

SERVING AND LEARNING TOGETHER

1. INTRODUCTION

"Special voluntary programs may be provided for terms of up to 12 months. Term lengths, standards for service eligibility and application/placement procedures will vary according to the intended participants in each program. Current special voluntary programs of MCC include ... Serving and Learning Together (SALT)." (MCC Human Resource Policy Framework, Section 5.a.4)

2. POLICY AND ADMINISTRATIVE PROCEDURES

The Serving and Learning Together (SALT) program provides an 11-month service opportunity to citizens of the United States and Canada, ages 18 to 27, and single with no dependents, to live and serve in another country. Participants meet MCC personnel criteria; are deemed eligible for service by MCC Human Resources; are affirmed by the MCC Binational Executive Committee; and sign a Record of Agreement. SALT participants' terms begin with orientation and end with a re-entry retreat approximately 11 months later.

Participation and preparation costs: SALT participants will contribute a defined minimum toward the cost of the SALT program. The contribution minimum is reviewed annually and is posted on the SALT Web page (www.mcc.org/salt) each January. Participants will also pay for all preparation costs, including applying for a passport; required pre-service medical examination and vaccinations; optional dental and optical exams; clothing and personal items. MCC will reimburse out-of-pocket visa costs in excess of \$350 U.S. for participants from the United States or \$412 Cdn. for participants from Canada.

Travel to and from assignment: MCC will arrange for travel and cover travel costs to the SALT orientation and re-entry retreat held in Akron, as well as to and from the SALT assignment. The travel arrangements will not include layovers for the purpose of vacation. Participants' travel to their assignment is scheduled immediately following orientation. MCC will cover the cost of participants' departure home from the re-entry retreat.

Food, housing, etc.: MCC will provide SALT participants with the essentials for healthy living during their terms, in accordance with the subheading "Food, housing, furnishings, transportation" in Policy #512. Arrangements vary by location.

Monthly allowance: MCC will provide a monthly allowance (in 2006 the amount is \$66 U.S. per month) to SALT participants to cover personal expenses, in accordance with Policy #512.

Language study: MCC will provide up to six weeks of language learning to SALT participants; the actual time of formal language training varies from country to country. The cost of further language classes, if desired, is the responsibility of the participant.

Shipment of personal items: MCC will not cover the cost to ship personal belongings or excess luggage beyond the permitted airline allowance.

Vacation: SALT participants will receive 10 days of vacation. Vacation costs are the responsibility of the SALT participant. Vacation travel is limited to the country of assignment and/or an adjoining (or nearest, if not adjoining) country where MCC has programming. Permission for scheduling vacation is granted by the institution with which the SALT participant is working and the appropriate MCC Representative. SALT participants need to submit a vacation travel itinerary and contact information.

Travel home for personal or family reasons such as weddings, etc., during the term is not permitted in the SALT program.

Country retreats: In addition to vacation time, SALT participants will receive time off from work to attend MCC country retreats in order to gain a deeper understanding of the service location.

Medical coverage: MCC will provide medical, dental and optical coverage to SALT participants similar to that provided to International Program Service Workers under Policy #512. The treatment of pre-existing conditions, including

required medications, are the responsibility of the SALT participant. MCC will cover pre-existing conditions for some or all of the service term if the SALT participant presents a certificate of creditable coverage by medical insurance prior to the SALT assignment. The length of such coverage will be based on length of creditable coverage. MCC will cover the cost of post-service medical examinations performed to the same extent as the SALT participant's pre-service medical examinations. See also the MCC Medical Plan Policy #561.

Worker's compensation: MCC provides worker's compensation coverage to SALT participants as provided to International Program Service Workers under Policy #512.

Celibacy and marriage: SALT participants will abide by MCC's Sexuality and Celibacy Policy (#152). Participants will remain unmarried during their terms. Pregnancy of the participant or the participant's partner and/or marrying while in service is grounds for early termination.

Student loans: MCC will provide educational loan assistance to SALT participants in accordance with Policy #514.

Death or serious illness of family member: MCC will grant leave and pay for transportation in the event of the death or serious illness of a parent or sibling of a SALT participant, in accordance with Policy #805.

Continuing in MCC service: The SALT program does not offer term extensions within the SALT program. However, a SALT participant invited by an MCC Representative to continue in service with MCC as a Service Worker is encouraged to do so, preferably for a full three-year term. Such invitations should generally be given around the time of the second Worker Progress Report (January). Human Resources, SALT and IPD program staff should be notified about this consideration as soon as possible. A SALT participant continuing as an MCC Service Worker will sign a new Record of Agreement.

For a new MCC assignment of longer than one year, the SALT participant will return to North America to take part in the SALT re-entry retreat to bring closure to the SALT experience, and will then return to their home community to make necessary preparations for a longer absence. The former SALT participant will

participate in a regular orientation if their new assignment is in a different country than the SALT assignment. If the former SALT participant is returning to the same location as where they served as a SALT participant, then MCC may offer orientation resource materials instead of attendance at a regular orientation. The time period between the SALT and Service Worker assignments will generally not exceed one month, during which time the former SALT participant will remain under MCC medical coverage and will receive the Service Worker monthly allowance under Policy #512 and student loans payments under Policy #514, if any. If the break between assignments exceeds one month, all MCC support will stop the last day of the SALT assignment, and resume the first day of the new assignment, at which time service worker status will begin. The former SALT participant will be eligible to purchase Temporary Medical Coverage for up to six months during the break in service.

If the new Service Worker term of the former SALT participant is for one year, then the former SALT participant will stay on location and return home at the end of the new assignment. The person will follow the end-of-term guidelines for returning Service Workers and will be invited to attend either a SALT re-entry retreat or Service Worker re-entry retreat.

The following policies applicable to International Program Service Workers are applicable to SALT participants, except as modified in this policy: 121, 122, 123, 131, 132, 133, 151, 152, 161, 162, 402, 411, 421, 422, 423, 512 (sections concerning food, housing, etc., monthly allowance, medical care, and workers' compensation), 514, 561, 562, 565, 567, 701, 805, 903, 906.