



THE JOHNSON INTERN PROGRAM

Intern Manual

2010-2011

- Communion
- Compassion
- Co-creation
- Collaboration
- Character

●The Johnson Intern Program

●304 East Franklin Street

●Chapel Hill, NC 27514

●www.johnsoninternship.org

TABLE OF CONTENTS

I. OVERVIEW	P. 5
<ul style="list-style-type: none">• Mission Statement• Program Description• JIP Components• JIP Values	
II. BENEFITS AND EXPECTATIONS OF JIP	P. 7
A. Benefits Provided by the Johnson Intern Program	
<ul style="list-style-type: none">1. Eligibility and Non-Discrimination Policy2. Living Expenses3. Curriculum4. AmeriCorps Education Award and Loan Deferment5. Johnson Intern Program Chaplain6. Mentors	
B. Expectations of Johnson Interns	P. 8
<ul style="list-style-type: none">1. Terms of Service2. Expectations within the four program components3. Expectations Regarding Time<ul style="list-style-type: none">❖ Outside Activities❖ Initial Formation Period❖ Holidays❖ Vacation Days❖ Sick Days❖ AmeriCorps Hours4. Expectations Regarding Money and Benefits5. Care of the House6. The Intern Relationship with the Partner Organization7. Performance Reviews8. Expectations around Withdrawal/Dismissal from JIP9. Intern Graduation Requirements	
III. THE RULES AND REGULATIONS	P. 14
<ul style="list-style-type: none">A. HarassmentB. Alcohol, Substance Abuse, Criminal ActivityC. Outside RelationshipsD. GuestsE. Firearms, Smoking, Pets	
IV. GRIEVANCE PROCEDURES	P. 16
V. RESOURCES	P. 17



Johnson Intern Program (JIP) INTERN MANUAL 2010-2011

This manual includes policies and procedures created by the Johnson Intern Program for the purpose of providing the interns with an understanding of the agreed upon benefits and expectations of the Johnson Intern Program. This manual does not represent a contract and can be changed by board of directors of the Johnson Intern Program at will. However, advance notice of changes will be provided to the interns.

Items in this manual marked with an asterisk have supporting material available in the Resources section.

I. OVERVIEW

MISSION STATEMENT - The Johnson Intern Program blends social ministry, intellectual inquiry and intentional community living into a year that enables young adults to explore their spiritual life within a context of servant-leadership

DESCRIPTION – Based in Chapel Hill, NC, the Johnson Intern Program (JIP) recruits young adult men and women (ages 21-30) for eleven-month hands-on service placements, leadership training, and spiritual formation. AmeriCorps positions are available (with educational grants), and a new component offers an exploration into the potential role of business in positive social change.

Interns work a four-day week in area social justice organizations. Fridays are devoted to leadership training, personal and professional development, and spiritual practice.

Interns come from a wide variety of places, ethnic, and faith backgrounds. They live in intentional community in the JIP house and create a covenant to guide their experience of living together with opportunities for common meals, discussion, and devotion. Interns are expected to volunteer within a spiritual community of their choosing in the area. They are assigned experienced mentors who serve as a friend and guide for their intern year. Groups of interns design and complete a service project (called Praxis) during the year. The intern year ends with a banquet at which each intern offers a presentation of learning and service (POLS).

The interns receive housing and living expenses, health insurance, and a small stipend. If qualified, an intern will receive an AmeriCorps Education Award upon successful completion of service.

PROGRAM COMPONENTS

The four components of the Johnson Intern Program are:

- ❖ Intentional Community Living
- ❖ Social Justice/Service-learning
- ❖ Spiritual Formation
- ❖ Development of the Servant Leader

PROGRAM VALUES

• COMMUNION

We are committed to regular, transformative, centering spiritual practices and we intend to live the moments of our lives increasingly present to God and awake to the life God intends for us to live.

• COMPASSION

We confess our own humanity and acknowledge the connections we have with those sharing the human condition. We see the light of God's being in every person and embrace those who are different than we are.

