



Connected Communities
AmeriCorps Program Year
Service Agreement
& Handbook

2017

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Introduction

Welcome to the beginning of Connected Communities AmeriCorps' (CCA) program year! We are excited that you are part of this year's AmeriCorps team.

In your hands is the *Connected Communities AmeriCorps Member Handbook*. Please note nothing and no one is perfect, and therefore CCA program staff view this as a living document. This handbook will provide you with many of the forms and information that we believe you will need to have a successful program year. But that being said, there is **ALWAYS** room for improvement. Please let us know as the year progresses the things that you think we should add, change, and improve.

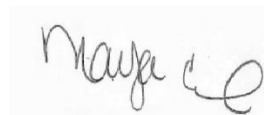
We look forward to working with you this year. It is sure to be a wonderful, exciting, and beneficial journey for all of us.

We wish you the best, and remember we've got your back! Please call us whenever you need our support.

Wishing you a fantastic year,



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AmeriCorps Pledge

I will get things done for America - to make our people safer,
smarter, and healthier.
I will bring Americans together
to strengthen our communities.
Faced with apathy, I will take action.
Faced with conflict, I will seek common ground.
Faced with adversity,
I will persevere.
I will carry this commitment with
me this year and beyond.
I am an AmeriCorps member,
and I will get things done.

Connected Communities AmeriCorps Program Mission and Objectives

Program Mission

The mission of the Corporation for National and Community Service is to improve lives, strengthen communities, and foster civic engagement through service and volunteering.

It is the mission of Connected Communities AmeriCorps to work with the EMMA and Beechwood communities break the cycle of poverty. This program was born out of Governor Cuomo's Anti-Poverty Agenda for Rochester, New York and will work under the Governor's directives to combat poverty.

Program Objectives

Healthy Futures

This program will provide support for activities that will improve access to health care for economically disadvantaged communities.

Economic Opportunity

This program will provide support and/or facilitate access to services and resources that contribute to the improved economic well-being and security of economically disadvantaged people; help economically disadvantaged people, including youth, to have improved access to services that enhance financial literacy; transition into or remain in safe, healthy, affordable housing; and/or have improved employability leading to increased success in becoming employed.

To create a holistic approach to ending poverty on the individual and family level Connected Communities AmeriCorps members are strategically placed throughout the EMMA and Beechwood communities and serve with community-based organizations that focus on anti-poverty programming. Below are the service opportunities available to Flower City AmeriCorps members.

Partnerships and Service Opportunities

East High School: East High School is a public high school serving the sixth through twelfth grade in Rochester, N.Y., and is part of the Rochester City School District, and in partnership with the University of Rochester as the school's EPO.

School #33: School #33 is an elementary school located on Webster Ave in Rochester, N.Y. They are the largest elementary school in the Rochester school district and serve grades Pre-K through sixth grade.

Neighbor Works: Based on the southwest side of the city of Rochester, they are committed to increasing homeownership and strengthening community engagement.

Mental Health Association of Rochester: Located on University Avenue in the City of Rochester, promoting lasting mental wellness in the Rochester community through diverse spectrum of educational programming.

The Community Place of Greater Rochester: Located in the Beechwood neighborhood, they focus on the belief that everyone should enjoy the same health, economic, and social opportunities no matter who they are or where they live.

St. Marks and St. Johns: A spiritual, come as you are church located in the Beechwood neighborhood with a focus on helping to revitalize their community.

Hillside Family of Agencies: Located throughout central and western N.Y. with a focus on providing comprehensive health, education and human services to children and families whose challenges threatened their ability to realize their full potential.

"MEMBER" vs. "VOLUNTEER"

We could use the word "volunteer" to describe the year of AmeriCorps service, but instead we use "member." Member doesn't come close to expressing what you do, but more about what you become part of.... You become part of the AmeriCorps family through your national service commitment. Individually you have the chance to touch someone's life; together you have the chance to make this community a better place to live.

Once all the interviewing and screening is over and the program and you agree to your commitment to AmeriCorps for one year, you have passed the point of deciding whether to try this on for size to see if you like it. You now will be offering critical services to meet a community need. If you drop out, these vital services will not be provided. Make sure you understand what your tasks will be, what the expectations will be and communicate openly about any of your concerns.

Serving is a self-chosen sacrifice. There are times during the year when you will give more than the time you put in on your time sheet. You will bear discomfort when you have to get up early or stay late for certain tasks. In fact, most AmeriCorps members don't ever punch out--not even after their service term has ended. As members you have a responsibility to show up at your site on time every day, dress and act professionally, and do your work to better the community to the best of your ability. Volunteers in a program do not have the same level of time expectation or responsibility. AmeriCorps service is not a job, but your commitment means you will do amazing things and take pride in your accomplishments. We are energized by you and have hope for the future because of your efforts.

What do you receive for your service to the nation? You receive your living allowance that simply helps to defray some of your fixed costs. It may not be enough to live on and it is not a wage. You will receive an Education Award that will assist you in meeting your educational goals. You will receive practical, professional experience, often outside your own areas of expertise, to grow and challenge yourself. You will have the opportunity to share your life experience and professional know-how.

You will network in your communities and develop new, meaningful relationships. You will experience recruiting, training and supervising volunteers. You will work with adults and children who face innumerable challenges in their everyday lives. You will find new passions or express ones that have sat on the shelf for a long time. You will have the opportunity to serve, which is a "feel good" like no other.

Everyone involved in AmeriCorps is doing great things for America. The world is a better place because of you.

I. Member Eligibility

Eligibility Requirements: To be eligible to enroll in AmeriCorps, an individual must:

- be a United States citizen, U.S. national, or a lawful permanent resident alien of the United States
- be at least 17 years of age
- pass required National Service Criminal History Checks (NSCHC)
- not be listed, or required to be listed, on the National Sex Offender Public Registry (NSOPR)
- never have been convicted of murder, as defined by Chapter 18 of U.S. Code, Section 1111

Tutoring Requirements: All Members serving in tutoring programs must possess a high school diploma or equivalent.

National Service Criminal History Checks (NSCHC): All member selections are contingent on completion and review of the required NSCHC.

- National Sex Offender Public Registry (NSOPR) check (also known as NSOPW)
- New York State Patrol WATCH Check AND a check of the official criminal record repository of the state of residence at the time of application to the AmeriCorps position
- FBI fingerprint-based check using the CNCS-approved FBI Channeler described in the Guide.

