

## AMERICORPS PROMISE MEMBER

**The Site Supervisor will work jointly with the Alliance if disciplinary action is needed.** The Site Supervisor understands that they will notify the Alliance in writing immediately of any problems, concerns, or recurrent issues with the member or their service and follow the below outlined Discipline Policy.

Host Sites do not have the authority to release a member from their term of service or pursue disciplinary actions separate from the Alliance.

### MEMBER DISCIPLINE PROCESS

In general, a violation of the “Member Code of Conduct” will go through the following process:

**1. For the Member’s first offense:**

*An appropriate program official (including Host Site supervisor and/or Minnesota Alliance With Youth staff) will issue a verbal warning to the Member. Documentation must be provided immediately in writing to the Alliance to be kept in the Member’s file. Please use the template found [here](#).*

**2. For the Member’s second offense:**

*Upon notice from the Host Site, Alliance staff will contact both Member and Supervisor to review the circumstances and steps taken to improve the Member’s performance. The Site Supervisor will use the Alliance’s template in the development of any action plan designed to improve and/or correct the performance of the member, and submit it to the Alliance for final review and approval. The Alliance, Supervisor, and Member will meet for an appropriate program official to issue a written warning and reprimand the Member. A copy of the written warning and the mutually agreed upon improvement plan will be signed by the member, supervisor, and Alliance staff, and kept on file with the Alliance. Please use the template found [here](#).*

**3. For an additional offense:**

*a. The Alliance may suspend the Member for one day or more without compensation and the Member will not receive credit for any service hours missed. Notification will be made in writing by the Alliance and kept on file. Alliance staff will conduct mediation between the parties, if needed. The Member will have the opportunity to continue to make improvements according to the outlined improvement plan.*

\*\*\*\*\*OR\*\*\*\*\*

*b. The Alliance may release the Member for cause. Notification of release for cause will be provided in writing to both the member and their Host Site supervisor/organization.*

Host Sites understand that if for any reason the member withdraws or is released from service there exists no guarantee of the assignment of another member.

The Alliance reserves the right to take immediate disciplinary action, including termination from service, in cases where during the term of service the Member has been charged with or convicted of a violent felony or possession; sale or distribution of a controlled substance; has caused significant physical or emotional harm to another individual; or any other violation of the Member Agreement.

This is a general overview of the discipline process. All processes, including the “Member Code of Conduct,” are governed by the terms of the applicable statutes, host site agreement, and member agreements. These documents can be obtained by contacting the Alliance or by visiting our website: [Discipline Policy and Templates](#).