• CO-CREATION

We hear God's voice above the clamor of the dominant culture, and God asks us to question its assumptions and beliefs. As servant leaders we engage with others to be co-creative instruments of justice and peace. Verna Dozier, [The Dream of God](#).

• COLLABORATION

We trust in the abundance of God's creation to provide, which allows individuals and groups to collaborate instead of compete. We strive to engage others in full participation and lead in such a way that encourages leadership in others.

• CHARACTER

We are truly accountable to those we serve and approach opportunities for change with an awareness of its potential. We meet commitments on time, act responsibly with public and personal trust, and are accountable for our words and actions.



II. EXPECTATIONS/BENEFITS

A. BENEFITS PROVIDED BY THE JOHNSON INTERN PROGRAM

1. ELIGIBILITY FOR JIP – NON-DISCRIMINATION POLICY

JIP will recruit and consider any applicant who holds an undergraduate degree or who has completed some college time and equivalent experience. JIP values diversity and encourages persons of all races and backgrounds to apply for admission to the program. Our roots are in the Episcopal tradition and based in an Episcopal parish, but JIP interns come from a variety of faith backgrounds, perspectives, experiences, and ethnicities and we welcome and encourage this diversity.

Acceptance into the JIP program is separate from acceptance as an AmeriCorps Volunteer; AmeriCorps requires interns to be US Citizens. Non US citizens may be accepted as Johnson Interns and will participate fully in all aspects of the program but will not be eligible for loan deferment (except by individual request) or be awarded an educational grant.

JIP is committed to providing its interns with equal opportunities without discrimination on the grounds of race, gender, color, national origin, religion, disability, or sexual orientation. This policy governs all aspects of the program, including selection, placement assignment, compensation, and access to benefits and training.

The Johnson Intern Program assures that its placement agencies have similar non-discrimination policies. The JIP Grievance Procedures (see below) insure our commitment to fair and equitable practices.

2. LIVING EXPENSES

The Johnson Intern Program will provide support for a simple lifestyle in which housing, utilities, health insurance, and food expenses are provided, and interns receive a stipend of \$200 (taxable) per month (August – June) for incidental expenses.

3. CURRICULUM

The Johnson Intern Program provides a transformative curriculum in Servant Leadership that includes spiritual formation, vocational discernment, communications skills, conflict management, family systems, group dynamics, theology, decision-making, and a host of life-skills that will assist the intern during their internship and in negotiating their future.

4. AMERICORPS EDUCATION AWARDS AND LOAN DEFERMENT

The Johnson Intern Program participates in an AmeriCorps Education Award Program through the Catholic Network of Volunteer services. JIP receives no income from this program, but through our participation, our interns may be eligible for loan deferment and, upon successful completion of the requirements (1,700 hours of service), an education award (voucher) in excess of \$5,000.

5. CHAPLAIN

The JIP Chaplain will serve as an “on call” guide to the intern community. In the early weeks of community formation the Chaplain will facilitate the weekly business meetings, modeling the method for and content of meetings that address community needs and

problems and hold members accountable to each other. As the intern community grows in its ability to self-regulate, the Chaplain's role will diminish unless called in for special consult. He/she will be available to individuals within the community as well.

The Chaplain's relationship with the intern community is privileged and confidential barring a breach of guidelines that creates a threat to an individual or organization or is a violation of state or federal laws. In the case of such a breach, the Chaplain will report the incident or concern to the Program Director and/or the Board Chairperson.

6. MENTORS

The Johnson Intern Program provides a mentor for each intern, and strives to make a good match based on needs and interests of the intern. The mentor will meet with the intern 2-3 times per month to provide an opportunity for guided reflection, vocational discernment, or discussion of any concerns the intern may have.

The mentor's relationship with the intern is privileged and confidential barring a breach of guidelines that creates a threat to an individual or organization or is a violation of state or federal laws. In the case of such a breach, the Mentor will report the incident or concern to the Program Director and/or the Board Chairperson.

