



I. PURPOSE

The mission of Communities In Schools is to champion the connection of needed community resources with schools to help young people successfully learn, stay in school, and prepare for life. CIS believes that every child needs and deserves a personal, one-on-one relationship with a caring adult; a safe place to learn and grow; a marketable skill to use upon graduation; and a chance to give back to peers and community. AmeriCorps members possess talents, strengths, and skills that are beneficial offering youth the healthy start that they deserve.

It is the purpose of this agreement to delineate the terms, conditions, and rules of membership regarding participation in the Communities In Schools of Georgia, AmeriCorps Reading Tutorial program. As representatives of both CIS and AmeriCorps, it is our expectation that members adhere to the terms and condition of this service agreement.

II. MINIMUM QUALIFICATIONS

The member certifies that s/he is a United States citizen, a United States national, or a lawful permanent resident alien and is at least 17 years of age with a working knowledge of the area of service in which the member has applied for AmeriCorps membership.

III. TERMS OF SERVICE

- A. An individual will be notified of his/her ineligibility to serve in a covered position if the individual:
 - (a) Is registered, or required to be registered, on a State sex offender registry or the National Sex Offender Registry or
 - (b) Has been convicted of murder, as defined in section 1111 of title 18, United States Code
- B. The member's term of service will begin no earlier than October 1, 2012 and ends on August 31, 2013.
- C. The member will serve in a part time capacity and complete a minimum of 900 hours of service during this 11-month period.
- D. The member, through their supervisor, will submit all required paperwork to the program director within 30 days of enrolling into the CIS AmeriCorps program. Failure to submit paperwork may result in the withdrawal of member status.
- E. **The member agrees that a bi-weekly stipend will be paid on receipt of completed weekly timesheets in OnCorps system.** A member who fails to complete a timesheet or has any pending administrative matter may have their check withheld until the issue is satisfactorily resolved.
- F. Members who consistently fail to submit their time sheets on a weekly basis will be violating their contract and may be placed on suspension for a 2-week period. Members placed on suspension will not receive a stipend for the period. 'Consistently fail' is identified as one who has failed on 3 occasions to put in a time sheet and has "0" hours in OnCorps by 12 noon of the Monday following their service week.
- G. Members will not be allowed to submit backdated hours beyond two weeks.
- H. Members may request leave from the program as outlined in Section VIII and with a required Leave form. Members who provide timesheets with "0" and without the required leave form and email from their supervisor will be placed on suspension.
- I. AmeriCorps guidelines state that for a member to serve as a tutor they must have a high school diploma or General Equivalency Diploma (GED).

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- J. The member understands that to successfully complete the term of service and to be eligible for the education award, they must complete the required number of direct service hours and attend trainings as required by the program.
- K. The member understands that to be eligible for a second term of service, s/he must receive satisfactory performance reviews for any previous term of service. The member's eligibility for a second term of service with this program is at the discretion of the program director and site coordinator and is not guaranteed due to satisfactory completion of a previous program year.

IV. POSITION DESCRIPTION

The AmeriCorps **Reading Tutorial** member is expected to:

- A. Provide a minimum 900 hours in service to the assigned program.
- B. Provide tutoring through one-on-one or small groups of 5 to 10 students in 30 minute sessions daily.
- C. Serve a minimum 20 hours per week.
- D. Members may not have more than 4 weeks with less than 15 hours of service.
- E. Maintain weekly record of their hours on the OnCorps reporting system.
- F. Keep logs and records of student progress and activities that support the objectives of the tutoring process.
- G. Participate in meetings and member development trainings as required by the program.
- H. Provide quarterly and service project reports as required by the program.
- I. Seek to recruit at least 3 community volunteers to tutor and participate in service projects.
- J. Develop partnerships with local businesses and other organizations to support and strengthen the community and the program.
- K. Attend the service activities and trainings sponsored by the Georgia Commission for Service and volunteerism and by Communities In Schools of Georgia.
- L. Plan and implement community service projects.
- M. Other assignments as requested and allowable as part of the AmeriCorps program.

