

**Placement Agreement Details
JV Independent Positions
2022-23**



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PARTNER AGENCY: ROLE AND RESPONSIBILITIES

Financial Responsibilities:

1. **Placement Fees:** Remit to JVC Northwest a placement fee based on the table below unless an alternative payment schedule is agreed to in writing by both parties. JVC Northwest will send an invoice via email to the agency in August.

LOWER 48: Payment Schedule				
Lower 48	Total Fee	Pymt 1: due Sep 15	Pymt 2: Due Dec 15	Pymt 3: due Feb 15
Year 1 or 2	\$ 16,526.00	\$ 8,263.00	\$ 4,131.50	\$ 4,131.50
Year 3+	\$ 19,000.00	\$ 9,500.00	\$ 4,750.00	\$ 4,750.00

ALASKA: Payment Schedule				
Alaska	Total Fee	Pymt 1: due Sep 15	Pymt 2: Due Dec 15	Pymt 3: due Feb 15
Year 1 or 2	\$ 17,970.00	\$ 8,985.00	\$ 4,492.50	\$ 4,492.50
Year 3+	\$ 20,500.00	\$ 10,250.00	\$ 5,125.00	\$ 5,125.00

2. **Payment Retention Schedule:** JVC Northwest expends a significant portion of the total cost of a JV by the beginning of the program year through recruitment and training. Partner Agency agrees to assume some of the risk of early departure. If the Partner Agency releases the JV for cause, or JVC Northwest releases the JV, or if the JV leaves the program, then JVC Northwest will retain the portion of the total placement fee as indicated below based on the month the JV's departure from service:

LOWER 48: JVC Northwest Payment Retention Schedule								
Lower 48	In August	In September	In October	In November	In December	In January	In February	In March or later
Year 1 or 2	\$ 4,957.80	\$ 6,610.40	\$ 8,263.00	\$ 9,915.60	\$ 11,568.20	\$ 13,220.80	\$ 14,873.40	\$ 16,526.00
Year 3+	\$ 5,700.00	\$ 7,600.00	\$ 9,500.00	\$ 11,400.00	\$ 13,300.00	\$ 15,200.00	\$ 17,100.00	\$ 19,000.00

ALASKA: JVC Northwest Payment Retention Schedule								
Alaska	In August	In September	In October	In November	In December	In January	In February	In March or later
Year 1 or 2	\$ 5,391.00	\$ 7,188.00	\$ 8,985.00	\$ 10,782.00	\$ 12,579.00	\$ 14,376.00	\$ 16,173.00	\$ 17,970.00
Year 3+	\$ 6,150.00	\$ 8,200.00	\$ 10,250.00	\$ 12,300.00	\$ 14,350.00	\$ 16,400.00	\$ 18,450.00	\$ 20,500.00

