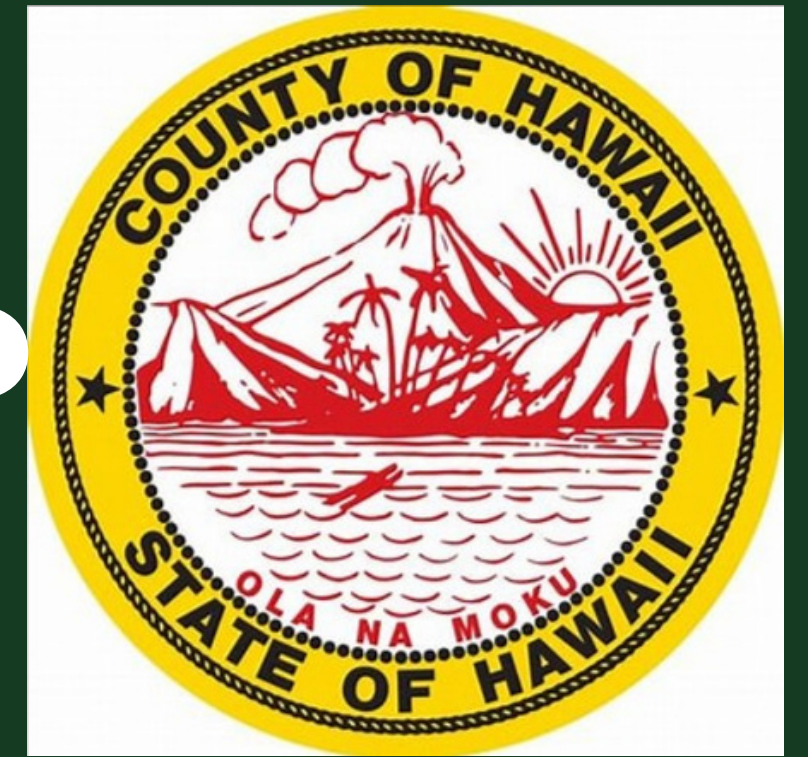
***My biggest changes in perspective
came from the lessons I learned
from the 'āina itself.***

- '22-23 KAC Participant

”



KEAUKAHA STEWARDSHIP PROGRAM



Collaborative project with the County of Hawai'i, Hawai'i Tourism Authority, Keaukaha and Leileiwi Community Associations, Hui Ho'oleimaluo, and the Keli'i William Ioane Legacy Foundation.

Community-Based Management





MANAGEMENT GOALS

WAIULI & LEHIA BEACH PARK

- **Visitor Management**
- **Data Collection**
- **Safety Protocols**
- **Education**

TEAM

KUPU 'ĀINA CORPS

PROGRAM COORDINATORS



Annika Gustafson
Program
Coordinator
O'ahu & Kaua'i
(she/her)



Lily Nguyen
Program
Coordinator
O'ahu & Hawai'i
Island
(she/her)



Luana Low
Program
Coordinator
O'ahu, Maui, &
Moloka'i
(she/her)



Makana Lewis
Program
Coordinator
Nā Manu 'Elele
(he/him)

KUPU 'ĀINA CORPS

MANAGEMENT



Kristina Kornegay
KAC Manager
(she/her)



McKenna Noland
KAC Assistant
Manager
(they/she)



Ana Hiyane
Operations Manager
(she/her)



AIMEE FUNG
Admin Coordinator
(she/her)



Rebecca Harper
Admin Assistant
Manager
(she/her)



POLICY & GUIDELINES



COVID-19 GUIDELINES

***SUBJECT TO CHANGE**



NOTABLE POLICY

PROHIBITED ACTIVITIES:

- Attempting to influence Legislation
- Protests, petitions, boycotts
- Religious instruction (worship service)

PROHIBITED DUTIES:

- Rappelling
- Scuba
- Operating Firearms

RESTRICTED DUTIES:

- ATV/UTV
- Gas-operated bladed equipment
- Heli-ops
- Fundraising
- Cannot fundraise for salary

Prohibited = Never

Restricted =
OK with certification and/or
permission from PC

TIMLEY COMMUNICATION

- Participants must check their emails daily and respond or confirm within 2 business days.
- If you anticipate that you'll be submitting a data report or timesheet late, notify your program coordinator as soon as possible.
- Notify your program coordinator if you will be camping with your host site or without internet or cell service.
- If you prefer to receive text messages, please let your program coordinator know. Kupu staff will not text you without your consent.



ATTENDANCE

Unplanned Absences

- Contact your supervisor at least 2 hours prior to your scheduled starting time
- If you will be late for your shift, personally contact your supervisor at least 1 hour prior to your start time
- If it is a medical emergency, contact your supervisor as soon as you are able
- The program reserves the right to deem any absence of 3 or more days without notification (no-call-no-show) as a voluntary resignation from the program.



Excessive absenteeism, excessive tardiness, and/or failure to comply with the policy may result in disciplinary action, up to and including dismissal.