An individual who refuses to undergo the required checks cannot be enrolled. State criminal history check(s) must be completed using the Corporation for National and Community Service (CNCS) specified state registry. All criminal history check documentation must be maintained according to state disclosure laws. NSCHC documentation will be maintained by WSC.

In rare cases, a waiver will be requested for a Member whose sponsoring organization is awaiting the results of the Member's out of state background check. The waiver allows the Member to serve while the background check is pending.

Former Employees: Normally, projects may not select an employee, or previous employee, as an AmeriCorps Member. However, if the project receives an application from a current or former employee and wishes to select the individual as a Member, the project must request approval from the CCA prior to selecting the individual. The project must demonstrate that the Member will be performing activities and serving in a capacity distinct from his or her prior employment.

Returning National Service Participants: To be eligible to serve for a subsequent term of service the Member must receive a final satisfactory, or better, performance evaluation for his or her most recent term of national service served with the CCA or elsewhere. The Member understands that mere eligibility for an additional term of service does not guarantee selection or placement.

II. Terms of Service

- A. The Member's term of service dates are reflected on the final page of this Agreement, under Acknowledgement.
- B. AmeriCorps Members serving in a full-time capacity will complete a minimum of 1,700 hours of service during the term of service. Full-time is defined as an average of at least 40 hours per week. Members in a part-time capacity will complete a minimum of 900 hours of service during the term. Part time is defined as an average of at least 20 hours per week.
- C. The Member understands that to successfully complete the term of service as defined by the CCA and consistent with the regulations of the Corporation for National and Community Service, the Member must:
- Complete the required term of service and meet or exceed the service hour requirement for their position.
 - Members are ultimately responsible for managing and tracking of their hours and record them using the official WSC timesheet system. America Learns is the verifiable system member's use for tracking and inputting service/training hours.
 - Satisfactorily complete project related service assignments, tasks, projects, and training.
 - Satisfactorily complete CCA program related requirements and training.
 - Complete and submit the final electronic timesheet and sign exit form.
 - Failure to submit a final timesheet and signed exit form on the last day of service will result in disallowed hours and may impact eligibility for the Education Award.
 - This will also result in an exit with "unsatisfactory" performance which **prevents future participation in national service programs.**

III. Benefits

Living Allowance: Members will receive a monthly living allowance. Member are paid bi-weekly, a schedule is attached. Members are required to have their living allowance direct-deposited into their checking or savings account.

If using direct deposit will cause a hardship for the Member, an exception may be requested for consideration from CCA. Members with an exception officially pre-approved by the Connected may receive a check. If a check is lost in the mail or stolen, the Member should contact their Supervisor immediately. The CCA will issue the required form to request replacement of that check, which may take up to 30 business days.

The AmeriCorps Member's living allowance is subject to deductions for federal income tax, OASI (Social Security), and Medicare. Withholding deductions will vary according to the number of dependents claimed on the W-4 form.

AmeriCorps Members are prohibited from accepting or soliciting monetary compensation from their project or service site above and beyond their living allowance while serving as a Member of the WSC. Members may not receive additional compensation from any source for their AmeriCorps service. Members may not be hired as employees by their sponsoring organization and/or service site organization during their term of service.

AmeriCorps Members are not in an employee relationship with the federal government, the State of New York, Empire Service Corps, the program, or the sponsoring organization for unemployment compensation purposes and, therefore, are not covered by unemployment compensation. According to RCW 50.65, time spent and compensation earned in the CCA are specifically excluded from credit for unemployment compensation. Prior employment history, however, may entitle the former Member to unemployment compensation benefits.

Health Insurance: AmeriCorps Members who do not have health insurance at the time of enrollment will receive health care through the CCA by accepting the coverage through the enrollment process. This plan is ACA/MEC compliant. Members that already have coverage by 1) staying on a parents' or spouse plan, 2) coverage purchased through the Health Insurance Marketplace or 3) Medicaid coverage will decline the insurance. If the status of your coverage changes during the term of service (i.e. gain or lose coverage) you must notify CCA by filling out a new CCA Health Insurance Accept or Decline form. Family members are not eligible for coverage through the CCS insurance policy. COBRA guidelines are not applicable for AmeriCorps Members since they are not considered employees of the program or the federal government. Detailed information about the CCA health insurance policy will be provided to Members at the beginning of the service term.

At the conclusion of service, members may purchase a qualified health plan from the Federal Healthcare Marketplace outside of the annual open enrollment period. Members have 60 days from the service end date to sign-up for healthcare coverage.

Workers' Compensation: AmeriCorps Members are covered by Department of Labor and Industries' Workers' Compensation for service-related accidents. This coverage will pay medical benefits to Members in case of illness or injury if it is caused or aggravated by the performance of the Member's usual and customary, authorized duties of their project assignment. Workers' Compensation does not provide coverage if the injury or

illness is caused or aggravated by the Member's own misconduct, voluntary intoxication, or willful intent to bring about injury or death to themselves or others.

If this injury or illness prevents the member from serving for more than a few days, then the Member will be placed on administrative hold as described in section VI. Please refer to WSC Policy # POL-123 – Managing Member Leave for further information.

Accidents should be reported to the Supervisor and the CCA Employee Engagement Coordinator immediately. When completing documents to open an L&I claim, the Member must enter "AmeriCorps Volunteer" as the position, and enter "Connected Communities as the employer. Member will immediately provide a legible copy of the claim form and supporting medical documentation to their supervisor. The supervisor will immediately forward a legible copy of the claim form and supporting medical documentation to the WSC Program Coordinator via email or fax.

Child Care: Full-time Members may receive a child care subsidy while they participate in national service. In order to receive the subsidy, the Member's family must be income eligible and the child(ren)'s caregiver must be considered a legal provider in the state. Reimbursement rates and eligibility will be based on locally established guidelines under the Child Care and Development Block Grant Act, a federally funded program administered by each state.

To qualify for child care benefits the member must meet the following requirements:

- Be the parent or legal guardian of a child under the age of 13, who resides with them.
- Must certify that they need child care in order to participate in AmeriCorps.
- The member's total family income must not exceed the state's income eligibility guidelines.
- Members are not eligible to receive child care from AmeriCorps if they are receiving a child care subsidy from another source.

