



## **Marshfield Clinic Health System Recovery Corps Host Site Application & Agreement 2017 - 2018**

Marshfield Clinic Health System will place (20) full-time AmeriCorps members who will undergo training in the Connecticut Community for Addiction Recovery (CCAR) model of recovery coaching and serve as recovery coaches. Their focus will be to reduce prescription drug, opioid, and other substance use disorders through one-on-one contact, outreach phone calls, and community education in the northcentral Wisconsin region served by the HOPE Consortium.

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**Applications due no later than 5:00 pm on April 7, 2017**  
**For more information contact:**

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[blahnik.brian@marshfieldclinic.org](mailto:blahnik.brian@marshfieldclinic.org)

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### **Host Site Applicant Presentation - Required Viewing**

All applicants must listen to the host site applicant presentation by clicking on the link below. The presentation is pre-recorded and will last approximately 45 minutes. It is VERY important that the anticipated host site supervisor and/or a representative of the applicant organization listen and understand the requirements, scope of work, and assurances included in the application. Attendance is recorded. Any questions regarding the application can be sent in writing to [blahnik.brian@marshfieldclinic.org](mailto:blahnik.brian@marshfieldclinic.org).

**To listen now click here:**

<https://attendee.gotowebinar.com/recording/3568926064344762881>

### **Eligible Host Sites**

Eligible host sites include the following members of the HOPE Consortium: DLM Consulting, LLC; Family Health Center of Marshfield, Inc. – Alcohol & Drug Recovery Services; Forest County Potawatomi AODA Services; Iron County Human Services; Lac du Flambeau Chippewa Family Resource Center; Ministry Ascension Behavioral Health; Options Counseling Services/Koinonia Residential Treatment Center; Price County Health and Human Services; Sokaogon Chippewa Community Health Clinic; and The Human Service Center.

## Introduction

### **AmeriCorps**

At the national level, AmeriCorps engages more than 75,000 Americans in service each year at nonprofits, schools, community and faith-based groups and public agencies across the country. Since 1994, more than 1,000,000 AmeriCorps members have contributed more than 1.2 billion hours of service while tackling pressing problems and mobilizing millions of volunteers. AmeriCorps programs move communities forward and contribute to the overall development of individuals that serve as members. AmeriCorps places thousands of individuals into positions where they learn valuable work skills, earn money for education, and develop an appreciation for citizenship.

Marshfield Clinic Center for Community Outreach has operated AmeriCorps programs in Wisconsin since 2000. Marshfield Clinic AmeriCorps programs have consistently been ranked in the top tier of AmeriCorps programs by Serve Wisconsin. Serve Wisconsin is federally funded by the Corporation for National and Community Service to operate AmeriCorps programs throughout Wisconsin. AmeriCorps is considered a domestic version of the Peace Corps in which each AmeriCorps member commits a year of intensive service to meet critical community needs.

### **Marshfield Clinic Health System (MCHS) Recovery Corps**

The Recovery Corps is administered by Marshfield Clinic Health System (MCHS) in partnership with the HOPE Consortium. The HOPE Consortium was formed in May 2015 as a partnership between 12 regional substance use disorder treatment organizations serving Forest, Iron, Oneida, Price, and Vilas Counties and three federally recognized Tribes, including Forest County Potawatomi, Lac du Flambeau Band of Lake Superior Chippewa Indians, and the Sokaogon Chippewa Community. This region is particularly troubled by prescription drug, opioid, and other substance use disorders.

During the 2017-2018 program years, 20 full-time MCHS Recovery Corps members will be placed with HOPE Consortium partners to focus on the reduction of prescription drugs, opioid, and other substance use disorders through one-on-one contact, outreach phone calls, and community education. Consortium members that are selected are known as host sites and will be responsible for their own member recruitment with materials and guidance provided by MCHS. MCHS will verify member eligibility and process the necessary paperwork.

Staff from MCHS and the HOPE Consortium will provide training at AmeriCorps orientation in September to prepare members for their term of service. Host site supervisors will attend two one-day orientations in order to prepare them to manage their members and to begin development of the Member Service Plan. Topics at orientation will include administrative processing, member benefits, program rules and regulations, and intensive training in AODA-related topics.