ATTENDANCE

Sick Days

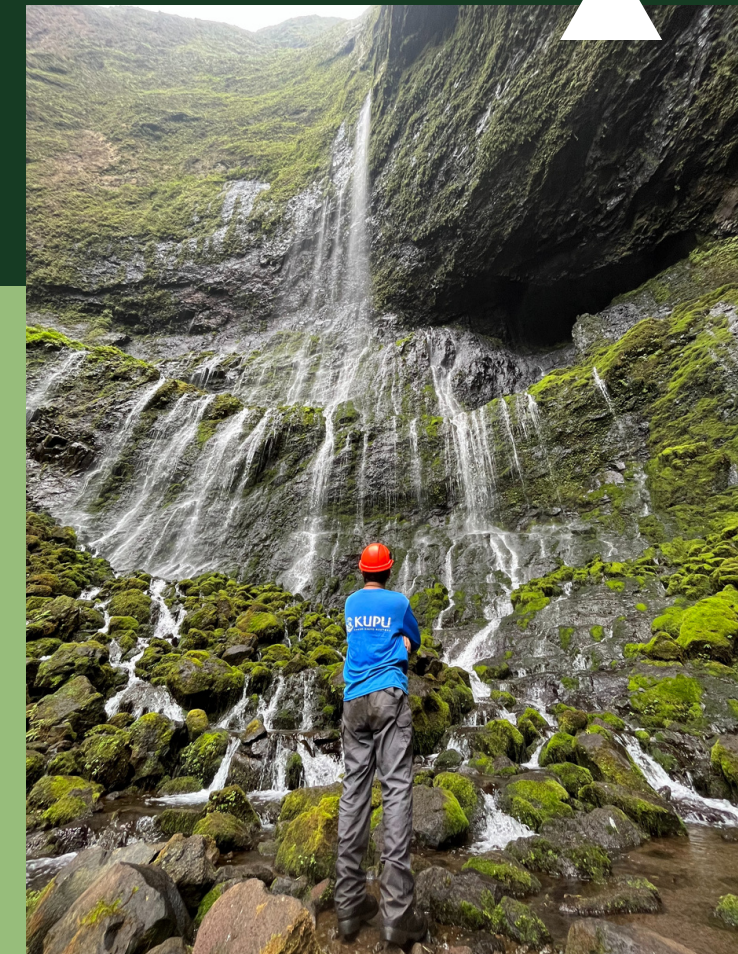
- Kupu policy: A doctor's note is required for 2+ consecutive sick days
- However, some host sites require doctors' notes for any sick days. Check with your host site supervisor about their sick day policy.
- Similar to COVID19 guidelines and protocol, participants must abide by the more conservative policies.



ATTENDANCE

Personal Leave / Vacation

- Prior to taking time off, participants must get permission from their direct site supervisor.
- Supervisors and program coordinators should be notified of time off requests at least 2 weeks in advance.
- When taking unpaid time off, participants must complete a Time Off Form and get their site supervisor's signature before sending it to their PC via email.
- Participants can take as much time off as they'd like, as long as their host sites approve. However, significant time off may affect health insurance.
- Data reports & timesheets must be submitted.





KAC Time Off Request Form

Step 1:
Complete these sections. Then, send form to your direct site supervisor.

KAC Participant Name: _____

Host Site: _____

Date of Request: _____

Dates Requested for Leave: _____

Reason for Leave: [vacation, medical leave, jury duty, sick leave, etc.]:

Step 2:
Direct site supervisor to complete these sections.

Site Manager Approval:
 Yes
 No

Program Coordinator Approval:
 Yes
 No

Participant Signature and Date: _____
Participant Printed Name: _____

Site Manager Signature and Date: _____
Site Manager Printed Name: _____

Program Coordinator Signature and Date: _____
Program Coordinator Printed Name: _____

Step 3:
Participant to send form to program coordinator. Program coordinator to complete these sections.

3 STRIKE SYSTEM

- Failure to submit **two** timesheets by deadline within 2 month period
- Failure to submit **two** Data Reports by deadline within 2 month period
- Failure to submit the **Mid-Term Evaluation**
- Failure to **communicate**, follow-up and/or comply with Kupu staff with missing required documents

*ANY ONE OF THE ABOVE OFFENSES (WITHOUT A VALID REASON) WILL RESULT IN ONE "STRIKE"

STRIKE 1

Verbal
Warning

STRIKE 2

Written
Warning

STRIKE 3

SUSPENDED 2
WEEKS WITHOUT
PAY



MINOR:

Handle matters using best discretion.
Approach Program Coordinator for
additional consultation if needed

Correctable Program Incidents

- Three strike policies
- "Minor" infractions to program rules (e.g. late timesheets, data reporting, communications, etc.)
- Reports of dissatisfaction of service duties (unless violating position description or program requirements)
- Any matter which is not a direct violation of known policies and/or laws

***Any matter which can be informally coached**

INTERMEDIATE:

Consult Assistant Program Manager
and/or Kupu HR Representative on
appropriate course of action

Violation of program policies or standards of conduct:

- Repeated violation of program policies/procedures
- Reported unsatisfactory work performance
- Suspected unallowable service

***Any matter in which formal corrective action may be required**

CRITICAL:

Immediately report to a Program Manager and Kupu HR Representative

Zero Tolerance Violations:

- Discrimination: Inappropriate actions or comments against a protected class (race, ethnicity, sexual orientation, gender, etc.)
- Harassment/Inappropriate behavior: Unwelcome verbal, non-verbal, or physical conduct of a sexual nature
- Alcohol and drug use: Reports of consumption/use of alcoholic beverages or illegal drugs while "on the clock"
- Workplace violence: Violent, threatening, and/or intimidating behavior in the workplace

Serious Safety Matters:

- Any work-related incident which requires emergency care or immediate medical attention

Serious Compliance Violations:

- Any reported violation of applicable policies or guidelines (e.g. policies, timesheet falsification, members/participants performing duties outside of what is allowable, unsafe duties and responsibilities, etc.)

