

## **Section 2: WVU/Energy Express Policies**

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### ***Related Topics***

Energy Express Enrollment Policy – See Section 3

## **WVU/Affirmative Action/Equal Opportunity**

West Virginia University (WVU) reaffirms its commitment to the full realization of Affirmative Action and Equal Employment Opportunity in its employment practices.

It is the policy of WVU to:

1. Recruit, hire, train, promote, retain, tenure, and compensate persons in all applicable administrative, classified, faculty, unclassified, and student job titles without regard to age, ethnicity, disability status, national origin, race, religion, sex, sexual orientation or veteran status unless otherwise prohibited by applicable law;
2. Base decisions of employment to further the principles of affirmative action and equal employment opportunity;
3. Ensure that promotion, reappointment and tenure decisions are in accordance with the principles of affirmative action and equal employment opportunity by imposing only valid requirements for promotional, reappointment and tenure opportunities;
4. Ensure that all personnel action including compensation, benefits, lay off, return from lay off, training, education/tuition assistance, social and recreational programs will be administered without regard to age, ethnicity, disability status, national origin, race, religion, sex, sexual orientation or veteran status unless otherwise prohibited by applicable law.

For complete information about the Affirmative Action Plan, please contact the Social Justice Office at (304) 293-5496 or [Social.Justice@mail.wvu.edu](mailto:Social.Justice@mail.wvu.edu).

# **WVU/SOCIAL JUSTICE/NON-DISCRIMINATION STATEMENT**

## Non-discrimination Statement

West Virginia University is an Equal Opportunity/Affirmative Action Institution. The University does not discriminate on the basis of race, sex, age, disability, veteran status, religion, sexual orientation, color, or national origin in the administration of any of its educational programs, activities, or with respect to admission or employment. Faculty, staff, students, and applicants are protected from retaliation for filing complaints or assisting in an investigation under the University's Equal Opportunity Policy/Affirmative Action Plan. Inquiries regarding the University's non-discrimination policy may be directed to the Director, Affirmative Action/Equal Employment Opportunity, at West Virginia University.

Office of the President

# **Energy Express Sexual Harassment Policy**

In order to ensure a safe and secure environment for everyone involved in the program, Energy Express has a zero tolerance for any form of sexual harassment.

## **WHAT IS SEXUAL HARASSMENT?**

Sexual harassment is unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that:

(a) is used as a basis for decisions for employment or service assignments including performance assessments; or

(b) creates an intimidating, hostile or offensive environment.

## **WHO CAN BE INVOLVED IN SEXUAL HARASSMENT?**

1. The harasser's conduct must be unwelcome. However, keep in mind that any harassment directed toward a child is unwelcome, because children are not of an age to consent. This includes any site team member or adult volunteer dating underage volunteers.

2. The victim as well as the harasser may be a male or female, child or adult. The victim does not have to be of the opposite sex. Sexual harassment can occur between any individuals at an Energy Express site, including but not limited to child to child, volunteer to child, Site Supervisor to mentor, mentor to mentor, Volunteer Coordinator to volunteer.

3. The harasser can be a Site Supervisor, a Volunteer Coordinator, a Mentor, a Volunteer, a child, or another person working on site (i.e., custodian, kitchen worker, bus driver).

4. The victim does not have to be the person harassed but could be anyone affected by the offensive conduct.

## **WHAT BEHAVIORS ARE CONSIDERED SEXUAL HARASSMENT?**

Courts and agencies have found the following types of conduct to be illegal sexual harassment:

1. Repeated sexual innuendo, obscene or off-color jokes, slurs, lewd remarks and language, and other offensive sexual comments;
2. Content in letters and notes, facsimiles, e-mail, graffiti that is of a sexual nature or sexually abusive;
3. Sexual propositions, insults, and threats;
4. Sexually-oriented demeaning names;
5. Persistent unwanted sexual or romantic overtures or attention;
6. Leering, whistling, or other sexually suggestive sounds or gestures;
7. Displaying pornographic pictures, calendars, cartoons, or other sexual material;
8. Coerced or unwelcome touching, patting, brushing up against, pinching, kissing, stroking, massaging, squeezing, fondling, or tickling or any sexual acts;
9. Subtle or overt pressure for sexual favors.

## **WHAT TO DO?**

All instances of sexual harassment should be reported to the Site Supervisor. If the Site Supervisor is the offender or victim, the report should be made to the County Contact. The County Contact will report all incidents to the state Energy Express office.

The President's Office for Social Justice at West Virginia University has ultimate authority to investigate all allegations of sexual harassment. The County Contact may also report incidents directly to this office. In addition, the state Energy Express Office will expeditiously report any allegations of sexual harassment to the Social Justice Office. The Social Justice Office may be contacted at (304) 293-5496.

Adult victims of sexual harassment should maintain records of all incidents including, date, time, place, names of offenders and witnesses. Adult victims should tell offenders to stop the sexual harassment. When a child is the victim, an adult from the site team should document the incident for the child, report it to the Site Supervisor or County Contact, and tell the offender that the behavior will not be allowed at Energy Express.

## Energy Express Nepotism Policy

Energy Express follows the current AmeriCorps nepotism policy instituted in 2006:

"No person may hold a job or position within the AmeriCorps program over which a member of his/her immediate family exercises supervisory authority, either directly or indirectly. A member of immediate family includes: husband, wife, domestic partner, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, grandparent, grandchild, uncle, aunt, niece, nephew, cousin, and separated spouses."

A Mentor or a Volunteer Coordinator cannot serve at a site where an immediate family member is the Site Supervisor.

The County Contact cannot supervise any site team member who is part of his/her immediate family.

However, the local Collaborative member cannot participate in any aspect of the selection process if an applicant is an immediate family member.

Example: A son or daughter of a WVU Extension agent serving as county contact may apply; however, the Extension agent cannot participate in any aspect of the selection process, including screening, reference checks, and interviews.

## Privacy Policy for Energy Express Site Teams

As a member of a site team, you will have access to and will learn personal information about children, families, volunteers, and other team members during the Energy Express experience. Energy Express adheres to the policy of respecting the privacy of those with whom we work and those whom we serve.

1. All Energy Express site team members and volunteers are expected to respect the trust they have been given in regard to personal and confidential information. This trust should never be abused by sharing this information with people outside the site team (this includes volunteers).
2. Site team members and volunteers will, at times, have access to records such as child registration forms and volunteer information forms. These include personal information and should never be shared with people outside the site team.
3. Should a member of the site team or a volunteer leave or be dismissed from Energy Express, he or she should cooperate fully with the return of any confidential information. All materials must be returned to the Site Supervisor or the County Contact.
4. At the close of Energy Express, all confidential information must be given to the County Contact.
5. Ignore gossip, second-hand information, and rumors. Do not pass them on to others unless you are concerned about a child's safety. If a child's safety is in question, refer to Site Supervisor or County Contact.
6. Working with personal information is a highly confidential activity and should never be discussed publicly or privately with others who are not privileged to the information.

## **Privacy Policy for Energy Express Volunteers**

Energy Express adheres to the policy of respecting the privacy of those involved in the program: site supervisor, the volunteer coordinator, the mentors, the volunteers, and the children.

1. As a volunteer, you may learn personal information about children and their families, other volunteers, or site team members through your work at the site. Never share this information with anyone except the Volunteer Coordinator or Site Supervisor.
2. Ignore gossip, second-hand information, and rumors. Do not pass them on to others unless you are concerned about a child's safety. If a child's safety is in question, refer to Volunteer Coordinator or Site Supervisor.
3. Avoid asking questions of children that might cause them to feel obligated to reveal sensitive information about themselves, friends, or family members. Be open and accepting, but don't push children to reveal more than they feel comfortable telling you. However, if a child reveals personal information that leads you to believe he or she is unsafe, pass the information on to the Volunteer Coordinator or Site Supervisor.

# AmeriCorps Member Attendance Policy

**This policy takes precedence over the policy in the mentor manual.**

“Service is meeting others’ needs. It’s not about me—it’s about the children, families and communities.”

1.1 Members are to serve a minimum of 300 hours between the program start date and end date (dates varies year to year). Service activities are outlined in the member participation agreement.

Pre-service training (Members are allotted a specified number of hours plus travel time)

Maintaining contact with parents—including home visits, written notes home, and phone calls to parents.

Building strong relationships with small groups of children through the creation of a print-rich environment and other program activities. (Mentors)

Recruiting, training and supporting a cadre of volunteers (volunteer coordinators)

Completing a site team community project.

Participating in reflection and on-site training.

Attending and participating in the reflection celebration event.

1.2 Members are required to attend and actively participate in Energy Express training.

Members cannot miss any part of training.

Drinking alcoholic beverages will not be tolerated during training—any member involved in this behavior will be released from service. Members are strongly discouraged from using tobacco products.

The unlawful manufacture, distribution, dispensing, or possession of a controlled substance is prohibited. Reporting for service activities while under the influence of a controlled substance is also prohibited.

1.3 Members may be excused for the following:

A death in the immediate family.

A serious illness of the member (a doctor's excuse must be presented to the site supervisor the following day. Otherwise the absence will be counted as unexcused.)

College orientation for incoming freshman or transferring students (no more than two days) Documentation of attendance at the event must be presented to the site supervisor.

