



# **WELCOME 2023-2024 SITE SUPERVISORS!**





ORIENTATION

# OVERVIEW

- **Introductions**
- **Program Events, Opportunities, & Goals**
- **Corrective Action**
- **Policies & Procedures**
- **Attendance, Time Recording, Suspension, & Dismissal**
- **Early Exits**
- **Reporting Requirements**
- **Communication & Accountability**





# **KAC RESOURCE HUB**

**[WWW.KUPUAINACORPS.COM](http://WWW.KUPUAINACORPS.COM)**







# Welcome to Kupu 'Āina Corps!

[PROGRAM CALENDAR](#) >

**2023 - 2024**

The Resource Hub for KAC Participants & Host Sites



# OUR HOST SITES

## O'ahu

AES Hawai'i

DLNR - Division of Forestry and Wildlife

Harold L. Lyon Arboretum

Hawai'i Executive Collaborative's Climate Coalition

Hawaii Fish Company Inc.

Hawaiian Electric Company Inc.

Hohonu, Inc.

Hui O Hauula

Kalahaku Farm

Kauluakalana

Keiki and Plow

Kōkua Hawai'i Foundation

Local I'a

Malama Loko Ea Foundation

North Shore Community Land Trust

Paepae O Heeia

Re-use Hawaii

Sustainable Coastlines Hawaii

The Nature Conservancy of Hawaii

UH Manoa College of Tropical

Agriculture and Human Resources

Waianae High School Marine Science

Learning Center

Waikalua Loko I'a

Zero Waste Hawai'i







**PROGRAM TERM 2023-2024**

# OUR HOST SITES

## Hawai'i

Blue Ocean Barns Inc.  
DLNR - Division of Forestry and Wildlife  
EcoHarvest Hawaii  
Hawaii Farm Trails  
Hawaii Institute Of Pacific Agriculture  
Hawai'i State Energy Office  
Hawaii Ulu Producers Cooperative  
Keauhou Bird Conservation Center  
Mauna Kea Watershed Alliance  
Punachicks Farm LLC  
Re-use Hawaii  
The Kohala Center, Inc.

## Maui

DLNR - Division of Forestry and Wildlife  
Haleakala Conservancy  
Hawaii Sustainable Farm  
Hua Momona Farms, LLC  
Maui Bird Conservation Center  
Natural Resources Data Solutions  
Polipoli Farms LLC

## Moloka'i

Hoahu Energy Cooperative Molokai  
Molokai Affordable Housing Alliance  
Molokai Land Trust  
Napoleon Gentry, LLC  
Pu'u O Hoku Operations, LLC

## Kaua'i

Common Ground  
DLNR - Division of Forestry and Wildlife  
Global Algae Innovations Inc.  
Lanipo Farm LLC  
Natural Resource Data Solution Inc  
Omao Lands LLC  
Waipa Foundation





KUPU 'ĀINA CORPS

# INTRODUCTIONS

Name & Organization



KUPU 'ĀINA CORPS

# MANAGEMENT



**Kristina Kornegay**  
KAC Manager  
(she/her)



**McKenna Noland**  
KAC Assistant  
Manager  
(they/she)



**Ana Hiyane**  
Operations Manager  
(she/her)



**Rebecca Harper**  
Admin Assistant  
Manager  
(she/her)



 **KUPU 'ĀINA CORPS**  
**PROGRAM TERM 2023-2024**

KUPU 'ĀINA CORPS

**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)



**Aimee Fung**  
Admin Coordinator  
(she/her)





LEARN \* SERVE \* RESTORE

# ABOUT KUPU

## Our Mission Statement

To empower youth to serve their communities through character-building, service-learning, and environmental stewardship opportunities that encourage pono (integrity) with ke akua, self, and other.







# ABOUT KUPU

## What does "Kupu" mean?

The Kupukupu fern are one of the first species to rehabilitat the land after a lava flow - likewise, Kupu as an organization also strives to bring life back to the land, people, and communities for a better tomorrow.