Segal AmeriCorps Education Award: Upon successful completion of the Member's term of service, the Member will receive an education award from the National Service Trust. Full-time Members will receive a \$5,775 education award, Part-time Members will receive a \$2,887.50 education award. Education awards can be used to repay qualified student loans, to pay the cost of attending qualified institutions of higher education (including certain vocational programs), or to pay current expenses while participating in an approved school-to-work program.

The education award is valid for seven years after the date the Member completed the term of service (member exit) for which he or she received the award. Individuals aged 55 or greater at the time of enrollment may transfer their education award to a child or grandchild under certain conditions. The education award is taxable in the year(s) the award is used.

If the Member has not received a high school diploma or its equivalent (including an alternative diploma or certificate for individuals with disabilities), the Member agrees to obtain a high school diploma or its equivalent before using the education award.

The Member understands that failure to disclose any history of having been released for cause from another AmeriCorps program may make the Member ineligible to receive the education award.

The Member understands that if they have already received the equivalent of two full time education awards, they are not eligible to receive an additional education award.

Loan Forbearance on Qualified Student Loans¹: AmeriCorps Members are eligible to have the repayment of certain qualified student loans postponed while they are serving as an AmeriCorps Member. During a period of forbearance, Members do not have to make payments on qualified loans, although interest continues to accumulate. The National Service Trust does not grant forbearance, the loan holders do. The request for forbearance and postponement, is not automatic. Members must request forbearance from their loan holder using the online system at <http://www.nationalservice.gov/programs/ameri-corps/segal-ameri-corps-education-award/using-your-segal-education-award/postponing>.

If a Member is not eligible for loan forbearance, they may be able to contact their lender to request an economic hardship deferment. The CCA can provide documentation of Members' earnings, if requested.

Payment of Interest on Qualified Student Loans: AmeriCorps Members who have successfully completed a term of service are eligible to have the National Service Trust pay up to 100% of the interest that accrued on their qualified student loan(s) during their term of service. The loan must have been in forbearance, deferment or a grace period during this period. To have the Trust pay all or a portion of the interest accrued on qualified student loans, the Trust must receive verification from the WSC that the Member has successfully completed their term of service. The Member must complete the Interest Accrued during National Service Form using the [MyAmeriCorps](#) online system. This payment, like payments from an education award, is considered taxable income in the year the payment is made.

IV. Member Development

Core Training: Program Orientation; Teambuilding; Volunteer Recruitment, Management and Recognition; Effective Communication; Cultural Awareness; Leadership Skills; Performance Measures; Life after AmeriCorps

Orientation to AmeriCorps: Sponsoring organization will orientate Members to AmeriCorps; Connected Communities; placement agency; the community served; and the service provided.

Position Description: Each Member will receive and sign a CCA Position Description that is unique to their national service position. At a minimum, the Position Description includes the typical hours of service, location of service, Supervisors, and a description of the Member's service activities as they align to the Performance Measure targets. The commitment to Duties and Responsibilities described in the Position Description are incorporated into this Member Service Agreement by reference.

Changes to Member duties and responsibilities from those documented in the Position Description, including Member schedule, require an Amended Position Description to be submitted to CCA for prior approval. Once approved, Member and Supervisor sign and date the amended form, retain a copy for Member and sponsoring organization files, and send the original to the CCA Community Engagement Coordinator prior to (if possible) or immediately after a change occurs.

Changes of the Member's Supervisor requires submission of a Change of Supervisor Form. This form will be signed by the Member and Supervisor, and submitted to the CCA Community Engagement Coordinator prior to (if possible) or immediately after the change occurs.

Performance Evaluations: Two Member performance evaluations are required during the term of service. At a minimum, evaluations are due mid-term and near the end-of-term. The Supervisor and the Member will reflect on the Member's progress and skill development and determine if the Member is on-track to complete the required service hours. Members are encouraged to provide comments on the evaluation form, responding with reflection or action plans to the evaluation.

An exit evaluation is also required. Supervisor will submit the exit evaluation form to CCA with exit documents at the end of the term of service.

Corrective actions will be dealt with in a timely manner and are not necessarily linked to the evaluation schedule. See Disciplinary Guidelines, Section IX.

V. Leave Situations

CCA AmeriCorps Members are not considered employees and are therefore not entitled to vacation time, compensatory time, or sick leave. Members may be approved for reasonable leave time according to Policy-123 and approved absence paragraph below. Reasonable leave time is defined as time off that will not prevent the sponsoring organization from achieving its objectives. Additionally, leave or time off must not prevent the Member from meeting the minimum of 1,700 hours (full-time term of service), which is required to receive the AmeriCorps education award.

Approved Absence: All leave must be approved in advance and be verifiable. When approving leave, sponsoring organizations must adhere to the following:

- Members who are on-track to achieve the 1,700 hours requirement may be granted a 5 days off for vacation, illness, or personal matters.
- The sponsoring organization should exercise prudent judgment in granting personal time off so project objectives are not compromised.
- Members who are not on-track to achieve 1,700 hours may be granted time off to meet urgent personal needs only, such as medical issues, Department of Social and Health Services appointments, court dates, family bereavement, etc.

Holiday Leave: AmeriCorps Members may be eligible for the same holidays as employees of the sponsoring organization without affecting their living allowance. However, holiday hours, if not served, do not count toward the service hours required for the education award. Sponsoring organizations must ensure that Members are aware of the holidays prior to starting their term of service.

School breaks, such as winter and spring breaks, should not be considered vacations for Members. For extended site closures, see Alternative Service for more information.

Administrative Hold Status: Administrative hold status is used when Members are unable to serve with their sponsoring organization for five or more consecutive days, yet remain enrolled in the AmeriCorps program. Sponsoring organizations may request to the CCA that Members be placed on administrative hold for extenuating personal or medical circumstances, such as the birth of a child; serious illness of a Member's spouse, child, or parent; or serious illness preventing the Member from performing his/her essential service duties. Members may also be placed on administrative hold for programmatic reasons with the advance approval of CCA. Administrative hold may be granted up to 90 calendar days or until the scheduled end of the term of service, whichever is earlier. Requests for Members to be placed on administrative hold must be submitted prior to any leave by the Supervisor to the CCA for final approval. All requests must include appropriate back-up documentation. While on administrative hold, Members are not eligible for the living allowance or continued childcare coverage if applicable. Members will not earn service hours while on administrative hold status. If member is covered on the CCA healthcare plan, he/she will continue to receive health care coverage while on administrative hold status.