B. EXPECTATIONS OF JOHNSON INTERNS

Please note that AmeriCorps has an additional set of expectations that will guide eligible interns during their 1700 hours of AmeriCorps service. Eligible interns will be given an AmeriCorps Program Guide upon their arrival at JIP (see resources for summary). Access to the AmeriCorps educational awards varies each year and is based on congressional action.

1. TERM OF SERVICE - OVERVIEW

Interns commit to an 11 month term of volunteer service that runs from August 10, 2010 to June 30, 2011.

2. EXPECTATIONS AROUND THE FOUR PROGRAM COMPONENTS

❖ INTENTIONAL COMMUNITY LIVING

A vital part of JIP experience is life in a Christian household made up of eight interns. Community living is a challenge to the individualistic culture, and the success of the community requires respect, contemplation, and INTENTION from each of its members. With training provided at the opening retreat and with the guidance of the JIP Chaplain, the community will establish its own Rule of Life. JIP has the following expectations of the intern community regarding that rule:

- Interns will weigh all personal decisions against the well-being of the community. (See entries on time away and outside activities below.)
- All interns will participate fully in the decision-making process of the community, using the consensus model when possible.
- The community members will define necessary leadership roles, create job descriptions, choose these leaders, and rotate the positions as necessary. A **Treasurer**, an

AmeriCorps Coordinator, and a **Parakaleo Coordinator** are required. Other roles may be a meal coordinator, maintenance director, social director, or fitness coach.

- With guidance from the JIP Chaplain, the interns will designate a "community night" each week when all members are present and participate fully in the business of the household.
- The community members will share common meals together, with intention and forethought, at least 3 times per week, and invite an agreed-upon guest monthly.
- All members of the community will participate equally in the maintenance and upkeep of the community and the house, and will leave the house in a condition equal to or improved from move-in.
- Interns honor the importance of both community time and solitude in the intern house and prepare time and space for both.
- The members of the community will hold each other accountable to the decisions and expectations of the community. This is perhaps one of the most difficult parts of community living, and will be discussed repeatedly.
- If issues within the Community grow larger than community members feel they can handle, the process for bringing others in can start with the JIP Chaplain, move to the JIP Director, and then, if need be, follow the process as outlined in the Grievance Procedures (below).

JIP is committed to providing the resources necessary to facilitate a meaningful community experience for our interns. Our Chaplain, Staff, Trainers, and Mentors all play critical roles.

❖ **SOCIAL JUSTICE/ SERVICE LEARNING**

JIP places interns in non-profit agencies and socially responsible businesses that serve Chapel Hill and the surrounding areas. Possibilities for service in our partner organizations (POs) change from year to year but usually include mental health, substance abuse, and family violence casework, community organizing, women's issues, aging programs, and/or children's programs. JIP offers a creative process for interns and partner organizations to get to know and assess each other, and we work hard to make a compatible match between a potential intern's interests and skills and the needs of a PO. While an intern's needs and desires are strongly considered, no guarantee for a particular placement is implied. (See also Partner Organization Responsibility, below).

Additionally, after the holiday break, the JIP interns develop and carry out a team service project called Praxis. They may work in collaboration with area agencies, parishes, and businesses, and with other identified resources to within the community. The JIP Board of Directors makes Praxis Grants available to the intern teams, and workshops teach the skills of project design and grant-writing.

❖ **DEVELOPMENT OF THE SERVANT LEADER**

Johnson Interns will participate fully in an eleven-month curriculum of Servant Leadership which primarily takes place on Fridays and in periodic retreats. A core belief of Servant Leadership is that by our nature as beloved children of God all are called to become servant leaders who question the voice of the dominant culture and serve with the "power-

with” instead of the “power-over” model of leadership. Servant Leadership is a path and a practice that leads individuals to a deeper relationship with God and humanity. Interns explore both an inward journey of personal transformation and an outward journey of compassion and service, learning to discern their own particular “call” and giving expression to life-giving service in the world.