# KUPU PROGRAMS



**HYCC Community**



**HYCC Summer**



**Culinary**



**Environmental Education  
Leadership Development**



**Conservation Leadership  
Development Program**



# KUPU 'ĀINA CORPS

## PROGRAM TERM 2023-2024

KUPU 'ĀINA CORPS

## ABOUT THE PROGRAM

- Began in 2020; was initially aimed at offering green job opportunities to people who were negatively impacted by COVID-19.
- Our partner host sites are focused on a diverse range of fields such as aquaculture, conservation, clean energy, agriculture, botany, Hawaiian cultural studies, and so much more.
- Kupu 'Āina Corps is funded through the legislation for a Green Jobs Youth Corps to hire young adults (from ages 17-38) in year-long full-time and part-time positions. Kupu works with host sites to hire and train these participants, who are technically employees of Kupu. \*Not an Americorps program\*.







## ROLES

- **Host Site:**
  - Offers work experience and position to participant
- **Kupu**
  - Employer of record for participant
- **Participant/Member:**
  - Employee of Kupu who works directly with host site for the year-long KAC term
- **Site Supervisor**
  - Primary timesheet approver, mentor/supervisor for participant
- **Program Coordinator:**
  - Main point of contact for Site Supervisors and Participants, provides year-long support





## **PROGRAM GOALS**

- **Participant Experience:**
  - Personal and professional growth
  - Hands on experience in the green jobs sector
  - Educational and career pathways
  - Opportunities to network and build connections
  - Receive mentorship
  - Have an opportunity lined up after their term!
- **Host Site Experience:**
  - Build organizational capacity
  - Receive potential workforce candidates
  - Support with sustainability & conservation initiatives

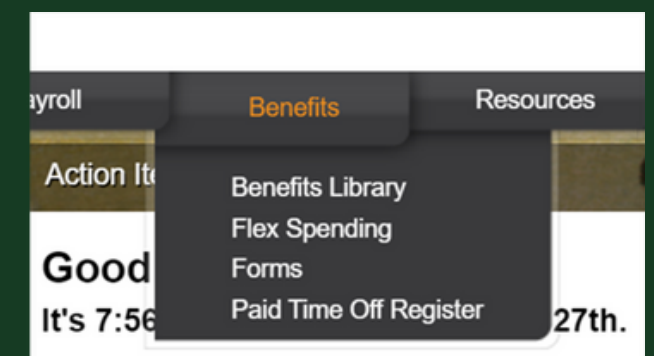




Program Year: 2023-2024

## COMPENSATION & 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







Program Year: 2023-2024

# BENEFITS

## PAID TIME OFF

- 12 hours total for PT positions
- 24 hrs total for FT positions
- Must be requested in HR symphony and approved by supervisor
- Available for use after participant has been employed 3 months







Program Year: 2023-2024

# 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.)





# REQUIREMENTS & EXPECTATIONS

## Orientation

- Site supervisor orientation
- Virtual participant orientation

## Timesheets

- Submitted by participant and approved by supervisor bi-weekly

## Data Reports

- Submitted by participant and reviewed by Program Coordinator bi-weekly

## Evaluations

- Filled out by supervisor & submitted by participant
- 6 months into term and at end of term

## Hō'ike

- KAC end of term celebration
- Participant presentations
- Supervisors welcome to attend

## Exit Survey

- Filled out by participant upon exiting the program





# REQUIREMENTS & EXPECTATIONS

## Check-Ins

- Between participant and Program Coordinator (monthly)
- Between supervisor and Program Coordinator as needed

## Site Visits

- Program Coordinator will visit each participant at their site at least once during the term

## Communication

- Participants are expected to return all forms of communication within 2 business days
- We also ask that supervisors are communicative and responsive with their Program Coordinator





# PARTICIPANT OPPORTUNITIES



## Service Days

- Program coordinators will work with a host site occasionally or so to host a “service day” - a day when every KAC participant on the island is invited to the host site to help out with larger projects.
- It gives participants the opportunity to serve, mingle with other participants, and learn what other sustainable organizations are doing on their island. It gives host sites an opportunity to tackle larger projects.

## Trainings & Workshops

- KAC hosts training and professional development workshops throughout the term.
- There is mandatory CPR/First Aid, but other trainings may include Hawaiian cultural training, chainsaw certification, professional development workshops, and more.

