

Environmental Education Leadership Corps

An AmeriCorps program of the Kentucky Environmental Education Council



Service Site Agreement

2021 - 2022

This Agreement is entered into by and between the Environmental Education Leadership Corps (an AmeriCorps program of the Kentucky Environmental Education Council) (KEEC), 500 Mero Street., Frankfort, Kentucky 40601 and (Service Site) for the assignment of an Environmental Education Leadership Corps Member (Member) for the purpose of performing services under the Environmental Education Leadership Corps Program (Program) grant between KEEC and Serve Kentucky as funded under the National and Community Service Act of 1990 as amended, and supported by the Corporation for National and Community Service (“CNCS”).

This Agreement is in effect for the period of _____ through _____ .

Joint Responsibilities

Hosting an Environmental Education Leadership Corps Member is a collaborative effort between KEEC and the Service Site.

1. Member Recruitment

Responsibility for recruiting a capable member will be shared by KEEC and the Service Site. KEEC will forward applications from promising individuals to the Service Site, but the Service Site is required to actively recruit as well.

Service Site agrees to complete face to face interviews when possible and video teleconferencing or telephone interviews when distance or other factors prevent a candidate from traveling to an in-person interview. Service Site also agrees to call past employers, educators, and other references and to document these conversations. Service Sites’ top candidates are expected to participate in a group interview conducted by KEEC. Since Service Sites are most familiar with their own needs, sites will be able to select the applicant they feel will best meet those needs, but KEEC retains the right to veto a site’s decision if the Environmental Education Leadership Corps

Program Director has serious concerns about an applicant's ability to meet programmatic expectations.

2. Criminal Background Checks

CNCS requires programs to obtain criminal records checks from Kentucky and the Member's home state. An FBI check and a sexual predator check will also be conducted on the Member before he/she begins a year of service. As a convenience to the site, KEEC will assume responsibility for ordering background checks and will cover the costs. The initiation of the fingerprint check will be the receipt of an email to schedule an appointment at the closest or most convenient Fieldprint Site.

The program may require Site Supervisors to have the required state and/or FBI background check completed. The only exception: If a Member or Site Supervisor has continuously served with the Environmental Education Leadership Corps program, another background check is not necessary.

3. Disciplining and Dismissing a Member

The Service Site understands that the decision to dismiss a member who is not performing satisfactorily is also a joint process. Site Supervisors must clearly document any complaints they have about a member and alert the Environmental Education Leadership Corps Program Director as soon as issues arise. Any site found not to have documented member activity as soon as an issue arises may compromise hosting a future AmeriCorps Member. Except in cases of egregious misconduct that would harm the effectiveness of the Program or Service Site, and would thus warrant immediate dismissal, the Service Site must demonstrate that efforts have been made to remedy the situation. Site Supervisors may seek assistance from the Program Director in disciplining and redirecting the Member. If the Member continues to perform unsatisfactorily, the Site Supervisor may recommend that the Program Director release the Member from the Program for cause. Sites understand, however, that it is KEEC's right and responsibility to formally dismiss the Member. KEEC retains the authority for disciplinary actions against the Member, including recommending dismissal, suspension, or reassignment of the Member.

KEEC/Kentucky Association for Environmental Education (KAEE) Responsibilities

KEEC has entered into an agreement with KAEE for KAEE to serve as the fiscal agent for KEEC for the purposes of this program. KAEE shall serve as the employer of record for all AmeriCorps members. Under agreement with KEEC and in accordance with the federal terms, conditions and regulations governing AmeriCorps state programs, KAEE shall ensure that members will be provided with:

1. An annual taxable living allowance of \$7,994 and applicable FICA.
2. Support and assistance in securing a post-service educational award of \$3,172.50 if the Member performs at least 900 hours of service, and successfully completes his/her service obligations.

