

Campus Compact of Oregon

Connect2Complete AmeriCorps Handbook 2018-2019



Table of Contents

I. Program Overview.....	3-13
<i>Campus Compact of Oregon and Connect2Complete.....</i>	3-4
<i>Program Goals.....</i>	4
<i>Program Standards of Conduct, Policies and Procedures.....</i>	4-13
II. Member Information.....	13-17
<i>Pay Calendar.....</i>	16
<i>Member Benefits.....</i>	19

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Who is Campus Compact of Oregon?

Our Mission

Campus Compact of Oregon convenes and supports the work of educational institutions, individually and collectively, to improve their practice around institutional equity, collaborative learning, and community engagement to respond effectively to a racially diverse and changing Oregon.

Our Vision

Our members provide inclusive and equitable learning opportunities that strengthen communities and empower our students to be agents for positive change.

Our Context

Campus Compact was founded in 1986 by the presidents of Brown University, Georgetown University and Stanford University to advance the public purpose of colleges and universities. Campus Compact of Oregon was founded in 1996 by the presidents of Portland State University and Willamette University with a focused mission to support the development of service and civic engagement on college and university campuses in Oregon. As the largest network of higher education in the state and the only nonprofit representing two-year, four-year, public and private colleges and universities, we continue our work to deepen community and civic engagement and collaborative learning both on- and off-campus. Now our focus also embraces creating social capital and civic agency as we address educational inequities and together build thriving communities in Oregon.

Our Core Themes

In order to create a thriving society that draws upon our common humanity and cultural wealth we embrace the following core themes:

- Collaborative Learning (learning together differently)
- Equity & Racial Justice (working together differently)
- Partnership (creating a different impact, together)

Campus Compact's Connect2Complete AmeriCorps Program

In partnership with Oregon Volunteers and the Corporation for National and Community Service, Campus Compact of Oregon's Connect2Complete (C2C) AmeriCorps Program seeks to help participating campuses tackle chronic absenteeism as well as deepen student engagement for continued success.

Connect2Complete Members will develop, implement and expand K12 academic programs that increase attendance and student engagement through mentorship, family engagement, and service learning. Additionally, community college Connect2Complete Members will use peer mentorship and service learning to increase student involvement and help enrolled students in developmental education courses move toward graduation.

The C2C Program focuses on low-income students, students of color, and students who are the first in their family to attend college (first generation students). Connect2Complete Members will work with supervisors, school district attendance teams, and community college faculty and staff to create an environment at academic institutions that all students want to attend and are able to succeed. Connect2Complete Members make a 10.5-month commitment to national service and to serve 1,700 hours.

C2C Program Goals

- Develop interventions, activities, and programming to increase attendance rates and enhance school engagement for high priority students
- Raise attendance rates of 325 K12 Students to above 80%
- Increase engagement of 80 community college students through peer mentorship, service-learning, and academic interventions resulting in 8 students graduating with their associates degree
- Develop 2 service projects to increase understanding and impact the communities in which students learn
- Leverage at least 150 volunteers to participate in community outreach, service projects, and family engagement activities on campuses
- Promote racial justice and equity in Oregon's educational institutions and their communities

C2C Standards of Conduct, Policies and Procedures

Expectations for Member Conduct

1. At all times while acting in an official capacity, a Connect2Complete AmeriCorps Member is expected to:

- a. Demonstrate mutual respect toward others;
- b. Follow directions;
- c. Direct concerns, problems, and suggestions to Program officials;
- d. Not engage in any prohibited activity (see below for a complete list), particularly any activity involving proselytizing or assisting religious organizations, attempting to influence legislation or an election or aid a partisan political organization, helping or hindering union activity, or aiding a business organized for profit;
- e. Represent AmeriCorps in an honorable manner that brings positive light to community service. Members should not engage in any service activity(ies) that would be deemed dishonorable, disrespectful, or controversial in any way by the public served

2. The Member understands that the following acts also constitute a violation of the Program's rules of conduct:

- a. Unauthorized tardiness or absences;
- b. Repeated use of inappropriate language (i.e. profanity) at a service site;

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- c. Failure to wear appropriate clothing to service assignments;
- d. Stealing or lying;
- e. Engaging in any activity that may physically or emotionally damage other Members, partners of the Program or people in the community;
- f. Possessing or using any illegal drugs during the term of service;
- g. Consuming alcoholic beverages during the performance of service activities;
- h. Being under the influence of alcohol or illegal drugs during the performance of service activities;
- i. Failing to notify the Program of any criminal arrest or conviction that occurs during the term of service

