

Site Agreement: 2018-2019

Minnesota Opportunity Corps



The purpose of this agreement is to establish the basic parameters of the service site's participation in Minnesota Opportunity Corps for the 2018-2019 program year.

- We recommend that you read this Site Agreement thoroughly and **share it with all of your site supervisor(s)** at all locations.
- We must have an electronically **signed** copy of the certification page on file before a member can be offered a position at your site. Please electronically sign this site agreement **on or before Friday, April 27, 2018**. You must complete the electronic version in its entirety to certify that you've read and understand the agreement.
- The site fee associated with the award made to your organization through this site agreement is \$8,000 for each member.
- The payment schedule for the site fee can be found on page 3.

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Introductory Information

AmeriCorps Overview

Opportunity Corps is an AmeriCorps program. AmeriCorps is often called the “domestic Peace Corps.” It is a national service program that engages people in a year-long commitment to service in meeting needs in their local communities. Since 1993, over one million AmeriCorps members have contributed more than 1 billion hours of service across America. For more information, visit www.americorps.gov.

Minnesota Opportunity Corps Overview

Opportunity Corps is an initiative to assist Minnesotans with barriers in obtaining and retaining living-wage jobs and accessing the training, credentialing, and education needed for their career pathway. Opportunity Corps is a strategic partnership between Serve Minnesota, Reading & Math, Inc., and a number of non-profit organizations in the nine-county Metro area. Annually, Opportunity Corps reaches over 2,000 adults in the Twin Cities Metro Area.

Lead Organizations

ServeMinnesota

State Commission on AmeriCorps programs in working to ensure Opportunity Corps has the necessary funding to operate and the model is being implemented with fidelity.

Reading & Math, Inc.

Serves as fiscal host for Minnesota Opportunity Corps members and provides statewide management of the Minnesota Opportunity Corps program through a contract with ServeMinnesota

Roles in Minnesota Opportunity Corps

Minnesota Opportunity Corps Member

Makes a commitment to serve for one service term through Minnesota Opportunity Corps in the position of Opportunity Navigator to provide employment and/or education support to adults.

Site Supervisor

Employee of the partnering organization trained by Minnesota Opportunity Corps to provide daily on-site supervision to ensure program objectives are met and AmeriCorps regulations are upheld throughout the member’s service year.

Opportunity Corps Program Staff

Provides oversight and management to the Minnesota Opportunity Corps program including, member management, site management, and compliance to AmeriCorps regulations.

Site Responsibilities:
Site Expectations

I. ROLE

A partnering organization site within a partnering organization with Minnesota Opportunity Corps is referred to as a site, service site, or partner organization. This is the location where a member is placed and performs his or her daily service. Some members may serve in more than one site location.

II. WHO PLAYS THE PART of Partnering Organization Contact

Executive Director, Program Director, or other Program Manager

III. RESPONSIBILITIES

A. Commitment to the Minnesota Opportunity Corps Program Objectives and Model

The service site agrees to make a commitment to the Minnesota Opportunity Corps program objectives. Each partnering organization has a role in contributing to the overall Minnesota Opportunity Corps performance measures. These performance measures are reported to the Corporation for National and Community Service (the federal funding agency).

1. Ensure the service provided by the members contributes to the overall performance measure described below.

Opportunity Corps members serve economically disadvantaged individuals by providing job and academic coaching and/or placement services; as result individuals are placed in jobs and/or post-secondary education identified to achieve vocational success.

2. Members may serve individual participants or participants in group settings. It is the responsibility of the partnering organization to determine the best service delivery method for each service site.

B. Site Fee

Site agrees to pay the site fee in full by March 15, 2019. The site fee helps pay for member expenses (living allowance and health insurance), training, and support of the members placed at the site. The fee is \$8,000 per member. Organizations can choose to either pay the payment in one lump sum or pay it in two equal installments. The payment schedule is below.

<i>Invoice Date</i>	<i>Payment Due</i>
October 26, 2018	November 30, 2018
February 15, 2019	March 15, 2019

Sites are required to fill all of their organization's awarded slots and will be invoiced for all awarded slots. The site fee will be prorated if a member's term of service ends on or before the member serves thirty (30) percent of their service

hours. This would be during their first 510 hours (1700 hour positions) or 270 hours (900 hour positions) of service, in cases where the slot is unable to be refilled.

In the event that a site does not pay the site fee in a timely manner, it will be taken into consideration for the following year's award and/or up to and including transfer of the member during their current service year.

C. AmeriCorps Service Environment

1. **AmeriCorps signage:** Post an AmeriCorps sign provided by Opportunity Corps in a visible location, preferably in the front office, to identify the organization as an AmeriCorps site.
2. **Non-displacement:** An Opportunity Corps member cannot be used to displace an employee or paid position (see "Federal Policies" section of this agreement). Examples of inappropriate indirect service may include filling in for paid staff while on-leave, office photocopying, answering phones, running errands, etc.
3. **Inclusive environment:** Provide the Opportunity Corps member with a safe and welcoming service environment. Treat members as part of the staff team, including inviting them to participate in staff activities or workshops, and in staff communication (e.g. adding to a staff email list). Members should be given a tour of the site and be personally introduced at a staff meeting or in a similar setting. Educate all staff about the purpose of the member position, and provide relevant updates to staff regarding Opportunity Corps in the building.
4. **Name badge (optional):** Provide the number with a name badge, if required according to the personnel policies of the service site.
5. **Accessible service location:** The service site must be accessible to people with disabilities.
6. **Reasonable accommodations:** The service site will work with the Program Staff if an Opportunity Corps member requests reasonable accommodations in order to complete the essential functions of the position description.
7. **Workspace, computer access:** Provide members reasonable workspace and a locked drawer to store confidential participant data. Provide the member access to a phone and computer with Word, Excel, and Internet for Opportunity Corps-related purposes (i.e. completing time sheets, entering participant data in QuickBase, checking email, etc.). Provide reasonable and quiet space for members to work with individuals during the day.
8. **Participant transportation:** Opportunity Corps members will NOT provide transportation for a partner organization's participants in any privately owned vehicles. If a site intends to have a member transport a participant in the organization's vehicles, they MUST follow the Personal Vehicle and Transportation Policy of the Opportunity Corps Program outlined on page 15.

D. Staff Support

1. **Administrative support:** The Executive Director or other designated staff person should be an advocate for the Opportunity Corps program in his/her building and ensure staff is supportive of the program and the members(s). The administrator, in cooperation with Opportunity Corps program staff, will aid the Site Supervisor in overseeing member performance management.
2. **Site Supervisor(s):** The site must designate a staff person(s) who will provide programmatic support and supervision to the Opportunity Corps member(s). The site must allow sufficient time for Site Supervisors to fulfill their Opportunity Corps responsibilities. This includes allowing the Site Supervisors to attend required Opportunity Corps training.

It is recommended that Site Supervisors spend an average of 1-2 hours per week supporting his or her Opportunity Corps member(s). The time spent with the member may be higher at the beginning of the year in order to provide orientation and training.

If the designated Site Supervisor is not able to complete the program year (e.g, take a leave of absence from his/her position at the site), the site is required to designate someone to serve as the Site Supervisor for the remainder of the program year.

E. Member Recruitment

The service site will take the lead in member recruitment. Opportunity Corps Staff will work closely with the site to provide recruitment support.

1. **Recruitment deadline:** It is the responsibility of the site to recruit and fill all of its awarded member positions by **August 31, 2018**. Slots not filled by then will be handled on a case-by-case basis and may be re-awarded by the program to other sites.

Note: If the service site does not recruit all of its members, this will be taken into consideration if the organization re-applies for the program for the next program year.

Opportunity Corps will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or any other category protected by law.

F. Member Selection Process

The service site will work jointly with assigned Program Staff in interviewing, selecting, and placing Opportunity Corps members during spring/summer 2018.

1. **Interviewing:** Opportunity Corps Program Staff will pre-screen member applications. The service site will then receive and review these pre-screened member applications and interview the applicants using standard interview questions provided by Opportunity Corps. A copy of the completed interview questions must be given to the assigned Opportunity Corps Program Staff to store in the applicant's file prior to the final position offer to the applicant by Opportunity Corps. If the service site is negligent in scheduling and completing interviews,

Opportunity Corps reserves the right to interview and place applicants without the involvement or approval of the service site.

