

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>

A decorative graphic on the right side of the slide. It features a central circular photo of three children playing on a green and blue playground structure. Surrounding the photo are various geometric shapes: orange and green squares, circles, and lines, some with patterns of dots or stripes. The background of the slide is a dark blue gradient with a faint aerial view of a city.The logo of the County of San Diego, featuring a stylized building and landscape within a circular border.

**ADOPTED
OPERATIONAL PLAN**

FISCAL YEARS 2024-25 & 2025-26

Ebony N. Shelton
Chief Administrative Officer



Link: https://youtu.be/0CG_ofjqgWo

Notes:

County Structure

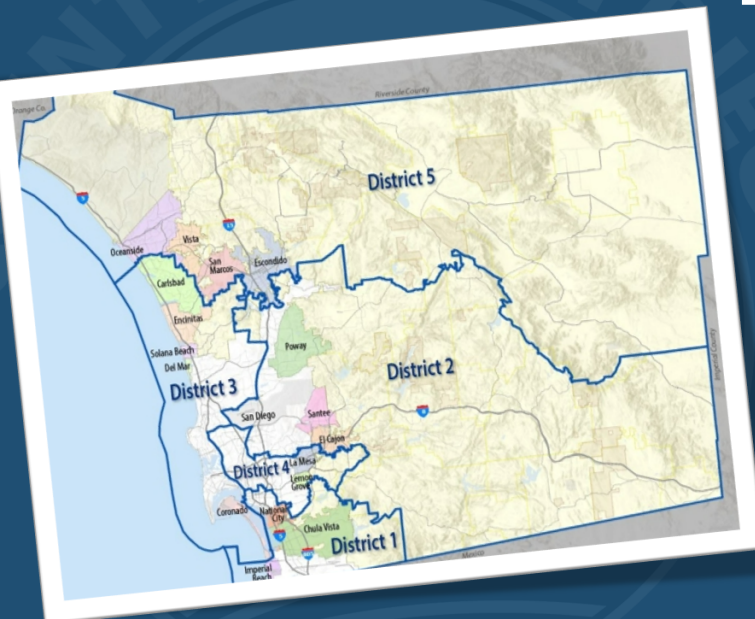
Citizens of San Diego County

Board of Supervisors

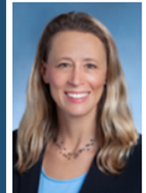
Chief Administrative Office



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.

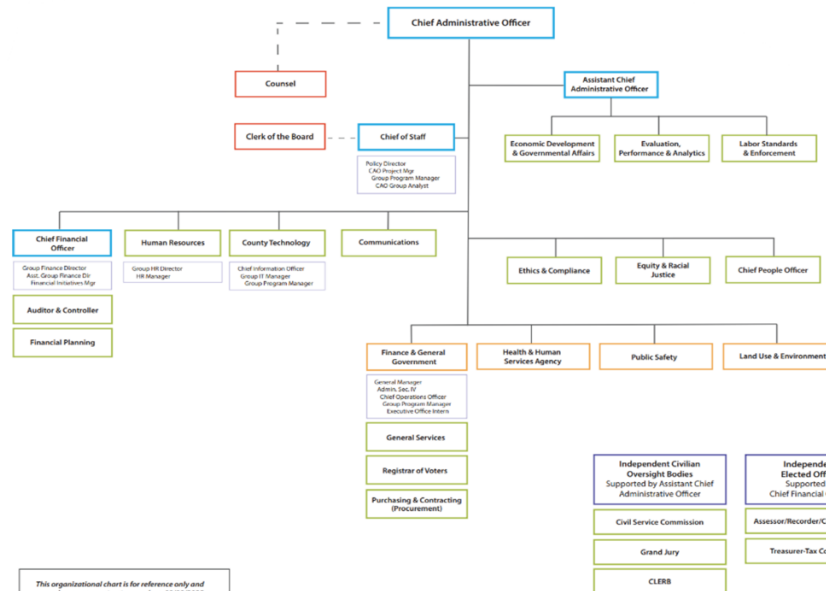


Ebony Shelton
Chief Administrative Officer



Caroline Smith
Assistant Chief Administrative Officer

Operational Structure (temporary)



This organizational chart is for reference only and may change as our structure evolves. (9/9/2023)



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

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

Learn more about ReadyDSW by filling out an interest form at 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.

