



## **National Bonner AmeriCorps Program Campus Site Agreement 2011-2012**

The National Bonner AmeriCorps Program (funded by The Corporation for National and Community Service and managed by the Bonner Foundation in partnership with The College of New Jersey) is designed to provide access to AmeriCorps Education Awards to students at institutions of higher education participating in the Bonner Program. AmeriCorps Education Awards are intended to be a resource to support students who are engaged in service and committed to participating in the training activities designed by Bonner Program staff at each participating college or university. All colleges and universities participating in the National Bonner AmeriCorps Program have access to the Member development resources and network conferences offered by the Bonner Program.

### **Responsibilities of Participating Colleges and Universities**

To access AmeriCorps positions through the National Bonner AmeriCorps Program, the participating college or university agrees to the following:

#### **Section I: National Bonner AmeriCorps Program Staffing**

##### **A. Staff Responsibilities**

The participating college or university is required to appoint a Campus Director to administer the National Bonner AmeriCorps Program and to serve as the point of contact with The College of New Jersey.

The Campus Director is responsible for the following:

- Coordinating the operation of all aspects of the National Bonner AmeriCorps Program, including Member Recruitment, Member Selection, Member Orientation, Member Training, Member Service Placements, Member Reflection, Member Timekeeping, Member Evaluation, Member File Paperwork, Service Site Training and Monitoring, and Program Reporting.
- Ensuring that there is a designated Site Supervisor at each community partner where a Member of the National Bonner AmeriCorps Program is serving. The Campus Director is responsible for familiarizing all Site Supervisors with AmeriCorps policies and procedures related to Member Activities (including all Prohibited Activities as outlined in the AmeriCorps regulations), Member Supervision, Member Training, Member Timekeeping and Member Evaluation.
- Communicating the National Bonner AmeriCorps Program policies and procedures (and all official changes when they occur) to all relevant staff of the participating college or university, and to all relevant staff of service sites, as well as to AmeriCorps members.
- Upholding the terms agreed upon in the Member Contract.

##### **B. Campus Director Attendance at National Bonner AmeriCorps Program Events**

The Campus Director is expected to attend the Annual Directors and Coordinators Meeting (usually in November), the Summer Leadership Institute (usually in early June), and any other required meetings or conference calls scheduled by The Corella and Bertram F. Bonner Foundation and The College of New Jersey.

Newly hired Campus Directors are expected to attend the annual New Directors and Coordinators Orientation (usually held in late July or early August).

### **C. Prohibition Against AmeriCorps Members Supervising Other Members**

Members should not be placed in positions where they are supervising other AmeriCorps members. AmeriCorps members may not manage Member File Paperwork for other Members, sign other Members' hour logs or conduct performance evaluations for other Members. The above stated policies apply to AmeriCorps VISTA members as well.

### **Section II: AmeriCorps National Identity**

There should be evidence of use of the AmeriCorps name and logo in printed materials, signs, or banners at each participating college or university participating in the National Bonner AmeriCorps Program.

Members should be identifiable as AmeriCorps members by having access to t-shirts, sweatshirts, and other gear with the AmeriCorps logo.

In addition to AmeriCorps service gear, there are many other ways in which the official AmeriCorps affiliation may be advanced by the participating college or university including:

- Members must identify themselves as AmeriCorps members.
- Members must be able to describe the AmeriCorps mission appropriately.
- Signs should identify the participating college or university as a participant in the National Bonner AmeriCorps Program.
- Staff of the participating college or university should be able to discuss AmeriCorps knowledgeably with visitors.
- Stationary, brochures, and other printed materials should identify the participating college or university as a participant in the National Bonner AmeriCorps Program, including the use of the AmeriCorps and Bonner Program logos.
- Printed materials available to the public should note that the participating college or university runs an AmeriCorps program.

### **Section III: Program Requirements**

#### **A. Member Recruitment and Retention**

The participating college or university is required to make every reasonable effort to ensure that the AmeriCorps positions awarded are filled in a timely manner.

The participating college or university is required to advertise all positions as AmeriCorps positions.

Every reasonable effort should be made to ensure that Members successfully complete their term of service. The Corporation for National and Community Services expects that 100% of Members will successfully complete their term of service.

## **B. Member Selection**

To be eligible to enroll in AmeriCorps, an individual must:

- Be a U.S. citizen or U.S. national or a lawful permanent resident of the United States;
- Be at least 17 years old (parental permission required for Members who are 17 years of age);
- Have a high school diploma or GED or agree to obtain one before using an Education Award; and
- Have no record of a conviction for a sex offense or for murder.