V. BENEFITS

- A. The part-time member will receive the following benefits :
 - 1. A living allowance in the amount \$6,120.00 which will be spread over an 11-month period.
 - 2. The living allowance is taxable, and taxes will be deducted directly from the living allowance. The living allowance will be distributed biweekly in the form of checks and sent to the local Executive Director for distribution.
- B. Health benefits are for full-time members only. After enrolling into the AmeriCorps Plan, the health insurance coverage plan will be mailed to the member if applicable.
- C. If applicable, a child care allowance will be provided by the National Association of Child Care Resources and Referral Agencies (NACCRRA) and sent directly to the provider, if the member qualifies for the allowance (please contact the program director for eligibility criteria).
- D. Upon successful completion of the member's term of service, they will receive an education award from the National Service Trust. For the successful completion of a part-time, the member will receive an education award of \$2,775.00.
- E. If the member has received forbearance on a qualified student loan during the term of service, the National Service Trust will repay a portion of all of the interest that accrued on the loan during the term of service. The member must be registered on My AmeriCorps portal to complete this process.



VI. RULES OF CONDUCT

A. The member is expected to, at all times while acting in an official capacity as an AmeriCorps member:

1. Treat everyone with respect. Derogatory, discriminatory or vulgar remarks, are inappropriate and may result in disciplinary action.
2. Participate fully in AmeriCorps service projects, all required trainings, team meetings, workshops and other activities, Commission trainings and conferences, and other activities as deemed necessary by the site coordinator and/or program director;
3. Wear and respect the AmeriCorps uniform each day of service and at community service activities;
4. Observe safety guidelines of the school and service site surroundings by reporting any abnormal arrangements and/or any incidents as laid out in the Workers Compensation clause under Communities In Schools of GA contract.
5. Sport the AmeriCorps shirt issued to members, the member name badge (if provided); and a pair of khakis or skirts
6. **Unacceptable Dress** includes: sweat pants, wind, warm-up, or jogging suits; shorts; non-AmeriCorps T-shirts or sweatshirts; excessively baggy or excessively tight clothing; tank tops “muscle shirts”, clothing with T straps; excessively short skirts (hems shorter than one inch above knee); clothing which exposes the midriff or back; torn or ripped clothing; see through clothing, flip-flops or shower shoes; any form of lettering larger than a pocket style or sleeve logo; leggings (e.g., Lycra or Spandex etc.), or hot pants, and no low cut V neckline.

- A. Arrive at respective sites on the designated days and times and remain at service site for duration of service daily hours.
- B. Observe the guidelines of the local site and your respective school during service hours;
- C. Be alert and engaged when in conversations, training, projects or when otherwise expected to be;
- D. Notify the site coordinator of days when the member will be absent or tardy from service hours;
- E. Create a safe environment for students and report any unsafe conditions.
- F. Display a high level of professionalism and model appropriate and legal behavior;
- G. Direct all concerns, problems, and suggestions to the local site coordinator and the program director when appropriate;
- H. Assist with other duties as assigned and when appropriate to the scope of AmeriCorps member service.
- I. The member understands that the following acts also constitute a violation of the program’s rules of conduct:
 1. Unauthorized tardiness;
 2. Unauthorized absences;
 3. Use of inappropriate language at service site;
 4. Failure to wear appropriate clothing to service assignments;
 5. Falsifying time logs or activity reports;
 6. Stealing or lying;
 7. Leaving service site without prior approval.
- J. Under the Drug-Free Act, the member must immediately notify the program director if she/he is convicted under a criminal drug statute. Participation in the program is conditioned upon compliance with this notice requirement and will take action against violations.
- K. It is prohibited to manufacture, distribute, dispense, be in possession of, use or be under the influence of any illegal controlled substance including alcohol on CIS local program premises, while in uniform, during the regular hours of CISGA AmeriCorps program, or while participating in a CISGA-sponsored

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program. AmeriCorps members in violation of this policy may be immediately dismissed from the AmeriCorps program.

