

# New Employee Orientation



*Welcome ...*

## Participant Guide

## Class Materials



This will take you to our webpage that contains the participant guide and other important documents that we will be referencing throughout the day.  
<https://www.sandiegocounty.gov/content/sdc/hr/OnBoarding.html>



## ADOPTED OPERATIONAL PLAN

FISCAL YEARS 2024-25 & 2025-26

**Ebony N. Shelton**  
Chief Administrative Officer





Link: [https://youtu.be/0CG\\_ofjqgWo](https://youtu.be/0CG_ofjqgWo)

Notes:

# County Structure

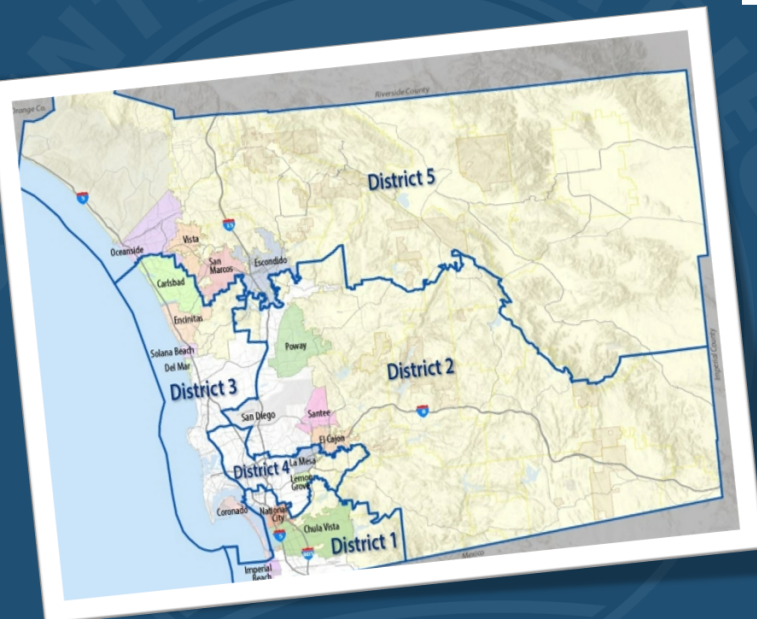
Citizens of San Diego County

Board of Supervisors

Chief Administrative Office



## Board of Supervisors



Paloma Aguirre  
District 1  
Chair Pro Tem



Terra Lawson-Remer  
District 3  
Chair



Joel Anderson  
District 2



Monica Montgomery Steppe  
District 4  
Vice Chair



Jim Desmond  
District 5

# Chief Administrative Office

- Implements the Board of Supervisors policy directives
- Manages day-to-day operations and functions of County government.
- The office includes the
  - Chief Administrative Officer (CAO)
  - Assistant Chief Administrative Officer (ACAO)
  - A small support staff.

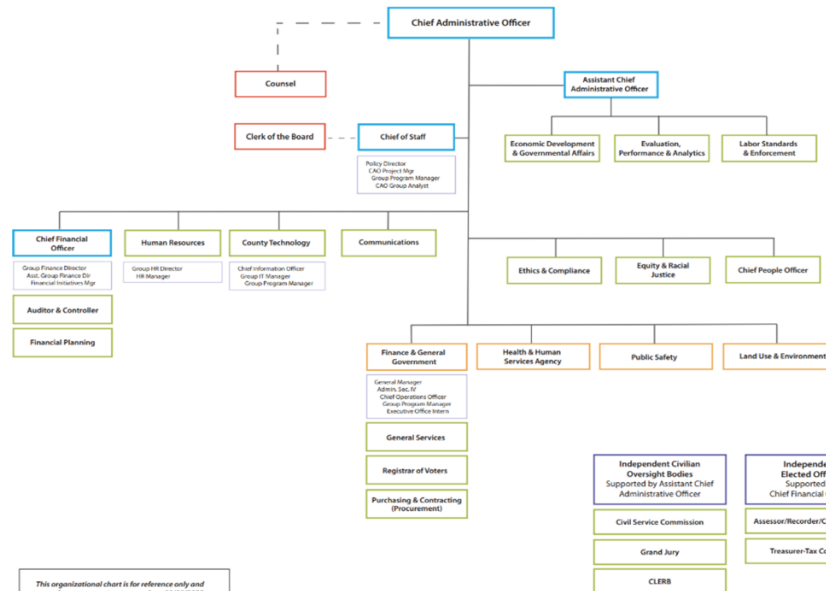


**Ebony Shelton**  
Chief Administrative Officer



**Caroline Smith**  
Assistant Chief Administrative Officer

## Operational Structure (temporary)



This organizational chart is for reference only and may change as our structure evolves. (06/09/2023)



# General Management System



## The General Management System is set up as following:

- The GMS is reflective of today's communities while preserving the core management principles of strategic planning, operational accountability, enterprise-wide collaboration, and employee connection.
- At the core of the GMS is Community Engagement, based on the principle that all that we do should be for, and created in partnership with, the people we serve.
- The outer ring is included to reflect the core values of everything we do: integrity, equity, access, belonging, excellence and sustainability.