The basic Servant Leadership course takes place in the fall in ten sessions to which other community members are invited to participate. Our spring course is on discerning God’s call in our lives. Throughout the year interns explore and practice the concepts of community.

Woven through the Servant Leadership courses are practical workshops that give interns ample opportunities to develop and practice the skills of leadership. With the guidance of experienced and dynamic trainers, interns utilize real life situations from their placements or intentional community to serve as opportunities to learn and practice the skills of leadership.

Full participation in the curriculum and observation of the process for and limitations on absences is expected (see below).

❖ **SPIRITUAL FORMATION**

One gift of The Johnson Intern Program is the opportunity for young adults to slow down from the hectic nature of modern life and take time to develop spiritual practices that ground them in a “here and now” relationship with God or whatever higher power the intern identifies with. JIP recognizes the ways in which culture pushes all of us to stay in constant motion, and we seek to help the interns learn the value of stillness and quiet, without the constant inputs of sound and motion with which all are surrounded.

With the interns, JIP explores different practices that lead to a rich spiritual life, one that ultimately calls them outward, to more meaningful and satisfying personal relationships. In this exploration JIP is open to all traditions that bring an understanding of oneness and connectedness with God and others.

Interns are expected to physically participate in a local spiritual community, either of their faith tradition or perhaps exploring a different tradition that is available here in the area. Interns will participate on a weekly basis and lend their leadership skills to that community. While it is understood that the amount of time given will vary each week, the expectation is of an average of three hours per week. The intern will keep a written record of his or her time and service to the community of faith. See Resources for the reporting form.

3. EXPECTATIONS REGARDING TIME (Please read carefully)

JIP seeks to help interns evaluate their relationship to time and create a lifestyle that allows room for the spirit to move. Within this framework interns honor their personal relationships and show respect to each other by arriving on-time and fulfilling commitments to each other and to the program. Timeliness will be expected both on the job and in trainings. Within the intern community, interns will develop ways to hold each other accountable regarding use of time.

a. Outside Activities - In this commitment to community, outside jobs, education, and excessive volunteer activities that lie beyond the requirements of JIP are prohibited. Any activity or combination of activities that take the intern away from the program more than five hours per week will require prior approval of the director.

b. Initial Formation Period - Interns are required to remain in Chapel Hill during the first three months of the program to support the process of creating community; any exception to this policy must be approved in advance by the Program Director.

c. Holidays - Interns have the following holiday schedule for time off from their placements: two days off for Thanksgiving, December 24th and the subsequent days up to and including New Year's Day, MLK Day, Good Friday, and Memorial Day.

d. Vacation Days - In addition to the 12 holidays listed above, interns receive five vacation days off from the placement site and two days off from training days. Days off **must be requested in writing and approved** (by placement AND JIP directors) at least a week in advance of the event. A request form is provided.

e. Sick Days - Interns receive a total of five sick days off from either placement or training during their tenure. Interns are expected to give as much notice as possible for sick days.

There is often confusion regarding the AmeriCorps hours. In order to be eligible for the Education Award, each eligible intern must complete a minimum of 1700 hours of service and training that meet the AmeriCorps criteria. Johnson Interns participate in additional activities and trainings that may or may not be count towards the AmeriCorps total. The intern will log their eligible time with their placement site, and the JIP Director will provide the interns with a monthly listing of other activities and their eligibility as AmeriCorps Hours. See AmeriCorps Manual.

4. EXPECTATIONS REGARDING MONEY AND BENEFITS

Living within the stipend is an important element of JIP life. The resources provided by JIP allow for a simple lifestyle. JIP asks that interns not utilize additional resources beyond the stipend during their time at JIP unless absolutely necessary. Discussing this necessity with the community is recommended.

The living benefits provided to each intern by the Johnson Intern Program total over \$800 per month. Should an intern leave the program without adequate cause and approval, he or she agrees to reimburse the Johnson Intern Program for the cost of rent and utilities (\$350/mo) for the remainder of the term.