\*\*Professional Development Reimbursements\*\*







# KUPU 'ĀINA CORPS

## PROGRAM TERM 2023-2024

KUPU 'ĀINA CORPS

### PROFESSIONAL DEVELOPMENT REIMBURSEMENT PROGRAM

- We have funding available to support participants with professional development opportunities that may arise outside of Kupu.
- This can be a course or event that your participant has identified. It could also be an opportunity or conference that your host site has identified that the participant requires funding support for.
- Participant must fill out form found on [www.kupuainacorps.com](http://www.kupuainacorps.com).

#### PART 1 OF 2:

**Please make sure to read the steps and instructions thoroughly before proceeding.**

This form does not guarantee your scholarship. All submissions will be reviewed and approved by Kupu staff once submitted.

**\*\*Completed form & required documents must be submitted at least 2 weeks PRIOR to the event/training. Please DO NOT pay for anything until you get approved.\*\***

#### General Information (Please Print)

<b>Member Name:</b>	
<b>Host Site Name:</b>	
<b>Member Mailing Address:</b> (for check to be sent)	
<b>Name of Event or Training:</b>	
<b>Dates of Event:</b> (that you will be attending)	
<b>Event Location and Format:</b> (Virtual, In-person, Hybrid)	
<b>Total Amount Seeking:</b>	

#### Ways funds will be used:

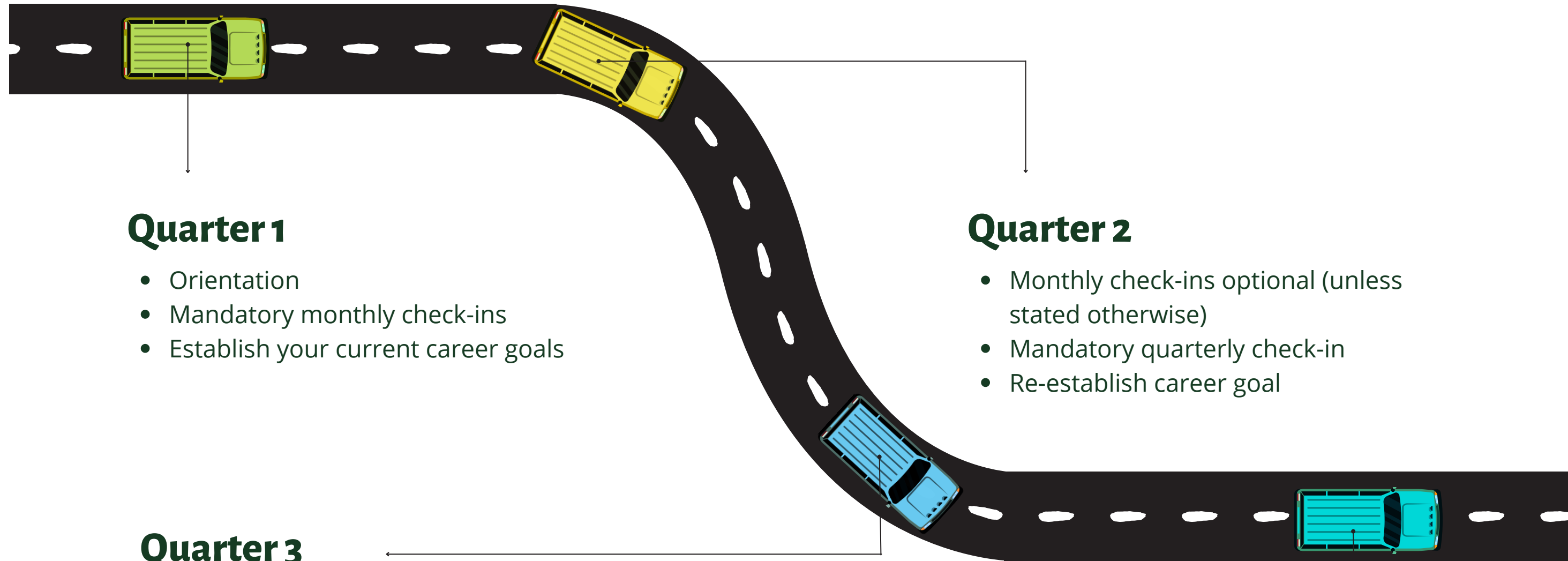
**Check all that applies and complete the respective additional sections below:**

- Flight Request** - Complete Sections (A) and (B or C)
- One time Training Event** - Complete Section B
  - *This can be one multiple day event*
- Course over a range of time** - Complete Section C



# KUPU 'ĀINA CORPS

## Participant Program Timeline



### Quarter 1

- Orientation
- Mandatory monthly check-ins
- Establish your current career goals

### Quarter 2

- Monthly check-ins optional (unless stated otherwise)
- Mandatory quarterly check-in
- Re-establish career goal

### Quarter 3

- Mid-term Evaluation (w/Site Supervisor)
- Mandatory quarterly check-in
- Resume/CV building & cover letter writing
- How to apply for jobs (state, federal, for-profit, etc.)

