I. Purpose

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding the participation of << MEMBER NAME >> (hereinafter referred to as the member) in the **PROJECT CHANGE** AmeriCorps Program (hereinafter referred to as the Program).

II. Position Description

The member will be serving with the Program as a(n) << MEMBER POSITION TITLE >> at << ASSIGNED SERVICE LOCATION >>. The full description of member duties and responsibilities is attached to this Member Service Agreement.

The name of the member’s direct supervisor is << SUPERVISOR NAME >> who can be reached by phone/email at << SUPERVISOR CONTACT INFO >>.

III. Terms of Service

1. The member’s term of service begins on ……………………. and ends on 08/14/2025.

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|  | Member Type | Minimum Hours Required |
| ☐ | Full Time (FT) | 1,700 hours |
| ☐ | Three Quarter Time (TQT) | 1,200 hours |
| ☐ | Half Time (HT) | 900 hours |
| ☐ | Reduced Half Time (RHT) | 675 hours |
| ☐ | Quarter Time (QT) | 450 hours |
| ☐ | Minimum Time (MT) | 300 hours |
| ☐ | Abbreviated Time (AT) | 100 hours |

1. The member will complete a minimum of hours of service during the term of service indicated in this agreement. Please indicate the term of service that applies to this member by checking the corresponding box below.

1. The member understands that to complete the term of service successfully (as defined by the program and consistent with regulations of AmeriCorps, the agency) and to be eligible for the education award, he/she must complete the duration of their service as noted in paragraph (a) of this section, and all the hours of service as noted in paragraph (b) of this section.
2. The member understands that to be eligible to serve a subsequent term of service the member must receive satisfactory performance reviews for any previous term of service. The member’s eligibility for subsequent term of service with this program will be based on at least a mid-term and end-of-term evaluation of the member’s performance focusing on factors such as whether the member has:
	1. Satisfactorily completed assignments, tasks, and projects
	2. Met any other criteria that were clearly communicated both orally and in writing at the beginning of the term of service
3. The member understands, however, that mere eligibility for an additional term of service does not guarantee selection or placement.

IV. Benefits

The member will receive from the Program the following benefits:

1. **Living Allowance.** The living allowance is designed to helpmembers meet the necessary living expenses incurred while participating in the AmeriCorps Program.Programs must not pay a living allowance on an hourly basis. It is not a wage and should not fluctuatebased on the number of hours members serve in a given time period. Programs should pay the livingallowance in increments, such as weekly, biweekly, or monthly. Programs may use their organization's payrollsystem to process members' living allowances. However, if a payroll system cannot be altered andmust show 40 hours in order to distribute a living allowance, then members' service hours should bedocumented separately to keep track of their progress toward the Program's total required AmeriCorpsservice hours.
	1. A living allowance in the amount of: **$ 21.500**
2. The living allowance is taxable, and taxes will be deducted directly from the living allowance.
3. The living allowance will be distributed BIWEEKLY by DIRECT DEPOSIT starting on 10/14/2024. The BIWEEKLY amount will be determined dependent on what tax withholdings the member chooses and as outlined in the attached Living Allowance Pay Schedule.
	1. **[If the member is eligible]** Healthcare Insurance is provided to members not otherwise covered by a healthcare policy at the time the member begins service, the member is eligible for the program provided healthcare insurance if they lose coverage during their term of service as a result of service or through no deliberate act of their own. The member must notify the program if their eligibility status for healthcare insurance changes during their term of service.
	2. If applicable, a Childcare Allowance will be provided by the official AmeriCorps Child Care provider (GAP Solutions Inc.) directly to the provider, if the member qualifies for the allowance. Additional information and forms may be found online at: <http://www.americorpschildcare.com/Forms.aspx>
4. **Education Award.** Upon successful completion of the member’s term of service, the member will receive an education award from the National Service Trust. Please indicate the amount of the education award awarded to the member upon successful completion of the term of service by checking the corresponding box below.

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| --- | --- | --- |
|  | Member Type | Education Award Amount |
| ☐ | Full Time (FT) | $7,395.00 |
| ☐ | Three Quarter Time (TQT) | $5,176.50 |
| ☐ | Half Time (HT) | $3,697.50 |
| ☐ | Reduced Half Time (RHT) | $2,817.14 |
| ☐ | Quarter Time (QT) | $1,956.35 |
| ☐ | Minimum Time (MT) | $1,565.08 |
| ☐ | AmeriCorps Affiliate (AT) | $416.17 |

1. If the member has not yet received a high school diploma or its equivalent (including an alternative diploma or certificate for individuals with learning disabilities), the member agrees to obtain a high school diploma or its equivalent before using the education award. This requirement can be waived if the member is enrolled in an institution of higher education on an ability to benefit basis or the program has waived this requirement due to the results of the member’s education assessment.
2. The member understands that his or her failure to disclose to the program any history of having been released for cause from another AmeriCorps program will render him or her ineligible to receive the education award.
3. **Loan Forbearance.** If the member has received forbearance on a qualified student loan during the term of service, the National Service Trust may repay a portion or all of the interest that accrued on the loan during the term of service.

