



County of San Diego



Employee **Handbook**

San Diego County Board of Supervisors



San Diego County Board of Supervisors



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District One



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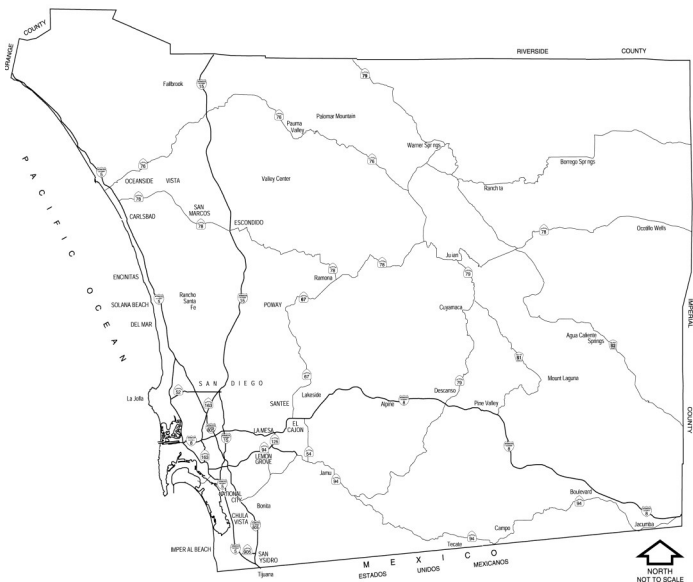


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The County of San Diego Employee Handbook provides County employees with general information about their current employment with the County. The information in this booklet is descriptive and summarized and is not intended to be a substitute for County Civil Service Rules and policies, or to replace or modify existing labor contracts or benefit plan documents, or to be construed as a contract.

Every effort has been made to ensure that the information is correct. If any difference exists between the information in the Employee Handbook and the documents stated above, the rules, labor contracts, policies and benefit plan documents will prevail.

Certificate of Receipt

County of San Diego Employee Handbook
10/25 Edition

This form must be completed by each employee upon receipt of a County of San Diego Employee Handbook and returned to the employees' Departmental Human Resources Officer.

Please Print:

This will acknowledge that I, _____
received the County of San Diego Employee Handbook (10/25
Edition) and specified policies on _____

I understand it is my responsibility to read the specified policies and information in the handbook. I further understand that any questions regarding the handbook and specified policies may be addressed to my Departmental Human Resources Officer.

Signature: _____
Date: _____
Department: _____

Message from the Chief Administrative Officer



Welcome to the County of San Diego! We receive over fifty thousand applications each year and only hire a few hundred people. Therefore, take pride in the fact that you are the cream of the crop and we are proud to have you on our County team! This handbook will provide you with general yet practical information about your County employment and benefits. We want you to have this information because we firmly believe that County employees are our organization's greatest assets. Also, we want you to have the tools, resources and information you need to reach your full potential and make your own contributions to the citizens and government of San Diego County.

As you assume your new position, you will quickly see that the County of San Diego is a results-oriented organization that takes pride in delivering quality public services to our customers as efficiently and effectively as possible. To accomplish this, we use a document called the General Management System (GMS) which outlines the business processes we follow to formulate plans, allocate resources, operate programs, communicate and reward excellence and achievement. You will hear more about the GMS and how to use it in the New Employee Orientation as well as from your supervisor and department managers. However, if you would like to read more about the GMS and how the County uses it, you will find additional material on my office's webpage at <https://sdcountycagov.sharepoint.com/sites/InSite/fg3/cao/gms/Pages/default.aspx>.

Communication is a key part of an effective organization. To that end, I will provide you frequent updates through videos, my monthly column "InTouch", email blasts and visits to your department. However, if you have questions, ideas, or simply advice on how we can be a more effective government, please send me an email. I always appreciate hearing from employees.

The County's motto is "The Noblest Motive is the Public Good." Remember character first, service before self and excellence in all that we do. I hope that you will be as proud to be a part of this team as I am and I wish you all the best as you begin this new chapter in your career.

Sincerely,

EBONY SHELTON
Chief Administrative Officer

At the County of San Diego We Value:

Employees who...

- act ethically and are committed to communicating honestly
- respect one another
- have a positive attitude
- have the ability to solve problems, provide superior customer service and deal with change
- take pride in delivering quality public services to our customers as efficiently and effectively as possible

Supervisors, Managers and Executives who...

- model and promote an understanding of our values
- recognize, support and reward the success of others
- do not tolerate poor performance
- strive for continuous improvement
- provide quality results

A work environment that...

- supports and values diversity
- is dedicated to teamwork
- responds to a changing external environment
- provides equal employment opportunity for all
- is free of any form of discrimination and/or harassment

About the County of San Diego

San Diego County is California's oldest county. It is home to more than 3 million residents of diverse cultural, economic, and racial backgrounds. The area encompasses 4,300 square miles with 70 miles of Pacific Ocean beach, two bays, several mountain ranges and a desert. The County spans 65 miles from north to south and 86 miles from east to west and is home to a wide variety of tourist attractions, cultural organizations and museums. The County of San Diego is a political subdivision of the State. It has all the powers specifically stated and implied in general law in the Charter of the County of San Diego.

Role of the Board of Supervisors

The Board of Supervisors is the elected governing and policy body for the County of San Diego. For purposes of electing Supervisors, the County is divided into five legally apportioned districts. Voters in each of the five districts select one Supervisor from their district to serve a four-year term on the Board.

The Board adopts the County budget, sets organizational policies and priorities, and provides for the overall delivery of County services and programs through the appointment of County officers and the enactment of Board policies, Ordinances and Administrative Code. The Board of Supervisors hold public meetings most Tuesdays and Wednesdays, which are cablecast live on County Television Network (CTN), the County's government access cable television channel. The broadcasts are also archived on the Board of Supervisors web site <http://www.co.san-diego.ca.us/general/bos.html>.

Role of the Chief Administrative Officer

The Chief Administrative Officer (CAO) is appointed by the Board of Supervisors to carry out Board policy decisions that impact County government operations and to ensure the effective and efficient administration of County government. The CAO assists the Board of Supervisors in coordinating County functions and operations and provides the administrative frame-work to guide departments in achieving goals established by the Board of Supervisors. The CAO is also responsible for managing the allocation of human resources, budget and capital resources through administrative policies and the General Management System.

The County of San Diego has organized its myriad of programs, services and facilities within four business Groups,

County Administration and the General Management System (GMS)

each headed by a General Manager who reports to the Chief Administrative Officer (CAO) and Assistant Chief Administrative Officer (ACAO). Each of the four Groups works to maintain operational excellence and achieve the County's broad, organization-wide goals (Strategic Initiatives) of creating safe communities, sustainable environments and healthy families.

Each General Manager oversees the daily operation of the departments and programs within their group, including the management of fiscal and human resources and the efficient, effective delivery of services. The General Managers also ensure that policies and procedures established by the Board of Supervisors and Chief Administrative Officer are successfully implemented within their group.

Using the General Management System as a guide, the General Managers also work together as a team to address organization-wide issues and challenges, recommending action, when necessary, to the CAO and ACAO. Additional teams of managers from various fields and disciplines support the General Managers in areas such as Finance, Human Resources and Information Technology.