After orientation, members will begin serving at their host site. Members will serve 35-40 hours per week, providing direct support to individuals in their communities and supporting substance abuse reduction. Members will receive a bi-weekly living allowance and health insurance. Upon successful completion of their term of service, members receive a \$5,815 education award.

Staff from MCHS and the HOPE Consortium will provide education, training, and technical assistance throughout the term of service.

## Timeline

Term of service will be September 11, 2017 through August 31, 2018. Members must serve at least 1,700 hours during the term of service.

### **April 7, 2017**

Host site applications must be submitted to Marshfield Clinic Health System by 5:00 pm.

### **April 14, 2017**

Approved host sites notified. Each approved site must participate in one of the webinars below before beginning recruitment:

Required Host Site Webinar on member recruitment - CHOOSE ONE

- April 20 (10:00 am – 11:00 am) – Host site webinar
- If you are unable to attend a link to the recorded webinar will be sent out immediately following the live event.

The purpose of these webinars is to train and prepare host sites for recruitment and supervision of the members, make responsibilities and duties as a host site clear, and provide information regarding dates, member commitments, pay, etc.

### **April 14, 2017**

Member recruitment begins following participation in mandatory host site webinar.

- 20 slots will be available.

### **May 11, 2017 – 12:00 – 3:00 pm**

Program Kickoff & Overview

- A program overview will be provided along with recruitment kickoff information
- Training will take place in Minocqua, WI. Details will be emailed out with registration one month prior.
- Open to all host site Supervisors and host site staff. Lunch provided

### **August 14, 2017**

Member recruitment deadline

- Application for selected AmeriCorps member must be submitted to Marshfield Clinic Health System by 5:00 pm.

### **August 18, 2017**

Applicants must have all paperwork completed and turned in for processing.

### **September 11-15, 2017**

Member orientation (mandatory)

- Wisconsin Lions Camp – Rosholt, WI (members only)

**September 12, 2017**

Host Site Supervisor orientation (mandatory)

- Wisconsin Lions Camp – Rosholt, WI (10:00 am – 5:00 pm) **NOTE: PLEASE do not ask to come late or leave early. This is the ONLY time we have with supervisors to train them for the entire year of service. IF YOU CANNOT ATTEND the entire training you must send a representative that can.**

**Monday September 18, 2017**

Member start date at host site

Members and Host Site Supervisors should coordinate time and location prior to orientation.

**October 2-5, 2017**

CCAR Training – Mandatory for members / Optional for Host Site Supervisors

- Details forthcoming.

**October 5 - 6, 2017**

Statewide AmeriCorps Opening Ceremony

- Details forthcoming from the State.
- Transportation from CCAR training to the event will be arranged.

**October 13, 2017**

Member Service Plan due to Marshfield Clinic Health System

**Member Benefits and Guidelines**

**Members**

Members are enrolled for the purpose of providing recovery-related services within the communities served by the HOPE Consortium. The host site organization appoints a host site supervisor for the member. The host site is the physical location where the member has a desk, phone, and internet access. The host site supervisor is an individual employed by the organization that supervises the member. The member's primary responsibility will be completion of the program goals as indicated in training and on the member service plan.

**Term of Service**

Members must serve at least 1,700 hours during the term of service, averaging 35-40 hours per week in most situations. Members may apply to serve up to four terms of service, although federal regulations allow a member to earn no more than the value of two full-time education awards.

**Living Allowance**

Members receive a living allowance of approximately \$485.77 (gross pay/before taxes) every two weeks during their term of service. The net amount received is based upon the tax status of the individual. Marshfield Clinic manages the member payroll. Final payroll amount is stated at orientation.

**Education Award**

Upon the successful completion of the term of service (1,700 hours minimum), members receive a \$5,815 Segal AmeriCorps Education Award. Education awards can be used to pay educational expenses at qualified Title IV institutions of higher education, for educational training, or to repay qualified

student loans (not private loans). Members have seven years to use their education awards. Any member 55 or older at the start of his or her term of service may transfer the education award to his or her children or grandchildren.