# Policies

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Notes:

## Disaster Service Worker

All County employees are disaster service workers by law

ReadyDSW offers the chance to receive specialized training in the following areas & more:

- Emergency Shelters
- Large Animal & Small Animal Shelters
- Local and Family Assistance Centers
- Emergency Operations Center Responders



**[bit.ly/ReadyDSW](https://bit.ly/ReadyDSW)**

Learn more about ReadyDSW by filling out an interest form at [bit.ly/ReadyDSW](https://bit.ly/ReadyDSW)

Notes:

## COB Policy C-22: Preventing Sexual Harassment

Sexual harassment is forbidden in the County workplace.

- Two categories:
  - Quid pro quo
  - Hostile Work Environment
- Protection from retaliation



- ☐ The County provides a workplace free of sexual harassment. Clerk of the Board Policy C-22 states sexual harassment is forbidden in the workplace.
- ☐ You will be assigned sexual harassment prevention online training to complete as a required County training. The materials you'll access online include an incident report form. This is the form you will complete with your supervisor or manager should you be involved in a sexual harassment incident.
- ☐ If you observe sexual harassment in the workplace, you should report it to your supervisor.
- ☐ The County of San Diego Administrative Manual Policy 0010-11 also prohibits reprisals against any County officer or employee, or applicant for County employment, who files a sexual harassment complaint or participates in the complaint investigation.

## BOS Policy C-25 & DHR Policy 107: Zero Tolerance Drugs & Alcohol

- You must abide by the terms of County's Drug-Free Workplace Policy
  - An employee's job performance or safety shall not be in any way impaired because the employee is under the influence of alcohol or a drug.
  - An employee shall not manufacture, sell, distribute, dispense, possess, consume, or be under the influence of alcohol and/or an illegal drug.
  - An employee shall not manufacture, sell, distribute, dispense alcohol or an illegal drug to another person.
- Notify employer of any criminal conviction in the workplace no later than 5 days after conviction.
- If you observe someone under the influence, report it!



- ☐ Board of Supervisors Policy C-25 describes the County's drug and alcohol policy. Absolutely NO illegal drugs or alcohol are permitted on County property.
- ☐ If your position is under the Dept. of Transportation or you are a SWORN officer, you may be subject to random drug and alcohol tests.
- ☐ A violation DHR Policy 107 may result in:
  - direction to complete a drug or alcohol analysis testing process, and/or direction to participate in a Rehabilitation Treatment Plan (R/TP) or the County's Employee Assistance Program (EAP);
  - a disciplinary action, up to and including termination.
- ☐ You must notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction.

## COB Policy A-121: Zero Tolerance Weapons, Violence, & Threats

- No possession of non-job-related weapons of any kind on the work site
- Employees who witness acts of violence – verbal or physical must report them immediately
- All reports are taken seriously and responded to by management when necessary
- Questions about the policy should be directed to your supervisor, DHRO, or the Department of Human Resources' Risk Management Division



- ☐ This policy states there is absolutely no possession of non-job-related weapons of any kind on the worksite; employees who witness acts of violence – verbal or physical must report them immediately.
- ☐ All reports are taken seriously and investigated and responded to by management when necessary.
- ☐ Any questions about the policy should be directed to your supervisor, DHRO or the Department of Human Resources' Risk Management Division.

# Administrative Policies

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## **Administrative Manual: 0400-01** **County Information Systems, Management and Use**

County information systems are provided for business use only.

Data/information created, accessed, received, stored or sent via the County's information systems should not be considered private or confidential. The County retains the right to monitor, access, retrieve, restore, delete or disclose such data/information at any time.

All equipment, including:

- Computers
- Software
- Networks
- Servers
- Telephone



## Administrative Manual: 0400-02

### Internet Use

You may **not**...