In fact, use of the General Management System sets San Diego County employees and managers apart from most public-sector agencies. By following the business disciplines described in the GMS, San Diego County has demonstrated its commitment to organizational excellence, efficiency and continuous improvement.

The General Management System has five components that include:

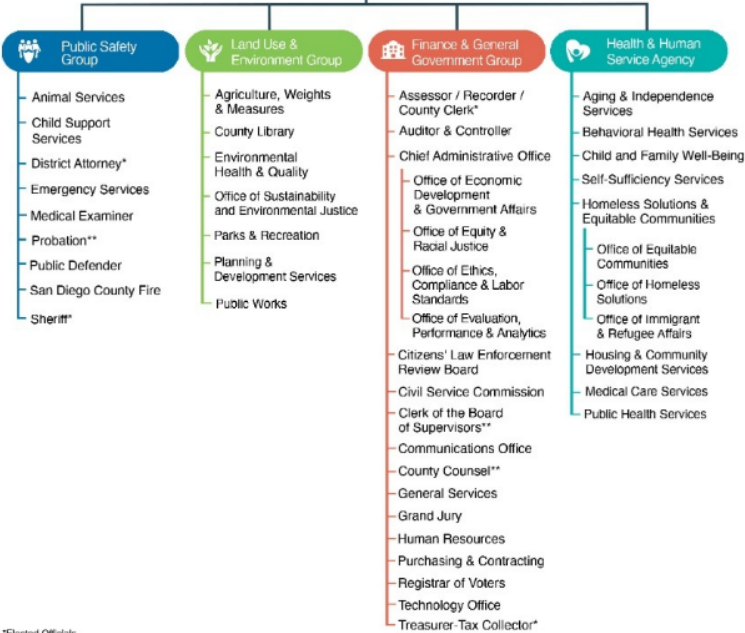
- Strategic Planning – used to set goals,
- Operational Planning – used to allocate resources to meet those goals,
- Monitoring & Control – used to identify risks and achieve results,
- Functional Threading – strengthens inter-organization communication to enhance effectiveness and
- Motivation, Rewards, and Recognition – used to reward accomplishment and promote excellence.

To obtain a copy of the GMS Manual, the County's Strategic Plan or other material related to these topics, visit the GMS page on the County intranet at <https://sdcountycagov.sharepoint.com/sites/InSite/fg3/cao/gms/Pages/default.aspx>.

County of San Diego Organization Chart



County of San Diego Organizational Chart



*Elected Officials
 **Reports to the Board of Supervisors

About the Department of Human Resources

Department Mission

The mission of the Department of Human Resources (DHR) is to provide and retain a skilled and competent workforce for County of San Diego departments so that they may deliver superior services to residents and visitors. By doing so, DHR supports the Chief Administrative Officer and the Board of Supervisors in achieving the County's broad organizational-wide goals. This mission is accomplished through management and administration of an array of professional human resource management functions that include:

- Classification of positions
- Compensation setting
- Recruitment of applicants
- Establishment of employment lists of qualified applicants
- Coordination of countywide labor-management activities
- Identification and delivery of employee training
- Management of employee benefit plans
- Development and support of employee wellness and safe workplace activities
- Negotiation of labor contracts
- Workers' compensation program administration
- Administration of property and casualty insurances
- Administration of the County's Human Resources Information System
- Administration of employee incentive and career development programs

Ethical and Legal Conduct

All County of San Diego employees are personally and professionally responsible for serving the general public with integrity and honesty. Employees must maintain the public trust and the trust of the Board of Supervisors, the Chief Administrative Officer and their Department Head in the daily performance of their work. In order for this to occur, County employees cannot have any interests, financial or otherwise, or engage in business transactions or incur any obligations that conflict with the discharge of their job duties in the public interest.

County employment cannot be used for unauthorized personal gain. The public must have confidence in the ethical conduct of County employees. This premise is a cornerstone of effective government. Even an unfounded appearance of unethical conduct

by a County employee can significantly impair the capability of San Diego County government.

The Office of Ethics and Compliance has developed a Code of Ethics designed to facilitate an understanding of the ethical and legal conduct required of all County employees, thus ensuring the continued public trust in services provided to the residents of San Diego County. As part of the orientation to County government, all new employees are required to fully understand their responsibilities under the Code of Ethics. Employees may contact the [Office of Ethics and Compliance](#) at (619) 531-5174 to learn more about the County's culture of integrity, discuss concerns of potential misconduct, file discrimination complaints and/or to report improper County government activity.

As a part of the Code of Ethics, the County has developed six general principles for County employees to follow which represent core fundamental responsibilities of all employees:

1. Treat members of the public and fellow employees respectfully, fairly and honestly at all times.
2. Perform your duties in compliance with all federal, state and local laws, and avoid any involvement in illegal, unethical or improper conduct.
3. Conduct your official County duties in conformance with the County's policies and procedures, and in accordance with the highest standards of ethical and legal conduct.
4. Ensure that County funds and property are used with extreme care, guided by prudent judgment and good business practices.
5. Create a work environment that promotes open and honest communications, and encourages raising ethical concerns without fear of retribution or retaliation.
6. Assume responsibility for knowing, understanding and having a practical working knowledge of the laws and regulations applicable to your job.

Outside Employment

Employment outside of normal working hours may present a possible conflict of interest and must be reported on Disclosure Statement forms periodically issued during the year. Outside employment may be approved if it is determined not to conflict or be incompatible with your County job. Each request is individually reviewed.

Conflict of Interest Code

Certain positions, as identified by the appointing authority are required to file an annual Statement of Economic Interest. The reporting forms are regulated by the State of California. Each department is responsible for notifying impacted employees of the specific reporting requirements.

Equal Opportunity Policy

Section 901 of the San Diego County Charter states that: "The County shall hire, transfer, promote, compensate, discipline and dismiss individuals on the basis of job-related qualifications, merit, and equal opportunity without regard to age, color, creed, disability, national origin, political affiliation, race, religion, sex, or any other non-job related factor." Accordingly, the Board of Supervisors has enacted policy to comply with Federal, State and local laws effecting equal opportunity. The Board is committed to prohibiting discrimination and has decreed that all individuals will have equal access to County operations and employment regardless of race, color, creed, ancestry, national origin, religion, sex, gender identity, marital status, age, sexual orientation, pregnancy and pregnancy related conditions, political affiliation, veteran status, military status, genetic information, disability unrelated to job requirements, or any other status protected by the law. All County employees are responsible for carrying out the provisions of this policy. For further information, see [Board of Supervisors Policy C-17](#).

Sexual Harassment Policy

In accordance with [Board of Supervisors Policy C-22](#) and [Department of Human Resources Policy 111](#), it is County policy to provide a work environment free of sexual harassment. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature when (1) submission to such conduct is a condition of employment, (2) submission to or rejection of such conduct is used as a basis for employment decisions, or (3) such conduct is unwelcome or interferes with the persons' work performance or creates an intimidating, hostile, or offensive working environment. All employees are responsible for carrying out the provisions of the policies to maintain an environment free of sexual harassment. For further information, the aforementioned policies can be located at the County intranet site.