Individuals who do not have a high school diploma or GED upon entering the program must agree in writing before enrolling in the program to obtain a high school diploma or GED before using the Education Award, unless an educational assessment indicates the individual is incapable of obtaining a high school diploma or its equivalent. The high school diploma or GED requirement can be waived based on an individual educational assessment.

The participating college or university must acquire and retain copies of the appropriate proof of eligibility, a record of which should be kept in the unofficial Member file maintained by the participating college or university. The National Bonner AmeriCorps Program Staff will retain copies of eligibility documentation in the official Member file maintained at 10 Mercer St., Princeton, New Jersey 08540.

## **C. Member Criminal History Checks**

The Corporation for National and Community Service (CNCS) requires that AmeriCorps members undergo a criminal history check which includes: 1) A completed search of the National Sex Offender Public Website; 2) A search of the state in which the Member will serve.

Individuals who have been convicted of sex offenses or murder are ineligible to serve in the National Bonner AmeriCorps Program.

As part of the application process, Members consent to the required criminal history checks to determine eligibility to participate in the National Bonner AmeriCorps Program. As part of the consent form, Members acknowledge that their ability to serve as an AmeriCorps member with the National Bonner AmeriCorps Program is contingent upon the results of the criminal history check. Members also acknowledge that failure to consent to the criminal history check will make them ineligible to serve in the National Bonner AmeriCorps Program. In addition, Members acknowledge that if they fail to disclose any information regarding their criminal background they may be terminated for cause from the National Bonner AmeriCorps Program.

Per their written request, Members have the opportunity to review the results of their criminal history checks and have the opportunity to challenge the results of the criminal history check.

Criminal history checks will be kept strictly confidential, however, Members acknowledge as part of the consent form that the results of their criminal history check may be shared with the Campus Director, Site Supervisor, the staff of the The Corella and Bertram F. Bonner Foundation, the staff of The College of New Jersey, and the staff of the Corporation for National and Community Service. Members also acknowledge that they understand that the results of their criminal history check may also be viewed by outside auditors from The College of New Jersey and the Corporation for National and Community Service during an authorized audit of the National Bonner AmeriCorps Program.

Sex offender and murder convictions automatically disqualify an individual from serving in AmeriCorps. For other offenses, the National Bonner AmeriCorps Program Staff and the Campus Director will make case-by-case determinations as to whether the individual is able to serve in the National Bonner AmeriCorps Program. If the Member will provide service in particularly sensitive areas, such as working with young children, the Program Director and the Campus Director will consider whether the participation of individuals with certain criminal backgrounds would have a negative impact on the physical or psychological health of either Members, individuals served, or the public.

The participating college or university must ensure that Members are not left alone with persons of a vulnerable population (i.e. youth under the age of 18, persons 60 years of age or older, or individuals who are either physically or intellectually disabled) until required criminal history checks are completed. The participating college or university must ensure that Members are accompanied at all times by an authorized program official who has been cleared for access to vulnerable populations until Members' criminal history checks are completed.

#### **D. Member Enrollment and In-Service Paperwork**

The participating college or university and The College of New Jersey must be able to show that every Member was eligible to enroll in AmeriCorps and to receive in-service and post-service benefits. The participating college or university is required to certify each Member's enrollment (via the Member Contract), number of hours of service performed (via monthly hour logs) and completion of the term of service (via Member End of Term Evaluation).

The participating college or university must submit the following in order for a perspective AmeriCorps member to be officially enrolled in the National Bonner AmeriCorps Program.

- Copy of proof of U.S. citizenship, naturalization or lawful permanent resident status;
- Copy of Driver's License or other government issued photo identification;
- Signed and dated results of a check of the National Sex Offender Public Website with all registries available.
- Completed Enrollment Workbook completed in blue or black ink. No pencil or correction fluid should be used in the workbook. If a delay in receiving the Enrollment Workbook or missing documentation results in a change of start date, the Member and the Campus Director will be notified via the Bonner Web-based Reporting System (BWBRs). In a timely manner, the Member must post a comment in BWBRs to

acknowledge acceptance of a change in official start date.

Members will not be enrolled if they do not produce the required documentation listed above by the deadline communicated by The College of New Jersey. Members must be enrolled in the Corporation's eGrants system within 30 days of the official start date for the term of service.

The participating college or university must also submit the following paperwork throughout the Member's term of service:

- Monthly Hour Logs (signed by Member, Site Supervisor, and Campus Director);
- Performance Evaluations (a Midterm performance evaluation for 450-hour and 900-hour Members and an End-of-Term performance evaluation for all Members);
- Suspension Form (if applicable);
- Reinstatement Form (if applicable);
- Documentation of Compelling Personal Circumstances (if applicable);
- Written Disciplinary Actions (if applicable);
- Exit Form.