COB Policy C-25: Zero Tolerance Drugs & Alcohol

- Employees must pass an alcohol and drug screening test
- Absolutely NO illegal drugs or alcohol permitted on County property
- Notify management if you are using any drug (prescription or non-prescription) that may affect your performance
- If you observe someone under the influence, report it



- ☐ Clerk of the Board Policy C-25 describes the County's drug and alcohol policy. As you know, all employees must pass an alcohol and drug screening test prior to employment. 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. Under County policy, all employees are under the zero tolerance policy. For example, if you are observed as being impaired and your supervisor has a reasonable suspicion, the County can ask you to be tested.

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

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 that 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



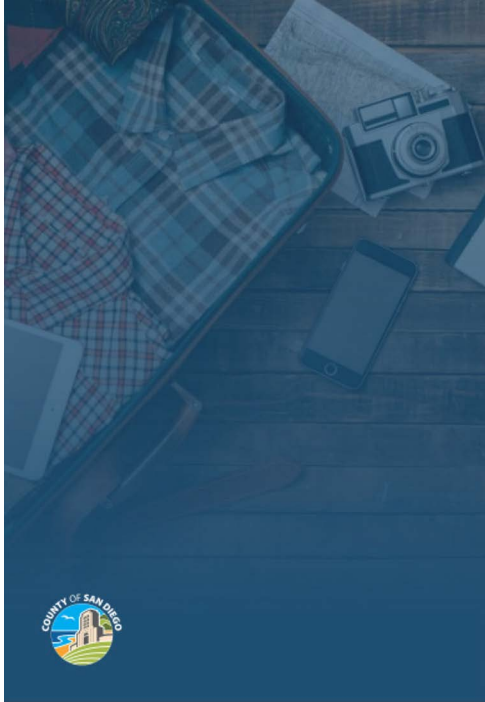
Programs and Practices

Notes:

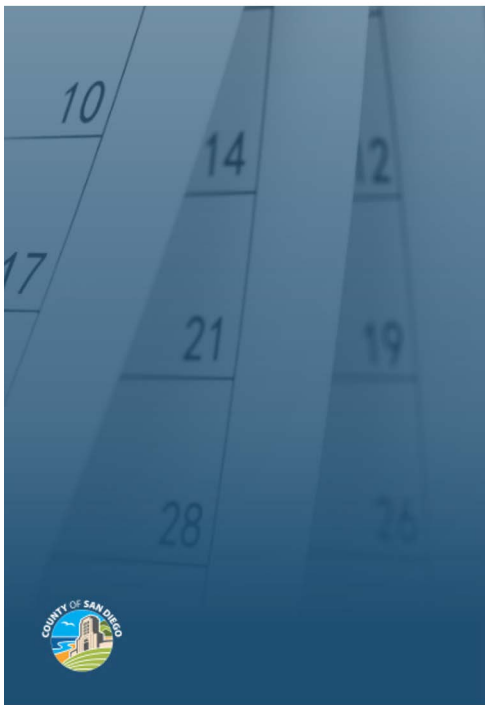


Code of Ethics

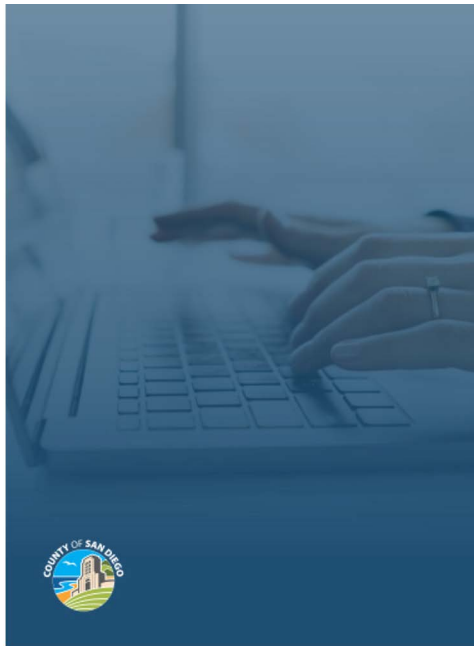
- ☐ Our **Code of Ethics** is the foundation of our County culture and must be reflective in everything we do.
- ☐ The Code of Ethics includes our **Standards of Conduct** and our **General Principles** and is intended to guide and assist us in the **actions** we take and the **decisions** we make as 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