Drug and Alcohol Use Policy

[Board of Supervisors Policy C-25](#) and [Department of Human Resources Policy 107](#) clearly outline the requirements that support an alcohol and drug-free work environment. While on duty, you must abide by the terms of the 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.

Employee's will need to notify employer of any criminal conviction in the workplace no later than 5 days after conviction.

If an appointing authority has reasonable suspicion that employee is under the influence of alcohol or drugs, the employee may be requested to volunteer for an alcohol/drug test by the County's occupational medicine provider.

A violation of [Department of Human Resources Policy 107](#) by a County employee may result in:

- Direction to participate in a Rehabilitation Treatment Plan (RTP) and/or the County's Employee Assistance Program (EAP), which may result in direction to complete a drug or alcohol analysis testing process, and/or
- A disciplinary action, up to and including termination.

Employees in safety sensitive positions, as defined by the U. S. Department of Transportation, are subject to mandatory testing as required by the Federal Omnibus Act.

Starting Your Job

Appointment

All appointments to County positions in the classified service are made in accordance with Civil Service Rules. The most common type of appointment is to a full-time or part-time regular position. Other types of appointments include Certified Temporary, Emergency Temporary, Intermittent Worker, Provisional Temporary, or Seasonal Temporary. Former County employees may be re-employed (after resignation or retirement) if certain conditions are met. In addition, current County employees interested in making lateral career moves may be considered for transfer after satisfying certain requirements.

Appointments to Unclassified Management and Executive positions are made in accordance with the County Charter, Administrative Manual and the Compensation Ordinance and are outside the scope of County Civil Service Rules. For additional information concerning the appointment process, contact your Departmental Human Resources Officer.

Benefit Eligibility

County employees are provided benefits consistent with Federal and State laws and the “meet and confer” process with employee organizations. Most regular employees, regardless of pay or full-time status, are covered by Social Security (OASDI). Peace Officers are excluded from Social Security under the Safety Retirement System. All employees are eligible for Workers’ Compensation benefits and Unemployment Insurance benefits dependent upon the facts of the case. Regular County employees in biweekly pay status working half time or more are eligible to receive additional County benefits. These include various types of leaves of absence with or without pay; health and basic life insurance; membership in the County’s retirement system; dental and vision insurance; supplemental life insurance; holidays and other benefits explained in this Handbook. Health, life, vision and dental insurance benefits are generally effective the 1st day of the month following submission of necessary forms.

Employees whose benefits are subject to the collective bargaining process with employee organizations may have a different group of benefits based upon the applicable labor agreement. Contact the [Department of Human Resources Employee Benefits Division](#) at (619) 236-2203 or toll free at (888) 550-2203 with questions.

Biweekly Payroll Period

Payroll is calculated using a two-week, 14-calendar day period. All biweekly payroll periods begin on a Friday and end at midnight of the second Thursday thereafter.

Citizenship Requirements

According to the Federal Immigration Reform and Control Act, the County hires only U.S. citizens and lawfully authorized alien workers. Every new hire is required to complete an Employment Verification Certification (Form I-9) , and is processed through E-Verify, the electronic verification of identity and employment eligibility. Persons employed in executive level positions or in positions subject to Peace Officer Standards and Training must be U.S. citizens (or have applied for U.S. citizenship) or be permanent residents of the U.S.

Compensation

A new employee's starting salary is usually set at step 1 of the salary range of the employee's job classification. Most County job classifications are assigned to five step salary ranges (this may vary) with five percent increments between each step. Most job classifications are designated as "variable entry." Appointment above step 1 is possible if the appointing authority requests and if the employee satisfies the variable entry criteria standards. Other types of compensation include premiums such as non-routine shift change, overtime, standby and temporary assignment to a higher class. These premiums are payable when applicable. Contact your Departmental Human Resources Officer for further information.

Conviction Disclosure/Criminal Background Check

As part of the County's effort to maintain safe working conditions, candidates for positions are required to undergo a criminal background check. These and any other specific requirements that may apply are clearly stated on the job announcement. In order to be employed in a peace officer or other law enforcement positions, applicants for these positions must meet the guidelines established by the Commission for Peace Officer Standards and Training (POST) and those in Section 1031 of the Government Code. (Must be at least 21 years of age, a U.S. citizen or have applied for citizenship.)

Applicants considered for employment in peace officer positions must pass a criminal and personal background investigation (felony convictions are disqualifying; misdemeanor convictions may be disqualifying); a polygraph examination and a psychological and medical evaluation which includes drug screening. Contact your Departmental Human Resources Officer for further information.

Direct Deposit

All employees must arrange for and maintain direct deposit of their paychecks into the financial institution of their choice. Your department's payroll staff will provide you with the proper forms and additional information.

Employee Contact Information

Employees must designate a person(s) to contact in the event of an emergency. Changes to this designation may be made either through your department's Human Resources staff or electronically through the Employee Self-Service link on the County's Intranet website at: <https://sdcountycagov.sharepoint.com/sites/InSite/fg3/ac/erp/Documents/employersrv.aspx>.

Employee Identification

All employees are individually assigned their own unique six character employee identification (ID) number. This number is permanently assigned to the employee and is used to track the employee which helps ensure employee privacy. The employee ID number is part of the Employee Self-Service and time collection log-in and is printed on the employee photo identification badge.

Identification Badges

New employees are issued photo identification badges when initially processed for payroll. Employees are expected to have their photo identification badges in their possession and visible during their work day/schedule. When terminating County employment, employees must return their identification badges to their supervisor.

Medical Examinations

Appointment to County service is contingent upon successful completion of a pre-employment medical examination that may include drug screening depending upon the job classification. Peace Officer positions also require successful completion of a psychological examination.

Military Service

Successful examinees that have served during a war or campaign (as defined in Section 205 of the State Revenue and Taxation Code) in the military or naval service of the United States are eligible to receive a credit of five points in open civil service examinations. Eligible individuals include those who: Have served during a time of war as defined in Section 205 of the State's Revenue and Taxation code; and were in the military or naval service of the United States, including all uniformed auxiliaries authorized by Congress; and have been separated, placed on inactive duty, or retired under honorable conditions without full pension; and are applying for their first employment or re-employment with the County of San Diego within the eight-year period following their disengagement from military service.

Veterans with a service-connected disability received during a war or campaign and spouses of war veterans who died or were totally disabled are also eligible. Surviving spouses of war veterans who died or were totally disabled receive a credit of five points on every open examination taken and passed.

In addition, eligible veterans with a service-connected disability receive a five point credit that is separate and distinct from that described above on every open examination. If you are a veteran and meet the eligibility criteria described above, the preferential credit must be requested and copies of DD214, Veterans Administration documentation, marriage certificates, death certificates, and proof of eligibility are required at time of application for open examinations (recruitments). For additional information, refer to [Department of Human Resources Policy 116](#) or contact the Department of Human Resources Services Division at (619) 236-2191.

Paydays

Payday is on the Friday between the first and second weeks in a biweekly payroll period. Employees who begin County employment at the beginning of a payroll period can expect to receive their first paycheck three weeks after their first working day. Contact your department's payroll staff for additional information.

Probationary Periods

The probationary period serves as a trial period during which an employee demonstrates the ability to perform the duties and carry out the responsibilities of his/her position. The probationary period provides an employee time to adjust to the job and the County to determine if this is the right job for the employee.

