



AmeriCorps



UNIVERSITY OF
OREGON

**Institute for Policy
Research and Engagement
Resource Assistance for
Rural Environments (RARE)**

**RARE AmeriCorps Program
Administrative Handbook
2023-2024 Service Year**

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SECTION 1 - RARE AMERICORPS PROGRAM DESCRIPTION

1.1 BRIEF INTRODUCTION TO AMERICORPS

AmeriCorps was created by the national service initiative and signed into law by President Clinton in 1993. During the first year alone, 20,000 AmeriCorps members of all backgrounds changed their communities and earned education awards in return for their service. Now, AmeriCorps programs engage more than 200,000 individuals annually in community service. AmeriCorps is locally driven, offering resources to communities to design and implement their own solutions. AmeriCorps members serve more than 36,000 sites across the country. While local control is central to AmeriCorps, national identity is essential as well. All AmeriCorps programs share common elements and goals. RARE members of AmeriCorps are participating both in a local program and in a national initiative.

AmeriCorps is about uniting America by bringing people together to serve communities. The mission of AmeriCorps is to improve lives, strengthen communities, and foster civic engagement through service and volunteering. This mission has four components: unite, strengthen, impact, and lead.

- **Unite** - The agency bridges divides by bringing people together: connecting individuals and organizations to help communities tackle their toughest challenges.
- **Strengthen** – The agency provides resources and people power to organizations dedicated to the improvement of communities.
- **Impact** – The agency enriches lives of those they serve and those who serve.
- **Lead** – AmeriCorps is the only federal agency for community service and volunteerism. AmeriCorps empowers an entire ecosystem committed to the betterment of communities across America.

AmeriCorps provides service to address Americans' educational, public safety, human, and environmental needs. By achieving demonstrable results in meeting such needs, AmeriCorps members will secure a smarter, safer, and healthier future for the Americans they touch. Every AmeriCorps program sets ambitious but attainable objectives for getting things done, and in the end should be able to demonstrate the degree to which those objectives have been met. The work of AmeriCorps programs varies as much as America's needs do: immunizing infants, tutoring teenagers, keeping schools safe, restoring natural resources, building houses for the homeless, securing more independent lives for the elderly, and much more. Whatever the goal, all these efforts will get things done.

While we rightly celebrate the ways we differ, we also need to remember the values we share. AmeriCorps strengthens communities in two ways. First, it unites citizens from different backgrounds in improving our communities. AmeriCorps enables Americans of every race, region, religion, and income to come together, in a spirit of respect and cooperation, to meet

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the nation's needs. Second, AmeriCorps brings together diverse institutions in partnerships to get things done in communities. These partnerships can create bonds that transform communities – turning strangers into neighbors who combine their resources and find innovative solutions to stubborn problems.

AmeriCorps strengthens the spirit of citizenship. Through service, discussion of service, and education about service, AmeriCorps enables its members to see themselves as problem-solvers, not problems; to become leaders, not just followers; and to act on their responsibilities, in addition to their rights. While strengthening their desire to serve, AmeriCorps gives RARE AmeriCorps members the tools to fulfill their responsibilities throughout their lives, including communication and conflict resolution skills and an understanding of their communities.

During the term of service, every AmeriCorps program offers a basic stipend, health care benefits, and childcare if necessary. At the end of the term, the initiative helps those who have helped America by offering education awards of up to \$6,895 that can be used for college, graduate school, or vocational training, or to pay back student loans.

In addition to this financial assistance, the experience of AmeriCorps expands opportunities in vital ways, providing invaluable life and professional skills. AmeriCorps members emerge knowing how to teach or to build, and they carry these skills through the rest of their lives.

AmeriCorps acts as a partner with State Commissions and programs to carry out the organizational mission. The responsibility of AmeriCorps includes making grants, administering education awards, providing technical assistance, and ensuring that all programs share a common identity and theme. Responsibilities of State Commissions include establishing a state plan, selecting AmeriCorps programs for funding through the state allocation, and providing technical assistance to programs.

1.2 AN INTRODUCTION TO AMERICORPS

AmeriCorps was created by the National and Community Service Trust Act, the legislation that President Clinton signed in 1993 to establish AmeriCorps. AmeriCorps merged the work and staff of two existing agencies of the Federal government: ACTION, responsible for the VISTA and Older Americans Volunteer Programs, and the Commission on National and Community Service, which administered a range of service programs.

AmeriCorps runs different programs that provide opportunities for Americans to make an ongoing, intensive commitment to service. Programs supported by AmeriCorps vary in many ways, including the kinds of work performed, the organizations involved, and the individuals participating. There are three basic sets of AmeriCorps initiatives:

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- *AmeriCorps State and National* is the broadest network of AmeriCorps programs. It provides financial support through grants to public and nonprofit organizations that sponsor service programs around the country, including hundreds of faith-based and other community organizations, higher education institutions, Indian tribes, and public agencies. These groups recruit and train AmeriCorps members to meet critical community needs in education, public safety, health, and the environment. The RARE AmeriCorps Program falls into this category.
- *AmeriCorps VISTA*, the 67-year-old program which places Americans in high need areas to work with community members, develop those members' capacity to help themselves, and provide needed community services.
- *AmeriCorps NCCC*, the National Civilian Community Corps, which will involve people ages 18-26 in programs focused on at least four different projects in different states and cities with multiple sponsor organizations to meet a variety of community needs in the areas of energy conservation, infrastructure improvement, natural and other disaster services, and urban and rural development.

AmeriCorps also sponsors AmeriCorps Seniors for individuals who are 55 and older. There are three programs under the AmeriCorps Seniors umbrella:

- *AmeriCorps Seniors Foster Grandparent Program*
- *AmeriCorps Seniors RSVP*
- *AmeriCorps Seniors Senior Companion Program*

AmeriCorps headquarters are in Washington, DC. In addition, State Commissions on National and Community Service or similar entities in each state have significant responsibilities for the AmeriCorps programs: administering two-thirds of AmeriCorps grants, preparing an application for the community-based Learn and Serve America programs, and developing a comprehensive state plan with a vision and strategy for expanding service opportunities. General information on AmeriCorps can be found online at: <https://americorps.gov/>

1.3 AFFILIATION WITH AMERICORPS

All AmeriCorps programs, staff, and members must affiliate themselves as part of the AmeriCorps National Service Network. All program and service site websites shall clearly state that they are an AmeriCorps recipient and shall prominently display the AmeriCorps logo. Members will wear appropriate AmeriCorps gear while in service and will display an AmeriCorps placard in their office.

The RARE AmeriCorps Program and host/placement site websites must clearly state that they are an AmeriCorps program or service site and must prominently display the AmeriCorps logo. The RARE AmeriCorps Program and service sites, except for Education Award Programs (EAPs),

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must use the AmeriCorps name and logo on service gear and public materials such as stationery, application forms, recruitment brochures, online position postings or other recruitment materials, orientation materials, member curriculum materials, signs, banners, press releases, and publications related to their AmeriCorps program in accordance with AmeriCorps requirements.

The RARE AmeriCorps Program may not alter the AmeriCorps logo and must obtain written permission from AmeriCorps before using the AmeriCorps name or logo on materials that will be sold. This also pertains to permitting donors to use the AmeriCorps name or logo in promotional materials. The program may not use or display the AmeriCorps name or logo in connection with any activity prohibited in the AmeriCorps Terms & Conditions

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All RARE AmeriCorps members and service sites should follow the RARE AmeriCorps Program style guide.

All external reports and publications at the program or host/placement site regarding work supported by this grant or created by AmeriCorps members must include the following disclaimer:

“This material is based upon work supported by AmeriCorps under AmeriCorps Grant No. # 20FXHOR0010002. Opinions or points of view expressed in this document are those of the authors and do not necessarily reflect the official position of, or a position that is endorsed by, AmeriCorps.”

1.4 INTRODUCTION TO THE INSTITUTE FOR POLICY RESEARCH AND ENGAGEMENT

The Institute for Policy Research and Engagement (IPRE) is an interdisciplinary organization that assists Oregon communities by providing planning and technical assistance to help solve local issues and improve the quality of life for Oregon residents. The role of IPRE is to link the skills, expertise, and innovation of higher education with the economic development and environmental needs of communities and regions in the State of Oregon, thereby providing service to Oregon and learning to the students involved.

Through the service-learning programs provided by IPRE, students, as well as RARE AmeriCorps members, gain important service and professional experience by helping to solve community and regional development issues.

The list below shows the staff of IPRE and its programs.

RARE AmeriCorps Program Staff

Titus Tomlinson	Program Director	541-513-9989	titust@uoregon.edu
Liz Gronert	Program Coordinator	541-357-6129	egronert@uoregon.edu
Ken Ward	Program Assistant	541-346-0821	kward2@uoregon.edu
Julie Foster	Grants and Contracts Administrator	541-346-2878	jdfoster@uoregon.edu

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Other Institute for Policy Research and Engagement Staff

Josh Bruce	Associate Director of Applied Research	jdbruce@uoregon.edu
Aniko Drlik-Muehleck	Project Coordinator	aniko@uoregon.edu
Melissa Graciosa	Applied Research Portfolio Manager	mgracios@uoregon.edu
Mike Howard	Oregon Partnership for Disaster Resilience Program Director	mrhoward@uoregon.edu
Rebecca Lewis	IPRE Director; Associate Professor	rlewis9@uoregon.edu
Bob Parker	Director of Strategic and Technical Solutions	rgp@uoregon.edu
Kim Thompson	Economic Development Analyst	kimt@uoregon.edu
Amanda Ferguson	Applied Research Portfolio Manager	afergus4@gmail.com

IPRE facilitates a collaboration of individuals who provide community development assistance to Oregon communities, watersheds, state agencies, and non-profit organizations. Through its programs, IPRE works to establish relationships and strengthen partnerships between faculty and students affiliated with the University of Oregon and community representatives, state and local agencies, and private organizations. IPRE provides the following interrelated services:

- Community service coordination
- Technical assistance and training for communities
- Community problem solving
- Community development courses
- Connections with state and federal agencies

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IPRE is currently administering programs designed to serve the needs of communities in Oregon while providing University of Oregon students and RARE AmeriCorps members with experiential, issue-focused service-learning opportunities. The programs fall into two categories of delivery systems:

- On Campus
 - Team projects
 - Individual student projects
 - Exit projects
 - EDA University Center
- Off Campus
 - RARE
 - Trainings

1.5 AN INTRODUCTION TO THE RARE AMERICORPS PROGRAM

The mission of the Resource Assistance for Rural Environments (RARE) AmeriCorps Program is to increase the capacity of rural communities to improve their economic, social, and environmental conditions, through the assistance of trained graduate-level RARE AmeriCorps members who live and serve in communities while gaining community building and leadership skills.

Qualified college graduates and graduate-level students who are selected as RARE AmeriCorps members assist communities and agencies in the development and implementation of plans for achieving a sustainable natural resource base and improving rural economic conditions.

RARE AmeriCorps members receive a stipend of \$2,250 per month for first year members and \$2,500 per month for 2nd year members. All RARE AmeriCorps members are provided medical health insurance. In addition, at the completion of a minimum of 1,700 hours of service, RARE AmeriCorps members are eligible to receive an education award of \$6,895.

Organizations that complete an application for assistance and are able to provide a \$25,000 cash match will be considered as possible host organizations. Host organizations receive the following:

- A full-time RARE AmeriCorps member who will provide a minimum of 1,700 hours over 11 months of community service
- Access to topically focused trainings throughout the service year
- Ability to garner tools and resources via the University of Oregon and IPRE
- Community site visit(s) and evaluation by RARE staff

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RARE is administered through IPRE and has been in operation since 1994. During its first year, fifteen RARE AmeriCorps members were placed in thirteen rural communities. Each year since then we've had between 20 and 35 RARE AmeriCorps members serving rural Oregon.

RARE AmeriCorps members have a variety of backgrounds and bring to their communities a wide range of experiences. In addition, RARE AmeriCorps members receive training in areas such as community involvement, outreach and communication, land use planning, grant writing, project management, technical writing, public speaking, and necessary computer skills.

RARE projects typically fall into three broad categories:

- Community & Economic Development
- Environmental & Sustainability Planning
- Food Systems

RARE staff administers the RARE AmeriCorps Program, providing training, supervision, and program administration for RARE AmeriCorps members. IPRE staff members serve as training and support coordinators while RARE staff members are responsible for field coordination and administration. The RARE AmeriCorps Program Director and RARE AmeriCorps Program Coordinators are responsible for selection of RARE AmeriCorps members and host communities.

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2.1 THE ROLE OF THE RARE AMERICORPS MEMBER

RARE AmeriCorps members have the unique opportunity to learn about and participate in community development by playing active roles in implementing projects at the local level. RARE AmeriCorps members will have opportunities to experience life and public service in rural communities that are undergoing economic, environmental, and/or social transitions. Often these communities have developed strategic plans and identified community development projects yet lack the staff capacity to successfully implement these projects. RARE AmeriCorps members can help bridge the gap between planning and implementation. By successfully completing project assignments, RARE AmeriCorps members not only provide invaluable contributions to the community, but they also gain valuable knowledge and experience about community development and community service.

RARE AmeriCorps members also contribute to the overall strength of the RARE AmeriCorps Program. By sharing knowledge and experiences with other RARE AmeriCorps members and staff on a regular basis, members assist in the organization's growth and development. RARE AmeriCorps members have the unique opportunity to share their knowledge and benefit from professional expertise through training sessions, regional get-togethers, and periodic site visits. By sharing experiences, members will add to the depth of their knowledge of the issues facing Oregon's rural communities and will be able to assist other RARE AmeriCorps members by group problem-solving difficult project tasks or research challenges.

2.2 GENERAL CONDITIONS OF PARTICIPATION

A. Eligibility

To participate in the RARE AmeriCorps Program, students, Returned Peace Corps Volunteers, and other interested persons must first complete the RARE application process. Applicants are asked to describe their experience in community development, commitment to service, and knowledge of community planning issues and other topics (such as knowledge of computer applications). RARE AmeriCorps members must have an undergraduate degree and be US citizens or lawful permanent residents. All applications will be reviewed by a committee of RARE staff. Applicants will be notified of their acceptance/non-acceptance in the program. Successful applicants will be placed in a pool of RARE AmeriCorps members to interview with host organizations.

B. RARE Placements

Placement decisions occur primarily during July of each year, with RARE AmeriCorps members beginning service in their host organizations in early September. In some cases, positions will be filled during other times of the year. RARE staff will make every effort to match the skills and interests of successful applicants with the position descriptions provided by participating host organizations. Applicants are required to interview with the

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interested host organization. The purpose of this interview is to determine if the RARE AmeriCorps member and the participating supervisor(s) from the host organization feel that the placement will benefit both parties.

C. **Background Check**

All RARE AmeriCorps members and grant funded staff are required to receive a background check that is in compliance with National Service Criminal History Check standards. The law pertaining to this requirement states the following:

SEC. 189D, CRIMINAL HISTORY CHECKS

- a. In General – Each entity selecting individuals to serve in a position in which the individuals receive a living allowance, stipend, national service education award, or salary through a program receiving assistance under the national service laws, shall, subject to regulations and requirements established by AmeriCorps, conduct criminal history checks for such individuals. All RARE AmeriCorps members and grant funded staff must complete a criminal background check that consists of:
 - (a) National Sex Offender Public Registry (NSOPR) – check performed before candidate is selected for service.
 - (b) Check of AmeriCorps approved criminal registries by name performed for the candidate’s state of residence and the state where the individual will serve.
 - (c) FBI fingerprint-based check, known as Criminal History Record Information (CHRI)
 - (d) Registry check must go back as far as possible - not just 7 years.

A RARE AmeriCorps member may submit a written request for access to review records that pertain to the RARE AmeriCorps member and were created relative to the AmeriCorps grant. A written appeal of the background check findings can be made to the RARE AmeriCorps Program Director.