### **Loan Forbearance & Interest Accrual on Student Loans**

Members may apply to be exempt from paying on qualified student loans (not private loans) as well as not have to pay the interest that is accrued on those loans during the term of service as long as the member properly submits the request and successfully completes their term of service (1,700 hours). If a member terminates their service (non-compelling) they will be responsible for interest accrued during the term of service. These systems are managed by the Corporation for National and Community Service.

### **Health Insurance and Childcare Benefits**

Members receive the option for health insurance (premiums paid by AmeriCorps program) and childcare assistance. The member must apply for childcare benefits and be approved by the management organization, GAP Solutions Inc. (GAPSI). Marshfield Clinic Health System links the member to these benefits, but does not manage them.

### **Service Gear**

Service gear is provided to members. Members are required to wear their issued AmeriCorps name badge at all times while they are serving. Other service gear provided, such as t-shirts or sweatshirts, may be worn at the site's discretion.

### **Recruitment & Retention**

Members must be 19 years of age by September 11, 2017 AND have a high school diploma, certificate of General Education Development (GED), or High School Equivalency Diploma (HSED). Host site may require the member to hold a valid driver's license and pass a Division of Motor Vehicle (DMV) check.

Host sites will be responsible for interviewing and selecting the AmeriCorps member(s) for submission to the program. All enrollment considerations will be non-partisan, non-political, and non-discriminatory as established in Corporation for National and Community Service and Marshfield Clinic Health System policies.

The host site supervisor will send Marshfield Clinic Health System the completed AmeriCorps application of their selected applicant. Marshfield Clinic Health System will review the applicant's information and perform criminal background checks, drug testing, and DMV checks to determine eligibility to serve.

Member retention is critical to the overall success of MCHS Recovery Corps. Host sites should ensure that member applicants are aware of the necessary time and financial commitments involved in serving as an AmeriCorps member. Completion of the full term of service is a high priority for the member, host site, and Marshfield Clinic Health System.

### **Cash Payment (FHC)**

Participating host sites are normally responsible for a cash payment of \$7,500 per member; however, Family Health Center of Marshfield Inc. (FHC), part of the Marshfield Clinic Health System, has agreed to pay the cash payment for all participating host sites in year 1 (\$150,000 total value). Sites may be asked to contribute up to \$7,500 per member after year 1 if FHC funding is not available. If the host site loses

or releases a member any time during the term of service, FHC will still be required to complete the full payment, so retention of the member is critical.

### **Reimbursements**

Members who drive to/from any required MCHS Recovery Corps trainings will be reimbursed mileage by the Marshfield Clinic Center for Community Outreach. This includes: program orientation, CCAR training, Statewide opening ceremony, midterm training, and weekly team meetings. Ridesharing is strongly encouraged. Host sites that require members to drive their own vehicles for host site business are required to setup and be prepared to provide mileage reimbursement. This would include any community activities, meetings, or client-related support approved by the Host Site Supervisor.

### **Replacement of Member (*MCHS Recovery Corps positions are not eligible for this process*)**

Members may be replaced only if the host site selects and submits a new member application by November 17, 2017 AND if the current member had completed less than 510 hours. Recruitment of a replacement member will be the responsibility of the host site. A replacement member would need to be selected and processed by November 17, 2017. The replacement member must still complete a full 1,700 hours and will receive the \$485.77 bi-weekly living allowance during their term of service. Service term will begin on the designated start date through August 31, 2018. This process is applicable to Afterschool and Volunteer Programs only

### **Standards of Conduct (member)**

Member non-compliance means that the member is found to be violating the Member Participation Agreement of the AmeriCorps program. In a situation where a member is found to be non-compliant, the following steps will be taken:

1. First offense, an appropriate program official (AmeriCorps manager, host site supervisor or staff) will issue a verbal warning to the member (documented).
2. Second offense, an appropriate program official (AmeriCorps manager, host site supervisor or staff) will issue a performance improvement plan and reprimand the member.
3. Third offense, the member may be suspended (short-term) or released from term of service for cause. If suspension occurs it may be without compensation and the member will not receive an extension to their service year.