### **E. Member Orientation**

An AmeriCorps orientation must be held for all incoming National Bonner AmeriCorps Program Members. The AmeriCorps orientation should be designed to educate Members about The Bonner Program, AmeriCorps, and the National Service Movement. It should also include activities designed to build community among Members and prepare them for their service responsibilities. According to the Corporation for National and Community Service, **“This orientation should be designed to enhance member security and sensitivity to the community. Orientation should cover member rights and responsibilities, including the Program’s code of conduct, prohibited activities (including those specified in the regulations), requirements under the Drug-Free Workplace Act (41 U.S.C. 701 et seq.), suspension and termination from service, grievance procedures, sexual harassment, non-discrimination issues, and other topics as necessary.” (FAQ Number 07 Prov. IV. D.3.)**

The AmeriCorps Orientation should take place on or before the Member's first day of service. In addition, Member Orientation should be listed as the first entry on the Member's first monthly hour log. The participating college or university is required to utilize the AmeriCorps 101 presentation provided by the National Bonner AmeriCorps Program Staff.

### **F. Member Training**

The College of New Jersey expects the participating college or university to provide AmeriCorps members with initial and on-going training to prepare and strengthen their skills and knowledge for their service work. This training should be appropriate to each stage of the Member's personal development and service responsibilities.

All AmeriCorps members should participate in reflection activities related to their service experience. Reflection can may take many forms, including journal keeping, weekly small group meetings, or some form of artistic expression.

Campus Directors are required to meet one-on-one with AmeriCorps members at least twice during their term of service and and more often for those who are having academic, professional or personal difficulties.

A Member can spend no more than 20% of his or her hours on approved training and reflection activities.

The participating college or university is required to enter all training opportunities into the Bonner Web-based Reporting System (BWBRs). All training opportunities will be reviewed and approved.

### **G. Member Service Placements**

AmeriCorps members may serve with public or private nonprofit organizations, institutions of higher education and government entities within states or territories.

The participating college or university may not develop service placements that pose a significant risk to Members or others.

The participating college or university is required to enter all service opportunities into the Bonner Web-based Reporting System. All service opportunities will be reviewed and approved.

The participating college or university must ensure that Members do not, under any circumstances, perform services, duties, or activities that are assigned to an employee or to an employee who has recently resigned or has been terminated. The participating college or university and participating service sites may not use Members in a way that will displace an employee or position or infringe upon an employee's promotional opportunity. The participating college or university and participating service sites may not permit a Member to fill in for an absent employee.

The participating college or university is required to ensure that Members do not participate in the AmeriCorps Prohibited Activities (as outlined in Attachment I) while performing AmeriCorps service or during training hours. Prohibited activities include, but are not limited to the following: participating in efforts to influence legislation; participating in partisan political activities; voter registration drives; participating in protests, petitions, boycotts, or strikes; assisting, promoting, or deterring union organizing; displacing employees; performing routine administrative duties not related to direct service activities; engaging in religious instruction or worship service; constructing or maintaining facilities primarily devoted to religious activity; engaging in religious proselytizing; providing a direct benefit to a for-profit entity, labor union, partisan political organization, or religious organization; providing abortion services or making referrals for such services; participating in activities that pose significant risk to participants; or raising funds to support the operating expenses or endowment of the participating college or university and/or participating service sites.

The participating college or university is required to verify that AmeriCorps members do not perform the above listed Prohibited Activities during service or training hours. Like other

private citizens, AmeriCorps members may participate in the above listed activities on their own time, at their own expense, and at their own initiative. However, AmeriCorps t-shirts or other service gear may not be worn in such instances, and individuals should not identify themselves as AmeriCorps members.

A Member can spend no more than 10% of his or her required hours on approved fundraising activities. The participating college or university must ensure that any fundraising activities involving Members conform to the regulations of the Corporation for National and Community Service. Members may raise funds directly in support of service activities. For example, Members may seek donations of books from companies and individuals for a program in which volunteers teach children to read or secure supplies and equipment from a company to enable volunteers to help build houses for low-income individuals. Members may not engage in fundraising activities for any purpose other than directly supporting their service activities. Members may not, under any circumstances, raise funds for the general operating budget or endowment of an organization.

Members should not be placed in positions where they are supervising other AmeriCorps members. AmeriCorps members (including AmeriCorps VISTA members) may not sign any AmeriCorps documents including enrollment, in-service, or exit paperwork for any fellow AmeriCorps member.

