



Heart of Oregon Corps

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AmeriCorps Member Handbook

2016-2017



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Introduction

The Heart of Oregon AmeriCorps Program is a part of the national AmeriCorps Community Service Movement. Did you know thousands of other people across the country also work to improve their communities in other AmeriCorps programs? It is designed to help young adults build foundations in career, leadership, and independent living skills. Service includes opportunities to earn a GED, complete a college course, or earn a vocational certification while improving public lands.

In addition, this local program is intended to assist young adults like you who are from disadvantaged backgrounds economically or have been involved in the justice system to give back to the community and apply their skills after the program in a work experience. Being an AmeriCorps member is a privilege and a responsibility. When AmeriCorps members complete their commitment, they earn an educational award to use for their future.

HOC received a federal grant award from The Corps Network (TCN). Through this partnership, we are able to offer approximately 30 COYCC members, ages 17 & 18, a Minimum Time (MT) Award.

This handbook provides you with important information, rights, and responsibilities about your AmeriCorps service, living allowance and education award. It is intended to be used *with* Heart of Oregon Corps' Corpsmember Handbook.

1. About AmeriCorps

CNCS National Service Initiatives

The National and Community Service Trust Act of 1993 initiated the Corporation for National and Community Service (CNCS). On April 21, 2009, President Barack Obama signed the Edward M. Kennedy Serve America Act. The Serve America Act reauthorized and expanded national service programs administered by CNCS. See:

http://www.nationalservice.gov/about/role_impact/history.asp

The Corporation supports a range of national and community based service programs, providing opportunities for Americans to serve as full-time and part-time stipended participants or “members,” as individuals or as part of a team. The three basic Corporation initiatives are: Senior Corps which uses the skills, talents, and experiences of nearly half a million older Americans to help make communities stronger safer healthier and smarter; the Social Innovation Fund which works to expand effective solutions across three issue areas: economic opportunity, healthy futures, youth development, school support, and AmeriCorps. AmeriCorps includes the following:

AmeriCorps*State and National. This network of service programs provides support through grants to public and nonprofit organizations that sponsor service activities across the country. The groups recruit, train, and place AmeriCorps members to meet critical community needs. AmeriCorps*State operates through Governor appointed State Service Commissions in each state. AmeriCorps*National operates through national non-profit organizations that have affiliates in more than one state and consortia formed across two or more states.

AmeriCorps*VISTA. For 47 years, AmeriCorps*VISTA members have been helping bring individuals and communities out of poverty. Members serve full-time for a year to build the capacity of nonprofits, public agencies and faith based groups throughout the country, work to fight illiteracy, improve health services, create businesses, increase housing opportunities, or bridge the digital divide.

AmeriCorps*NCCC. The AmeriCorps National Civilian Community Corps (NCCC) is a full-time team based residential program for men and women ages 18-24. Members live on one of five campuses

located in Denver, CO; Sacramento, CA; Perry Point, MD; Vicksburg, MS; and Vinton, Iowa. Members complete service projects throughout the region they are assigned. The program is modeled on the Civilian Conservation Corps of the 1930's and is built on the belief that civic responsibility is an inherent duty of all citizens.

OREGON VOLUNTEERS

(The Commission for Voluntary Action and Service).

The Oregon Commission provides Oregonians a statewide entity to focus service and volunteer efforts; to enhance the ethic of service and volunteerism in the state; and provide funds for state-based AmeriCorps programs. Formed in February 1994, OREGON VOLUNTEERS was established in accordance with the federal National and Community Service Trust Act of 1993. OREGON VOLUNTEERS is composed of up to 25 voting members who are appointed to three-year terms by the Governor and confirmed by the Oregon Senate. The commission is a non-partisan, diverse group of citizens that reflect the unique nature of Oregon.

The Oregon Commission administers AmeriCorps*State funds through a network of local area service partnerships designed to address some of the state's most critical and persistent social problems. The Commission allocates grant awards to agencies serving local communities across the state. The Commission is responsible for developing a comprehensive service plan for Oregon which focuses on developing local area service partnerships, comprised of public and private organizations. For more information on OREGON VOLUNTEERS visit our website:

www.oregonvolunteers.org

The 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.**

Eligibility

Proof of Citizenship, Naturalization, or Resident Alien Status

All AmeriCorps members must provide a birth certificate, naturalization, or resident alien status documentation to be an AmeriCorps member. When possible, Heart of Oregon will assist members in securing the necessary documentation.