Armed Forces Reserves: Generally, the Reserves of the U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, U.S. Coast Guard, the Army National Guard, and the Air National Guard require reservists to serve one weekend a month plus 12 to 15 days a year (two-week active duty service). To the extent possible, sponsoring organizations should seek to minimize the disruption in the Members' AmeriCorps service as a result

of discharging responsibilities related to their reservist duties. If Members have a choice of when to fulfill their annual two-week active duty requirement, they should do so when it will not disrupt their AmeriCorps service. In instances where the dates of active duty are inflexible and conflict with AmeriCorps service, Members will be granted a leave for the two-week active duty service in the Reserves.

Members will not receive stipend time-off for additional Reserves-related service beyond the two-week active duty service. Also, no AmeriCorps service credit is earned for the once-a-month weekend service in the Reserves. Members will receive credit for AmeriCorps service hours during their two weeks of active duty service in the Reserves if it occurs during their AmeriCorps term of service. The Member would receive credit for the number of hours he or she would have served during that period had there been no interruption. For example, if a full-time Member is scheduled to serve 40 hours of AmeriCorps service one week and 40 hours of AmeriCorps service on the following week, he or she would receive 80 hours of AmeriCorps service credit for the two weeks of active duty service regardless of the actual number of hours served in the Reserves. Members will continue to receive the living allowance, health care coverage, and child care benefits (if applicable) for their mandatory two-week period of active duty service.

AmeriCorps Members called to active military duty (beyond the two-week active duty service) may be placed on administrative hold. While on hold they will not receive their living allowance, child care benefits, and health care coverage nor will they receive service hours toward their education award. Members must provide a copy of the orders placing them on active military duty to the sponsoring organization Supervisor, who will provide a copy to their CCA Community Engagement Coordinator. Members who are called to active duty may choose to be terminated from the project due to compelling circumstances.

Jury Duty: Members who are called to serve on jury duty are allowed to do so. They must provide a copy of the jury duty summons to their Supervisor, who will provide a copy to the CCA Community Engagement Coordinator. During the time they participate in the jury selection process and/or serve as jurors, Members will continue to earn service hours and receive their living allowance, health care coverage and, if applicable, child care benefits. Members are also allowed to keep the jury duty pay they receive from the court.

VI. Allowable and Non-Allowable Service Hours and Activities and Timekeeping

- Members are to provide direct service in accordance with the position description. Only in the event that administrative duties are necessary to reach service goals, will such duties be allowed. Administrative duties that support general organizational goals are not allowed.
- Member cannot serve prior to the CCA approved start date or after the date of either resignation or end of term of service as outlined in this agreement.
- Member service activities are designed to expand on or enhance the sponsoring organization's impact. Service activities are not to displace employees.
- Member must submit electronic timesheets by the date listed on the living allowance schedule in the appendix.
- A member is allowed a maximum of 14 service hours in a day.
- Time spent in training is not to exceed 20% of a Member's total service hours.
- Service from home is not allowed.
- Out of state travel for Member training purposes must be pre-authorized by CCA for the hours to be allowable. Out of state travel requests are made in writing or via email to the CCA Community Engagement Coordinator. The request must include the approval of the Supervisor, a description of the training and where it is located, including the hours involved, and how it relates to the Member's service. If CCA approved, training hours will be allowable while in training out-of-state. Travel time for CC- approved out-of-state training will be allowable as service hours.

Extra Credit

- Extra credit is a service or community engagement activity that you take part in that is either outside of host site hours or does not fit your host site's scope of services.
- Extra credit must be approved by the Community Engagement Coordinator in advance. Extra credit must be screened to ensure it is within the scope of Connected Communities AmeriCorps' mission and does not fall into prohibited or unallowable activities.
- Extra credit should typically take place outside of your normal placement site service hours. This includes weekend and evening activities.
- Your placement site is your main priority. Extra credit opportunities should not interfere with your commitments to your host site or your quad team.
- The Community Engagement Coordinator will periodically send out extra credit opportunities via e-mail to all members. If a member is aware of an event or project in the community that they believe is extra credit and would like to share this opportunity with the group they must first contact the Community Engagement Coordinator
- Include the Community Engagement Coordinator on any emails you may send to volunteer or sign up for extra credit.

- When attending an approved extra credit event, you must have your official Extra Credit Service Record sheet that indicates the time and date that you were in attendance signed by someone who organized or managed the event. Along with their signature, they must also include their phone number so that your attendance can be verified if needed.
- Be sure to wear your identifying service gear (hat, pin, shirt, etc.).

VII. Prohibited Activities

Members will not engage in any AmeriCorps prohibited activities during the course of service, or at the request of sponsoring organization staff, nor may Members engage in conduct in a manner that would associate the national service program or the Corporation for National and Community Service (CNCS) with the prohibited activities, which include:

CNCS prohibited activities:

1. Attempting to influence legislation;
2. Organizing or engaging in protests, petitions, boycotts, or strikes;
3. Assisting, promoting, or deterring union organizing;
4. Impairing existing contracts for services or collective bargaining agreements;
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office;
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
7. Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
8. Providing a direct benefit to—
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - e. An organization engaged in the religious activities described in paragraph (7) of this section, unless Corporation assistance is not used to support those religious activities;
9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services;
11. Such other activities as the Corporation may prohibit;

CCA prohibited activities:

1. Organizing a letter-writing campaign to Congress;
2. Participating in activities that pose a significant safety risk to participants;
3. Preparing any part of a grant proposal or performing other fundraising functions to help the program achieve its match requirements, or to pay the program's general operating expenses; and
4. Fundraising, unless under the following circumstances: if it provides direct support to a specific service activity, falls within the program's approved objectives, is not the primary activity of the program, and does not exceed 10% of the total hours served for any Member.

Individuals may exercise their rights as private citizens and may participate in the above activities on personal time, at personal expense, and under their own initiative. The AmeriCorps logo must not be worn while doing so.

