

## Volunteer Time-Off (VTO) policy

Johnson County recognizes it is everyone's responsibility to help enrich our community. The intention of this policy is to create community engagement opportunities for Johnson County employees, providing meaningful support to local resources while contributing to employee well-being. We encourage employees to make a social impact by becoming involved in the Johnson County community, lending voluntary support to activities that improve the quality of life of the residents and inspire the lives of our employees.

### **Volunteer Time-Off Parameters**

Johnson County employees can earn up to 8 hours of paid volunteer time per calendar year by converting sick leave at a 2:1 ratio (16 sick leave hours equals 8 volunteer hours). Volunteer time-off can be taken in no less than 2-hour increments and will not be paid in advance. Unused volunteer time-off will not be rolled over, converted back to sick leave or paid out.

### **Eligibility**

Johnson County benefit-eligible employees who have satisfied their probationary period may qualify to participate. Interested employees must complete the VTO Request Form and meet with their supervisor to receive prior approval of their volunteer choice and schedule.

Time away from work for volunteering purposes must occur during employees' normal work schedule in order to be eligible. Work responsibilities take priority over the VTO request.

# Eligible Organizations for Volunteer Time Off (VTO)

## Johnson County Grant Recipients

4 C's (Community Coordinated Child Care)  
1500 Sycamore Street  
Iowa City, IA 52240  
319-338-7684

Antelope Lending Library  
PO Box 1595  
Iowa City, IA 52244  
319-343-6872

ARC of Johnson County  
2620 Muscatine Ave  
Iowa City, IA 52240  
319-351-5017

Big Brother Big Sister of Johnson County  
3109 Old Hwy 218 S  
Iowa City, IA 52246  
319-337-2145

Boys and Girls Club of Cedar Rapids (SE  
Junior High School – Iowa City)\*  
420 6<sup>th</sup> Street SE, Suite 240  
Cedar Rapids, IA 52401  
319-363-5766

The Crisis Center of Johnson County &  
Food Bank  
1121 S Gilbert Court  
Iowa City, IA 52240  
319-351-0140

The Dream Center  
611 Southgate Avenue  
Iowa City, IA 52240  
319-621-8253

Domestic Violence Intervention Program  
1105 S Gilbert Court, #300  
Iowa City, IA 52240  
319-351-1042

Elder Services, Inc.  
1556 S 1<sup>st</sup> Avenue, #1  
Iowa City, IA 52240  
31-338-0515

Extend the Dream Foundation/ Uptown Bills  
& KICI Radio  
730 S Dubuque Street  
Iowa City, IA 52240  
319-339-0804

Free Lunch Program of Iowa City  
1105 S Gilbert Court, #100  
Iowa City, IA 52240  
319-337-6283

Free Medical Clinic  
2440 Towncrest Drive  
Iowa City, IA 52240  
319-337-4459

Four Oaks Iowa City (Pals Program)  
1916 Waterfront Drive  
Iowa City, IA 52240  
319-337-4523

Grow: Johnson County  
PO Box 881  
Iowa City, IA 52244  
Physical Address: 4811 Melrose Ave  
Iowa City, IA 52246

Hawkeye Area Community Action Program  
2007 Waterfront Drive  
Iowa City, IA 52240  
319-337-5765

Housing Trust Fund of Johnson County  
322 E 2<sup>nd</sup> Street  
Iowa City, IA 52240  
319-358-0212

Inside Out Reentry Community  
500 N Clinton Street  
Iowa City, IA 52240  
319-338-7996

Iowa City Area Development (ICAD) Group  
136 S Dubuque Street  
Iowa City, IA 52240  
319-354-3939

Iowa City UNESCO City of Literature  
123 S Linn Street  
Iowa City, IA 52240  
Exec. Director: 319-356-5245

Iowa Valley Resource Conservation &  
Development\*  
920 48<sup>th</sup> Avenue  
Amana, Iowa 52203  
319-622-3264

Johnson County Agricultural Association  
4265 Oak Crest Hill Road SE  
Iowa City, IA 52246  
319-337-5865