- Post, view, access, download, receive or transmit offensive, threatening, defamatory, pornographic, harassing or obscene material
- Hack or engage in malicious activities
- Download software or free shareware that has not been approved by the County
- Play games or gamble
- Download, view or listen to software, music, video or audio clips, files or streaming media that are not work-related or business justified
- Transmit confidential information without authorization and encryption



## Administrative Manual: 0400-04

### Security & Passwords

#### Security

- Using another person's account to impersonate that account owner is prohibited
- County accounts that are inactive are disabled after a predetermined number of consecutive invalid attempts to log on

#### Passwords

- Passwords should be protected from being disclosed and should not be shared
- Users create their own passwords that are easily remembered and avoid writing them down
- Users shall create passwords according to the password complexity rule for the system being accessed



## **Administrative Manual: 0400-04**

### **Security & Passwords**

#### Passwords

- Passwords should be changed periodically whether or not the system prompts the user to do so.

#### E-mail retention

- 2-year email retention policy.
- Save important emails to another location, example: folder, One Drive, etc.



Notes:

## **Administrative Manual: 0400-05 Workstations**

- Users may not add peripheral hardware, install software or change a PC's configuration or system.
- Workstations shall be logged off when unattended. Workstations should be shut down at the end of the day unless the Information Technology System Owner requests it be left on for maintenance purposes.
- Removal of workstation or peripheral equipment is strictly prohibited without proper authorization, with the exception of laptops.



## **Administrative Manual: 0400-05 Workstations**

Lost, damaged or stolen equipment must be reported immediately.

Workstations shall be handled with reasonable care:

- When traveling, the vehicle should be locked, and portable workstation or device stored in the trunk or out of plain sight
- Portable workstations should never be stored in a vehicle overnight
- Consider using a briefcase or bag the doesn't look like a computer case to minimize visibility
- Never leave a portable workstation or device unattended in public or areas that are not secure



## Administrative Manual: 0400-07 Telephones

- Defacing telephones (desktop/mobile) is prohibited
- Personally owned desktop telephones may not be plugged into the County system
- Reimbursement is not available
- Employees must comply with California State & local laws, and applicable laws when traveling out-of-state, regarding use of mobile and pda devices:
  - Effective 07/01/2008 California Vehicle Code Section 23123. A person shall not drive a motor vehicle using a wireless phone unless it is configured for hands -free listening and talking and use in that manner when driving. Not applicable to a person using a wireless phone for emergency purposes, including, but not limited to contacting law enforcement, health care providers, fire dept., or other emergency services.
  - Employees may not drive while using an electronic device to wire, send or read text messages.



Notes:

## DHR Policy 117 Social Networking

- Personal use during working hours (example: during breaks)
- Personal use during non -working hours



## Possible Consequences of Identified Misuses

- Reporting of the incident to management
- Possible revocation of access privileges
- Possible disciplinary action in accordance with Civil Service Rules, up to and including termination



# Programs and Practices

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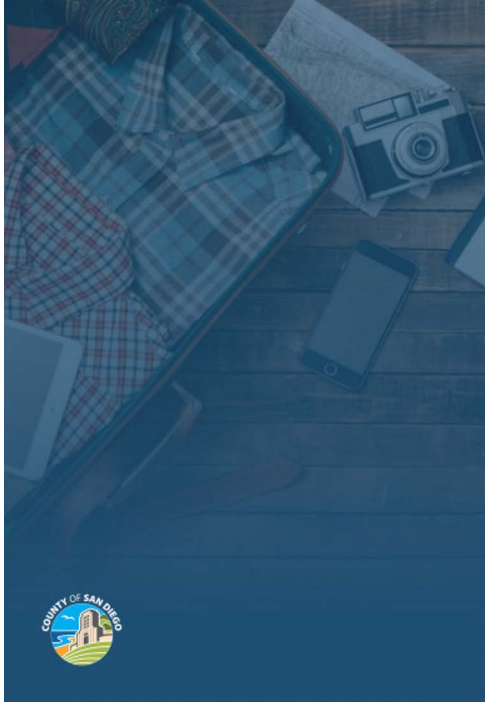
Notes:



## Code of Ethics

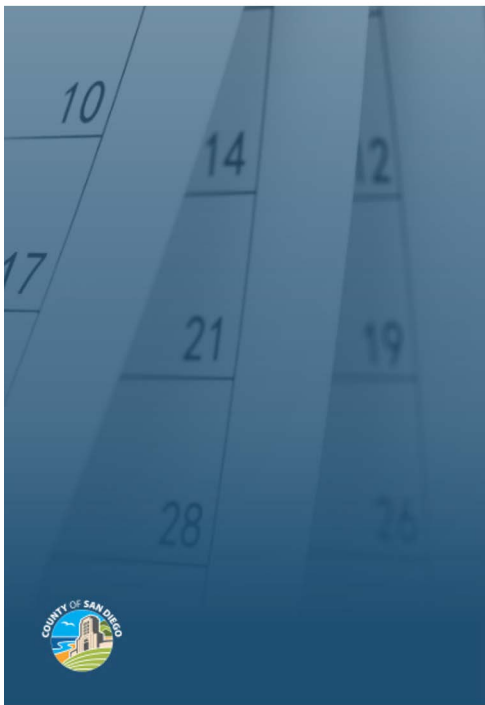
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- ☐ Our **Code of Ethics** is the foundation of our County culture and must be reflective in everything we do.
- ☐ The Code of Ethics includes our **Standards of Conduct** and our **General Principles** and is intended to guide and assist us in the **actions** we take and the **decisions** we make as public servants of the County of San Diego.
- ☐ All employees are expected to be aware of, and behave in accordance with, our Code of Ethics.
- ☐ It is our duty to continually **earn the public's trust** by always advancing the public interest and refraining from the pursuit of private interests. Our commitment to integrity, in our duties, and in our interactions with each other, and with our stakeholders will help us earn and maintain the public's trust.



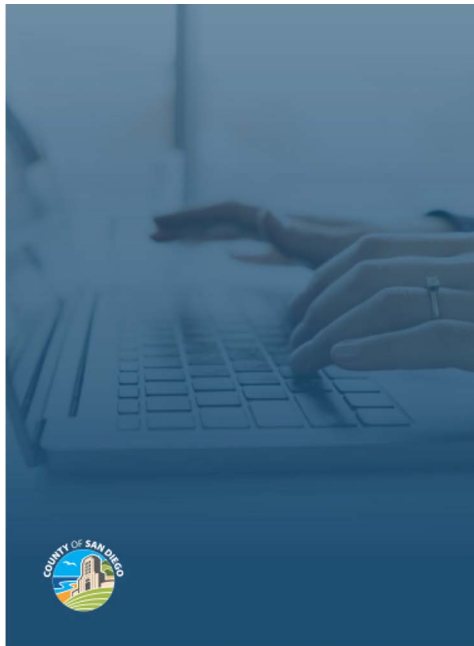
## Vacation & Sick Leave

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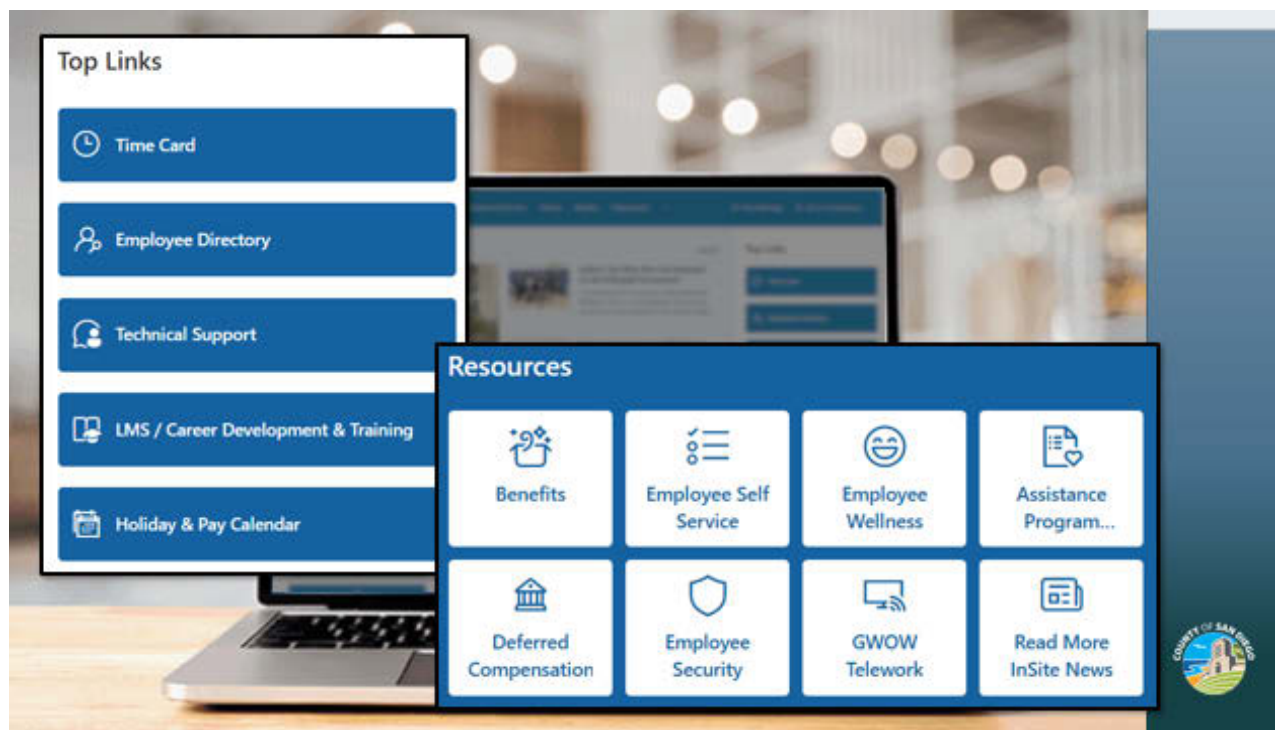
## UKG & Payroll Processing