D. **Term of Service**

To qualify for the benefits of the RARE AmeriCorps Program (described below) full-time RARE AmeriCorps members must complete a minimum of 1,700 hours of community service. Persons failing to fulfill the 1,700-hour requirement may forfeit all or a portion of the education award of \$6,895.

E. **Types of Hours**

RARE AmeriCorps member hours consist of service, professional development (training, conferences, on-line courses, etc.) and fundraising hours. Of the 1,700 hours RARE AmeriCorps members serve, up to 20% can be for professional development (at trainings

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officially sponsored or sanctioned by the RARE AmeriCorps Program or host organizations) and up to 10% can be fundraising. A minimum of 70% must be service. This is tracked on monthly online timesheets provided by the RARE AmeriCorps Program.

F. **Professionalism**

RARE AmeriCorps members will be in the spotlight at many different levels throughout their service year. They are representing their host organization, the RARE AmeriCorps Program, the University of Oregon, AmeriCorps, and, most importantly, themselves. Personal hygiene and appropriate language, dress, and behavior are critical components of professionalism. RARE AmeriCorps members are expected to follow any dress code and standards of conduct of their host organization.

G. **Performance**

Each RARE AmeriCorps member's performance will be evaluated through monthly timesheets, impact surveys, and, in greater depth, through a mid-year and end of service assessment. Each month, the RARE AmeriCorps member will submit a brief impact survey detailing accomplishments and challenges. These impact surveys are completed through Qualtrics.

Biannually, the RARE supervisor and the RARE AmeriCorps member will each complete an assessment of the member's performance using a form provided by the RARE office. It is required that the RARE AmeriCorps member and RARE supervisor meet to review the written assessments. At this same time, the member and supervisor will review and update the work plan. Signed copies of the written assessments and the revised work plan will then be forwarded to the RARE office.

In the event that the RARE AmeriCorps member receives a generally unfavorable evaluation from the supervisor, the member will be required to meet with the supervisor and the RARE AmeriCorps Program Coordinator to discuss steps to improve performance. The results of this meeting will be summarized in a memo that will be shared and signed by all three parties.

If the RARE AmeriCorps member receives a second generally unfavorable evaluation, they will be required to meet with the participating supervisor, the RARE AmeriCorps Program Coordinator, and the RARE AmeriCorps Program Director to determine what actions need to be taken to improve performance. The results of this meeting will be summarized in a memorandum that will be shared by all parties involved.

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If the issues relating to unsatisfactory performance cannot be resolved at this meeting, the RARE AmeriCorps member may be suspended or terminated for cause.

H. **Work Plan**

A work plan is required from each RARE AmeriCorps member within four weeks of beginning service. Members should plan to use one of the work plan templates provided to them by the RARE AmeriCorps Program during Orientation.

The work plan serves as a clear outline of why, what, how, and when the RARE AmeriCorps member is to perform duties and create products. The work plan also serves as an informal “contract” between the RARE AmeriCorps member and supervisor by providing the information needed to evaluate progress and accomplishments. The work plan should be constructed in detail for the first three months and should be reviewed and updated regularly to make necessary adjustments. The work plan review and update should be done at the same time as the biannual assessments.

2.3 PROSCRIBED CONDUCT

RARE AmeriCorps members are expected to always behave in a professional manner in the workplace. RARE AmeriCorps members represent not only the organization they are placed with, but also the RARE AmeriCorps Program, the Institute for Policy Research and Engagement, the University of Oregon, and AmeriCorps. Specific behaviors that are considered unacceptable to the RARE AmeriCorps Program are described below. If any RARE AmeriCorps member is found to have engaged in such conduct, they may be suspended or terminated by the RARE AmeriCorps Program Director as described in the RARE AmeriCorps member contract.

Proscribed conduct includes the following activities:

- A. Chronic truancy, insubordination, or consistent failure to follow the direction of participating supervisors or RARE staff;
- B. Obstruction or disruption of normal activities, including pedestrian or vehicular movement, while in the workplace;
- C. Possession or use of firearms, explosives, dangerous chemicals, or other dangerous weapons or instruments while in the workplace;
- D. Detention or physical abuse of any person or conduct intended to threaten bodily harm or endanger the health of any person in the workplace;
- E. Malicious damage, use, or misuse of property belonging to the participating city, county, or agency or belonging to any employee of the city, county, or agency;
- F. Refusal to comply with an order from authorized personnel of the participating city, county, or agency to leave city, county, or agency property because of conduct

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proscribed by this rule when such conduct constitutes a danger to the personal safety, property, or workplace activities on such premises;

- G. Unauthorized entry into or use of the facilities of the participating city, county, or agency to leave city, county, or agency, including buildings or grounds;
- H. Illegal use, possession, or distribution of drugs or controlled substances; and
- I. Inciting others to engage in any of the conduct or perform any of the acts described above.

A number of activities may be performed voluntarily by RARE AmeriCorps members while on their own personal time but may not be performed by RARE AmeriCorps members in the course of their duties, at the request of program staff, or in a manner that would associate the activities with AmeriCorps, the Institute for Policy Research and Engagement, or the University of Oregon.

These activities include:

- A. Any effort to influence legislation;
- B. Organizing protests, petitions, boycotts, or strikes;
- C. Assisting, promoting, or deterring union organizing;
- D. Impairing existing contracts for services or collective bargaining agreements;
- E. Engaging in partisan political activities, or other activities designed to influence the outcome of any election to any public office;
- F. 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;
- G. Engaging in religious instruction, conducting worship services, providing instruction in part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of proselytization;
- H. Providing a direct benefit to:
 - a. A business organized for profit;
 - b. A labor union;
 - c. A partisan political organization;
 - d. A nonprofit organization that fails to comply with the restrictions contained in section 501(c) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent RARE AmeriCorps members from engaging in advocacy activities undertaken under their own initiative; and
 - e. An organization engaged in the religious activities described in paragraph (g) of this section, unless AmeriCorps assistance is not used to support these religious activities;

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- I. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
- J. Engaging in census activities or serving as a census taker;
- K. Provide services for election or polling locations or provide support of such activities;
- L. Providing abortion services or referrals for receipt of such services;
- M. Carrying out such other activities as AmeriCorps may prohibit.

AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the above activities on their initiative, on non-AmeriCorps time, and using non-AmeriCorps funds. The AmeriCorps logo should not be worn while engaging in such activities.

2.4 FUNDRAISING

A. Approved RARE AmeriCorps Member Activities.

RARE AmeriCorps members may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security, or other human needs.

Examples of fundraising activities RARE AmeriCorps members may perform include, but are not limited to, the following:

1. Seeking donations of books from companies and individuals for a program in which volunteers tutor children to read;
2. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
3. Securing support and equipment from the community to enable volunteers to help build houses for low-income individuals;
4. Securing financial resources from the community to assist a faith-based or community-based organization in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of the organization; and
5. Seeking a donation from alumni of a program for specific service projects being performed by current RARE AmeriCorps members.

B. Prohibited RARE AmeriCorps Member Activities.

A RARE AmeriCorps member's service activities may not include the following:

1. Raising funds for their living allowance;
2. Raising funds for an organization's operating expenses or endowment;
3. Writing grant applications for AmeriCorps funding or for any other funding provided by AmeriCorps;

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4. Writing grant applications for funding provided by any other federal agencies.

2.5 SEXUAL HARASSMENT

The RARE AmeriCorps Program, the Institute for Policy Research and Engagement, and the University of Oregon are committed to maintaining the highest standards of conduct in the workplace and to providing all employees, students, and RARE AmeriCorps members a service environment that is free from sexual harassment by staff, faculty, employees, students, contractors, or volunteers. Sexual harassment includes harassment based on sexual orientation. Such behavior is considered unprofessional and a violation of the trust relationship between colleagues.

Sexual harassment is defined as sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic advancement; or (2) submission to or rejection of such conduct by an individual is used as the basis for any employment or academic decision; or (3) the conduct is unwelcome and sufficiently severe or pervasive that it has the effect of creating an intimidating, hostile, or offensive environment. (See OAR 571-003-0025 (1)(e)).

Each staff member, faculty, employee, supervisor, student, contractor, or volunteer associated with the RARE AmeriCorps Program is ethically and legally obliged to refrain from sexual harassment in the workplace and in academic settings. All should understand what constitutes unacceptable conduct. RARE AmeriCorps Program staff will take immediate action to correct behavior or displays that may constitute sexual harassment.

RARE AmeriCorps members, IPRE staff, or RARE supervisors are strictly forbidden from engaging in sexual harassment. RARE AmeriCorps members and IPRE staff who have engaged in sexual harassment are subject to suspension or termination. RARE supervisors who have engaged in sexual harassment are subject to the removal of the RARE AmeriCorps member assigned to them and/or a report to their organization regarding the sexual harassment.

Sexual harassment complaints often heighten feelings of distress and engender adversarial attitudes. Under these conditions any interaction between parties to a grievance may be perceived as retaliatory or motivated by ill will. University rules prohibit retaliatory actions against individuals in response to filing sexual harassment grievances or participating in any manner in an investigation under university administrative rules. A claim that a detrimental action is retaliatory is established by proof that: (1) the complaining party participated in any manner in a sexual harassment grievance or investigation; (2) retaliation occurred; and (3) there was a causal connection between participation in the grievance or investigation and the retaliation. (OAR 571-003-0025(9)).

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Any staff member, faculty, employee, supervisor, student, contractor, or volunteer who experiences or observes possible sexual harassment should immediately notify their supervisor, the RARE AmeriCorps Program Director, or the RARE AmeriCorps Program Coordinator. If an individual is not comfortable notifying one of these people, they can contact the University of Oregon's Office of Human Resources, 677 East 12th Ave, 541-346-3159.

2.6 DRUG AND ALCOHOL POLICY

All RARE AmeriCorps members agree to abide by the RARE AmeriCorps Program's Drug and Alcohol Policy, in accordance with the regulations of AmeriCorps, as follows:

- The use, possession, or sale of illegal drugs at any time during the year of service is a proscribed conduct.
- RARE AmeriCorps members who use, possess, or sell illegal substances are subject to dismissal from the program.
- While acting in an official capacity as a RARE AmeriCorps member, the member will not
- Consume alcoholic beverages; or
- Be under the influence of alcohol or any controlled substance.

2.7 RELEASE FROM THE PROGRAM

RARE AmeriCorps members may be released from the program for two reasons: (1) for compelling personal circumstances, and (2) for cause.

The decision to release a member from the program for compelling reasons will be made by the RARE AmeriCorps Program Director on a case-by-case basis. The Program Director will determine the personal circumstances under which RARE AmeriCorps members will be released from a term of service. Examples of circumstances that might be considered are serious illness/injury to the RARE AmeriCorps member or death of an immediate member of the RARE AmeriCorps member's family.

RARE AmeriCorps members must request a leave for compelling reasons in writing. This request should provide detailed information about the situation and how it is affecting their ability to serve. Back-up documentation, such as a doctor's letter, legal records, or other expert information should also be provided.

RARE AmeriCorps members will be released for cause if they (1) drop out without obtaining a release for compelling personal circumstances; (2) are found to have been engaged in a proscribed conduct as outlined in Section 2.3 of this manual and in the RARE AmeriCorps member contract; or (3) are convicted of a felony during a term of service.

Releasing a RARE AmeriCorps member for cause has several consequences: (1) the RARE AmeriCorps member may not receive any education award based on the time served in the

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program; (2) the RARE AmeriCorps member must disclose any previous release for cause if they reapply to this program or to another AmeriCorps program; and (3) if the RARE AmeriCorps member fails to disclose a previous release for cause, they are permanently disqualified for an education award even after successfully completing a term of service.

When a RARE AmeriCorps member is granted a release by the Program Director for compelling personal circumstances, the Program Director may either (1) authorize a prorated education award (if the RARE AmeriCorps member has served at least 15 percent of their term of service) or (2) permit the RARE AmeriCorps member to temporarily suspend the term of service for up to two years.

If a RARE AmeriCorps member wants to leave the program, the Program Director will decide whether the reasons for leaving justify either a prorated benefit or authorized time off. If a RARE AmeriCorps member has had their service suspended due to compelling personal circumstances, they may complete the term of service in a different program if the original program is unable to accommodate them.

If a RARE AmeriCorps member is officially charged with a violent felony (such as a rape or homicide) or the sale or distribution of a controlled substance during a term of service, they will be suspended without receiving a living allowance and without receiving credit for missed hours. They may resume service (and get the withheld living allowance and credit for missed service hours) if found not guilty or the charge is dismissed. If convicted, the RARE AmeriCorps member may resume service by demonstrating that they have enrolled in an approved drug or violent offender rehabilitation program. A RARE AmeriCorps member convicted of a second or third offense of possession of a controlled substance may resume services by demonstrating successful completion of a rehabilitation program. In addition, any individual released for cause who wishes to reapply to the program from which they were released or to any other AmeriCorps program is required to disclose the release to that program. Failure to disclose to an AmeriCorps program any history of having been released for cause from another AmeriCorps program will render an individual ineligible to receive the AmeriCorps education award, whether or not that individual successfully completes the term of service.

Access to Records: RARE AmeriCorps members have the right to submit a written request to review their RARE AmeriCorps member files.

2.8 RARE AMERICORPS PROGRAM GRIEVANCE PROCEDURES

The purpose of this process is to resolve disputes involving RARE AmeriCorps members, labor unions, and any other interested individuals such as RARE AmeriCorps member applicants in a fair and expeditious manner. In general, disputes must pertain to service-related issues such as a proposed service assignment or a mid-term or end-of-term evaluation, or a RARE AmeriCorps member's suspension or dismissal. A dispute also may concern an applicant protesting the

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reason s/he/they was not selected as a RARE AmeriCorps member; or a labor union's claim that a RARE AmeriCorps member is displacing its union member.

All RARE AmeriCorps members must file complaints in accordance with the following procedures.

A. Pre-Complaint Process/Alternative Dispute Resolution

In general, all aggrieved parties such as members, applicants, or any other interested parties should attempt to resolve any problems or disputes with the other party on a one-to-one basis. The issues should be clearly stated and understood by both parties. If this process does not resolve the matter, the aggrieved party may request that the program provide an alternative dispute resolution (ADR) process such as mediation or facilitation to resolve this dispute. ADR is available but must be selected within 30 days of the filing of a grievance.

The alternative dispute process provided to the aggrieved party by the program will include a review of the grievance by a neutral party, in this case the Oregon Office for Community Dispute Resolution. The RARE AmeriCorps member and the supervising staff must prepare a written statement of the grievance. The Oregon Office for Community Dispute Resolution will review the written statements and interview the parties for additional information and recommend an equitable resolution to the grievance. The neutral party must not have participated in any previous decisions concerning the issue in dispute. ADR is confidential, non-binding, and informal.

At the initial session of ADR, the neutral party must provide written notice to the aggrieved party of their right to request a hearing. A decision on any such grievance shall be made not later than 60 days after the filing of the grievance. If the ADR process is used and the matter is not resolved within 60 calendar days from the date the alternative dispute resolution process began, the neutral party mediating or facilitating the process should notify the aggrieved party of their right to file a formal complaint. The neutral party, however, may not participate in the formal complaint process. In addition, no discussions of the pre-complaint process or ADR can be referred to or introduced into evidence in the formal complaint process including the arbitration hearing. At any time, the aggrieved party may decline ADR and proceed directly to the hearing process.

B. Formal Complaint Process

While grievances may be filed no later than one year after the date of the alleged occurrence, except for a grievance that alleges fraud or criminal activity pursuant to 45 CFR § 2540.230, it is preferred that they be filed no later than 60 days after the date of the alleged occurrence. Allegations of fraud or criminal activity must be reported

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immediately to the AmeriCorps Inspector General. If the grievance pertains to discrimination on the basis of race, color, national origin, gender, age, or disability, the RARE AmeriCorps member will be immediately notified in writing of their right to file a discrimination complaint with the AmeriCorps Equal Opportunity Office. (In general, the RARE AmeriCorps member has 180 days after the alleged discrimination to file a complaint).