### Quarter 4

- Mandatory quarterly check-in
- Confirm career goal
- Mock interviews
- Career fairs
- PCs sharing job opportunities
- Hō'ike
- End-of-term Requirements



# KUPU 'ĀINA CORPS

## PROGRAM TERM 2023-2024

KUPU 'ĀINA CORPS

### HOW YOU CAN SUPPORT

- Understand your participant's goals and interests
- Let them know what their strengths are
- Give constructive feedback
- Inform us of opportunities (certificates, conferences, courses) that would be beneficial
- Encourage them to utilize Kupu opportunities and give them time in their work schedule to do so
- Prepare them for their next step after the program

And if you want to do more...

- Host a service day
- Facilitate a workshop or training session





# **SUPERVISOR RESPONSIBILITIES**

- Site Supervisor must
  - Oversee participant(s),
  - Approve timesheets,
  - Attend supervisor orientation
  - Complete mid-term and end-term evaluations,
  - Assist with data if needed,
  - Communicate with Kupu staff as needed.





# TIMESHEETS

- Timesheets are the binding agreement between participants and staff. They are the sole documentation of completed service.
- Site Managers responsible for reviewing and approving their participant(s)' timesheets every two weeks.
- If you go on leave/are unable to approve timesheets, you must appoint a backup supervisor to approve timesheets for you
- Automatic reminders of timesheet approval due dates will be sent from HR Symphony.
- Sick leave and per diem are not available.

**Late Submittal and/or Approvals = LATE PAYCHECK**





## HOW TO APPROVE TIMESHEETS

1. Once the participant submits their timesheet for approval, it will go to their direct site supervisor (timesheet will now be “Pending-Supervisor” status).
2. Site supervisors can then approve the timesheet once reviewed (timesheet will now be in “Pending-Payroll” status).
  - a. Must approve timesheets by 4:00PM on the Monday following the pay period ending
3. The program coordinator will authorize the timesheet (timesheet will now be in “Authorized” status).

**Late Submittal and/or Approvals = LATE PAYCHECK**





## Timesheet

✓ The timesheet has been successfully saved.

⚠ Timesheet contains 4.0 overtime hours.

Douglas, Bernice R | Hourly | 08/26/2018 to 09/08/2018 | Pending-Supervisor

< Previous Next >

EMPLOYEE T&A SETTINGS RETURN TO TIMESHEET APPROVAL

Timecard Other Pay Notes Attachments Schedule Paid Hrs Approval History

Status	Date	In	Out	Break	Hours	Daily Total	Pay Code	Note	Department
✓	08/26/18 (Sun)	08:00 AM	12:00 PM		4	4	Regular		Marketing
⚠	08/27/18 (Mon)	08:00 AM	12:00 PM		4	-	Regular		Administr
✓	08/27/18 (Mon)	01:00 PM	05:00 PM		4	8	Regular		Administr
⚠	08/28/18 (Tue)	08:00 AM	12:00 PM		4	-	Regular		Administr
✓	08/28/18 (Tue)	01:00 PM	05:00 PM		4	8	Regular		Administr
⚠	08/29/18 (Wed)	08:00 AM	12:00 PM		4	-	Regular		Administr
✓	08/29/18 (Wed)	01:00 PM	05:00 PM		4	8	Regular		Administr
⚠	08/30/18 (Thu)	08:00 AM	12:00 PM		4	-	Regular		Administr
✓	08/30/18 (Thu)	01:00 PM	05:00 PM		4	8	Regular		Administr