VIII. Rules of Conduct

- A. At all times while acting in their official capacity the AmeriCorps Member is expected to abide by the following rules. By signing this agreement, the Member further understands that the failure to do so constitute a violation of the program's Rules of Conduct:
- demonstrate respect toward others
 - fulfill duties and responsibilities of the position
 - direct concerns, problems, and suggestions to the immediate Supervisor
 - report to Supervisor immediately, and in advance of, any tardiness or absences
 - use professional and appropriate language when serving
 - wear appropriate AmeriCorps service gear to all service assignments
 - follow site's established safety guidelines and rules that ensure your well-being and that of program participants
 - comply with current Connected Communities policy and other policies that may be developed and implemented throughout the program year
 - not steal or lie
 - comply with your site's current Drug Free Work Place and Non-Discrimination policies
 - avoid actions that have the potential to cause physical or emotional damage to other Members of the program or people in the community
 - not engage in unlawful manufacture, distribution, dispensation, possession, or use of any controlled substances (including marijuana) or illegal drugs during the term of service
 - not consume or be under the influence of alcoholic beverages during the performance of service activities
 - immediately notify the program about personal criminal arrests or convictions that occur during the term of service
- B. At no time may the Member engage in any activity that is illegal under local, state, or federal law, or engage in activities that pose a significant safety risk to others.
- C. Members must adhere to the sponsoring organization's policies and procedures during their time of service.

A violation of the program's Rules of Conduct, will be subject to the progressive discipline model outlined in Section X.

IX. Disciplinary Guidelines for Improper Conduct

The following guidelines have been developed to provide AmeriCorps Members and Supervisors with standards regarding disciplinary steps for improper conduct. Improper conduct includes, but is not limited to, a violation of the program's Rules of Conduct, as described in Section VIII. Any behavior that affects a Member's ability to perform the service assignment, or that is not in the best interest of the sponsoring organization or its project will be subject to review by the Supervisor and disciplinary action may be taken, up to and including termination of service.

It is the intent that problems are settled at the local level so that the Member can remain in continuous effective service. Members and Supervisors are encouraged to bring concerns to each other and to utilize conflict resolution strategies to accommodate this goal.

In most cases, it will be appropriate to follow the disciplinary guidelines as outlined below:

- A. For the first offense, the Supervisor will issue a verbal warning to the Member. The Supervisor will email the CCA Community Engagement Coordinator to document the verbal warning.
- B. For the second offense, the Supervisor will issue a written warning and a corrective action plan must be written and signed by both the Supervisor and the Member (as receipt of that copy).
 - Supervisor will provide a complete copy with signatures via email (attached) to the CCA Community Engagement Coordinator within two (2) business days of the issuance of this written warning and corrective action plan to the member.
- C. For the third offense, the Member may be suspended for one day or more without compensation and will not receive credit for any service hours missed.
 - Supervisor must get approval from the CCA Community Engagement Coordinator prior to suspending a member.
- D. For the fourth offense, the Member may be released for cause.
 - Supervisor must discuss this step with the CCA Community Engagement Coordinator prior to taking this action.

Members must maintain good standing with the placement site; failure to do so may result in disciplinary action up to, and including, termination from the service position.

See chart on the next page:

MISCONDUCT		FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
1	Failure to complete and submit Member timesheets as required.	Verbal Warning	Written Warning	Suspension	Termination
2	Failure to notify Supervisor(s) of intent to be late or absent within 30 minutes of scheduled starting time; reporting late for service assignments without good cause; leaving service assignments without Supervisor's permission.	Verbal Warning	Written Warning	Suspension	Termination
3	Failure to follow the Supervisor's instructions, failure to maintain proper behavior during term of service which includes, but is not limited to, improper behavior, adhering to service gear and appearance standards, following program rules and guidelines, etc.	Verbal Warning	Written Warning	Suspension	Termination
4	Threatening, intimidating, coercing, or fighting with other Member(s), project Supervisor(s), other agency personnel, or service recipients.	Immediate Suspension or Termination	Termination		
5	Unexcused absence from service assignment for three consecutive days .	Immediate Suspension or Termination	Termination		
6	Being under the influence of, or in possession of, alcohol, marijuana, or any controlled substance during the performance of service or training activities; engaging in any unlawful activity.	Immediate Suspension or Termination	Termination		
7	Falsifying program records or time reports.	Termination			

X. Suspension and Termination

Suspension: AmeriCorps Members may be temporarily suspended for disciplinary reasons as outlined in Sections VIII or IX. Members suspended for disciplinary reasons will not receive a living allowance during their suspension period and the hours of suspension will not be credited toward the total service hours required for an education award. The Supervisor, in consultation with the CCA Community Engagement Coordinator, will determine the number of days of suspension.

Immediate Suspension: A member witnessed by staff or other members to have conducted a serious violation of the standards of conduct may be subject to immediate suspension without need for investigation (e.g. fighting, being under the influence of drugs, alcohol, etc. during service activities)

Suspension to Investigate Situations that may Result in Release for Cause: For serious allegations that may require the Supervisor to conduct an investigation before determining if the Member should be released for cause, the Member may be suspended for up to 30 days.

During the suspension period, the Member's living allowance shall accrue and health insurance will be provided. Should the Member be reinstated with full rights, the living allowance that accrued during the suspension will be paid to the Member during the next scheduled pay period.

If the final determination is that the Member should be released for cause, the Member will not receive the accrued living allowance or any portion of an education award based on the time served in the program. If the Member has obtained loan forbearance, the Corporation will not pay any accrued interest, and the Member may be disqualified from future AmeriCorps service.

Release from Term of Service: AmeriCorps Members may be released from the program for cause or for compelling personal circumstances.

A. **Cause:** A release for cause encompasses any circumstances other than personal and compelling circumstances that warrant a Member's release prior to completing the term of service. Members can be released from the program for, but not limited to, the following reasons:

- Engaging in a prohibited activity during service
- Refusing to serve or participate in program activities
- Being habitually tardy or having unexcused absences
- Failing to follow program rules and guidelines
- Consistently failing to follow supervisor's instructions
- Conduct which substantially diminishes or interferes with the member's effectiveness as a member of the CCA
- Showing disrespect for other AmeriCorps members, agency staff, clients, or any person of the public
- Illegal possession of a controlled substance or illegal drug use during term of service
- Reporting to service and/or training activities under the influence of alcohol or drugs, or when obviously suffering from the residual effects
- Consuming alcohol on alcohol-free premises while attending AmeriCorps sponsored events

- Failing to immediately notify supervisor of an arrest, conviction, or charges filed during term of service
- Being convicted of a felony
- Being charged with a violent felony or the sale or distribution of a controlled substance
- Destroying property or stealing
- Fighting, provoking a fight, or making threats of violence
- Possessing any type of weapon while on duty
- Lying or falsifying information provided to program staff

B. Compelling Personal Circumstances: The Member has the primary responsibility for demonstrating that compelling personal circumstances prevent them from completing the term of service. The Member should submit a written request for termination for compelling personal circumstances, along with any required documentation on or before the termination date. In the event that it takes extra time to obtain the medical documentation, CCA will accept that documentation up to 25 calendar days from the termination date. After the 25th calendar day, the request will be denied and the Member will be exited without an Education Award.