Johnson County Food Policy Council  
Contact Shanti Sellz in PDS  
319-688-8057

Johnson County Historical Society  
860 Quarry Road  
Coralville, IA 52241  
319-351-5738

Johnson County Livable Communities  
Contact Johnson County Social Services  
319-356-6090

Neighborhood Centers of Johnson County  
2651 Roberts Road  
Iowa City, IA 52246  
319-354-2886

North Liberty Community Pantry  
89 N Jones Boulevard  
North Liberty, IA 52317  
319-626-2711

Pathways Adult Day Health Center  
817 Pepperwood Lane  
Iowa City, IA 52240  
319-339-6162

Prelude Behavioral Services/Prevention &  
Treatment  
430 Southgate Avenue  
Iowa City, IA 52240  
319-351-4357

Rape Victim Advocacy Program  
332 S Linn Street, #100  
Iowa City, IA 52240  
319-335-6001

Rural Health and Safety Clinic of Greater  
Johnson County  
319-936-5854

Shelter House Emergency Housing &  
Winter Warming Shelter  
429 Southgate Avenue  
Iowa City, IA 52240  
319-351-0326

Solon Senior Advocates, Inc.  
PO Box 62  
Solon, IA 52333  
President Sandy Hanson: 319-624-2710

Table to Table  
840 S Capitol Street  
Iowa City, IA 52240  
319-337-3400

United Action for Youth  
1700 S 1<sup>st</sup> Avenue, #14  
Iowa City, IA 52240  
319-338-7518

Visiting Nurse Association  
1524 Sycamore Street  
Iowa City, IA 52240  
319-337-9686

Workplace Learning Connection @  
Kirkwood  
1810 Lower Muscatine Road  
Iowa City, IA 52240  
319-887-3648

### **Government**

Iowa City/Johnson County Senior Center  
28 S Linn Street  
Iowa City, IA 52240  
319-356-5220

Friends groups of, and programs and events  
sponsored by Johnson County and cities  
within the County

Public schools and colleges serving Johnson  
County residents

Public Libraries of Johnson County

Iowa City Public Library Friends  
Foundation – At Iowa City Public Library  
123 S Linn Street  
Iowa City, IA 52240  
319-887-6025

University of Iowa Hospitals and Clinics

### **Other Iowa Shares Organizations Serving Johnson County**

Backyard Abundance  
PO Box 1605  
Iowa City, IA 52244  
319-325-6810

Center for Worker Justice of Eastern Iowa  
940 S Gilbert Court  
Iowa City, IA 52240  
319-594-7593

Environmental Advocates  
PO Box 1831  
Iowa City, IA 52244  
319-338-5220

Equality Iowa/One Iowa\*  
3839 Merle Hay Road, Suite 274  
Des Moines, IA 50310  
515-288-4019

Girls on the Run of Eastern Iowa  
PO Box 3222  
Iowa City, IA 52244  
Email: [info@girlsontheruniowa.org](mailto:info@girlsontheruniowa.org)

Iowa KidsNet\*  
1-800-243-0756

Iowa Physicians for Social Responsibility  
3043 Eagle Avenue NW  
Oxford, IA 52322  
319-828-4789

Iowa Renewable Energy Association\*  
120 Boyson Road  
Hiawatha, IA 52233  
319-338-1076

Iowa United Nations Association  
20 E Market Street, #200  
Iowa City, IA 52245  
319-337-7290

Johnson County Humane Society  
PO Box 2775  
Iowa City, IA 52244  
Email: [jchs@johnsoncountyhumane.org](mailto:jchs@johnsoncountyhumane.org)

The Quire  
PO Box 1101  
Iowa City, IA 52244

Trees Forever\*  
770 7<sup>th</sup> Avenue  
Marion, IA 52302  
319-373-0650

**Other United Way Organizations Serving  
Johnson County**

Abbe Center for Community Mental  
Health\*  
520 11<sup>th</sup> Street NW  
Cedar Rapids, IA 52405  
319-398-3562