Probationary periods may range from 6 to 12 to 18 months. Probationary periods of less than 12 months can be extended up to 12 months by the Human Resources Director upon request of the appointing authority and employee concurrence.

If an employee does not successfully complete the probationary period, they will revert to their previous permanent County position. If none, they will be terminated from County service.

Recruitment

The County's merit-based civil service system encourages open competition. In the process of becoming County employees, applicants participate in a competitive process for placement of their names on an employment list(s). The County has over 1,200 different job classifications. Separate employment lists are established and maintained for each.

The County accepts applications for job classifications only during specified recruitment periods. Some recruitments may be open to the public and County employees alike, whereas others are strictly promotional. To apply for promotional positions, one must be a permanent County employee or be on leave from one's County position or be on a reinstatement list. Most recruitments are conducted to fill current vacancies. Other recruitments are held to establish an employment list for anticipated vacancies. The evaluation

(method of testing) is job related and designed to assess applicant's knowledge, skills and abilities to perform the work. Successful applicants' names are placed on an employment list that typically remains in effect for one year. When vacancies occur, the Department of Human Resources provides the names, in alphabetical order, of the top ranking applicants on the employment list to the department. The department then determines who is most qualified to fill the vacancy through a variety of job-related assessment processes and makes the selection.

Work Schedule

The work schedule in most County departments is generally five days per week; eight hours per day with a one-hour unpaid meal break and two paid fifteen minute rest periods daily. However, in accordance with the County's [Government without Walls \(GWOW\) initiative](#), some departments or work units have a different length workday and/or workweek. Schedules for 24-hour operations vary according to the services provided. Questions concerning work schedules should be directed to your Departmental Human Resources Officer.

Accidents—Workplace

Employees are expected to adhere to safety and health rules, develop and demonstrate safe work habits, follow all Departmental safety procedures and use all required personal safety protective equipment. Employees must immediately report any work related injuries or illnesses to their Supervisor. The employee's Supervisor will then provide the injured employee with the Employee's Claim for [Workers' Compensation Benefits form \(DWC-1\)](#) and a medical release form. The employee and Supervisor then complete the [General Claim Worksheet form \(RM-10\)](#). All documents are then sent to the Department of Human Resources Risk Management Division (Workers' Compensation Unit) at Mail Stop O-226.

Administrative Leave

A Department Head may place an employee on paid time off in emergency or unusual situations when an investigation involving the employee is necessary. This leave is not disciplinary.

Awards

The County honors and rewards employees through three major awards programs, each of which is summarized below.

SERVICE AWARDS PROGRAM recognizes and rewards employee loyalty and commitment at five, ten, fifteen, twenty, twenty-five, thirty and thirty plus years of employment. Departments present the awards.

EMPLOYEE RECOGNITION AND AWARDS PROGRAM

On the Job

recognizes and rewards exemplary individuals or groups of employees who demonstrate:

(1) superior performance that positively impacts departmental efficiencies and productivity and/or (2) enhanced public relations and customer service. Recognition awards include commendations, cash, non-cash and paid leave awards (up to a maximum of 24 hours each fiscal year of paid Employee Recognition Leave). This program has a maximum total cash or non-cash value of \$1,000 per employee per fiscal year. Departments' programs are subject to the approval of the Director of Human Resources.

DO-IT-BETTER-BY-SUGGESTION PROGRAM (DIBBS) is administered through the Department of Human Resources. It recognizes and rewards employees by providing cash awards and certificates of appreciation for submitting suggestions for reducing costs, increasing revenues and improving operations through tangible savings, productivity savings and/or intangible benefits to the County.

The maximum total cash award for qualified suggestions is \$20,000. DIBBS information and forms can be found on the Intranet at: <https://sdcountycagov.sharepoint.com/sites/InSite/fq3/dhr/Pages/DHR%20Programs/DIBBS.aspx>.

Address Changes

Employees are responsible for submitting address and phone number changes either through their Departmental Human Resources Officer/Payroll staff or electronically through the following Employee Self-Service link on the County's Intranet website: <https://sdcountycagov.sharepoint.com/sites/InSite/fq3/ac/erp/Documents/employselfsrv.aspx>. Failure to maintain current information may result in delays in receipt.

Advancement within Range

Employees meeting performance standards for their position generally advance to the next step in the salary range for their job at 6 or 12- month intervals until they reach the top of their range. Each salary step is approximately five percent higher than the previous step. Contact your Departmental Human Resources Officer for additional information.

Americans with Disabilities Act—ADA

ADA allows qualified applicants or employees with known disabilities to request reasonable accommodations to perform essential job functions and provides protection from disability-based discrimination in all aspects of employment and hiring.

This law also requires that County facilities, services and programs be accessible to persons with disabilities. Inquiries regarding accessibility and reasonable accommodations should be referred to your Department's Facility Coordinator and Departmental Human Resources Officer.

Appeals

Employees may exercise their right to appeal a variety of human resources actions that may impact them, including, but not limited to: job classification actions; disqualification or removal from employment lists; performance appraisal results; some aspects of the selection process; and certain disciplinary issues. Contact your Departmental Human Resources Officer for additional information.

Automobile/Vehicle Accidents

If an employee has an accident involving a County automobile/vehicle or a mileage-reimbursed vehicle driven for County business, the accident must be immediately reported to the employee's supervisor. A Vehicle Accident Report and Accident Investigation Report must be completed at the time of the accident. Forms are available from your Departmental Human Resources Officer.

Career Development Program

The County provides career planning information and assistance to employees to encourage successful, satisfying, effective and productive careers with the County. Please see the [Department of Human Resources Talent Development Division](#) on InSite.

Career Opportunities

Employees are encouraged to enroll in departmental training and career development activities. In addition, the Department of Human Resources publishes via the County Internet a weekly schedule of job announcements. Employees are encouraged to review the weekly schedule and compete in recruitments for which they may qualify. Successful applicants' names are placed on an employment list and may be considered for vacancies that develop in that job classification while the list remains in effect.

Civil Service Commission

The Civil Service Commission is the administrative appeals body for the County in personnel matters authorized by the County Charter. The Commission consists of five persons (Commissioners) appointed by the Board of Supervisors. Each Commissioner serves a six-year term. Commission responsibilities are coordinated through its Executive Officer. General duties of the Commission are to protect the merit basis of the personnel system through its appellate authority, investigative powers and review and approval of the Civil Service Rules. Contact your Departmental Human Resources Officer for additional information on this topic.

County Vehicle Usage

Employees driving on County business must maintain a valid California driver's license of the proper class for the vehicle operated and must wear safety belts while operating the vehicle. No employee shall operate a vehicle on County business while under the influence of alcohol and/or drugs. Employees are responsible for citations received. Refer questions to the [Department of Human Resources Risk Management Division](#).

County Property

County-owned property such as vehicles, computers, telephones, fax or copy machines, etc. is only to be used for official County business. Employees are trusted to use County equipment safely and properly. Abuse or misuse of County property may be cause for disciplinary action.