3. At no time may the Member engage in the activities below, and if found to be engaging in such activities, the Member may/will be exited immediately from the Program with no award:

- a. Engaging in any activity that is illegal under local, state or federal law;
- b. Engaging in any activities that pose a significant safety risk to themselves or others;
- c. Falsifying any program paperwork (time logs, enrollment forms, exit forms, etc);
- d. Lying to the AmeriCorps Program Manager, Site Supervisors and/or other Program officials

Prohibited Activities

While charging time to the AmeriCorps Program, accumulating service or training hours, wearing AmeriCorps branded gear, or otherwise performing activities supported by the AmeriCorps Program or CNCS, there are specific prohibited activities that staff and Members may not engage in. Furthermore, Members and Site Supervisors may not engage in conduct that would associate the national program or the Corporation for National and Community Service (CNCS) with these prohibited activities. Members and service sites must become familiar with the specific provisions described in CNCS's formal regulation and the grant provisions.

The prohibited activities are as follows (see 45 CFR 2520.65):

- a. Attempting to influence legislation;
- b. Organizing or engaging in protests, petitions, boycotts, or strikes;
- c. Assisting, promoting, or deterring union organizing;
- d. Impairing existing contracts for services or collective bargaining agreements;
- e. Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
- f. Participating in and/or endorsing events and/or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials;
- g. 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;

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- h. Providing a direct benefit to—
- I. A business organized for profit;
 - II. A labor union;
 - III. A partisan political organization;
 - IV. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - V. An organization engaged in the religious activities described in paragraph g. above, unless CNCS assistance is not used to support those religious activities;
- i. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- j. Providing abortion services or referrals for receipt of such services; and
- k. Other such activities as CNCS may prohibit

Please note: 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-CNCS funds. Individuals should not wear the AmeriCorps logo while doing so.

Limitation on AmeriCorps Member Fraternalization

Inappropriate relationships between AmeriCorps Members and Program staff are prohibited. Inappropriate relationships are those that compromise, or appear to compromise, supervisory authority or could result in preferential treatment. Relationships are prohibited if they appear to involve the improper use of rank or position for personal gain. You must avoid nonprofessional relationships with other AmeriCorps Members or staff create real or perceived conflicts of interest, discord, or distractions that interfere with other Members' productivity, or potentially could result in charges of sexual harassment. These problems are serious in situations in which one person has authority over another.

Nonprofessional relationships between Members and staff include, but are not limited to:

- Intimate/sexual relationships
- Borrowing or lending money, automobiles, or other personal property
- Engaging in financial or business dealings, or acting as an agent or sponsor with any commercial services
- Allowing services to be performed (compensated or uncompensated) that have no reasonable connection with AmeriCorps Member activities
- Gambling for goods, services, or money
- Any activity and/or relationship that, in the judgment of the Corporation State Director, may be reasonably perceived to undermine discipline, good order, and/or morale
- Socializing that might lead to the perception of a relationship or overtures to activities listed above

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Inappropriate relations include, but are not limited to:

- Nonprofessional relationships between a Corporation State Office Staff Member assigned to monitor or oversee a project, and an AmeriCorps Member or Leader of that project
- Nonprofessional relationships between an AmeriCorps supervisor and an AmeriCorps Member the supervisor oversees
- Nonprofessional relationships between an AmeriCorps Leader and an AmeriCorps Member

Drug Free Work Place

In accordance with the Drug Free Workplace Act, the AmeriCorps Program prohibits the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance. Alcohol and drug abuse adversely affects health, service performance, creates dangerous situations and serves to undermine the community's confidence in the AmeriCorps program. Therefore, the Program prohibits illegal drug or alcohol abuse on the part of its Members. **If an AmeriCorps Member is arrested for or convicted of a drug offense, the Member must notify their Site Supervisor and Grant Manager in writing within five days.** The Program will take appropriate action including suspension and referral to a drug rehabilitation program, or release for cause consistent with the CNCS rules on termination and suspension of service.

AmeriCorps Provisions on Non-Duplication and Non-Displacement

AmeriCorps provisions explicitly state that Members cannot duplicate the activities of another program nor can they displace a current employee or position. The exact language is below:

- Non-Duplication: 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) [below] 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
- (f) Non-displacement: 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

Restrictions on Fundraising

AmeriCorps Members may only raise resources directly in support of a program's service intention/activities. Examples of fundraising activities AmeriCorps Members may perform include, but are not limited to, the following:

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- 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

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.