V. Prohibited Activities

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| **45 CFR § 2520.65**AmeriCorps members may not engage in the below activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed below on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while engaging in any of the below activities on their personal time.1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts, or strikes.
3. Assisting, promoting or deterring union organizing.
4. Impairing existing service contracts for services or collective bargaining agreements.
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
6. 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.
7. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
8. Providing a direct benefit to:
9. a business organized for profit;
10. A labor union;
11. A partisan political organization; or
12. A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from participating in advocacy activities undertaken at their own initiative; and
13. An organization engaged in the religious activities described above in prohibited activity 7, unless CNCS assistance is not used to support the religious activities.
14. Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
15. Providing abortion services or referrals for receipt of such services
16. Such other activities as CNCS may prohibit.

In addition to the above activities, the below activities are also prohibited: **Census Activities**. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives. What members and volunteers do on their own time is up to them, consistent with program policies about outside employment and activities. **Election and Polling Activities.** AmeriCorps member may not provide services for election or polling locations or in support of such activities.  |

VI. Rules of Conduct

1. The member is expected to, at all times while acting in an official capacity as an AmeriCorps member:
2. Comply with the rules and standards of the host agency.
3. Demonstrate mutual respect toward others
4. Follow directions
5. Direct concerns, problems, and suggestions to Paul Costello 240 476 1123 and paul@storywise.com
6. The member understands that the following acts also constitute a violation of the Program’s rules of conduct:
7. Unauthorized tardiness
8. Unauthorized absences
9. Repeated use of inappropriate language (i.e., profanity) at a service site
10. Failure to wear appropriate clothing to service assignments
11. Stealing or lying
12. Engaging in any activity that may physically or emotionally damage other members of the program or people in the community
13. Unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance or illegal drugs during the term of service
14. Consuming alcoholic beverages during the performance of service activities
15. Being under the influence of alcohol or any illegal drugs during the performance of service activities
16. Failure to notify the program of any criminal arrest or conviction that occurs during the term of service
17. Constant ignoring by non-reply to legitimate email messages from program management concerning AmeriCorps matters.
18. Repeated failure to carry out legitimate requests of the program for attendance, bio and portrait, or other actions covered by this agreement

VII. Nonduplication and Nondisplacement

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| **45 CFR § 2540.100(e)-(f)**1. **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.
2. **Nondisplacement**.
3. 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.
4. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
5. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
6. 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.
7. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that—
	1. Will supplant the hiring of employed workers; or
	2. Are services, duties, or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
8. 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—
	1. Presently employed worker;
	2. Employee who recently resigned or was discharged;
	3. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
	4. Employee who is on leave (terminal, temporary, vacation, emergency, or sick); or
	5. Employee who is on strike or who is being locked out.
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VIII. Fundraising Regulations

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| **45 CFR § 2520.40 Under what circumstances may AmeriCorps members in my program raise resources?**1. AmeriCorps members may raise resources directly in support of your program’s service activities.
2. Examples of fundraising activities AmeriCorps members may perform include, but are not limited to, the following:
3. Seeking donations of books from companies and individuals for a program in which volunteers teach children to read;
4. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
5. Securing supplies and equipment from the community to enable volunteers to help build houses for low-income individuals;
6. Securing financial resources from the community to assist in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of a community-based organization;
7. Seeking donations from alumni of the program for specific service projects being performed by current members.
8. AmeriCorps members may not:
9. Raise funds for living allowances or for an organization’s general (as opposed to project) operating expenses or endowment;
10. Write a grant application to the Corporation or to any other Federal agency.

**45 CFR § 2520.45 How much time may an AmeriCorps member spend fundraising?** An AmeriCorps member may spend no more than ten percent of his or her originally agreed-upon term of service, as reflected in the member enrollment in the National Service Trust, performing fundraising activities, as described in § 2520.40. |

