

Reasonable Accommodation Options for Members with Personal & Compelling Circumstances Policy and Procedures (effective August 1,2011)

POLICY: It is the policy of Nevada Volunteers to offer several reasonable accommodations options to AmeriCorps State members with personal and compelling circumstances during their term of national service.

PROCEDURES:

1. Requests are reviewed on a case by case basis by the AmeriCorps Program Director and Nevada Volunteers.
2. AmeriCorps members who disclose a disability are encouraged to ask for reasonable accommodation as necessary. The request should be reviewed with Nevada Volunteers. Every effort is made to consider the reasonable accommodation in a timely manner and to meet the needs of the member who has a disability. Nevada Volunteers has funding available for reasonable accommodation each grant year.
3. AmeriCorps members who are injured while providing national service (workers compensation) should, whenever possible, be offered light duty service activities that accommodate members' needs during convalescence (in cooperation with medical instructions). If such reasonable accommodation is not available at either the host site or the subgrantee organization, attempts should be made to find the accommodation at another local nonprofit or governmental agency. Such alternative placements should be well documented in the member file. Alternative placement sites should also have a designated site supervisor to sign service logs, verify attendance and monitor against prohibited activities. Alternative placements should be time-limited and evaluated as necessary.
4. AmeriCorps members who are no longer able to perform the essential functions of the tasks associated with their service assignment for personal and compelling circumstances have several options including:
 - alternate reasonable accommodation offered by the program or the subgrantee agency
 - alternative service in conjunction/collaboration with another AmeriCorps program
 - alternative service at another (preapproved) nonprofit or government agency with a designated site supervisor
 - transfer to another AmeriCorps program nationwide (program must have an available slot and member must be interviewed and accepted to transfer to that available slot).
 - early exit from service for personal and compelling circumstances
5. Programs should request supporting documentation for either reasonable accommodation or alternative service assignments.

6. Program retention rates or whether the slot can be refilled may not be considered whenever reasonable accommodation is reviewed. In all cases, members are provided with all of their options and then encouraged to make their own decisions. Nevada Volunteers should always be consulted before final decisions are determined.