A RARE AmeriCorps member may request a grievance hearing without participating in ADR or, if ADR is selected, if it fails to facilitate a mutually agreeable resolution. The RARE AmeriCorps member then may take the following steps toward a grievance hearing.

The RARE AmeriCorps member must notify the RARE AmeriCorps Program Director to discuss the complaint and put their complaint in writing setting forth the facts of the situation, the program's policy or procedure involved, and ideas or suggestions for resolution of the problem. The Program Director must discuss the matter with the RARE AmeriCorps member and any other appropriate parties and reply in writing to the RARE AmeriCorps member's written complaint within ten working days after receiving it.

The Director or a designated neutral staff representative must meet with the aggrieved parties within five working days of receiving the appeal. This is a pre-hearing conference and is not a substitute for a hearing. At the pre-hearing conference, the Program Director will work with the parties to facilitate a mutually agreeable resolution to make a hearing unnecessary or to narrow the issues to be decided at the hearing. The format of the pre-hearing conference is flexible, involving meetings with one party at a time and/or with both parties together.

The hearing will be conducted by the RARE AmeriCorps Program Director, unless the Program Director was involved in any previous decisions concerning this issue. In that case, a neutral party will be designated. Within five working days of this hearing, the Program Director or their designated official will render a decision on the grievance and the necessary actions.

C. Binding Arbitration

1. If the hearing decision is adverse to the aggrieved party who filed the grievance or if in 60 calendar days after filing of a grievance no decision has been reached, the filing party may submit the grievance to binding arbitration before a qualified arbitrator. The disputing parties will jointly select the arbitrator. The arbitrator must be independent of the disputing parties.

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2. If the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from one of the disputing parties, AmeriCorps Chief Executive Officer ("CEO") will appoint an arbitrator from a list of qualified arbitrators.
3. An arbitration proceeding must be held no later than 45 calendar days after the request for arbitration. If the arbitrator, however, is selected by the CEO, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment.
4. The arbitrator must make a decision no later than 30 calendar days after the date the arbitration proceeding begins.
5. The cost of the arbitration proceeding must be divided evenly between the parties to the arbitration. If, however, the RARE AmeriCorps member prevails in the binding arbitration proceeding, the program must pay the total cost of the proceeding and the prevailing party's attorney fees.
6. Remedies for grievances include, but are not limited to, reinstatement of a RARE AmeriCorps member wrongfully suspended or dismissed along with credit for service hours missed and back living allowances, and prohibition of a placement of a RARE AmeriCorps member.
7. A lawsuit to enforce arbitration awards may be brought in any Federal district court having jurisdiction over the parties without regard to the amount in controversy or the party's citizenship.

2.9 RARE AMERICORPS MEMBER BENEFITS

A. Living Allowance Payments

RARE AmeriCorps members will be paid a living allowance during their service commitment. RARE AmeriCorps members receive \$2,250 for each month they serve. The monthly living allowance for members serving a second term of service with the RARE AmeriCorps Program is elevated due to increased roles and responsibilities. Second year RARE AmeriCorps members receive \$2,500 for each month they serve. RARE AmeriCorps members are required to serve for a minimum of 1,700 hours over 11 months. The living allowance is taxed by the IRS, and this includes FICA and state and federal withholding. All payroll checks are issued by the University's Payroll Department and can be directly deposited into most banks and credit unions.

A living allowance is not a wage and is not paid on an hourly basis. The living allowance is dispersed in regular monthly payments and will not fluctuate based on the number of hours served in a particular time period. It will cease when a member concludes a term of service. If a member serves all required hours and the program and site have permitted them to conclude their term of service before the originally agreed upon end of term, the program cannot provide a lump sum payment to the member. Similarly, if a member is selected after the program's start date the program will provide regular living allowance payments from the member's start date and may not increase the member's living allowance incremental

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payment or provide a lump sum to make up any missed payments. Paying an increased increment during the program year is only allowable on the basis of increased living expenses such as food, housing, or transportation.

B. Right to Waive Living Allowance

A RARE AmeriCorps member may waive all or part of the payment of a living allowance if they believe their public assistance may be lost or decreased because of the living allowance. Even if the living allowance is waived, the amount may be deemed available. A RARE AmeriCorps member who has waived the living allowance may revoke the waiver at any time and begin receiving the living allowance but may not receive any portion that accrued during the waiver period.

C. Health Care Benefits Policy

The RARE AmeriCorps Program will provide health care insurance to those qualified members who are serving a 1,700-hour full-time term and who are not otherwise covered by a healthcare policy at the time the member begins their term of service.

RARE AmeriCorps members who are already covered under another health insurance policy prior to enrollment as a RARE AmeriCorps service member may not qualify for the RARE provided health insurance. RARE AmeriCorps members who are not covered by another insurance plan prior to enrollment as a RARE AmeriCorps member must apply to the Oregon Health Plan, which provides stronger overall coverage than the standard insurance plan provided by the RARE AmeriCorps Program.

The RARE AmeriCorps Program will provide healthcare insurance to members serving a 1,700-hour full-time term who lose coverage during their term of service. RARE AmeriCorps members who lose coverage during their term of service must immediately contact the RARE AmeriCorps Program Director who will enroll the member in the standard insurance plan provided by the RARE AmeriCorps Program.

RARE AmeriCorps members who are covered under other insurance plans (either the Oregon Health Plan or another third-party provider) will have to complete a waiver form and provide a copy of their ACA-approved proof of insurance, such as a health insurance card, before being allowed to deny or be taken off the insurance provided by RARE.

The RARE AmeriCorps Program's standard insurance plan is provided through the Corps Network with medical coverage underwritten by CIGNA and Accidental Death and Dismemberment (D&D) underwritten by Gerber. Additional dental/vision insurance is not provided.

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D. Childcare Benefits

Childcare subsidies are available for qualified RARE AmeriCorps members with dependent children 13 years of age or younger. For more information about this benefit go to:

<https://www.americorpschildcare.com/>

E. Workers' Compensation Insurance

RARE provides Workers' Compensation Insurance to all RARE AmeriCorps members. Workers' Compensation Insurance covers on-the-job injuries. If a RARE AmeriCorps member has an accident or injury while serving or if a physician diagnoses a medical condition as service related, the RARE AmeriCorps member must notify the RARE AmeriCorps Program Director immediately. After the initial verbal report, the RARE AmeriCorps member must complete a Workers' Compensation claim within 48 hours of the incident or visit to the physician.

F. Unemployment Insurance

AmeriCorps members serving in Oregon are not eligible to receive unemployment benefits. Members are not employees of their site, sponsor, or AmeriCorps. ORS 657.067 amended by Senate Bill 970 states that "employment" does not include service performed by participants in an AmeriCorps program.

G. Segal AmeriCorps Education Awards

After RARE AmeriCorps members have completed their service and final paperwork (AmeriCorps End of Service form, End of Service Report, biannual work plans, timesheets, supporting documents, and post-service survey), they are eligible for a Segal AmeriCorps Education Award that can be used to pay for continuing education and to repay qualified student loans. The amount of the award is \$6,895 for full-time RARE AmeriCorps members who have completed a minimum of 1,700 hours of service. See information on use of Education Awards in Section 2.11.

H. Loan Forbearance

RARE AmeriCorps members are eligible to have the repayment of certain student loans postponed while they are earning an education award. This postponement, called forbearance, is not automatic. RARE AmeriCorps members must request forbearance from loan holders using the My AmeriCorps Portal.

I. Interest Payment

The National Service Trust will pay the total interest accrued on certain loans during the time of the RARE AmeriCorps member's service. An Interest Accrual Form must be completed at the

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end of the term of service. The Trust will pay interest only for loans that are qualified and have been placed in forbearance.

J. College Cost Reduction and Access Act of 2008 (CCRAA)

CCRAA may offer RARE AmeriCorps members significant benefits. The Act has two provisions with implications for RARE AmeriCorps members: the Income-Based Repayment Plan (IBR) and the Public Service Loan Forgiveness Program.

The IBR Plan will make it easier for RARE AmeriCorps members to pay back student loans while serving. RARE AmeriCorps members who meet IBR's debt-to-income ratio threshold specified in the CCRAA will be able to make payments as low as \$0 a month while serving in AmeriCorps.

CCRAA information can be found on the following agency websites which provide helpful information in learning more about IBT and Public Service Loan Forgiveness: [Department of Education](#), [Equal Justice Works](#), [National Association of Student Financial Aid Administrators](#), [FinAid.org](#), [EdFund.org](#), [Federal Student Aid](#), [IBR Info](#), [Student Loan Borrower Assistance](#).

K. Holiday, Vacation, and Sick Leave

Because RARE AmeriCorps members commit to a certain number of hours of service, they do not accrue any leave. Rather, if they are not serving due to a holiday, illness, or personal vacation, they are not accruing hours towards their commitment. No hours are given for federal or state holidays. If a RARE AmeriCorps member is sick and unable to serve on a particular day, they should notify their local supervisor.

Vacations should be discussed with the host organization supervisor to ensure that scheduled vacations do not interfere with critical days for projects. RARE AmeriCorps members can take vacation days as long as they are still able to complete their 1,700 hours within eleven months.

L. Family and Medical Leave

At the RARE AmeriCorps Program's discretion, temporary leave may also be authorized for the reasons allowed under FMLA to RARE AmeriCorps members who do not otherwise meet the eligibility requirements for FMLA leave as described in the regulations. If temporary leave is appropriate, grantees have the flexibility to determine the duration of the absence for up to 12 weeks and may choose to continue providing health benefits to the RARE AmeriCorps member during the period of absence. The RARE AmeriCorps member must be suspended during the period of temporary leave.

The length of the leave must be based on two considerations: (1) the circumstances of the situation; and (2) the impact of the absence on the RARE AmeriCorps member's service

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experience and on the overall program. If the disruption would seriously compromise the RARE AmeriCorps member's service experience or the quality of the program as a whole, then the grantee may offer the RARE AmeriCorps member the option of rejoining the program in the next service year or completely withdrawing from the program.

M. Jury Duty

RARE AmeriCorps members who are called for jury duty should serve on the jury. RARE AmeriCorps members shall not be penalized and should continue to receive credit for the service hours, living allowance, health care, etc., regardless of incidental expenses paid from the court.

N. Impact of RARE AmeriCorps Member Benefits

The RARE AmeriCorps member is responsible for the impact that benefits received from the RARE AmeriCorps Program (including living allowance, health insurance, education award, loan deferment, and interest accrual) may have on work study and other assistance programs.

O. Training

The RARE AmeriCorps Program will provide trainings in the fall, winter, and spring. The topics of these trainings will vary depending on the members and the projects for each year, but will generally include community engagement, facilitation, grant writing, and volunteer management, among others. The RARE AmeriCorps Program will cover the costs of these trainings. The RARE AmeriCorps Program will also work with its partner organizations to identify training/conference opportunities that may benefit RARE AmeriCorps members and, to the extent possible, negotiate a reduced rate.

P. Armed Forces Reserves

Generally, the Reserves of the U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, U.S. Coast Guard, the Army National Guard, and the Air National Guard require reservists to serve one weekend a month plus 12 to 15 days a year (hereafter referred to as the two-week active-duty service). To the extent possible, we seek to minimize the disruption in AmeriCorps service as a result of discharging responsibilities related to reservist duties. If RARE AmeriCorps members have a choice of when to fulfill their annual two-week active-duty requirement, they should do so when it will not disrupt their AmeriCorps service.

In instances where the dates of active duty are inflexible and conflict with AmeriCorps service, RARE AmeriCorps members will be granted a leave of absence for the two-week period of active-duty service in the Reserves.

RARE AmeriCorps members may not receive time-off for additional Reserves-related service beyond the two-week active-duty service. No AmeriCorps service credit is earned for the once-

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a-month weekend service in the Reserves. We will credit RARE AmeriCorps members for service hours during their two weeks of active-duty service in the Reserves if it occurs during their AmeriCorps term of service. The RARE AmeriCorps member would receive credit for the number of hours they would have served during that period had there been no interruption. For example, if a full-time RARE AmeriCorps member is signed up to serve 30 hours of AmeriCorps service one week and 40 hours of AmeriCorps service on the following week, they would receive 70 hours of AmeriCorps service credit for the two weeks of active-duty service regardless of the actual number of hours served in the Reserves.

Reservists in the U.S. Armed Forces receive compensation for their mandatory two weeks of active-duty service. The compensation regulations governing the Army and Air National Guard may vary by state. We will continue to pay the living allowance and provide health care and childcare coverage for the two-week period of active duty.

Q. Voting

The RARE AmeriCorps Program encourages all eligible RARE AmeriCorps members to register and vote. However, the grantee is prohibited from requiring RARE AmeriCorps members to register or to vote, and from attempting to influence how RARE AmeriCorps members vote. RARE AmeriCorps members who are unable to vote before or after service hours should be allowed to do so during their service time without incurring any penalties. The site supervisor should determine the length of absence.

There is no prohibition against members wearing their AmeriCorps gear while voting; however, members are prohibited from engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office and 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 while wearing the AmeriCorps logo.

R. Nondiscrimination

It is against the law for organizations that receive federal financial assistance from AmeriCorps to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or in most cases, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, AmeriCorps members may bring a complaint to the attention of AmeriCorps.

If you believe that you or others have been discriminated against in violation of any civil rights laws, regulations, or this policy, or have been subject to retaliation for opposing discrimination or participating in discrimination complaint proceedings (e.g., as a complainant or witness) in any AmeriCorps program or project, or if you want more information contact: Program Director

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Titus Tomlinson or AmeriCorps headquarters. You can email AmeriCorps at eo@cns.gov or call the Civil Rights Hotline at (202) 606-3461.

S. Civil Rights and Non-Harassment Policy

As with all federal grant programs, the RARE AmeriCorps Program will be conducted, and facilities operated, in compliance with the applicable civil rights statutes and their implementing regulations. For civil rights purposes, all programs and projects funded or receiving service from RARE AmeriCorps members under the National and Community Service Act, as amended, are programs or activities receiving federal financial assistance. More information on the 2022 Civil Rights and Non-Harassment Policy:

<https://www.americorps.gov/sites/default/files/document/Program-Civil-Rights-and-Non-Harassment-2022-03-29-508.pdf>

T. Support Services

IPRE staff and faculty offer RARE AmeriCorps members a number of topically focused support services. IPRE/RARE staff have considerable experience in designing and implementing projects and conducting research and are available to aid RARE AmeriCorps members and their host communities. RARE has also compiled an extensive library of community development resources that can be accessed by RARE AmeriCorps members.

All RARE AmeriCorps members will receive an email address through the University of Oregon. This account provides them with access to the University of Oregon's library system and an array of other campus-based resources.

Section 7 of this manual provides information on resources available through RARE, IPRE, the University of Oregon, and other sources.

U. Reasonable Accommodation

Reasonable accommodation is a logical adjustment made to a service environment to enable a person with a disability to perform the essential functions of the job. Reasonable accommodation will be determined on a case-by-case basis. Disabilities affect people differently and an accommodation that is successful for one person may not be appropriate for another, despite their having the same disability. Once in service, a RARE AmeriCorps member may disclose a disability or make a request for a reasonable accommodation at any time by contacting the Program Director, Titus Tomlinson, at 541-513-9989 or (titust@uoregon.edu).

The RARE AmeriCorps Program is committed to working with and supporting diverse RARE AmeriCorps members throughout their service placement. As part of this commitment, we will work closely with our community placement organizations to provide reasonable accommodation to the known mental or physical disabilities of our RARE AmeriCorps members. If a member believes that they need accommodation to complete the essential functions of

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their position, they should contact the Program Director as soon as possible to receive support. It is always up to the RARE AmeriCorps member who discloses to decide how much information to share about a disability. If a RARE AmeriCorps member discloses a disability, that information must be/will be maintained confidentially and cannot be disclosed to others unless the RARE AmeriCorps member provides approval in writing or in another verifiable method.