3. **Transportation / Travel Costs:**

- a. **Driver's License:** If a specific state driver's license is required for service, the Partner Agency agrees to pay any fee for acquisition the new driver's license.
 - b. **Vehicles:** JVC Northwest does not provide cars for JVs or JV AmeriCorps communities and does not provide vehicle insurance for JVs. If the Partner Agency requires the JV to bring or use their personal vehicle they should indicate the need on their Partner Agency Application. The Partner Agency and the JV shall make an agreement on transportation costs and reimbursement before the JV begins service with the Partner Agency. In this transportation agreement, the Partner Agency shall have, at a minimum, the responsibility to pay for the following: 1) Any fee for acquisition of the new driver's license, if required; 2) any fee for re-licensing the JV's vehicle, if required; 3) the minimum liability insurance required by law; 4) at least half of the cost of collision coverage; 5) the first \$300 expended for maintenance and repair combined; and 6) direct reimbursement for receipted gas expenditures by the JV for service-related transportation. In the alternative, the Partner Agency and the JV may agree to a per-mile reimbursement per the standard mileage rate established by the IRS for the calendar year of use to the JV. This amount will be equivalent to the foregoing minimum responsibility. The JV must present receipts for above mentioned costs.
 - c. **End of Service Term Travel Costs:** At the end of the service term, Partner Agency pays for or reimburses JV's travel costs to the location of the JV's choice. The Partner Agency and JV determine together the most safe and economical travel option, not to exceed \$700. The minimum travel cost required for JV is:
 - i. \$30/day for food during travel days, to be determined in collaboration with the JV; and either:
 - ii. A ticket for travel by bus, train, or plane to a location of the JV's choice, and luggage fees for one piece of luggage under 50 pounds; OR
 - iii. In the case of local relocation, moving truck rental or other moving supplies.
 - d. **Early Exit Travel Costs:** If the JV ends their service term or is asked to leave the JVC Northwest program within the first 90 calendar days of the program year or is released for cause from the Partner Agency, the JV is responsible for their travel home. If the JV leaves after 90 calendar days, the Partner Agency agrees to pay the percentage of the JV's End of Service Travel Cost as provided above, corresponding to the number of days served. The Partner Agency will confirm with the JVC Northwest Program Coordinator that the departure date has been approved by JVC Northwest and by the Partner Agency before providing travel costs.
4. **Liability Insurance:** Partner agency will provide liability insurance for the JV throughout their term of service and supply JVC Northwest with up-to-date proof of that liability insurance beginning August 1, 2023 and continuing throughout the program year.
 5. **Indemnification:** The Partner Agency holds harmless and shall defend and indemnify JVC Northwest and its officers, agents, and employees against all claims, demands, actions, and

suits, including attorney fees and costs, brought against any of them arising in connection with the JV's service, unless otherwise agreed by both parties in writing.

Non-Financial Responsibilities:

1. **Provide a Physical Service Site:** Sites must provide a physical location for service. Service cannot be done remotely or virtually. Members requesting teleservice arrangements under the auspices of reasonable accommodation of a disability are excluded from this policy, as those requests are covered under other laws and policies. Teleservice should be rare, if ever, and involve appropriate documentation, supervision and oversight.
 - a. Not Allowed
 - i. Teleservice: Accruing regular, consistent service hours from a location other than the physical address on the approved JV Position Description.
 - ii. Remote Service: Accruing service hours anywhere besides the physical address or assigned JV House. Note: this disallowance does not include training hours accrued by members participating in JV Orientation (August), JVC Northwest sponsored retreats throughout the service term.
 - iii. Virtual Service Sites: Service sites with no physical space/building or have let go of their physical space.
 - b. Allowed
 - i. Teleservice: Accruing some service hours from assigned JV House, no more than 1-2 days per week, and not without prior approval from JVC Northwest.
2. **Site Supervisor preparedness:** Ensure that the JV's Site Supervisor will complete the Site Supervisor Orientation Training, will be familiar with the Partner Agency / Site Supervisor Handbook, and will complete the requirements found therein.
3. **Maintain JV Supervision:** Ensure adequate and consistent supervision for the JV throughout the term of service. Provide day-to-day supervision of the activities of the JV and ensure weekly one-to-one scheduled meetings between the Site Supervisor and the JV. If Partner Agency re-assigns Site Supervisor role during the term of service to maintain an adequate and consistent supervision, the new Site Supervisor will complete Site Supervisor training and sign a Site Supervisor Contract within 5 business days of assuming JV supervisory responsibilities.
4. **Notification of Changes:** Notify JVC Northwest immediately of any change in Site Supervisor or any significant organizational changes that may impact the JV.
5. **Site Orientation and Onboarding:** Provide site-specific training and orientation including site guidelines, regulations, and policies, including policies for leave from service. Guidelines are provided in the Partner Agency Handbook.
6. **Communications Time:** Allow the JV time during service to respond to and initiate emails and phone calls with JVC Northwest about their service and program participation.
7. **Program Participation:** Allow JV to take/participate in:
 - a. **Retreats:** Time off from service will be given to the JV for travel to and attendance at JVC Northwest-sponsored retreats held on pre-determined dates (see Annual Calendar for Retreat Dates). JVs should not have any organizational responsibilities

that conflict with Retreat programming. Time away from the service site for JVC Northwest retreats is not part of the JV's ten days of leave from service.