***Any matter which could potentially lead to immediate release from the program**



INJURY/ACCIDENT REPORT

- If injured on the job, PCs must be notified and an accident report must be completed as soon as possible.
- Email your PC your accident report, doctor's notes, and any other important documents.
- If a participant goes to the hospital and informs their doctor that they were injured on the job, their personal insurance will not be accepted, as they will need to go through ALTRES' worker's compensation.
- Participants that did not go to the hospital still need to complete and submit an accident report to their PCs.





INJURY/ACCIDENT REPORT

WORKER'S COMPENSATION

Your PC will follow up with you about whether you'd like to proceed with worker's comp. If you choose to proceed, your accident report will be filed to ALTRES.

Participants proceeding with worker's comp must go through a drug test. If a participant does not pass their drug test, they will be let go from the Kupu 'Āina Corps program and will be permanently blacklisted from all other ALTRES companies, making them unemployable to many companies state-wide.



EARLY PROGRAM EXIT

Procedure:

1. Notify direct site supervisor and program coordinator at least 2 weeks before their last day with the program.
2. After solidifying your last day with the program, fill out the Letter of Resignation form.
3. Complete all data report forms, all timesheets, and other exit term requirements before exiting the program.

*Depending on the circumstance, there may be exceptions to the procedure. Please communicate with your program coordinator.





PARTICIPANT OPPORTUNITIES

Service Days

Let your PC know if you and your site supervisor would like to host a service day!

Trainings

If you have specific trainings in mind, please add them in the chat or email your PC!





KAC RESOURCE HUB

WWW.KUPUAINACORPS.COM



BREAK (10 MIN)



REQUIREMENTS



KUPU 'ĀINA CORPS

DAY-TO-DAY

- Daily:
 - Check your email/messages
- Monthly:
 - Schedule a check-in with your Program Coordinator
- Often:
 - Look through the KAC Resource Hub for upcoming events, opportunities, important forms and information
- Due every other Saturday:
 - Timesheets
 - Submit your hours via HR Symphony
 - Data Report Forms
 - Submit via your Participant Portal
 - Tip: Complete them during your Friday workday (or last workday of that pay period week)
 - Your uploaded photos will be considered for the end-of-term Photo Contest!
- Participant Spotlights on Social Media

 KUPU 'ĀINA CORPS

**PHOTO EXAMPLES:
OUTDOORS**

Data Report Forms

**WEAR YOUR
KUPU SHIRT :)**

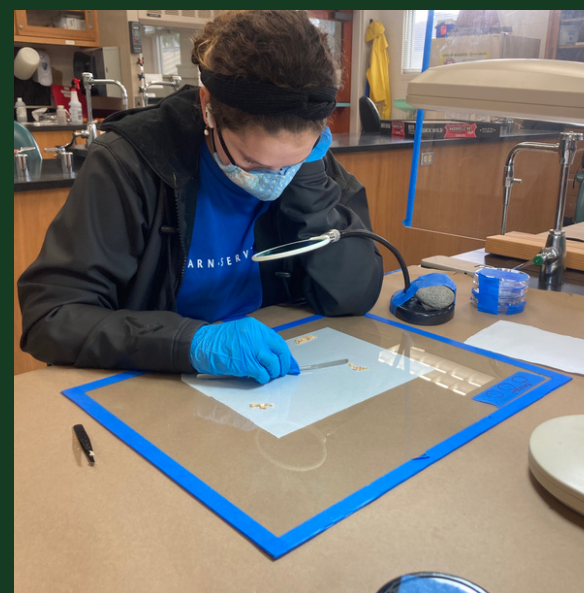
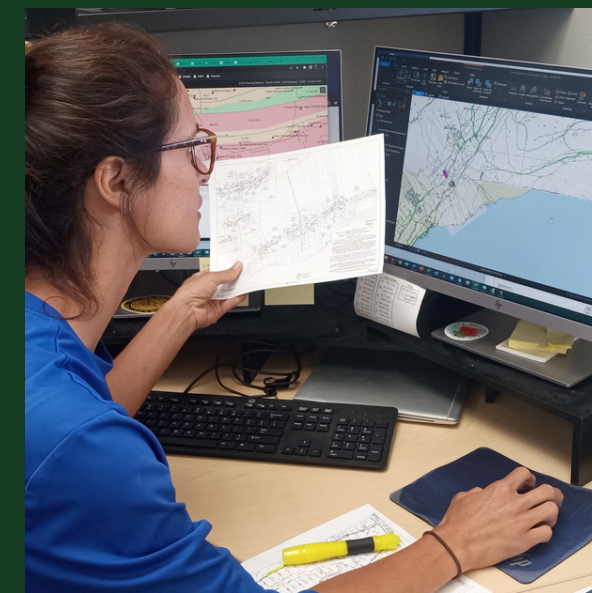


 KUPU 'ĀINA CORPS

PHOTO EXAMPLES:
INDOORS

Data Report Forms

WEAR YOUR
KUPU SHIRT :)



PARTICIPANT PORTAL: LOGIN CHECK

<https://kupu-communities.force.com/participantportal/login>

- Make sure you have access to this term's assignments.
- Must be completed on a desktop. Mobile will NOT work
- Make sure your adblockers/security settings are turned off
- You cannot save progress as you go
- Pictures are needed for submission, but you can use a blank photo
- You will receive email reminders to complete them
- If you need a fillable PDF version, let your PC know
- Yes, we read them!