V. Hidden Disabilities

Hidden disabilities are those disabilities that cannot be directly identified through observation. They can include cognitive, chronic health, and psychological disabilities. Hidden disabilities are real and can substantially limit major life activities just as much or more than a disability that is visible. It is important to remember that many people with visible disabilities also have hidden disabilities. It is very difficult to recognize hidden disabilities. If someone does not disclose that they have a disability, there may be some indicators that may signal a possible disability. These include frequent requests to have information repeated, difficulty paying attention, confusion, difficulty following directions, impulsive behavior, sudden changes in mood, significant fatigue, difficulty sitting still or standing for long periods, Sudden weight loss or gain, frequent medical appointments or treatments.

Asking about a hidden disability can be a very delicate issue and should be handled with the utmost care and respect for the individual's wishes, concerns, and decisions related to disclosing any information about their disability.

2.10 RARE AMERICORPS ACCOUNTING

The RARE AmeriCorps Program provides reimbursements for some out-of-pocket expenses. These expenses include mileage expenses for travel to RARE AmeriCorps Program meetings or trainings, meal expenses associated with RARE AmeriCorps Program meetings or trainings, and other expenses deemed appropriate by the Program Director. To be reimbursed for these expenses, the RARE AmeriCorps member must submit an online request via Concur, the University of Oregon's online travel reimbursement platform. More details on the Travel Reimbursement Policy can be found on page 43. The RARE AmeriCorps Program does not reimburse RARE AmeriCorps members for living expenses (rent, food, utilities, etc.). These expenses should be met with the monthly living allowance that is provided. Under no circumstances will any reimbursements for alcoholic beverages be approved.

Office supplies such as printer paper, printer cartridges, writing instruments, report binding and printing, and other similar expenses that are typically associated with the normal execution of duties are the host organization's responsibility. However, if disagreement arises over any of these issues, the RARE AmeriCorps member should contact RARE staff for help resolving these issues.

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It is the RARE AmeriCorps member's responsibility to have a current home address and phone number on file with the University of Oregon, via DuckWeb, to ensure timely receipt of payments.

2.11 DESCRIPTION OF SEGAL EDUCATION AWARD

Number of Education Awards

A RARE AmeriCorps member may serve up to four terms of service in AmeriCorps State and National regardless of type of term. However, a RARE AmeriCorps member may only receive the value of two full-time education awards.

A program may use funds from AmeriCorps for member support costs for a RARE AmeriCorps member who has already received the value of two full-time education awards if the member has not yet served four terms total.

- AmeriCorps State and National – 4 terms
- VISTA – 3 terms
- NCCC – 2 terms

A program may not use funds from AmeriCorps for RARE AmeriCorps member support costs for a member who has already served the maximum number of terms of service.

Members who have received the value of two full-time education awards are eligible for forbearance during their service terms and to have their accrued interest paid after successfully completing their service.

Use of Segal Education Award

RARE AmeriCorps members who have received the value of two full-time education awards are eligible for forbearance during their service terms and to have their accrued interest paid after successfully completing their service.

The education award can be used in the following ways, or in a combination of the following ways:

- To repay qualified student loans.
- To pay all or part of the current education expenses to attend a qualified institution of higher education (including certain vocational programs).

Beginning with terms of service that start on or after Oct. 1, 2009, the education award may be used to pay expenses incurred in enrolling in an educational institution or training establishment that is approved under the GI Bill.

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A RARE AmeriCorps member may use the education award up to seven years after their last day of service. A RARE AmeriCorps member may apply for an extension if:

- They are unable to use the award for some reason during that time that is outside of their control such as a serious illness; or
- They enroll in another term of service in an approved program.

To be considered for an extension, a RARE AmeriCorps member **must** apply for an extension before the end of the seven-year period.

The Department of Education has defined the term "costs of attendance" to mean tuition, normal fees, required material, equipment, and supplies. In addition, each educational institution establishes allowances for room and board, books, supplies, transportation, and miscellaneous personal expenses, which are also included in the cost of attendance.

RARE AmeriCorps members may attend an institution of higher education (including certain vocational programs) as defined in section 481(a) of the Higher Education Act of 1965, as amended (20 U.S.C. 1088(a)) and which has a Title IV Program Participation Agreement with the U.S. Department of Higher Education.

This includes most institutions of higher education (including graduate and professional programs), as well as some vocational schools. If in doubt, RARE AmeriCorps members should check with the institution prior to making definite plans. The institution's financial aid office will know if they meet this requirement.

The award can be used to help pay one or more loans or the costs of attendance at one or more educational institutions, or a combination. Qualified loans are loans backed by the federal government under Title IV of the Higher Education Act (except PLUS Loans to parents of students) or under Titles VII or VIII of the Public Health Service Act.

Many post-secondary institutions offer educational opportunities abroad. As long as the institution itself is in the U.S. and meets the legal requirements listed above, an AmeriCorps member may use the education award to study overseas. Foreign schools, however, do not meet the Higher Education Act criteria.

RARE AmeriCorps members can divide up the award and use it any way they wish, so long as it is for authorized educational expenditures. For example, a portion of the award could be applied to existing qualified student loans and the remainder could be saved to pay for authorized college costs at a later date.

The education award will not be taken into account in determining eligibility for any Federal student aid. AmeriCorps has no jurisdiction over whether State or private universities – of private scholarship funds – will take it into account in determining eligibility for institutional aid; however, AmeriCorps has requested that institutions not do so.

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SECTION 2 – MEMBER BENEFITS AND RESPONSIBILITIES

Awards are provided from a special account in the United States Treasury called the National Service Trust. This Trust is managed by AmeriCorps.

When RARE AmeriCorps members complete their term of service, RARE staff will notify the Trust that they have successfully completed the program. From this point forward, a RARE AmeriCorps member may choose to have all or portions of their education award paid to an institution or lender via the AmeriCorps online payment system, called My AmeriCorps Portal: <https://my.americorps.gov/mp/login.do>. Once a payment has been requested and approved via this system, payments will be made directly to the school or loan holder. When payments are made, AmeriCorps will inform RARE AmeriCorps members of the amounts and the balance in their account. For information on the status of their education award after completion of their term of service, AmeriCorps members should visit the online payment system.

Once the member's term of service is successfully completed, the Trust may be able to pay the interest that accrued on their student loans while they were serving. Because these are benefits above and beyond the education award, interest payments will not be deducted from the amount of the award. This payment of student loan interest is subject to taxation per federal law.

Unless RARE AmeriCorps members are released from service for compelling personal circumstances, the Trust cannot pay any interest accrued during the period if they do not complete their full term of service. Although generally interest will not be paid by the Trust if RARE AmeriCorps members do not complete a full term of service, it may be possible under other authorities. RARE AmeriCorps members should check with their lender to determine whether their student loan qualifies for another type of deferment.

Taxability of Education Award

The education award is taxed at the *federal* level in the year it is used. For example, if a member uses all or part of the education award for college in the fall of 2024, that member must pay taxes on the portion of the award used when he or she files 2024 taxes.

AmeriCorps does not withhold taxes from the award. By the end of January each year, AmeriCorps sends a 1099 Form to all AmeriCorps members who have made payments from their education awards and for whom interest payments have been made during the previous year totaling more than \$600.00. The 1099 Form does not need to be submitted to the IRS with a member's tax return, but it reflects the amount that AmeriCorps reports to the IRS as taxable miscellaneous income.

As of the 2022 tax year, the education award is NOT taxable by the state of Oregon, per [House Bill 2433](#) Section 36. However, the education award is still taxable by the federal government.

SECTION 2 – MEMBER BENEFITS AND RESPONSIBILITIES

Transferability of Education Award

To transfer an education award, an AmeriCorps member must: (1) have earned the award in an AmeriCorps program; (2) have been aged 55 or older on the date you began the approved term of service; and (3) have begun the term of service on or after October 1, 2009. If they meet all three of these criteria, the AmeriCorps member may transfer all or a portion of their unused education award. Once transferred, the AmeriCorps member may revoke any unused amount prior to the expiration of the award. An AmeriCorps member can only transfer each award once. They may transfer the award to their child, grandchild, or foster child. The recipient to whom they transfer the award can use the award to pay the cost of attendance at qualified institutions of higher learning or to pay qualified student loans. The recipient can receive transfers from multiple education awards but only up to the current value of two full-time education awards.

2.12 AMERICORPS PLEDGE

I will get things done for America to make our people safer, smarter, and healthier.

I will bring Americans together to strengthen our communities.

Faced with apathy, I will take action.

Faced with conflict, I will seek common ground.

Faced with adversity, I will persevere.

I will carry this commitment with me this year and beyond.

I'm an AmeriCorps member, and I will get things done.

SECTION 3 – SUPERVISION AND MANAGEMENT

3.1 THE ROLE OF THE RARE SUPERVISOR

Supervisors in the RARE AmeriCorps Program have the unique opportunity to play an active role in the growth and development of tomorrow's leaders while at the same time helping their community successfully achieve its goals. RARE supervisors introduce their RARE AmeriCorps members to the world of community planning, natural resource management, public policy, and more. Additionally, RARE AmeriCorps members can explore life and public service in rural communities that are undergoing an economic, environmental, and social transition. RARE supervisors help their RARE AmeriCorps members gain valuable knowledge and experience while providing much needed professional level community service.

RARE supervisors can also contribute to other rural communities in Oregon by meeting and interacting with other RARE supervisors and community leaders. Many rural communities in Oregon are facing the same challenges. By learning about what actions other communities are taking to solve their problems, and sharing their own experiences with other RARE supervisors, RARE communities will gain additional skills and tools that can help them with difficult issues and projects.

3.2 SUPERVISION AND MANAGEMENT

While providing community service to rural areas, RARE AmeriCorps members will be supervised by one employee or board member of the participating city, county, or agency (client). The supervisor will make assignments, establish priorities, and otherwise specify community service activities desired by the client group.

Accomplishing tasks requested by the host organization (client) is the responsibility of the RARE AmeriCorps member. Technical support will be provided as needed by the IPRE/RARE staff.

Prior to the placement of RARE AmeriCorps members, host organizations provide a position description and a list of potential projects to be completed by the RARE AmeriCorps member. Within four weeks after beginning service, the RARE AmeriCorps member is to develop a work plan for their year of service in cooperation with their supervisor. Work plans must be approved by the supervisor and forwarded to the RARE Office.

RARE AmeriCorps members serve on a day-to-day basis with their participating supervisors. RARE AmeriCorps members serve hours that coincide with the supervising organization's work schedule. Supervisors maintain regular contact with RARE staff to discuss their RARE AmeriCorps member's service progress, including but not limited to, changes in the work plan, problem solving, technical solutions, etc.

RARE AmeriCorps members are not allowed under any circumstances to fill in for an absent employee of the participating city, county, or agency. By law, RARE AmeriCorps members may not perform services, duties, or activities that were assigned to an employee. RARE AmeriCorps

SECTION 3 – SUPERVISION AND MANAGEMENT

members may not be used in a way that will displace an employee or position or infringe on an employee's promotional opportunities.

A. Performance Evaluation

Each RARE AmeriCorps member's performance will be evaluated through monthly timesheets, impact surveys and, in greater depth, through biannual assessments. Each month, the RARE AmeriCorps member will submit a brief impact survey detailing accomplishments and challenges. These impact surveys are completed through Qualtrics.

biannually, the RARE supervisor and the RARE AmeriCorps member will each complete an assessment of the member's performance using a form provided by the RARE office. It is required that the RARE AmeriCorps member and RARE supervisor meet at least biannually to review the written assessments. At this same time, the member and supervisor will review and update the work plan. Signed copies of the written assessments and the revised work plan will then be forwarded to the RARE office.

In the event that the RARE AmeriCorps member receives a generally unfavorable evaluation from the supervisor, the RARE AmeriCorps member will be required to meet with the supervisor and the RARE AmeriCorps Program Coordinator to discuss steps to improve service performance. The results of this meeting will be summarized in a memorandum that will be shared and signed by all three parties.

If the RARE AmeriCorps member receives a second generally unfavorable evaluation, they will be required to meet with the participating supervisor, the RARE AmeriCorps Program Coordinator, and the RARE AmeriCorps Program Director to determine what actions need to be taken to improve performance. The results of this meeting will be summarized in a second memorandum that will be shared by all parties involved. If the issues relating to unsatisfactory performance cannot be resolved at this meeting, the RARE AmeriCorps member may be suspended or terminated for cause by the Program Director.

B. Timekeeping

RARE AmeriCorps members are asked to keep accurate records of the time spent during their term of service in their RARE community. RARE AmeriCorps members are required to identify the time spent on various projects and their tasks on their monthly timesheets. The RARE AmeriCorps Program uses a web-based time-tracking system called OnCorps. After the RARE AmeriCorps member fills out the timesheets, they are made available to the community supervisor for review and approval. The RARE AmeriCorps member is required to assure that their timesheets are reviewed and approved by their supervisor by no later than the 10th of each month, e.g., October timesheets must be approved by November 10.

SECTION 3 – SUPERVISION AND MANAGEMENT

If a supervisor would like the RARE AmeriCorps member to keep timesheet records with the organization as well, they will need to arrange that with the RARE AmeriCorps member. Please notify the RARE AmeriCorps Program if this is asked of your member.

C. Work Plan

A work plan is required to be submitted by each RARE AmeriCorps member to the RARE office within four weeks of beginning service. The work plan serves as a clear outline of why, what, how, and when the RARE AmeriCorps member is to perform duties and create products. The plan also serves as an informal “contract” between the RARE AmeriCorps member and supervisor by providing the information needed to evaluate progress and accomplishments. The work plan should be constructed in detail for the first three months and should be reviewed and updated at regular intervals to make necessary adjustments. The work plan review and update should be done at the same time as the biannual assessments. RARE AmeriCorps members receive training on the content and format of a work plan.

The work plan should include, but not be limited to:

1. A goal statement that should be a clear response to the need.
2. A table showing tasks to get to the goal in one column and expected outcomes in the second column.
3. A simplified timeline that shows when the tasks are expected to begin and end.

D. Safety Procedures

Per the host organization contract signed by the sponsoring host organization, site supervisors will train RARE AmeriCorps members on local safety procedures and emergency preparedness particular to that sponsoring host organization. This includes, but is not limited to, what to do if a natural disaster affects the host organization, and how to handle emergency situations in the office or community where the RARE AmeriCorps member serves. RARE staff want to ensure that if faced with an emergency, the RARE AmeriCorps member has an awareness of what to do, who to call, and how to act. Ideally, as a result of this safety training, a RARE AmeriCorps member will be prepared to help their local community in case of an emergency or disaster. To document that each host organization has safety procedures and trains their RARE AmeriCorps member, a signed form that indicates the RARE AmeriCorps member has received training on safety must be completed and submitted to RARE. RARE staff will send this form out at the beginning of the RARE AmeriCorps member’s term of service.

E. Communications with RARE

RARE supervisors will receive regular communications from the RARE office, typically by email. All host sites should expect at least one site visit from RARE AmeriCorps Program staff during the service year. During these site visits, it is expected that the member, supervisor, and RARE staff will meet to discuss the placement.

SECTION 3 – SUPERVISION AND MANAGEMENT

3.3 ACCOUNTING AND EXPENSES

A. Contracts and Billing

Host organization contracts will be generated and signed prior to the RARE AmeriCorps member's placement in September. One signed copy of the contract is retained by the host organization; the second signed copy is returned to the RARE AmeriCorps Program office. One-quarter of the contract amount is due at the time the signed contract is returned.

Subsequent quarterly billings will be sent out in December, March, and June. Modified billing schedules may be negotiated if necessary. Contact IPRE's Grants and Contracts Administrator for more information, or to set up an alternative billing schedule.

B. RARE AmeriCorps Member Living Allowance

RARE AmeriCorps members in the RARE AmeriCorps Program provide rural community development assistance as a part of their educational training. RARE AmeriCorps members are not employees of AmeriCorps, the community they serve, or the University of Oregon. They do, however, receive a living allowance through the University and are covered by Workers' Compensation. The living allowance is designed to cover the cost of living in rural areas. Liability insurance coverage is the responsibility of the host organization and is usually covered by the organization's standard volunteer liability clause.

