

A3.1 – PERSONNEL

Purpose

The purpose of this policy is to ensure that Iowa HHS must establish and maintain personnel policies (along with SRs and service sites) that comply with applicable federal and state requirements.

Policy

These policies should include, but need not be limited to, staff recruitment, selection, performance evaluation, promotion, termination, compensation, benefits, training and grievance procedures. Title X staff should be broadly representative of all significant elements of the population to be served by Title X, and should be sensitive to and able to deal effectively with the cultural and other characteristics of the client population [59.5 (b)(10)].

Procedure

Iowa HHS Title X staff will ensure that each SR has the following in place:

- SRs are obligated to establish and maintain personnel policies that comply with applicable federal and state requirements.
- Title X staff should be broadly representative of all significant elements of the population to be served and should be sensitive to, and able to effectively collaborate with, the cultural and other characteristics of the client population (42 CFR 59.5 (b)(10)).
- SRs must verify licenses of applicants for positions requiring licensure prior to employment and documentation of licenses must be kept current and reviewed on an annual basis. The SR is responsible for assuring all persons, whether employees, contractors, subcontractors, or anyone acting on behalf of the SR, are properly licensed, certified, or accredited as required under applicable state law and federal program requirements
- SRs are responsible for ensuring that subcontractors have the required personnel policies and procedures that comply with all applicable Federal, State and local requirements. SRs shall document the review of subcontractor personnel policies and procedures.
- All orientation, training, and continuing education shall be documented in the personnel file.
- SRs shall ensure personnel records are kept confidential.
- SRs shall ensure confidential, secure, and appropriate guidelines for teleworking.
- Job descriptions must be available for all positions, or as specified by agency policy, and updated when necessary to reflect changes in duties.
- The clinical care component of Title X FP operates under CSPs who are licensed and qualified with special training or experience in FP.

The items listed above will be monitored at least on an annual basis as part of the site visit using the federal review tool and/or as requested from the Iowa HHS Title X Program Staff.

Date Revised	September 2023
References	2021 Title X Final Rules 42 CFR § 59.5(b)(4) (https://www.ecfr.gov/current/title-42/chapter-I/subchapter-D/part-59/subpart-A/section-59.5)
Additional Resources	<p>IDPH Contract General Conditions for Service Contracts (https://hhs.iowa.gov/contract-terms)</p> <p>Title VI of the Civil Rights Act of 1964 (PL 88-352), 45 CFR Part 80, Section 504 of Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 as amended, the Iowa Civil Rights Act of 1965 as amended, Equal Employment Opportunity Act of 1973, the Age Discrimination Act of 1968 and 1975 and the OWBPA of 1990, 7 CFR Part 15, OSHA, the Drug Free Workplace Act of 1988, the Family and Medical Leave Act (FMLA), Certification of Compliance with Pro-Children Act of 1994, the Patient Protection and Affordable Care Act (ACA)</p>