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## Employee Self-Service

- Personal information
- Emergency contacts
- Federal and state tax information
- Copy of your W-2 statement
- **View** Direct deposit information
- Benefit information
- Current & past paychecks



## Performance Appraisals Probation Periods

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- ❑ We use **Performance Appraisals** to measure your performance of job duties. Included on the **Performance Appraisal** is a plan for improvement when necessary and agreed upon goals for the coming rating period.
- ❑ Every new employee has a probationary period depending on the classification.
  - Either **6 mos, 12 mos**. For the more technical positions the **probation** period may be extended to 18 months.
  - Please ask your supervisor or DHRO if you do not know your probationary period.
- ❑ Each of you will be rated midway through your **probation** period and receive a final evaluation at the completion of the **probation** period. One year after final **probation** (based on your service anniversary date or the date you started working with the County), you will receive an annual performance appraisal for each year thereafter.

# Learning Management System (LMS)

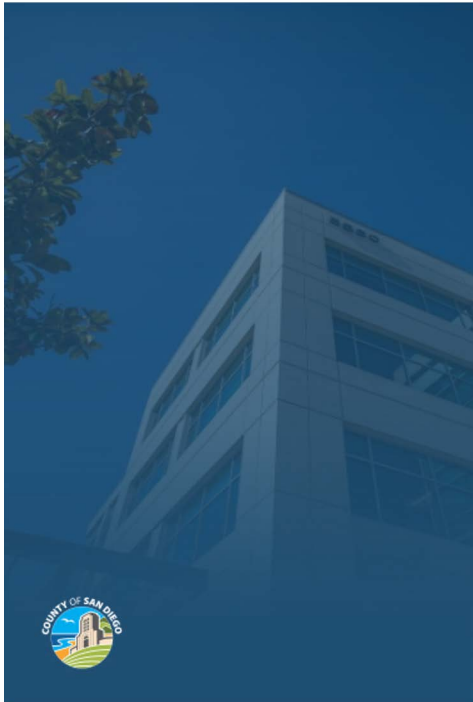
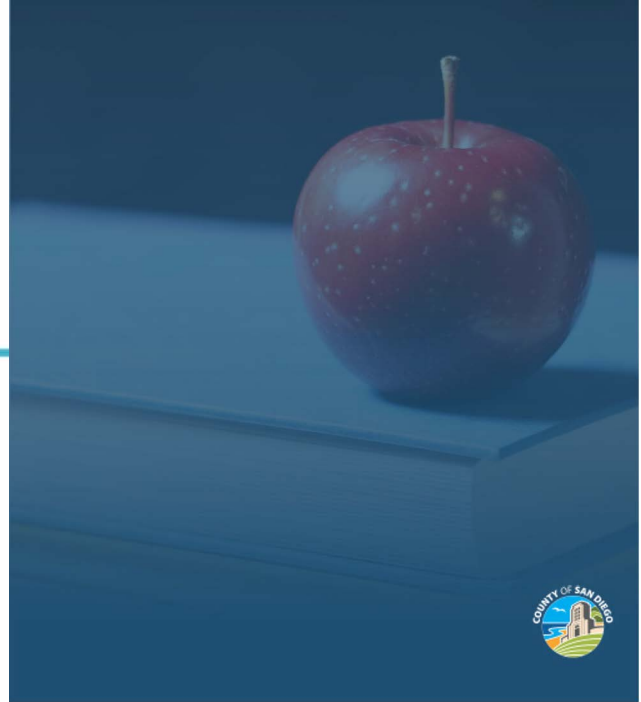
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Notes:

## Tuition Reimbursement

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## Work Safe/ Stay Healthy

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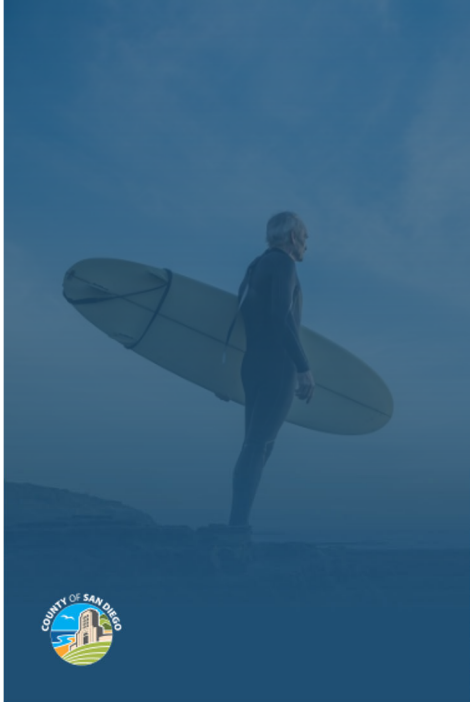




## Workers' Compensation

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- ☐ If in the course of performing your duties at your job, you sustain an injury, you would be cared for using benefits provided for work related injury or illness. You will be covered under the Workers' Compensation policy.
- ☐ If you have an injury, it must be reported to a supervisor immediately so that paperwork can be filled out within **24 hours** to initiate your benefits.
- ☐ All injuries must be reported. Your supervisor would complete the **workers compensation** paperwork and when necessary, you would then be instructed to visit a physician.
- ☐ If you want to have your own personal physician provide care, you must pre-designate them. The **pre-designation** form can be found on the New Employee Resource website and must be completed and signed by your physician and returned to Department of Human



## Wellness Program

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## San Diego County Employees Charitable Organization (CECO)

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# The Noblest Motive is the Public Good



Notes:



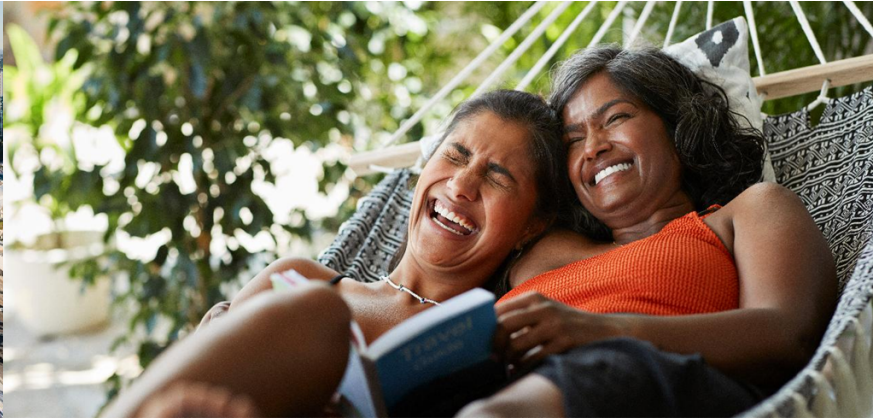
San Diego County Employees  
Retirement Association

## SDCERA

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Link: <https://prezi.com/view/kjLLfb5yVz1T4khzwZbg/>



# County of San Diego's Deferred Compensation Program



## Meet your representatives

**HANNAH ZUILAN**  
Retirement Plan Advisor

619-493-4899  
hannah.zuilan@empower.com  
<https://hannahzuilan.empowermytime.com>



**Represented Agencies:** Auditor & Controller, Courts, Crime Lab, Evaluation, Performance and Analytics, Human Resources, Labor Standards and Enforcement, Libraries, Medical Examiners, Office of Emergency Services, Probation, Registrar of Voters, Sheriffs, Agriculture, Weights & Measures, Air Pollution Control, Animal Services, Environmental Health and Quality, Environmental and Climate Justice, Fire Protection, General Services, Parks and Recreation, Planning and Development Services, Public Works, Purchasing & Contracting

**TYLER VENEGAS**  
Retirement Plan Advisor

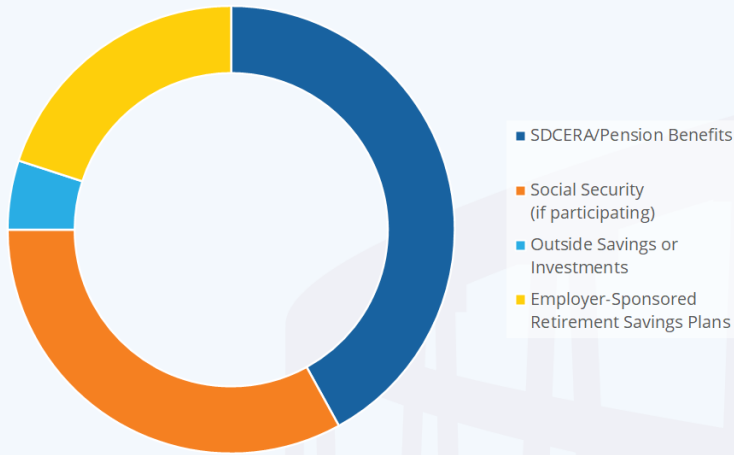
714-396-1165  
tyler.venegas@empower.com  
<https://tylervenegas.empowermytime.com>



**Represented Agencies:** Assessor Recorder County Clerk, Child Support, County Counsel, District Attorney, Housing Community, Health & Human Services Agency, Public Defenders, SDCERA, Treasurer-Tax Collector, Citizens' Law Enforcement Review Board

# What are your retirement income sources?

## SAMPLE Retirement Savings



"I have a pension and Social Security. Why do I need anything else?"