LOGIN CHECK!

REMINDERS

- Timesheets and Data Report Forms
 - Due bi-weekly
- Mandatory monthly check-ins
- Mid-term evaluation
- End-term requirements (sent 2 weeks before end date)
- Hō'ike
- Check your email regularly
- Remember the events you signed up for
- *Communicate, communicate, communicate!* We can give more grace and work with you if there's communication between participants and PCs.
 - Must reply to communication from KAC staff within 2 business days.





HR SYMPHONY (TIMESHEETS)

LOGIN CHECK
hrsymphony.com

Make sure you're in
the correct pay period.



Due to scheduled maintenance, HR Symphony will be unavailable on Saturday, October 29th, 2022 from 6:00pm until 10:00pm. We apologize for any inconvenience.

Log In

Please log in to HRSymphony.com using your ALTRES account.

Username:

Password:

Log in

[Forgot Username/Password?](#)

New User?

HR Symphony is for employees, managers and owners of simplicityHR by ALTRES customers.

Employee Registration

Non-employees, please [contact us](#).



[System Requirements](#) | [Login FAQ](#)

Did you know?

Just married? New baby?
Visit the Life Events menu
to update your benefits
and more.





KAC RESOURCE HUB

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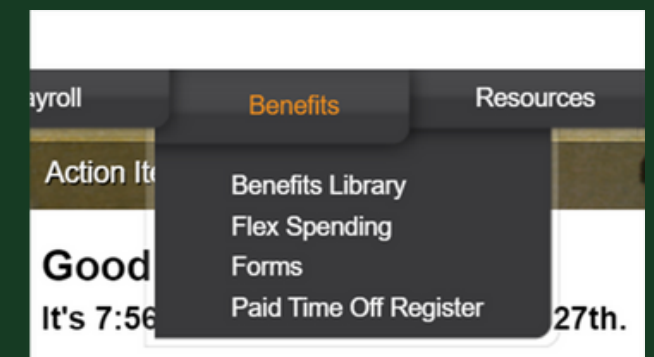
**BREAK (10 MIN)
RETURNING AT 10:40 AM**

BENEFITS

Program Year: June, 2023 to June, 2024

BENEFITS

- Bi-weekly Paycheck
 - Full-Time: 21-40 hours/week
 - Part-Time: 20 hours/week
- Worker's Compensation
- Medical Benefits (20+ hrs) Begins at start of month after 4 consecutive weeks of work
- SNAP (admin team will assist you with application)
- ALTRES Benefits
(Check ALTRES website)





Program Year: June, 2023 to June, 2024

BENEFITS

INSURANCE

- If you are receiving healthcare coverage from Kupu/Altres, working under 20 hours per week can put your coverage at risk.
- If you do lose your coverage due to working under 20 hours per week consistently, you can regain your coverage after 4 consecutive weeks of working 20 hours or more.



Program Year: June, 2023 to June, 2024

BENEFITS

KUPU PATHWAYS

- Discounted college courses through ASU Online
 - Sit in a class for free (without credit)
 - Initial \$25 fee to take a course for credit
 - Obtain college credit IF a satisfactory grade is received (\$400 per course)
- Web App: <https://kupu.ea.asu.edu>
- Email: earned@asu.edu
- ASU Phone: (844) 691-2241
- Courses Available: ea.asu.edu/courses