JIP does not cover travel to and from Chapel Hill, personal insurance policies (other than the health policy), car payments or insurance, mortgages, college loans nor outstanding personal debts.

Interns who opt out of the JIP health coverage must prove that they are covered elsewhere.

Interns who have college loans *may be eligible* to receive a deferment on the loan during their service time through the AmeriCorps Program. The Director can provide details on the procedures of a loan deferment and whether this option is currently available. Access to the AmeriCorps educational awards varies each year and is based on congressional action.

JIP will provide, and the interns will maintain an intern checking account to cover the costs of food. The interns will choose a treasurer and also a second person with check signing privileges. These individuals will work closely with the JIP bookkeeper on the necessary

procedures to handling the account. The community will be allotted two checking cards to facilitate shopping.

5. CARE OF THE HOUSE

The house is an integral component of the community and as such must be treated with care and respect. Interns will document the condition of the house upon their arrival, and covenant to leave the house in the condition in which they found it, or improved. Stewardship of the house and property is an important component of The Johnson Intern Program.

Move-in: Interns will document the condition of the house upon arrival.

Move-Out: Move-out guidelines are provided in writing. Disbursement of final check is contingent upon the house being left in the condition it was in, or better, upon move-in, with all household items accounted for.

Field

6. PARTNER ORGANIZATION/INTERN RESPONSIBILITY

The relationship of a Partner Organization (PO) and JIP is a contractual one that lasts for the duration of the stated term. An intern works within this agreement, and any and all changes to the job description, hours, or other intern considerations must be made with the prior knowledge and approval of JIP. While we are delighted with internships turn into jobs at the end of the JIP term, an intern may not accept a paid position with a partner organization during his tenure with JIP.

The following considerations guide the relationships among the PO, the intern, and JIP:

1. The partner organization will provide the intern with meaningful work that serves individuals and our community and which addresses issues of social justice. Each PO will provide a clear job description, a meaningful orientation and work experience, and quality supervision. The intern will strive to meet the requirements of the job description, will work in a timely and professional manner, will accomplish the tasks assigned to him or her to the best of his or her ability, and will strive to be a team player within the organization.
2. The PO will complete the required paperwork for AmeriCorps. The intern is responsible for recording his or her hours, obtaining required signatures and documentation, and turning in paperwork in a timely fashion.
3. The partner organization will respect the JIP schedule of Friday training days, and will honor the JIP calendar that is provided each quarter. The partner organization may make reasonable requests on the time and energy of the intern outside of regular hours, but should support the intern's needs and the program's goals for community life. The intern will demonstrate commitment to the PO cause and flexibility in his or her work schedule while upholding the needs and requirements of his or her community. This is not an easy tension, and is an area of real challenge and growth.
4. While most interns work Monday through Thursday from 9 a.m. to 5 p.m., the PO may request different hours, which must be approved by the JIP Director. The intern's expected hours of service will be stated in the contract with JIP.
5. Hours over 32 per week will be compensated by the Partner Organization with hours off at a time agreeable to the site supervisor and intern.
6. If an intern uses his or her car on-the-job he or she will be reimbursed for its use at the federal mileage rate.

Other aspects of the Intern/Partner Organization relationship, including severance, are covered in the JIP Partner Organization Guide.

7. PERFORMANCE REVIEWS

An intern's first 45 days with the JIP are considered probationary. Each PO will make the JIP director aware immediately if the intern is falling short of expectations, and interns will inform the director of any problems he or she perceives in the placement. It is critically important the problems be named and addressed immediately. Satisfactory completion of the probationary period will be determined by staff from the partner organization and the JIP. POs and interns will complete all evaluation materials.

POs with AmeriCorps Volunteers must complete a specific mid-year and year-end report in order for the intern to receive the Education Award.