County of San Diego Deferred Compensation Program

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## Understanding your options

### County of San Diego Deferred Compensation Program

#### 401(a)

- Eligible during first 90 days
- Select contributions of 2.5%, 5%, 10%, 15%, 20% or 25% of your salary
- Cannot change once enrolled
- Pre-tax only
- Loans available
- Funds available at retirement/ separation from service

#### 457(b)

- Eligible to enroll any time during employment
- Contribute whole dollar amounts (minimum \$10 per paycheck)
- Change/start/stop contributions anytime
- Pre-tax and Roth contributions
- No loans allowed
- Funds available at separation from service
- No 10% early withdrawal penalty

County of San Diego Deferred Compensation Program

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# The beauty of compound earnings

**With the potential of compound earnings, not only would your contributions potentially grow, but you also could gain earnings on any earnings.**

**The money you start saving today could theoretically double in just 12 years — and triple in 19 years.**



FOR ILLUSTRATIVE PURPOSES ONLY. This hypothetical illustration does not reflect a particular investment and is not a guarantee of future results. This is a demonstration of the rules of 72 and 114 used to approximate the number of years it takes a given investment to double and triple in value. It assumes a 6% rate of return. Rates of return may vary. This illustration does not reflect any associated charges, expenses, or fees, which could change the outcomes provided.

County of San Diego Deferred Compensation Program

## What kind of investor are you?

**Knowing your investing style can help you determine how you want to manage your retirement plan account.**



County of San Diego Deferred Compensation Program

# What are my investment choices?

Select your investment option(s)

- Mix your own portfolio from available Core funds
- Use free Online Advice to enhance your portfolio
- Choose a target date fund
- Enroll in professionally managed account service



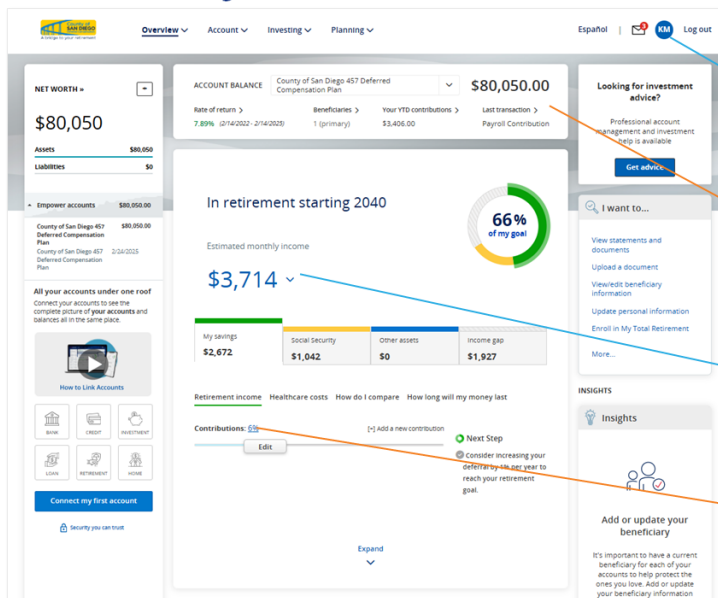
## Ready to enroll?

[www.empower.com/cosd](http://www.empower.com/cosd)

- **Enroll online in minutes**
- **Click "REGISTER/ENROLL"**
- **Select the "I have a plan enrollment code" tab**
- **Enter the plan number and Plan Enrollment Code to begin**
- **Follow the prompts to complete enrollment in the 401(a) and/or 457(b) plans**

A screenshot of the Empower website for the County of San Diego's Deferred Compensation Program. The page features a "Welcome to your new website experience" message, a "Participant Login" section with fields for Username and Password, and a "REGISTER/ENROLL" button. Below this, there are three sections: "Meet your plan representatives", "Get started today", and "Access your account anytime, anywhere with the Empower mobile app". A blue box at the bottom of the screenshot displays the enrollment information: "Group ID/Plan Number: 100724-01", "Plan Enrollment Code: mQmIn5He", and "(Expires February 1, 2026)". To the right of the main content, there is an "Account verification" section with a "CONTINUE" button.