- b. **Community Time:** Service hours will be set and adjusted to make reasonable provision for the JV's JVC Northwest community commitments, such as weekly community meetings or spirituality/reflection meetings. Service should not take place outside of the set schedule on the JV Position Description. Any changes to the service schedule must be vetted with the site, JV, and JVC Northwest before the change goes into effect.
 - c. **National Service Days:** The JV is to be released for any National Days of Service such as September 11th National Day of Service and Remembrance, MLK Day of Service and more included in the Annual Calendar. Service activities may be organized in the communities where the JV is in service.
 - d. **Monthly Virtual Meetings:** New monthly meetings will be held during the service day for all JV/AmeriCorps members. See Annual Calendar for dates and times to ensure space is provided for JV/AmeriCorps members to step away from regular service.
8. **Leave from Service:**
 - a. **Ten Days Minimum.** Allow JV a minimum of ten service days total leave from service, which is in addition to any leave required by applicable law. Leave encompasses vacation and sick time. The JV may take unused leave at the end of the service year if approved by the Partner Agency. JVs serving in schools will receive the same leave from service time as school staff, to be taken during school holidays. This time is considered their ten days of leave from service. Any alternative or additional time away must be negotiated between the JV and the Partner Agency. The Partner Agency may provide additional leave (vacation, sick days, etc.) as Partner Agency sees fit.
 - b. **Legally Required Leave:** Partner Agency shall provide leave to all JVs to the extent required by applicable law.
9. **Acknowledgement:** Acknowledge JVC Northwest and when highlighting the service of the JV in publications, on website, or in public recognition.
10. **Fundraising:** Limit JV's fundraising efforts to those directly related to their position description and 10% of service time. JVs may not support applications for federal grants, or fundraising related to JVC Northwest placement fee or partner agency's general operations.
11. **Training:** Participate in all mandatory trainings provided by JVC Northwest, including the prerequisite Site Supervisor Training.
12. **Program Coordinator Meetings:** Meet with Program Coordinator individually as well as with JV to complete site monitoring annually.
13. **Noncompliance:** Remediate areas of noncompliance identified by JVC Northwest within a reasonable time.
14. **Locale Partner Agency Meetings:** Attend locale meeting for partner agencies convened by Program Coordinator.
15. **Position Description:** Adhere to the position description for the JV approved by JVC Northwest. No major change is to be made to the position description without agreement from JVC Northwest and the JV prior to implementation of any changes.

16. **Performance Evaluations:** Facilitate and document Initial, Mid-Year and End of Term Assessments of JV by the required deadlines (see Annual Calendar for Deadlines).
17. **Data Requests:** Site supervisors will assist the JV in gathering data requested by JVC Northwest for performance measures, program evaluation, and/or reports.
18. **Public Funding:** Apprise JVC Northwest of the source of any public (federal, state, county, municipal, etc.) funds used to pay the placement fee and verify that the use of such funds is permissible per their own grant restrictions and regulations.

JVC NORTHWEST: ROLE AND RESPONSIBILITIES

Financial Responsibilities of JVC Northwest:

1. **Stipend:** JVC Northwest will provide a monthly stipend to the JV.
2. **JV Support Costs:** JVC Northwest will pay FICA, health insurance premiums (except for those JVs who have waived their right to insurance coverage in the JVC Northwest plan), and workers' compensation premiums for the JV.
3. **Housing Costs:** JVC Northwest will pay the rental costs and other housing costs for JV community houses directly to landlords on behalf of the JV.

Non-Financial Responsibilities of JVC Northwest:

The JVC Northwest Program collaborates with the JV and the Partner Agency to ensure compliance with the program.