Background Checks

All members must have a three-part criminal background check. All background check information is maintained in a confidential and safe manner in member files. The three parts consist of:

- a) National Sex Offender Public Registry (NSOPR) – check performed before candidate is selected for service.
- b) State criminal registries for the candidate's state of residence and the state where the individual will serve.
- c) FBI fingerprint-based check.

Anyone listed on a sex offender registry, convicted of murder, or anyone who refuses to undergo a criminal history check is ineligible to serve.

Through close Crew Leader supervision, HOC ensures members are accompanied by someone cleared for access when in contact with vulnerable

populations at all times until results of the all background checks are received.

If background checks reveal criminal history that the member did not disclose to the program during the application and interview process, an applicant will not be enrolled, and if already enrolled, the member may be immediately released for cause.

Process to Review Background Check Findings

Members have the right to contest or appeal background check findings through written request within 30 days of results being issued. If an applicant was found ineligible for service due to an inaccurate background check (as the sole reason for ineligibility or selection), they will be given priority status for service enrollment during the next possible cohort enrollment. Enrollment may not be possible if the program does not have any remaining AmeriCorps positions.

Terms of Service

A term of service is a set length of time in which an AmeriCorps member agrees and commits to serve a minimum number of total hours between the start and end dates listed in the member service agreement.

Upon satisfactory completion of the hours within the given timeframe and other service requirements, the member will receive a corresponding AmeriCorps Education Award. The member's service may potentially be extended beyond the end date if the member is suspended due to compelling circumstances or if a grievance has resulted in the reinstatement of a terminated member.

Heart of Oregon hosts Full Time (FT), Part Time (PT), Quarter Time (QT), and Minimum Time (MT) slots during the course of the year.

Process for Timekeeping and Reporting

HOC Staff will track member's hours daily on logs which will be verified and complied on the "AmeriCorps Member Monthly Timesheet," which tracks direct service, member development, and fundraising separately.

Both Members and the Supervisor must sign the monthly timesheets in ink. Any changes must be made by crossing out original information and be initialed by both the member and supervisor.

30 minute meal periods do not count towards Education Award hours. 15 minute rest periods do count towards Education Awards, as does travel time to and from remote service locations from headquarters in HOC passenger vehicles.

Each monthly timesheet lists both that month's and the cumulative hours, along with the total goal and number of hours left to complete their term of service.

Training and Education Hours

A maximum of 20% of these hours may include training, education, or other similar approved activities. These activities may include GED prep, testing, college prep, college classes, and vocational certification prep, and testing listed in the members' Individual Development Plan.

Fundraising Hours

A maximum of 10% of total hours may include eligible fundraising activities. Approved Member Activities: members may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security, or other human needs. Member fundraising is strictly limited to no more than 10% of the member's total hours served. Examples of fundraising activities 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 tutor 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 a faith-based or community-based organization 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 the faith-based organization.
- Seeking a donation from alumni of the program for specific service

projects being performed by current members.

Prohibited Member Activities: A member's service activities may not include the following:

- Raising funds for his or her living allowance.
- Raising funds for an organization's operating expenses or endowment.
- Writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National and Community Service.
- Writing grant applications for funding provided by any other federal agencies.

Lifetime Limits to Terms of Service

A member may serve up to four terms of service in AmeriCorps State and National regardless of type of term. However, a member may only receive the value of two full-time education awards.

AmeriCorps State and National – 4 terms

VISTA – 3 terms

NCCC – 2 terms

Members who have received the value of two full-time education awards are eligible for forbearance during their service terms and to have their accrued interest paid after successfully completing their service.

2. AmeriCorps Benefits

Living Allowance

MT Members (300 hours): You do not receive a living allowance. You will receive minimum wage via Heart of Oregon Corps in addition to your educational award. *(Please note that you will only earn this wage during your COYCC work time – not during your outside hours of service.)*

PT Members (900 hours): Your living allowance amount will be \$500, pre-taxed for 2 weeks of service.