The participating college or university must hold Service Site Agreements (form provided by The College of New Jersey) with any service site that hosts AmeriCorps members for ongoing service. The College of New Jersey reserves the right to request copies of any and all Service Site Agreements at any time.

The participating college or university may not allow Members to count “on-call” hours spent sleeping as service or training hours.

The participating college or university may not allow Members to serve hours from their home.

## **H. Member Timekeeping**

Members must use the Bonner Web-Based Reporting System (BWBR) to create their Community Learning Agreement for their primary service placements, to log service and training hours on a monthly basis, and to report on their service accomplishments. The participating college or university must ensure that Members’ hour logs are signed by the deadlines communicated. Members who fail to submit their hour logs by the deadline will be suspended and potentially released from the National Bonner AmeriCorps Program for cause if such behavior continues.

Bonner AmeriCorps members must use BWBR for: (a) recording their Community Learning Agreement, (b) logging and submitting their service and training hours, and (c) completing Service Accomplishments.

Bonner AmeriCorps members must use BWBR for logging their service hours as well as their training hours. Members may only submit hours rounded to the quarter hour (for example, .25, .50, and .75). Members must code any fundraising hours as such in BWBR. Members can serve up to 12 hours per day (or 16 hours per day with prior permission from the National Bonner AmeriCorps Program Staff).

The participating college or university should make every reasonable effort to utilize the electronic signature function in BWBRS. If this is not possible, a hard-copy of each monthly Hour Log Report must be printed from BWBRS. On a monthly basis, hour logs should be signed and dated by the Bonner AmeriCorps member, the Site Supervisor and the Campus Director and mailed with original signatures to the The Corella and Bertram F. Bonner Foundation. Signatures must be in blue or black ink. Signatures in pencil or stamped will not be accepted. All signatures must be obtained after the last day of service indicated on the hour log. There should be no correction fluid used on hour logs. All scribbles, cross-outs, etc. on the hour log must be initialed by the Member, Site Supervisor, and the Campus Director. Any Member who forges the signature of the Site Supervisor or Campus Director will be immediately released from the National Bonner AmeriCorps Program.

## **J. Member Performance Evaluation**

The participating college or university must conduct a Midterm performance evaluation for 450-hour and 900-hour Members and an End-of-Term performance evaluation for all Members. The End-of-Term performance valuation will focus on factors such as:

- Whether the Member has completed the required number of hours;
- Whether the Member has satisfactorily completed assignments; and
- Whether the Member has met other performance criteria that were clearly communicated at the beginning of the term of service.

## **K. Member Exit**

### **I. Successful Completion of the Term of Service**

To successfully complete the term of service and earn an AmeriCorps Education Award, a Member must:

- Sign and abide by the Member Contract which states his or her rights and responsibilities while serving in the National Bonner AmeriCorps Program. Members must comply with the policies and procedures outlined in the Member Contract;
- Satisfactorily complete the term of service as outlined in the Member Contract;
- Demonstrate compliance with applicable policies and procedures, a positive attitude, quality service, and respect for others;
- Attend all service and training events as outlined by the participating college or university;
- Complete the required number of service and training hours; and
- Receive a satisfactory End of Term Performance Evaluation.

### **2. Members may be released from the National Bonner AmeriCorps Program either for:**



- Compelling personal circumstances (with prorated education award); or
- Cause (with no portion of the Education Award).

***Release of a Member for a Compelling Personal Circumstances***

If a Member wishes to leave the program, the Member has the primary responsibility for demonstrating that compelling personal circumstances prevent him or her from completing the term of service. The National Bonner AmeriCorps Program Director will determine whether or not the Member's reason for leaving is a compelling personal circumstance.

Documentation of compelling personal circumstances must be provided by the Member in order to certify a prorated Education Award. In order to receive a prorated Education Award, the Member must have completed at least 15% of the required hours for the term of service.

Compelling personal circumstances include:

Those that are beyond the Member's control including:

- A Member's disability or serious illness;
- Disability, serious illness, or death of a Member's family member if this makes completing a term unreasonably difficult or impossible; or
- Conditions attributable to the program or otherwise unforeseeable and beyond the Member's control, including a natural disaster, a strike, relocation of a spouse, or the non-renewal or premature closing of a project or program, that make completing the term unreasonably difficult or impossible;

Those additional circumstances that the Corporation has, for public policy reasons, determined as such:

- Military service obligations;
- Acceptance by a participant of an opportunity to make the transition from welfare to work; or
- Acceptance of an employment opportunity by a Member serving in a program that includes in its approved objectives the promotion of employment among its Members.