2. **Extending an offer:** The site will not extend an official offer to any applicant; it will, however, give its recommendation to Program Staff. Offering a position is the responsibility of the Opportunity Corps Program Staff. Program Staff will not make an offer without a copy of the completed interview questions from the site. Program Staff reserve the right to make the final decision regarding the selection of members.
3. **Background checks:** Member service is contingent upon successful completion of a three-part federal mandated background check (FBI, state repository, and sex offender registry checks). Minnesota Opportunity Corps will conduct and pay for a thorough background check on each application prior to his or her official acceptance into the program. The Opportunity Corps will notify service sites if the applicant did not clear the background check according to the Minnesota Opportunity Corps policy. Actual results of the background check will not be shared with sites without written permission from the applicant. The service site has the right to conduct its own background check and follow its organization's policy in addition to the background check conducted by Opportunity Corps.
4. **Replacing members:** In most cases, the site may not replace a member who exits the program early. However, sites are allowed to replace a member who terminates service before completing 30 percent of the term, provided that the member who terminates is not eligible for and does not receive a pro-rated education award. The service site may not refill the same slot more than once.
5. **Transferring members:** The Minnesota Opportunity Corps reserves the right to transfer members from one Partner Organization to another Partner Organization in circumstances in which program requirements are not being fulfilled. Other situations may arise which will require the Minnesota Opportunity Corps to transfer a member on a case by case basis.
6. **Member Retention:** The site may not hire its member (or a member currently serving at another site) as a staff person during his or her term of service if it will prevent the member from fulfilling his or her service responsibilities. Sites are encouraged to ask job applicants if they are currently serving as an Opportunity Corps member. Every reasonable effort should be made by the site to support a member in the completion of their Opportunity Corps commitment. However, hiring a member as an employee is allowable if a member is moving from welfare to work.

G. Member Disciplinary Action

If a member issue arises at the service site, the service site should follow the disciplinary procedure outlined in the program handbook. The service site should work in collaboration with program staff in enacting the disciplinary procedure, including providing documentation for the personnel file of a member who is being disciplined, suspended, or exited from the program.

H. On-Site Training

The service site will invite Opportunity Corps members to participate in any relevant on-site training and/or staff meetings. Opportunity Corps members may record this time towards their AmeriCorps hours. Any expenses (mileage, food, etc.) related to this training are paid for by the service site.

I. Participant Data

The service site must support members in collecting performance measure data for all participants who received services from the Opportunity Corps Members. Sites are responsible for using their organization's existing participant identification conventions OR an internally developed system for identifying Opportunity Corps participants, which will allow potential future members to access unique participant data across multiple program years. Data which will be requested will include, but may not be limited to the following:

- Individual or group services provided to the participant(s),
- If the participant is enrolled or actively engaged in education/training programs (including attendance statistics),
- Employment information including if the participant is employed or unemployed, the hourly wage and if it is a living wage, if health benefits are included in the position, if the position was acquired due to a credential, and retention rates.
- Basic participant demographic information, such as barriers to employment and/or education and training, benefit eligibility, education level, assessments completed, etc.

J. Data Privacy

It is the responsibility of the partner organization to develop the appropriate release of information regarding services provided to participants by Minnesota Opportunity Corps members. This release should inform participants that data will be shared with funders but all personal information will be kept confidential. Reports to funders will contain aggregate data and will not include individual identifying information.

Information about participants receiving Opportunity Corps services will be stored on two password-protected web-based databases: OnCorps and QuickBase.

The Opportunity Corps member's schedule should allow for time to enter participant data during normal office hours, as the member might not be allowed to take participant data off of the site's premises (as determined by the site). Service sites should provide a locked location for members to store participant data in written form.

Opportunity Corps is required to routinely report outcomes to stakeholders, including federal and state government and corporate funders. A comprehensive evaluation report is produced annually by Minnesota Opportunity Corps that compiles information about participants served throughout the state. Service time, levels of participation and performance data are aggregated.

Site Responsibilities:

Site Supervisor Responsibilities

A. ROLE

The Site Supervisor(s) is designated by the site and will be trained by Opportunity Corps to provide day-to-day supervision, programmatic support and oversight to the members. Site Supervisors will uphold the Opportunity Corps program expectations, model, and act as a liaison between site staff, members, and program staff.

B. WHO PLAYS THE PART

Program Directors, Program Managers or Site Coordinators are excellent candidates for Site Supervisors.