1. **Placements:** JVC Northwest will make reasonable efforts to identify and recommend a reasonably suitable JV for each Partner Agency, placement, and locale.
2. **Criminal History Checks:** JVC Northwest implements the following checks on incoming JVs: a state criminal history check from the state in which they will serve, a state criminal history check from the state where the JV made application, an FBI national criminal history check, and a National Sex Offender Public Website (NSOPW) check.
3. **Orientation, training, and retreats:** JVC Northwest provides a JV orientation in August, a variety of training opportunities for JVs, and up to five retreats during the service year.
4. **Handbook and Trainings:** JVC Northwest distributes a Partner Agency Handbook, provides a virtual Site Supervisor Training in May/June, and provides training and instruction materials on performance measures.
5. **Program Coordinator:** JVC Northwest provides regional Program Coordinators. The Program Coordinator supports and encourages JV service, program participation, and AmeriCorps compliance via communications as well as virtual and in-person locale visits. As a part of their responsibilities, the Program Coordinator conducts site monitoring in collaboration with the Site Supervisor and JV and convenes group meeting(s) with each locale's site supervisors. The Program Coordinator is available to meet on an as-needed basis with Partner Agency staff. The Program Coordinator regularly communicates with the JV to offer encouragement and support and to maintain accountability.
6. **Local Support:** JVC Northwest collaborates with an In Locale Coordinator and, when possible, a group of local supporters for each community to act as an information resource and support to the Jesuit Volunteer community.

PARTNER AGENCY AND JVC NORTHWEST: JOINT ROLES AND RESPONSIBILITIES

The parties to this Placement Agreement agree to the following:

1. **Health & Safety:** Parties will make every reasonable effort to ensure that the health and safety of JVs are protected during the performance of their duties.
2. **Duties:** Parties will support the JV service activities described in the accepted position description. Modification of service activities requires the parties' written agreement. Neither JVC Northwest nor the Partner Agency shall assign or require JVs to perform duties which would jeopardize their safety or cause them to sustain injuries.
3. **Conflict of Interest:** Parties will avoid placing related persons in supervisor-supervisee relationships or other roles that could lead to a conflict of interest.

JV: ROLE AND RESPONSIBILITIES

Responsibilities:

1. **Complete Terms of Service:**
 - a. During their term of service outlined in Key Terms section, the JV will complete a minimum of 1700 hours of service. Of these hours, a maximum of 20% of the total hours may be credited to training, education, and other, similar approved activities.
2. **Abide by Program Standards.** The JV understands that they are to abide by the following standards of the Program and any breach of these standards may be cause for dismissal and/or a determination of unsuccessful completion of the Program:
 - a. The JV makes a firm commitment to complete their full term of service as specified in the Key Terms section of this agreement. The JV will not seek to break this commitment unless the reason qualifies as a “compelling personal circumstance.” Some examples of reasons that may justify release from service include a JV’s critical illness, a serious family matter, or death or critical illness in the JV’s immediate family. It may also include premature termination of the Program or other programmatic problems beyond the JV’s control.
 - b. The JV affirms adherence to the JVC Northwest Code of Conduct, Covenant, and Drug and Alcohol Policy, previously signed as a condition of acceptance into JVC Northwest.
 - c. The JV AmeriCorps will live with and participate in their assigned JV Community throughout the year, and
 - i. Attend and participate in JVC Northwest Orientation week, Retreats, and monthly virtual gatherings.
 - ii. Participate and share leadership in weekly community activities and spiritual sharing/reflection gatherings.
 - iii. Attend regular community meals and activities as decided by the community.
 - iv. Participate in regular business meetings as decided by the community and follow the guidelines for ethical and financially responsible practices regarding the community account.
 - v. Participate in Re-Orientation, the structured closure of the year, with the community.
3. **Service:** The JV will fulfill the position description for which the JV is accepted, plus have a readiness to participate in other activities which are not necessarily part of the service description but are customary to the assignment and/or are part of the Partner Agency’s culture or routine practice, so long as such activities are not in violation of a provision within this agreement.
 - a. **Service Location:** Service should be conducted at the physical address(es) listed on the approved Position Description. Service cannot be done remotely or virtually. Members requesting teleservice arrangements under the auspices of reasonable accommodation of a disability are excluded from this policy, as those requests are

covered under other laws and policies. Teleservice should be rare, if ever, and involve appropriate documentation, supervision and oversight.