FT Members (1700 hours): Your living allowance amount will be \$526.08, pre-taxed for 2 weeks of service.

Discover Your Forest (DYF)-placed members: You do not receive a living allowance or wage from Heart of Oregon Corps.

Living Allowance Distribution

(This does not apply to MT or DYF-placed members.)

A living allowance is not a wage and is not paid on an hourly basis.

The living allowance is paid in regular bi-weekly increments. There will be a one week delay from the end of your first pay period until the check for that period is received. This means that you will not receive your first paycheck for at most 3 weeks after your first day. After that your stipend check will arrive every other week.

Payments will not fluctuate based on the number of hours served in a particular time period and will cease when a member concludes a term of service. The living allowance will only change if a member's term of service has been suspended from service for one day or more. See Suspension section for more information about the types of suspension.

If a member serves all required hours and the program and site have permitted them to conclude their term of service before the originally agreed upon end of term, the program cannot provide a lump sum payment to the member. Similarly, if a member is selected after the program's start date the program will provide regular living allowance payments from the member's start date and may not increase the member's living allowance incremental payment or provide a lump sum to make up any missed payments.

Holidays

HOC recognizes the following holidays and the office and program operations will be closed:

- New Year's Day, President's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day, day after Thanksgiving, Christmas Eve Day, and Christmas Day.

Holidays do not affect the AmeriCorps Living Allowance, unless a program break of 3 days or more is scheduled around the holiday (most typically done during the Thanksgiving, Christmas, or New Year's Day holidays). In this case, the entire program break will be considered

suspended status for the AmeriCorps member, and the Living Allowance will not be paid.

The AmeriCorps program may have additional program closures when schools are closed or for other program breaks, consult your specific current program schedule.

DYF-placed members will operate according to the DYF calendar.

Living Allowance and SNAP (Food Stamps) Benefits

This does not apply to MT or DYF-placed members.

HOC will provide each member with a signed letter for SNAP documentation that states:

*“The AmeriCorps living allowance is not considered as income for food stamp purposes. The AmeriCorps*State and National program was authorized by the National and Community Service Act of 1990 (NCSA), 42 U.S.C. 12501 et seq. The NCSA states that allowances, earnings, and payments to AmeriCorps programs ‘shall not be considered income for the purposes of determining eligibility for and the amount of income transfer and in-kind aid furnished under any Federal or federally-assisted program based on need, other than as provided in the Social Security Act.’ Please see the attached letter from the AmeriCorps Corporation and the 2001 USDA Ruling on AmeriCorps*State and National Eligibility for food stamps. For clarity, please note that this letter holder is an AmeriCorps*State and National member, not a VISTA member.”*

However, it is up to each individual SNAP case worker to determine eligibility for benefits. HOC will only provide a documentation letter and provide dates of active service. All other actions are determined by the SNAP case worker.

Waive the Living Allowance

(This does not apply to MT or DYF-placed members.) A member may waive all or part of the payment of a living allowance if they believe their public assistance may be lost or decreased because of the living allowance.

Even if the living allowance is waived, the amount may be deemed available. A member who has waived the living allowance may revoke the waiver at any time and begin receiving the living allowance but may not receive any portion that accrued during the waiver period.

Segal Education Award

Upon successful completion of your 6 month, 900 hour commitment, members will receive an AmeriCorps Education Award of \$2,887. Full-time members will serve 11 months (1700 hours) and receive an education award of \$5,775. Minimum time members (300 hours) will receive \$1,221. This award is not a check cut to you personally, but a scholarship that can be used at an accredited post-secondary college or institution. It can be used up to 7 years after you earn it. Register online at www.myamericorps.gov to access your award. The Education Award can be used at any accredited institution for any “cost of attendance” expenses.

Use of the Education Award

The education award can be used in the following ways, or in a combination of the following ways:

- To repay qualified student loans.
- To pay all or part of the current education expenses to attend a qualified institution of higher education (including certain vocational programs).

Beginning with terms of service that start on or after Oct. 1, 2009, the education award may be used to pay expenses incurred in enrolling in an educational institution or training establishment that is approved under the GI Bill.