Compelling personal circumstances **do not** include leaving a program:

- To enroll in school;
- To obtain employment, other than in moving from welfare to work; or
- Because of dissatisfaction with the program.

Consequences of releasing a Member for compelling personal circumstances:

A Member who is released for compelling personal circumstances and who has completed at

least 15 percent of the required hours is eligible for a prorated Education Award.

In lieu of release, Members may request a Suspension from the term of service for compelling personal circumstances. To request a Suspension, Members must complete the Request for Suspension Form, obtain the approval of the Campus Director, and send the form to the National Bonner AmeriCorps Program Staff within 14 days of the requested Suspension date. All hour logs must be up to date and completed prior to the suspension or those hours may not be counted toward the Member's term of service. Members cannot log any hours during the time that their Suspension is in effect.

In order to be reinstated, Members must complete the Request for Reinstatement Form, obtain the approval of the Campus Director, and forward the signed form to the National Bonner AmeriCorps Program Staff within 25 days of the requested reinstatement date. Once the Member has been reinstated, the length of the Suspension is added to the term of service. For example, if the Member is suspended for exactly five months, once reinstated, the Member has an additional five months to complete the hours required to qualify for an Education Award.

### ***Releasing a Member for Cause***

A release for cause encompasses any circumstances other than compelling personal circumstances that warrant a Member's release from completing a term of service. These could include anything from disciplinary removals pursuant to the Member Contract to a Member's decision to leave for any reason that is not a compelling personal circumstance. The term "for cause" does not necessarily have the same meaning as under traditional employment law. Any reason for leaving other than compelling personal circumstances is "for cause" under the National And Community Service Act of 1990 as amended. AmeriCorps programs must release for cause any Member who is convicted of a felony or the sale or distribution of a controlled substance during a term of service.

Consequences of releasing a Member for cause:

The Member will not receive any portion of the Education Award or any other payment from the National Service Trust, including loan forbearance and interest accrual.

A Member who is released for cause must disclose this fact on any subsequent applications to participate in an AmeriCorps program. Failure to do so will disqualify individual for an Education Award.

### **3. Member Exit Paperwork**

The following exit paperwork must be submitted to the National Bonner AmeriCorps Program Staff within 20 days of the Member's last day of service.

- All outstanding hour logs;
- AmeriCorps Exit Form; and
- Performance Evaluations (via BWBRS)

Members who do not submit exit paperwork within 20 days will be exited without an award.

## **L. National Bonner AmeriCorps Program Member Classification**

### **Members vs. Employees**

The definition of participant in the National and Community Service Act of 1990, as amended, applies to what is generally termed Members. As such, “a participant (Member) shall not be considered to be an employee of the program in which the participant (Member) is enrolled.” Moreover, Members are not allowed to perform an employee’s duties or otherwise displace employees.

### **Members as Independent Contractors**

Members cannot be treated as independent contractors. They are enrolled in the National Bonner AmeriCorps Program to perform direct community service.

## **Section IV: AmeriCorps Member Benefits**

### **A. AmeriCorps Education Award**

When an AmeriCorps member successfully completes the term of service, he or she will receive an Education Award that can be used to attend qualified institutions of higher education or training or to repay qualified student loans.

An Education Award can be used in the following ways or in combination:

- To repay qualified existing or future student loans;
- To pay all or part of the current cost of attending a qualified institution of higher education (including certain vocational programs); or
- To pay current expenses while participating in an approved school-to-work program.

The Education Award may be used toward the institution’s *Cost of Attendance*. The *Cost of Attendance* may include tuition, room and board, books, supplies, transportation, and other various expenses. The Financial Aid office of each institution has information on expenses for specific academic programs, and that office determines the cost of attendance for the institution.

The Education Award is taxed in the year it is used. The Corporation for National Service does not deduct taxes directly from the award. In January, a 1099 Form becomes available to the Member via the My AmeriCorps Portal. The 1099 Form reflects the amount that the National Service Trust reports to the IRS as taxable miscellaneous income. If Members have specific questions about how to file their taxes, they should contact the local IRS office.

No individual may receive more than an amount equal to the aggregate value of two full-time Education Awards. The value of an Education Award is equal to the actual amount of the Education Award received divided by the amount of a full-time Education Award in the year the AmeriCorps position to which the award is attributed was approved. Each Education Award received will have a value between 0 and 1. For example, an individual who completed a 900-hour term approved in 2009 received an Education Award of \$2362.50. The value of this Education Award is the amount received (\$2362.50) divided by the amount of a full-time award in the year the position was approved (\$4725.00) which equals .5.

No Member can serve more than four terms in AmeriCorps State and National Programs.

