Dear Children’s Corps member:

Attached is a copy of Member Requirements, Policies, and Procedures and the Corps’ Values. Children’s Corps is a program of Fostering Change for Children; therefore, these procedures apply only to that program. As you prepare to become a Corps member please take the time to read the attached document carefully. You will be required to confirm that you have read, understood, and agreed to comply with all Children’s Corps policies by electronically signing the commitment statement at the end of this document and again in hard copy format at the beginning of summer training.

If you have any questions you can contact us at any time.

Sincerely,

The Children’s Corps Team
Children’s Corps Member Requirements, Policies, Procedures

INTRODUCTION

Welcome to Children’s Corps

Congratulations! As a Children’s Corps member (“Member”), you are part of a select group of individuals who will be participating in an exceptional program. You will be presented with a unique opportunity to not only receive in-depth training and skills, but also take advantage of challenging opportunities offered by agencies who partner with Children’s Corps.

Your rights and responsibilities as a Corps member for the entire time you are a Member or associated with Children Corps will be based on the terms of this document.

These policies may be amended and/or supplemented by Children’s Corps over the course of the two years. In addition, your agency may notify you of additional policies and procedures, which you are expected to follow.

Failure to follow any Children’s Corps policies and/or procedures – those introduced below and those provided to you during the course of your Corps commitment – will subject you to the consequences set forth in this document. To be clear, you do not have an employment relationship with Children’s Corps. This document is not an employment contract between you and Fostering Change for Children/Children’s Corps and does not bestow any other rights or guarantees other than what is set forth in these policies.

This document includes the following policies:

**Summer Training Program Policies**
- Training Attendance
- Improvement Process
- Dismissal Policy

**Assignment and Placement Policies**
- Agency Hiring Requirements
- Placement and Service Requirements

**Policies Related to Corps Commitment**
- Emergency Release
- Dismissal
- Resignation

**General Policies**
- Non-Discrimination/Non-Harassment Policy
- Media and Publicity Policy
- Third-Party Communication Policy

**Grievance Policy**
I. CHILDREN’S CORPS VALUES

CHILDREN’S CORPS (CC) UPHOLDS THE FOLLOWING VALUES

- **Strengths-Based Perspective** – CC believes that all human beings and systems have inherent strengths, which have helped them survive. CC believes it is important to recognize, acknowledge, and support these qualities.

- **Transparency** – CC believes open and honest communication with its partners and stakeholders is imperative in order to create and implement programs that meet constituent needs.

- **Teamwork and Collaboration** – CC cannot strengthen the child welfare system alone. CC must partner with public and private organizations on local, state and national levels and anyone who wants to help support children and families in order to achieve significant and sustainable change.

- **Trust** – Just as caseworkers must trust families to make the best decisions for their wellbeing, CC must trust their members and partners to maintain a focus on their mission and always seek to improve outcomes for children and families.

- **Action** – We are an action-oriented organization and believe in making informed and bold choices in order to create broad change

- **Innovation** – CC prides itself on working with organizations and individuals that are on the cutting edge of their field.

- **Persistence** – CC knows that learning involves successes and failures and will persevere in order to achieve its goals/mission

- **Respect & Humility**: We value the strengths, experiences, and perspectives of others, and we recognize our own limitations. We are committed to partnering effectively with children, youth, families and all child welfare related systems to ensure that our work improves outcomes for children and their families

- **Integrity** – CC believes it is important to: show up; do what you say you’re going to do; and to do the best you can.

**What Children’s Corps Expects of its Members**

1. Prepare your personal and professional life to make a two-year commitment to serve children and families. This 24-month commitment begins on the first day of your employment at your respective agencies.

2. Commit to improving the quality of life of the people you serve and the people you work with; and, in doing so, share your skills, adapt them as needed, and be open to learning new skills.

3. Serve wherever Children’s Corps places you, sometimes in inconvenient locations and/or under challenging conditions and with the flexibility needed for effective service.

4. Recognize that your successful work is based on the trust and confidence you build by respectfully integrating yourself into the culture and communities of the youth and families you work with as well as that of your agencies.

