

## The Volunteer

### **Eligibility Requirements**

Senior Companions must be 55 years of age or older and determined by a physical examination to be capable of serving the elderly or disabled adults who have one or more physical, emotional, or mental health limitations and are in need of assistance to achieve and maintain their highest level of independent living. Senior Companions must be able to provide such service without detriment to either themselves or the clients served. [Section 211(a) of the Domestic Volunteer Service Act of 1973, as amended; 45 CFR 2551.41(a)]

### **Non-Discrimination**

Eligibility to be an SCP volunteer may not be restricted on the basis of formal education, experience, race, color, national origin, gender, sexual orientation, religion, age, disability, political affiliation, marital or parental status, military service, or any other protected status. [45 CFR 2551.41(b)]

### **Income Eligibility Requirement**

To be enrolled and receive a stipend, a Senior Companion cannot have an annual income, from all sources, deducting allowable medical expenses, that exceeds the income eligibility guideline for the state in which he or she resides [45 CFR 2551.43]. If married, and the spouse resides in the same home, the spouse's income must also be included. Current income eligibility levels will be updated annually by the Program Director.

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**EMPLOYMENT POLICIES**

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**EQUAL EMPLOYMENT OPPORTUNITY**

The Agency provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, genetic history or predisposition, veteran status, disability or other legally protected status. In addition, the Agency complies with applicable state and local laws governing nondiscrimination in employment in every location in which the Agency has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

To further the principle of equal employment opportunity for all, the Agency has developed an affirmative action plan which includes minorities and women and individuals with disabilities. This plan or relevant portions of it is available for your inspection upon request. Please ask your supervisor or the Human Resource Director for information regarding this plan.

**ADA: AMERICANS WITH DISABILITIES ACT**

The Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the Agency to comply with all federal and state laws concerning the employment of persons with disabilities.

It is the Agency's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

The Agency will reasonably accommodate qualified individuals with a disability so that they can perform the essential functions of a job.

An individual who can be reasonably accommodated for a job without undue hardship will be given the same consideration for that position as any other applicant.

All employees are required to comply with safety standards. Applicants who pose a direct threat to the health or safety of other individuals in the workplace—when such threat cannot be eliminated by reasonable accommodation—will not be hired. Current employees who pose a direct threat to the health or safety of the other individuals in the workplace will be placed on appropriate leave until an organizational decision has been made in regard to the employee's immediate employment situation.

The Director of Human Resources is responsible for implementing this policy, including resolution of reasonable accommodation, safety and undue hardship issues.