- L. Communities In Schools reserve the right to administer random, mandatory drug tests.
- M. In accordance with providing a positive, discrimination-free work environment, sexual harassment in the workplace is unacceptable conduct.
- N. Sexual harassment in the workplace is defined as unsolicited, non-reciprocal behavior by an AmeriCorps member or employee who is in a position to control or affect another's job and who uses the power or authority of that position to cause another to submit to unwanted sexual activity.
- O. Sexual harassment may consist of a variety of behaviors by AmeriCorps members or staff including, and not limited to, subtle pressure for sexual favors, and physical assault.
- P. Harassment also includes any AmeriCorps members or staff behavior that unreasonably interferes with another's work performance by creating an intimidating, hostile, or offensive working environment.
- Q. AmeriCorps members who believe they are being or have been sexually harassed should:
 - a) Report the situation to the local site coordinator;
 - b) Let the offending person know that he/she does not want the offensive behavior to continue;
 - c) If the behavior continues, the person being harassed should then put in writing a letter to the offending person outlining exactly what has occurred, specifically in regards to the harassing behavior, and request the behavior to end immediately;
 - d) Carbon copy the site coordinator and the Program Director on the letter.
 - e) Sexual harassment can result in immediate dismissal from the program.

VII. DISCIPLINE

- A. In general, for violating the above stated rules, the program will 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):
 - a. For the first offense, an appropriate program official will issue a verbal warning to the member.
 - b. For the second offense, an appropriate program official will issue a written warning and reprimand the member.
 - c. For the third offense, the member may be suspended for one day or more and will not receive credit for any service hours missed.
 - d. For the fourth offense, the program may release the member for cause.
- B. The member understands that she/he will be either suspended or released for cause in accordance with section VIII of this agreement for committing certain acts during the term of service including but not limited to conviction or charge of a violent felony, possession, sale, or distribution of a controlled substance, sexual harassment, and discrimination.

VIII. ABSENCES

- A. Members must complete a leave request form to be approved by their site coordinator when requesting an absence from service.
- B. An AmeriCorps member may receive a suspension if he or she fails to notify his or her site supervisor of his or her absence.
- C. An AmeriCorps member who is absent more than twice without properly notifying his or her site may be dismissed from the program.
- D. Operating under the school calendar, members may utilize their personal days during weeks when schools are out i.e. Thanksgiving, Spring break, Christmas etc up to a maximum of ten days.

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Absences are defined as follows:

- a. **Personal Leave:** AmeriCorps members receive ten days of personal time. Personal time is defined as an absence from service in which an AmeriCorps member has given proper notification (Leave Form) and received approval to be absent by the site coordinator. AmeriCorps members must fill out a leave request form prior to taking time off from service. However, in the event of illness or emergency, the member must call his or her site coordinator at the service site. When leaving a message at the service site, a member must include the date, their name, their reason for being absent, and a telephone number at which they may be reached. If the member is unable to contact the site coordinator, a message can be left with the administrative assistant. Personal time absences include sickness (physical, emotional, and mental) car trouble, childcare issues, or personal business (e.g. court appearance, family reunions, etc.). These hours can be made up only at Communities In Schools AmeriCorps service projects, in the evenings, or on weekends. A member exceeding the allowed ten absences will be in violation of the Communities In Schools of Georgia AmeriCorps Code of Conduct and will therefore need to meet with the appropriate Program Staff.
 - b. **Jury Duty:** These public service hours are paid and count towards the required hours of service required to graduate from the Communities In Schools of Georgia AmeriCorps program. Members must have the hours that they serve documented on a service register. Official documentation must be provided as certification of jury duty. Subpoenas to court are not considered jury duty and will not count toward hour requirements.
 - c. **Bereavement Leave:** This policy provides up to three days off in the case of death of members of the immediate family, which includes parents, grandparents, legal guardians, spouses, siblings, and children. Proof of death may be requested. These absences must be made up to fulfill the required hours of service. This will not be counted as personal time. Use of more than three days will be recorded as an excused absence. These hours must be made up to qualify for the post-service Educational Award. AmeriCorps Members needing more than three day Bereavement Leave should apply for Unpaid Emergency Leave.
 - d. **Unpaid Emergency Leave:** In the case of a serious emergency or illness, a member can apply for maximum of two weeks total Unpaid Emergency Leave. This must be approved by the site coordinator and the program director and shall require written documentation. If it is approved, this unpaid leave shall not count toward your personal leave, but all time must be made up to qualify for the post-service Educational Award. While on Emergency Leave, occasional contact (by phone) should be made with the site coordinator. However, if the Emergency Leave must exceed two-week time period, the AmeriCorps Member will be released from the program. Hours missed during Emergency Leave must be made up in order to complete the required hours of service. The birth of a child would be considered unpaid emergency leave.
 - e. **Inclement Weather:** AmeriCorps Members will not report to their site when their assigned school or site has closed due to inclement weather. Members should listen for notice on the local TV/radio station for authorized school closings and contact the site coordinator for further instruction. If students are expected to report during any portion of the day, AmeriCorps Members are also required to report to their school/site at the same time. All service hours missed for inclement weather must be made up to complete the hour requirement for completion.
- E. In the event that your site has closed due to unforeseen reasons, you should contact your site coordinator for further instructions as to when and where you will report for service.
- F. AmeriCorps members will have the following Holidays off:

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- a. President's Day
- b. Memorial Day
- c. Independence Day July 4
- d. Labor Day
- e. Thanksgiving Day November 22nd
- f. Christmas Day December
- g. New Year's Day January 1

G. The site coordinator has the discretion to give members additional holiday time based on the opening and closing of local program sites. However, members are still responsible for completing the required number of service hours by the end of the program year.

EXTERNAL HOURS POLICY

If for a valid reason a member may need to be out of town for a period, s/he may arrange with their supervisor to serve in another area. This may be based on the following criteria:

- the member gives a valid reason for his/her transfer prior to the move
- the member continues service under the 3 program goals
- the supervisor communicates and verifies the service with the external supervisor
- the external supervisor agrees to monitor and sign off on member's hours
- the supervisor makes request to CISGA and sends all relevant contact information on the external supervisor
- The member completes an External Hours form in OnCorps for the period of service.

SCHOOL BREAKS & CLOSING POLICY

Members' excused absences are identified in Section VIII of the Member Service Agreement. Communities In Schools Reading Program operates primarily within the school calendar, because of this, members may utilize their personal days during weeks when schools are out i.e. Thanksgiving, Christmas, Spring Break etc up to a maximum of ten days and with proper documentation (Leave form) for their files.

Members are given several opportunities to provide service during school vacation periods. These include: a) virtual training opportunities provided by the program office b) volunteer reading at libraries, day care and senior care facilities c) summer camp activities d) other relevant service activities approved by the supervisor

The Summer Initiatives program operated by the GCSV requires that members be fully engaged in activities despite schools being out. If the CIS site is scheduled to be closed and the member has already utilized their personal days, the site supervisor with member, must provide a plan on how the member will continue service and have hours approved in OnCorps a timely manner.

Members who are unable to provide service at their immediate site will be guided by the External Hours Policy.

IX. RELEASE FROM TERMS OF SERVICE

- A. The member may be released from the program in the following two ways:
 - a. Suspension, as described in paragraph (F) of this section; or,
 - b. Termination.
- B. Any term that ends before August 31, 2012 will be considered release from the program or early termination and is subject to the rules outlined in the following sections.

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- C. The member understands that he/she may be released for the following reasons:
- a. For cause, as explained in paragraph (D) of this section; or
 - b. For compelling personal circumstances as defined in paragraph (E) of this section.
- D. The program will release the member for cause for the following reasons:
- a. The member has dropped out of the program without obtaining a release for compelling personal circumstances from the appropriate program official;
 - b. During the term of service, the member has been convicted of a violent felony or the sale or distribution of controlled substance;
 - c. The member has committed a fourth offense in accordance with paragraph (F) of section VI of this agreement;
 - d. Engaging in any activity that may physically or emotionally damage other members of the program or people in the community;
 - e. Unlawful manufacture, distribution, dispensation, possession or use of any controlled substance or illegal drugs during the term of service.
 - f. Consuming alcoholic beverage during the performance of service activities;
 - g. Being under the influence of alcohol or any illegal drugs during the performance of service activities;
 - h. Failing to notify the program the program of any criminal arrest or conviction that occurs during the term of service;
 - i. Sexual harassing a member or staff of the program, at the local program site, at the schools or in the community;
 - j. Any other serious breach that in the judgment of the program director; the effectiveness of the program would be compromised.
- E. The program may release the member from the program for compelling personal circumstances if the member demonstrates that:
- a. S/he 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 member;
 - c. S/he has Military obligations;
 - d. S/he has accepted an opportunity to make the transition from welfare to work; or
 - e. Some other unforeseeable circumstance beyond the member's control that makes it impossible or unreasonably difficult for the member to complete the term of service—such as natural disaster, a strike, relocation of a spouse, or the renewal or premature closing of a project or the program.
- Compelling personal circumstances do not include leaving the program;
1. To enroll into school;
 2. To obtain employment other than moving from welfare to work; or
 3. Because of dissatisfaction with the program.
- F. The program may suspend the members term of service for the following reasons:
- a. During the term, the member requests a suspension based on compelling personal circumstance, as described in paragraph (E) of this section. During the suspension from service, the member will not receive credit for the service hours or benefits (as described in section V). The member may resume his or her term of service once the circumstances supporting the suspension have been resolved. If the circumstances are not resolved, the supervisor may request that the