3. Reimbursement for Mileage and expense reimbursement for travel, lodging and meals for KEEC required events and other expenses in keeping with program policies, budget and procedures. KEEC will not reimburse expenses for travel related to individual service projects or travel required by the Service Site.
4. Workers' Compensation coverage for the Member in accordance with state law.
5. Training and support services.

In the event of resignation, dismissal, suspension or reassignment of a Member, KEEC is under no obligation to refund any portion of the site match contribution.

KEEC will support members who have not yet earned a high school diploma or its equivalent by allowing them to count time spent studying for the G.E.D. as training hours. These hours will count towards the Member's service hour requirement. The Member's training hours, however, may not exceed 20% of their total hours.

Service Site Responsibilities

The Service Site agrees to submit to KEEC by the stated deadlines the sum of \$4,000 per half-time member as the required cost share for member living allowance. This payment can be made at one time on or before September 15, 2021 or be split into two installments. The first installment is due on or before September 15, 2021, and the second and final installment is due on March 15, 2022. The Service Site agrees that any cost share contribution not utilized during the program year may be utilized by KEEC in subsequent program years.

The Service Site also agrees to:

1. Provide an average of 20 hours per month of qualified supervision for the Member and provide KEEC documentation of that supervision.
2. Allow the Service Site Supervisor to participate in one or more days of training and orientation as required by KEEC.
3. Inform Environmental Education Leadership Corps Program staff immediately of any staff changes that will affect site supervision.
4. Provide the Member with administrative support during normal business hours that includes, but is not limited to, office space and equipment including the use of a copier, telephone, fax machine, computer, and access to the Internet to complete AmeriCorps reporting requirements.
5. Submit to KEEC by the appropriate deadlines all reports and data on member service activities and 2 performance evaluations (mid-year and end of service year).
6. Ensure that Member completes and submits EELCorps Monthly Data Collection form by the 5th of each month for the month prior. Part of data collection required of the Member is use of the EELCorps Participation Survey. This is made available to Members in both physical and virtual

formats and is required for use with any program, lesson, or activity over 20 minutes in duration. Site Supervisor is responsible for ensuring that Member utilizes this survey consistently and submits responses with EELCorps Monthly Data Collection each month.

7. Cooperate with on-site evaluation visits as required by KEEC.
8. Allow the Member to attend required KEEC or Serve Kentucky trainings, meetings and service projects up to 20 percent of the Member's total service hours.
9. Assist the Member by:
 - a. Identifying low-cost housing for the Member to reside in if possible.
 - b. Providing orientation to the Service Site's organization, policies, procedures and expectations, and ongoing professional development training, as needed.
 - c. Promoting the AmeriCorps Program and the impact of member service activities to Service Site staff, clients, and the community at large.
 - d. Scheduling adequate office time for the Member to complete program planning and reporting.
10. Make every reasonable effort to ensure that the health and safety of the Member is protected during the performance of his/her assigned duties. The Service Site will make every reasonable effort not to assign or require the Member to perform duties that would jeopardize his/her safety or cause him/her to sustain injuries. The Service Site will not require Members to provide services in the absence of a person responsible to and authorized by the Service Site to direct the Member and respond to emergencies. Sites agree to train Members in safety procedures utilized by the site. For example, shelters and other agencies where Members will be meeting with clients should train Members on personal safety and how to deal with difficult clients. If this protocol is in writing, then the site should also provide a written copy for use by the Member. Sites will need to think about what types of safety issues may be present and work with the Member to make certain that all safety precautions are taken. Site Supervisors shall initiate immediate corrective action where unsafe conditions or practices are found. All accidents should be reported immediately to the site supervisor, who, in turn, shall report the incident to the EELC Program Manager.
11. The site supervisor must complete KEMI form IA-1 and fax to KEMI at 859-425-7822 within 24 hours of the incident. Any accidents shall be investigated to determine what corrective action should be taken to prevent future similar accidents. An investigation will be conducted by the Site Supervisor or other suitable Site personnel, and a written report must then be submitted to the KEEC Environmental Education Leadership Corps Program Director within five days of the accident. Corrective action will be taken by Site Supervisors to prevent future accidents.