**1. REVIEW SUBMITTED HOURS IN THE TIMECARD TAB**



The screenshot displays a web application interface for a Timesheet. At the top, there is a navigation bar with tabs for Payroll, Scheduler, Benefits, Resources, and Favorites. Below this, the main heading is "Timesheet". A green notification bar states "The timesheet has been successfully saved." Below that, a yellow warning bar indicates "Timesheet contains 4.0 overtime hours." The user information is "Douglas, Bernice R | Hourly | 08/28/2018 to 09/08/2018 | Pending-Supervisor". A row of buttons includes "SAVE", "EMPLOYEE T&A SETTINGS", and "RETURN TO TIMESHEET APPROVAL". Below this is a horizontal menu with tabs: "Timecard", "Other Pay", "Notes", "Attachments", "Schedule", "Paid Hrs", "Approval", and "History". The "Approval" tab is highlighted with a red square and a red arrow pointing to it. Under the "Approval" tab, there are two buttons: "RECALL SUBMISSION" and "APPROVE". The "APPROVE" button is circled in red. At the bottom, there is another row of buttons: "SAVE", "EMPLOYEE T&A SETTINGS", and "RETURN TO TIMESHEET APPROVAL".

**2. SUBMIT APPROVAL IN THE APPROVAL TAB**



## Timesheet

**Burgess, Dianne V.** | Hourly | 08/23/2020 to 09/05/2020 | **Authorized** | Vacation: 6.94 Sick: 14.94

Employee T&A Settings

Return to Timesheet Approval

Timecard

Paid Hrs

Approval

History

Date	Description	
09/03/2020	Submitted by Burgess, Dianne V.	<b>1</b> Submitted by Employee to Supervisor
09/03/2020	Approved by Hayes, Jackie Z.	<b>2</b> Supervisor Approves Timesheet
09/03/2020	Authorized by Cole, Felicia	<b>3</b> Coordinator Authorizes Timesheet for Payroll

Employee T&A Settings

Return to Timesheet Approval

**IT IS VERY IMPORTANT THAT TIMESHEETS  
ARE COMPLETED IN THIS ORDER**



# HR SYMPHONY (TIMESHEETS)

## What qualifies as program hours?

- Approved time spent during the program, directly serving with host sites
- Any work at site as described in your Position Description
- Discussion with Kupu staff or Host Site Managers that has a specific, program-related purpose (including check-ins with Program Coordinators)
- Any planned and facilitated group discussions with a program-related purpose
- Planned and facilitated training sessions and activities, including debriefs
- Meals that are planned and facilitated by Kupu or host site to cover a discussion topic
- \*Lunch (not a category): It's recommended that participants have a 30-minute meal break during their work schedule





KUPU 'ĀINA CORPS

# DATA REPORT FORMS

The data helps with funding purposes and helps us track the impact participants have made across Hawai'i.

- Participants are required to submit data forms bi-weekly.
- Site Supervisors may need to work with participants to submit accurate data which includes (among other areas):
  - Acreage cleared
  - Native Species Planted
  - Volunteer count
  - Community outreach conducted
- Program Coordinators to track data and follow up with participants. If necessary we may ask for your support since you will see the participants daily
- Encourage and allow participants to set aside time at the end of the reporting period to work on their data reports







# POLICIES & CORRECTIVE ACTION





KUPU 'ĀINA CORPS

# PROGRAM AUTHORITY

- KAC Participants are held accountable to the policies, guidelines, and expectations as set by:
  - Kupu
  - ALTRES
  - Host Site
- Kupu & Altres policies are in their Participant Agreement





## **RESOURCES:**

- **Master Agreement:** General agreement with Kupu signed every 5 years.
- **Statement of Work:** Agreement specific to your Kupu 'Āina Corps program term.
- **Supervisor Handbook:** Summarizes roles, guidelines, policies, disciplinary procedures, incident reporting, program requirements, and more.

All of these can be found on [www.kupuainacorps.com](http://www.kupuainacorps.com)



# 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.
  - Paid Time Off: Requested through HR Symphony
  - Unpaid Time Off: Requested in Time Off Form and signed by supervisor + Program Coordinator via email
- Participants can take time off 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.**



# ATTENDANCE & TIME RECORDING

- Host Site and Kupu may request a medical note for 2 or more consecutive days missed
- No-call, No-show subject to disciplinary action
- 3 consecutive No-call No-shows can be considered job abandonment
- Excessive absences, tardiness are subject to disciplinary action up to and including release
- Misrepresentation of hours served is strictly prohibited
- Overtime is discouraged due to budgetary restraints and must be approved by Kupu