Individuals age 55 or older on the official Member start date who enrolled in an approved AmeriCorps position on or after October 1, 2009 may transfer their Education Award to their child, grandchild or foster child. The individual designated to receive the transferred award must be a citizen, national or lawful permanent resident alien of the United States.

The College of New Jersey and the Corella & Bertram F. Bonner Foundation are not responsible for funding or replacing Education Awards or other funds provided by AmeriCorps in the event that payment should be revoked or withheld for any reason including but not limited to: lack or loss of appropriate documentation; a Member's or participating college or university's failure to disclose pertinent information; misunderstanding of AmeriCorps, The College of New Jersey or The Corella and Bertram F. Bonner Foundation guidelines by the Member, the participating college or university, The College of New Jersey and the Corella and Bertram F. Bonner Foundation; miscommunication of rules among involved parties; or any other circumstance considered worthy by the Federal government for withholding or revoking these funds.

## **B. Loan Forbearance and Interest Accrual**

Members may be eligible to postpone the repayment of their qualified student loans through an action called loan forbearance. While the loan is in forbearance during the term of service, interest continues to accrue. However, if Members successfully complete the term of service, the National Service Trust will pay all or a portion of the interest that accrued on the qualified student loans during the term of service. After the Member finishes the term of service, he or she will be responsible for repaying the qualified loan according to the terms of the loan.

The Corporation for National and Community Service cannot approve or disapprove forbearance requests; it can only verify that a Member is enrolled in an approved national service position. Only the loan holder can determine the loan's eligibility for forbearance.

Members who have successfully completed a term of service in AmeriCorps are eligible to have the National Service Trust pay as much as 100% of the interest that accrued on their qualified student loans during their term of service. The portion that the National Service Trust will pay is determined by the type of service (full, part, or minimum-time) and the length of the service period. The National Service Trust will only pay interest on qualified student loans. The National Service Trust will not pay interest if the Member fails to complete the term of service. Exceptions will be made only if the Member does complete the term of service for compelling personal circumstances and earns a prorated award. Interest payments are considered by the IRS to be taxable income in the year in which a payment is made.

## **Section V: National Bonner AmeriCorps Program Personnel Policies**

### **A. Accommodation of Members with Disabilities**

The participating college or university is urged to reach out to individuals who can contribute a diverse set of perceptions, skills, and life experiences to the AmeriCorps Program.

Accessibility is a firm principle of AmeriCorps programs. All aspects of such programs, including, but not limited to meetings, architectural surroundings, means and methods of communication, attitudes and values, policies and applications of policies, and events, should be accessible to and

accommodating to persons from across the full spectrum of physical, cognitive, communication and sensory disabilities.

Qualified applicants with disabilities should be recruited to become National Bonner AmeriCorps Program members.

Collaborative and cooperative partnerships with individuals with disabilities and organizations serving such individuals should be developed and maintained for the purposes of recruitment, reasonable accommodation, inclusion and retention.

Individuals with disabilities should be actively involved in the process of identifying and obtaining reasonable accommodations.

The participating college or university must understand that accommodation and inclusion is an on-going process, that accommodation and service responsibilities change, and that inclusion of persons with disabilities should be viewed as an on-going and evolving process.

The participating college or university must recognize that inclusion goes beyond providing accommodations and often requires proactive, interpersonal efforts to include each AmeriCorps member as part of the team.

The participating college or university must ensure that AmeriCorps service placements are accessible to persons with disabilities. The participating college or university must provide reasonable accommodation to the known intellectual or physical disabilities of Members. All Member selections and placements must be made without regard to the need to provide reasonable accommodation.

## **B. Nondiscrimination Policy**

The participating college or university acknowledges that it is against the law for organizations that receive Federal assistance from the Corporation for National and Community Service via AmeriCorps to discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliation. Participation in AmeriCorps is based on merit and equal opportunity for all, without regard to factors such as race, color, national origin, sex, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or religious, community, or social affiliation. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination.

## **C. Informed Consent Policy**

As part of the Member Contract, Members give permission for the staff of The College of New Jersey, the staff of the Corella and Bertram F. Bonner Foundation, the Campus Director, Site Supervisor, and staff of the Corporation for National and Community Service to discuss their personal circumstances (health, etc.) as they relate to the Member's term of service.

## **D. Confidentiality Policy**

Members must keep in complete confidence all information about clients and/or their families. Discussion about any client information, with anyone other than the designated staff of the participating college or university or the designated staff of the service site is prohibited.

Members who violate this policy are subject to disciplinary action, up to and including termination.