IX. Release from Term of Service

1. The member understands that he/she may be released for the following two reasons:
2. For cause, as defined in paragraph (b) of this section
3. For compelling personal circumstances, as defined in paragraph (c) of this section
4. The Program will release the member for cause for the following reasons:
5. The member has dropped out of the program without obtaining a release for compelling personal circumstances from the appropriate program official.
6. During the term of service, the member has been convicted of a violent felony or the sale or distribution of a controlled substance.
7. The member has committed another serious breach that, in the judgment of the program director, would undermine the effectiveness of the Program.
8. The Program may release the member from the term of service for compelling personal circumstances if the member has completed at least 15% of their required hours and demonstrates circumstances beyond the member’s control that prevent the individual from completing their term of service. Compelling Personal Circumstances include:
9. The member has a disability or serious illness that makes completing the term impossible.
10. There is a serious injury, illness, or death of a family member which makes completing the term unreasonably difficult or impossible for the member.
11. The member has military service obligations.
12. The member has accepted an opportunity to make the transition from welfare to work. Member must have been on welfare prior to enrolling in AmeriCorps.
13. Workforce opportunities if workforce development is an intentional part of program design and is included in the grant application.
14. Some other unforeseeable circumstance beyond the member’s control makes it impossible or unreasonably difficult for the member to complete the term of service, such as a natural disaster, a strike, relocation of a spouse, or the non-renewal or premature closing of a project or the Program.
15. Compelling personal circumstances do not include leaving the Program:
16. To enroll in school
17. To obtain employment, other than moving from welfare to work
18. Because of dissatisfaction with the Program
19. The Program must suspend the member’s term of service for the following reasons:
20. 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. The member, however, will not receive back living allowances or credit for any service hours missed.)
21. During the term of service, the member has been convicted of a first offense of possession of a controlled substance. (If, however, the member demonstrates that he/she has enrolled in an approved drug rehabilitation program, the member may resume his/her term of service. The member will not receive back living allowances or credit for any service hours missed.)
22. The member is not serving, nor accumulating service hours for an extended period of time.
23. The Program may suspend the member’s term of service for violating the rule of conduct provisions in accordance with the rules of conduct set forth in section VI of this agreement.
24. If the member discontinues his/her term of service for any reason other than a release for compelling personal circumstances as described in paragraph (c), the member will cease to receive the benefits described in paragraph (a) of section IV and will receive no portion of the education award or interest payments.
25. If the member discontinues his/her term of service due to compelling personal circumstances as described in paragraph (c) of this section, the member will cease to receive benefits described in paragraphs (b) and (c) of section VII.
26. If applicable, program staff must immediately notify healthcare insurance provider and childcare providers in writing if a member’s status changes in a manner that affects their eligibility for healthcare or childcare.

X. Civil Rights & Non-Harassment Policy

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| **Employee Civil Rights and Non-Harassment Policy signed by AmeriCorps CEO Michael Smith:**AmeriCorps is committed to treating all persons with dignity and respect while building a diverse, equitable, inclusive workplace where benefits and opportunities for advancement are accessible to all. AmeriCorps maintains a zero-tolerance policy for any unlawful discrimination and harassing conduct towards any employee, intern, or contractor. As a federal agency, compliance with the anti-discrimination laws and the regulations enforced by the United States Equal Employment Opportunity Commission, and the maintenance of a model EEO program are rigorously upheld. Building a culture of diversity, equity, inclusion, and accessibility demands the prevention of discrimination and harassment, along with taking swift action when it occurs. AmeriCorps prohibits any forms of discrimination and harassment based upon a person’s protected status. “Protected status” means a person’s race, color, national origin, sex, age (40 and over), religion, sexual orientation, disability (mental, physical, or invisible), gender identity or expression, political affiliation, marital or parental status, pregnancy, genetic information (including family medical history), military service, their submission of a complaint, or activity in any Equal Employment Opportunity related activity. AmeriCorps seeks an environment that is free of discrimination and harassment, and to provide all employees the freedom to compete on a fair and level playing field. AmeriCorps will not tolerate any harassment that may include slurs and other verbal or physical conduct that relates to an individual’s gender, race, ethnicity, religion, sexual orientation, or any other protected status when such behavior has the purpose or effect of interfering with job performance or creating an intimidating, hostile, or offensive work environment. Every AmeriCorps employee should familiarize themselves with our Anti-Harassment Policy and Procedure. AmeriCorps does not tolerate harassment from any AmeriCorps employee; supervisor; manager; non-employee (e.g., contractors); national service members or volunteers. Examples of harassing conduct include, but are not limited to: explicit or implicit demands for sexual favors; pressure to engage in a romantic relationship or for dates; deliberate touching of another person without consent, leaning over or cornering a person; repeated offensive teasing, jokes, remarks, or questions; unwanted letters, emails, text messages or phone calls; distribution or display of offensive materials, including on social media; offensive looks or gestures based on a person’s gender, race, ethnicity, or religious baiting; physical assault or other threatening behavior; and demeaning, debasing, or abusive comments or other actions that intimidate and are based on a person’s protected status. Conduct directed at a single individual in the workplace may create an offensive environment for others, even if they were not targeted. Discrimination or harassment, when identified, will result in immediate corrective action by AmeriCorps. Any employee who violates this policy will be subject to appropriate discipline, up to and including removal from federal service. AmeriCorps’ supervisors and managers will immediately notify the Office of Human Capital when they become aware of alleged discrimination or harassment by an employee, service member, or other individuals. After consulting with the Office of Human Capital on appropriate measures, the supervisor or manager must take prompt action to effectively address any such conduct. AmeriCorps prohibits retaliation or reprisal against any employee who raises discrimination or harassment concerns or participates in any Equal Employment Opportunity activity including filing a complaint against a supervisor or coworker, reporting harassment of a service member, volunteer, contractor, or employee, or providing a witness statement during an investigation. Harassment and discrimination are unacceptable in AmeriCorps offices, facilities or campuses, virtual meetings, and in other service-related venues. This includes training sessions, convenings, off-campus service sites, service-related social events, and other off-site gatherings or events (whether in person or virtual). Any AmeriCorps employee, former employee, or applicant for employment who believes they were harassed or discriminated against in violation of civil rights laws, regulations, or this policy, or who believes they were subject to reprisal for opposing discrimination or participating in the discrimination complaint proceedings (e.g., as a complainant or witness), should raise those concerns with AmeriCorps’ Civil Rights and Employment Branch within 45 calendar days of the harassing or discriminatory action. Discrimination claims that are not brought to the attention of AmeriCorps’ Civil Rights and Employment Branch within 45 calendar days of the occurrence may not be accepted for investigation if a formal complaint is filed. The confidentiality of any employee who reports harassment or discrimination, or participates in a related investigation, will be protected to the greatest extent possible, as provided by law. AmeriCorps’ Civil Rights and Employment Branch may be reached via (202) 606-3461 or eo@americorps.gov. Employees may also consider AmeriCorps’ Alternate Dispute Resolution Program as an informal way to resolve workplace conflicts. If you are interested in learning more about our Alternate Dispute Resolution Program, please email adr@americorps.gov. |