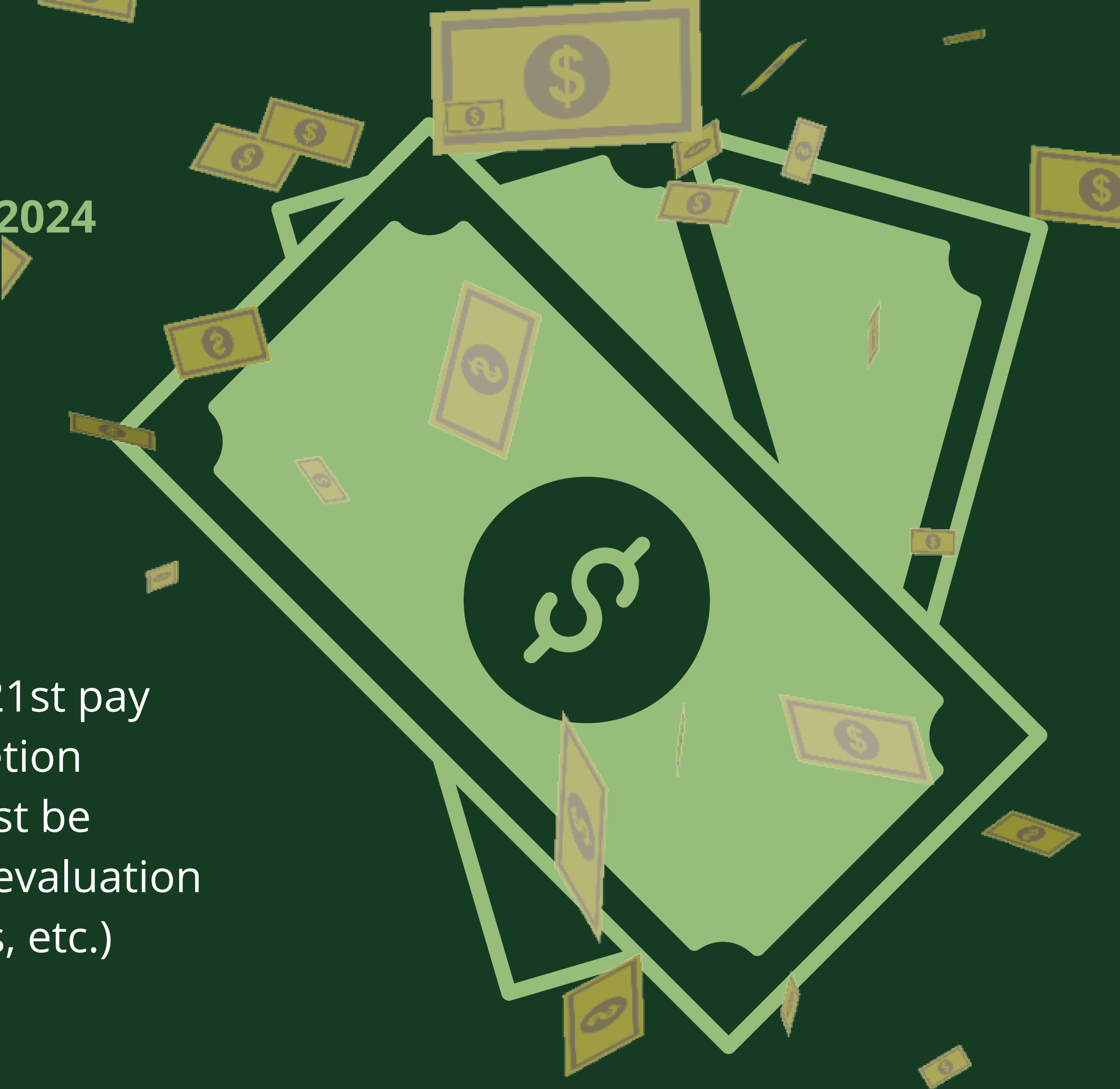


Program Year: June, 2023 to June, 2024

BENEFITS

RETENTION BONUS

- \$400 total for PT positions
- \$800 total for FT positions
- Paid in 2 installments during the 21st pay period and upon program completion
 - All program requirements must be complete (Data report forms, evaluation forms, end term requirements, etc.)