### **Standards of Conduct (host site)**

Host site non-compliance: Host site non-compliance means that the host site is found to be violating assurances, basic standards, rules, or procedures of the AmeriCorps program. In a situation where a host site is found to be non-compliant the following steps will be taken:

1. Documented verbal notification of issue with steps for resolution.
2. Performance improvement plan for the site is written and agreed to.
3. Removal of site from program.

## Assurances

### Marshfield Clinic Center for Community Outreach will:

- Administer the program for members including enrollment, background checks, drug tests, payroll, and service gear.
- Assist with the following benefits managed by a third party: childcare, health insurance, education award, loan forbearance, interest accrual.
- Provide ongoing education, training, technical assistance, and other resources to members and host site supervisors.
- Host ongoing teleconference meetings and/or trainings for members and host site supervisors.
- Provide mileage reimbursement to members for required team trainings and events.

### Organization/host site will:

- Appoint a host site supervisor to oversee the member on a daily basis. Host site supervisor must have experience managing employees. If the host site supervisor changes during the program year, notify Marshfield Clinic Health System staff at least 10 days prior.
- Complete and submit a Member Service Plan.
- Include progress on the Member Service Plan as a standing agenda item on the regular staff agenda.
- Provide the member with dedicated office space, a computer with internet access, a dedicated telephone, and office supplies by September 11, 2017.
- Support and enforce the rules, regulations, and guidelines included in the Marshfield Clinic Health System AmeriCorps Handbook.
- Display AmeriCorps Host Site sign (provided) in front window or lobby/reception area.
- Support member in their recovery efforts both personally and for their clients.
- Support Marshfield Clinic Health System data collection and survey requirements.
- Support the Marshfield Clinic AmeriCorps media guidelines for promotion of member's service and activities.
- Agree not to supplement the member living allowance with any cash payment.
- Agree not to employ a member outside of their AmeriCorps service without approval of the MCHS Recovery Corps manager prior to enrollment.
- Support member participation in Marshfield Clinic AmeriCorps activities.
- Agree to abide by and enforce the appendix included in this application and agreement.

### Host site supervisor will:

- Participate in required teleconferences and webinars identified in this application and in the program calendar.
- Attend face to face kickoff and orientation both May 11, 2017, 12 pm -3:00 pm in Minocqua, WI and also September 12, 2017, 10 am – 5 pm at the Wisconsin Lions Camp.
- Approve member service hours in the OnCorps reporting system on a weekly basis.
- Provide daily support to the member and meet at least once a week in a formal, face-to-face meeting to discuss status, progress of service, and completion of the Member Service Plan.
- Document member-related issues and concerns and consult Marshfield Clinic Health System staff regarding any significant issues, concerns, potential release from service, etc. NOTE:

AmeriCorps members are not employees of the host site and cannot be released from service until all exiting/termination requirements are met. (see program handbook)

- Release member for trainings required by the program.
- Complete a midterm and end of service evaluation of the member.
- Support and enforce the rules, regulations, and guidelines included in the Marshfield Clinic Health System AmeriCorps Handbook.
- Follow member exiting (termination) requirements.

**AmeriCorps member will:**

- Fulfill activities and service identified on the approved Member Service Plan.
- Complete and abide by Member Participation Agreement.
- Attend trainings required by Marshfield Clinic Health System. Ride-share whenever possible.
- Complete and submit required paperwork by established due dates.
- Reply to communication from Marshfield Clinic Health System staff in a timely manner.
- Collect and submit data required by Marshfield Clinic Health System.
- Provide service on week days, evenings, and weekends as needed.
- Submit necessary paperwork for benefits and respond to inquiries, etc.
- Complete other AmeriCorps program requirements as assigned.
- Wear their issued AmeriCorps name badge at all times while serving and hang the AmeriCorps Pledge (provided) in work area.



### **Member Service Plan Summary**

Marshfield Clinic Health System Recovery Corps members will undergo training in the Connecticut Community for Addiction Recovery (CCAR) model of recovery coaching and serve as recovery coaches.