### **E. Grievance Procedure**

In the event that informal efforts to resolve disputes are unsuccessful, AmeriCorps members, labor unions, and other interested individuals may seek resolution through a grievance process outlined in Attachment 2. These procedures are intended to apply to service-related issues, such as assignments, evaluations, suspensions, or release for cause, as well as issues related to non-selection of Members, displacement of employees, or duplication of activities by AmeriCorps Members.

### **F. Drug Free Workplace Policy**

Consistent with the Drug-Free Workplace Act of 1988, The College of New Jersey and the Corella and Bertram F. Bonner Foundation are committed to providing a workplace that is free from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited on sites participating in the National Bonner AmeriCorps Program.

It is the intent of The College of New Jersey and the Corella and Bertram F. Bonner Foundation to provide a drug-free, healthy, safe, and secure service environment. No Member will report for service evidencing any effects of illegal drug use.

The Drug Free Workplace Policy is detailed in its entirety in Attachment 3.

### **G. Liability Insurance and Worker's Compensation**

The participating college or university must ensure that AmeriCorps members are covered under liability insurance. The participating college or university must name both The College of New Jersey and The Corella and Bertram F. Bonner Foundation as additionally insured and provide a Certificate of Insurance to document liability coverage.

## **Section VI: Program Reporting**

The participating college or university is required to submit all program reporting materials by the deadlines communicated. Failure to submit documentation in a timely manner will be considered in subsequent slot award decisions. Program Reporting documents can be downloaded from the Bonner Network Wiki. The National Bonner Program Staff must collect the documentation and submit a unified report to the Corporation for National and Community Service. There are no extensions given by the Corporation and therefore, no extensions can be given to the participating college or university.

## **Attachment I AmeriCorps Prohibited Activities**

### **AmeriCorps Prohibited Activities**

There are certain activities, including lobbying, political, or advocacy activities, that one may not perform as an AmeriCorps member. Members may not engage in any conduct that would associate the National Service Program or the Corporation for National and Community Service with any prohibited activity. AmeriCorps members may not:

- Engage in any effort to influence legislation, including state or local ballot initiatives or lobbying for your AmeriCorps program; for example, they may not organize a letter-writing campaign to Congress;
- Engage in partisan political activities or other activities designed to influence the outcome of an election to any public office;
- Organize or take part in political demonstrations or rallies;
- Organize or participate in protests, petitions, boycotts, or strikes;
- Assist, promote, or deter union organizing;
- Impair existing contracts for services or collective bargaining agreements;
- Participate in, or endorse, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials; for example, you may not print politically charged articles in a Corporation-funded newsletter;
- Perform clerical work, research, or fundraising, except if incidental to your direct service work;
- Engage in religious instruction; conduct worship services; provide instruction as part of a program that includes mandatory religious instruction or worship; construct or operate facilities devoted to religious instruction or worship; maintain facilities primarily or inherently devoted to religious instructions or worship; or engage in any form of religious proselytization;
- Provide a direct benefits to a for-profit entity, a labor union, a partisan political organization, or, in general, an organization engaged in the religious activities described in the preceding bullet;
- Render abortion services or make referrals for such services;
- Participate in voter registration drives.

## **Attachment 2 Grievance Procedure**

### **Grievance Procedure**

In the event that informal efforts to resolve disputes are unsuccessful, AmeriCorps members, labor unions, and other interested individuals may seek resolution through the following grievance procedures. These procedures are intended to apply to service-related issues, such as assignments, evaluations, suspensions, or release for cause, as well as issues related to non-selection of Members, displacement of employees, or duplication of activities by AmeriCorps members:

- a. **Setting Up a Grievance Procedure.** In accordance with 42 U.S.C. 12636 and implementing regulations at 45 C.F.R. 2540.230, the Grantee must establish and implement a process for filing and adjudicating grievances from Members, labor organizations, and other interested parties. A grievance process may include dispute resolution programs such as mediation, facilitation, assisted negotiation, and neutral evaluation. A grievance process must provide an opportunity for a grievance hearing and binding arbitration. If the grievance alleges fraud or criminal activity, it must be brought to the attention of the Inspector General of the Corporation for National and Community Service immediately. Discrimination complaints may also be raised through the grievance procedure.
- b. In the event that a Sub-Grantee of a direct Grantee of the Corporation for National and Community Service is no longer in existence or otherwise does not provide a grievance procedure that complies with this Provision, the direct Grantee is responsible for handling any grievance in accordance with 45 C.F.R. 2540.230.
- c. **Alternative Dispute Resolution (ADR)**
  1. **Informal Resolution**
    - Resolution must be made available through alternative dispute resolution (ADR) such as mediation or facilitation; and
    - ADR must be initiated within 45 days of the alleged occurrence.
  2. **Neutral Facilitation**
    - If ADR is initiated, there must be a neutral party present to help with the resolution;
    - ADR proceedings must be confidential, advisory, and binding only with the agreement of both parties; and
    - ADR must bring resolution within 30 calendar days, or the neutral party must inform the aggrieved party of the right to file a formal grievance.
- d. **Formal Grievance Proceeding**
  1. **Time Limits**
    - A formal grievance procedure must be made no later than one year after the date of the alleged occurrence (except in the case of fraud or criminal activity);