A member may use the education award up to seven years after his or her last day of service. A member may apply for an extension if:

- he or she is unable to use the award for some reason during that time that is outside of his or her control such as a serious illness; or
- he or she enrolls in another term of service in an approved program.

To be considered for an extension, a member must apply for an extension before the end of the seven year period.

Taxability of Education Award

The education award is taxed in the year it is used. For example, if a member uses all or part of the education award for college in the fall of 2010, that member must pay taxes on the portion of the award used when he or she files 2010 taxes.

The Corporation for National and Community Service (CNCS) does not withhold taxes from the award.

By the end of January each year, the Corporation sends a 1099 Form to all AmeriCorps members who have made payments from their education awards and for whom interest payments have been made during the previous year totaling more than \$600.00. The 1099 Form does not need to be submitted to the IRS with a member's tax return, but it reflects the amount that CNCS reports to the IRS as taxable miscellaneous income.

Transfer Education Award

To transfer an education award you must: (1) have earned the award in an AmeriCorps State or National program; (2) have been aged 55 or older on the date you began the approved term of service; and (3) have begun the term of service on or after October 1, 2009. You may transfer all or a portion of your unused education award. Once transferred you may revoke any unused amount prior to the expiration of the award. You can only transfer each award once. You may transfer the award to your child, grandchild, or foster child. The recipient to whom you transfer the award can use the award to pay the cost of attendance at qualified institutions of higher learning or to pay qualified student loans. The recipient can receive transfers from multiple education awards but only up to the current value of two full-time education awards.

Forbearance on Existing Student Loans

If the member has received forbearance on a qualified student loan during the term of service, the National Service Trust will repay a portion or all of the interest that accrued on the loan during the term of service.

3. AmeriCorps Rules and Specifics

Suspensions (or Change of Status or Leave)

Members' terms of service may be suspended for a variety of reasons, both non-disciplinary or disciplinary.

Pro-rated Suspension Living Allowance Deductions

Whenever a member is suspended, they will not receive their living allowance for that period of time, pro-rated by a daily basis for the bi-weekly period.

- Four 10's schedule: the living allowance is reduced by a 1/8th pro-rated amount per day.
- Five 8's schedule: the living allowance is reduced by a 1/10th pro-rated amount per day.

Where possible, members must make up any suspension within the current pay period by volunteering at an approved service location. The member's term of service will be extended for a corresponding number of days past the member's originally projected end date to allow the member to complete their term of service.

Disciplinary Suspensions

Members may be suspended without Living Allowance for disciplinary reasons including but not limited to:

- Unexcused Absences (not approved or no-call, no-show) or Chronic Tardiness. *(A member who misses more than three (3) consecutive days of service with no communication to HOC may be released for cause).*
- Failure to wear required uniform or safety equipment as instructed.
- Minor Disciplinary Actions which include violating the Corpsmember Code of Conduct (in the HOC Corpsmember Handbook) or the Section IV. Member Conduct (in the Member Service Agreement, attached).
- Violating the Drug-Free Workplace Policy or Violence Free

Workplace Policy.

- Engaging in prohibited activities after writing warning has been issued.

Non-Disciplinary Suspensions

Members may be suspended without Living Allowance for non-disciplinary reasons including but not limited to:

- Medical Leave (see below for details).
- Program Breaks.
- Hazardous Weather Closures.
- Funeral Leave.
- Approved Personal or Family Vacations.
- Family Medical Leave (see below for details).
- Armed Forces Reserves (see below for details).
- Victim of Crime or Domestic Violence Victim's Leave.

Medical Leave

A doctor's note restricting work may be required for medical leave longer than 3 days or frequent medical leave. A return-to-work doctor's note may be required to verify the member can resume service safely or help the program determine appropriate light duty tasks or permanent accommodations to ensure the member's safety.

Family Medical Leave

At the program's discretion, temporary leave may also be authorized for the reasons allowed under FMLA to AmeriCorps members who do not otherwise meet the eligibility requirements for FMLA leave as described in the regulations. If temporary leave is appropriate, grantees have the flexibility to determine the duration of the absence for up to 12 weeks, and may choose to continue providing health benefits (if applicable) to the member during the period of absence.