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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. A suspension may last for a period of up to two-years

- b. During the term of service, the member has been charged with a violent felony or the sale or distribution of a controlled substance (if the member is found not guilty or the charge is dismissed, the member may resume his or her term of service. The member, however, will not receive back living allowances or credit for any service hours missed.)
 - c. The program may suspend the member's term of service for violating the rule of conduct provisions set forth in paragraph (L) of section VI of this agreement.
- G. If the program releases the member for cause or for compelling circumstance, the member will cease to receive the benefits described in section V.
- H. If the program releases the member for cause, the member will receive no portion of the education award. If, however, the program releases the member for compelling personal circumstance, the member will receive a prorated education award, provided the member has completed at least 15 percent of the hours needed to complete the term of service.
- I. A term that ends early, either for cause, or for compelling personal circumstances, is still considered a term and the education award that the member receives, or would have been eligible to receive, will count towards the total of two education awards an individual may receive through service with AmeriCorps.

X. GRIEVANCE PROCEDURES

The member understands that the program has a grievance procedure to resolve disputes concerning the member's suspension, dismissal, service evaluation or proposed service assignment.

- A. The member understands that, as a participant of the program, he/she may file a grievance in accordance with the programs grievance procedure .
- B. Communities In Schools of Georgia, Inc. has established the following procedures for the filing and adjudication of grievances from AmeriCorps participants, labor organizations, and other interested individuals concerning the Communities In Schools of Georgia AmeriCorps Program. Except for a grievance that alleges fraud or criminal activity, a grievance has up to 12 months from the actual occurrence of the issue to file a grievance. The grievant is encouraged to file any grievance as soon after the actual issue occurs as possible so that all the pertinent information can be presented resolved as soon as possible in the program year. All grievances, regardless of the date filed, will be handled exactly the same manner and process as outlined further in this grievance policy. The steps in the grievance procedure are as follows:

1. **One-on-One Meeting:** The *grievant* must first try to settle the matter with the other party by meeting with him or her on a one-on-one basis.
2. **Meeting with the Site Coordinator:** If the one-on-one meeting attempt was unsuccessful, the grievant must request a meeting with the site coordinator to further discuss the issue. Within 3-business days, the site coordinator will meet with both parties in an attempt to mediate the dispute. (Note: if the dispute involves the site coordinator, this meeting will take place with the Program Director.



3. **A written letter of Grievance to the Program Director:** A formal letter documenting the grievance must be prepared by the grievant to the Program Director. The grievant must provide a copy of the letter to the party named and all supervisors directly involved in the matter to give official notice that a grievance has been filed. The letter must describe the grievance in detail and any previous attempts to settle the matter directly. *Within 15 days of receiving the letter, the CIS HR Director, serving as the neutral party, will hear the dispute to achieve a mutually acceptable written agreement. (Note: If the dispute involves the Program Director, the letter would go directly to the State AmeriCorps Director.*
4. **A Written memo to the State AmeriCorps Director:** If the hearing with the CIS HR Director is unsuccessful, the grievant must provide a written memo outlining the unresolved grievance within 10 day. *(Note: If the dispute involves the State AmeriCorps Director, steps 4&5 would take place with the State AmeriCorps Director's supervisor.)*
5. **Meeting with the State AmeriCorps Director:** The State AmeriCorps Director shall arrange to meet with the grievant and the party named in the grievance within 15 days of receiving the memo. At this meeting, the State AmeriCorps Director and the involved parties shall discuss the grievance. Within 10 days of this meeting, the State AmeriCorps Director shall render a decision on the grievance and outline the necessary course of action to resolve the problem. *(#6- Note it's 50 days from step 2 to step 4)*
6. **Identification of a neutral arbitrator:** After following Steps 1-4, if still not satisfied with the resolution, both the grievant and CISGA will identify a neutral arbitrator to reach a final and binding decision and outline the necessary course of action. 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. The Corporation for National Service will appoint a neutral arbitrator if the two parties are unable to agree on one.
7. **Costs-** The cost of the arbitration proceeding must be divided evenly between the parties to the arbitration. If, however, a participant, labor organization, or other interested individual prevails under a binding arbitration proceeding, the State or local applicant that is a party to the grievance must pay the total cost of the proceeding and the attorney's fees of the prevailing party