Reasons for Release from Term of Service

The Member understands that they may be released from service for two reasons:

1. Compelling Circumstance

The Member has the primary responsibility for demonstrating that compelling personal circumstances prevent them from completing the term of service. The Member must submit a written or email request for termination for compelling personal circumstances to Campus Compact. A Member who leaves the AmeriCorps program **without** obtaining a release for compelling personal circumstances is considered released for cause. The Program is responsible for determining whether a Member's personal circumstances are sufficiently compelling to justify issuance of an education award.

The Member understands that, as a result of this action, they may only receive a portion of their 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. Compelling personal circumstances can include, but are not limited to:

- A Member’s disability or serious illness that make completing the term impossible
- Disability, serious illness, or death of a Member’s family if this makes completing the term unreasonably difficult or impossible
- Military service obligations

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- Conditions attributable to the program or otherwise unforeseeable and beyond the Member's control, such as relocation of a spouse, natural disaster, a strike, or the non-renewal or premature closing of the project

Compelling personal circumstances **do not** include leaving the Program to:

- Enroll in school
- Obtain employment
- Dissatisfaction with the AmeriCorps program

If the Member discontinues his/her term of service due to compelling personal circumstances, the Member will cease to receive benefits and forfeits their education award.

2. Cause

A release for cause encompasses 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 violating Standards of Conduct (i.e. program policies and procedures). A Member is also considered released for "cause" if the Member has dropped out of the program without obtaining a release for compelling personal circumstances from the appropriate program official. If the Member is released for cause from his/her term of service, the Member will cease to receive benefits described in this contract and will not be eligible to receive a full or partial education award.

Suspension to Investigate Situations That May Result in Release for Cause

For serious allegations that may require the Site Supervisor and Program staff to conduct an investigation before determining if the Member should be released for cause, the Member may be suspended for up to 30 days. The Site Supervisor must consult with the Program Administrating Agency before suspending the Member. If the final determination is that the Member should be released for cause, the Member may be disqualified from future AmeriCorps service.

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

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termination of Federal financial assistance from all Federal sources. To read more about CNCS' Nondiscrimination Policy and Statement, go to: <http://www.nationalservice.gov/build-your-capacity/grants/civil-rights-eo-reqs>

Notice of 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:

Campus Compact of Oregon
620 SW 5th Ave, Ste 910
Portland OR 97204
Phone: 503.406.3575

Office of Civil Rights and Inclusiveness
Corporation for National and Community Service
1201 New York Ave, NW
Washington DC, 20525
1.800.833.3722 (TTY and reasonable
accommodation line)
202.565.3456 (Fax); eo@cns.gov (email)

Inclusive Environment

Campus Compact and the campuses hosting Connect2Complete are committed to creating an inclusive environment. If you require reasonable accommodations to complete service, please contact us for assistance.

Any AmeriCorps applicant, trainee, Member, or other program beneficiary who believes he/she has been subjected to discrimination by a sponsoring organization, in violation of Title VI, may file a written complaint with the Director of the Corporation's Office of Civil Rights and Inclusiveness or the Chief Executive Officer of the Corporation using the procedures set forth in 45 CFR Part 1203, "Nondiscrimination in federally assisted programs-effectuation of Title VI of the Civil Rights Act of 1964."

Grievance Policy

The Member understands that, as a participant of the AmeriCorps program, s/he may file a grievance in accordance with the program's grievance procedure. Federal regulations at 45 CFR § 1225 set forth the exclusive procedure for AmeriCorps participants to exhaust when they wish to file allegations of discrimination against CNCS, Host Site, Program Administering Agency, or Program Fiscal Agent based on race, color, national origin, religion, age, sex, handicap, or political affiliation that arise in connection with their recruitment, selection, placement, service, suspension, or termination from the AmeriCorps Program.

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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 CNCS's Equal Opportunity Office. However, discrimination not brought to the attention of the CNCS Equal Opportunity Office within 45 days of their occurrence may not be accepted in a formal complaint of discrimination.

The Equal Opportunity Office may be reached at 202.606.5000, extension 312 (voice), or 202.565.2799 (TDD) and eo@cns.gov. The CNCS's Equal Opportunity Office 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. If the grievance alleges fraud or criminal activity, it must be brought to the attention of the Inspector General of the CNCS immediately.