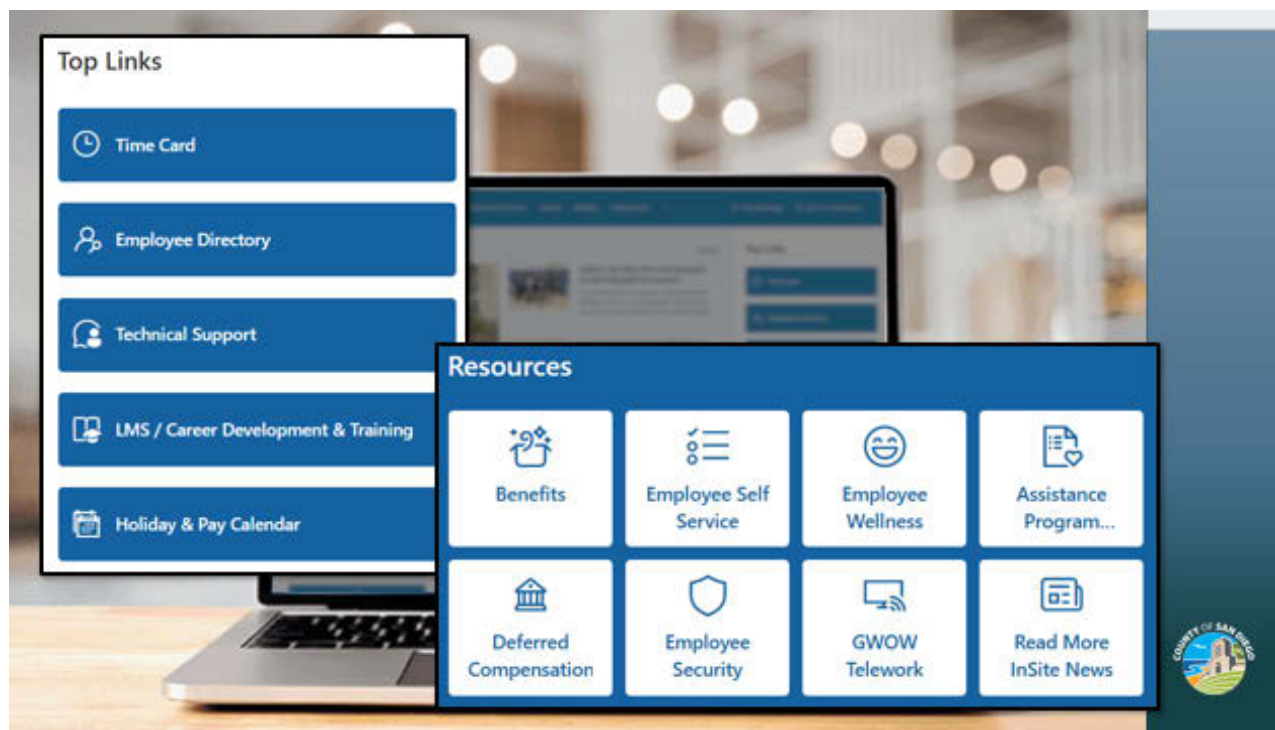


UKG & Payroll Processing



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



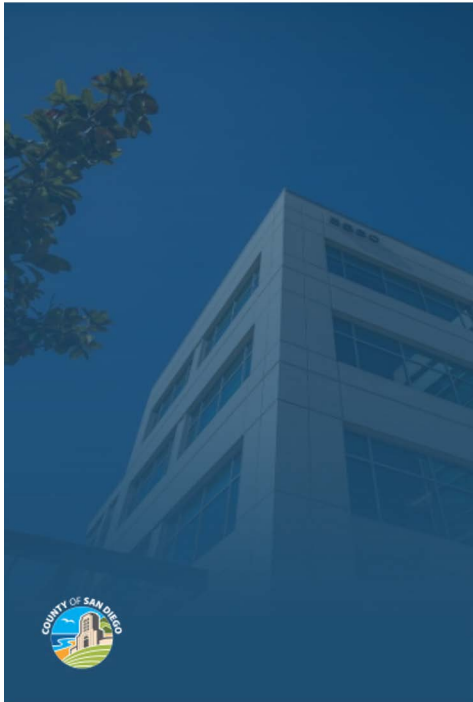
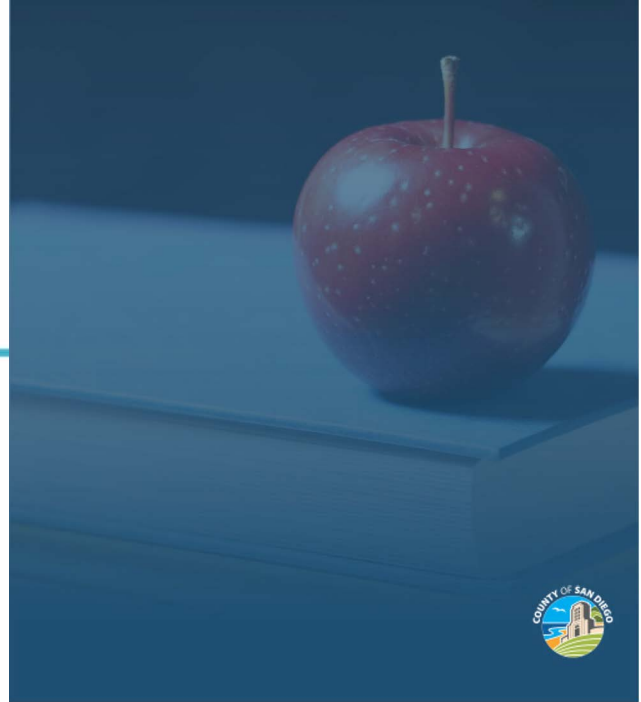
- ❑ We use **Performance Appraisals** to measure your performance of job duties. Included on the **Performance Appraisal** is a plan for improvement when necessary and agreed upon goals for the coming rating period.
- ❑ Every new employee has a probationary period depending on the classification.
 - 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)



Notes:

Tuition Reimbursement



Work Safe/ Stay Healthy





Workers' Compensation

- ☐ 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



San Diego County Employees Charitable Organization (CECO)

The Noblest Motive is the Public Good



Notes:



San Diego County Employees
Retirement Association

SDCERA



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

Planning for Retirement 101

Your guide to getting prepared.



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What are my options?

There are three Plans to choose from



401(a) Plan

- Pre-tax plan
- Choose a percentage of compensation to contribute*
- Loan feature
- Age limits on penalty -free withdrawals
- Available to full time, benefited employees**

* Note: the percentage is irrevocable (it can't change), but it can be suspended.
** Window of opportunity: 90 days from day of employment to enroll.

A pre-tax Traditional 457

Taxes are deferred until you begin to take distributions. Also referred to as “the pay-check advantage” because taxes are deferred, e.g., a \$100 contribution results in approximately \$75 coming out of your take-home pay.