XI. Grievance Procedures

See attached Grievance Procedure and AmeriCorps Code of Federal Regulations § 2540.230.

1. The member understands that the Program has a grievance procedure to resolve disputes concerning the member’s suspension, dismissal, service evaluation, or proposed service assignment.
2. The member understands that, as a participant of the program, he/she may file a grievance in accordance with the Program’s grievance procedure.

XI. Attachments

The following documents are attached to the Member Service Agreement and shall be considered a part of this Agreement for the purposes stated herein.

* Member Position Description
* Living Allowance Pay Schedule
* Grievance Procedures
* Drug-Free Workplace Policy
* Non-Discrimination Policy
* Reasonable Accommodation Form & Policy

XII. Amendments to this Agreement

This agreement may be changed or revised only by written consent by both parties.

XIII. Authorization

The member and Program hereby acknowledge by their signatures that they have read, understand, and agree to all terms and conditions of this agreement. If the member is under the age of 18 years old, the member’s parent or legal guardian must also sign.

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| --- | --- | --- |
| AmeriCorps Member Name (please print) | Member Signature | Date Signed |
| Parent/Legal Guardian Name, if member is under 18 (please print) | Parent/Legal Guardian Signature | Date Signed |
| Authorized Program Representative Name (please print)Paul Costello Program Director  | Authorized Program Representative Signature | Date Signed |

[Program must include as part of the Member Service Agreement the member position description that was submitted to Maryland DSCI-GOSV and approved as part of the grant application and start-up process.]

 **AMERICORPS MEMBER POSITION DESCRIPTION**

The Maryland Governor’s Office on Service and Volunteerism (GOSV) has adapted an AmeriCorps Member Position Description Template that must be used by all AmeriCorps State grantees. The guidance below should be used when completing the Maryland AmeriCorps Member Position Description Template for each unique member position in your program.

**You may choose to add additional categories as appropriate for your program, but do not eliminate, alter, or leave blank any of the categories below when completing each Member Position Description Template.** We strongly encourage all AmeriCorps Project Directors to be thoughtful and inclusive in their development of each Member Position Description. Comprehensive Member Position descriptions will help your program and your members remain compliant with all AmeriCorps Regulations, and define member service activities to achieve your Performance Measure Targets.

AmeriCorps Project Directors must review the list of AmeriCorps Member Prohibited Activities and should have a copy on hand when developing each Member Position Description to confirm that all service activities and member responsibilities are allowable. Please direct any questions on this subject to your Program Officer.

**Member Position / Title:**

A specific, descriptive title that gives the participant a sense of their contribution to the community and helps salaried staff and other volunteers understand the role.

**# of individual members (Not MSY) serving in this Position:**

Insert the total number of Member slots (Not MSY) that will serve in the capacity described by this Member Position Description.

**Member Immediate Supervisor Name:**

List name, title, and contact information.

**Member Immediate Supervisor Title:**

List the title of the Immediate Site Supervisor for the member in this Position Description.

**Position Start Date:**

The date(s) individual members will begin serving in this role. If members serving in this role will begin at different times during the project year, insert multiple dates.

**Position End Date:**

Enter the exact end date for the member’s term of service if it is known, or enter the projected completion date if the exact date cannot be determined at this time.