5. Recognize that you are responsible 24 hours a day, 7 days a week for your personal conduct and professional performance.

6. Engage with the people you serve and the people you work with in a spirit of cooperation, mutual learning, and respect.

7. Work within the rules and regulations of Children’s Corps and the agencies in which you serve.

8. Exercise good judgment and personal responsibility to protect your health, safety, and well-being and that of others.
9. Utilize Children’s Corps resources as means of support and professional development (i.e. attend monthly gatherings, connect with an available professional in the field, communicate with CC staff).

**What Members Can Expect of Children’s Corps**

1. **Inclusivity:** Children’s Corps will be inclusive of its members, its partners and transparent in its actions.

2. **Collaboration:** Training and support will be delivered in a coordinated, interdisciplinary, experiential, and collaborative fashion.

3. **Flexibility:** Training and support will be needs based, strengths focused, and developmentally and culturally appropriate.

4. **Professional Development:** Corps Members’ child welfare knowledge and practice skills will improve in measurable ways as a result of our efforts.

5. **Support:** Corps members and their agency colleagues and supervisors will be well supported in their efforts to meet the highest standards of professional practice.

6. **Respect:** Children’s Corps will respect, support and empower Corps members as well as agency staff.

7. **Responsiveness:** Children’s Corps will be responsive to the needs of Corps members, and agency partners.

8. **Accountability:** Achieving results is a shared responsibility and Children’s Corps will ensure that all parties hold one another accountable.

9. **Continuous Improvement:** Children’s Corps will build upon our successes and learn from our errors in order to continuously improve our services to those who serve children and families.

**II. SUMMER TRAINING PROGRAM POLICIES**

**SUMMER TRAINING PROGRAM ATTENDANCE AND PARTICIPATION**

You are required to fully participate in all summer training activities. If you fail to attend any portion of the summer training program you risk missing important knowledge and skills and leave yourself in jeopardy of not successfully completing the required training. Due to the intensive nature of the training, you are expected to be in attendance every day the program is running and for the duration of the program. Therefore if you miss any days of training without proper authorization, you risk being dismissed from the Corps. At the start of the summer training program we will discuss the procedure for obtaining authorization for missed days.

**RESPONSIBILITIES OF MEMBERS DURING SUMMER TRAINING**

1. Corps members will have received at least a bachelor’s degree from an accredited college or university by the first day of summer training institute.

2. Corps members agree to make a 24-month commitment to work full time at the agency where they are placed.

3. Corps members will attend all four (4) weeks of pre-service training beginning July 6th 2015 and ending July 31st 2015.

4. Corps members will arrive at training on time and conduct themselves in a professional manner.

5. Corps members will attend all preliminary meetings and orientations required by their assigned agencies.
6. Corps members will go through the same hiring procedures as other agency staff and will submit to all required screenings, including fingerprints, clearances, TB, and drug screening and will need to pass a three (3) or six (6) month probationary period to be eligible for tenure and benefits.

7. Corps members will provide their respective agencies with all required documentation (application, medical documentation, official transcripts etc.).

8. Corps members will shadow agency workers once a week during the summer training program.

9. Corps members will contact CC senior staff to discuss the resolution of any issues that may arise.

SUMMER TRAINING PROGRAM IMPROVEMENT PROCESS
If during the summer training program we assess that you are experiencing difficulties participating in the program and/or acting in ways that interfere with the learning and progress of other Corps members, you and the program director will have a formal conversation about areas of improvement that are needed and be offered the opportunity to work on those areas. If adequate improvement is not seen in the span of a few days, you may be placed on a written improvement plan. The main purpose of this plan is to explicitly state expectations and provide a structured process to help you improve. The improvement plan will articulate specific areas for improvement and strategies and resources that may help you improve. You will remain on the improvement plan until you have demonstrated adequate improvement in the areas identified, as determined by the staff. In cases where you do not demonstrate sufficient progress on the improvement plan, or fail to demonstrate sufficient commitment or effort in following the improvement process, as determined by staff, you may be dismissed from the Corps. As Corps members are not automatically entitled to an improvement plan, in egregious situations, Children’s Corps reserves the right to immediately dismiss Corps members from the summer training program if the program director of Children’s Corps or the executive director of Fostering Change for Children deems it is warranted.