The County's Intranet—InSite

The County has developed an internal website for employees that offers a wide variety of information and tools at <https://sdcountycagov.sharepoint.com/sites/Insite/Pages/default.aspx>. Key features include a box for important notices, an automated employee directory and a calendar of County events. Also, you will want to familiarize yourself with the resources offered under the tabs at the top of the page, such as County policies, departments, benefits, services, e-tools and information about the General Management System (GMS).

Many departments have developed internal InSite pages that offer information especially of interest to employees. Departments such as Purchasing and Contracting, General Services, Human Resources, Clerk of the Board and County Counsel, along with many other departments, post forms, manuals and reference material on their InSite pages as an efficient way to make the most up-to-date information available to you.

Disaster Service Worker Duty

County employees are a vital and important part of the San Diego County Operational Area Emergency Plan. Under State law, all government employees are Disaster Service Workers who can be called upon in any emergency. Specifically, the California Government Code states, in part, that: "All public employees are hereby declared to be Disaster Service Workers subject to such disaster service activities as may be assigned to them by superiors or by law." This means that, in addition to our everyday duties, we have an added responsibility to help in a disaster.

Many of us are already trained to respond. During a disaster some departments will respond in their traditional

roles (such as public safety or road crews). Other departments may be required to perform their day-to-day tasks as well as other duties to support the activities of the County's Emergency Operations Center (EOC). Employees who do not have a specific disaster assignment, and who have not received specific training, may be asked to perform other duties to support the emergency response and recovery efforts—from answering telephones and delivering supplies to helping in a shelter or filling sandbags.

Driver Authorization

Employees operating a County vehicle and/or private mileage vehicle on County business must have written authorization to do so and must complete an "Authorization to Drive a Vehicle for the County of San Diego" form. Employees operating private mileage vehicles on County business must show proof of liability insurance for at least the minimum amount required by law. Employees are also required to immediately report all on-the-job vehicle accidents, maintain and update information on the Authorization to Drive form as needed to reflect current status and immediately inform their supervisor in the event their driver's license is expired, revoked or suspended. Continued employment in jobs that require the employee to drive is subject to maintenance of driver authorization. Contact the [Department of Human Resources Risk Management Division](#) and/or your Departmental Human Resources Officer for additional information.

Employee Assistance Program

EAP is an external professional counseling education and referral service to assist employees and their dependents through a period of personal difficulty. The EAP provides confidential programs for a wide range of concerns that include:

- Relationship and Family Difficulties
- Personal Problems
- Stress
- Conflicts at Work
- Alcoholism
- Drug Abuse

Referrals can also be made for financial and legal problems. Contact the [Department of Human Resources Employee Benefits Division](#) at (888) 550-2203 for additional information.

Employee Talent Development

Many opportunities are available for employees interested in professional development. Talent Development courses are offered both by individual departments and by the Department of Human Resources, Talent Development Division. Employees may be required to complete certain training courses as part of California

State mandates or to maintain professional certifications. Employees may also want to develop skills that are part of the work they currently do or they may choose to take courses that will benefit them in their aspirations for a future position.

Talent Development coursework is available in areas ranging from supervision and management, to customer service and diversity, to computer skills. The County of San Diego's training program has been designed to give broad access to development opportunities to County staff in alliance with selected external providers such as universities, community colleges, regional consortia and private vendors. Training opportunities must be pre-approved by the employee's supervisor and/or coordinated through their respective Departmental Training Coordinator. Class descriptions are also available in the [County Learning Management System](#).

Employee Self-Service

Employees may make changes to and/or view certain aspects of their own personal work related information by using the Employee Self-Service link on the County's Intranet website at: <https://sdcountycagov.sharepoint.com/sites/InSite/fq3/ac/erp/Documents/employselfsrv.aspx>.

Employees may make changes to their own:

- Home phone number(s) and mailing address
- Emergency contact notifications
- Withholding deductions for federal or state income taxes

Employees may view information relating to their own:

- Paychecks, including earnings and/or deductions
- Benefits, including designated dependents and/or beneficiaries, and total compensation information

Grievances

It is County policy to support the resolution of problems at the lowest possible level. Employees are encouraged to make every effort to informally discuss and resolve concerns with their immediate supervisors. However, if issues cannot be resolved at that level, employees may pursue matters formally through the appropriate grievance procedure. Unrepresented Classified Employees (employees in job classifications not represented by an employee organization) may use the grievance procedure in [Board of Supervisors Policy C-2](#). Represented employees (employees in job classifications represented by employee organizations with an effective Memorandum of Agreement) may use the grievance procedure included in the applicable MOA. Since procedures and time limits vary among the different bargaining units, contact your Departmental Human Resources Officer or the

Department of Human Resources Labor Relations Division at (619) 531-5160 for additional information.

Job Announcements

Employees are encouraged to seek career advancement or explore other career opportunities within County service. See “Career Opportunities” in this handbook. The Department of Human Resources publishes a weekly schedule of all job announcements (recruitments) on DHR’s Web site. Additionally, various recruitments are advertised in local newspapers while various promotional recruitments may be listed only on the County Human Resources website.

The San Diego County Web site updates the current recruitment list daily. You can search for current recruitment information by job category or by searching the complete recruitment listing. Job announcements and general information are available at: <http://agency.governmentjobs.com/sdcounty/default.cfm>, or by calling (619) 236-2191. This information is also available through DHR Telecommunications Device for the Deaf (619) 531-5362 and Hearing-Impaired on the California Relay Service: (800)-735-2929.

Jury Duty/Court Leave

Court leave is paid leave granted by the County to an eligible employee to enable that employee to fulfill his/her duty as a citizen to serve as a juror, or as a prospective juror, or to serve as a witness in a court action to which the employee is not a party, before a Federal or Superior Court located within San Diego County or within the employee’s county of residence. The court provides employees with statements of time in attendance at Court, which must be attached to the employees’ request for Court leave.

Mail

The County provides an inter-departmental mail system for Official County business only. This mail system is not for personal use.

Marital Status Changes

Employees are responsible for submitting marital status changes through their Departmental Human Resources Officer/ Payroll Clerk. This is important for benefits and insurance coverage purposes if the change in marital status is the result of a marriage, divorce or other qualifying event. Legal proof of the change in marital status is required.

Mileage Reimbursement

Employees authorized by their Department Head to use their personal vehicle for County business are reimbursed monthly. Contact your Departmental Human Resources Officer for the

current reimbursement rate.

Name Changes

Payroll and employment records are maintained in the name on the employee's official social security card. Employees should contact the Social Security Administration for a new social security card bearing their new name or provide a copy of a marriage certificate in order to change County payroll and employment records. Contact your Payroll Clerk for additional information.

Nepotism

Section 915 of the [County Charter](#) states that "No person related by blood or marriage to an officer or department head may be employed in the department of that officer or department head." Although the County welcomes applications from all, in keeping with this Charter requirement, County ethics policies and to avoid potential conflicts of interest, employees should disclose if they have relatives working in the same department. Each situation is reviewed to ensure that no conflict results.

Non-Discrimination—Union Activities

California law provides that no one can deny or abridge a person's rights because of membership or non-membership in a labor union. Employees have the right to join or not join unions.