12. To the extent permitted by law, maintain the confidentiality of information regarding the Member. The Service Site must obtain the prior written consent of the Member before using their name, photograph and other identifying information for publicity or other purposes.
13. Obtain prior written approval from KEEC to supplement the living allowance or provide additional benefits to the Member.
14. Reimburse Member for mileage if driving the Member's personal vehicle is mandatory to the service position. Reimburse the Member for other expenses connected with their service in a manner consistent with the Service Site's policies for its employees.
15. Immediately inform KEEC of any conduct by the Member that undermines his/her effectiveness or interferes with his/her ability to serve, such as resignation, arrest, excessive or unexcused absences/tardiness, hospitalizations, poor service performance or being under the influence of alcohol or illegal drugs.
16. Maintain records, make reports and investigations and respond to grievances concerning member as KEEC may require. The Service Site agrees to retain records for a period of three (3) years after the completion or termination of the Member placement and until all matters pertaining to the program year are resolved under applicable federal or state laws, regulations or policies.
17. Provide KEEC, Serve Kentucky, or CNCS, or their duly authorized representatives, right of access to any books, documents, papers or other records of the Service Site which are pertinent to the program in order to make audits, examinations, excerpts or transcripts.
 - a. The site will designate the location and means of EELC access to such documents in writing to the EELC Program Director.
18. Assign the Member only duties within the KEEC-approved position description, as stated in the Service Site application, unless prior written approval is obtained from KEEC. The Member's primary activities must consist of direct service to the community. Members may be asked to complete administrative tasks associated with the direct service they are providing, but they may not be asked to perform administrative tasks for others.
19. Ensure the Member has sufficient opportunity to complete the required number of hours of service according to the Term of Service Outline.
20. Account for holidays and other time off and provide the Member with sufficient opportunity to make up missed hours. Members may use personal days within their service year as long as they complete an Absence Request Form and submit to the Site Supervisor prior to the absence, or within 24

hours after an unexpected absence. These days do not count towards the Member hours commitment, and the Site Supervisor is responsible for ensuring that Member does not fall behind on hours without a plan for making the hours up. The Member must schedule personal days in advance and in consultation with the Site Supervisor.

The EELCorps Program Director will do quarterly check-ins on the dates in the table below. If Member falls more than 35 hours behind the expected hour target listed below, the Member will be required to submit, and the Site Supervisor will be required to approve a scheduled plan for completing the missing hours before 08/31/2022.

Target Date	Approx. Hours in Period	Total Hour Target
By November 30	225 hours	225 hours
By February 28	195 hours	420 hours
By May 31	250 hours	670 hours
By August 31	230 hours	900 hours

KEEC also suggests that Members be allowed to take the following days off **unless** the organization or agency is normally open for business or is conducting a special event for environmental education purposes that are considered part of the service that the Member is providing for the host site:

- Labor Day
- Veterans' Day
- Thanksgiving Day
- Thanksgiving Friday
- Christmas Eve
- Christmas Day
- New Year's Eve
- New Year's Day
- Memorial Day
- Independence Day

The Environmental Education Leadership Corps Program recognizes Martin Luther King, Jr. Day as a day of service. The program requires Members to spend the day in service and may require members to participate in specifically designated activities.

Accommodations should be made for diverse religious and cultural backgrounds. For example, a Jewish Member may want to take a day off for Yom Kippur, rather than Christmas Day. Site Supervisors should make every effort to accommodate their Member's needs in this regard. Members should communicate these needs at the beginning of the service year, so that appropriate accommodations can be made.

If a Member chooses to serve on a holiday, or is required to work on a holiday the Service Site may grant the Member an alternate day off that is mutually agreed upon by the member and service site.