- \$10 minimum contribution, can be changed
- Hardship withdrawal option
- No income limit
- Can enroll at any time during employment
- All employees are eligible

A post-tax Roth 457

When you contribute to a Roth 457, you pay taxes on the portion of your salary that goes into the plan; but withdrawals of contributions and earnings can be tax-free during retirement if certain conditions are met.*

* Contributions and earnings from a Roth are not taxable if the distribution is made after five consecutive tax years ~~and~~ if the Roth contribution was made AND the distribution is made after age 59½ or because of death or disability.

You decide how to invest



(1) Target Maturity funds are designed to provide diversification and asset allocation across several types of investments and asset classes, primarily by investing in underlying funds. Therefore, in addition to the expenses of the Target Maturity funds, an investor is indirectly paying a proportionate share of the applicable fees and expenses of the underlying funds. Target Maturity funds are designed for people who plan to withdraw funds during or near a specific year. These funds use a strategy that reallocates equity exposure to a higher percentage of fixed investments over time. As a result, the funds become more conservative as they approach retirement. It's important to remember that no strategy can assure a profit or prevent a loss in a declining market. A target date fund's principal value is not guaranteed at any time, including the target date designated in the fund's name.

(2) Investment advice for Nationwide Accounts provided to plan participants by Nationwide Investment Advisors, LLC, a registered adviser. Nationwide Investment Advisors, LLC, has hired Wilshire Associates Incorporated as the Independent Financial Expert.



Our Asset Allocation tool, *My Investment Planner*, can help you build your investment model online. This tool is offered through Wilshire and provides advice on what investments to choose based on your input. You can then implement or modify the provided recommendations.



Consider combining supplemental retirement accounts

- May make investing more hassle-free
- May pay less in annual account fee

There are differences between deferred compensation plans, individual accounts, and qualified plans, including fees and when you can access funds. There may be sales charges or other fees when you move money out of your current account. You should consider all factors before making a decision. Assets rolled over from your other account(s) may be subject to surrender charges, other fees and/or a 10% tax penalty if withdrawn before age 59½.

What types of accounts can you combine?

Tax deferred accounts such as:

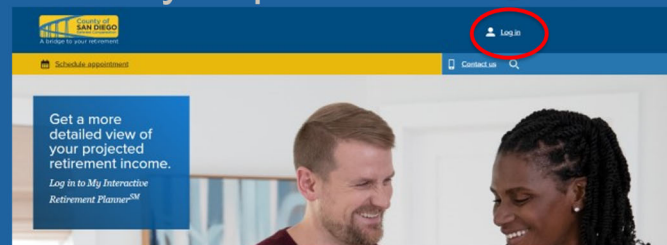
- Other governmental 457(b) plans
- Qualified 401(k) & 401(a) retirement plans
- Qualified 403(b) retirement plans
- Traditional IRA, SEP's or SIMPLE plans
- PLOP (Partial Lump Sum Option Plan)

Investing involves market risk, including possible loss of principal.



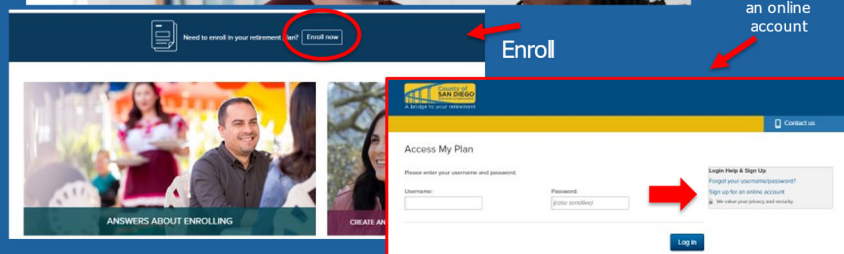
www.myDCplan.com

Login



If you forgot your password or attempted to login without an online account

Enroll



We're here to help.

Nationwide Retirement Specialists

To schedule an appointment,
scan the QR code



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Notes: