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POLICY/PROCEDURE

Focus Area:
Site and Member Services

See Also: Member Service Agreement; POL-123

POL – 130

MANAGING MEMBER CONDUCT

This Policy/Procedure applies to the selection of all Washington Service Corps (WSC) AmeriCorps members, including Washington Reading Corps (WRC) and any other AmeriCorps project area managed by WSC.

WSC members are role models for people of all ages in the communities they serve. Satisfactory service of a member includes good attendance, a positive attitude, quality service and compliance with the rules of conduct.

PROCEDURE:

1. Sponsoring Organization Ensures Member Understands Rules of Conduct

- a. Orient member on rules of conduct for WSC as outlined in the Member Service Agreement.
- b. Orient member on rules of conduct for the Sponsoring Organization and service site.

2. Sponsoring Organization Follows WSC Disciplinary Procedures

- a. If member violates any of the rules of conduct, the site staff must follow the disciplinary process outlined in the Member Service Agreement.
- b. If there is any conflict between the Member Service Agreement and the laws, rules, or policies governing the Sponsoring Organization and/or service site, this must be disclosed immediately to WSC for review.

3. WSC Makes Final Decision On Member Conduct and Disciplinary Action

- a. WSC staff will notify Sponsoring Organization via email upon making the final determination about disciplinary action based on member conduct.