- A hearing must be conducted no later than 30 calendar days after the filing of such grievance; and
  - A decision must be made no later than 60 days after filing.
2. Effect on Informal Process
    - If the aggrieved party files a grievance after an ADR resolution, the neutral party may not participate in the grievance hearing; and
    - No communication or proceeding of the ADR may be introduced into evidence or referred to at the formal proceeding.
- e. Arbitration
1. Selection of Arbitrator
    - The grieved party may request an arbitrator if no decision has been reached after 60 calendar days or if there is an adverse decision against the grieved party; and
    - If the parties cannot agree on an arbitrator, the Corporation will appoint one.
  2. Time Limits
    - Arbitration proceedings must be held no later than 45 days after the request for arbitration;
    - If the arbitrator is appointed by the Corporation, the proceeding must occur no later than 30 calendar days after the appointment; and
    - A decision must be made by the arbitrator no later than 30 calendar days after the date the proceedings began.
  1. Cost
    - The cost of the arbitration proceedings must be divided evenly between the parties to the arbitration unless the party requesting a grievance proceeding prevails.
  4. Effect of Noncompliance with Arbitration
    - In the event of non-compliance with arbitration, a suit may be brought in any federal district court having jurisdiction over the parties without regard to the amount in controversy or citizenship (pursuant to 42 U.S.C. 12636(f)(7)).
- f. Suspension of Placement
1. If a grievance is filed regarding a proposed placement of a Member in a Program or project, such a placement must not be made unless the placement is consistent with the resolution of the grievance.
- g. Remedies
1. Prohibition of a placement of a Member;
  2. In grievance cases where there is a violation on non-duplication or non-displacement requirements and the employer of the displaced employee is the Grantee:
    - Reinstatement to the position held prior to the displacement;
    - Payment of lost wages and benefits;

- Re-establishment of relevant terms, conditions, and privileges of employment; and
- Any other equitable relief that is necessary to correct any violation of the non duplication or non-displacement requirements or to make the displaced employee whole.

## **Attachment 3 Drug-Free Workplace Policy**

### **Drug-Free Workplace Policy**

a. Policy

Consistent with the Drug-Free Workplace Act of 1988, The Corella and Bertram F. Bonner Foundation and The College of New Jersey are committed to providing a workplace that is free from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances is prohibited on sites participating in the National Bonner AmeriCorps Program.

It is the intent of the Corella and Bertram F. Bonner Foundation and The College of New Jersey to provide a drug-free, healthy, safe, and secure service environment. No Member will report for service evidencing any effects of illegal drug use.

b. Procedures and Guidelines

1. Compliance as a condition of employment. All Members will, as a condition of participation in the Program, abide by the terms of this policy.
2. Member obligation for notification of conviction. The Member must a) abide by the terms of the policy statement; and b) notify the Program Director in writing, within five (5) calendar days, if he or she is convicted of a criminal drug violation in the workplace.
3. The College of New Jersey's obligation for notification of conviction. Within 10 days of receipt of a criminal drug conviction, The College of New Jersey will determine whether reporting the conviction to any federal contracting agency is required by the Drug-Free Workplace Act of 1988, as amended.
4. Sanctions for violation or non-compliance. Violations of this policy will result in personnel action against the Member, up to and including dismissal pursuant to The College of New Jersey procedures relating to program Member discipline.
5. Maintenance of a Drug-Free Workplace. The College of New Jersey and the Bonner Foundation will make a good faith effort to maintain a drug-free workplace on their properties and on sites which operate the National Bonner AmeriCorps Program, including having a policy statement and a drug-free awareness program.
6. Resources/assistance. The College of New Jersey and the Bonner Foundation support programs aimed at prevention of substance abuse.

**Authorization**

The undersigned agrees to the contents of this agreement.

---

Institution Program Year 2011-2012

---

Name of Authorized Official for the Bonner AmeriCorps Program

---

Signature of Authorized Official for the Bonner AmeriCorps Program Date

---

Signature of the Bonner AmeriCorps Program Director at The College of New Jersey Date