b. Not Allowed

- i. Teleservice: Accruing regular, consistent service hours from a location other than the physical address on the approved JV Position Description.
- ii. Remote Service: Accruing service hours anywhere besides the physical address or assigned JV House. Note: this disallowance does not include training hours accrued by members participating in JV Orientation (August), JVC Northwest sponsored retreats throughout the service term, or AmeriCorps sponsored symposiums and trainings.
- iii. Virtual Service Sites: Service sites with no physical space/building or have let go of their physical space.

c. Allowed

- i. Teleservice: Accruing some service hours from assigned JV House, no more than 1-2 days per week, and not without prior approval from JVC Northwest.

4. **Dates of Leave:** JVs will discuss specific dates of leave from service with the site supervisor early in the year.
5. **Welfare of All:** JVs must at all times be aware of the responsibilities that accompany their service, uphold the values of JVC Northwest, and promote dignity and respect in their daily interactions with those they serve and with whom they live. JVC Northwest is committed to providing a safe environment for all JVs and for those with whom they serve alongside. Those who act on behalf of JVC Northwest may have a special influence on the lives of the people they serve. This imbalance of power, and hence vulnerability, can be inherent in the relationship. It is the responsibility of those representing JVC Northwest to maintain appropriate boundaries.
6. **Remuneration:** The JV is to receive no remuneration for their service from the Partner Agency of any kind outside of the designated living allowance without written agreement from JVC Northwest.
7. **Termination:** Failure of the JV to fulfill the Responsibilities may result in early termination from the program.

Position Description

The JV's position, service activities, and partner agency is included the Key Terms section of this agreement.

JVC Northwest Policies

1. **Code of Conduct:** The JV AmeriCorps member will abide by the JVC Northwest Code of Conduct, Covenant, and Drug and Alcohol Policy. The JV/AmeriCorps member will abide by the Treatment of Vulnerable People.
 - a. JVC Northwest is committed to providing a safe environment for those with whom we serve, many or all of whom are **vulnerable people**.

- i. JVC Northwest recognizes that every JV is in a position of power when interacting with vulnerable people, even when the JV may also be vulnerable. JVs have the responsibility of setting and communicating healthy boundaries in order to prevent situations that can be later misinterpreted as abuse.
 - ii. JVs must be responsible for placing limits on relationships in which the professional or service purpose is intermingled with personal friendship.
 - iii. JVs shall strive to use positive reinforcement rather than criticism, competition, or comparison when working with vulnerable people.
 - iv. JVs shall not accept expensive gifts (i.e., gifts with a value in excess of \$50.00) from vulnerable people, their family or friends, and anyone at partner agencies.
 - v. JVs shall refrain from giving expensive gifts (i.e., gifts with a value in excess of \$50.00) to vulnerable people, their family or friends, and any person at partner agencies.
- b. **Dual Relationships/Personal Boundaries.** JVs, as representatives of JVC Northwest, are responsible for maintaining boundaries in relationships in which the professional or service purpose is intermingled with personal friendship.
- i. Sexual relationships with supervisors, clients, or vulnerable people are forbidden.
 - ii. Representatives of JVC Northwest assume responsibility for setting and maintaining clear, appropriate physical and emotional boundaries in all professional relationships.
 - iii. In situations where an inappropriate personal or physical attraction develops between a representative of JVC Northwest and a supervisor, client, or vulnerable person, the representative is responsible for maintaining clear, professional boundaries.
 - iv. It is unprofessional to suggest that the relationship between a representative of JVC Northwest and those who seek their support is a two-way relationship in which the representative also receives benefits or services from the interaction. It is the responsibility of the representative to retain a professional relationship, not the client.
 - v. The appearance or reality of concealing or asking individuals to conceal the fact and nature of a personal relationship is a violation of such boundaries.
 - vi. It is recommended that representatives of JVC Northwest be accompanied by at least one other adult when hosting activities for vulnerable people with whom they have become acquainted through their work placements. When chaperoning is a part of service activities, representatives are to follow the rules on chaperoning as outlined by their placement site.
 - vii. When taking vulnerable people on field trips, conferences, or tours, the rules and protocols of the placement site are to be followed.