A Member who leaves the program without obtaining a release for compelling personal circumstances is considered released for cause. The CCA is responsible for determining whether a Member's personal circumstances are sufficiently compelling to justify grant of an education award. The Member understands that, as a result of this action, they may only receive a portion of the education award for the actual time served. In order to be eligible for a portion of the education award, the Member must have served a minimum of 15% of the term of service.

Compelling personal circumstances include those that are beyond the Member's control, such as, but not limited to:

- Member's disability or serious illness
- Disability, serious illness, or death of a Member's family Member if it makes completing the term unreasonably difficult or impossible
- Military service obligations
- Conditions attributable to the program or otherwise unforeseeable and beyond the Member's control, such as relocation of a spouse, or the non-renewal or premature closing of the project.

Compelling personal circumstances do not include leaving the program:

- To enroll in school
- To obtain employment
- Dissatisfaction with the program
- To enroll into another national service program prior to completing this obligated term of service.

Any Member who believes they have been wrongfully terminated from the program has a right to file a grievance. Refer to the grievance procedures outlined in Section XII.

XI. Grievance Procedures

It is the intent of Connected Communities AmeriCorps to resolve member and project site/sponsoring organization problems as soon as they arise. We hope that problems can be settled at the local level, so that the member can remain in continuous effective service. Should problems progress to the point of being irresolvable, members may seek resolution through the following grievance procedures. These procedures are intended to apply to service-related issues, such as suspension, release for cause, and denial of AmeriCorps education award.

In addition, any volunteer, service participant, client, employee or beneficiary of a program or project who believes he or she has been subjected to discrimination in violation of nondiscrimination provisions of applicable laws or regulations may raise his or her concerns with the Corporation for National & Community Service's Office of Civil Rights and Inclusiveness. However, discrimination claims not brought to the attention of the Office of Civil Rights and Inclusiveness within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. The Office of Civil Rights and Inclusiveness may be reached at eo@cns.gov, (202) 606-7503 (VOICE), (202) 606-3465 (FAX), or (202) 606-3472 (TTY).

Optional Alternative Dispute Resolution (ADR): ADR is available, but must be agreed to within 45 days of the underlying dispute. If both the member and Washington Service Corps choose ADR as a first option, a neutral party designated by the program will attempt to facilitate a mutually agreeable solution. The neutral party must not have participated in any previous decisions concerning the issue in dispute. ADR is confidential, non-binding, and informal. No communications or proceedings of ADR may be referred to at the grievance hearing or arbitration stages. The neutral party may not participate in subsequent proceedings.

If ADR is chosen by the member, the deadlines for convening a hearing and for a hearing decision, 30 and 60 days respectively, are held in abeyance until the conclusion of ADR. At the initial session of ADR, the neutral party must provide written notice to the aggrieved party of his or her right to request a hearing. If ADR does not resolve the matter within 30 calendar days, the neutral party must again notify the aggrieved party of his or her right to request a hearing. At any time, the aggrieved party may decline ADR and proceed directly to the hearing process.

If you need additional information on ADR or wish to request ADR, please contact your CCA Community Engagement Coordinator.

Grievance Hearing: If a member or the CCA declines ADR or if ADR fails to facilitate a mutually agreeable resolution, the member may request a hearing. The member must make a written request for a hearing to the WSC Director of Programs and Operations, Washington Service Corps, P.O. Box 9046, Olympia, WA 98507-9046. The member's letter should include a detailed explanation of the dispute, solution requested, and supporting documentation. A request for a hearing must be made within 1 year after the date of the alleged occurrence. At the time a request for a hearing is made, the program should make available to the member information that it relied upon in its disciplinary decision.

The program may arrange for one or more pre-hearing conferences at a time mutually

convenient to the parties. Pre-hearing conferences are not a substitute for a hearing. They are intended to facilitate a mutually agreeable resolution of the matter to make a hearing unnecessary or to narrow the issues to be decided at a hearing. The format of pre-hearing conferences may be flexible, involving meetings with one party at a time and/or with both parties together. Pre-hearing conferences are conducted by the Director or the Director's designee.

The hearing will be conducted by the Director or the Director's designee. The person conducting the hearing may not have participated in any previous decisions concerning the issue in dispute. A hearing must be held no later than 30 calendar days after the filing of the grievance, and a written decision must be made no later than 60 calendar days after filing.

Binding Arbitration: An aggrieved party may request binding arbitration if a grievance hearing decision is adverse or if no decision is made within 60 calendar days of the filing of the grievance. The arbitrator must be independent and selected by agreement of the parties. If the parties cannot agree on an arbitrator, the Chief Executive Officer (CEO) of the Corporation for National & Community Service (Corporation) will appoint one within 15 calendar days after receiving a request from one of the parties.

An arbitration proceeding will be held no later than 45 calendar days after the request for arbitration, or no later than 30 calendar days after the appointment of an arbitrator by the Corporation's CEO. An arbitration decision will be made no later than 30 calendar days after the commencement of the arbitration proceeding.

The cost of arbitration will be divided evenly between the parties, unless the aggrieved party prevails, in which case the program will pay the total cost of the proceeding as well as the prevailing party's attorney fees.

XII. Miscellaneous Items

Alternative Service: When unable to serve at the regular service site location due to school breaks, extended agency holidays, inclement weather, etc., activities must be developed by site supervisors for Members to continue to serve. School breaks such as winter and spring breaks should not be considered vacations for Members.

Appropriate Use of the AmeriCorps and CCA Names and Logos: The phrase “The AmeriCorps National Service Network” or an “AmeriCorps® Program” and the slogan “Getting Things Done”™ may only be used on materials in accordance with Corporation for National and Community Service (CNCS) guidelines and requirements. The AmeriCorps logo cannot be altered. The CCA and Connected Communities logos are available for use by local programs and Members. As with the AmeriCorps logo, the CCA logo cannot be altered.