The affected Member seeking personal relief in a matter of concern or dissatisfaction relating to any AmeriCorps program issues, such as assignments, evaluations, suspension, or release of cause, may follow the following grievance procedure:

Informal Grievance Process (Options 1-3)

Option 1: Resolution through Immediate Supervisor. Within 7 days of the underlying dispute, the aggrieved Member refers the complaint to his/her immediate supervisor who will attempt to resolve the complaint. If the matter is resolved, and a written agreement is reached, the Member will agree to forego filing a formal grievance in the matter under consideration. If the grievance is not resolved the Site Supervisor must inform the aggrieved Member of his or her right to file a formal grievance.

*If Option 1 did not resolve the issue, then the Member can consider Options 2, 3, or file a formal grievance.

Option 2: Written grievance to Grant/Program Manager. Within 14 days of the underlying dispute, the aggrieved Member submits a written grievance that outlines the details of the complaint to the Grant Manager of the administering agency. The Grant Manager will attempt to resolve the complaint through informal mediation or facilitation. If the matter is resolved, and a written agreement is reached, the Member will agree to forego filing a formal grievance in the matter under consideration. If the grievance is not resolved, the Grant Manager must inform the aggrieved Member of his or her right to file a formal grievance.

*If Option 2 did not resolve the issue, then the Member can consider Options 3, or file a formal grievance.

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Option 3: Alternative Dispute Resolution (ADR). The aggrieved Member may seek resolution of a grievance through alternative means of dispute resolution (ADR) such as mediation or facilitation. ADR proceedings must be initiated within 45 calendar days of the date of the alleged occurrence. The Member submits a written request to have a neutral party designated by the Program Administering Agency attempt to facilitate a mutually agreeable resolution to the program director at the Program Administering Agency. At the initial session of the ADR proceedings, the Member must be advised in writing of the right to file a grievance and right to arbitration.

The neutral party who, with respect to the issue in controversy, functions specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement. The neutral party may not compel a resolution. Proceedings before the neutral party must be informal, and the rules of evidence will not apply. With the exception of a written and agreed-upon ADR, the proceeding must be confidential. Any decision by the neutral party is advisory and is not binding unless both parties agree. If the matter is resolved, and a written agreement is reached, the party will agree to forego filing a formal grievance in the matter under consideration. If the grievance is not resolved within 30 calendar days of initiation, the neutral party again must inform the aggrieved party of his or her right to file a formal grievance.

*If Option 3 did not resolve the issue, then Member can file a Formal Grievance (below)

Formal Grievance Process

Programs that receive assistance under the National and Community Service Act must maintain a procedure for the filing and adjudication of grievance from participants, labor organizations, and other interested individuals concerning projects that receive assistance including grievances regarding proposed placements of participant.

DEADLINE FOR GRIEVANCES: Except for a grievance that alleges fraud or criminal activity, a grievance shall be made not later than 1 year after the date of the alleged occurrence of the event that is the subject of the grievance.

DEADLINE FOR HEARING AND DECISION: A hearing on any grievance shall be conducted not later than 30 days after the filing of such grievance. Hearings shall be held by person(s) not involved in previous decisions on this issue.

DECISION: A decision on any such grievance shall be made not later than 60 days after the filing of such grievance.

ARBITRATION:

- **JOINTLY SELECTED ARBITRATOR:** In the event of a decision on a grievance that is adverse to the party who filed such grievance, or 60 days after the filling of such grievance, if no decision has been reached, such party shall be permitted to submit such grievance to

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binding arbitration before a qualified arbitrator who is jointly selected and independent of the interested parties.

- **APPOINTED ARBITRATOR:** If the parties cannot agree on an arbitrator, the Chief Executive Officer shall appoint an arbitrator from a list of qualified arbitrators within 15 days after receiving a request for such appointment from one of the parties to the grievance.

DEADLINE FOR PROCEEDING: An arbitration proceeding shall be held no later than 45 days after the request for such arbitration proceeding, or if the arbitrator is appointed by the Chief Executive Officer not later than 30 days after the appointment of such arbitrator

DEADLINE FOR DECISION: A decision concerning a grievance shall be made not later than 30 days after the date such arbitration proceeding begins.

