

## **RSVP Grievance Procedure**

**Step 1:** Any volunteer dissatisfaction or grievance related to the RSVP program may be directed to the RSVP Director within seven days of the occurrence. The RSVP Director will respond to the volunteer within ten calendar days.

**Step 2:** If the grievance has not been settled at Step 1, the volunteer may present in writing within ten calendar days after receiving the response of the RSVP Director to the RSVP Advisory Council. The Advisory Council will respond within ten days

## **RSVP Prohibited Activities**

While acting as an RSVP volunteer:

- An RSVP volunteer may not receive a fee for service from service recipients, their legal guardian, members of their family, or friends
- RSVP volunteers may not perform duties which would be performed by an employed worker, supplant the hiring of an employed worker, duties which result in displacement of an employed worker or impair existing contracts of service
- RSVP volunteers may not engage in any voter transportation to polls, electoral activities and efforts to influence legislation
- RSVP volunteers may not participate in any labor or anti-labor organizations or related activity, including employee strikes at their volunteer service site
- RSVP volunteers must not provide religious instruction, conduct worship services or engage in proselytization

## **RSVP Termination Policy**

Grounds for termination as a member of RSVP may include, but are not limited to:

- Breach of confidentiality
- Misconduct
- Physical, mental or emotional inability to serve
- Failure to accept supervision
- Offensive behavior, sexual harassment or workplace violence
- Consumption of illegal drugs or alcohol immediately prior to or during volunteer service
- Extensive and unauthorized absences

If an RSVP volunteer has taken an action which is grounds for termination, the steps in the termination process will be as follow, unless the action is so egregious that it requires immediate termination:

- Oral reprimand documented in the volunteer's file
- Written reprimand, signed by the volunteer, which will be placed in his/her file
- Termination of the individual as an RSVP member