The University of Oregon transfers stipends directly to the RARE AmeriCorps member's bank account on the last working day of each month. RARE AmeriCorps members receive a stipend check for each month served of the 11-month, 1,700-hour term. RARE AmeriCorps members may also receive 11 months of medical insurance coverage.

C. Training

The RARE AmeriCorps Program provides reimbursements to RARE AmeriCorps members for costs associated with required RARE training sessions and meetings. These expenses include mileage expenses for travel, meals, and lodging.

Hours spent traveling and attending RARE sponsored training sessions and meetings or supervisor approved professional development are applied toward the 1,700 hours required to complete a term of service.

According to the AmeriCorps regulations, RARE AmeriCorps members may spend up to 20% of their service hours in personal/professional development, including RARE trainings. To count towards the required 1,700 hours, trainings must be sanctioned by either the RARE AmeriCorps Program or the host organization.

SECTION 3 – SUPERVISION AND MANAGEMENT

D. Computers and Technical Equipment

It is the responsibility of the host organization to provide suitable computer and other technical equipment required for the RARE AmeriCorps member to successfully complete the tasks assigned to them.

E. Office Supplies

Office supplies such as printer paper, printer cartridges, writing instruments, report binding/printing, and other similar expenses that are typically associated with the normal execution of duties are the host organization's responsibility.

F. Travel Expenses

The host organization is responsible for reimbursing the RARE AmeriCorps member for travel costs associated with the normal execution of duties in accordance with the organization's own policies and procedures. These costs may include mileage, meals, and lodging. Additional details on the Travel Reimbursement Policy can be found on page 43.

3.4 COMMUNITY TRAINING AND TECHNICAL ASSISTANCE

IPRE staff and faculty offer RARE AmeriCorps members several topically focused support services. IPRE/RARE staff have considerable experience in designing and implementing projects and conducting research and are available to aid RARE AmeriCorps members and their host organizations.

SECTION 4 – PROGRAM ROLES AND RESPONSIBILITIES

4.1 THE ROLE OF THE RARE AMERICORPS PROGRAM

The RARE AmeriCorps Program Director, Program Coordinators, and Program Assistant work together to manage the day-to-day operations of the RARE AmeriCorps Program. They are responsible for recruiting cities, counties, and agencies interested in hosting RARE AmeriCorps members and conducting interviews of those organizations expressing interest. They also provide information for students and others interested in becoming RARE AmeriCorps members and conduct RARE AmeriCorps member interviews. RARE staff convenes review panels each year to review applications and select both host organization and RARE AmeriCorps member candidates.

The RARE AmeriCorps Director, Program Coordinators, and Program Assistant are responsible for the design and delivery of RARE AmeriCorps member orientation and training sessions, supervising RARE placements, and coordinating research and technical assistance for RARE AmeriCorps members and host organizations. They are also responsible for maintaining RARE AmeriCorps member and host organization records and contracting with a health insurance provider.

IPRE's Grants and Contracts Administrator is responsible for maintaining and processing all host organization contracts and billing procedures. The Grants and Contracts Administrator is also responsible for processing RARE AmeriCorps member living allowance dispersal.

4.2 SUPERVISION AND MANAGEMENT

A. Performance Evaluation

RARE staff will create and distribute monthly impact surveys to RARE AmeriCorps members and a mid-year and end of year assessments to both host organizations and RARE AmeriCorps members. RARE staff will evaluate results from both the monthly timesheets and the assessments and will follow up where necessary.

In the event that the RARE AmeriCorps member receives a generally unfavorable evaluation from the supervisor, the member will be required to meet with the supervisor and a RARE AmeriCorps Program Coordinator and/or Director to discuss steps to improve performance. The results of this meeting will be summarized in a memo that will be shared and signed by all three parties.

If the RARE AmeriCorps member receives a second generally unfavorable evaluation, they will be required to meet with the participating supervisor, the RARE AmeriCorps Program Coordinator, and the RARE AmeriCorps Program Director to determine what actions need to be taken to improve performance. The results of this meeting will be summarized in a memorandum that will be shared by all parties involved.

RARE AMERICORPS ADMINISTRATIVE HANDBOOK

SECTION 4 – PROGRAM ROLES AND RESPONSIBILITIES

If the issues relating to unsatisfactory performance cannot be resolved at this meeting, the RARE AmeriCorps member may be suspended or terminated for cause by the RARE AmeriCorps Program Director.

B. Timekeeping

RARE AmeriCorps members are required to file timesheets with the RARE office during their term of service. The RARE AmeriCorps Program uses a web-based time-tracking system, OnCorps, to serve this purpose. RARE staff will utilize this web-based system to track hours of service performed throughout the year.

When the RARE AmeriCorps member is in their last month of the 11-month service term, the RARE staff will send the RARE AmeriCorps member an End of Service Assessment to be filled out. The RARE AmeriCorps Program will utilize OnCorps to confirm completion of the minimum 1,700 hours.

C. Work Plan

The RARE AmeriCorps Program Director and/or Program Coordinators will confer, either on site or by telephone, with both the supervisor and RARE AmeriCorps member within the first weeks of service to aid in the creation of the RARE AmeriCorps member's work plan. Work plans will be reviewed by RARE AmeriCorps members, supervisors and RARE staff. Any major modifications to a work plan, e.g., replacing the revision of a comprehensive plan with the development of an economic development plan, must be shared with RARE staff.

D. Communications with RARE AmeriCorps Members and Communities

RARE AmeriCorps members and supervisors are encouraged to contact RARE staff at any time with questions, concerns, or requests for technical assistance.

RARE staff will update RARE AmeriCorps members at least twice during the service year on the status of the RARE AmeriCorps members' hours and supervisors on the billing process. Also included with this update is the RARE AmeriCorps member assessment as described above.

4.3 TRAINING AND TECHNICAL ASSISTANCE

During their field-based community service, RARE AmeriCorps members receive training from RARE staff, professional trainers, statewide partners, IPRE faculty, and RARE alumni who provide instruction and support on topics such as project management, group facilitation, and Oregon government that prepare RARE AmeriCorps members for their service experience.

IPRE faculty provide technical assistance to RARE AmeriCorps members and host organizations that includes helping members design and manage projects in their host community,

RARE AMERICORPS ADMINISTRATIVE HANDBOOK

SECTION 4 – PROGRAM ROLES AND RESPONSIBILITIES

coordinating member activities (newsletters, conferences, etc.), and linking members to pertinent research information and other resources at the University of Oregon.

4.4 ACCOUNTING AND EXPENSES

Training Expenses

During their term of service, RARE AmeriCorps members are required to attend all orientation and training sessions. The RARE AmeriCorps Program covers the costs associated with these trainings, e.g., training manuals and materials, lodging, meals, and travel costs.

RARE supervisors are required to attend an orientation at the beginning of the RARE AmeriCorps member's term of service. Orientation will take place virtually via Zoom.

4.5 SAFETY PROCEDURES

This emergency plan is designed to ensure that in the case of an emergency, clear communication can take place and assistance will be provided. Emergencies, for the purposes of this plan, fall into two categories: a personal emergency involving an individual RARE AmeriCorps member, which can include personal injury, site-specific disaster (e.g., fire in home) or family emergency; and a community, state, or national emergency. For each, different emergency procedures should be followed. These are described below.

Personal Emergency

In the case of personal emergency, such as a personal injury, local disaster, or family emergency that results in the RARE AmeriCorps member missing service time, the RARE AmeriCorps member should contact the Program Director immediately. RARE AmeriCorps members should contact the Program Director for two reasons: (1) so the Program Director can arrange any assistance that is needed and (2) the Program Director can be sure that the supervisor is informed of the situation. The RARE AmeriCorps member may also choose to contact their supervisor directly.

If a supervisor is concerned about a RARE AmeriCorps member because that member has not shown up for service and has not contacted the supervisor, the supervisor should then contact the Program Director immediately.

Community, State or National Emergency

In the case of a community-wide, state, or national emergency (natural or human-caused), affected RARE AmeriCorps members should contact the Program Director or Program Coordinators to inform them of their status. If the RARE AmeriCorps member cannot contact

SECTION 4 – PROGRAM ROLES AND RESPONSIBILITIES

the Program Director or Program Coordinator through the office number (either because the Program Director or Program Coordinator is not in the office or it is an evening, weekend, or holiday), their cell phone numbers provided below should be utilized. RARE AmeriCorps members should contact the Program Director or Program Coordinator for two reasons: (1) so the program can arrange any assistance that is needed and (2) the program can be sure that the supervisor is informed of the situation. The RARE AmeriCorps member may also choose to contact the supervisor directly.

In the case of an emergency that causes communication lines within the State of Oregon to be disrupted, the RARE AmeriCorps member should contact the RARE AmeriCorps Program's out-of-state contact and inform the contact of the RARE AmeriCorps member's status.

In State Contact:

Titus Tomlinson, Program Director, 541-346-2879 (office), 541-513-9989 (cell)

Liz Gronert, Program Coordinator, 541-357-6129 (office), 515-360-3781 (cell)

Out of State Contact:

Karen Mauldin-Curtis, Illinois Institute for Rural Affairs, 309-298-2706 (office)

RARE AMERICORPS ADMINISTRATIVE HANDBOOK

SECTION 5 – TIMESHEET PROCEDURES

It is crucial that all RARE AmeriCorps Members accurately record time spent in service. OnCorps is the time tracking platform all RARE AmeriCorps Members must use to record and monitor their service hours. OnCorps is a secure, E-signature compliant system. The platform requires unique usernames and passwords. E-mails are used to notify users of needed actions.

All RARE AmeriCorps Members must submit timesheets via OnCorps by the 5th of each month and the supervisor must review and approve them by the 10th of each month. RARE Staff will review each timesheet for completion and accuracy on a monthly basis. Failure to complete timesheets in a timely manner may result in a withheld living stipend until missing timesheets are attained.

Time Sheet Categories

OnCorps breaks hours down into 3 main categories – Service, Training, and Fundraising as outlined in Section 2.2E of Member Handbook. Of the 1,700-hour minimum requirement all RARE AmeriCorps Members must serve, up to 20% can be for professional development (at trainings officially sponsored or sanctioned by the RARE AmeriCorps Program or host organizations) and up to 10% can be fundraising. A minimum of 70% must be service.

When counting travel time, please track and account for this under the project it supports.

One exception is travel to a RARE-sponsored training, count this travel time as RARE Admin hours. Countable hours for each training will be outlined on the associated agenda.

Service

Administration for RARE
Administration for Host Site
Project Development and Implementation

These projects should be based off your workplan, selecting projects that will run the majority of the service year. Please include project names for each in the comments section of your timesheet.

Training

Members should categorize RARE Sponsored Trainings (*Note: Meals during trainings are primarily social and should not be counted towards training hours*) and other professional development as 'Training' in OnCorps. Examples of other professional development include:

- Conferences
- Webinars

SECTION 5 – TIMESHEET PROCEDURES

- Workshops (grant writing, strategic doing, etc.)

Questions about what can be counted at 'Training' in OnCorps should be directed to the RARE Program Coordinator.

Fundraising

Members should categorize all fundraising activities as "Fundraising" in OnCorps. Examples of fundraising activities include:

- Grant Writing (*Note: Do not count time spent on research or project development towards fundraising hours. Instead, count those hours towards the Project category the grant is tied to*)
- Fundraising Events

Questions about what can be counted as 'Fundraising' in OnCorps should be directed to the RARE Program Coordinator.

Simple Steps for a Perfect Timesheet

1. Input hours under applicable categories, rounding to the nearest quarter hour.
Members should input hours served daily.
2. Member submits timesheet by 5th of the month. Timesheet is now locked, hours are "pending".
3. Supervisor(s) are notified by email and onscreen in OnCorps that timesheets require their attention.
4. Supervisor(s) approves or rejects w/comments by the 10th of each month. Approved timesheets are locked; rejected timesheets are unlocked for revisions.
5. If rejected, member is notified.
6. If rejected, member re-submits revised timesheet.
7. Once approved, hours are logged as APPROVED HOURS.

Other Considerations

Only record time spent serving: No need to explain on your timesheet why you are not serving or have few hours in a day. Do not mark "holiday", "out sick", "on vacation", "office closed", etc. on your timesheet. Meal breaks do not count as service hours unless the meal time includes structured activities relevant to one's service.

SECTION 5 – TIMESHEET PROCEDURES

Federal holidays and weekends: RARE AmeriCorps Members may serve on Federal Holidays and weekends if the service aligns with their work plan.

Vacation and sick leave: Because RARE AmeriCorps members commit to a certain number of hours of service, they do not accrue any leave. Rather, if they are not serving due to a holiday, illness, or personal vacation, they are not accruing hours towards their commitment. No hours are given for federal or state holidays. If a RARE AmeriCorps member is sick and unable to serve on a particular day, they should notify their local supervisor.

As a reminder, vacations should be discussed with the local supervisor to ensure that scheduled vacations do not interfere with critical days for projects. RARE AmeriCorps members can take vacations days as long as they are still able to complete their 1,700 hours within eleven months.

Lunch breaks and personal business: Time taken for lunch and/or personal business during a standard workday does not count as service hours unless the lunch hour includes structured activities relevant to one's service.

Alcohol and Cannabis consumption: It is prohibited to count hours while consuming alcohol or cannabis.

Questions?

Please email Program Assistant Ken Ward (kward2@uoregon.edu) with any questions you might have regarding how to compile and submit your timesheet.

RARE AMERICORPS ADMINISTRATIVE HANDBOOK

SECTION 6 – TRAVEL REIMBURSEMENT POLICY

IPRE will reimburse RARE AmeriCorps members for expenses incurred while traveling for RARE AmeriCorps trainings and events. Any other types of travel reimbursement must be pre-authorized by RARE AmeriCorps staff to be eligible for reimbursement. Effective communication and adherence to these procedures will contribute to a speedy reimbursement of your out-of-pocket expenses.

The University of Oregon uses a web-based system called Concur to process travel reimbursements. RARE AmeriCorps members will log into the Concur site at **concur.uoregon.edu** which will require a log-in using a UO Duck ID and password created at Orientation.

An introduction to Concur, manuals and training on how it is used by the UO can be found at <https://ba.uoregon.edu/travel/concur>

UO Driver Certification

RARE Members are required to obtain UO Driver Certification as set forth in UO Policy. It is mandatory for all faculty, staff, student employees, temporary employees, students currently enrolled/registered at the University of Oregon, and authorized volunteers who drive any motor vehicle on University of Oregon business.

The process is rather straightforward as drivers self-certify and a supervisor electronically signs off.

Below is link to the form on Transportation Services website - <https://transportation.uoregon.edu/content/business-travel>

WHAT CAN BE REIMBURSED?

Transportation

When traveling to a RARE AmeriCorps training or event, in most cases, a RARE AmeriCorps member may use their own vehicle or carpool with other RARE AmeriCorps members. The vehicle owner will be reimbursed at the current State of Oregon mileage rate of \$0.655 per mile. This rate is typically adjusted at the start of each calendar year. Miles are calculated from work or home city (whichever is closer) to destination city and return. A RARE AmeriCorps member will not be reimbursed for deviations from the most direct and commonly traveled route.

If a RARE AmeriCorps member feels they need to reserve a rental vehicle for RARE AmeriCorps business, contact a RARE AmeriCorps staff member, who will make a reservation and have the rental directly billed to the RARE AmeriCorps Program. Reimbursement for rental car fuel

RARE AMERICORPS ADMINISTRATIVE HANDBOOK

SECTION 6 – TRAVEL REIMBURSEMENT POLICY

requires the original sales receipts. Without original receipts, a member will forfeit their fuel reimbursement.

Other expenses such as air, train, bus, etc., may be reimbursed as long as these travel expenses are preauthorized by a RARE AmeriCorps staff member and original receipts are submitted.

Meals

The RARE AmeriCorps Program typically provides meals during RARE AmeriCorps trainings or events, however, there are occasions when a RARE AmeriCorps member may find it necessary to incur the cost of one or more meals while in commute. Per University of Oregon policy, the member will be reimbursed for these meals, if they qualify, at per diem rates (subject to change) once the trip concludes. Meal per diem rates are based on the city where the business purpose takes place, using the GSA rates which can be found at <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Receipts are not required for reimbursement of meals. Lunch expenses on one-day trips are not eligible for reimbursement.

Lodging

When attending an overnight RARE AmeriCorps training or event, lodging arrangements will be made on behalf of those RARE AmeriCorps members attending and will be directly billed to the RARE AmeriCorps Program (room and tax only). A memo and survey will be sent out in advance of trainings to coordinate these logistics. Incidentals are not eligible for reimbursement.

Additional lodging is available for traveling RARE AmeriCorps members who cannot reasonably return to their homes between service shifts. RARE AmeriCorps members are asked to contact a RARE AmeriCorps staff member for assistance with making additional lodging reservations. Failure to do so could result in denial of reimbursement.

If, for any reason, it becomes necessary for a RARE AmeriCorps member to cancel a room reservation and/or make other lodging arrangements for any RARE AmeriCorps training or event, they must contact a RARE AmeriCorps staff member immediately in order to avoid being charged for empty rooms and/or late cancellation fees. If any additional accommodations are needed, please let a RARE staff member know.

Other Expenses

Other expenses related to RARE sponsored trainings and events, such as parking, supplies, technology, etc., may be reimbursed as long as these additional expenses are preauthorized by a RARE AmeriCorps staff member and original receipts are submitted.

SECTION 6 – TRAVEL REIMBURSEMENT POLICY

The RARE AmeriCorps Program will not reimburse:

- Home to office travel
- Deviations from the most direct and usually traveled route unless justified
- Expenses incurred because the traveler was accompanied by a spouse or family members
- Tips/gratuities
- Laundry
- Interest on personal credit cards
- Mileage reimbursement on rented vehicles

THE REIMBURSEMENT PROCESS

Part 1: Pre-Trip Travel Request Form

In order to be reimbursed, RARE AmeriCorps members must complete a pre-trip request form in Concur. In most cases, a RARE staff member will create a template for this request form and the RARE AmeriCorps member will just need to modify the form to meet their specific travel plan and then submit this request prior to traveling.

Part 2: Post-Trip Travel Expense Report

Once the pre-trip request form is approved, it can be turned into a post-trip expense report. This reimbursement worksheet must be filed within 30 days from the day travel concludes. On this post-trip expense report, RARE AmeriCorps members should explain any oddities (e.g., travelled for RARE, then spent the weekend in Portland for personal reasons; carpooled one way with one person, then with another on the return home; traffic accident caused a detour of route requiring additional commute time).

RARE AmeriCorps members will upload any necessary receipts or additional documentation (e.g., training agendas) to the Concur travel expense report before submitting for review by RARE AmeriCorps staff. Should additional information or documentation be required, RARE staff will work with members to obtain and submit this information.

Once the expense report is completed and approved by RARE staff, it will be forwarded for review to the University of Oregon's Travel Office. When the Travel Office completes its review and approval, the document is submitted to the UO Accounts Payable Office for payment. Depending on the accounts payable choices made by the RARE AmeriCorps member when signing up for direct deposit in Duck Web, the reimbursement will be either direct deposited or a paper check will be mailed to the address on file.

RARE AMERICORPS ADMINISTRATIVE HANDBOOK

SECTION 6 – TRAVEL REIMBURSEMENT POLICY

If the RARE AmeriCorps member has any concerns about what is, or isn't, included on the final travel expense report, they should contact Ken Ward at kward2@uoregon.edu before they submit the form.

RESOURCES INTRODUCTION

RARE AmeriCorps members have access to many resources. RARE staff understand that when a member first arrives in their individual community, it can be difficult to determine what resources will be needed, much less where to find them. This chapter will help the RARE AmeriCorps member to establish a starting point to identify the variety of resources available.

RARE AmeriCorps members often feel as though they are working on projects that no one has ever done before or on projects that are only relevant to their own communities. While these feelings may be valid in some cases, there is no doubt that someone has done something similar in the past and that they can learn a lot by looking at the plans, write-ups, and web pages that were created before them. The following resources are intended to help the RARE AmeriCorps member think about their own projects more clearly and will help them hit the ground running!

University of Oregon Library System

Each RARE AmeriCorps member will be assigned a University of Oregon ID number that will allow them to retrieve an array of resources from the University of Oregon Library system.

Often when starting a new project, it can be difficult to know where to begin. By researching the topic early on, the member will gain context, increase their own comfort level, and save time down the line when more information is needed.

The University of Oregon Library Web Page is: <http://library.uoregon.edu>. The website will allow access to the library from remote locations and has many resources that can be utilized. Certain resources, such as accessing online journals, will require utilization of the University of Oregon's Virtual Private Network (VPN).

Books, Videos, Databases, and More

To find any book, video, database, etc. in the University's library catalog, do a catalog search directly from this main web page using the UO search box. The search results will determine if the resource is available through the UO library system, the Summit library catalog, or the Worldcat system (libraries worldwide). See "Distance Education Borrowing Services" below for more information on how to access these resources.

SECTION 7 – RARE AMERICORPS RESOURCES

Journals

There are several ways to search for journal articles. To browse by journal, click on “Search Articles” on the library’s homepage. To search by keyword(s) click on “LibrarySearch” on the library’s homepage. This will lead to resources to search journals by subject. **Please note that RARE AmeriCorps members must be logged on with the University of Oregon’s VPN in order to access journals from the University of Oregon Library.**

Summit: Orbis Cascade Academic Union Catalog:

Summit is a library catalog that combines information from Pacific Northwest academic libraries into a single unified database. Though searching the UO WorldCat system, Summit books will automatically result in your search. Books can be ordered from Summit and will be delivered to the University of Oregon library within three to five working days. The limitation to using Orbis is that the books can only be checked out for a limited amount of time, usually three weeks with the option to renew for another three weeks. If a RARE AmeriCorps member wants a book ordered from Summit and would like to use the book remotely, they need to consider the time limitations.

Distance Education Borrowing Services

If a RARE AmeriCorps member is on campus or if their placement is less than 30 miles from campus, they will need to pick up any library resources in person. When they come to the UO library, they will need to provide their UO ID number and a photo ID in order to check out resources. If a RARE AmeriCorps member’s placement is more than 30 miles from campus, they can request that materials be sent to them using UO’s Home Delivery service found at: <https://library.uoregon.edu/pickup-delivery-remote-teaching>. **Please review this website thoroughly as it covers the services available to offsite “students.”**

To use this service, the RARE AmeriCorps member will search for materials in the UO Library online catalog. Once a source is identified, look at the complete record of the book. Select the “Home Delivery” option under the “Pickup Location” drop-down menu. Books that are currently checked out may also be recalled and then sent out (a recalled book may not be available for up to 2 weeks - if the member lives near an Orbis Cascade library they may want to consider finding an alternative copy of the book in Summit.) RARE AmeriCorps members will be responsible for the cost to mail the materials back to the UO before the due date. They will also be responsible for any late fees.

SECTION 7 – RARE AMERICORPS RESOURCES

Available Software

Select software packages are licensed by the University of Oregon for use by UO students, faculty, staff, and RARE AmeriCorps members. Packages are licensed for campus use. Some software allows use at home. More information about what software can be found on the following site: <https://it.uoregon.edu/software/list>.

RARE AmeriCorps members are encouraged to reach out to a RARE AmeriCorps staff member if they have any troubles accessing software. **Please note that a RARE AmeriCorps member must be logged on with their UO username and password (DuckID) in order to access software from the University of Oregon.**

RARE Website – Program Resources Webpage

The RARE AmeriCorps Website includes a number of webpages dedicated to providing you and your host community access to resources. Included in the resources section of the RARE AmeriCorps Website are links to important websites; all handouts, forms presentations, etc. utilized throughout the service year; and an online calendar with important dates to remember. RARE AmeriCorps members can access the Program Resources Webpage at: <https://rare.uoregon.edu/program-resources/>.

Institute for Policy Research and Engagement Staff Interests and Areas of Expertise

Another valuable resource available to RARE AmeriCorps members is the IPRE staff. To determine which staff RARE AmeriCorps member has the area of expertise that is needed, it may be best to contact the Program Coordinator who will put the RARE AmeriCorps member in touch with the appropriate staff person. A full listing of the IPRE staff and their areas of interest can be found at the following site: <https://ipre.uoregon.edu/about-us/>.

Talking Amongst Yourselves

RARE AmeriCorps staff cannot stress this enough. RARE AmeriCorps members will all be given each other's e-mail addresses and phone numbers as well as being subscribed to the RARE AmeriCorps listserv. Members can mail questions, comments, thoughts, concerns, ideas, etc. to the listserv at rare-list@lists.uoregon.edu.

Open communication is always important. A fellow RARE AmeriCorps member may be working on a similar project, with the same state agency, dealing with the same roadblock, etc. Ultimately, a fellow RARE AmeriCorps member may have information about people who are helpful or ideas that can help you get in touch with the right person. It is valuable to talk to

SECTION 7 – RARE AMERICORPS RESOURCES

each other. Even if a member thinks they are treading in water no one has ever treaded in before, they should look to the IPRE staff and other RARE AmeriCorps members as resources.

RARE AmeriCorps Monday Mailing

Each Monday, RARE AmeriCorps members and supervisors will receive a Monday mailing via the RARE AmeriCorps listserv. This mailing, put together by the Program Coordinator, is intended to pass along information on upcoming events, grant opportunities, and resources. If members or supervisors have any information they would like to share with others via the Monday Mailing, please forward it via email to the Program Coordinator.

RARE AmeriCorps Trainings

The RARE AmeriCorps Program provides a number of trainings throughout the course of the service year. The RARE AmeriCorps Program provides reimbursements to RARE AmeriCorps members for costs associated with required RARE training sessions and meetings. These expenses include mileage expenses for travel, meals, and lodging.

Topically Focused Trainings and Conferences

The RARE AmeriCorps Program is often able to provide reduced cost or free access to a number of topically focused trainings and conferences. If a RARE AmeriCorps member is interested in attending an additional training, they should contact RARE Program staff to discuss.

RARE AmeriCorps members should never hesitate to ask their host site about attending trainings that are directly relevant to their line of work. For those working with Main Street Programs, the Annual Oregon Main Street Conference is a great one to ask about. For those in Food Systems Positions, they will most likely be attending Oregon State University's Small Farms Conference. Regards to Rural is popular among all members. The list goes on and on, and really, it never hurts to ask.

RARE Alumni Network

Nearly 600 individuals have successfully completed a year of service with the RARE AmeriCorps Program. These individuals have a wealth of knowledge regarding their focus area and about rural Oregon in general. RARE AmeriCorps members should contact the Program Coordinator who can determine which of our alumni has the area of expertise needed and put the member in touch with the appropriate individual.

One way for members to regularly connect with our knowledgeable alumni is through the RARE Alumni Mentor Program. The goals of the program are to:

SECTION 7 – RARE AMERICORPS RESOURCES

- Provide guidance and support to RARE AmeriCorps members, throughout their service and in deciding their next life/career moves
- Further develop leadership opportunities for our RARE Alumni
- Aid new RARE AmeriCorps members in their transition into the program, as well as their placements and communities

Interested alumni (mentors) are matched with current members (mentees) based on personal and professional interests at the beginning of the service year. Mentors and Mentees commit to meeting at least once a month for a 1-hour meeting throughout the full service year (September-July). Questions or interest in the Mentor Program can be directed to Liz Gronert, RARE Program Coordinator.

RARE Resources Overview Session

RARE AmeriCorps members should make sure to refer back to the RARE Resources Overview that was covered at RARE AmeriCorps Orientation for a detailed overview of additional resources available throughout their term of service.

RARE AMERICORPS YEAR 30 (2023-24)

RARE SPECIFIC DATES TO REMEMBER

September 2023

Training & Events	
6-8	RARE Orientation, Eugene *Required*
11	<i>National Day of Service and Remembrance</i>
21	RARE Member Budgeting Tips & Tricks Webinar
21	Titus Tomlinson Supervisor Office Hour (Zoom)

October 2023

Training & Events	
19	Titus Tomlinson Supervisor Office Hour (Zoom)
25-27	RARE Fall Training, The Dalles *Required*
28	<i>Make a Difference Day</i>
Paperwork	
5	Member Timesheets & Impact Survey Due *Required*
10	Supervisor Timesheet Approval Due
13	Treasure Hunt Due *Required*
13	Work Plan Due *Required*

November 2023

Training & Events	
16	Titus Tomlinson Supervisor Office Hour (Zoom)
Paperwork	
5	Member Timesheets & Impact Survey Due *Required*
10	Supervisor Timesheet Approval Due

December 2023

Training & Events	
13-15	RARE Winter Training, Roseburg *Required*
21	Titus Tomlinson Supervisor Office Hour (Zoom)
Paperwork	
5	Member Timesheets & Impact Survey Due *Required*
10	Supervisor Timesheet Approval Due

January 2024

Trainings & Events	
15	<i>Martin Luther King, Jr. Day Holiday</i>
18	Titus Tomlinson Supervisor Office Hour (Zoom)
Paperwork	
5	Member Timesheets & Impact Survey Due *Required*
10	Supervisor Timesheet Approval Due

February 2024

Training & Events	
15	Titus Tomlinson Supervisor Office Hour (Zoom)
Paperwork	
2	Midterm Assessment Due *Required*
2	Work Plan Update Due *Required*
5	Member Timesheets & Impact Survey Due *Required*
10	Supervisor Timesheet Approval Due

March 2024

Training & Events	
TBD	<i>AmeriCorps Week</i>
21	Titus Tomlinson Supervisor Office Hour (Zoom)
28	RARE Member 'So You Want To Be a Second Year' Webinar
31	<i>Cesar Chavez Day of Service</i>
Paperwork	
5	Member Timesheets & Impact Survey Due *Required*
10	Supervisor Timesheet Approval Due

April 2024

Training & Events	
TBD	RARE Spring Training
18	Titus Tomlinson Supervisor Office Hour (Zoom)
21-27	<i>National Volunteer Week</i>
22	<i>Earth Day</i>
26-28	<i>Global Youth Service Days</i>
Paperwork	
5	Member Timesheets & Impact Survey Due *Required*
10	Supervisor Timesheet Approval Due

May 2024

Training & Events	
16	Titus Tomlinson Supervisor Office Hour (Zoom)
Paperwork	
5	Member Timesheets & Impact Survey Due *Required*
10	Supervisor Timesheet Approval Due

June 2024

Training & Events	
19	<i>Juneteenth</i>
20	Titus Tomlinson Supervisor Office Hour (Zoom)
Paperwork	
5	Member Timesheets & Impact Survey Due *Required*
10	Supervisor Timesheet Approval Due

July 2024

Trainings & Events	
18	Titus Tomlinson Supervisor Office Hour (Zoom)
27-28	30 th RARE Anniversary Alumni Event
29-31	End of Year Retreat
Paperwork	
5	Member Timesheets & Impact Survey Due *Required*
10	Supervisor Timesheet Approval Due
19	End of Service Paperwork Due *Required*

RARE AMERICORPS YEAR 30 (2023-24)

GENERAL DATES TO REMEMBER

September 2023

Training & Events	
20	Sustainable Stormwater Symposium , Portland
26-28	Housing Oregon Annual Conference , Portland
30-2	Oregon Restaurant & Lodging Association Hospitality Conference , Ashland

October 2023

Training & Events	
3-5	Oregon Emergency Management Conference , Gleneden Beach
12-14	League of Oregon Cities Conference , Eugene
4-6	Oregon Mainstreet Conference , Independence
17-18	The Peoples Coast Summit , Astoria
27-28	Oregon Infrastructure Summit , Corvallis
25-27	OAPA Annual Planning Conference , Eugene