# NOTABLE POLICY

## Prohibited Activities:

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

## Prohibited Duties:

- Rappelling
- Scuba
- Operating Firearms

**Prohibited = Never**

## Restricted Duties:

- ATV/UTV
- Gas-operated bladed equipment
- Heli-ops
- Fundraising\*

**Restricted =  
OK with certification and/or  
permission from PC**



## TYPES OF CORRECTIVE ACTION

- **COUNSELING** - providing the time and space to converse with the participant following next steps to improve
- **VERBAL WARNING** - verbal warning of disciplinary action
- **WRITTEN WARNING** - written warning of disciplinary action
- **SUSPENSION WITHOUT PAY** - participant will be suspended from Program until further notice
- **DISMISSAL** - Release/Termination from the Program.





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# CORRECTIVE ACTION

- Formal corrective action is required if the participant:
  - Knows and understands what was required
  - Was capable of carrying out the requirement
  - Decided not to follow it
  - Violates Zero-Tolerance policies





### Documentation Log

<b>Reported by:</b>		<b>Kupu Member:</b>		<b>Date Reported:</b>	
<b>Date of incident (s):</b>		<b>Individuals Involved:</b>			
<b>Policy/Expectation (if applicable):</b>					

<b>Details: (Keep as short and concise as possible, just the facts)</b>

<b>Addressed with Member?</b>	<b>If Yes Date(s)/Time(s):</b>	<b>Summary of conversation below if applicable:</b>
<b>Follow up:</b>		



When giving formal feedback to your participant about their performance or behavior, use this form for documentation. Kupu must be able to see your participant's acknowledgment of your conversation. Should further issues arise, we may reference this completed form in any decision-making.

The form shown on the page before is optional for you to use. It may be handy for keeping track of minor issues that do not immediately warrant a formal conversation, such as consistent tardiness.

All forms referenced in this orientation can be found on our Resource Hub:  
[www.kupuainacorps.com](http://www.kupuainacorps.com)



**Kupu Program Coaching, Counseling, & Disciplinary Notice** Participant's

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Service Site: \_\_\_\_\_ Verbal Warning \_\_\_\_\_  
Written Warning \_\_\_\_\_  
Great Job! Suspension \_\_\_\_\_  
Explain: \_\_\_\_\_ Effective Date: \_\_\_\_\_  
Return to Work Date: \_\_\_\_\_  
Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

**Incident**  
Failure to follow Instructions Violation of Program Policies/Procedures Rudeness to team members  
Violation of Safety Rules Rudeness to others Willful damage to Material/Equipment Attendance  
(Unexcused absence, left before shift, Unsatisfactory performance Ended, tardiness, no call, no show for work) Insubordination  
Handling personal matters during service hours Other: \_\_\_\_\_

Description of Incident: *(Who, what, where, why and how) Use back of sheet if necessary.*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Solution: *Use back of sheet if necessary.*  
\_\_\_\_\_  
\_\_\_\_\_

Consequences: *Failure to comply with all program policies, procedures and rules and the above stated solution immediately may lead to further disciplinary action up to and including release from the program.*  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature Print Name Date \_\_\_\_\_ Authorized

I acknowledge that I have read and understand the above and I disagree with the statement because:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Participant's Signature Print Name Date \_\_\_\_\_