SUMMER TRAINING PROGRAM DISMISSAL POLICY
If you do not adhere to any of the policies, procedures, or expectations of Children’s Corps during the summer training program, you will be at risk of being dismissed from the Corps. Among the reasons that may warrant dismissal are:

- An overall lack of professionalism or violation of the core values of Children’s Corps (e.g. unexcused absences, dishonesty, etc.)
- A serious violation of norms of conduct expected of a professional caseworker (e.g. intentional degradation or assault of an individual, criminal behavior, etc.)

In the case of a particularly severe violation of Children’s Corps standards, you can be immediately dismissed without being placed on an improvement plan. If a dismissal is warranted, the program director will send a letter notifying you of your dismissal and indicating the reasons for the dismissal. The summer training program is an at-will program in which either Children Corps or the member can exercise their right to terminate the relationship with or without cause.

CONFIDENTIAL INFORMATION
Member acknowledges and agrees that he/she cannot disseminate or disclose to any third party, or use for Member’s own benefit, any confidential information relating to the products, business or affairs of Children’s Corps, which is in any way acquired during or by reason of Member’s training or affiliation with Children’s Corps. “Confidential Information” is deemed to include but is not limited to information in any format pertaining to Children Corp’s training materials, strategic plans, identity of partner agencies, advertising and marketing plans, sales plans, and testing data.

III. ASSIGNMENT AND PLACEMENT POLICIES

AGENCY HIRING REQUIREMENTS
In addition to completion of the summer training program you are responsible for successfully completing agency-hiring requirements. These can include, but are not limited to:
Failure to meet the agency requirements (for example, by failing a drug test or a criminal background check) may result in being dismissed from the Corps. Children’s Corp is not responsible for finding an alternative placement for you if you fail a drug screening test or criminal background check.

REQUARED DOCUMENTATION
Your agency employment is often contingent on presentation of required documentation. You will need to have copies of your official transcript from your undergraduate and graduate degree-granting school sent to Fostering Change for Children which states “degree conferred.” These transcripts can be sent to P.O. Box 1027, Rocky Point, NY 11778. Failure to provide documentation reflecting “degree conferred” may result in your being dismissed from the Corps.

Children’s Corps will be sharing member documents with the respective hiring agencies. These documents include CC Application, Resume, and Letters of Recommendation.

Children’s Corps will not request individual waivers for any agency requirements for Corps members who fail to meet necessary requirements. If you do not meet the agency requirements necessary to remain in your position for two consecutive years you may be dismissed from the Corps.

Children’s Corps reserves the right, in its sole discretion, to release a Corps member from his or her commitment in the event that a casework placement cannot be secured within a reasonable time.

CRIMINAL RECORDS, CHILD ABUSE CLEARANCES AND BACKGROUND CHECKS
Children’s Corps reserves the right to inform the agency in which you are working or planning to work of any criminal convictions, or your ongoing involvement in criminal proceedings, or child abuse/neglect involvement that we are aware of. If, through background checks conducted or commissioned by a state, placement partner, or Children’s Corps, it is found that there is a charge against you other than a minor traffic violation, or that you are involved in a child abuse/neglect case and you did not disclose it in the application; this may be treated as falsification or misrepresentation, and you may be immediately released or dismissed from the Corps. Children’s Corps is not responsible for finding alternative placements for you if you cannot be hired or if you are terminated by your assigned agency because of a failure to disclose your criminal records or involvement in criminal proceedings.

Many background checks conducted or commissioned by a state or placement partner reveal an expunged or sealed criminal record. Moreover, because the records are either expunged or sealed Corps members may experience difficulty in obtaining supporting documentation, which may delay the processing of his/her application. Children’s Corps suggests that Corps members with sealed or expunged records be forthright about these past criminal proceedings and be prepared to present documentation from a probation office, courthouse, etc. that the criminal record is indeed sealed, expunged, or has been reconciled prior to submission of his/her application so as not to delay placement in their regional assignment.