**Days / Hours of Service:**

Include the days of the week and hours that it is expected the member will serve most commonly while in this position. (i.e.: Mon. – Fri. 8:30 am – 5:00 pm). You should be as specific as possible when defining the days and hours of service for each Member Position Description.

**Host Site Agency Name & Complete Address of Host Site Location(s):**

Insert the name(s) and physical location(s) of the Host Site(s) where each member with this Position Description will serve. If a single member with this Position Description will serve at more than one Host Site, please list the formal name and complete address of each location where the member will serve and indicate which location is the Primary Host Site. No virtual host sites are permitted.

If more than one member will serve in this Member Position Description you must indicate this in the “# of individual members (Not MSY) serving in this Position” field on the Member Position Description Template. For each Host Site where a member with this Position Description is placed, you must list the name of each Host Site Agency and the complete physical address on the Member Position Description.

**Organization/Agency Mission and/or Goals:**

Define the mission and individual goals of the Host Site Agency where the member will be serving. If this is different from the Grantee Agency, you must detail this information for the Host Site Agency (or Placement Site). This information pertains to the Host Site Organization or Agency where the member is serving. (i.e.: If the Agency where the member is serving is the American Red Cross, you will include the overall Mission and Goals of the entire American Red Cross agency.)

**Program Mission and/or Goals:**

Define the mission and goals of the individual program that the AmeriCorps member will be supporting through his/her service. If this is different from the Grantee Agency, you must detail this information for the Host Site Agency (or Placement Site). This information pertains to the specific program that the member’s service will support. (i.e.: If the Agency where the member is serving is the American Red Cross, and the member’s service will support the Disaster Preparedness & Response Program, you will include the Mission and Goals specific to the Disaster Preparedness & Response Program – not the Mission and Goals of the American Red Cross).

**Community Need:**

Thoroughly define in specific quantitative and qualitative terms the community need that has been identified and will be addressed as a result of the AmeriCorps member’s service. Provide statistical data to demonstrate the need, what National Focus Areas are represented, what population or entity will be served by this member, and other information that clearly and concisely demonstrates a strong community need that require AmeriCorps resources.

**Member Position Summary:**

Describe the responsibilities of the position in a narrative format. Keep in mind that this section should thoroughly define the member service activities in specific terms including quantifiable performance goals and projected accomplishments. Member Position

Descriptions should provide meaningful service activities and performance criteria that are appropriate to the skill level of members.

**Necessary Training or Training Plan to be implemented prior to Member Placement:**

Include a description of all training that a member must have received in order to successfully complete his/her service in the Position Description. If training will be provided by the Grantee Agency and/or Host Site Agency, you should include a brief description of that training in this section.

**Member Impact:**

Include a narrative that describes how the activity discussed in the Member Position Summary will directly address the issues defined in the Community Need section and what specific quantitative and/or qualitative changes will be seen to address those Community Needs. Explain how the member’s service will impact the project's outcomes, clients, community, or mission. It is critical to identify expected impact of the member’s service so that he/she will be aware of the importance of their service.

* What are the particular contributions of the position toward the accomplishment of the overall AmeriCorps Program’s Performance Measures and objectives of the organization?
* What are the measurable short- and long-term goals that should be achieved by the member during their service term that the member can be evaluated on?

**Essential Functions of Position:**

List all basic service activities that the member must perform to achieve the targets defined in the Member Impact section.

* Identify only the tasks essential to the position. Focus on results, not process.
* List as many activities as necessary which constitute the position.
* Confirm that each activity is necessary.
* What is the relationship between each task? Is there a specific sequence the tasks must follow?
* Do the tasks necessitate specific physical activities such as sitting, standing, walking, lifting, carrying, etc.?

**Required Knowledge, Skills, and Abilities:**

Identify the specific areas of knowledge, skills and abilities required to be qualified for the position.

**Required Academic and Experience Qualifications:**

List minimum qualifications, training, or experience required and/or useful to be successful in the position.

**Is the Host Site Agency Name a reassignment from an earlier site placement?**

Please check “Yes” or “No” in response to this question for each Member Position Description.

Check “Yes” if the member serving in this position has been transferred from a previous Host Site and/or was serving in a different role with a unique Member Position Description.

* Yes
* No

If “Yes” is checked, please answer the following:

**Where was the member serving previously?**

Include Host Site Agency Name and Address.

**Why was the member reassigned from a prior Host Site?**

Include a brief explanation.

**If a member was previously serving in a different role with a unique Member Position Description, please indicate the title of the Member Position Description in which the member was previously serving as well as an explanation why the member was reassigned from his/her original service role.**

If not applicable, type N/A.