A Site Supervisor should:

- Be knowledgeable in providing services to participants related to overcoming barriers to economic self-sufficiency
- Be knowledgeable about the use of program outcomes and data collection procedures
- **Have time available** to dedicate to the program, including attending required training and ongoing coaching

C. RESPONSIBILITIES & TIME COMMITMENT

Site Supervisors dedicate approximately **6-9 hours per member** per month to Minnesota Opportunity Corps and approximately 10 hours of training throughout the year.

1. Member Support

Site Supervisors should plan to dedicate approximately 6-9 hours per month to support *each* member. This time described in more detail below, will be spent observing the member, setting training schedules, consulting and coaching.

2. **On-site Orientation:** Provide an on-site orientation for the Minnesota Opportunity Corps member. This will include a tour of the building, explanation of site policies, (including dress code and client confidentiality), site expectations for the Opportunity Corps member, etc.

3. **Member Time Sheet Approval:** Approve member time sheets every two weeks by the deadline. If a member's time sheet is not approved by the deadline for the pay period, the member's living allowance will be delayed until the following pay period and the time sheet is approved.

4. **Member Development:** Provide support to allow the member to develop professionally throughout the year, including inviting the member to participate in professional development opportunities at the service site and in the community.

5. **Monthly Data Checks:** Review data collected by members on a monthly basis to ensure accuracy and complete reporting of services provided. Site Supervisors can determine the most convenient method for themselves to monitor data collection.

6. **Setting a Schedule:** Develop a daily schedule with the member that includes:
 - a. The ability to serve 40 hours per week (full-time members) or 20 hours per week (part-time members) at the site.
 - b. A full caseload of participants at any given time (determined by the site).
 - c. Adequate time for data entry and meeting time with the Site Supervisor.
 - d. The member's schedule must allow for them to attend all required training, including the Global Career Development Facilitator training program which will be held weekly from September - November.
7. **Performance Management:** Work closely with program staff and organization administrators (if applicable) if disciplinary action is needed. Opportunity Corps members are expected to adhere to site policies regarding issues such as confidentiality, safety, dress code, attendance, etc. The service site does not have the authority to terminate an Opportunity Corps member but does have the authority to enact the Opportunity Corps disciplinary procedure as outlined in the Opportunity Corps handbook, which includes providing documentation required for the tutor's personnel file. Involving Program Staff early is critical.
8. **Administrative tasks:**
 - a. Complete a bi-annual online program
 - b. Participate in two site visits with Program Staff
 - c. Approve member time sheets once every two weeks
 - d. Complete a member performance evaluation two times per year
9. **Training**

Site Supervisors are required to attend approximately 10 hours of training throughout the year. The time dedicated to training is not included in the 6-9 hours per member per month calculation.

Responsibility of Opportunity Corps: **Program Staff Responsibilities**

I. ROLE

Opportunity Corps Program Staff are employees of the Reading & Math, Inc. They are responsible for providing oversight to the Opportunity Corps program, including member management and site management, and compliance with state and federal AmeriCorps regulations.

II. WHO PLAYS THE PART

An Opportunity Corps Program Staff member

III. RESPONSIBILITIES

A. Member Recruitment

The Program Staff will assist in coordinating recruitment efforts and provide additional guidance and support to sites in facilitating their own recruitment efforts.

B. Member Selection Process

The Program Staff will work together with the service site in interviewing, selecting, and placing Opportunity Corps members during spring/summer 2018

1. **Interviewing:** The Program staff will accept and review all final applications recommended by the sites. The staff will collect completed interview questions from the partnering organizations for each applicant. They will screen all applications and conduct a phone interview.
2. **Selection:** Program Staff will work together with the site to make selection decisions. Program Staff has the responsibility and authority to extend an offer for a position to an applicant. Opportunity Corps reserves the right to make final selection decisions. Program Staff will assist the site in filling all positions by August 28. Program Staff reserve the right to place members at the site without site involvement, if the site is not responsive.
3. **Background checks:** Member service is contingent upon successful completion of a three-part federally mandated background check (FBI, statewide repository, and sex offender registry checks). Opportunity Corps will conduct and pay for these checks. Program staff will notify sites if the applicant does not clear the background screening. Background check results cannot be shared with sites without written permission from the applicant. Sites are free to conduct a background check at their own expense. Members may need to be accompanied while their FBI Fingerprint check is pending. An individual is accompanied when he or she is in the physical presence of a person cleared for access to vulnerable populations. The site is responsible for verifying and documenting accompaniment during this period. The site is responsible for verifying and documenting accompaniment during this period. The site is responsible for ensuring that any staff person providing accompaniment has been cleared by the site's internal background check policy.