The member must be suspended during the period of temporary leave. The length of the leave must be based on two considerations: (1) the circumstances of the situation; and (2) the impact of the absence on the member's service experience and on the overall program. If the disruption would seriously compromise the member's service experience or the quality of the program as a whole, then the grantee may offer the member the option of rejoining the program in the next class or completely withdrawing from the program.

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 (hereafter referred to as the two-week active duty service). To the extent possible, we seek to minimize the disruption in AmeriCorps service as a result of discharging responsibilities related to 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 of absence for the two-week period of active duty service in the Reserves.

Members may not receive time-off for additional Reserves-related service beyond the two-week active duty service. No AmeriCorps service credit is earned for the once-a-month weekend service in the Reserves. We will credit members for AmeriCorps service hours during their two weeks of active duty service in the Reserves if it occurs during their AmeriCorps 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 signed up to serve 30 hours of AmeriCorps service one week and 40 hours of AmeriCorps service on the following week, she or he would receive 70 hours of AmeriCorps service credit for the two weeks of active duty service regardless of the actual number of hours served in the Reserves.

Reservists in the U.S. Armed Forces receive compensation for their mandatory two weeks of active duty service. The compensation

regulations governing the Army and Air National Guard may vary by state. We will continue to pay the living allowance and provide health care and child care coverage for the two-week period of active duty.

Jury Duty

Please notify the Program Director right away if you receive a jury summons for scheduling purposes. Members will not be penalized for serving on Jury Duty and will continue to receive credit for the service hours, living allowance, health care (where applicable) etc. regardless of incidental expenses paid from the court.

Release from Service

The member understands that he/she may be released, or terminated for the following two reasons:

1. For cause.
2. For compelling personal circumstances, with a pro-rated award.

Release for Cause

The Program will release the member for cause for the following reasons:

1. The member has dropped out of the program without obtaining a release for compelling personal circumstances from the appropriate program official.
2. The member has failed to complete their required service hours during their service commitment.
3. During the term of service the member has been convicted of a violent felony or the sale, distribution, or manufacturing of a controlled substance.
4. The member violated the program code of conduct and did not respond to interventions.
5. The member has committed another serious breach that, in the judgment of the Executive Director or Program Director, would

undermine the effectiveness of the Program.

Release for Personal Compelling Circumstances

The Program may release the member from the term of service for compelling personal circumstances if the member demonstrates that:

1. The member has a disability or serious illness that makes completing the term impossible.
2. There is a serious injury, illness, or death of a family member which makes completing the term unreasonably difficult or impossible for the member.
3. The member has military service obligations.
4. The member has accepted an opportunity to transition “from welfare to work,” or met other employment qualifications for the specific program they serve in.
5. Some other unforeseeable circumstance beyond the member’s control makes it impossible or unreasonably difficult for the member to complete the term of service, such as a natural disaster, a strike, relocation of a spouse, or the non-renewal or premature closing of a project or the Program.

Compelling personal circumstances which do not constitute leaving the Program:

1. To enroll in school.
2. To obtain employment.
3. Because of dissatisfaction with the Program (members should use the grievance procedures to professionally resolve concerns).

Members who are granted personal compelling circumstances who have completed 15% of their service hours (135) are eligible to receive a pro-rated education award.

Unemployment

AmeriCorps members serving in Oregon are not eligible to receive unemployment benefits. Members are not employees of their site, sponsor

or AmeriCorps. ORS 657.067 amended by Senate Bill 970 states that "employment" does not include service performed by participants in an AmeriCorps program.

AmeriCorps Prohibited Activities

Members may not engage in any AmeriCorps-prohibited activities while serving. These activities include:

- (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 business organized for profit, a labor union, a partisan political organization, a nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986;
- (9) Providing abortion services or referrals for receipt of such services;
- (10) Such other activities as the Corporation may prohibit.

Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-Corporation funds. Individuals

should not wear the AmeriCorps logo while doing so.