[Program must include as part of the Member Service Agreement the member living allowance pay schedule that was submitted to Maryland DSCI-GOSV and approved as part of the grant application and start-up process.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **AmeriCorps Member Living Allowance Schedule**  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Pay Period Start Date** (or first day of term of service if after pay period beginning date) | **Pay Period End Date** (or last day of term of service if before the pay period end date) | **Date Payment will be made** | **Living Allowance Amount** |
| **FT - Gross** | **FT- Year 2** | **TQT - Gross** | **HT - Gross** | **RHT - Gross** | **QT - Gross** | **MT - Gross** | **AT - Gross** |
| 8/26/2024 | 9/14/2024 | 9/14/2024 | $934.78 |   |   |   |   |   |   |   |
| 9/15/2024 | 9/28/2024 | 9/28/2024 | $934.78 |   |   |   |   |   |   |   |
| 9/29/2024 | 10/14/2024 | 10/14/2024 | $934.78 |   |   |   |   |   |   |   |
| 10/15/2024 | 10/28/2024 | 10/28/2024 | $934.78 |   |   |   |   |   |   |   |
| 10/29/2024 | 11/14/2024 | 11/14/2024 | $934.78 |   |   |   |   |   |   |   |
| 11/15/2024 | 11/28/2024 | 11/28/2024 | $934.78 |   |   |   |   |   |   |   |
| 11/29/2024 | 12/14/2024 | 12/14/2024 | $934.78 |   |   |   |   |   |   |   |
| 12/15/2024 | 12/28/2024 | 12/28/2024 | $934.78 |   |   |   |   |   |   |   |
| 12/29/2024 | 1/14/2025 | 1/14/2025 | $934.78 |   |   |   |   |   |   |   |
| 1/15/2025 | 1/28/2025 | 1/28/2025 | $934.78 |   |   |   |   |   |   |   |
| 1/29/2025 | 2/14/2025 | 2/14/2025 | $934.78 |   |   |   |   |   |   |   |
| 2/15/2025 | 2/28/2025 | 2/28/2025 | $934.78 |   |   |   |   |   |   |   |
| 3/1/2025 | 3/14/2025 | 3/14/2025 | $934.78 |   |   |   |   |   |   |   |
| 3/15/2025 | 3/28/2025 | 3/28/2025 | $934.78 |   |   |   |   |   |   |   |
| 3/29/2025 | 4/14/20253 | 4/14/2025 | $934.78 |   |   |   |   |   |   |   |
| 4/15/2025 | 4/28/2025 | 4/28/2025 | $934.78 |   |   |   |   |   |   |   |
| 4/29/2025 | 5/14/2025 | 5/14/2025 | $934.78 |   |   |   |   |   |   |   |
| 5/15/2025 | 5/28/2025 | 5/28/2025 | $934.78 |   |   |   |   |   |   |   |
| 5/29/2025 | 6/14/2025 | 6/14/2025 | $934.78 |   |   |   |   |   |   |   |
| 6/15/2025 | 6/28/2025 | 6/28/2025 | $934.78 |   |   |   |   |   |   |   |
| 6/29/2025 | 7/14/2025 | 7/14/2025 | $934.78 |   |   |   |   |   |   |   |
| 7/15/2025 | 7/28/2025 | 7/28/2025 | $934.78 |  |  | $0.00 | $0.00 | $0.00 |
| 7/28/2025 | 8/14/2025 | 8/14/2025 | $934.78 |  |  |  |  |  |  |  |
| Members' First Day of Service: | 8/26/2024 |   |   |   |   |   |   |   |
| Members' Last Day of Service: | 8/14/2025 |   |   |   |   |   |   |   |

In accordance with [42 U.S.C. 12636](http://www.gpo.gov/fdsys/pkg/USCODE-2010-title42/pdf/USCODE-2010-title42-chap129-subchapI-divsnF-sec12636.pdf) and [45 C.F.R. 2540.230](http://www.gpo.gov/fdsys/pkg/CFR-2008-title45-vol4/pdf/CFR-2008-title45-vol4-sec2540-230.pdf), state and local applicants that receive assistance from AmeriCorps, the agency, must establish and maintain a procedure for the filing and adjudication of grievances from participants, labor organizations, and other interested individuals concerning programs that receive assistance from AmeriCorps.

In general, aggrieved parties are encouraged to document their specific concerns and requested remedies in writing whenever seeking relief in a matter of concern or dissatisfaction relating to any AmeriCorps program issues, such as assignments, evaluations, suspension, or release of cause.

For AmeriCorps Maryland programs operating under Maryland DSCI-GOSV, the Maryland state service commission, the following grievance procedure should be followed when handling such grievances:

Step 1: Preliminary Complaint Resolution (PCR)

As a preliminary first step, an aggrieved party should, if at all possible, address the concern directly with the AmeriCorps program in question, either through an immediate supervisor (if the aggrieved party is an AmeriCorps member) or with the program director at Paul Costello, 240 476 1123 or paul@storywise.com or similar program authority (if aggrieved party is not an AmeriCorps member or if the direct supervisor is involved in the concern). Together, the program representative and the aggrieved party should first attempt to resolve the complaint through informal discussion and negotiation in alignment with the AmeriCorps program’s standard written policies for resolving complaints and concerns.

