**Policies and Procedures Group Activity**

**Instructions:**

In groups of 5-6, read through the scenario below. Review the questions to consider below, and work together to develop policies and procedures related to the situation described. Groups will present a summary of the policies and procedures at the conclusion of the exercise.

**Scenario 2:**

Yoda, who is an AmeriCorps Alum, and a high school teacher at a school which is a host site for Jedi Warrior Corps, contacted OneStar Foundation to express his concern about the AmeriCorps members serving at the school. He witnessed one AmeriCorps member substitute teaching for a class on multiple occasions. He attempted to find a staff person for the AmeriCorps program at the school to alert them of the concern, but was not able to find anyone to speak with about the member’s actions. The OneStar Grants Officer assigned to the program, contacted the program staff to discuss the situation.

**Questions to Consider:**

* What would you have done to handle this situation?
* What policies and procedures were potentially not in place that would have helped prevent this situation from occurring?
* If you knew this situation were to occur one year from now, how would you have better prepared for it?

**Assignment:**

Work together to develop a draft of policies and procedures that would be useful to the program in this situation. Groups will present a summary of the policies and procedures they develop. Please see attached applicable grant requirements related to the scenario.

**Scenario 2:**

**Applicable Grant Requirements:**

***2015 Terms and Conditions for AmeriCorps State Grants:***

***V. SUPERVISION AND SUPPORT***

D. **Supervision.** The subrecipient must provide members with adequate supervision by qualified supervisors consistent with the approved award application. The subrecipient must conduct an orientation for members, including training on what activities are prohibited during AmeriCorps service hours, and comply with any pre-service orientation or training required by CNCS. The subrecipient must ensure that it does not exceed the limitation on member service hours spent in education and training set forth in 45 CFR § 2520.50.

***NATIONAL AND COMMUNITY SERVICE ACT OF 1990***

**45 CFR § 2540.100(e)-(f)**

**Non-Duplication and Non-Displacement**

**(e) Nonduplication**.

Corporation assistance may not be used to duplicate an activity that is already available in the locality of a program. And, unless the requirements of paragraph (f) of this section are met, Corporation assistance will not be provided to a private nonprofit entity to conduct activities that are the same or substantially equivalent to activities provided by a State or local government agency in which such entity resides.

**(f) Nondisplacement**.

 (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) Presently 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 who is being locked out.