November 2023

Training & Events	
1-3	Sustainable Northwest Energy Symposium , Corvallis
2-4	Oregon Outdoor Recreation Summit , North Bend
15-16	Travel Oregon 101 Learning Lab, Corvallis

December 2023

Training & Events	
8	Energy Resilience Planning for Local Governments, Virtual

January 2024

Trainings & Events	
17-19	Oregon Destination Association Conference, Newberg

February 2024

Training & Events	
17	OSU Small Farms Conference , Corvallis
29-2	Oregon Festivals & Events Conference , Seaside

March 2024

Training & Events	
11-13	Oregon Governor's Conference on Tourism , Salem

April 2024

Training & Events	
17-20	Oregon Heritage Conference , Forest Grove
18-20	Rural Development Initiatives Regards to Rural Conference , Kennewick, WA
TBD	Oregon Statewide Rural Energy Conference

May 2024

Training & Events	
TBD	Travel Oregon Destination Development Boot Camp

June 2024

Training & Events	
N/A	N/A

July 2024

Trainings & Events	
N/A	N/A



UNIVERSITY OF
OREGON



AmeriCorps

RARE 2023-24 AmeriCorps Service Year

Contract Start Date: Tuesday, September 5, 2023

Contract End Date: Wednesday, July 31, 2024

Contracted Hours: 1700

	# of Days	Hrs Per
Calendar days between contract start and end dates:	331	5.14
Weekdays between contract start and end dates:	237	7.17
Weekdays less holidays (based on list below):	228	7.46
Weekdays less holidays and 10 non-service days:	218	7.80
Weekdays less holidays and 20 non-service days:	208	8.17

Holidays¹:

Thanksgiving	Thursday, November 23, 2023
Day after Thanksgiving	Friday, November 25, 2023
Christmas Eve	Sunday, December 24, 2023
Christmas Day	Monday, December 25, 2023
New Year's Day	Monday, January 1, 2024
MLK, Jr. Day	Monday, January 15, 2024
Memorial Day	Monday, May 27, 2024
Juneteenth	Wednesday, June 19, 2024
Independence Day	Thursday, July 4, 2024

¹: Your organization may take additional or different holidays than those listed above

**Resource Assistance for Rural Environments
Full-Time AmeriCorps Member Service Agreement
2023-2024**

It is the purpose of this Member Service Agreement to delineate the terms, conditions and rules of membership regarding the participation of _____, hereinafter referred to as the "MEMBER," in the Resource Assistance for Rural Environments (RARE) Program (hereinafter referred to as the "PROGRAM"). The PROGRAM is administered by the University of Oregon (hereinafter referred to as "UNIVERSITY").

WHEREAS, the MEMBER is an AmeriCorps Member, is required to comply with all AmeriCorps regulations and may identify themselves as such;

WHEREAS, the UNIVERSITY will train, manage and advise qualified graduate-level members to assist residents of resource-dependent rural communities evaluate their community's future, find answers to community questions and assist in the development and implementation of strategies and projects to improve economic and environmental conditions of the community and the region in which it is located.

WHEREAS, the MEMBER wishes to engage in the PROGRAM for purposes of providing service to rural communities and to develop and practice skills in community and regional planning.

WHEREAS, the MEMBER is enrolled in the PROGRAM to engage in an educational learning experience, and is not an employee of the community, the UNIVERSITY, or AmeriCorps.

NOW, THEREFORE, the MEMBER and PROGRAM hereby agree as follows:

1) Term of Service

- a) The MEMBER's term of service begins on September 5, 2023 and ends on July 31, 2024. The MEMBER and the PROGRAM may extend this term of service for the following reasons outlined in section 6 of this Agreement
- b) The MEMBER will complete a minimum of 1700 hours of service during the 11-month period. Of these hours, a maximum of 20% may be training, education or other personal development activities approved by a representative of the PROGRAM and a maximum of 10% may be fundraising, as described in Section 4.e below.
- c) The MEMBER understands that in order to successfully complete the term of service (as defined by the PROGRAM and consistent with the regulations of AmeriCorps) and to be eligible for the education award, they must complete at least 1700 hours of service in eleven months, satisfactorily complete PROGRAM orientation and required trainings, and submit all required paperwork (including timesheets, mid-term evaluations and end of service reports) in a timely manner.
- d) The MEMBER understands that in order to be eligible for serving a second term of service, the MEMBER must receive satisfactory performance evaluations focusing on factors such as whether the MEMBER has:
 - i) Completed the required number of hours;
 - ii) Completed service assignments, tasks or projects in a satisfactory manner; and
 - iii) Met any other criteria that were clearly communicated to the MEMBER.
- e) The MEMBER understands, however, that mere eligibility for an additional term of service does not guarantee selection or placement.
- f) The MEMBER agrees to give the PROGRAM, UNIVERSITY, and community placement a royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, any work product created in the course of the term of service to the extent the MEMBER has any ownership or other interest in the work product.

2) Benefits

- a) Living Allowance



- i. The MEMBER will receive a monthly living allowance of \$2,250, if eligible. The monthly living allowance for members serving a second term of service with the PROGRAM will be \$2,500.
 - ii. A living allowance is not a wage and is not paid on an hourly basis. The living allowance is paid in regular increments, on the last weekday of the month. FICA and income taxes will be withheld from the living allowance.
 - iii. Payments will not fluctuate based on the number of hours served in a particular time period however the MEMBER must serve a minimum of 80 hours during a month in order to earn a living allowance.
 - iv. Payments will cease when a member concludes a term of service.
 - v. If a member serves all required hours and the PROGRAM and site have permitted them to conclude their term of service before the originally agreed upon end of term, the PROGRAM cannot provide a lump sum payment to the member. Similarly, if a member is selected after the PROGRAM's regular start date the PROGRAM will provide regular living allowance payments from the MEMBER'S start date and may not increase the MEMBER'S living allowance incremental payment or provide a lump sum to make up for any missed payments. Paying an increased increment during the program year is only allowable on the basis of increased living expenses such as food, housing or transportation.
 - vi. The MEMBER may waive all or part of the payment of a living allowance if they believe their public assistance may be lost or decreased because of the living allowance. Even if the living allowance is waived, the amount may be deemed available. A MEMBER who has waived the living allowance may revoke the waiver at any time and begin receiving the living allowance but may not receive any portion that accrued during the waiver period.
- b) Education Award
- i) Upon successful completion of the MEMBER's full-time term of service, if eligible, the MEMBER will receive a Segal AmeriCorps Education Award of \$6,895 from the National Service Trust. See PROGRAM Administrative Handbook for a full description of the Education Award.
 - ii) The MEMBER understands that their failure to disclose to the PROGRAM any history of having been released for cause from another AmeriCorps program will render the MEMBER ineligible to receive the education award.
 - iii) As of the 2022 tax year, the education award is NOT taxable by the state of Oregon, per House Bill 2433 Section 36. However, the education award is still taxable by the federal government.
- c) Loan Forbearance/Interest Accrual
- i) Upon enrollment and acceptance into the PROGRAM, the MEMBER is eligible for forbearance of any qualified student loan under the National and Community Service Trust Act of 1993.
 - ii) If the MEMBER has received forbearance on a qualified student loan during the term of service and the MEMBER successfully completes the term of service, if eligible, the National Service Trust will repay a pro-rated portion of any interest that accrued on the loan during the time of service.
- d) Childcare Allowance
- The MEMBER may, if eligible, receive a childcare allowance, to be paid to the childcare provider.

3) RARE AmeriCorps Health Insurance Policy

The PROGRAM will provide health care insurance to those qualified members who are serving a 1700-hour full-time term and who are not otherwise covered by a healthcare policy at the time the member begins their term of service.

If MEMBER is already covered by an Affordable Care Act (ACA) compliant plan through a parent, spouse, partner or through their own coverage they may choose to remain on that plan. A MEMBER who is already covered under another health insurance policy prior to enrollment as a RARE AmeriCorps service member and who chooses to remain on that plan will not qualify for the PROGRAM provided health insurance. The PROGRAM cannot reimburse the MEMBER for the costs associated with that plan (monthly premiums, co-payments or deductibles).



A MEMBER who is not covered by another insurance plan prior to enrollment as a RARE AmeriCorps member must apply to the Oregon Health Plan, which provides stronger overall coverage than the plan the PROGRAM provides. A MEMBER who does not qualify for the Oregon Health Plan must provide proof they were denied this coverage before they will be enrolled in the PROGRAM sponsored plan. The vast majority of costs are covered by Oregon Health Plan. The PROGRAM cannot reimburse MEMBER for the costs associated with that plan (monthly premiums, co-payments or deductibles). Information on the Oregon Health Plan can be found at: <http://www.oregonhealthcare.gov/>

If MEMBER does not qualify for the Oregon Health Plan and provides documentation of this, then the PROGRAM will provide MEMBER with health insurance. The RARE-provided insurance is through the Corps Network with medical coverage underwritten by CIGNA and Accidental Death and Dismemberment (D&D) underwritten by Gerber. Additional dental/vision insurance is not provided. PROGRAM will cover the monthly premium for this plan. The PROGRAM cannot reimburse a MEMBER for any other costs associated with that plan (co-payments or deductibles). Information on that coverage can be found under Benefits Summary at: <https://corpsnetwork.org/health-insurance/>

RARE will provide healthcare insurance to MEMBERS serving a 1700-hour full-time term who lose coverage during their term of service as a result of service or through no deliberate act of their own. MEMBERS who lose coverage during their term of service must immediately contact the RARE Program Director to get enrolled in the RARE-provided plan, in order to assure the member is provided continuous Affordable Care Act (ACA) compliant coverage throughout the member's service year.

MEMBERS who are covered under other insurance (either the Oregon Health Plan or another third party provider) will have to complete a waiver form and provide a copy of their ACA-approved proof of insurance, such as a health insurance card, before being allowed to deny or be taken off of the insurance provided by RARE.

4) Rules of Conduct

The MEMBER agrees to act in conformance with, and abide by, all current and future rules and procedures established by the PROGRAM and contained in the Administrative Handbook provided to MEMBERS. These rules include but are not limited to the following:

- a) The MEMBER is expected to, at all times, while acting in an official capacity as an AmeriCorps Member:
 - i) Demonstrate mutual respect toward others;
 - ii) Follow the direction and guidance of PROGRAM staff and local supervisor;
 - iii) Direct concerns, problems and suggestions to the appropriate PROGRAM official; and
 - iv) Wear appropriate AmeriCorps gear.
- b) While charging time to the AmeriCorps Program, accumulating service or training hours, or otherwise performing activities associated with the AmeriCorps Program, MEMBERS may not engage in the following prohibited activities:
 - i) Any effort to influence legislation;
 - ii) Organizing protests, petitions, boycotts, or strikes;
 - iii) Assisting, promoting, or deterring union organizing;
 - iv) Impairing existing contracts for services or collective bargaining agreements;
 - v) Engaging in partisan political activities, or other activities designed to influence the outcome of any election to any public office;
 - vi) 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;
 - vii) Engaging in religious instruction, conducting worship services, providing instruction in part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of proselytization;
 - viii) Providing a direct benefit to-



1. A business organized for profit;
 2. A labor union;
 3. A partisan political organization;
 4. A nonprofit organization that fails to comply with the restrictions contained in section 501(c) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent members from engaging in advocacy activities undertaken under their own initiative; and
 5. An organization engaged in the religious activities described in paragraph (e) of this section, unless AmeriCorps assistance is not used to support these religious activities; and
- ix) Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
 - x) Engaging in census activities or serving as a census taker;
 - xi) Provide services for election or polling locations or provide support of such activities.
 - xii) Providing abortion services or referrals for receipt of such services
 - xiii) Such other activities as the AmeriCorps may prohibit. Other activities as AmeriCorps determines will be prohibited, upon notice to the PROGRAM;
 - xiv) Engaging in any activity that is illegal under local, state or federal law;
 - xv) Engaging in activities that pose a significant risk to themselves or others;
 - xvi) Consuming alcoholic beverages or marijuana products; or
 - xvii) Being under the influence of alcohol, marijuana, or any illegal drugs.
- c) The MEMBER understands that the following acts also constitute a violation of the PROGRAM's rule of conduct:
- i) unauthorized tardiness;
 - ii) unauthorized absences;
 - iii) failure to complete community service assignments;
 - iv) repeated use of profanity or other inappropriate language at service site;
 - v) failure to wear appropriate clothing at service site;
 - vi) stealing or lying;
 - vii) engaging in activities that may be physically or emotionally damaging to other members of the PROGRAM or of the community; or
 - viii) failure to notify the PROGRAM of any criminal arrest or conviction that occurs during the time of service.
- d) The MEMBER agrees to abide by the PROGRAM's Drug and Alcohol Policy, in accordance with the regulations of AmeriCorps, as follows:
- i) While acting in an official capacity as an AmeriCorps Member, the MEMBER will not
 - (1) Consume alcohol or marijuana; or
 - (2) Be under the influence of alcohol, marijuana or any illegal drugs.
 - ii) At any point during the term of service, whether acting in their official capacity or not, the MEMBER will not possess or consume any illegal drugs.
- e) Fundraising Activities
- i) Approved Member Activities. MEMBERS may raise funds directly in support of service activities that meet local, environmental, educational, public safety, homeland security or other human needs. A maximum of 10% of the MEMBER's hours can be fundraising. The MEMBER will identify fundraising hours by using the fundraising category on their timesheet. Examples of fundraising activities members may perform include, but are not limited to, the following:
 - a. Seeking donations of books from companies and individuals for a program in which volunteers tutor children to read;
 - b. Writing a grant proposal to a foundation to secure resources to support the training of volunteers;
 - c. Securing support and equipment from the community enable volunteers to help build houses for low-income individuals;



- d. Securing financial resources from the community to assist a faith-based or community-based organization in launching or expanding a program that provides social services to the members of the community and is delivered, in whole or in part, through the members of the organization;
- e. Seeking a donation from alumni of a program for specific service projects being performed by current members.
- ii) Prohibited Member Activities. A MEMBER's service activities may not include the following:
 - a. Raising funds for their living allowance;
 - b. Raising funds for an organization's operating expenses or endowment;
 - c. Writing grant applications for AmeriCorps funding or for any other funding provided by AmeriCorps;
 - d. Writing grant applications for funding provided by any other federal agencies;
- f) Nonduplication and Non-displacement
 - i) The MEMBER'S activities may not duplicate any activity that is already available in the locality of their host site. And, unless the requirements 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.
 - ii) The MEMBER 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.
 - iii) The MEMBER 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.
 - iv) The MEMBER 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.
 - v) The MEMBER 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.
- 5) **Disciplinary Actions**
 - a) Failure to comply with PROGRAM requirements may be a basis for the MEMBER being suspended or dismissed from the PROGRAM. As a result of such a suspension or dismissal, the MEMBER may jeopardize their benefits including the living allowance and the education award.
 - b) For violating the above stated rules, the PROGRAM will work with the host site to take the appropriate action up to and including release from the PROGRAM and loss of all benefits.
 - c) The PROGRAM reserves the right to release the MEMBER for cause if, in the opinion of the Director, their conduct undermines the effectiveness of the PROGRAM or the project to which the MEMBER is assigned.
 - d) The PROGRAM may release a MEMBER for cause if, in the opinion of the PROGRAM Director, the MEMBER continues to demonstrate inappropriate behavior by engaging in a pattern of misconduct.
 - e) The PROGRAM may temporarily suspend the MEMBER for disciplinary reasons as outlined in the Rules of Conduct, above.
 - f) The MEMBER understands that they will be either suspended or released for cause in accordance with Section 7.b of this agreement (for committing certain acts during the term of service such as being convicted or charged with



a violent felony, possession, sale or distribution of a controlled substance or the MEMBER has violated the Drug and Alcohol Policy).