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| **TIMELINE****Immediate** (as soon as possible and ideally within 30 days of the occurrence to allow the issue to proceed, if necessary, to ADR before the deadline for an aggrieved party to seek such resolution within 45 days of the alleged occurrence). |

Step 2: Alternative Dispute Resolution (ADR)

If resolution is not achieved through Step 1 (Informal Resolution), the aggrieved party may then seek resolution through Alternative Dispute Resolution, which requires facilitated mediation and negotiation. ADR mediation proceedings 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, and the proceedings are informal where the rules of evidence do not apply. At the initial session of dispute resolution proceedings, the aggrieved party must be advised in writing of the right to file a grievance and the right to arbitration. If the matter is resolved, the terms of the resolution are recorded in a written agreement, and the party agrees to forego filing any further grievance on the matter under consideration. With the exception of a written agreement, the proceedings are confidential.

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| **TIMELINE**ADR must be **initiated within 45 days of the alleged occurrence**. If matter is not resolved within 30 calendar days from the date the informal dispute resolution process began, the aggrieved party must be informed in writing of the right to file a formal grievance. |

Step 3: Formal Grievance Filing and Hearing

If resolution is not possible through Step 2 (ADR) and the matter is not resolved within 30 calendar days from the date that the Alternative 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 aggrieved party files a grievance, the neutral party from ADR may not participate in the formal complaint process. Therefore, Maryland DSCI-GOSV will appoint a different neutral party to oversee the Grievance Hearing 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.

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| **TIMELINE**Grievance must be filed **no later than one year after the alleged occurrence** (except for fraud and criminal activity). The grievance hearing must be conducted no later 30 calendar days after the filing. A decision is made no later than 60 calendar days after the filing. |

Step 4: Binding Arbitration

The final step, Binding Arbitration, is available to the affected party only if a grievance hearing decision is adverse or if no decision is made within 60 days of the filing of the initial grievance. A qualified arbitrator will be used who is jointly selected and independent of the interested parties. AmeriCorps’ CEO will appoint an arbitrator if the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from either party. The cost of arbitration is divided evenly between the parties to the arbitration. If the participant, labor organization, or other interested individual prevails during arbitration, then the grantee pays the total cost of the proceeding and the attorney’s fees of the prevailing party.

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| **TIMELINE**A request for arbitration must be filed **no later than 90 days after the hearing decision**. If no hearing decision is made within 60 days of the filing of the initial grievance then a request for arbitration must be filed within 150 days of the filing of the initial grievance. An arbitration proceeding must be held no later than 45 calendar days after the arbitrator’s appointment, or no later than 30 calendar days after the arbitration commences. A decision must be made by the arbitrator no later than 30 days after the arbitration commences. |

Other Important Information

If the grievance is regarding a proposed participant placement, the placement is not to be made unless it is consistent with the resolution of the grievance.

If the grievance alleges fraud or criminal activity, it must immediately be brought to the attention of Maryland DSCI-GOSV and AmeriCorps’ Office of Inspector General. Visit [americorpsoig.gov](https://www.americorpsoig.gov/) or call the OIG hotline at (800) 452-8210.

Parties involved in a grievance are encouraged to work closely with the Maryland DSCI-GOSV Program Officers assigned to the AmeriCorps program in question as well as Maryland DSCI-GOSV’s staff of AmeriCorps Maryland in navigating the grievance procedures.

**Grievance Procedures**

A grievance procedure has been established to assist in settling service placement-related matters with your member. A grievance occurs when an action taken by a member is deemed inappropriate by you and/or your organization. The grievance procedure follows:

1. Attempt to settle the matter with your member directly.
2. If you cannot settle the matter directly, notify the program managers and schedule a three-way conference, including you, the member and the program manager. During this meeting, the program manager will act as the neutral party and will facilitate a discussion to resolve the issue. An action plan to remedy the situation will be devised and implemented immediately.
3. Two-week follow-up: The program manager will follow up within two weeks to assess whether or not any improvement has been made.
4. Conflicts not resolved at this level may be taken to GBTLA for discussion and resolution.

In accordance with the Federal Drug-Free Workplace Act of 1988, the program is committed to maintaining a drug and alcohol-free environment. Members are therefore notified that:

* The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and places of service;
* Actions, including termination from the program, will be taken against any member for violations of such prohibitions;
* As a condition of service as an AmeriCorps Member:
* Members will abide by the terms of drug-free workplace policy; and
* Notify the program director in writing if he or she is convicted for a violation of a criminal drug statute occurring in the workplace and must do so no more than five calendar days after the conviction.
* In joining AmeriCorps, the member agrees to remain drug-free for the remainder of the year.
* As part of an ongoing member orientation and training, the program will inform members about:
* The dangers of drug abuse in the workplace and service area;
* The program’s policy of maintaining a drug-free workplace;
* Any available drug counseling, rehabilitation, and employee assistance programs; and
* The penalties that you may impose upon members for drug abuse violations occurring in the workplace or service area.