2. **JVC Northwest Whistleblower Policy:** By signing this contract, the JV AmeriCorps member indicates receipt and understanding this policy. The JV AmeriCorps member also verifies that they have been provided with an opportunity to ask questions about the policy.
3. **The Drug-Free Workplace Act:** The JV AmeriCorps member must notify the Program's Executive Director within five (5) days if they are convicted under any criminal drug statute. Participation in the Program is conditional upon compliance with this notice requirement. JVC Northwest will act upon noncompliance by the JV AmeriCorps member.

In general, for violating any of the above stated policies, the Program may do the following (except in cases where during the term of service the member has been charged with or convicted of a violent felony, possession, sale, or distribution of a controlled substance):

- The JV AmeriCorps member may be issued a verbal and then written warning or reprimand by an appropriate official.
- After a third offense, a JV AmeriCorps member may be released for cause.
- Serious offenses may result in immediate dismissal.

Release From Terms of Service

The JV understands that they will be either suspended or released for cause in accordance with the following paragraphs of this section for committing certain acts during the term of service including but not limited to being convicted or charged with a violent felony, possession, sale, or distribution of a controlled substance.

1. The JV may be **released** from the term of service in the following two ways:
 - a. **Suspension**, as described in paragraph (5) of this section; or,
 - b. **Termination**.
2. The JV understands that they may be **released** for the following two reasons:
 - a. For **cause**, as explained in paragraph (3) of this section; or
 - b. For **compelling personal circumstances** as defined in paragraph (4) of this section.
3. The Program will **release** the JV **for cause** for the following reasons:
 - a. The JV has dropped out of the Program for reasons other than compelling personal circumstances;
 - b. During the term of service the JV has been convicted of a violent felony or the sale or distribution of a controlled substance;
 - c. Violation of any of JVC Northwest policies listed above;
 - d. Any other serious breach that in the judgment of the Program's Executive Director would undermine the effectiveness of the Program.
4. The Program may **release** the JV from the term of service for **compelling personal circumstances** if the member demonstrates that:
 - a. The JV has a disability or serious illness that makes completing the term impossible;
 - b. There is a serious injury, illness, or death of a family member which makes completing the term unreasonably difficult or impossible for the JV;
 - c. The JV has Military service obligations; or

- d. Some other unforeseeable circumstance beyond the JV's control makes it impossible or unreasonably difficult for the JV to complete the term of service, such as a natural disaster, a strike, relocation of a spouse, or the non-renewal or premature closing of a project or the Program.
 - e. Compelling personal circumstances do **not** include leaving the Program:
 - i. To enroll in school;
 - ii. To obtain employment, other than in moving from welfare to work; or
 - iii. Because of dissatisfaction with the Program.
5. The Program may **suspend** the JV's term of service for the following reasons:
- a. During the term the JV requests a suspension based on compelling personal circumstances, as described in paragraph (4) of this section. During the suspension from service, the member will not receive credit for service hours or benefits (as described in the Benefits Section of this document). The JV may resume their term of service once the circumstances supporting the suspension have been resolved. If the JV does not resume the term within the one-year period, the member may request that the Program exit the member and the member will be eligible for a partial education award based on the number of hours served in the term.
 - b. During the term of service the JV has been charged with a violent felony or the sale or distribution of a controlled substance. (If the JV is found not guilty or the charge is dismissed, the JV may resume their term of service. The JV, however, will not receive credit for any service hours missed as a result of the suspension.)
 - c. During the term of service the JV has been convicted of a first offense of possession of a controlled substance. (If, however, the JV demonstrates enrollment in an approved drug rehabilitation program, the JV may resume the term of service.)
6. If the Program releases the JV for cause or for compelling personal circumstance, the JV will cease to receive the Benefits section of this document.

Grievance Procedures

- 1. The JV understands that the Program has a grievance procedure to resolve disputes concerning the JV's suspension, dismissal, service evaluation or proposed service assignment, as well as issues related to non-selection, displacement of employees, or duplication of activities by JVs.
- 2. The JV understands that, as a participant of the Program, they may file a grievance in accordance with the grievance procedure at any time within the established deadlines.