Program Year: June, 2023 to June, 2024

BENEFITS

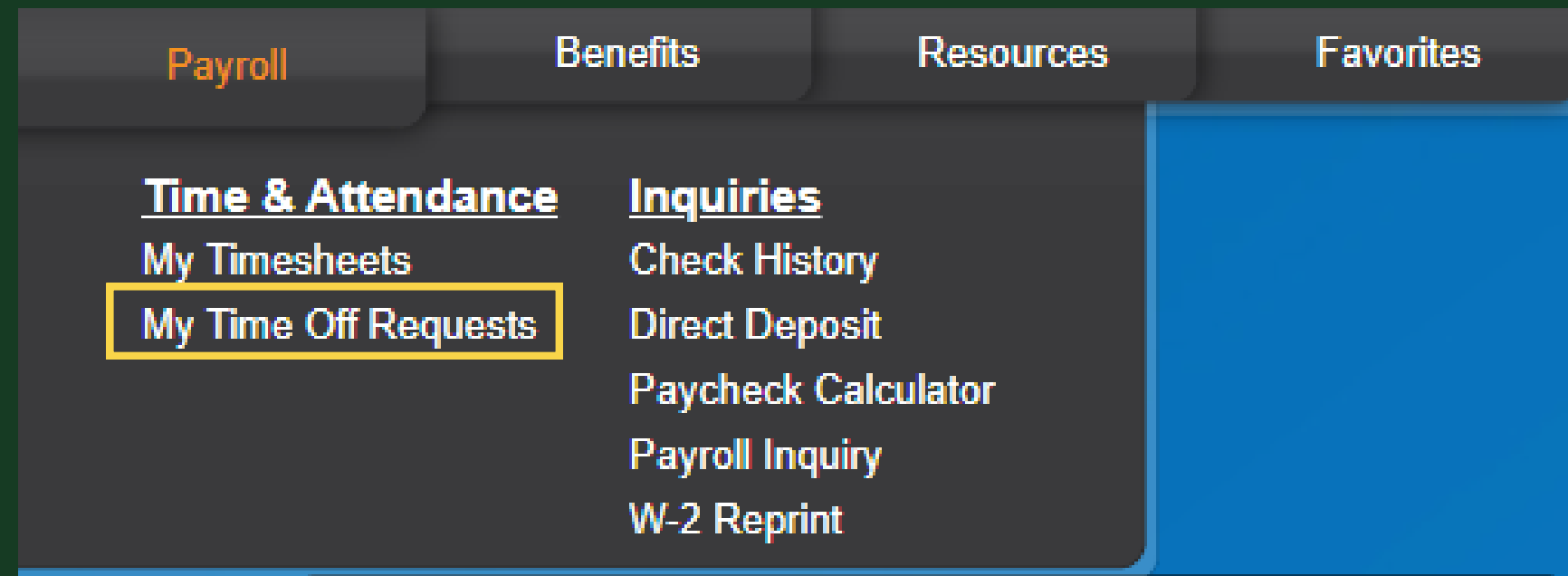
PAID TIME OFF

- 12 hours total for PT positions
- 24 hrs total for FT positions
- All paid time off hours will be available after 3 months
- Must be requested in HR symphony and approved by supervisor (PCs need not get involved)
- Procedures for unpaid time off remain the same (PCs must approve it)

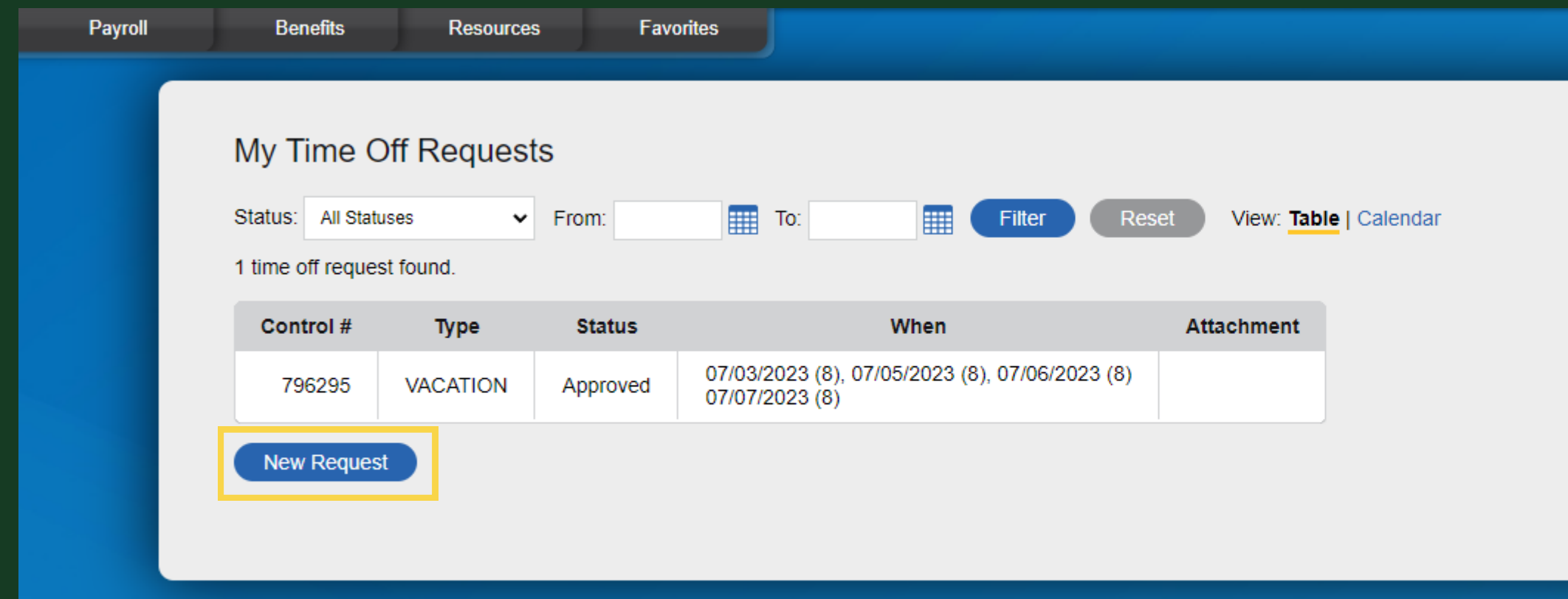


REQUESTING PTO

1. Open up the "Payroll" tab,
2. Select "My Time Off Requests"



3. Select "New Request"



REQUESTING PTO

4. Fill out the Time Off Request in HR Symphony
5. Submit for Approval
6. Your request will be sent to your site supervisor

***PTO is not accrued throughout your term. All PTO hours become accessible after 3 months.**

****Un-used PTO hours do not get paid out at the end of the term or roll over into the next term.**

Time Off Request

Time Off Request	
Control #	NEW
Status	In Process
Employee Name	Low, Luana T.
Time Off Type *	Please select... ▼
Date Range	MM/DD/YY <input type="text"/> to MM/DD/YY <input type="text"/> (0 days)
Date Range Daily Hours	8 Per Day
Additional Days/Hours	<input type="text"/> <input type="text"/> <input type="button" value="Date"/> <input type="button" value="Hours"/> + Add Row (0 hours)
Attachment	<input type="button" value="Choose File"/> No file chosen <ul style="list-style-type: none"> Uploads must be smaller than 5MB per file. ALTRES does not monitor uploaded file.
Notes	<div style="border: 1px solid #ccc; height: 100px;"></div>