21. Allow the Member to serve on a jury without being penalized. The Member will continue to receive credit for normal service hours, the living allowance, and, if applicable, health care coverage and child care coverage.
22. Voting - EELC wishes to inform each member of their right to vote and encourage them to do so. EELC will not require members to register or to vote, or attempt to influence how members vote. Members may NOT count hours taken for voting.
23. Armed Forces Reserves - Generally, the Reserves of the U.S. Army, U.S. Navy, U.S. Air Force, U.S. Marine Corps, U.S. Coast Guard, the Army National Guard and the Air National Guard require reservists to serve one (1) weekend a month plus 12 to 15 days a year (hereafter referred to as the two-week active duty service).

If members have a choice of when to fulfill their annual two-week active duty requirement, they should do so when it will not disrupt their AmeriCorps service. In instances where the dates of active duty are inflexible and conflict with granted AmeriCorps service, members should be granted a leave of absence for the two-week period of active duty service in the Reserves. Members may not receive time-off for additional Reserves-related service beyond the two-week active duty service. No AmeriCorps service credit is earned for the once-a-month weekend service in the Reserves.

Members will receive credit for AmeriCorps service hours during their two (2) weeks of active duty service in the Reserves if it occurs during their AmeriCorps service. The member will receive credit for the number of hours he or she would have served during that period had there been no interruption.

24. Consult with KEEC and KAEE via the program director prior to any disciplinary actions against a Member.
25. Prohibit the Member from engaging or participating in the following activities during service hours:
 - a. Serving as an administrative or executive assistant to any staff member of the Service Site or its affiliates to perform clerical or research duties.
 - b. Participating in efforts to influence legislation, including state or local ballot initiatives or lobbying for the program or Service Site.

- c. Organizing or participating in protests, petitions, boycotts, strikes, or letter-writing campaigns to Congress.
- d. Promoting, deterring or assisting in union organizing.
- e. Engaging in partisan political activities or any activities designed to influence the outcome of an election to any public office, including voter registration drives.
- f. Participating in partisan political activities or other activities that are likely to include advocacy for or against political parties, political platforms, political candidates, proposed legislation, or elected officials.
- g. Engaging in religious instruction; conducting worship services; providing instruction as part of a program that includes mandatory religious instruction or worship; constructing or operating facilities devoted to religious instruction or worship; maintaining facilities primarily or inherently devoted to religious instruction or worship; or engaging in any form of religious proselytism.
- h. Providing direct service or benefit to any for-profit organization, labor union, partisan political organization, non-profit that fails to comply with the restrictions contained in section 501(c) of the Internal Revenue Code of 1986, or organization engaged in religious activities described in the preceding sub clause, unless sub grant funds are not used to support the religious activities.
- i. Providing abortion services or referrals for receipt of such services.
- j. Participating in an activity that may pose a significant safety risk to participants.
- k. Such other activities as deemed appropriate upon notice to the Service Site by KEEC.

(Individuals may exercise their rights as private citizens and may participate in the above activities on their own initiative, on non-AmeriCorps time, and using non-Corporation for National and Community Service funds. The AmeriCorps logo should not be worn while doing so.)

26. Ensure that the Member is serving **only allowable hours covered in the terms of the grant**. The Site Supervisor will do this by submitting their approval (or rejection) of Member time-sheets on a weekly basis using the OnCorps Time reporting system. Time-sheets approval will be due the following Thursday for the week prior. Site Supervisor must verify accuracy of hours performed by the Member. Approving hours that are not accurate or that do not fit in the scope of the grant is considered theft of AmeriCorps

time and any result in notification to the Office of the Inspector General, loss of AmeriCorps MSY, or loss of the AmeriCorps grant program. **Please only approve hours for activities that are approved and verifiable.**

The Service Site further agrees NOT to:

1. Allow the Member to begin service before KEEC has received all required member paperwork. Environmental Education Leadership Corps program staff will let sites know when all documentation is received and the Member may begin service. Members will not be allowed to count any hours prior to receiving KEEC's approval to begin service.
2. Assign the Member to activities that would result in the displacement of an employee or volunteer, including partial displacement such as a reduction of hours, wages or employment benefits.
3. Assign the Member to activities that have been performed by or were assigned to:
 - a. An employed worker.
 - b. An employee who recently resigned or was discharged.
 - c. An employee who is subject to reduction in hours.
 - d. An employee who is on leave.
 - e. An employee who is on strike or who is being locked out.
 - f. A volunteer. Volunteers may not be displaced by an AmeriCorps Member.
4. Accept or permit a third party to accept compensation for the Member's service.
5. Hire their AmeriCorps Member before the Member has completed all service requirements as set forth by the Program. Sites that violate this provision may be penalized when applying for an AmeriCorps Member for the next program year.
6. Sites may not employ or otherwise pay Members for "work," while the Member serves in the Environmental Education Leadership Corps program.
7. Assign the Member organized fund-raising activities—including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar activities—that are designed for the sole purpose of raising capital or obtaining contributions for the organization. (Service activities that raise funds or in-kind contributions while generating, involving and/or encouraging community support may be considered appropriate and allowable, such as serve-a-thons, to the extent that they are in direct and immediate support of an acceptable direct service or involve significant amounts of the Member's time.)
8. Allow the Member to prepare grant proposals or perform other fund-raising activities to help the Service Site achieve its matching requirements or to support an organization's general operating expenses, or provide fund-raising assistance to other community based organizations that do not provide immediate and direct support to the Service Site's approved direct service activity.

9. Allow the Member(s) to utilize the Member's own personal vehicle to transport clients.

Drug Free Workplace

The Service Site will comply with all requirements of the Drug-Free Workplace Act and the implementing regulations at 34 CFR, Part 1229.

Nondiscrimination

The Service Site will not discriminate against a member, program staff, or service recipient on the basis of race, color, national origin, sex, age, religion, sexual orientation, political affiliation, or disability.

The Service Site must provide reasonable accommodations to qualified individuals with disabilities. Accommodations must be based on individualized needs.

The Service Site must comply with the self-evaluation requirements in Section 504 of the Rehabilitation Act of 1973 as amended, regarding accessibility for individuals with disabilities. The Service Site also must comply with the self-evaluation requirements of Title IX of the Education Amendments of 1972 as amended, concerning discrimination based on sex.

The Service Site must comply with all federal statutes relating to nondiscrimination to the extent applicable, including, but not limited to Title VI and VIII of the Civil Rights Act of 1964; the Age Discrimination Act of 1975 as amended; the Drug Abuse Office and Treatment Act of 1972 as amended; the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 as amended; the Public Health Service Act of 1912 as amended; and the requirements of any other nondiscrimination provision in the National and Community Service Act of 1990 or any other applicable nondiscrimination provision.

AmeriCorps Name and Logo/Publications

The Service Site must identify itself as an AmeriCorps host site by displaying signage to be provided by KEEC. The Service Site must also use the AmeriCorps name and logo on all printed or published materials associated with the program. The Service Site may not alter the AmeriCorps logo and must obtain written permission from KEEC before using the logo as part of any other logo or design or before using the AmeriCorps name or logo on clothing intended to be worn by individuals who are not members or permitting any other parties to use the AmeriCorps name or logo in promotional materials.

The Service Site is responsible for assuring that the following acknowledgement of federal support will appear in any report or publication of any material regarding this project: "This material is based upon work supported by Serve Kentucky and the

Corporation for National and Community Service.” The Service Site is responsible for assuring that a copy of any such publication is sent promptly to KEEC.

Release from Participation

KEEC retains the sole authority to release a Member from participation in the program. KEEC may suspend or terminate a Member for compelling personal circumstances and for cause in accordance with 45 CFR, Subsection 2522.230. KEEC will notify Serve Kentucky and the National Service Trust immediately whenever it suspends or terminates a Member, whether for compelling personal circumstances or for cause.

KEEC may temporarily suspend a Member for minor disciplinary reasons, such as chronic tardiness. The period of suspension does not count toward the Member’s required service hours, and the Member may not receive a living allowance for the suspension period.