The focus of the member will be to reduce prescription drug, opioid, and other substance use disorders through one-on-one contact, outreach phone calls, and community education in the region served by the HOPE Consortium.

The Member Service Plan outlines member service on a daily basis. Member Service Plans should be as detailed as possible and leave little room for discretionary service time.

#### **AmeriCorps member will:**

- Engage productively in the health and human services workforce
- Promote long-term recovery for at least 5 individuals, ages 18 or older who, are seeking recovery from a substance use disorder
- Share lived direct or indirect experience from at least one year of personal experience in recovery from a substance use disorder
- Strive to maintain personal recovery through development of a Recovery Service Plan and routine engagement with host site supervisor and Recovery Corps Program Manager
- Develop and monitor personalized Recovery Service Plans for clients based on the Eight Dimensions of Wellness, including spiritual, financial, emotional, physical, environmental, intellectual, occupational, and social.
- Transition individual from professionally directed Recovery Service Plan to self-directed management of personal recovery
- Work with individuals seeking recovery one-on-one on a weekly basis before, during, and after treatment to:
  - Connect to treatment resources
  - Support recovery
  - Provide education and advice
  - Resolve obstacles to recovery
  - Develop recovery support resources
  - Cultivate sobriety-based habits and social activities
  - Help individuals acquire skills for recovery
  - Provide sober companionship
  - Support connections to mutual aid self-help groups (e.g., Narcotics Anonymous)
  - Assist with identification and resolution of personal and environmental recovery obstacles
- Develop, implement, and promote recovery-focused community education and training opportunities
  - Flood the service area with printed materials that promote access to MCHS Recovery Corps services and educational materials on substance use disorders developed by the HOPE Consortium, in locations such as healthcare service providers, local businesses (e.g., restaurant/bar restrooms, laundromats, gas stations), religious organizations, and peer support groups.
- Raise awareness about treatment and recovery for substance use disorders in the community

- Conduct outreach work with individuals seeking recovery
- Serve as an advocate for the recovery community
- Recruit, mobilize, manage, and track volunteers to assist with recovery-focused activities and events
- Act as a resource guide (e.g., mutual aid groups, sober recreation, advocacy groups, sober living, transportation)
- Accompany person to recovery activities
- Enhance access and reduces barriers to recovery by developing and expanding recovery support services

**Other Service Activities**

Activities outside those listed in the Member Service Plan must be approved by the AmeriCorps Manager.

## **Appendix A**

### **AmeriCorps Prohibited Activities**

There are certain activities AmeriCorps members and staff may not perform in the course of their duties, while charging time to the AmeriCorps program, or at the request of program staff. Furthermore, members and staff may not engage in any conduct in a manner that would associate the national service program or the Corporation of National & Community Service (CNCS) with the prohibited activities. Programs must become familiar with the specific prohibitions described in the CNCS formal regulations and the grant provisions. The list of prohibited activities includes:

- Attempting to influence legislation.
- Organizing or engaging in protests, petitions, boycotts, or strikes.
- Assisting, promoting, or deterring union organizing.
- Impairing existing contracts for services or collective bargaining agreements.
- Engaging in partisan political activities or other activities designed to influence the outcome of an election to Federal office or the outcome of an election to a State or local public office.
- 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.
- 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 proselytization.
- Providing any direct benefit to any:
  - business organized for profit
  - labor union
  - partisan political organization
  - organization engaged in religious activities described in bullet above, unless the position is not used to support those religious activities.
- Providing abortion services or referrals for receipt of such services.
- Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive.
- Participating in activities that pose a significant safety risk to participants.
- Fundraising, including: for living allowance or other costs of the AmeriCorps program or an organization's operating expenses or endowment; writing grant applications for AmeriCorps funding or for any other funding provided by the Corporation for National & Community Service; or writing grant applications for funding provided by any other federal agencies.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above.

- Additionally, members may not consider such hours as direct service:
  - 1) Time spent sleeping during overnight retreats affiliated with their service site (or for personal recreation) or travel time to and from a service site.
  - 2) Service outside a program's state or outside the U.S.A.