Type	Accrued Balance ⓘ	Approved Hours ⓘ	Remaining ⓘ
Paid Time Off	79.07 hours	32 hours	47.07 hours

Calendar =Time Off =Holiday =Blackout

June 2023							July 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

August 2023							September 2023						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5						1	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9



Program Year: June, 2023 to June, 2024

OTHER CHANGES

- Must be between the ages of 17 to 38 throughout term (requirement of Act 33)
 - Exception: members that are re-enrolling can continue
- Covid affidavit no longer required
 - Previously a requirement of Act 181





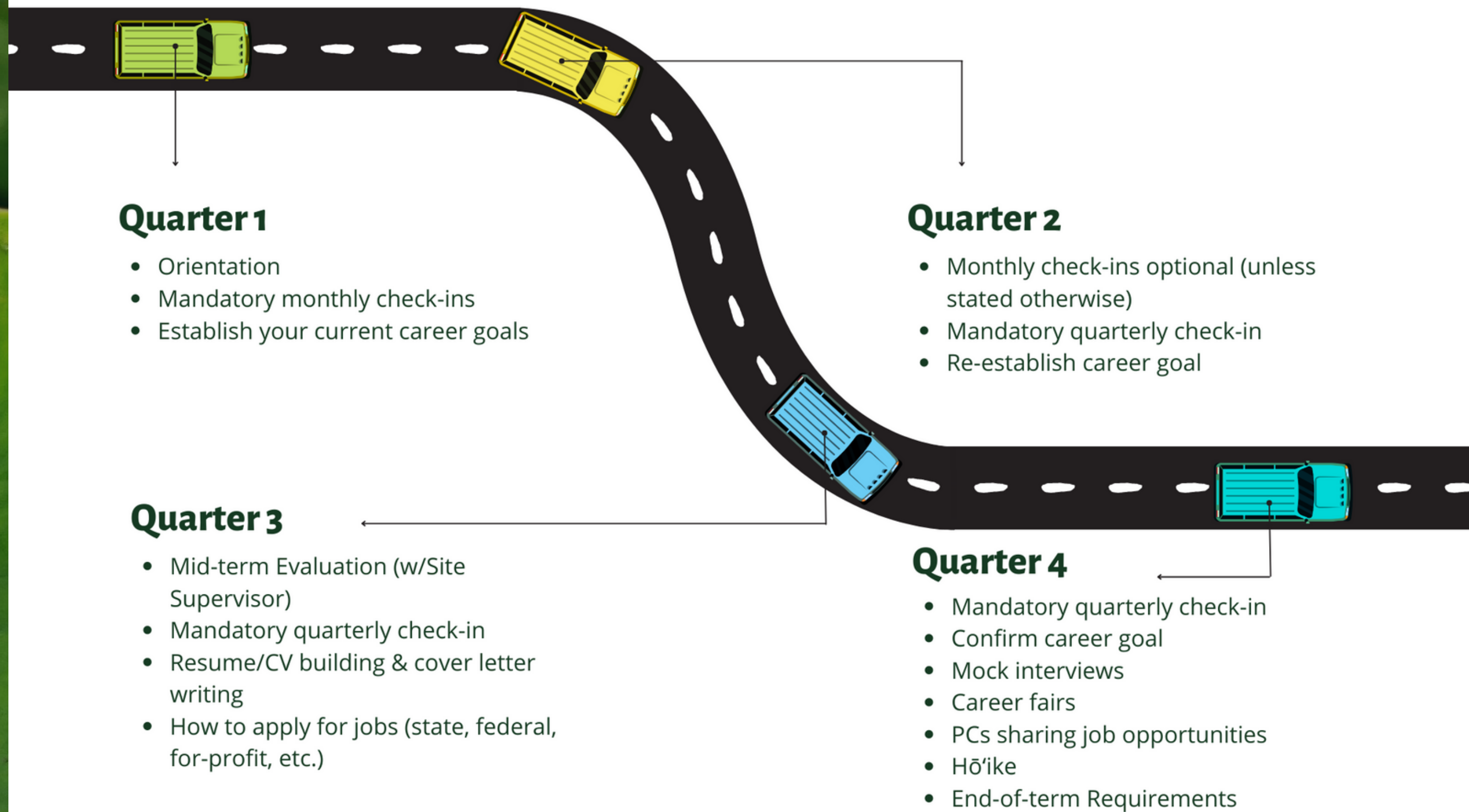
Program Year: June, 2023 to June, 2024

IN PERSON ORIENTATION

- Don't need to join for the entire time! Welcome to join for lunch, activities, and service day!
- O'ahu (+ Maui Participants)
 - July 24-26
 - July 24 & 25: Ho'okupu Center
 - July 24 - Orientation portion
 - July 25 - Hawaiian Cultural Training
 - July 26 - Service Day at Keiki and Plow
- Moloka'i
 - July 17-19
 - July 17 & 18: Kūlana 'Ōiwi OHA Conference Room
 - July 17 - Orientation portion
 - July 18 - Hawaiian Cultural Training
 - July 19 - Service Day at Moloka'i Land Trust
- Kaua'i
 - July 17-19
 - July 17 - Orientation portion
 - July 18 - Hawaiian Cultural Training
 - July 19: Service Day at DLNR - DOFAW Native Ecosystems Program Management
- Hawai'i Island
 - July 17-19
 - July 17 & 18 -
 - July 17 - Orientation portion
 - July 18 - Hawaiian Cultural Training
 - July 19 - Service Day