8. WITHDRAWAL/DISMISSAL FROM JIP

The departure of an intern from the JIP program for any reason is a tremendous loss to all involved, and is an emotional as well as a financial blow to the stability of the program. However, circumstances do occur in which an intern may feel that he/she should withdraw from JIP. Because JIP has a wealth of resources available to help our interns, anyone considering departure should inform the director of the problems that are leading him or her to consider this action. A decision to depart should be made in conjunction with JIP staff, the chaplain, the mentor, and other support personnel as needed.

Emergencies, family considerations and health concerns can all contribute to an intern's decision to leave, and when there is such a cause and approval is given, an intern may depart without debt to the JIP program. However, should an intern leave the program without adequate cause and approval, he or she will reimburse the Johnson Intern Program for the cost of rent and utilities (\$350/mo) for the remainder of the term.

Poor job performance, sexual misconduct, substance abuse, inappropriate or violent behavior, theft/illegal actions, application misrepresentation and failure to live up to the JIP covenant are possible reasons for dismissal from the Johnson Intern Program. Other reasons might include obvious disregard or violation of placement agency policies, use of illegal drugs, and conviction of a city, state, or federal criminal statute. When dismissed for any of these reasons, the intern will be responsible for rent and utilities for the remainder of the term (see above).

9. INTERN GRADUATION REQUIREMENTS

In order to successfully complete the Johnson Intern Program (and receive an AmeriCorps Education Award, if eligible), an intern must meet the following requirements:

1. Complete a minimum of 1700 eligible community service hours (placement hours) within the guidelines of AmeriCorps.
2. Meet the time requirements of the JIP Program and actively participate for the full 11 months.
3. Satisfactorily complete the responsibilities and requirements of the placement site, earning satisfactory or better evaluations from the site placement supervisor.
4. Participate fully in all aspects of the JIP Curriculum, Servant Leadership, the Praxis Project and the Presentations of Learning and Service.

5. Attend and fully participate in weekly community meetings and JIP sponsored events, not exceeding the allowed time off.
6. Attend all JIP sponsored retreats.
7. Give time, presence, talent, and resources to an area spiritual community.
8. Participate fully in a mentor relationship for the duration of the internship.
9. Complete and submit all JIP documentation, which includes, but is not limited to
 - Monthly AmeriCorps timesheets
 - All assessments and evaluations required by JIP
 - Other AmeriCorps forms
 - All paperwork required by placement agency
 - Other JIP forms as required
10. Leave the JIP house in the same condition (or better) as it was found upon moving in at the beginning of the program year.

III. THE RULES AND REGULATIONS

NOTE – Interns serving under AmeriCorps guidelines will abide by a separate list of regulations provided in the AmeriCorps Manual when serving as an AmeriCorps Volunteer.

A. HARASSMENT

Because of the close living conditions of intentional community, the subject of harassment is of particular significance.

- No exclusive relationships are allowed among interns.
- No sexual relationships are allowed among the interns.
- Language that suggests or invites an exclusive relationship can damage a relationship and upset the balance in the community, and may be considered to be harassment.
- The Johnson Intern Program prohibits and will take action against harassment of any kind.
- Sexual harassment may be defined as uninvited and unwanted expression of arousal, suggestive or lewd comments, and any continuance of language or behavior towards a person who has asked that it cease.
- Other harassment is defined as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of a person’s race, skin color, gender, sexual orientation, national origin, age, religion, or disability. Harassment has the purpose or effect of creating an intimidating, hostile, or offensive home or work environment.

Because of the unique community aspect of The Johnson Intern Program, our harassment policy extends beyond the workplace and into the intern house, where the goal is to create a community of faith that is loving and supportive for each individual living there. Behavior that works against this goal will not be tolerated.

B. ALCOHOL, SUBSTANCE ABUSE, CRIMINAL ACTIVITY

The Johnson Intern Program does not prohibit legal and responsible alcohol consumption within the JIP house and at appropriate JIP functions. However, alcohol is not to be purchased with funds from the JIP food account, and the following considerations must be taken very seriously:

As part of the initial retreat and orientation, interns will discuss each others’ needs and views around alcohol consumption. If one intern expresses discomfort with alcohol use or a

need for a dry community, that request will be met with respect and, with the assistance of staff and the Chaplain, a solution will be found that meets everyone's needs.