Overtime

Overtime work is managed with care and utilized only when absolutely necessary. Employees in job classifications that are not exempt from the overtime provisions of the Fair Labor Standards Act (FLSA) receive overtime pay at time and one-half in accordance with the FLSA and/or the appropriate collective bargaining agreement. Overtime work must be authorized and approved in advance. For further information, contact your Departmental Human Resources Officer.

Performance Appraisals

It is County policy to provide employees with regular reviews of their job performance through the use of performance appraisals. The performance appraisal is intended to assist employees in understanding how well they are performing their work and/or how they can improve. Typically, employees receive formal, written appraisals of their work performance at mid-probation; end of probation and annually thereafter. The performance appraisal is the basis for recommendation of performance-based step advancement salary increases. If an employee's overall performance is rated below standard, the employee may not advance to the next higher step in the salary range until overall performance improves and the employee is rated standard or above in the next performance appraisal. Refer questions to your Departmental Human Resources Officer.

Permanent Appointment

In the classified Civil Service, permanent appointments are made only to permanent positions. In order to be appointed to a regular position, candidates must be successful in the recruitment process and must be certified as eligible for appointment from an employment list. Appointments to regular positions are subject to satisfactory completion of probation. Upon successful completion of probation, an employee in a regular position who has maintained continuous service gains permanent employment status. An employee's permanent appointment may be terminated for cause in accordance with the County Charter and the or through the lay off process if the position is eliminated due to lack of work or lack of funds.

Political Activities

Section 914 of the [County Charter](#) states that "Officers and employees shall not engage in political activities during hours when they have been directed to perform assigned duties." Contact your Departmental Human Resources Officer for additional information on this subject.

Poll Worker Leave

It is County policy to encourage County employees to volunteer to participate in the Employee Poll Worker Program to assist the Registrar of Voters and ensure that adequate staffing for the polls is available on a designated County sponsored Election Day. This volunteer activity allows County employees to make a positive difference in providing service to the public in this County on Election Day. For further information concerning eligibility requirements, procedures and general provisions of this activity, contact the Department of Human Resources Labor Relations Division at (619) 531-5160.

Premiums

The County recognizes and compensates employees in the form of premium pay, in addition to base wage, for performing several different specialty functions or for working in remote areas of the County. Premiums include such items as bilingual pay or possession of desirable licenses and/or certificates. Premiums may also be given for remote or rural assignments. Contact your Departmental Human Resources Officer for additional information.

Promotional Opportunities

The County encourages employees to participate in promotional recruitment activities for which they may qualify to advance their careers. A weekly schedule of promotional recruitments is available via County Internet at <https://www.governmentjobs.com/careers/sdcounty/promotionaljobs>

Contact the Department of Human Resources or your Departmental Human Resources Officer for additional information.

Re-Employment

If they wish to be rehired, former County employees who achieved permanent employment status and who performed at a satisfactory level may have their names placed on a re-employment list within three years after resignation. Re-employment is limited to the same class where permanent status was last achieved or to a class having the same or lower top salary step within the same occupational grouping. Former County employees receiving retirement benefits may be re-employed for temporary employment subject to specific time limitations during a fiscal year. Contact your Departmental Human Resources Officer for additional information.

Resignation

In order to resign in good standing, employees must file written notice with their appointing authority of their intent to resign at least one week prior to their planned date of separation. Once accepted, it may not be withdrawn without approval pursuant to Civil Service Rules. Employees absent for three consecutive working days without authorized leave and employees who fail to report for duty within three calendar days after expiration of an authorized leave of absence are considered to have resigned effective the last day the employee worked or the last day of the employee's leave.

Safety-Job

Safety is everyone's business. A safe and healthy work environment is the mutual responsibility of each employee and supervisor. Each employee is responsible for immediately reporting unsafe working conditions to his/her supervisor. Each supervisor is responsible for investigating alleged unsafe working conditions. Contact the [Department of Human Resources Risk Management Division](#) for further information.

Seasonal Positions

The County hires individuals for seasonal positions to perform work during a seasonal or temporary period of time. Employees are hired as temporary extra help and are paid on an hourly basis.

Seat Belts

Employees are required to wear seat belts while operating County or private mileage vehicles. If an employee is injured in a vehicle accident, the failure to wear safety belts can be cause for denial of injury leave benefits. In addition, the passenger restraint systems in County vehicles may not be modified.

Smoking

All County offices and vehicles are smoke free and smoking is permitted only in designated outdoor areas.

Student Workers

The primary purpose of the Student Worker Program is to encourage students who are in the process of completing their education to become interested in County employment. Student Worker positions are part-time hourly appointments and they are employed at the discretion of their appointing authority. Work can continue until the student no longer meets program requirements or the department determines the position is no longer needed. A maximum workload of 20 hours/week is allowed during the school year and 40 hours/week is allowed during the summer and school holidays. In order to continue in the program, a college student must be a full-time student as determined by his/her college or university. High school students are required to have a GPA of 2.0 or better and a citizenship record of satisfactory or better. Students under the age of 18 must have a valid work permit. For a complete description of the program, see the [Department of Human Resources Student Worker Program Policy #113](#) or contact your Departmental Human Resources Officer.

Teleworking

An Appointing Authority may request approval from the CAO to implement a teleworking program by submitting a plan to the appropriate Group Manager. Teleworking is a voluntary work assignment program. It allows flexibility in work schedules and locations while reducing costs, maintaining or enhancing County service and productivity levels, and reducing the County's carbon footprint. Contact your Departmental Human Resources Officer for additional information.

Transfers

Voluntary, lateral transfer career moves within the County are available to employees. Some employees may be interested in moving from one department to another in the same job classification. Others may be interested in moving to a job classification of equal or lower top salary step.

Others may have attained permanent employment status in a higher paying job classification, left the job classification within the past three years and desire to return to the former job classification. County employees interested in transferring should contact their Departmental Human Resources Officer or the [Department of Human Resources Services Division](#) at (619) 236-2191 for eligibility criteria and transfer list placement forms.

Violence and Threats in the Workplace

County policy clearly states there is zero-tolerance for any

threats, intimidation, or violent behavior, implied or actual, from employees or former employees that are directed at other employees, the public or property. Every County employee is personally responsible for conducting himself or herself in a manner that meets with the intent of this policy. Violence or the threat of violence by any employee is unacceptable, must be immediately reported to a departmental supervisory employee when it occurs for further investigation. For further information, refer to [Board of Supervisors Policy A-121](#), [Department of Human Resources Policy #1104](#) or contact your Departmental Human Resources Officer.

Weapons

Employees shall not bring on their person, belongings or vehicle any non-job-related weapons, firearms, knives or materials to any county occupied building, work site or area.

Workforce Support Services

Employees who are facing a job transition either because of their own choosing (see “Promotional Opportunities”) or through a reduction in workforce, are encouraged to use the services provided by Workforce Support in the Department of Human Resources. HR Services provides employee assistance with applying for positions, transfer requests, reemployment lists, and any questions regarding job transition and promotional opportunities. Contact the Department of Human Resources HR Services Division at (619) 236-2191.

The Department of Human Resources, Talent Development Division is another resource to assist employees in transition. Services include resume evaluation and career development courses. Contact [Department of Human Resources Talent Development Division](#) at (858) 505-6633 for additional information.

This section of the Employee Handbook addresses Employee Benefits which are managed and administered through the Department of Human Resources (DHR) Employee Benefits Division.