INITIAL SALARY
Corps members are not Children’s Corps employees. Therefore, Children’s Corps cannot guarantee Corps members a particular salary as placement partners are responsible for paying caseworker salaries and assignments and pay scales may change. Also, please note that salaries can vary widely between agencies, and even vary significantly within an agency, based on the specific type of placement. Children’s Corps will not consider Corps member salary preferences in the placement process.

UNION VERSUS NON-UNION POSITIONS
Some of our agency partners have caseworker positions that are connected to the local union. Children’s
Corps is union-neutral and does not take a position on union affiliation. If you are placed in a position where you are asked to join the union, you are free to exercise any rights to join or not join as provided under the law.

**PLACEMENT COMMITMENT**

Children’s Corps strives to guarantee every Corps member an initial caseworker placement provided you meet all agency requirements for working in your assigned site and for remaining in your position for twenty four consecutive months. This being said, due to unanticipated factors such as layoffs or other budgetary constraints on our agency partners, placement may be in a different title, or in some instances, in a different location than originally assigned.

In the unlikely event that a Corps member cannot be placed in a caseworker position subsequent to completing the training, Children’s Corps will work to find the Corps member a placement for a reasonable period of time either in the original assignment agency or in another agency, if there are placement possibilities in the other agency. Although we will strive to honor your preferences during reassignment, we cannot guarantee reassignment to a particular agency, or location, as our first consideration will be securing a caseworker placement for you.

**IV. POLICIES RELATED TO CORPS COMMITMENT**

**EMERGENCY RELEASE**

It is the expectation of Children’s Corps that you will complete your two-year (24 month) commitment in your originally assigned agency placement. However, in rare instances, if you have a compelling personal circumstance arise, such as a serious illness or injury to yourself or a family member, you may request an emergency release from your two-year commitment. Emergency release requests during the summer training program should be submitted to the program director of Children’s Corps.

If you need to request an emergency release during your placement in the agency, the request should be submitted in writing directly to the executive director in your regional office.

If your emergency release request is granted, you may subsequently request, within two years, to rejoin the Children’s Corps. The request to re-enter is contingent upon satisfactory review by senior administrators of the Children’s Corps team. You may be required to re-attend the training institute in order to re-enter the Corps. Additionally, if you choose not to return within two years, we will consider your emergency release as a resignation from the Corps.

**DISMISSAL**

Fostering Change for Children reserves the right to work with its agency partners to recommend your dismissal with the agency at any point during the two-year commitment if at any time your behavior casts doubt on your ability to have a positive impact on children and families, on the communities that we serve, or on Fostering Change for Children itself. This can include, but is not limited to, the following circumstances:

- If you do not meet stated expectations during the summer training program and/or if you fail to meet stated expectations after being placed on a Corps member improvement plan (as described below);
- If you falsify any information you provide to Fostering Change for Children, your placement site or any individual or organization affiliated with Fostering Change for Children;
- If you do not meet any of the hiring requirements necessary to be hired by a partner agency;
- If you are dismissed from your placement agency for performance or behavior reasons;
- If you engage in activities or behavior that indicates a lack of respect for the children and families we work with, our communities, our agency partners, our funders/supporters, or Children’s Corps;
- If you fail to adhere to any of the policies, procedures, or expectations (including adherence to the core values of Children’s Corps) during your two-year commitment including summer training program;
If you do not abide by Children’s Corps non-discrimination and non-harassment policies;

Children’s Corps reserves the right to make such a determination in its sole discretion.

If you are dismissed from your two-year Children’s Corps commitment you will receive a letter to that effect from the executive director of Fostering Change for Children. This letter will serve as the sole documentation of your dismissal. If you are dismissed, you are not entitled to any financial assistance to exit the program, any reimbursements for expenses incurred while in the program or in anticipation of continuing in the program. Any individual who is dismissed by Children’s Corps will not be permitted to rejoin the Corps. It is Children’s Corps policy to inform our agency partners whenever a Corps member is dismissed from the program regardless of whether you elect to remain in your caseworker position. The policies and procedures for dismissals that take place during the summer training program are noted in the section of this document, which addresses summer training program policies.