The Site Supervisor must document in writing and immediately notify the Program Director of any issues that affect the AmeriCorps Member’s performance. If a site feels that a Member should be released from service, the Site Supervisor must provide proof of previous steps taken to resolve the situation. Clear documentation of the Member's failure to improve and to meet expectations must be produced. Sites understand that, while the decision to release a Member early will certainly be made in consultation with the Service Site, ultimately it is the Program Director’s responsibility to perform the release. Sites also understand that the Program Director retains the right to refuse to release a Member early without sufficient documentation of grievances and steps taken to address said grievances.

If a Member is released from service before having completed 30% of their required service hours, the program, in cooperation with the Service Site, may attempt to refill the position. However, the program will be unable to refill a position if the exiting Member has served 30% or more of their hours.

Failure to Meet Requirements

If a Service Site fails to meet any of the policies or expectations herein, the Program may write up a Service Site Corrective Action Plan. If the Service Site does not improve, the Program will clearly document the occurrences of the non-compliance and provide proof of previous steps taken to resolve the situation. After the third non-compliant occurrence, the Program may remove the Member to be placed at another site and the Service Site may no longer be eligible to host EELCorps Members at their site. Except in cases of egregious misconduct that would harm the effectiveness of the Program, Service Site, or Member and would thus warrant immediate removal of the Member, the Program must demonstrate that efforts have been made to remedy the situation. In a situation where the member is removed, the cost-share will not be reimbursed to the Service Site.

Site Visits

KEEC, Serve Kentucky and CNCS, through their duly authorized representatives, have the right, at all reasonable times, to make site visits to review member support documentation, including client files, and evaluate Service Site records, accomplishments, and organizational procedures; to conduct interviews; and to provide technical assistance as required. All site visits shall be performed in such a manner as will not unduly disrupt the Service Site's operations. Site Supervisors also agree to immediately provide any needed support documentation to verify performance measure information submitted by Environmental Education Leadership Corps Members upon Environmental Education Leadership Corps staff request. Supervisors agree that this information will be sent by mail, fax, or email when Environmental Education Leadership Corps staff travel to the site is not possible. Please make certain that KEEC staff is added to client confidentiality forms, if needed.

Delegation

The Service Site will not delegate or assign any of its obligations or duties stated in this agreement.

Complaint and Grievance Procedure

The Member understands that the program has an alternative dispute resolution (ADR) procedure to resolve disputes concerning their suspension, dismissal, service evaluation, or proposed service assignment. EELC & KEEC's ADR is open to program participants, labor organizations and other interested individuals concerning this AmeriCorps program. The Member understands that, as a participant of the program, they may file a grievance in accordance with the program's ADR procedure as follows.

1. Informal review of the dispute including the Member, the program director and the site supervisor within 45 days of the alleged occurrence.
2. If the informal review is unsuccessful the Member may request mediation as follows;
3. They must request mediation within 45 calendar days from the date of the contested incident.
4. If the matter is resolved, the terms of the resolution are recorded in a written agreement, and the party agrees to forgo filing any further grievance on the matter under consideration.
5. The mediation meeting will be facilitated by a neutral party appointed by KEEC. The mediator may not compel a resolution.
6. The mediation meeting will be informal; the rules of evidence do not apply. With the exception of a written agreement the content of mediation meeting will be confidential.
7. A written notice of the right to file a formal grievance will be provided after 30 days of the mediation meeting if the issue is not resolved.

If the initial step is unsuccessful and/or they do not choose mediation, then the grievance must be addressed as follows:

1. The Member must file a request to file a grievance with KEEC's grievance committee no later than 1 year of the date of the contested incident (except for fraud or criminal activity).
2. The neutral mediator from previous meetings may not participate. In addition, no communication or description of the previous meeting may be referred to or introduced as evidence and the decision of the mediator is not binding unless both parties agree.
3. The grievance hearing must take place no later than 30 days after filing.
4. A decision from the grievance committee must be provided to the Member no later than 60 days after filing.