Questions concerning your benefits plan and spending accounts, COBRA, dental, vision, health and life insurance along with requests for additional information, listings of benefit providers and requests for various benefit forms should be directed to DHR's [Employee Benefits Division](#) at (619) 236-2203 or call toll free at (888) 550-2203.

Bereavement

Employees may receive paid leave at the time of death or funeral of a member of the employee's immediate family as defined in labor agreements and the compensation ordinance. Bereavement leave generally may be granted for up to three working days. However, two additional days of sick leave may

be granted upon supervisory approval. Contact your Departmental Human Resources Officer for additional information.

Catastrophic Leave

Employees may donate vacation or up to 24 hours of sick leave credits to another employee who, due to catastrophic illness or injury of the employee, the employee's spouse, dependent, parent or child, has exhausted all paid leave and is facing financial hardship. Catastrophic Leave donations are requested within an employees department first. A Countywide donation request can be made upon Department of Human Resources approval. The transfers must be for at least four hours per transaction and whole hours thereafter. The transfers are irrevocable and subject to all taxes required by law. Please refer to [DHR policy #604](#) or your Departmental Human Resources Officer for additional information.

CECO—County Employees Charitable Organization

CECO (County Employees Charitable Organization) is an employee-managed organization that gives 100% of the money it collects to local non-profit agencies. CECO has no paid staff. All members are County employees who volunteer their own time or use release time during working hours. Since it was founded in 1956, County employees have distributed millions of dollars in the San Diego community through this grassroots program.

Donations are made via automatic payroll deductions. These donations provide local agencies with grants that help them serve more people or expand and improve existing services.

CECO also offers a Government Employees' Crisis Fund to assist employees who are on the active payroll experiencing a "one-time financial crisis." Applicants are expected to have met their basic needs, as well as any dependents' needs, from their own resources prior to the current crisis. When the crisis is over, the applicant must again be able to meet his/her basic needs.

For more information on the CECO Government Employees' Crisis Fund, visit the CECO page at <http://sdceco.weebly.com/employee-crisis-fund.html>.

COBRA-Consolidated Omnibus Budget Reconciliation Act

In accordance with Federal and State Law, employees and/or their dependents enrolled in a County-sponsored health plan that lose their benefits may be entitled to a temporary extension of coverage. COBRA is available in certain instances where coverage under the plan would otherwise end. The same medical, dental and vision plans you participated in as an active employee can be continued, subject to change is the group coverage changes. Under Federal COBRA, a participant's coverage for medical, dental and vision may be extended for up to 18 months at

For Your Benefit

the cost of 102% of the group plan premium. The continuation of coverage for a dependent losing eligibility is 36 months. Cal-COBRA provides a participant with the ability to continue medical coverage for an additional 18 months (total 36 months) at 110% of the group plan premium. Dental and Vision coverage may not be extended. Contact the at (888) 550-2203 for detailed information.

Deferred Compensation

The County's Deferred Compensation Program is administered by the County Treasurer-Tax Collector. The County of San Diego offers three retirement savings plans to employees: The Traditional 457 Deferred Compensation Plan, the 401(a) Incentive Retirement Deferred Compensation Plan and the Roth 457 Deferred Compensation Plan. Eligible employees may choose to join any of the plans, any combination of two or all of them simultaneously. The Traditional 457 and the 401(a) plans allow an employee to defer a portion of their compensation on a pre-tax basis, which means any contributions or earnings in the plan are tax deferred until the money is withdrawn, typically at retirement. The Roth 457 taxes the contributions when they are made but growth is tax free with a qualified withdrawal. Under all plan types, all contributions plus earnings are immediately 100% vested.

Employees choosing either the Traditional or Roth 457 plan may enroll at anytime during their employment with the County. Employees must select a dollar amount to be deducted from their paycheck and contributed to the plan. The contribution amount can be changed at any time.

Employees choosing the 401(a) Plan must do so within the first 90 calendar days of their first day of employment. After that time, their participation is waived. Employees must select a percentage (2.5%, 5%, 10%, 15%, 20% or 25%) of their salary to be contributed to the plan. Once chosen, the percentage may never be changed, although contributions may be suspended under IRS rules.

For additional information, enrollment applications, or assistance, contact the Deferred Compensation Division of the Treasurer-Tax Collector's office at (619) 531-5840 or on the Internet at www.myDCplan.com.

Dental And Vision

Dental and vision coverage is available to all employees that are eligible for County of San Diego health benefits. The age limit

for dependent children for dental and vision coverage is up to age 25.

Benefits include preventative care, some basic dental procedures as well as basic vision care. Enrollment is voluntary. Employees may join during their initial eligibility period or during the annual Open Enrollment period.

Dependent—For Employee Benefits

An eligible dependent is defined as a legal spouse, domestic partner or child to age 25 (dental and vision) and age 26 (medical). Dependents must be added to the employee health, dental or vision coverage within 60 days of a change in family status. After that eligibility period passes, dependents can be added only during Open Enrollment.

Dependent and Spouse Life Insurance

The County provides a \$2,000 basic term life insurance policy for a benefit eligible employee's legal spouse, state registered domestic partner and each eligible dependent, age 6 months to 21 years.

Disability Leave

This leave may be granted to permanent employees who have exhausted all their paid leave balances and who are certified by a physician as being unable to perform the duties of their position. Disability leave is granted at the discretion of the appointing authority, is without pay and provides the employee with the right to return to a position in their same job classification in their same department within specific time limitations. Contact your Departmental Human Resources Officer for additional information.

Employee Discounts

Employees can receive discounts on a wide variety of consumer goods and services. Contact Employee Benefits at (888) 550-2203 or visit <https://sdcountycagov.sharepoint.com/sites/Insite/fq3/dhr/Pages/Benefits/Employee-Discounts.aspx>.

Family and Medical Leave Act—FMLA

This law requires employers to provide eligible employees with up to 12 weeks of leave during a 12-month period for certain medically related reasons. This includes the birth or adoption of a child, to care for an immediate family member with a serious illness, or for employees' serious illness. Employees are eligible for this leave if they have been employed by the County of San Diego for at least 12 months and have at least 1250 hours of service during the 12 month period immediately preceding the commencement of the leave.

The County of San Diego is required to provide group health coverage at the same level and conditions as if the employee was actively at work. Contact your Departmental Human Resources

Officer/Payroll Clerk for additional information. or visit DHR's FMLA InSite page at <https://sdcountycagov.sharepoint.com/sites/Insite/fq3/dhr/Pages/Benefits/Family-Medical-Leave.aspx> .

Flexible Benefits Plan

The County's flexible benefit program gives employees the freedom to choose from a menu of benefits. An employee may designate the County contributions, or flexible benefit credits, for distribution among various available benefit options.

Employees are also permitted to establish flexible spending accounts for reimbursement of qualified medical and dependent care expenses. The County requires, as a minimum, that eligible employees be enrolled in Basic life and accidental death and dismemberment (A D & D) insurance. Optional coverage also includes dependent health insurance, dental insurance, vision insurance, supplemental life insurance and supplemental AD&D insurance and flexible spending accounts.