Civil Rights Requirements, Complaint Procedures, and Rights of Beneficiaries: Public Notice of Non-Discrimination

This Program is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, or military service. 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, site supervisors and/or JV may bring a complaint to the attention of the Corporation for National and Community Service. If it is believed that an individual(s) have been discriminated against, or for more information, contact:

JVC Northwest
PO Box 22125, Portland, OR 97269

503.335.8202 (phone) 503-249-1118 (FAX) Attn: Sarah Jones (sjones@jvcnorthwest.org)

Office of Civil Right and Inclusiveness

Corporation for National and Community Service

1201 New York Avenue, NW

Washington, DC 20525

(800) 833-3722 (TTY and reasonable accommodation line)

(202) 565-3465 (FAX); eo@cns.gov (email)

Publicity Release Authorization

The JV executed a media release (also available via the Knack portal). The JV has read and understood this consent and release.

Benefits

1. While a JV is actively serving as a part of the Program, they qualify to receive a living allowance. This allowance is not a wage. It is distributed in regular monthly increments based on the agreed upon term of service. JVs and their site supervisor should verify their active participation in service. In the rare event that a JV exits the Program early, they probably will not be eligible to receive the entire living allowance.
2. JVs may choose to enroll in the Program's provided health insurance plan during their term of service, and JVC Northwest will pay the premium on this provided plan.
3. Upon acceptance and enrollment into the Program, the JV is eligible for forbearance of qualified student loans.

ALL PARTIES: GENERAL ROLES AND RESPONSIBILITIES

All parties agree to uphold provisions found in the JVC Northwest Partner Agency Handbook and the JVC Northwest Jesuit Volunteer Handbook. If any party becomes aware of a violation of a provision, the party agrees to take action in accordance with the JVC Northwest Partner Agency and Site Supervisor Handbook and the JVC Northwest Jesuit Volunteer Handbook. JVC Northwest reserves the right to construe and interpret any conflict or ambiguities between the JVC Northwest Partner Agency Handbook and the JVC Northwest Jesuit Volunteer Handbook. If any of the provisions are declared or determined by any governmental agency or court to be illegal, invalid, or otherwise unenforceable, the remaining portions, terms, and provisions shall nonetheless remain in full force and effect.

General Responsibilities:

1. Drug Free Workplace Act

- a. In accordance with the Drug Free Workplace Act, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited.
- b. Alcohol and drug abuse adversely affect health and service performance, create dangerous situations, and serve to undermine the community's confidence in the Jesuit Volunteer Program. The Program prohibits drug or alcohol abuse on the part of its JVs.
- c. A Partner Agency may require a JV to submit to drug testing as a condition of selection or when there is reasonable suspicion of drug use.
- d. If a JV is arrested for a drug offense, the JV must notify their site supervisor and the JVC Northwest Program Director, who is the Executive Director, in writing within *five* days.
- e. JVC Northwest will take appropriate action including, but not limited to, suspension and referral to a drug rehabilitation program or release for cause consistent with the CNCS rules on termination and suspension of service.

2. Equal Opportunity

- a. The parties agree to abide by federal laws on Equal Opportunity. An environment free of discrimination for all JVs will be provided by the parties.
- b. The parties agree that no person with responsibilities within the Partner Agency and/or JVC Northwest shall harass or discriminate against any JV or member of the staff or beneficiary of the project, with respect to any aspect of the project on the basis of race, religion, color, national origin, sex, age, disability, sexual orientation, or political affiliation. Harassment includes unwelcome verbal, physical, or graphic conduct and has the purpose or effect of unreasonably interfering with work or service performance or creating an intimidating, hostile, or offensive work, service, or JV community environment.

3. Grievance Procedure:

The parties agree to comply with the JVC Northwest Grievance Procedure found in the JVC Northwest Partner Agency Handbook and the JVC Northwest Contract and Jesuit Volunteer Handbook.