Incidents of alcohol abuse are taken seriously by the JIP program, and may be indicators of a concerning condition such as depression, alcoholism, or other mental illness. Interns are expected to hold each other accountable around responsible alcohol use. They will confront an abuser, and report to the Chaplain or director any incidents that threaten the safety or well-being of any community member or the community at large.

The abusive use of alcohol or prescription drugs, or any use of illegal substances by a JIP intern can lead to dismissal from the program.

AmeriCorps requires that an intern notify the Program Director within 5 days if he or she is convicted under any criminal statute. AmeriCorps prohibits alcohol use while performing AmeriCorps duties.

C. OUTSIDE RELATIONSHIPS

In addition to the JIP requirements around time (see above), we ask our interns to especially consider other relationships or friendships or family ties that might detract from their full presence and participation in the intern community. We consider it vital to "hold each other accountable" when outside relationships impinge on the healthy functioning of the intern community.

D. GUESTS

While we encourage the practice of hospitality, residency in the JIP house is limited to Johnson Interns. Overnight guests may be invited when prior notice is given and guests are welcomed by every person in the community. Arrangements will be made for the privacy and comfort of both guests and residents. Guest visits are always limited to three nights by the program. Interns may choose to shorten that time.

E. OTHER CONSIDERATIONS

Firearms or dangerous weapons are not allowed in the house or on any JIP premises and are not to be carried by interns. **NO EXCEPTIONS** are made to this policy; violation will result in dismissal. Smoking is not permitted inside the JIP house. No pets are allowed in the JIP house.

IV. GRIEVANCE PROCEDURES

1. Any intern, staff member, or volunteer of the Johnson Intern Program who believes that he or she has been subjected to discrimination or harassment of any kind, or who has knowledge about discrimination or harassment of others, should promptly report the alleged offense to the Johnson Intern Program Director.

Likewise, any intern, staff member, or volunteer of the Johnson Intern Program who disagrees with a decision or finding of a staff member or director, or who wishes to address the Board for any reason will file a request with the director and/or the Board chairperson.

2. A decision to proceed to a Board investigation will be made by the Program Director and the Chair of the Board of Directors who will, as much as possible, respect the confidentiality of all involved. All efforts will be made to insure the legal rights and safety of any victims and of anyone making a report of misconduct.

3. An investigation will be conducted by the Standing Committee on Policy, which consists of the Program Director, Board chairperson, and a selected member or members of the Board of Directors.

4. If the complaint or disagreement is with or against the Program Director or other staff member, the Standing Committee on Policy, without the director, will investigate.

5. There will be no retaliation against any person who, in good faith, pursues his or her rights under this policy or the law.

6. Note – the following considerations may apply:

- Any intern who is found to have engaged in discrimination or harassment will be subject to appropriate discipline, up to and including expulsion from the Johnson Intern Program and legal considerations where warranted.
- In cases of alleged sexual harassment, the offender may be asked to live apart from the community during the period of investigation.

7. When a plaintiff is dissatisfied with the decision of the Standing Committee on Policy he or she may request that the complaint be heard by the full Board of Directors

8. In the events that informal efforts to resolve disputes are unsuccessful, AmeriCorps members may seek resolution through the following grievance procedures. These procedures are intended to apply to service-related issues, such as assignments, evaluations, suspensions, or release for cause, as well as issues related to non-selection of members and displacement of employees or duplication of activities by AmeriCorps.

1. Optional Alternative Dispute Resolution (ADR)
2. Grievance Hearing with Catholic Network of Volunteer Services
3. Binding Arbitration

See the AmeriCorps Member Handbook for details of these options.

V. RESOURCES

SPIRITUAL COMMUNITY GUIDE

AMERICORPS HOURS TALLY
AMERICORPS MANUAL

DISBURSEMENT SCHEDULES