I have read and understand the Drug Free Workplace Policy:

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| AmeriCorps Member Name (please print) | Member Signature | Date Signed |

###### **Non-Discrimination, Reasonable Accommodations**

###### **Nondiscrimination Laws**

###### This program is available to all, without regard to race, color, national origin, disability, age, sex, political affiliation, or religion, it is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination.

Sites may not discriminate against any CHANGE, program staff, or service recipient on the basis of race, color, national origin, religion, sex, age, sexual orientation, political affiliation, or disability. A list of nondiscrimination laws applicable to programs receiving federal funds is included in the Corporation's regulations and the grant provisions.

**Reasonable Accommodations**

###### AmeriCorps encourages individuals with disabilities to participate as national service providers through the AmeriCorps programs. AmeriCorps prohibits any form of discrimination against persons with disabilities in recruitment, as well as in service. As a program that receives federal funds, Project CHANGE and partnering service sites comply with the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

AmeriCorps programs are urged to reach out to members who can contribute a diverse set of perceptions, skills, and life experiences to the program team. In all cases, the selection process must be based on the qualifications of the applicants and whether or not they can perform the essential project activities, with or without reasonable accommodation of their mental or physical disabilities. Programs, offices and activities must be accessible to persons with disabilities and reasonable accommodations must be provided for known mental or physical disabilities of otherwise qualified members, service recipients, applicants, and program staff. All members complete an anonymous Health Form that is required by the GOSV.

This program is available to all, without regard to **race, color, national origin, disability, age, sex, political affiliation, or, in most instances, religion**. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of AmeriCorps, the agency. If you believe that you or others have been discriminated against, or if you want more information, contact:

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| Department of Service and Civic InnovationAttn: AmeriCorps Maryland45 Calvert StreetAnnapolis, MD 21401 | *OR* | Civil Rights and Employment BranchAmeriCorps Civil Rights Hotline: 1(202) 606-3461Email: eo@americorps.gov |

AmeriCorps encourages individuals with disabilities to participate as national service providers through the AmeriCorps programs. AmeriCorps prohibits any form of discrimination against persons with disabilities in recruitment, as well as in service. As a program that receives federal funds, Project CHANGE complies with the requirements of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

No qualified individual with a disability shall, by reason of disability, be excluded from participation in or be denied the benefits of the program, services, or activities of the program, or be subjected to discrimination by the program. Nor shall the program exclude or otherwise deny equal services, programs or activities to an individual because of the known disability of an individual with whom the individual is known to have a relationship or association. According to the ADA, the term “disability” means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the individual’s major life activities, a record of having such an impairment, or being regarded as having such an impairment. “Major life activities” means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

A “qualified individual with a disability” is an individual with a disability who with or without reasonable accommodations meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by the program. Reasonable accommodations may include modifying rules, policies, or practices; the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services.

The program shall make reasonable accommodations in policies, practices, or procedures when the accommodations are necessary to avoid discrimination on the basis of disability, unless the program can demonstrate that making the modifications would fundamentally alter the nature of the service, program, or activity, and/or impose an “undue hardship”. A reasonable accommodation may include: making facilities readily accessible to and usable by individuals with disabilities; job restructuring; part-time or modified schedules; acquisition or modification of equipment or devices, training materials, or policies; etc.

Members may request reasonable accommodations by completing the **Reasonable Accommodation Request Form** and submitting it to the program director. **[Program must develop a Reasonable Accommodation Request Form and a process for submitting a request for accommodation and include that information here.]**

**Confidentiality:** Information provided regarding her/his disability, by a potential member or a member shall be kept confidential, except that appropriate supervisors, managers, and safety and health personnel may be informed regarding any restrictions in service duties or necessary accommodations. Government personnel may be provided information in compliance with various laws and regulations.

**Self-Identification:** A potential member or a member with a disability is not required to disclose information about any physical or mental limitations, whether or not you believe it will interfere with your capability to perform the essential functions of the position sought or held. If you would like, however, for the program, to consider any special arrangements to accommodate a physical or mental impairment, you may identify that impairment, describe the functional limitations that result from that impairment, and suggest the type of accommodation that you believe would be appropriate. Medical verification of the condition may be requested for the member to be protected under Section 504 of the Rehabilitation Act.

**Grievances:** An individual whose request for an accommodation was denied may use the grievance procedure outlined in the Member Service Agreement to appeal the decision and/or file a complaint with AmeriCorps’ Equal Opportunity Office within forty-five days of the decision or forty-five days from when the member becomes aware of the decision.

I have read and understand the Reasonable Accommodation Policy:

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| AmeriCorps Member Name (please print) | Member Signature | Date Signed |