Opportunity Corps will not conduct background checks on volunteers recruited by Opportunity Corps members to assist with program organization events.

Opportunity Corps will not discriminate for or against any AmeriCorps service member or applicant on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, disability, sexual orientation, age, or any other category protected by law.

C. Member Management

1. **Member training:** The Opportunity Corps Program Staff is responsible for coordinating the logistics and scheduling the member and Site Supervisor trainings that occur throughout the year.
2. **Member site visits:** Program Staff will conduct site visits during the year with each member and Site Supervisor. Program Staff have discretion on the method of the site visit.
3. **Monitoring program requirements:** Program Staff will track and monitor each member's progress in completing program requirements and provide timely updates to the Site Supervisor to ensure members will complete required service hours by the end of their term of service.
4. **Member personnel file:** Opportunity Corps is responsible for completing and maintaining a personnel file for each member, which includes all required documents (member eligibility documentation, time sheets, disciplinary action, performance evaluations, etc.)
5. **Member benefits:** Opportunity Corps is responsible for administering and overseeing the member benefits (as applicable), including: living allowance, education award, health insurance, federal student loan forbearance, and child care reimbursement.
6. **Conflict resolution:** The Program Staff will work together with the Site Supervisor in resolving any member issues. The Program Staff, not the service site, has the authority to terminate an Opportunity Corps member.

Federal Policy:
Prohibited Activities for AmeriCorps Members

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities support by the AmeriCorps program or the Corporation, staff and members may not engage in the following activities:

1. Attempting to influence legislation.
2. Organizing or engaging in protests, petitions, boycotts, or strikes.
3. Assisting, promoting or deterring union organizing.
4. Impairing existing contracts for services or collective bargaining agreements.
5. Engaging in partisan political activities or other activities designed to influence the outcome of an election to any public office.
6. Participating in, or endorsing, events or activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
7. Engaging in religious instruction; conducting worship services; providing instruction as part of a Program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytization.
8. Providing a direct benefit to:
 - A for-profit entity;
 - A labor union;
 - A partisan political organization;
 - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 except that nothing in this section shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
 - An organization engaged in the religious activities described in the AmeriCorps regulations (section g), unless Grant funds are not used to support the religious activities;
9. Conducting a voter registration drive or using Corporation funds to conduct a voter registration drive;
10. Providing abortion services or referrals for receipt of such services;
11. Other activities as the Corporation determines will be prohibited.

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 activities listed above on the initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo or Opportunity Corps logo while engaging in any of the above activities.

Federal Policy:

Non-Duplication and Non-Displacement Policy

Non-duplication:

The Corporation for National and Community Service (Corporation) assistance, which is the funding that supports Opportunity Corps, may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of the 'nondisplacement' paragraph 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.

Non-displacement:

1. An employer may not displace an employee or position, including partial displacement such as reduction in hours, wages, or employment benefits, as a result of the use by such employer of a participant in a program receiving Corporation assistance.
2. An organization may not displace a volunteer by using a participant in a program receiving Corporation assistance.
3. A service opportunity will not be created under this chapter that will infringe in any manner on the promotional opportunity of an employed individual.
4. A participant in a program receiving Corporation assistance may not perform any services or duties or engage in activities that would otherwise be performed by an employee as part of the assigned duties of such employee.
5. A participant in any program receiving assistance under this chapter may not perform any services or duties, or engage in activities, that:
 - i. will supplant the hiring of employed workers; or
 - ii. are services, duties or activities with respect to which an individual has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures.
6. A participant in any program receiving assistance under this chapter may not perform services or duties that have been performed by or were assigned to any:
 - i. Currently employed worker;
 - ii. Employee who recently resigned or was discharged;
 - iii. Employee who is subject to a reduction in force or who has recall rights pursuant to a collective bargaining agreement or applicable personnel procedures;
 - iv. Employee who is on leave (terminal, temporary, vacation, emergency or sick); or
 - v. Employee who is on strike or is being locked out.