However, AmeriCorps members, like any other private citizens, may participate in any of the above activities on their own time, at their own expense, and at their own initiative. Members may not wear AmeriCorps service gear or other identity item (pins, hats, etc.) in such instances.

**Appendix B**  
Non-Discrimination Policy  
Public Notice of Non-discrimination of participants in the  
Marshfield Clinic AmeriCorps Volunteer Wisconsin program:

In compliance with Corporation for National Service regulations and provisions, programs that receive federal funding, which includes Marshfield Clinic AmeriCorps Volunteer Wisconsin, must notify service recipients, applicants, Program staff, and the public, including those with impaired vision or hearing, that it operates its program or its activity in accordance with requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act. All AmeriCorps programs prohibit any form of discrimination against persons with disabilities in recruitment, as well as in service. No qualified individual with a disability shall be denied the benefits of the program, be excluded from participation in services and activities or be subjected to discrimination by the program. No person shall be denied membership into AmeriCorps by reason of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. Veterans are encouraged to apply. It is 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:

Office of Civil Rights and Inclusiveness, Corporation for National and Community Service  
1201 New York Avenue, NW  
Washington, D.C. 20525

(202) 606-5000, ext. 312 (voice), (202) 565-2799 (TDD), [eo@cns.gov](mailto:eo@cns.gov), or through  
[www.nationalservice.org](http://www.nationalservice.org).

## Appendix C

### Approved and Prohibited AmeriCorps Fundraising Activities

Members may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security or other human needs. Examples of fundraising activities members may perform include, but are not limited to:

- Seeking donations of books from companies and individuals for a program in which volunteers tutor children in reading.
- 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 individuals who are low income.
- 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 donations from alumni of the program for specific service projects being performed by current members.

Members may not:

- Raising funds for his or her living allowance (includes host site cash payment).
- Raising funds for an organization's general operating expenses or endowment.
- Writing grant applications for AmeriCorps or any other funding provided by CNCS.
- Writing grant application for funding provided by any other federal agencies.

## Appendix D

### What restrictions govern the use of Corporation assistance and AmeriCorps member placements

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

(f) *Nondisplacement.* (1) 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. (2) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual. (3) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee. (4) A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—(i) Will supplant the hiring of employed workers; or (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures. (5) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—(i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.

**Ref: 45 CFR §2540.100(e)-(f)(1-5)**

## Appendix E Grievance Procedure

The member, Host Site Supervisor and agency understand that the program has a grievance procedure to resolve disputes concerning the member's suspension, dismissal, service evaluation or proposed service assignments. If a member resigns their position with AmeriCorps they are no longer eligible to use the grievance procedure.

The member understands that, as a participant of the AmeriCorps program, he/she may file a grievance in accordance with the program's grievance procedure, as stated below.

(a) *Alternative dispute resolution.* (1) The aggrieved party may seek resolution through alternative means of dispute resolution such as mediation or facilitation. Dispute resolution proceedings must be initiated within 45 calendar days from the date of the alleged occurrence. At the initial session of the dispute resolution proceedings, the party must be advised in writing of his or her right to file a grievance and right to arbitration. If the matter is resolved, and a written agreement is reached, the party will agree to forego filing a grievance in the matter under consideration.

(2) If mediation, facilitation, or other dispute resolution processes are selected, the process must be aided by a neutral party who, with respect to an 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 dispute resolution agreement, the proceeding must be confidential.

(b) *Grievance procedure for unresolved complaints.* If the matter is not resolved within 30 calendar days from the date the informal dispute resolution process began, the neutral party must again inform the aggrieving party of his or her right to file a formal grievance. In the event an aggrieving party files a grievance, the neutral may not participate in the formal complaint process. In addition, no communication or proceedings of the informal dispute resolution process may be referred to or introduced into evidence at the grievance and arbitration hearing. Any decision by the neutral party is advisory and is not binding unless both parties agree.

