

Overview

- You must request approval for outside employment before you begin a part-time job.
- You must use the CNCS [Outside Employment Request Form](#) to submit the request.
- Please review the entire policy before contacting Campus Compact of Oregon.

Outside Employment During Service

VISTA Members and VISTA Leaders can pursue outside employment during their term of service, with restrictions. Any outside employment must not conflict with the VISTA member's training, service, or service hours as assigned by CNCS, Campus Compact, or their supervisor. To the maximum extent practicable, VISTA members must remain available for service without regard to regular working hours. The VISTA project's needs supersede any requirements of outside employment. For more information about the policy, review the [CNCS Policy Update](#).

If a VISTA pursues outside employment while in VISTA service, the VISTA is not, under any circumstances, permitted to be an employee of or contractor for the sponsor, sub-recipient, or other project-related organization to which the VISTA is assigned to serve. While in VISTA service, the VISTA may only accept outside employment for positions that are:

- Legal;
- Part-time and no more than 16 hours per week. VISTA members who wish to work more than 16 hours per week must submit a request to their supervisor and Campus Compact. Decisions to allow more than 16 hours per week will be made on a case-by-case basis;
- Do not conflict at all with the VISTA's service or service hours;
- Do not violate any applicable Federal, state, and local laws and regulations; and
- Do not conflict with any AmeriCorps VISTA program requirements or policies.

VISTA Members are prohibited from working at the following types of employers:

- A VISTA may not work at an organization that has a legal or other formal relationship with Campus Compact and the organization/project sponsor where he or she is serving. This prohibition includes partnerships, contractor/subcontractor relationships, and grantee/sub-grantee relationships.
- Any organizations or for-profit businesses owned or operated by individuals on staff at a VISTA sponsor.
- A VISTA may never fundraise for a partisan political candidate, even during off-duty hours from VISTA. However, a VISTA may work for a political organization provided the member is not publicly, broadly identified as a VISTA while working there. The Hatch Act restrictions on electoral activities as outlined in Chapter 23 of the VISTA Desk Reference continue to apply. If a VISTA has questions, s/he should consult with Campus Compact.

Approval Process for Outside Employment ([Request Form](#))

Before accepting such outside employment, the VISTA must speak with and obtain the written approval of their supervisor and Campus Compact to do so. To approve outside employment, their supervisor must ensure there is no conflict between the employment and the VISTA's service or service hours. The VISTA Member must complete an Outside Employment Request Form and have their supervisor sign it, electronically or with a signature. The form should be emailed from the VISTA supervisor directly to the Campus Compact Program Manager. Campus

Compact will sign the form as well. Campus Compact will document the form in the member file and forward the approval to the CNCS State Office (CSO).

Outside Employment Interfering with Service

When a supervisor becomes aware that a VISTA's or VISTA Leader's outside employment is interfering with his or her service/service hours, the Supervisor should, in writing, direct the VISTA to modify his or her outside employment schedule to avoid interference with the operations of the VISTA project as a condition of their continued service. The supervisor should document this directive, as well as any actions taken that might lead to the Supervisor's request of the CSO for the VISTA's removal. The supervisor must send this letter to Campus Compact of Oregon for recordkeeping. If after giving the VISTA a reasonable opportunity, no more than three business days, to modify his or her employment schedule, the VISTA's employment schedule continues to interfere with service or service hours, the supervisor must notify the CSO.

A supervisor must contact Campus Compact if they wish to decline to approve the VISTA's outside employment. Campus Compact will approve their request if it is reasonably foreseeable that such work would have an adverse impact on the VISTA's service, or does have an adverse impact on the VISTA's service. After notifying and receiving approval from Campus Compact, the supervisor should raise the issue with the VISTA and cite specific anticipated or actual adverse impact(s). If there is a disagreement between the supervisor and VISTA, contact Campus Compact who may include CNCS State Office (CSO) in the process. The CSO makes the final determination as to whether a VISTA's outside employment interferes with a VISTA's service or service hours.

Tax Implications

VISTA Members are responsible for tax implications. Increased income from outside employment may impact the VISTA's tax liability. It is the sole responsibility of the VISTA member to take into consideration and manage his or her tax responsibility and the impact that any outside income might have on his or her tax obligations.

Public Assistance and Services

VISTAs who receive income from outside employment should expect that their eligibility to receive public assistance and services would be affected. While the VISTA living allowance may count in determining a member's eligibility to receive public assistance, any additional income that a VISTA receives from outside employment would certainly be counted in determining a VISTA's eligibility for public benefits. Healthcare subsidies are based on an individual's income. VISTA members who receive additional income during their service year will likely have any subsidy they receive lowered due to an increase in their income. For more information on how outside employment/extra earned income may affect a particular situation, please visit:

<https://www.healthcare.gov/lower-costs/>