Commercial Creditors: Neither the CCA nor the sponsoring organization is responsible for the personal debts of any AmeriCorps Member. Neither the Member nor the sponsoring organization is authorized to obtain an extension of credit by representing themselves as state government employees.

Days of Service: Members are encouraged to participate in AmeriCorps affiliated service projects for the following recognized events:

9/11 Day of Remembrance	Sept 11	
National Preparedness Day	TBD	Tentatively scheduled for September 30 th and April 30 th
National Swearing In	October	Tentatively scheduled for October 7 th
Make a Difference Day	October	http://makeadifferenceday.com/
Martin Luther King, Jr. Day	January	http://mlkday.gov/index.php
AmeriCorps Week	March	http://www.americorps.gov/about/ameriCorpsweek/index.asp
National Volunteer Week	April	http://www.handsonnetwork.org/nationalprograms/signatureevents/nvw

Drug Free Workplace Act: In accordance with the Drug Free Workplace Act, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited by the CCA. Alcohol and drug abuse adversely affects health and service performance, creates dangerous situations, and serves to undermine the community’s confidence in the AmeriCorps program. Therefore, the CCA AmeriCorps program prohibits drug or alcohol abuse on the part of its Members. A CCA sponsoring organization may require Members to submit to drug testing as a condition of selection or

when there is reasonable suspicion of controlled substance abuse. If an AmeriCorps Member is arrested for or convicted of a drug offense, the Member must immediately notify their Supervisor. The supervisor will then notify the CCA Community Engagement Coordinator in writing within five days of the member's arrest. The CCA will take appropriate action including referral to a drug rehabilitation program, suspension, or release for cause consistent with the CCA rules on termination and suspension of service.

E-mail and Internet Usage: Each sponsoring organization provides equipment such as phone, computer, and internet access to their AmeriCorps Members to assist in the performance of their official duties. The equipment shall be used only for business purposes and AmeriCorps Members must adhere to the policies provided by the sponsoring organization. Improper or illegal use of e-mail or Internet resources poses serious risk and liability to the AmeriCorps Member, sponsoring organization, and the WSC. Violations will result in the disciplinary process consistent with the CCA rules on suspension and termination of service, Section X.

Nondisplacement: An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.

An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.

A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.

A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.

A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that will supplant the hiring of employed workers; or are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.

A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any presently employed worker; employee who recently resigned or was discharged; employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures employee who is on leave (terminal, temporary, vacation, emergency, or sick); employee who is on strike or who is being locked out.

Nonduplication: Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

Equal Opportunity: As a grantee of the CCA, each sponsoring organization receiving the services of an AmeriCorps Member agrees that they will abide by federal laws and

Corporation for National and Community Service policy on Equal Opportunity. An environment free of discrimination for all AmeriCorps Members will be provided by both WSC and the sponsoring organization. Recognizing that the fabric of our society is strengthened by the diversity of its citizens, the policy of CNCS is to ensure mutual respect for all differences among us. Participation in AmeriCorps will be based on merit and equal opportunity for all, without regard to factors such as race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community or social affiliations.

The CCA and its site sponsors agree to provide an environment free from sexual, racial, national origin or religious harassment. Harassment includes unwelcome verbal, physical or graphic conduct that has the purpose or effect of interfering with work or service performance or creating an intimidating, hostile or offensive work or service environment.

Any volunteer, service participant, client, employee or beneficiary who believes they have been subjected to discrimination in violation of nondiscrimination provisions of applicable laws, regulations or this policy may raise his or her concerns with the Corporation's Office of Civil Rights and Inclusiveness. However, discrimination claims not brought to the attention of the CNCS Office of Civil Rights and Inclusiveness within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. The Office of Civil Rights and Inclusiveness may be reached at eo@cns.gov, (202) 606-7503 (VOICE), (202) 606-3465 (FAX), or (202) 606-3472 (TDD). The Corporation's Office of Civil Rights and Inclusiveness attempts to resolve concerns about discrimination promptly and when possible, uses an informal conciliation process to do so. CNCS encourages, but does not require, volunteers, service participants, and other beneficiaries to first bring concerns about discrimination to the director or appropriate personnel of the program or project. CNCS encourages directors of programs and projects to facilitate prompt resolution of these concerns.

Fraternization: Relationships between AmeriCorps Members and organizational staff at the service site that have the appearance of partiality, preferential treatment, or the improper use of position for personal gain, are prejudicial to the morale of AmeriCorps Members and will not be tolerated.

Fundraising: An AmeriCorps Member may spend no more than ten percent of his or her originally agreed-upon total service hours during his or her term of service in performing fundraising activities. Funds raised must be in direct support of the program service activities. AmeriCorps Members may not: raise funds for additional living allowance or sponsoring organization match, raise funds for an organization's operating expenses or endowment, write grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service, or any other federal agency.

45CFR2520.40 states:

AmeriCorps members may raise resources directly in support of your program's service activities.

Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:

- Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;

- Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
- Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
- Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
- Seeking donations from alumni of the program for specific service projects being performed by current members.

AmeriCorps members may not:

- Raise funds for living allowances or for an organization's general (as opposed to project) operating expenses or endowment;
- Write a grant application to the Corporation or to any other Federal agency.

45CFR2520.45 states:

An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in § 2520.40.

Stories of Service: Each Member is to submit at least one “Story of Service” per quarter with a picture of themselves wearing gear, and in action. Stories are submitted through the America Learns online system. Stories need to demonstrate the impact that the Member’s service has had on individuals served, as well as how the national service opportunity has impacted the life of the Member. The stories are used by the CCA to highlight Member service to our stakeholders and the general public. A photo release is required if faces of any non-Members are pictured, with the exception of elected officials.

Informed Consent/Release to Use Image and Voice Recordings: The Member assigns all rights to the CCA, Serve Washington and the Corporation for National and Community Service to use their name, photograph and/or video recordings and other identifying information for publicity or promotional purposes. This includes the editing, duplication, reproduction, copyright, exhibition, broadcast and/or other non-profit use and distribution of such photographs and recordings for the purposes deemed suitable by the WSC unless specifically noted to the contrary.

Legislative and Media Reporting: AmeriCorps Members will support the service site in visits by elected officials, or media publications regarding the AmeriCorps project, or the Member’s contribution to the sponsoring organization’s impact. Any activities around these are captured in the quarterly reporting at the service site in the America Learns system.