Criminal History Check

All applicants are required to go through an FBI criminal history check, state of residence and Oregon state background check, and a check of the National Sex Offender Registry. If a Member does not wish to have a criminal record check done, they will not be able to serve, as this is a federal guideline. Results are confidential. Members are entitled to receive and review the information obtained upon written request.

File Review

A C2C Member has the right to review their file upon written request to either the Site Supervisor or the Campus Compact AmeriCorps Program Manager.

Unemployment

AmeriCorps Members are **not** eligible for unemployment. AmeriCorps service is not defined as 'employment' for purposes of Employment Department Law. Please contact Campus Compact if you have further questions about this.

Taxes and Insurance

Member living allowances have FICA (Social Security and Medicare taxes) and Federal Income Tax taken out of their living stipend. Campus Compact of Oregon's payroll department does this automatically and you will see these taxes outlined on each paystub. FICA is 7.65% of the living allowance. You must complete a W4 during onboarding so your federal taxes can be collected accurately. Campus Compact will provide a W2 during tax season every year that represents your withholdings.

WORKERS' COMPENSATION INSURANCE

Campus Compact of Oregon provides Workers' Compensation Insurance to all members receiving a living allowance. Workers' Compensation Insurance covers on-the-job injuries.

Member responsibilities:

1. If a member has an accident or injury while serving, s/he must report the accident immediately to his/her supervisor and appropriate C2C staff.
2. After the initial verbal report, the member must complete an Accident/Incident Report, detailing the injury or occupational disease, and submit it to their immediate supervisor within 24 hours. The coordinator completes the forms and submits them within 48 hours of the incident.
3. In addition to the C2C report form, the appropriate Workers' Compensation claim must be completed by the member and their immediate supervisor, and be submitted within 24 hours of a doctor's visit. To facilitate proper filing of a claim, members and/or their supervisors are encouraged to call Campus Compact immediately to provide the designated staff person the information necessary to file a claim. The staff person notifies the Workers' Compensation office of the claim.
4. The member may lose the right to receive Workers' Compensation benefits if the incident is not reported in a timely manner.
5. Members have up to one year to file a claim on an incident that has been reported.
6. Members must have the medical provider submit all billings to the Workers' Compensation Insurance provider.
7. The member is expected to perform alternative service opportunities offered by Campus Compact staff in the case that s/he is unable to return to his/her regular service position.

Campus Compact of Oregon's responsibilities include:

1. Campus Compact supplies forms for reporting accidents and furnishes additional information about Workers' Compensation upon request.
2. Workers' Compensation insurance pays certain medical and rehabilitation expenses within the limits of the law.
3. Members will not be credited with service hours for hours missed due to injury.
4. Campus Compact/C2C staff will work with the member to find alternative service opportunities if the member is unable to serve at his/her regular service position.
5. If the member is unable to perform any service due to injury, service suspension or compelling personal circumstances will be considered at the Executive Director's discretion.

Childcare*

Full-time members may be eligible for childcare assistance while serving with C2C. In order to receive the assistance, the member's family must be income-eligible and the child(ren)'s caregiver must be considered a legal provider in the state. Assistance is paid as a reimbursement to the childcare provider.

AmeriCorps pays up to 100% of the current market rate of childcare costs for eligible members who select qualified child care providers. Reimbursement rates and eligibility are based on locally established guidelines under Child Care Development Block Grants, a federally funded program administered by each state.

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Parents are responsible for all registration fees upon the child(ren)'s acceptance or enrollment into the child care program and for any late fees incurred.

To qualify for payment through GAP Solutions, a child care provider must qualify as a legal provider under the Child Care Development Block Grants state plan. Each state has its own approval criteria. Payments will not be made to ineligible providers.

To qualify for GAP Solutions benefits, members must satisfy all of the following requirements:
Must be an active full-time member of AmeriCorps.

Member must need childcare services in order to participate in the AmeriCorps program.

Member's household income must not exceed the maximum amount under the Child Care & Development Fund (CCDF) Block Grant rules established by the state or territory in which the childcare services are provided.

The member must be a custodial parent or legal guardian of a child under the age of 13

The child must be living with the member.

Once the Member is approved and accepts the AmeriCorps CCP benefits, the member must not be receiving a childcare benefit for the same child from any other source.

Members are not eligible to receive childcare subsidy from AmeriCorps while they are receiving other child care subsidies.

Go to <http://www.americorpschildcare.com/> for information and to download an application.