# ACCOUNTABILITY

## 3 Strike System

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

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

**\*\*FIRST MONTH  
PROBATIONARY  
PERIOD\*\***

**STRIKE 1**

**Verbal  
Warning**

**STRIKE 2**

**Written  
Warning**

**STRIKE 3**

**Suspended  
the following  
pay period  
with NO 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.)

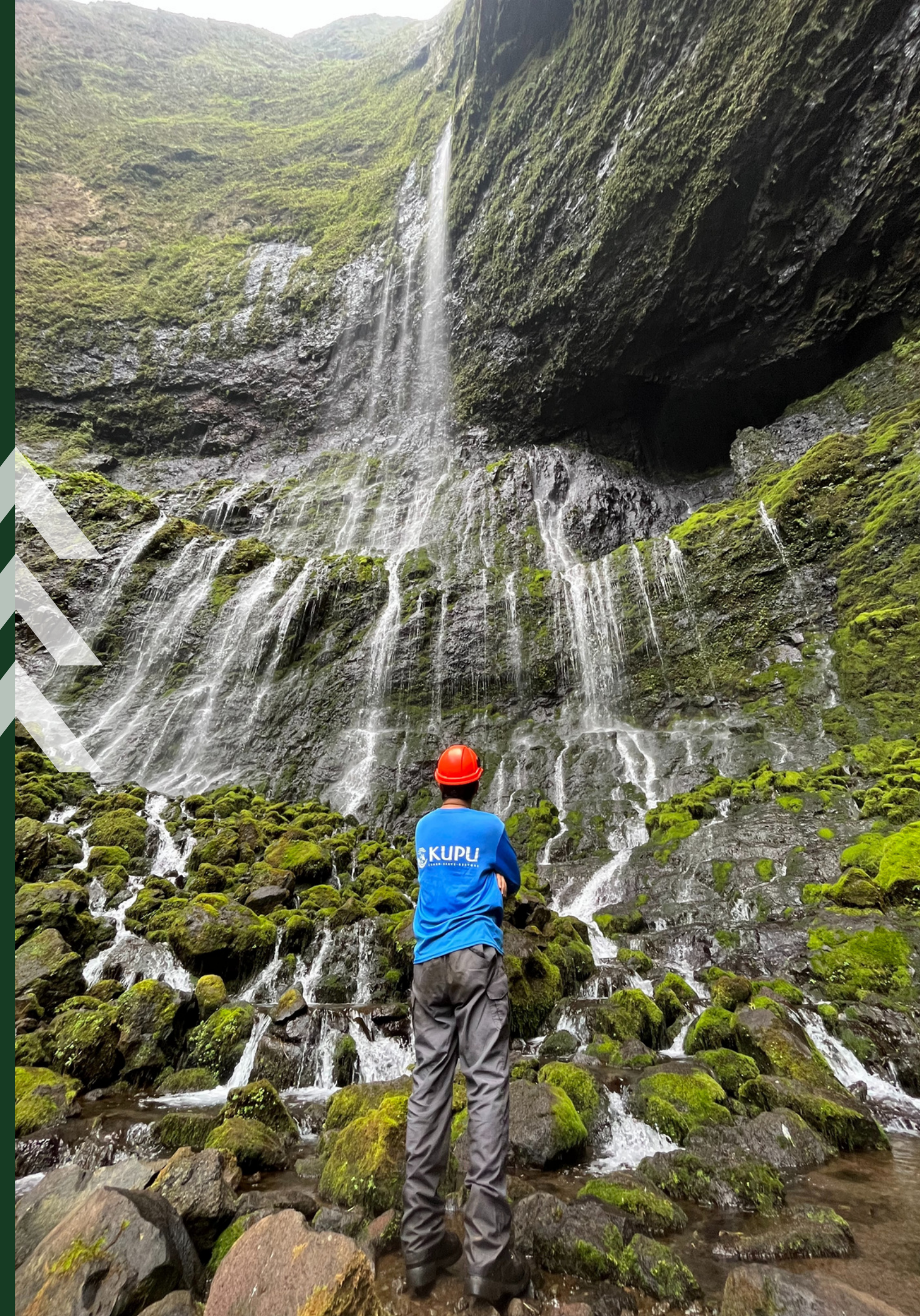
**\*Any matter which could potentially lead to immediate release from the program**



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# INJURY/ACCIDENTS

- Injury/Accident Reporting Form
- If injured on the job, Program Coordinators must be notified and an accident report must be completed as soon as possible.
- Please note: Injuries/Accidents that occur on the job will result in a drug test from Altres





KUPU 'ĀINA CORPS

# SUSPENSION & DISMISSAL

Suspension/Dismissal (Connect with your Program Coordinator when issues or concerns first arise. Let's prevent not respond.)

- Orientation Period (90 serving days)
- Involuntary Release/Termination from the Program

\*As employer of record, Kupu makes the final decision about termination and must be informed/involved before the participant is released from the program.

\*If a participant is released from the Program, proper documentation must be provided.