**RESIGNATION**
We take your commitment to Children’s Corps very seriously and expect that you will stay for the full 24-months which begins on the first day of employment at your agency. The integrity and dedication for making this commitment is important to us, the families that members work with, and the professional development of our members. However, if you are experiencing difficulty, we ask that you work with the Children’s Corps staff to receive support and guidance in order to work through challenging moments. Then, if you feel you must resign from your agency, we require that you meet with a Children’s Corps staff member first before submitting your formal resignation to the agency.

If you resign from a partnering agency for any reason, Children’s Corps will treat your decision to resign in the same manner as a dismissal and you will have the same responsibilities and rights as set forth in the dismissal section of this document. If you resign from Children’s Corps before the completion of 23-months you will not be eligible to attend graduation and/or be a member of the Children’s Corps Alumni Association.

If you resign during summer training program, you should submit a resignation letter to the Children’s Corps Program director copied to the executive director of Fostering Change for Children. Any individual who resigns from Children’s Corps during summer training program will be required to depart the site within 24 hours of submitting the resignation letter. If you resign during your two-year commitment, you should submit a resignation in writing to the supervisor and director at your placement agency copied to Children’s Corps director. Members who leave the program will be asked to complete an exit interview.

**LAYOFFS OR OTHER DISRUPTIONS OF EMPLOYMENT**
In certain instances, you may lose your caseworker position after placement due to budgetary reasons. In the event that you are laid off or otherwise released from agency employment for reasons other than performance or behavior, Children’s Corps will attempt to re-place you in a different agency. While every attempt will be made to secure employment in another agency, Children’s Corps cannot guarantee placement. If no such option is available, Children’s Corps reserves the right, in its sole discretion, to release a Corps member from his or her commitment in the event that a caseworker placement cannot be secured in a reasonable timeframe as determined solely by Children’s Corps. In such instances, the Corps member will be eligible to rejoin the Corps within two academic years, and the Corps member may request to be reassigned to the same agency to which the Corps member was originally assigned, although Children’s Corps cannot guarantee placement in the same agency.

**V. GENERAL POLICIES**

**NON-DISCRIMINATION/NON-HARASSMENT POLICY AND PROCEDURE**
Children’s Corps is committed to a policy of equal treatment and opportunity in every aspect of its relations with its Corps members, without regard to race, color, ethnicity, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, marital status, military status, pregnancy, or parenthood. Children’s Corps considers discrimination or harassment of any type unacceptable and does not
condone such behavior. If you believe that you have been subjected to discrimination and/or harassment by someone directly employed by or otherwise involved with Children’s Corps we encourage you to take the following steps. If it is appropriate and possible for you to do so, we encourage you to try to resolve the matter directly with the person who allegedly conducted the offensive act. In instances where this type of informal intervention is not appropriate or sufficient in resolving the matter, you may file a written complaint with your program director or executive director.

The written complaint must include the following information:

- The name of the person filing the complaint
- The name of the accused individual
- An explanation of all events surrounding the act(s) of discrimination or harassment
- Any supporting documentation and/or witnesses to the alleged act(s) of discrimination or harassment.

An informal investigation will begin immediately after a written complaint is filed. The program or the executive director (or a designated representative) will review the complaint, interview both the person filing the complaint and the accused party, and interview other individuals as necessary. The Corps member filing the complaint will be asked to respect the confidentiality of all parties, including the accused individual, during the investigation.

After all interviews are finished, the investigating staff member will make a decision based on the information presented in the complaint and gathered during the investigation. If it is determined that the evidence does not substantiate the accusation of discrimination and/or harassment, the accused individual will retain full status as a Corps member or staff member in good standing and will be notified immediately of the decision. If it is determined that a Corps member or staff member has discriminated against and/or harassed another, that person will be subject to disciplinary action up to and including dismissal or termination from Children’s Corps. If either the accusing or the accused individual disputes the outcome of an investigation, that individual may file to appeal the decision by filing a grievance as described in the Grievance Policy at the end of this document.

**COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT (U.S.C, 401 et seq.)**

Corps members must not possess or use any illegal drugs while participating in Children’s Corps, and must not consume or be under the influence of alcoholic beverages during the performance of service activities for Children’s Corps. If it is determined that you possess, have possessed, or have used illegal drugs during your two-year commitment and/or were under the influence of alcoholic beverages during service activities, you will be subject to dismissal from Children’s Corps. A Corps member who is convicted of a drug offense during his/her two-year commitment or during the summer training program must notify the Program Director immediately.

**MEDIA AND PUBLICITY POLICY**

As Children’s Corps grows in visibility and impact, individuals, organizations, and the press occasionally may approach you as a Corps member to obtain a statement, which can then be shared in a variety of formats including news articles and press statements. If you are approached by the press (including inquiries from college-based media) **you must immediately contact the Children’s Corps program director before responding to any press related inquiries.**

Children’s Corps may use photographs, film, videotape, and/or biographical information of Corps members in publicity efforts, promotional material directories, and other similar projects, and you may appear in these materials without your prior knowledge. Children’s Corps will ask you to sign a release form at the start of the summer training program to secure your permission to publish your image, likeness, or other information related to you.

**THIRD-PARTY COMMUNICATION POLICY**

Children’s Corps values your participation as a Corps member and your engagement as a professional caseworker in the Children’s Corps program. We also recognize and value the ongoing support provided by
your family members and other individuals as you undertake your commitment. However, due to privacy considerations, Children’s Corps will not discuss your status as a Corps member, employment with our placement partners, performance aspects, etc. with any individual other than placement or programmatic partners without your express acknowledgement that we may do so.

GRIEVANCE POLICY
Children’s Corps has established the following procedure for settling grievances and/or disputes between our organization and any interested party. In the event that informal attempts to resolve the dispute fail, or if the grievant chooses not to pursue informal attempts, the following procedure will be available.

VI. INTERNAL GRIEVANCE PROCEDURE

A. **Timing.** With the exception of grievances alleging fraud or other criminal activity, grievances may be filed no later than one year after the date of the alleged occurrence. However, it is preferred that you file no later than 60 days after the date of the alleged occurrence.

B. **Initiation.** The grievant should notify the general counsel of Children’s Corps of the dispute in writing, setting forth the facts of the situation, the Children’s Corps policy or procedure involved, and suggestions for resolution of the problem. The grievant should also include with the written document any other relevant documents and the names and phone numbers of other parties related to the dispute. The general counsel will communicate with the grievant to discuss the grievance within a reasonable period of time from the date of receiving the written document. The general counsel or an officer of Children’s Corps appointed by the general counsel will render a decision on the grievance and will notify the grievant within a reasonable period of time.

C. **Informal Dispute Resolution.** If after receiving the initial determination of a grievance, the grievant remains unsatisfied, a grievant may elect to resolve the matter through informal dispute resolution. Dispute resolution proceedings must be initiated within 45 calendar days from the date of the alleged occurrence with a written request to the general counsel. Upon receipt of such a request, the general counsel will appoint an officer of Children’s Corps to serve as a neutral party who functions specifically to aid the parties in resolving the matter through a mutually achieved and acceptable written agreement. At the initial session of the dispute resolution proceedings, the party must be advised in writing of your right to file a grievance and right to arbitration. If the matter is resolved, and a written agreement is reached, the party will agree to forego filing a grievance in the matter under consideration. NOTE: This process will not apply to complaints relating to occurrences during the summer training program. Please reference Section F.

D. **Formal Dispute Resolution Proceedings:**
1. Proceedings before the neutral party must be informal, and the rules of evidence will not apply.
2. With the exception of a written and agreed upon dispute resolution agreement, the proceeding will be confidential.
3. If the matter is not resolved within 30 calendar days from the date the informal dispute resolution process began, the neutral party must again inform the grievant of your right to file a formal complaint. In the event the grievant files a formal complaint, the neutral party may not participate in the formal complaint process. In addition, no communication or proceedings of the informal dispute resolution process may be referred to or introduced into evidence during the formal complaint process or the arbitration hearing.
4. Any decision by the neutral party is advisory and is not binding unless both parties agree.