- g) For violating the above stated rules, the PROGRAM will do the following (except in cases where, during the term of service, the MEMBER has been convicted or charged with a violent felony, possession, sale or distribution of a controlled substance or the MEMBER has violated the Drug and Alcohol Policy).
- i) For the MEMBER's first offense, an appropriate PROGRAM official will issue a verbal warning to the MEMBER;
 - ii) For the MEMBER's second offense, an appropriate PROGRAM official will issue a written warning and reprimand to the MEMBER;
 - iii) For the MEMBER's third offense, the MEMBER may be suspended or may be released for cause.

6) Temporary Suspension of Service

- a) A suspension of service may occur for any of the following reasons:
- i) The PROGRAM may temporarily suspend the MEMBER for disciplinary reasons as outlined in the Rules of Conduct, above.
 - ii) During the term of service the MEMBER has been charged with a violent felony or crime or the distribution, sale or possession of a controlled substance. If the MEMBER is found not guilty or the charge is dismissed, the MEMBER may resume their term of service without credit for any hours of service missed.
 - iii) During the term of service the MEMBER has been convicted of a first offense possession of a controlled substance. If the MEMBER demonstrates that they have enrolled in an approved drug rehabilitation program, the MEMBER may resume their term of service without credit for any hours of service missed.
 - iv) The MEMBER has a serious illness or injury that makes completing the term of service impossible;
 - v) There is a serious injury, illness or death of an immediate family member and the MEMBER is needed to care for that family member or take over the duties of the family member;
 - vi) The MEMBER is drafted by the Armed Services of the United States; or
 - vii) Some other circumstances occur that make it impossible or very difficult for the MEMBER to complete the term of service and the PROGRAM deems those circumstances to be compelling
- b) A MEMBER may request a temporary suspension of performance of their term of service for a period of up to two years. The appropriate PROGRAM official must authorize this request.
- c) The period of a temporary suspension does not count toward a MEMBER's required service hours. During this period, the MEMBER will not be entitled to any benefits of the PROGRAM.
- d) Reinstating a MEMBER can occur anytime after the MEMBER has been suspended. The effective date of the reinstatement must be after the effective date of the suspension and within two years of the effective date of the suspension. Reinstatement must be mutually agreed upon by the MEMBER and the appropriate PROGRAM official.

7) Release from Terms of Service

- a) A MEMBER understands that they may be released for the following two reasons:
- i) For cause, as explained in Part b of this section; or
 - ii) Compelling personal circumstances as defined in Part c of this section.
- b) The PROGRAM will release the MEMBER for cause for the following reasons:
- i) The MEMBER is absent without permission from the PROGRAM for an extended period (more than one week), without obtaining a release for compelling personal circumstances from the appropriate PROGRAM official;
 - ii) A MEMBER who drops out of the PROGRAM without obtaining a release for compelling personal circumstances will be considered to have been released for cause.
 - iii) During the term of service the MEMBER has been convicted of a felony or possession, sale or distribution of a controlled substance or violates the Drug and Alcohol Policy;
 - iv) The MEMBER has committed a third offense in accordance with Section 5.g of this agreement;
 - v) The MEMBER violates any rules of the Host Site which constitutes cause dismissal; or
 - vi) Any other serious breach that in the judgment of the PROGRAM Director would undermine the effectiveness of the PROGRAM.



- c) The PROGRAM may release a MEMBER for the term of service due to compelling personal circumstances if:
 - i) The MEMBER has a serious illness or injury that makes completing the term of service impossible;
 - ii) There is a serious injury, illness or death of an immediate family member and the MEMBER is needed to care for that family member or take over the duties of the family member;
 - iii) The MEMBER is drafted by the Armed Services of the United States; or
 - iv) Some other circumstances occur that make it impossible or very difficult for the MEMBER to complete the term of service and the PROGRAM deems those circumstances to be compelling;The MEMBER may request termination of their term of service in the PROGRAM for compelling personal circumstances by indicating in writing their desire to terminate their service. The PROGRAM is responsible for determining whether a MEMBER's personal circumstances are sufficiently compelling to justify release on this basis. The MEMBER understands that, as a result of this action, they may forfeit a portion of, or the entire, education award. In order to be eligible for any portion of the education award, the MEMBER must have served a minimum of 15% of their term of service.
- d) If the MEMBER discontinues their term of service for any reason other than a release for compelling circumstances as described in Section 7.c of this agreement, the MEMBER will cease to receive the benefits described in Section 2 and will receive no portion of the Education Award nor any portion of the interest payments.
- e) If the MEMBER discontinues their term of service due to compelling circumstances as described in Section 7.c of this agreement, the MEMBER will cease to receive the benefits described in Section 2. If, however, the MEMBER has completed at least 255 hours of service, the MEMBER may receive a pro-rated portion of the Education Award and interest payments described in Section 2.

8) Drug-Free Workplace

- a) The MEMBER must comply with the following Drug-Free Workplace Policy:
 - i) The unlawful manufacture, distribution, dispensation, possession or use of an illegal substance is prohibited;
 - ii) Conviction of any criminal drug statute must be reported immediately to the PROGRAM Director;
 - iii) The MEMBER's participation is conditioned upon compliance with these requirements; and
 - iv) Certain disciplinary actions as described in Sections 4 through 7 will be taken against MEMBER for violations of such prohibitions.
- b) The MEMBER must notify the PROGRAM Director in writing of any criminal drug convictions for a violation occurring in the service site or during the performance of project activities no later than 5 days after such conviction. The PROGRAM Director must notify AmeriCorps within 10 days of receiving notice of such conviction. The PROGRAM Director must take appropriate action against such MEMBER up to and including MEMBER release for cause consistent with AmeriCorps' rules on termination and suspension of service or require the MEMBER to satisfactorily participate in an approved drug abuse assistance or rehabilitation program.

9) Nondiscrimination Policy and Complaint Procedures

It is against the law for organizations that receive federal financial assistance from AmeriCorps to discriminate based on race, color, national origin, disability, sex, age, political affiliation, or in most cases, religion. It is also unlawful to retaliate against any person who or organization that files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of AmeriCorps. If you believe you have been discriminated against in violation of any civil rights laws, regulations, or this policy, or have been subject to retaliation for opposing discrimination or participating in discrimination complaint proceedings (e.g., as a complainant or witness) in any AmeriCorps program or project, contact the AmeriCorps Equal Opportunity Program (EOP). The EOP may be reached at (202) 606-3461 or eo@cns.gov.

10) Reasonable Accommodation

Reasonable accommodation is a logical adjustment made to a service environment to enable a person with a disability to perform the essential functions of the position. Reasonable accommodation will be determined on a



case-by-case basis. Disabilities affect people differently and an accommodation that is successful for one person may not be appropriate for another, despite their having the same disability. Once in service, a member may disclose a disability or make a request for a reasonable accommodation at any time by contacting the PROGRAM Director, Titus Tomlinson, at 541-346-2879 or titust@uoregon.edu. The PROGRAM is committed to working with and supporting diverse members throughout the service placement. As part of this commitment, we will work closely with our host site organizations to provide reasonable accommodation to the known mental or physical disabilities of our members. If you believe that you need accommodation to complete the essential functions of your position, please let us know as soon as possible so we can support you. It is always up to the member who discloses to decide how much information to share about a disability. If a member discloses a disability, that information must be/will be maintained confidentially and cannot be disclosed to others unless the member provides approval in writing or in another verifiable method.

11) **Unemployment Ineligibility**

AmeriCorps members serving in Oregon are not eligible to receive unemployment benefits. The MEMBER is not an employee of their site, sponsor or AmeriCorps. ORS 657.067 amended by Senate Bill 970 states that "employment" does not include service performed by members in an AmeriCorps program.

12) **Amendments To This Agreement**

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

13) **Access to Records**

The MEMBER may submit a written request for access to review records that pertain to the MEMBER and were created pursuant to this agreement.

14) **Grievance Procedure**

- a) The MEMBER understands that the PROGRAM has a grievance procedure to resolve disputes concerning the MEMBER's suspension, dismissal, service evaluation or proposed service assignments.
- b) The MEMBER understands that as a MEMBER of the PROGRAM, they may file a grievance in accordance with the PROGRAM's grievance procedure, which is set forth in Attachment A.
- c) By initialing here, the MEMBER indicates that they have read and understand the grievance procedure.

15) **Position Description**

The MEMBER and PROGRAM agree that for the MEMBER's year of service, their position will focus on achieving the Position Description and the Scope of Service outlined in Attachment C. By initialing here, the member indicates that they have read and understand the Position Description and Scope of Service including the essential functions and the minimum requirements outlined in Attachment B.

16) **Administrative Handbook**

By initialing here, the MEMBER acknowledges that they have received a copy of the RARE Program Administrative Handbook.



17) **Authorization and Certification**

The MEMBER hereby acknowledges by MEMBER's signature that MEMBER has read and understood and agrees to all terms and conditions of this Agreement.

The MEMBER further understands that the MEMBER's signature constitutes an agreement and promise to comply with all PROGRAM requirements.

The MEMBER certifies that they are a United States citizen, national or a legal permanent resident and at least 17 years of age.

Member Signature

University Representative Signature

Print Member Name

University Representative Name

Date

Date

Attachment A

RARE PROGRAM GRANTEE GRIEVANCE PROCEDURES

Purpose

The purpose of this process is to resolve disputes involving RARE Program Members, labor unions, and any other interested individuals such as AmeriCorps Member applicants in a fair and expeditious manner. In general, disputes must pertain to service related issues such as a proposed service assignment or a mid-term or end-of-term evaluation, or a MEMBER's suspension or dismissal. A dispute also may concern an applicant protesting the reason they were not selected as an AmeriCorps member; or a labor union's claim that a member is displacing its union member.

All AmeriCorps Members must file complaints in accordance with the following procedures.

A. Pre-Complaint Process/Alternative Dispute Resolution

In general, all aggrieved parties such as members, applicants, or any other interested parties should attempt to resolve any problems or disputes with the other party on a one-to-one basis. The issues should be clearly stated and understood by both parties. If this process does not resolve the matter, the aggrieved party may request that the PROGRAM provide an alternative dispute resolution (ADR) process such as mediation or facilitation to resolve this dispute. ADR is available, but must be selected within 30 days of the filing of a grievance. The alternative dispute process provided the aggrieved party by the PROGRAM will be a review of the grievance by a neutral party, in this case the University of Oregon's Office of Conflict Resolution Services. The MEMBER and the supervising staff must prepare a written statement of the grievance. The Office of Conflict Resolution will review the written statements and interview the parties for additional information, and recommend an equitable resolution to the grievance. The neutral party must not have participated in any previous decisions concerning the issue in dispute. ADR is confidential, non-binding and informal.

At the initial session of ADR, the neutral party must provide written notice to the aggrieved party of his or her right to request a hearing. A decision on any such grievance shall be made not later than 60 days after the filing of the grievance. If the ADR process is used and the matter is not resolved within 60 calendar days from the date the alternative dispute resolution process began, the neutral party mediating or facilitating the process should notify the aggrieved party of their right to file a formal complaint. The neutral party, however, may not participate in the formal complaint process. In addition, no discussions of the pre-complaint process or ADR can be referred to or introduced into evidence in the formal complaint process including the arbitration hearing. At any time the aggrieved party may decline ADR and proceed directly to the hearing process.

B. Formal Complaint Process

While grievances may be filed no later than one year after the date of the alleged occurrence, except for a grievance that alleges fraud or criminal activity pursuant to 45 CFR § 2540.230, it is preferred that they be filed no later than 60 days after the date of the alleged occurrence. Allegations of fraud or criminal activity must be reported immediately to AmeriCorps' Inspector General. If the grievance pertains to discrimination on the basis of race, color, national origin, gender, age, or disability, the MEMBER will be immediately notified in writing of their right to file a discrimination complaint with AmeriCorps Equal Opportunity Office. (In general, the MEMBER has 180 days after the alleged discrimination to file a complaint with AmeriCorps.).

A MEMBER may request a grievance hearing without participating in ADR or, if ADR is selected, if it fails to facilitate a mutually agreeable resolution. The MEMBER then may take the following steps toward a grievance hearing.

- 1) The MEMBER must notify the PROGRAM Director to discuss the complaint and put her or his complaint in writing setting forth the facts of the situation, the PROGRAM's policy or procedure involved, and ideas or suggestions for



resolution of the problem. The Director must discuss the matter with the MEMBER and any other appropriate parties and reply in writing to the MEMBER's written complaint within ten working days after receiving it.

- 2) The PROGRAM Director or a designated neutral staff representative must meet with the aggrieved parties within five working days of receiving the appeal. This is pre-hearing conference and is not a substitute for a hearing. At the pre-hearing conference, the Director will work with the parties to facilitate a mutually agreeable resolution to make a hearing unnecessary or to narrow the issues to be decided at the hearing. The format of the pre-hearing conference is flexible, involving meetings with one party at a time and/or with both parties together.
- 3) The hearing will be conducted by the PROGRAM Director, unless the PROGRAM Director was involved in any previous decisions concerning this issue. In that case, a neutral party will be designated. Within five working days of this hearing, the PROGRAM Director or their designated official will render a decision on the grievance and the necessary actions.

C. Binding Arbitration

- 1) If the hearing decision is adverse to the aggrieved party who filed the grievance or 60 calendar days after filing of a grievance no decision has been reached, the filing party may submit the grievance to binding arbitration before a qualified arbitrator. The disputing parties will jointly select the arbitrator. The arbitrator must be independent of the disputing parties.
- 2) If the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from one of the disputing parties, AmeriCorps' Chief Executive Officer ("CEO") will appoint an arbitrator from a list of qualified arbitrators.
- 3) An arbitration proceeding must be held no later than 45 calendar days after the request for arbitration. If the arbitrator, however, is selected by the CEO, the proceeding must occur no later than 30 calendar days after the arbitrator's appointment.
- 4) The arbitrator must make a decision no later than 30 calendar days after the date the arbitration proceeding begins.
- 5) The cost of the arbitration proceeding must be divided evenly between the parties to the arbitration. If, however, the MEMBER prevails in the binding arbitration proceeding, the PROGRAM must pay the total cost of the proceeding and the prevailing party's attorney fees.
- 6) Remedies for grievances include, but are not limited to, reinstatement of a MEMBER wrongfully suspended or dismissed along with credit for service hours missed and back living allowances, and prohibition of a placement of a MEMBER.
- 7) A lawsuit to enforce arbitration awards may be brought in any Federal district court having jurisdiction over the parties without regard to the amount in controversy or the party's citizenship.



Attachment B

RARE Position Summary

The Resource Assistance for Rural Environments (RARE) Program, an AmeriCorps Program administered through the University of Oregon's Institute for Policy Research and Engagement, has a mission to increase the capacity of rural communities to improve their economic, social, and environmental conditions, through the assistance of trained graduate-level members who live and serve in communities for 11 months (a minimum of 1700 hours).

Essential Functions

The MEMBER must be able to fulfill the following essential functions:

- Complete a minimum of 1700 of service within 11 months;
- Represent the RARE Program, their community organizations and themselves well by behaving professionally and following the dress code and standards of conduct of their sponsoring organization.
- Travel to and participate in required RARE trainings, including Orientation, Fall training, Winter training, Spring training (if offered) and the End of the Year Event;
- Create and submit a work plan, with the support and approval of the community supervisor, that accurately reflects the MEMBER's on-site duties and deliverables;
- Complete monthly service reports and quarterly assessments in a timely manner;
- Seek technical assistance and support whenever needed, from community resources, RARE/IPRE staff, or from the University;
- Complete specified deliverables and assignments as outlined both the in the scope of work and in the member work plan.

Minimum Qualifications

- U.S. citizenship or be a permanent U.S. resident;
- A completed bachelor's degree;
- Pass a criminal background check;
- Six months applied community experience; or
- Coursework or equivalent experience in three or more of the following areas:
 - Planning or statistical analysis
 - Planning or economic theory
 - Project management
 - Community or economic development
 - Environmental planning
 - Geographic information systems
 - Grant writing;
 - Proficiency in Windows based computer applications; and
- An interest in the ideology of service-learning

Attachment C: Position Description and Scope of Service

See next page