Voting

HOC encourages all eligible members to register and vote. However, HOC is prohibited from requiring members to register or to vote, and from attempting to influence how members vote. Members who are unable to vote before or after service hours should be allowed to do so during their service time without incurring any penalties. The site supervisor should determine the length of absence. In Oregon, members should utilize the vote-by-mail system to avoid any conflicts with their service schedule.

Right to Review AmeriCorps File

Members have the right to review their AmeriCorps file. Members should submit a request in writing so the Program Director can make the file available in a confidential setting.

Non-discrimination

It is against the law for organizations that receive federal financial assistance from the Corporation for National and Community Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or in most cases, religion. It is also unlawful to retaliate against any person who or organization that files a complaint about such discrimination.

In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information contact: Laura Handy, Equal Opportunity Officer/HOC/PO Box 279, Bend OR 97709 or laura.handy@heartoforegon.org –OR- Office of Civil Rights and Inclusiveness/CNCS/ 1201 New York Ave. NW Washington, DC 20525 or eo@cns.gov.

Grant Program Civil Rights and Non-Harassment Policy

The Corporation for National and Community Service (CNCS) has zero tolerance for the harassment of any individual or group of individuals for any reason. CNCS is committed to treating all persons with dignity and respect. CNCS prohibits all forms of discrimination based upon race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service. All programs administered by, or receiving Federal financial assistance from CNCS, must be free from all forms of harassment. Whether in CNCS offices or campuses, in other service-related settings such as training sessions or service sites, or at service-related social events, such harassment is unacceptable. Any such harassment, if found, will result in immediate corrective action, up to and including removal or termination of any CNCS employee or volunteer. Recipients of Federal financial assistance, be they individuals, organizations, programs and/or projects are also subject to this zero tolerance policy. Where a violation is found, and subject to regulatory procedures, appropriate corrective action will be taken, up to and including termination of Federal financial assistance from all Federal sources.

Slurs and other verbal or physical conduct relating to an individual's gender, race, ethnicity, religion, sexual orientation or any other basis constitute harassment when it has the purpose or effect of interfering with service performance or creating an intimidating, hostile, or offensive service environment. Harassment includes, but is not limited to: explicit or implicit demands for sexual favors; pressure for dates; deliberate touching, leaning over, or cornering; offensive teasing, jokes, remarks, or questions; letters, phone calls, or distribution or display of offensive materials; offensive looks or gestures; gender, racial, ethnic, or religious baiting; physical assaults or other threatening behavior; or demeaning, debasing or abusive comments or actions that intimidate.

CNCS does not tolerate harassment by anyone including persons of the same or different races, sexes, religions, or ethnic origins; or from a CNCS employee or supervisor; a project, or site employee or supervisor; a non-employee (e.g., client); a co-worker or service member.

I expect supervisors and managers of CNCS programs and projects, when made aware of alleged harassment by employees, service participants, or other individuals, to immediately take swift and appropriate action. CNCS will not tolerate retaliation against a person who raises harassment concerns in good faith. Any CNCS employee who violates this policy will be subject to discipline, up to and including termination, and any grantee that permits harassment in violation of this policy will be subject to a finding of non-compliance and administrative procedures that may result in termination of Federal financial assistance from CNCS and all other Federal agencies.

Any person who believes that he or she has been discriminated against in violation of civil rights laws, regulations, or this policy, or in retaliation for opposition to discrimination or participation in discrimination complaint proceedings (e.g., as a complainant or witness) in any CNCS program or project, may raise his or her concerns with our Office of Civil Rights and Inclusiveness (OCRI). Discrimination claims not brought to the attention of OCRI within 45 days of their occurrence may not be accepted in a formal complaint of discrimination. No one can be required to use a program, project or sponsor dispute resolution procedure before contacting OCRI. If another procedure is used, it does not affect the 45-day time limit. OCRI may be reached at (202) 606-7503 (voice), (202) 606-3472 (TTY), eo@cns.gov, or through www.nationalservice.gov.

5/15/2012
Date


Wendy Spencer, Chief Executive Officer

DISASTER SERVICES | ECONOMIC OPPORTUNITY | EDUCATION | ENVIRONMENTAL STEWARDSHIP | HEALTHY FUTURES | VETERANS AND MILITARY FAMILIES

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