E. **Formal Complaint Process.** If the grievant is unsatisfied by the initial decision reached by the general counsel or appointed officer, or if the general counsel or appointed officer fails to issue a decision within a reasonable time period (provided that the failure to reach a decision is not attributable to a lack of cooperation by the grievant), or if the informal dispute resolution process fails to yield a satisfactory result, the grievant may file a formal complaint with the general counsel in writing within 30 calendar days of receiving the adverse or unsatisfactory decision. The formal complaint should describe the grievance, the steps the grievant has already taken to resolve the matter, and any unresolved issues. The grievant should
also attach prior written submissions, any written materials received in response, and any other written materials relevant to the dispute. The general counsel will designate a senior officer of the organization to review the formal complaint. This officer may hold an informal hearing within 30 days after receipt of the complaint and will render a final resolution of the complaint within 60 days from the date the grievant filed the formal complaint.

F. **Formal Complaint Process for Grievances Arising During Summer Training Program.** For grievances that occur during the summer training program, Corps members may file a formal complaint with the Executive Director of Fostering Change for Children within 10 calendar days of official termination. The grievant should notify the Executive Director of Fostering Change for Children of the dispute in writing, setting forth the facts of the situation and the Children’s Corps policy or procedure involved. The grievant should also include with the written document any other relevant documents and the names and phone numbers of other parties related to the termination. The Executive Director of Fostering Change for Children or a staff member designated by the Executive Director of Fostering Change for Children must communicate with the grievant to discuss the complaint within 15 days from the date of receiving the written document. The Executive Director of Fostering Change for Children will render a decision on the complaint and will notify the grievant within 30 days from the date the grievant filed the complaint.

**ARBITRATION PROCEDURE**

A. **Selection of Arbitrator.** If the outcome of a formal complaint is adverse to the party who filed the grievance or if after 60 calendar days of filing a grievance no decision has been reached (provided that the failure to issue a decision is not attributable to a lack of cooperation from the grievant), the grievant may submit the grievance to binding arbitration before a qualified member of the National Panel of Arbitrators of the American Arbitration Association (AAA) who is jointly selected and who is independent of the interested parties. Arbitration will be governed by the rules of the AAA to the extent that such rules do not conflict with the grievance policy set forth herein. These rules can be obtained on-line at [www.adr.org](http://www.adr.org). If the parties cannot agree on an arbitrator within 15 calendar days after receiving a request from one of the grievance parties, the chief executive officer of the Corporation for National and Community Service will appoint an arbitrator from a list of qualified arbitrators.

B. **Time Limits.** An arbitration proceeding must be held no later than 45 days after the request for arbitration. A decision must be made by the arbitrator no later than 30 calendar days after the date the arbitration proceeding begins.

C. **Cost.** In accordance with 42 U.S.C. section 12636(f)(4)(D), the cost of the arbitration proceeding must be divided evenly between the parties to the arbitration. Each party will bear their own attorney’s fees regardless of the resolution.

D. **Remedies.** Remedies for a grievance filed under this grievance policy may include:
   1. Prohibition of a placement of a participant; and
   2. If a grievance is filed regarding a proposed placement, such placement must not be made unless the placement is consistent with the resolution of the grievance.

In grievance cases where there is a violation of non-duplication or non-displacement requirements and the employer of the displaced employee is Children’s Corps, potential remedies include:
   1. Reinstatement of the employee to the position he or she held prior to the displacement;
   2. Payment of lost wages and benefits;
   3. Re-establishment of other relevant terms, conditions and privileges of employment; and
   4. Any other equitable relief that is necessary to correct any violation of the non-duplication or non-displacement requirements or to make the displaced employee whole.

E. **Enforcement of Arbitration Decision.** Pursuant to 42 U.S.C. section 12636(f)(7), a suit to enforce an arbitration decision may be brought in any Federal district court having jurisdiction over the parties without regard to the amount in controversy or the parties’ citizenship.
MEMBER ACKNOWLEDGEMENT

I have read, understood, and agree to comply with all Children’s Corps Policies, Requirements and Procedures as stated above

_________________________________________________          ________________
Signature                                                                 Date