KUPU 'ĀINA CORPS

Participant Program Timeline



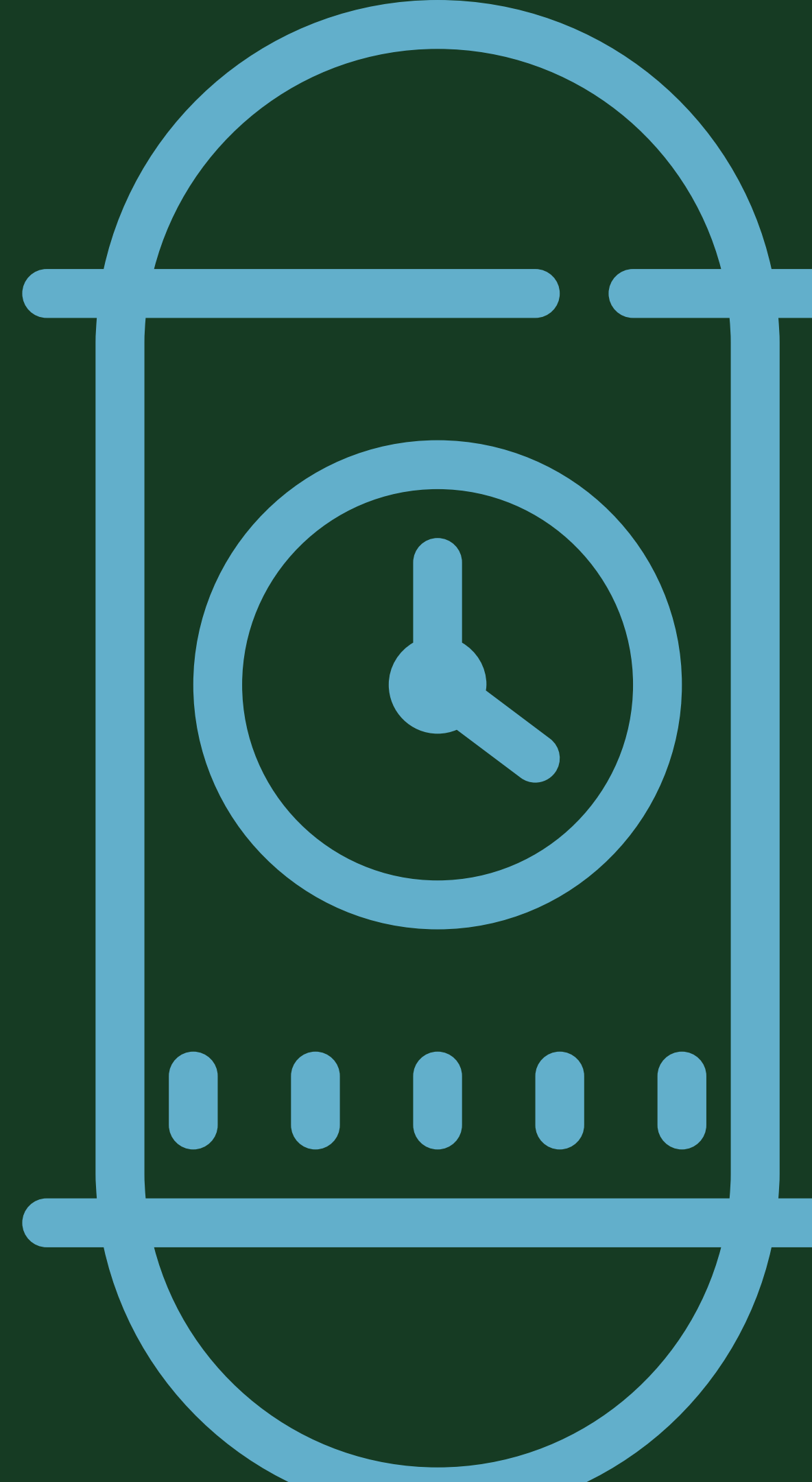
**BREAK (10 MIN)
RETURNING AT
11:00 AM**

ACTIVITY TIME

TIME CAPSULE ACTIVITY

Answer the following questions regarding your upcoming Kupu 'Āina Corps term!

1. What do you want to get out of Kupu 'Āina Corps?
2. How do you feel in this moment right now?
3. What are you most excited for?
4. Are you nervous about anything?
5. What are some goals you have?
(Career/Personal, etc.)



WRAP UP

Annika Gustafson	Annika.gustafson@kupuhawaii.org	Program Coordinator (Kaua'i & O'ahu)
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Mckenna Noland	mckenna.noland@kupuhawaii.org	Assistant Manager



KAC RESOURCE HUB

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QUESTIONS?

CONTACT US

www.kupuainacorps.com



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kac@kupuahawaii.org



[@kupuahawaii](#)



MAHALO!



KUPU 'ĀINA CORPS

QUESTIONS?