XI. FUNDRAISING AMENDMENT

CISGA AmeriCorps members are prohibited from participating in any CISGA or local CIS fundraising activities that would directly benefit CIS to include soliciting funds from foundations, corporations, individuals, etc., selling tickets or merchandise, accepting pledges, making fundraising calls, etc.

Members are, however, allowed to participate in fundraising efforts that directly benefit the AmeriCorps program and do not directly benefit the CIS local site. Such fundraisers include raising funds for new computers or books for the AmeriCorps programs.

XII. AMENDMENTS TO THE AGREEMENT

These policies are designed to provide consistent and fair treatment Of AmeriCorps members and to help AmeriCorps members meets the expectations of the AmeriCorps Program. Because AmeriCorps members shall be held accountable to this Code, they should become familiar with the policies herein. Communities In Schools of Georgia reserve the right to make changes to this Code of Conduct as the need arises. All changes shall be presented to AmeriCorps members.



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AUTHORIZATION

Please Read, Initial, and sign below:

_____ I have read and acknowledge the receipt of the Communities In Schools of Georgia, AmeriCorps Programs Code of Conduct, its related policies and procedures, the AmeriCorps Expectations, and Grievance Procedure. I recognize and agree that my continuing participation and completion of the Communities In Schools of Georgia AmeriCorps program, and eligibility for the Education Award is subject to my compliance with these polices and requirements.

_____ I have read and acknowledge receipt of the Communities In Schools of Georgia, AmeriCorps Program Drug-Free Workplace. I understand that Communities In Schools of Georgia, local sites, and AmeriCorps comprise a drug-free workplace and that the use of possession of, distribution of, or being under the influence of the CIS AmeriCorps program, or while participating in a CISGA sponsored program is prohibited and will result in immediate dismissal from the CIS AmeriCorps Program.

_____ I understand that, as a Communities In Schools of Georgia, AmeriCorps Program participant, I must complete a minimum of 900 hours (Part-Time) of service by August 31, 2013, to be eligible for the education award.

_____ Publicity Release: I hereby give permission for myself and/or my image or likeness to be audio-taped, photographed, videotaped, published, and/or broadcasted. I will not hold Communities In Schools of Georgia, local Communities In Schools programs, AmeriCorps, or the local school/site in which I serve liable for any harm or character damage that may occur due to t he coverage of my service by any form of the media, primarily but not limited to written, spoken, or broadcast.

_____ I understand my rights under American Disability Act. I understand Communities In Schools of Georgia is committed to providing its employees with disabilities with reasonable accommodations. I understand that it is my responsibility to notify my supervisor or the Human Resources Manager of any special accommodations I require as soon as I become aware of any disability.

_____ I have read the Prohibited Activities in the Members Service Agreement and I am fully aware of all the activities where I may not get involved as an AmeriCorps member.

AmeriCorps Member’s Signature

Date

Executive Director or Program Director Signature

Date



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ADDENDUM

Workers Compensation Clause

I, _____, have received training on the Workers' Compensation Policies of Communities In Schools of Georgia.

___ I understand that if at anytime I am injured at work the company shall pay medical and rehabilitation expenses within the limits of the law.

___ I understand that if I am injured at work, it is my responsibility to notify my manager that my injury is work related as soon as possible.

___ I have received a Workers' Compensation Official Notice and Bill of Rights.

___ I have received a panel of doctors. I understand that only care provided by the doctors on the panel will be insured and there is no guarantee of coverage for care provided by doctors not on this list.

Member's Name (Printed)

Member's Signature

Signature Date



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ADDENDUM

PROHIBITED ACTIVITIES (pdf FILE)