# Access your account online anytime



[www.empower.com/cosd](http://www.empower.com/cosd)

UPDATE YOUR PERSONAL INFORMATION

CHECK YOUR BALANCE AND TOP ACCOUNT DETAILS

SEE YOUR ESTIMATED INCOME IN RETIREMENT

CHANGE YOUR CONTRIBUTION AMOUNT (457(b) only)

County of San Diego Deferred Compensation Program

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## Help when you need it



**HANNAH ZUILAN**  
Retirement Plan Advisor  
[hannah.zuilan@empower.com](mailto:hannah.zuilan@empower.com)



**TYLER VENEGAS**  
Retirement Plan Advisor  
[tyler.venegas@empower.com](mailto:tyler.venegas@empower.com)

PHONE: 833-262-0034

ONLINE: [www.empower.com/cosd](http://www.empower.com/cosd)

SCAN TO SCHEDULE A MEETING:

<https://cosd.empowermytime.com>



Hannah and Tyler are available to meet with you in-person or over the phone *at no cost to you* for:

- Help with enrollment
- Contributions
- Questions about the plans
- Retirement readiness
- Individualized account review
- Point-in-time advice<sup>1</sup>
- Consolidating outside accounts (*Consider all your options, including taxes, fees and expenses, before moving money between accounts. Assess all benefits of current accounts before moving money.*)

<sup>1</sup> Point-in-time advice provided by an Empower representative may include savings, investment allocation, distribution, and rollover advice, including advice on consolidating outside accounts.

County of San Diego Deferred Compensation Program

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# Thank you!

Investing involves risk, including possible loss of principal.

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## RPA Disclosures

### Important information regarding your meeting with representatives of Empower

Your Empower representative is a retirement plan advisor (RPA) acting on behalf of Empower Advisory Group, LLC, (EAG) and Empower Financial Services, Inc. (EFSI). EAG is a federally registered investment adviser that provides investment advisory services to retirement plan participants and IRA accountholders nationwide. EAG's goal, through the RPAs and otherwise, is for you to leverage EAG's investment expertise to make retirement planning smarter and more accessible than ever before. EFSI is a broker-dealer registered with FINRA and the U.S. Securities and Exchange Commission. EFSI primarily provides broker-dealer services to employer-sponsored retirement plans. Both EAG and EFSI are members of the Empower Retirement family of companies.

Your RPA is authorized to act as both an investment advisor representative of EAG and a registered representative of EFSI. Your RPA acts as an EAG investment advisor representative when providing investment counseling or recommendations and as a EFSI registered representative when executing securities transactions on your behalf.

Your RPA may conduct a Retirement Readiness Review with you and educate you about available investment options and products offered by EAG. During a Retirement Readiness Review, you will meet with a plan advisor to discuss your current and future goals. Your RPA will look at your full financial picture and provide tailored recommendations in order to help you achieve your personal retirement readiness. Your RPA will assist you with learning about (and, when appropriate, enrolling in) Empower managed accounts solutions, rollovers into plan options, optimized investment allocation and savings amounts, financial planning, general financial wellness, health savings accounts (HSAs), distribution options, and additional products/ solutions offered by your plan and aligned with your needs. While basic investment strategies consider only your age, the service of your RPA includes consideration of a wide range of factors to develop a more in-depth picture of who you are before creating a strategy that best fits your individual needs. Your RPA considers your individual financial situation and goals to create a plan designed to help you reach the future you want. Your RPA, acting on behalf of EFSI, can assist you with executing securities transactions related to the recommendations they provide. There is no guarantee provided by any party that participation in any of the advisory services will result in a profit.

The Retirement Readiness Review is provided by an Empower representative registered with Empower Financial Services, Inc. at no additional cost to participants. There is no guarantee provided by any party that use of the review will result in a profit.

Retirement plan advisors act as Empower Advisory Group, LLC, investment adviser representatives when providing investment counseling or recommendations and as Empower Financial Services, Inc. registered representatives when executing transactions.

By engaging in a dialogue with your RPA, you will receive ongoing direction and advice, including professional support through education when it comes to making important savings, investing and retirement income decisions. Although your RPA cannot provide you with advice on your tax situation, they will share information related to the potential tax implications of taking receipt of the proceeds from your retirement investments. If you feel that you need specific tax advice, please consult with your personal tax advisor.

To obtain the EAG and EFSI Form CRS, or for more information about Empower representatives, visit [www.empower.com](http://www.empower.com).

County of San Diego Deferred Compensation Program