

2025-26 Corps

Performance Issue Resolution Process

Given the quality of Chesapeake Conservation and Climate Corps Host Organizations and Members, and the thoroughness of the matching process, we anticipate no performance issues during the program year! However, should an issue arise, the process described below will be followed:

- 1) If the issue impacts the safety of the Host Organization and/or Corps Member, the Host Organization and/or Corps Member must notify the Trust **immediately**. If either party's safety (i.e. issues including, but not limited to drug use, unsafe work conditions, or harassment) is impacted, the Member will leave the Host Organization site immediately and the Trust will proceed to Step 5 listed below.
- 2) If the issue is minor, the Host Organization and Corps Member will make a concerted effort to resolve the issue. If, after a 2-week period, the performance concerns remain unresolved, the Host Organization or Corps Member must follow the procedure starting with Step 3 below.
- 3) If there is a significant issue or a repeated minor issue persists:
 - a) Related to the Corps Member's Performance: The Host Organization must address the concern with the Corps Member immediately and directly and then document the date and time of the issue and the resulting discussion between the Host Mentor and Corps Member. The Host Organization must then share such documentation with their assigned Chesapeake Bay Trust Point of Contact within one week of the occurring issue.
 - b) Related to the Host Organization: The Member, if comfortable, should address the concern with the Host and then document the date and time of the issue and the resulting discussion between the Mentor and the Member. The Member must then share such documentation with their assigned Chesapeake Bay Trust Point of Contact within one week of the occurring issue. If not comfortable the Member can contact their Chesapeake Bay Trust Point of Contact directly.
- 4) The first step will be Trust mediation of the issue in an attempt to preserve the Host-Member relationship. The Chesapeake Bay Trust Point of Contact will schedule a separate meeting or call with the Host and then with the Corps Member to discuss strategies for mitigating issues moving forward. Strategies identified through these meetings will be implemented by the Corps Member and Host Organization. Corps Members may also be required to meet with the Chesapeake Bay Trust 'New to the Workplace (NTTWP) Support Coach.'
- 5) If unsuccessful at resolving the issue, the Trust will determine whether the issue is the result of Member misconduct, Host Organization misconduct, or neither.
- 6) If the Trust determines that the issue is due to irreconcilable differences not the fault of either the Corps Member or the Host AND the issue has occurred prior to 4 months from the end of the program, the Trust will attempt to place the Member with another Host Organization. The original Host

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Organization will not be assigned another Corps Member for the remainder of the current program year but will be permitted to serve as a host again in the future. Should the Trust be unable to place the Corps Member at another Host Organization, the Corps Member will not receive stipend payments for the remainder of the term.

7) If the Trust determines that the issue is due to irreconcilable differences not the fault of either the Corps Member or the Host BUT the issue has occurred within 4 months from the end of the program, the Trust will NOT attempt to place the Corps Member with another Host Organization. The Host Organization will not be assigned another Corps Member for the remainder of the current program year but will be permitted to serve as a host again in the future. Should the Corps Member leave the program after May 15, 2026, they will be considered as successfully completing the program. Corps Members will not receive stipend payments for the remainder of the term.

8) If the Trust determines that the issue is the result of Corps Member misconduct (but not an issue of safety), the Corps Member (and Host Organization) will participate in a probationary “Performance Improvement Process (PIP)” period. The Host Organization agrees that they are **not** able to terminate the service of their Corps Member without following the process described here and without first discussing termination with the Chesapeake Bay Trust Point of Contact in advance of the termination of service. At the conclusion of the PIP period, if improvements towards resolving the issue(s) are not observed, the Corps Member will be dismissed from the Program, forfeiting the remainder of the pro-rated stipend. The Host Organization will not be assigned another Corps Member for the remainder of the program year but will be permitted to serve as a host again in the future.

a) If the Trust determines that the issue is the result of Corps Member misconduct AND an issue of safety, the Corps Member will be dismissed from the Program (with no PIP period), forfeiting the remainder of the pro-rated stipend. The Host Organization will not be assigned another Corps Member for the remainder of the current program year but will be permitted to serve as a host again in the future.

9) If the Trust determines that the issue is the result of Host Organization misconduct, the Host Organization (and Corps Member) will participate in a probationary “Performance Improvement Process (PIP)” period. At the conclusion of the PIP period, if improvements towards resolving the issue(s) are not observed, the Trust will attempt to place the Corps Member with another Host Organization for the remainder of the program year. The originally Host Organization may not be permitted to serve as a host again in the future.

a) If the Trust determines that the issue is the result of Host Organization misconduct AND an issue of safety, the Trust will attempt to place the Corps Member with another Host Organization for the remainder of the program year (with no PIP period). The original Host Organization may not be permitted to serve as a host again in the future.