(c) *Time limitations.* Except for a grievance that alleges fraud or criminal activity, a grievance must be made no later than one year after the date of the alleged occurrence. If a hearing is held on a grievance, it must be conducted no later than 30 calendar days after the filing of such grievance. A decision on any such grievance must be made no later than 60 calendar days after the filing of the grievance.

(d) *Arbitration.* (1) Arbitrator—(i) Joint selection by parties. If there is an adverse decision against the party who filed the grievance, or 60 calendar days after the filing of a grievance no decision has been reached, the filing party may submit the grievance to binding arbitration before a qualified arbitrator who is jointly selected and independent of the interested parties.

(ii) Appointment by Corporation. If the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from one of the grievance parties, the Corporations Chief Executive Officer will appoint an arbitrator from a list of qualified arbitrators.

(2) Time Limits—(i) Proceedings. An arbitration proceeding must be held no later than 45 calendar days after the request for arbitration, or, if the arbitrator is appointed by the Chief Executive Officer, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment.

(ii) *Decision.* A decision must be made by the arbitrator no later than 30 calendar days after the date the arbitration proceeding begins.

(3) *The cost.* The cost of the arbitration proceeding must be divided evenly between the parties to the arbitration. If, however, a participant, labor organization, or other interested individual prevails under a binding arbitration proceeding, the State or local applicant that is a party to the grievance must pay the total cost of the proceeding and the attorney's fees of the prevailing party.

(e) *Suspension of placement.* If a grievance is filed regarding a proposed placement of a participant in a program that receives assistance under this chapter, such placement must not be made unless the placement is consistent with the resolution of the grievance.

(f) *Remedies.* Remedies for a grievance filed under a procedure established by a recipient of Corporation assistance may include—(1) Prohibition of a placement of a participant; and (2) In grievance cases where there is a violation of nonduplication or nondisplacement requirements and the employer of the displaced employee is the recipient of Corporation assistance—(i) Reinstatement of the employee to the position he or she held prior to the displacement; (ii) Payment of lost wages and benefits; (iii) Re-establishment of other relevant terms, conditions and privileges of employment; and (iv) Any other equitable relief that is necessary to correct any violation of the nonduplication or nondisplacement requirements or to make the displaced employee whole.

(g) *Suspension or termination of assistance.* The Corporation may suspend or terminate payments for assistance under this chapter.

(h) *Effect of noncompliance with arbitration.* A suit to enforce arbitration awards may be brought in any Federal district court having jurisdiction over the parties without regard to the amount in controversy or the parties' citizenship.

If a grievance is filed regarding a proposed placement of a participant in a program that receives assistance from the Corporation for National and Community Service, such placement must not be made unless the placement is consistent with resolution of the grievance.



## **Appendix F**

### **Drug Free Workplace Act**

The Corporation for National and Community Service requires that programs/host sites will make a good faith effort, on a continuing basis, to maintain a drug-free workplace as noted in sections 5150-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690), 45 CFR Part 2545, Subpart B.

The use of drugs is one of the most difficult problems faced by society. As an employer, we believe it is important we state our policy on this issue as it relates to the workplace. Please note, AmeriCorps members are covered by the following policy. Employee references apply to members. Members agree to abide by the terms of this act.

It is our intent to maintain a drug-free workplace. The unlawful use of controlled substances is inconsistent with the behavior expected of employees, subjects all employees and visitors to our facilities to unacceptable safety risks, and undermines Marshfield Clinic Health System's ability to operate effectively and efficiently. In this connection the unlawful manufacture, distribution, dispensation, possession, sale, use or being under the influence of a controlled substance in the workplace or while engaged in Clinic business off Clinic premises is strictly prohibited. Such conduct is also prohibited during nonworking time to the extent that in the opinion of the Clinic, it impairs an employee's ability to perform on the job or threatens the reputation or integrity of the Clinic.

Marshfield Clinic Health System has established a drug-free awareness program. The Clinic makes training sessions available at which the dangers of drug abuse, the Clinic's policy regarding drugs, the availability of counseling and the Clinic's employee assistance program will be discussed. Employees convicted of controlled substance-related violations in the workplace (including pleas of no contest) must inform the Clinic within 5 calendar days of such conviction or plea in writing. Employees who violate any aspect of the policy may be subject to disciplinary action up to and including termination. At its discretion, the Clinic may require employees who violate the policy to successfully complete a drug abuse assistance or rehabilitation program as a condition of continued employment.