# IF PARTICIPANT CONCERNS OR ISSUES ARISE...

- Kupu is here to advise and support you!
- Communicate with your Coordinator early on
- Documentation is key and should be provided to your Coordinator
- When you need to take corrective action or give disciplinary notice, have someone else present in the conversation
  - Kupu staff can be available for this





# EARLY EXITS

- **Refill Option**

- If the Partner's original participant exits within the first six pay periods and it is mutually decided to refill the position, the program will assist the Partner in filling the vacated position at no extra cost to the Partner. Host sites are responsible for recruiting, interviewing, and selecting participant(s).
- Refill positions are dependent on Kupu's discretion and the status of funding, to ensure Kupu is able to meet program goals and operate in compliance with its contract rules and regulations.
- Each position is only allowed to be refilled once.



# EARLY EXITS

- **Reimbursement Option**
  - If the Participant leaves within the first twenty pay periods and it is decided not to refill the position, Kupu will retain a flat fee of \$2,250 for each placement and reimburse or prorate the site fee according to the number of pay periods the Participant has worked.
  - Should the Participant leave or is terminated after the last day of the 20th pay period, the full Site Fee is owed by the Partner. At this point, Kupu cannot prorate or reimburse the portion provided by Partner.



## **COVID-19 GUIDELINES**

- Kupu's COVID-19 guidelines are determined by the CDC guidelines.
- Between Kupu's guidelines and their host site's, participants are required to abide by the stricter COVID-19 protocol.
- If your participant's position description needs to change due to COVID, let us know.





# COMMUNICATION

- **Open communication between Kupu & Host Site Staff is essential for a successful year!**
  - Let your Program Coordinator know the best way to reach you
- **Talk to your Program Coordinator about:**
  - Program-related logistics and operational questions or concerns
  - Timesheets, data reports, procedures, and other participant requirements
  - Participant issues, such as minor incidents, concerns, disciplinary actions, complaints, or updates
  - Any general program or Kupu-related question or issues
- **Talk to the Program Manager about:**
  - Partnership questions or issues
  - Agreements, funding, or site fee questions
  - Any issues or concerns with Kupu Program Coordinator staff



# **EXPECTATIONS**

**Discuss these topics with your participant:**

**Professionalism:**  
Communication, language, respect, workplace attire, etc.

**Emergency & safety procedures:** Handling tools, first aid kit/AED location, SOAP notes/incident reports, etc.

**Attendance:**  
Tardiness, time off, sick days, scheduling

**Appropriate interactions with visitors, volunteers, or other staff**

**Prohibited activities (site specific)**

**Workplace procedures & policies:** Clocking in, locking up, office/base yard maintenance, doctor's notes requests, expectations of conduct and performance, etc.



# EXPECTATIONS

Participants and their host site supervisors should ask each other the following questions.

**What do you need to feel supported in the workplace?**

**Examples:**

**Participant – time to work independently, open communication, etc.**

**Site supervisor – reliability, confirmation, punctuality, etc.**

**How can I help you get the most out of this program term?**

**Examples:**

**Participant – offer new experiences or tasks, specific skill building opportunities, leadership roles, etc.**

**Site supervisor – complete or start certain projects, support current projects, create community connections, etc.**





## **PRIOR TO THEIR START DATE:**

**Connect with them over email or phone to discuss the following:**

- **What date/time should the participant show up to your site?**
- **Where should the participant go on their first day?**
- **If they are working remotely, will a meeting link be sent to them?**
- **What type of gear/clothes should they have ready for their first day?**
- **Any other details the participant can find useful (e.g., parking, lots of mosquitoes, etc.)**

**Make sure your HR Symphony account is set up! Look out for an email from ALTRES.**



 **KUPU 'ĀINA CORPS**  
**PROGRAM TERM 2023-2024**

KUPU 'ĀINA CORPS

## WHAT TO EXPECT

- Your participant must attend a virtual orientation with Kupu on their first day
- They may report to your site after the orientation (typically the following day)
- O'ahu service day at Kauluakalana on 8/30
  - Let us know if you want to join!
- Mandatory CPR & FA training will be scheduled for them
- Timesheets due & data report forms every 2 weeks. We'll send email reminders in the beginning.
- We'll check in with you and the participant within the first month!







# **KAC RESOURCE HUB**

**[WWW.KUPUAINACORPS.COM](http://WWW.KUPUAINACORPS.COM)**







# MAHALO!



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# QUESTIONS?







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QUESTIONS?

**CONTACT US**

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