C2C Pay Calendar

Connect2Complete 16-17 Pay Disbursement Calendar

Payment disbursements are scheduled **3 business days** after the 15th and final day of each month. Business days do not include weekends or holidays. Amounts listed are pre-tax.

Pay Period	Payment Disbursement Date	Payment Amount
8/16/2016 - 8/31/2018	9/4/18	\$653.90
9/1/2016 - 9/15/2018	9/19/18	\$653.90
9/16/2016 - 9/30/2018	10/3/18	\$653.90
10/1/2016 - 10/15/2018	10/18/18	\$653.90
10/16/2016 - 10/31/2018	11/5/18	\$653.90
11/1/2016 - 11/15/2018	11/20/18	\$653.90
11/16/2016 - 11/30/2018	12/4/18	\$653.90
12/1/2016 - 12/15/2018	12/19/18	\$653.90
12/16/2016 - 12/31/2018	1/3/19	\$653.90
1/1/2017 - 1/15/2019	1/18/19	\$653.90
1/16/2017 - 1/31/2019	2/5/19	\$653.90
2/1/2017 - 2/15/2019	2/20/19	\$653.90
2/16/2017 - 2/28/2019	3/5/19	\$653.90
3/1/2017 - 3/15/2019	3/20/19	\$653.90
3/16/2017 - 3/31/2019	4/3/19	\$653.90
4/1/2017 - 4/15/2019	4/18/19	\$653.90
4/16/2017 - 4/30/2019	5/3/19	\$653.90
5/1/2017 - 5/15/2019	5/20/19	\$653.90
5/16/2017 - 5/31/2019	6/5/19	\$653.90
6/1/2017 - 6/15/2019	6/19/19	\$653.90
6/16/2017 - 6/30/2019	7/3/19*	\$653.90
7/1/2017 - 7/15/2019	7/18/19**	\$653.90
7/16/2017 - 7/31/2019	8/5/19***	\$653.90
Total stipend for all members		\$13, 732

Reminder: Campus Compact of Oregon is responsible for paying your living allowance. If you move or wish to change your tax forms, contact us immediately.

*If start date was within 8/16/2016-8/31/2018, last payment disbursement is 7/4/2019

**If start date was within 9/1/2016-9/15/2018, last payment disbursement is 7/18/2019

***if start date was after 9/15/18, last payment will be 8/3/19.

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Hours, Timekeeping and Reporting

C2C Members are required to complete 1700 hours in one service year. This may break down many different ways. However, overall, we expect you to serve about the same number of hours each week throughout the year to provide consistency. On average, a C2C Member should be on site 35-40 hours a week. Members receive 10 vacation days to use at their discretion, with approval from their site supervisor. It is advised that members match their vacation days with their site's vacation schedule when possible.

OnCorps

All Members are required to keep time logs of their service. These time logs are electric and can be found online at: or.oncorpsreports.com. When you are enrolled as an AmeriCorps Member you will receive a log-in and password for OnCorps.

It is recommended that you track your hours regularly instead of waiting until the end of the time period you are reporting for, when you're likely to have forgotten what service you did at the beginning and throughout the time period. Plan ahead, turn your timesheets in on time and remind your supervisors when your time-sheets need to be approved (15th and last day of every month).

Additionally, throughout the year we will be requesting additional reports on your days of service and your service in general. We will provide those reports to you in advance and provide you with clear due dates. Please ensure those reports are completed in a timely matter.

Jury Duty

Campus Compact supports all members in fulfilling civic responsibilities by serving on jury duty when required. If a Member is required to serve on jury duty, they must provide your supervisor with a copy of your jury summons and proof of jury service form. You are required to inform your supervisor as soon as possible after receiving a jury summons so that arrangements can be made to accommodate your absence. However, you will not be penalized and will continue to receive credit for the hours you normally serve regardless of incidental expenses paid from the court.

Army Reserves

In compliance with the 2011 guidelines issued by the Corporation for National and Community Service, it is the policy of Oregon Campus Compact to allow AmeriCorps Members serving in the US Armed Forces Reserves time off for active duty service.

Procedures:

- 1) Generally the Reserves of the US Army, US Navy, US Air Force, US Marine Corps, US 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, AmeriCorps program should seek to

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minimize the disruption in Members' AmeriCorps service as a result of discharging responsibilities related to their reservist duties.

- 2) 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 may count the two weeks of active duty as part of their AmeriCorps hours.
- 3) Programs should 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 will receive credit for the number of hours he or she would have served during that period if there had no interruption.