## **Appendix G**

### **Non-displacement & Non-duplication**

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

*Nondisplacement.* (1) 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. (2) A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual. (3) A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee. (4) A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—(i) Will supplant the hiring of employed workers; or (ii) Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures. (5) A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any—(i) Presently employed worker; (ii) Employee who recently resigned or was discharged; (iii) Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures; (iv) Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or (v) Employee who is on strike or who is being locked out.

## Appendix H Member Suspension and Termination

- A. The member understands that he/she may be released for the following reasons:
  - 1. Failure to receive acceptable results on a criminal history check.
  - 2. For cause, as explained in paragraph (B) of this section; or
  - 3. For compelling personal circumstances as defined in paragraph (C) of this section.
- B. 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. During the term of service the member has been convicted of a violent felony or the sale or distribution of a controlled substance.
  - 3. The member has committed a third offense in accordance with paragraph (D) of Section 6 of this agreement or failed to comply with the performance improvement plan; or
  - 4. Any other serious breach that in the judgment of the Marshfield Clinic Health System staff would undermine the effectiveness of the program.
  - 5. The member has failed to follow through on the agreed upon member service plan.
  - 6. The member has acted in an unprofessional or unbecoming manner as determined by the program staff.
- C. The program may release the member from the terms 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. Some other unforeseeable circumstance beyond the member's control that makes it impossible or unreasonably difficult for the member to complete the term of service, such as a natural disaster, strike, relocation of a spouse, or the non-renewal or premature closing of a project or the program.

*NOTE:* All compelling personal circumstance approvals are at the discretion of the State Program Officer and may or may not be approved. Requests for compelling personal circumstance must be submitted in writing to the State Program Officer through the Program Manager.
- D. The program may suspend the member's term of service for the following reasons:
  - 1. During the term of service the member has been charged with a violent felony or the sale or distribution of a controlled substance (if the member is found not guilty or the charge is dismissed, the member may resume his/her term of service; however, the member will not receive back living allowances or credit for any service hours missed).
  - 2. During the term of service the member has been convicted of a first offense of possession of a controlled substance (if the member demonstrates that he/she has enrolled in an approved drug rehabilitation program, the member may resume his/her term of service; however, the member will not receive back living allowances or credit for any service hours missed).
- E. The program may suspend the member's term of service for violating the rule of conduct provisions in accordance with the rules set forth in paragraph (C) of Section 6 of this agreement.
- F. If the member discontinues his/her term of service for any reason other than a release for compelling personal circumstances as described in paragraphs (B), (D) and (E), the member will

cease to receive the benefits described in paragraph (A) of Section 5 and will receive no portion of the education award or interest payments.

- G. If the member discontinues his/her term of service due to compelling personal circumstances as described in paragraph (C) of Section 7 of this agreement, the member will cease to receive benefits described in paragraphs (B) and (C) of Section 5

**Appendix I**  
Basic Position Description

- A. Principal Responsibilities (Essential):
  - 1. Serve organization by participating in recovery based programming and coaching.
  - 2. Provide direct service to their organization.
  - 3. Participate in National Days of Service.
  - 4. Participate in mandatory orientation, CCAR training, opening ceremony, midterm and end of year trainings and projects (if offered).
  - 5. Participate in a system of regular communications (i.e. email, teleconferences, weekly meetings).
  - 6. Develop, implement and review daily plans with the host site supervisor.
  - 7. Assist in the development and implementation of their AmeriCorps Member Service Plan.
  - 8. Other service activities as approved and assigned.
- B. Other Responsibilities (Non-essential):
  - 1. Work with the Marshfield Clinic Health System staff to improve members' service year through program surveys.
  - 2. Assist with other Marshfield Clinic Health System AmeriCorps program initiatives.
- C. An AmeriCorps member may not be used to displace any paid employee from his or her position.