Nepotism: Related persons may work/serve at the same agency or service site; however, CCA prohibits nepotism and considers it a conflict of interest for our project sites. Sponsoring Organizations and Service Sites should refrain from giving preferential treatment, or the appearance of preferential treatment. The member may not be selected by or supervised by a relative. Relatives are defined as parents, siblings, spouse, domestic partner, and children. This anti-nepotism policy is subject to all anti-discrimination requirements applicable to an individual or an organization.

Reasonable Accommodation: A CCA Member who needs a reasonable accommodation to perform the essential functions of his/her AmeriCorps position must contact their Project Supervisor to submit a request for accommodation. All approved accommodation requests and the nature of that accommodation must be submitted to the CCA Community Engagement Coordinator for the program. All medical records will be kept in a secured location, separate from the member(s) main record.

Service Gear: Members are required to wear appropriate service gear during all service activities. Service gear, which is a symbol of a Member's commitment to serve, may include CCA or AmeriCorps lapel pins, shirts, jackets, vests, sweatshirts, hats, and badges. As community role models, CCA Members are responsible for maintaining a positive public image and shall follow the service gear and appearance standard guidelines. CCA Members represent their sponsoring organization, Connected Communities, and AmeriCorps whenever they are serving, and thus, should conduct themselves in an appropriate and recognizable way.

Supplies and Equipment: CCA does not supply Members with special equipment to serve on a project. If any particular supplies are necessary for the successful implementation of a project, they are to be provided by the sponsoring organization or service site. The CCA will not replace or compensate for personal or other property lost, stolen, or damaged while in the possession of any AmeriCorps Member.

Use of Vehicles: If a Member uses a personal vehicle in the performance of their service duties, the sponsoring organization, or its project, must reimburse the Member at the sponsoring organization's standard rate. Sponsoring organizations must require the Member to submit proof of a valid driver's license and insurance, and maintain current auto insurance. All service-related travel will be reimbursable, or the sponsoring organization or its project must provide transportation for the Member.

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Appendix

Dates to Remember

Date	Activity
Monday, March 6 - Thursday March 16, 2017	Member Orientation
Friday, April 28, 2017	Member Development Day
Saturday, May 6, 2017	Service project: I Love My Park Day
Friday, May 26, 2017	Member Development Day
TBD	Service project: TBD
Friday, June 30, 2017	Member Development Day
Friday, July 28, 2017	Member Development Day
Friday, August 25, 2017	Member Development Day
Friday, September 29, 2017	Member Development Day
Friday, October 27, 2017	Member Development Day
Friday, November 17, 2017	Member Development Day
Wednesday, December 20, 2017	End of Year Celebration and Member Recognition Ceremony

2017 Connected Communities AmeriCorps Member Service Record



Service Period: Sunday, September 11, 2016 - Saturday, September 24, 2016

Use decimals to record portions of hours: 15 minutes=.25 30 minutes=.5 45 minutes =.75

NAME _____

HOST SITE/ PROJECT _____

Do **NOT** include: extra credit or additional service hours that are not connected to your program, trainings or activities conducted by Connected Communities AmeriCorps, **OR** lunch breaks

WEEK ONE	Time In/ Location	Time-out	Time In/ Location	Time-out	Description of Activities	Training Hours	Direct Service Hours	Fundraising Hours	Total
Sunday 9/11/2016					accompaniment				

Service Records/Living Allowance Schedule

Pay Period	Scanned	Hard Copy	Pay Date
3/5/17- 3/11/17	3/13/17	3/15/17	3/16/17
3/12/17 - 3/18/17	3/20/17	3/23/17	3/30/17
3/19/17 -4/1/17	04/3/17	4/6/17	4/12/17
4/2/17 - 4/15/17	4/17/17	4/20/17	4/27/17
4/16/17 -4/29/17	5/1/17	5/4/17	5/11/17
4/30/17 - 5/13/17	5/15/17	5/18/17	5/25/17
5/14/17 - 5/27/17	5/29/17	6/1/17	6/8/17
5/28/17 -6/10/17	6/12/17	6/15/17	6/22/17
6/11/17 - 6/24/17	6/26/17	6/29/17	7/6/17
6/25/17 - 7/8/17	7/10/17	7/13/17	7/20/17
7/9/17 - 7/22/17	7/24/17	7/27/17	8/3/17
7/23/17 -8/5/17	8/7/17	8/10/17	8/17/17
8/6/17 - 8/19/17	8/21/17	8/24/17	8/31/17
8/20/17 - 9/2/17	9/5/17	9/7/17	9/14/17
9/3/17 - 9/16/17	9/18/17	9/21/17	9/28/17
9/17/17-9/30/17	10/2/17	10/5/17	10/12/17
10/1/17-10/14/17	10/16/17	10/19/17	10/26/17
10/15/17-10/28/17	10/30/17	11/2/17	11/9/17
10/29/17-11/11/17	11/13/17	11/16/17	11/22/17
11/12/17-11/25/17	11/27/17	11/30/17	12/7/17
11/26/17-12/9/17	12/11/17	12/14/17	12/21/17
12/10/17-12/23/17	12/26/17	12/28/17	1/4/17



Connected Communities AmeriCorps Member Service Agreement Program Year 2017

Acknowledgement

The Member, sponsoring organization, and the Connected Communities AmeriCorps program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of the Member Service Agreement. If the Member is under the age of 18, the Member's parent or legal guardian must also acknowledge and sign the Member Service Agreement.

The Full-time Member is expected to serve an average of at least 40 hours per week for the entire term of service to meet the requirements of the CCA program. The Member must also serve a total of at least 1,700 hours during this term of service. The Part-time Member is expected to serve an average of at least 20 hours per week for the entire term of service to meet the requirements of the CCA program. The Member must also serve a total of at least 900 hours during this term of service.

We further acknowledge that the Member's term of service:

Begins on **April 4, 2017** and ends on **December 31, 2017**

The Full-time Member's monthly living allowance will be \$1,164.

The Part-time Member's monthly living allowance will be \$582.

AmeriCorps Member First Name AmeriCorps Member Last Name

AmeriCorps Member (Signature) Date

Parent/Legal Guardian (if applicable) Date

Community Engagement Coordinator Date

Note: Original hardcopy (with all original signatures in ink) to CCA. Copies to Project Supervisor, Legal Applicant and a copy provided to AmeriCorps Member.