

## CITY OF WACO

### Policy Summary:

The City of Waco in its commitment to provide quality public services in an efficient, effective and timely manner recognizes the need for additional staff to meet the current and future needs of our citizens.

The City of Waco recognizes diversity and out of its training and staff development responsibilities takes the opportunity to meet the needs of the American Association of Retired Persons/Senior Employment Program through and employment training program.

A Project Director with the American Association of Retired Persons interviews and screens Senior Community Service applicants prior to assigning them to the City of Waco.

Personnel Services assigns the Senior Community Service Employees to City departments and coordinates the program.

City departments utilizing Senior Community Services employees provide supervision and accurately report hours worked.

### I. DEFINITIONS

- A. AARP – American Association of Retired Persons
- B. Project Director – American Association of Retired Persons designee

### II. PROJECT DIRECTOR RESPONSIBILITIES

- A. The Project Director interviews and screens Senior Community Service applicants prior to assigning them to the City of Waco.
- B. All assignments are subject to acceptance or rejection by the City of Waco

### III. CITY OF WACO RESPONSIBILITIES

- A. The City of Waco has designated the Director of Personnel Services as the agency contact person.
- B. The Director has assigned the Recruiting and Staffing Coordinator in Personnel Services to coordinate placement of the Senior Community Service Employees with City departments.
- C. City departments utilizing Senior Community Service Employees are responsible for:
  - 1. Providing the Recruiting and Staffing Coordinator with:

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- a. name and telephone number of department contact
- b. number of workers requested
2. Providing Senior Community Services Employees with:
  - a. a safe and hazard-free working environment
  - b. orientation
  - c. training
  - d. supervision
  - e. materials and equipment
  - f. support necessary to perform the tasks specified in the job description
3. Department utilizing Senior Community Service Employees will notify the Recruiting and Staffing Coordinator of problems or comments that should be reported to the Project Director.

#### IV. AARP RESPONSIBILITIES

- A. The American Association of Retired Persons is responsible for all recruitment.
- B. The Project Director will terminate a Senior Community Services Employee if warranted.
- C. All compensation to Senior Community Service Employees will be administered and paid by The American Association of Retired Persons.

Approved: JNH: 