

AmeriCorps VISTA Standards of Conduct and Disciplinary Guidelines

The following Standards of Conduct have been developed to provide VISTA Members and site supervisors with standards regarding required behavior and disciplinary steps for improper conduct while serving as an AmeriCorps VISTA Member with Oregon Campus Compact (ORCC). Any behavior which affects a Member's ability to perform in their service assignment, or that is not in the best interest of the host site, the VISTA project, or Oregon Campus Compact (ORCC) will be subject to review by the site supervisor and VISTA Program Manager and disciplinary action may be taken.

If a VISTA Member violates the Standards of Conduct, progressive discipline steps will be implemented. However, in some cases, depending on the severity of the violation, site supervisors may forgo verbal and written warnings and request that the VISTA be removed from the project by CNCS. Site supervisors and the Program Supervisor are responsible for determining the severity of the violation and for determining the appropriate disciplinary action.

The ORCC VISTA Program requires that AmeriCorps VISTA Members comply with the following Standards of Conduct. Failure to follow these guidelines will result in disciplinary action:

- Be honest, act respectfully, and model integrity
- Follow site supervisor's and Program Supervisor's instructions
- Perform project responsibilities to the best of one's ability
- Comply with the rules, standards, and expectations of the host site
- Adhere to dress codes and grooming standards of the host site
- Notify site supervisor of intent to be late or absent within 30 minutes of scheduled start
- Request permission from site supervisor to participate in activities that are not part of the VISTA's regular service
- Follow all AmeriCorps VISTA policies and procedures and do not participate in AmeriCorps Prohibited Activities
- Do not use inappropriate or disrespectful language (i.e. profanity, name calling, etc.)
- Do not falsify time logs or other program records
- Do not engage in any activity that may physically or emotionally damage other VISTA Members, students, clients, partners, site supervisors, staff, or other people from the community

Disciplinary Guidelines for Violations of the Standards of Conduct

- First Offense: Verbal warning
- Second Offense: Written warning or request to CNCS to remove the VISTA from the project
- Third Offense: Request to CNCS to remove the VISTA from the project

In the case of severe violations of the Standards of Conduct, ORCC may request that CNCS remove the VISTA from the project without issuing warnings to the VISTA Member. In addition to the ORCC guidelines listed above, CNCS may terminate a VISTA member based on conduct (termination for cause) for the following reasons:

- Conviction of a criminal offense under federal state, or local statute or ordinance
- Violation of any provision of the Domestic Volunteer Service Act of 1973, as amended, or a Corporation regulation, policy, or guideline
- Failure, refusal, or inability to perform prescribed project duties as outlined in the project application or assignment description and as directed by the sponsoring organization to which VISTA is assigned
- Involvement in activities that substantially interfere with performance of project duties
- Intentional false statement, omission, fraud, or deception in obtaining selection as a member
- Any conduct on the part of the VISTA that substantially diminishes their effectiveness as an AmeriCorps VISTA member, including, but not limited to, acting in an unprofessional manner, failing to comply with sponsoring organization requirements, or skipping mandatory training sessions
- Unsatisfactory performance of assignment
- Engagement in employment
- Unauthorized leave or absence (AWOL)

Drug Free Work Place

If a member is arrested for or convicted of a drug offense, he or she must notify their host site and Campus Compact of Oregon in writing within five days. Campus Compact and sites must take appropriate action (including suspension and referral to a drug rehabilitation program, or release for cause consistent with the AmeriCorps' rules on termination and suspension of service). Members must report the conviction in writing within 10 days to their host site and Campus Compact, which must then notify the Corporation in writing. If programs do not comply with this law, grants are subject to suspension, termination, or debarment proceedings.