

**Title:** **Personnel**  
**Date of Current Version:** **January 2021**  
**Replaces Version:** **December 2018**

### **Background**

The Center shall be staffed and administered by qualified personnel capable of coordinating services and programs to support The Center's mission and vision. City personnel policies shall guide the decisions and actions of supervisors and employees to promote a collegial and supportive work environment that enables programs and services to be carried out efficiently and effectively.

### **Personnel**

1. All permanent and temporary employees of The Center are employees of the City of Iowa City. Each staff position has been approved by the City Council.
2. The following permanent staff positions have received City Council approval:
  - a. Coordinator, 1 FTE
  - b. Program Specialist, 1 FTE
  - c. Community Outreach Specialist, 1 FTE
  - d. Operations Assistant, 1 FTE
  - e. Receptionist, 2 0.63 FTE
  - f. Development Specialist, 0.5 FTE
3. The Senior Center is also supported by the following part-time temporary employees:
  - a. Video Production Specialist, up to 20 hours/week
4. Other non-City employees who support the work of The Center include:
  - a. Work-study employees
  - b. Subsidized workers when available

### **Policies and Procedures**

1. All City personnel policies, contracts, and job descriptions are available on the City of Iowa City website, [www.icgov.org](http://www.icgov.org).

### **Administration**

Personnel policies generally apply to all employees; however, not all provisions of personnel policies apply to temporary or hourly pay employees. The Center Coordinator or designee is responsible for administering personnel policies at The Center. Questions related to personnel policies should be directed to The Center Coordinator or the City of Iowa City Human Resources Office. Review and modifications to the personnel policies are the responsibility of the Human Resources Office and the City Manager's Office, and are ultimately approved by City Council. The AFSCME contract also governs personnel issues. City policy will guide the review and revision of these policies.

Approved by the Senior Center Commission on: 1/21/2021