In addition:

5. If a grievance is filed regarding a proposed placement of a Member in a program that receives assistance under this chapter, such placement must not be made unless the placement is consistent with the resolution of the grievance.
6. Remedies for a grievance filed under a procedure established by a recipient of Corporation assistance may include—
 - a. Prohibition of a placement of a Member; and
 - b. In grievance cases where there is a violation of non-duplication or non-displacement requirements and the employer of the displaced employee is the recipient of Corporation assistance—
 - c. Reinstatement of the employee to the position he or she held prior to the displacement;
 - d. Payment of lost wages and benefits; Re-establishment of other relevant terms, conditions and privileges of employment; and
 - e. 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.
7. Suspension or termination of assistance. The Corporation may suspend or terminate payments for assistance under this chapter.

Reasonable Accommodation

Programs and activities must be accessible to persons with disabilities, and the grantee must provide reasonable accommodation to the known mental or physical disabilities of otherwise qualified Members, service recipients, applicants, and program staff. All selections and project assignments must be made without regard to the need to provide reasonable accommodation.

Non-Discrimination Notice

NOTICE: IT MUST BE STATED THAT, IN ADDITION TO THE FOREGOING PROCEDURE, A DISCRIMINATION CHARGE MAY BE FILED WITH THE KENTUCKY HUMAN RIGHTS COMMISSION, LEXINGTON-FAYETTE HUMAN RIGHTS COMMISSION (IF YOU RESIDE IN FAYETTE COUNTY), AND THE EQUAL EMPLOYMENT OPPORTUNITY COMMISSION, AS WELL AS WITH THE FRANKLIN CIRCUIT COURT. THERE ARE DIFFERENT TIMES REQUIRED FOR FILING YOUR DISCRIMINATION CHARGE FOR EACH AGENCY AND/OR FORUM, AND YOU SHOULD SEEK THE ADVICE OF LEGAL COUNSEL AT YOUR EARLIEST CONVENIENCE TO DETERMINE THE TIMELY MANNER IN WHICH TO FILE SAID DISCRIMINATION CHARGE.

NON-DISCRIMINATION PUBLIC NOTICE AND RECORDS COMPLIANCE

Public Notice of Non-discrimination. It is against the law for organizations that receive federal financial assistance from the Corporation for National and Community Service to discriminate on the basis of race, color, national origin, disability, sex, age, political affiliation, or, in most cases, religion. It is also unlawful to retaliate against any person who, or organization that, files a complaint about such discrimination. In addition to filing a complaint with local and state agencies that are responsible for resolving discrimination complaints, you may bring a complaint to the attention of the Corporation for National and Community Service. If you believe that you or others have been discriminated against, or if you want more information, contact:

Executive Director or Program Director
Environmental Education Leadership Corps Program
Kentucky Environmental Education Council
500 Mero Street. Floor 4
Frankfort, KY 40601
502/564-9693
<http://keec.ky.gov>
or

Office of Civil Rights and Inclusiveness
Corporation for National and Community Service
1201 New York Avenue, NW
Washington, D.C. 20525
1-800-833-3722 (TTY and reasonable accommodation line)
(202) 565-3465 (FAX); eo@cns.gov (email)

Points of Contact

Program Representative:
EELCorps Program Director, Ashley Mike
502/564/0690
Ashley.mike@ky.gov

Site Supervisor(s):

Name and Title: _____

Phone: _____

Email: _____

ACKNOWLEDGEMENT: I have read the foregoing and acknowledge that I understand the procedure and accept its terms and conditions as part of my association with AmeriCorps as evidenced by my signature herein below.

Click or tap here to enter text.

Print Name of Site

By: _____ Date: _____
EELCorps Program Director

By: _____ Date: _____
Click or tap here to enter text. Representative

By: _____ Date: _____
KEEC Executive Director