Geriatric & Special Needs Dental Program  
319-335-6961  
Email: [Howard-cowen@uiowa.edu](mailto:Howard-cowen@uiowa.edu)

Girl Scouts of Eastern Iowa\*  
317 Seventh Avenue SE, Suite 201  
Cedar Rapids, IA 52401  
319-363-8335

Goodwill of the Heartland  
1410 S 1<sup>st</sup> Avenue  
Iowa city, IA 52240  
319-337-4158

Handicare, Inc.  
2220 9<sup>th</sup> Street  
Coralville, IA 52241  
319-354-7641

Healthy Kids: School Based Health Clinics  
509 S Dubuque Street  
Iowa City, IA 52240  
Coordinator: 319-631-3204  
Program Manager: 319-688-1000 x2647

Hillcrest Family Services  
449 Hwy 1 West  
Iowa City, IA 52240  
319-337-4204

The Housing Fellowship  
322 E 2<sup>nd</sup> Street  
Iowa City, IA 52240  
319-358-9212

Iowa City Free Medical Clinic  
2440 Towncrest Drive  
Iowa City, IA 52240  
319-337-4459

Coralville Community Food Pantry  
1002 5<sup>th</sup> Street  
Coralville, IA 52241  
319-337-3663

Iowa Legal Aid  
1700 S 1<sup>st</sup> Avenue, #10  
Iowa City, IA 52240  
319-351-6570

The Iowa Children's Museum  
Coral Ridge Mall: 1451 Coral Ridge Avenue  
Coralville, IA 52241  
319-625-6255

Iowa Valley Habitat for Humanity  
2401 Scott Boulevard SE  
Iowa City, IA 52240  
319-337-8949

Iowa City/Coralville Area Convention &  
Visitors Bureau  
900 1<sup>st</sup> Avenue  
Coralville, IA 52241  
319-337-6592

Joan Buxton School Children's Aid  
509 S Dubuque Street  
Iowa City, IA 52240  
319-688-1000

Iowa City Hospice  
1025 Wade Street  
Iowa City, IA 52240  
319-351-5665

NAMI Johnson County  
1105 S Gilbert Court, #200, PO Box 3087  
Iowa City, IA 52240  
319-337-5400

Mayor's Youth Empowerment Program  
407 Highland Court  
Iowa City, IA 52240  
319-341-0060

**Others**

Bur Oak Land Trust  
5 Sturgis Corner Drive, #1250  
Iowa City, IA 52246  
319-338-7030

Ronald McDonald House  
University of Iowa: 730 Hawkins Drive  
Iowa City, IA 52246  
319-356-3939

Childserve Iowa City  
1552 Mall Drive  
Iowa City 52240  
319-351-5437

Social Outreach Services  
1224 S Gilbert Street  
Iowa City, IA 52240  
319-855-2744

Community Foundation of Johnson County  
325 E Washington Street, #100  
Iowa City, IA 52240  
319-337-0483

Successful Living  
2406 Towncrest Drive  
Iowa City, IA 52240  
319-356-0947

Summer of the Arts  
325 E Washington Street, #201  
Iowa City, IA 52240  
319-337-7944

Systems Unlimited, Inc  
2533 Scott Boulevard SE  
Iowa City, IA 52240  
319-338-9212

The Bird House – Hospice Home of Johnson  
County  
8 Lime Kiln Lane NE  
Iowa City, IA 52240  
319-499-1882

\*The main facility for this organization is located outside of Johnson County. You must volunteer at a location that is within the County for it to be eligible for VTO.

Date: \_\_\_\_\_

## Volunteer Time Off Request Form

Employee Name: \_\_\_\_\_

Which organization will you be volunteering for? \_\_\_\_\_

Date and time of expected volunteer hours: \_\_\_\_\_

\_\_\_\_\_ sick leave hours x 0.5 = \_\_\_\_\_ VTO hours

(VTO must be taken in 2 hour increments, which equals 4 hours of sick leave; an employee may take no more than 8 hours of VTO annually).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Department Head/Elected Official Signature

\*Please scan and submit this form to Carla Scherbring (Auditor's Office – Payroll) and Human Resources