Federal Policy: **Non-Discrimination Policy**

Minnesota Opportunity Corps does not discriminate in program admission based on race, color, sexual orientation, military discharge, sex, national origin, age, disability, or any other characteristic unrelated to the ability to perform the essential functions or basic tenets of Opportunity Corps, or any bona fide occupational qualifications.

It is unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Reading & Math, Inc.
Minnesota Opportunity Corps AmeriCorps
Program
2400 Park Avenue
Minneapolis, MN 55404
(612) 206-3030

Office of Civil Right and Inclusiveness,
Corporation for National and Community
Service
1201 New York Avenue, NW
Washington, D.C. 20525
(202) 606-7503 (voice); (202) 565-2799
(TTY); eo@cns.gov (e-mail)

Minnesota Opportunity Corps makes every effort to ensure that its placement agencies have similar non-discrimination policies. Member with questions or concerns about any type of discrimination in their placement workplace are encouraged to bring these issues to the attention of their immediate supervisor, superior, and/or Opportunity Corps program staff. If the placement agency is found to be engaging in such activities, removal of current member(s) and denial of future members at that agency may result.

Discrimination on the part of fellow Opportunity Corps members will also not be tolerated. Anyone found to be engaging in any type of unlawful or harassing discrimination will be subject to disciplinary action, up to and including dismissal from the program. Opportunity Corps will not tolerate harassment of any kind. Harassment includes threatening or insinuating that the refusal to submit to sexual advances will adversely affect admission or program benefits. Harassment may also include conduct such as unwanted sexual flirtation or touches; abusive or degrading language; graphic or suggestive comments; or displaying inappropriate objects or pictures. Any member who believes that he or she has been subject to harassment of any kind, or who has knowledge about harassment of others, should report the harassment to an immediate supervisor, superior, and/or Opportunity Corps program staff. Any member who is found to have engaged in harassment will be subject to appropriate discipline, up to and including expulsion from Opportunity Corps.

Note to service sites: In any case of discrimination related to an Opportunity Corps member, the service site must contact Program Staff before taking action.

Program Policy:
Personal Vehicle and Transportation Policy

Member's personal vehicle(s):

An Opportunity Corps member is prohibited from using their personal vehicle for any Partner Organization usages. An Opportunity Corps Partner Organization is prohibited from requiring or requesting a member to use his/her personal vehicle for any company usage. This prohibition includes but is not limited to transporting Partner Organization employees, participants, and/or property.

Partner Organization Vehicle(s):

Any Opportunity Corps member that is a potential driver of a Partner Organization owned or leased vehicle cannot be required to drive for the Partner Organization but may agree to do so. This agreement must be in writing and include the member's printed name, signature and date of the agreement. Either party may rescind this agreement at any time without cause or consequence. This agreement is to be kept on file with the Partner Organization.

The Partner Organization will be responsible for indemnifying that the Opportunity Corps member(s) has a valid driver's license and meets the minimum standards for the organization's driving policies.

The Partner Organization agrees to provide proof of insurance upon request.

DIVERSITY AND INCLUSION STATEMENT

The Minnesota Opportunity Corps values the diversity of our staff, members, site partners, and participants we serve. We value both the visible and invisible diversity present within our program. Minnesota Opportunity Corps believes that we all must strive to create and nurture an environment that demands, engages, celebrates and cultivates diversity. By agreeing to be a site with Minnesota Opportunity Corps, you are committing to join our program in this continuous process to cultivate an environment that is inclusive and respectful to those from all backgrounds and experiences. Any decisions or actions made by Minnesota Opportunity Corps or its partners that is not consistent with an environment of inclusivity will be seen as a breach of this site agreement, and any further relationship between the Minnesota Opportunity Corps and the site named in this agreement could be terminated.

Certification

This site agreement serves as an agreement between the service site and the Opportunity Corps for the 2018-19 program year. The terms of this agreement will end on September 1, 2019. Amendments to this agreement shall be done in writing. Failure to adhere to policies or to fulfill responsibilities outlined in this agreement will become part of the selection criteria in the re-application process for the 2019-20 program year or could lead to the site forfeiting its awarded members for the 2018-19 program year.