Job interviews—only for those who recently graduated from college or technical school (no more than two days).

- 1.4 Excused absences must be pre-approved in writing by the state office.
- 1.5 Absences for other reasons or not pre-approved by the state office will be considered unexcused and result in the loss of the education award.
- 1.6 Members must make up the hours missed for excused absences (listed in 1.3 above) by making home visits, having additional contacts with parents, or engaging in additional community service as pre-approved by the site supervisor. Any community service make-up hours that have not been pre-approved by the site supervisor will not be counted.
- 1.7 The site supervisor must alert the Energy Express state office of a members' absence, excused or unexcused. Documentation of the absence, make-up hours, and make-up activities must be included on the member's time sheet. Unexcused absences will also be documented in the member's personnel file.
- 1.8 Members are disqualified from earning an education award by the following:
  - Missing any part of statewide training.
  - Failing to represent the program appropriately.
  - Dismissal as a result of progressive discipline.
  - Serving less than the required 300 hours of service.
  - Having an unexcused absence.
  - Leaving the program prior to the end date (date varies from year to year).
  - Failing to attend the reflection and celebration event.

## Dress Code as Given to AmeriCorps Members

At statewide training, first year members will be given 3 AmeriCorps t-shirts (second year members receive 2 t-shirts) serving as your uniform for the summer. Only AmeriCorps members are permitted to wear the AmeriCorps shirt.

Clothing that allows you to actively participate is required. As a role model it is important that your dress not distract from the mission of Energy Express.

Dress Code Requirements:

- ❖ AmeriCorps t-shirt with logo visible must be worn while earning service hours (except at the year end celebration)
- ❖ Shorts and skirts should reach fingertips
- ❖ For safety reasons, tennis shoes or closed toe shoes are required

What is not appropriate:

- ❖ Pajama pants, pants with holes or low-rise pants or shorts
- ❖ Rolling up AmeriCorps shirt sleeves or tying shirt up in the front or back
- ❖ Altering the AmeriCorps t-shirt in any way

Sometimes body piercing or tattoos may not fit with norms of the community. Please use good judgment if you have body piercings or tattoos.

# WEST VIRGINIA UNIVERSITY

## DRUG-FREE WORKPLACE POLICY AND PROCEDURES

### Purpose

To comply with the Drug-Free Workplace Act of 1988 (Pub L 100-690, Title V Subtitle D) federal statute enacted by Congress.

### Coverage

All West Virginia University employees, including faculty, classified and non-classified staff, administrators and student employees.

### Prohibitions

- a) The unlawful manufacture, distribution, dispensing, possession of a controlled substance is prohibited at the workplace.
- b) Reporting for work under the influence of a controlled substance is prohibited.

### Notice to Employees

As a condition of University employment, every employee shall 1) abide by the terms of this policy and 2) notify his/her supervisor and the Assistant Vice President for Human Resources of any criminal drug statute conviction for a violation occurring in the University workplace no later than five (5) days after such conviction.

### Sanctions

Any employee found in violation of this prohibition shall be subject to disciplinary action, including dismissal, and may be required to participate in a drug abuse assistance or drug rehabilitation program.

### Awareness

An awareness program for West Virginia University employees will be established by the University Committee on Alcohol and Other Drugs. Recommended means of communications are the Department of Human Resources, Information Updates, the Office of Sponsored Programs' Update and the Mountaineer Spirit. The program will inform employees about:

- the dangers of drug abuse in the workplace
- WVU's policy regarding a drug-free workplace
- consequences of violation of the policy
- the Faculty and Staff Assistance Program

# Child Abuse Prevention and Response

Energy Express is committed to the immediate health and welfare of children and to providing a safe and secure environment for children.

When abuse or neglect is suspected:

1. AmeriCorps member and Site Supervisor discuss and document situation.
2. Site Supervisor reports documented information to County Contact
3. Locate local DHHR office.  
(LOCATE LOCAL DHHR OFFICE PHONE NUMBER:  
<http://www.wvdhhr.org/report.asp>)
4. Report abuse following DHHR procedure.
5. Report actions to State Office in Morgantown, Ruthellen Phillips, 304-293-3855.

For Additional Information:

<http://nccanch.acf.hhs.gov>

(National Clearinghouse on Child Abuse and Neglect Information)  
Definitions of Child Abuse and Neglect

<http://nccanch.acf.hhs.gov/general/legal/statues.define.cfm>

Recognizing Child Abuse and neglect: Signs and Symptoms

<http://nccanch.acf.hhs.gov/pubs/factsheets/canstate.cfm>

Child Maltreatment 2003: Summary of Key Findings

<http://nccanch.acf.hhs.gov/general/statespecific/results.cfm>

State-Specific Information Search Results