Members may not receive additional hours credited as service hours for 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. AmeriCorps Members who are reservists should not be suspended from national service while participating in two week active duty service.

Access to OFMLA/FMLA

Since June 2009, the Oregon Military Family Leave Act has provided up to 14 days of protected leave for the spouses and domestic partners of military service members who have been called to (or notified of an impending call or order to) active duty, or who are on leave from active duty during a period of military conflict. Members seeking leave under OMFLA must provide supervisors with notice of intent to take OMFLA leave **within five days** of receipt of official notice, of an impending call or order to active duty or of a leave from deployment.

OMFLA rules prohibit retaliation and discrimination. It is up to the service site and Campus Compact if leave will be granted. In most cases, it should be easy for a C2C Member to make up missed hours due to OFMLA. Additionally, temporary leave may also be authorized to AmeriCorps Members who do not otherwise meet the eligibility requirements for the Family Medical Leave Act (FMLA) 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. The Member must be suspended during the period of temporary leave.

In both cases, 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.

If interested in utilizing OFMLA or FMLA, contact the Site Supervisor and Campus Compact.

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Release of Reliability

I understand that my participation as a Connect2Complete AmeriCorps Member through Campus Compact of Oregon involves risks of physical harm and injury inherent in volunteer activities including, but not limited to: working with people, participating in sports and recreation activities, lifting items, cleaning and maintenance projects, preparing and serving food, and other volunteer activities. I hereby release, indemnify and hold harmless Campus Compact and the organizers, sponsors, and supervisors of all its activities, from any and all liability in connection with any injury (including any injury caused by negligence), in conjunction with the Connect2Complete AmeriCorps Program and all activities associated with it.

C2C Member Benefits**Living Allowance**

Members receive a pre-tax living allowance of \$13, 732 dispersed in equal payments (twice monthly) during your term of service.

*Waiving the Living Allowance. If a living allowance is paid, a member may waive all or part of the payment of a living allowance if he or she believes his or her public assistance may be lost or decreased because of the living allowance. Even if a member waives his or her right to receive the living allowance, it is possible—depending on the specific public assistance program rules—that the amount of the living allowance that the member is eligible to receive will be deemed available. A member who has waived the living allowance may revoke the waiver at any time and may begin receiving the living allowance going forward from the date the individual revoked the waiver.

Loan Forbearance and Interest Accrual

Members in an approved AmeriCorps position may be eligible to have the repayment of their qualified student loans temporarily postponed while they are in service. It is through an action called forbearance. While a Member's loan is in forbearance, the Member is not required to make payments. Interest may continue to accrue but if the Member successfully completes the term of service and the loan is a qualified student loan, the National Service Trust will pay all or a portion of the interest that accrued during the service period. Members can easily and quickly request forbearance online through My AmeriCorps.

Training Opportunities

3 overnight In-Service Trainings (IST) in September, December, and April/May as well as C2C peer-led trainings throughout the term of service.

Service Related Transportation and Reimbursement

- Each site will reimburse member for any travel related to service. This does NOT include regular travel to and from work.
- Campus Compact will reimburse travel for required trainings or events. Carpooling is required for reimbursement if that is presented as an option.

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Health Insurance (if needed) is provided by The Corps Network (TCN) Health Plan through Cigna. You will be automatically enrolled if you do not provide Campus Compact proof of insurance. The Cigna health care plan covers certain preventative care services. For more information please see your personalized health care packet, visit cigna.com, or call Cigna customer service at 1.800.244.6224. Member medical coverage begins on the first day of service and ends on the last day of the month in which you serve. Family members are not eligible for medical coverage. Members should provide their own health insurance and use this as a backup if absolutely necessary. OHP is a great option for AmeriCorps members, Compact staff can point you to resources that will aid in the application process.

Childcare (if eligible)*

Education Award

Members receive an education award of \$5,920 upon successful completion of service

Utilize the member resource webpage for all program updates, forms, calendars, and reporting:
<http://www.oregoncampuscompact.org/c2c-member-website.html>

Initials throughout this document signify understanding of all rules, procedures, guidelines, and benefits for the entirety of the Connect2Complete term of service.

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Authorization

The member and program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement, as well as the member handbook.

AmeriCorps Member:

Signature: _____

Date: _____

Printed Name: _____

AmeriCorps Program Manager:

Signature: _____

Date: _____

Printed Name: _____

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