Flexible Spending Accounts

Employees can pay for certain health care and dependent day care expenses with tax-free dollars under the County's benefit plan. The Health Care Flexible Spending Account is used to pay for eligible medical, dental and vision expenses that are not covered by a health plan. The Dependent Day Care Spending Account is used to pay for childcare or care for other dependent family member(s).

Health Insurance

Under the County's flexible benefit program, employees have their choice of several different medical plans. Enrollment in a health plan must be made within 31 days from date of eligibility. Employees who fail to make a plan selection during their initial enrollment period will be enrolled in the "Employee Only" category of the lowest cost health plan available through the County. Any excess benefit credits will be forfeited.

Holidays

The County observes the following fixed holidays:

1. Independence Day shall be observed on July 4*
2. Labor Day, First Monday in September
3. Veterans Day, November 11*
4. Thanksgiving Day, Fourth Thursday in November
5. Day after Thanksgiving, Fourth Friday in November
6. Christmas Day, December 25*

7. New Year's Day, January 1*
8. Martin Luther King, Jr. Day, Third Monday in January
9. Presidents Day, Third Monday in February
10. Cesar Chavez Day, March 31*
11. Memorial Day, Last Monday in May
12. Juneteenth, June 19*

In addition, up to 16 hours of floating holiday time may be granted as described in the applicable labor contract. Only employees paid at a regular rate are entitled to paid holidays. An employee must be in a paid status the entire work day before and after the holiday to be paid for that holiday. Permanent part-time employees' holiday time is equivalent to one-tenth (1/10th) the number of regularly scheduled hours in that employee's biweekly pay period during which the holiday occurred.

** If a holiday falls on a Saturday, the holiday will be observed on Friday. If a holiday falls on a Sunday, the holiday will be observed on Monday. Holidays are subject to the negotiation process and may change from year to year.*

Injury Leave

This is paid leave granted to a biweekly eligible employee while disabled and unable to perform his/her job duties because of a job-related injury and entitled to workers' compensation temporary total disability benefits. Contact the Department of Human Resources Risk Management Division at <https://sdcountycagov.sharepoint.com/sites/Insite/fq3/dhr/Pages/DHR%20Services/workcomp.aspx> or call (858) 694-3800 for a complete description of injury leave provisions including compensation, eligibility requirements, duration limitations and light duty assignment.

Leave of Absence Without Pay

Leave of absence without pay may be granted with or without right to return to a vacant position in the same class in the same department. It is granted at the discretion of the Appointing Authority and the Human Resources Director. Contact your Departmental Human Resources Officer for a description of the eligibility requirements for and the types of leave available.

Life Insurance

The County provides a basic life insurance and basic accidental death and dismemberment insurance for each eligible employee. The amount varies depending upon job classification.

Life and Accidental Dismemberment Insurance (Optional)

Supplemental life and accidental death & dismemberment insurance are available. Employees can choose one, two or three times their annual base salary in coverage. A completed Medical History Statement form is required to increase your Supplemental Life Insurance request. Benefit forms are available on the County's Intranet at:

Long Term Disability

Employees in job classifications designated as management, unclassified management and executive are eligible for long term disability. This County paid benefit provides for two-thirds of the employee's monthly salary with a maximum benefit of either \$8,000 or \$12,000 per month, dependent upon job classification.

Military Leave

Benefit eligible employees who are or become members of the Armed Services, Militia or Organized Reserves of California or the United States are entitled to the leaves of absence and employment rights/privileges provided by USERA and the Military and Veterans Code of the State of California. Essentially, these rights and privileges provide for up to 30 working days of County-paid military leave per fiscal year, with a guaranteed right to return to the same or comparable position at the conclusion of military service. Contact your Payroll Clerk with questions on this subject.

Open Enrollment

Employees who wish to enroll in a health plan, change from one plan to another, add/delete eligible dependents, and/or begin to contribute to a flexible spending account, have an opportunity to do so during the annual open enrollment period. For more information, contact the Department of Human Resources- Employee Benefits Division at (888) 550-2203. Information will also be posted on the County's Intranet site at <https://sdcountycagov.sharepoint.com/sites/Insite/fq3/dhr/Pages/new/BEN.aspx>.

Retirement

All eligible employees paid at a biweekly rate working 20 hours or more per week are automatically enrolled in the County's Retirement System. Depending on the employee's job classification and rate of contribution, the County may pay all or a portion of the employee's contribution.

Employees with 10 or more years of service may retire at age 50, or after 30 years retirement service credit, regardless of age. Employees leaving County service before retirement are entitled to a refund of accumulated contributions paid by

the employee, and the interest credited while the funds were on deposit. Those with at least 5 years of retirement service credit may defer withdrawal of their funds. In addition, employees may be able to receive retirement service credit based on employment in other public agencies. Contact the San Diego County Employees' Retirement Association for additional information on retirement benefits at (619) 515-6800 or www.sdcera.org.

Sick Leave

Sick leave is paid leave for eligible employees for absences from work caused by personal illness or injury, for emergency or routine medical or dental appointments, and for reasonable travel time to and from health care facilities. An employee may also use sick leave to care for an immediate family member who is ill or injured. Some restrictions may apply.

Sick leave is earned at the rate of five percent of the employee's paid hours during the payroll period up to a maximum of four hours biweekly. It is credited in tenths of hours.

In case of illness, an employee or immediate family member must notify the immediate supervisor in accordance with departmental procedures and any applicable collective bargaining agreements.

Social Security

Where required, the County contributes an amount equal to an employee's contribution to OASDI and Medicare. Employees and the County pay no Social Security on pre-taxed benefit premiums or amounts allocated to medical or dependent reimbursement accounts.

State Disability

Some County employees are covered under State Disability Insurance (SDI) for short-term disabilities. Premiums are paid by the employee. Payroll Clerks can advise employees if they are in a job classification that participates in SDI and on processing claims.

Survivor Benefits

A surviving spouse of a deceased benefit eligible County employee and/or a deceased retired County employee should immediately contact the [Department of Human Resources Employee Benefits Division](#) at (888) 550-2203 for information concerning survivor benefits and extension of insurance benefits.

Transit Pass

The County contributes up to \$65 per month towards the purchase of a mass transit pass for benefit eligible employees. These passes can be purchased at any location that sells mass transit passes. Employees pay the full price at the time of purchase then receive reimbursement of up to \$65 in their paycheck. Reimbursement forms may be obtained from your department Human Resources staff.

Tuition Reimbursement

Employees are encouraged to continue formal education for developmental purposes after normal working hours. To help defray the costs, the County may reimburse a portion of the cost of tuition when a college course, which will improve job skills, is successfully completed with a grade of "C" or better. If no grade is given, evidence of satisfactory completion must be provided. Reimbursement covers the cost of tuition only. In order to be eligible, the employee must be in biweekly pay status, application must be made in advance of taking the course, funds must be available, and the appointing authority must approve. To apply for tuition reimbursement, contact your Departmental Human Resources Officer. Please refer to [Department of Human Resources Policy #801](#) for more information.

Unemployment Insurance Compensation

Former employees may file for unemployment insurance compensation. Basic eligibility criteria include:

- You must be unemployed, able to work and available for any suitable work;
- You must be unemployed through no fault of your own;
- You must file a claim and register for work with the State of California Employment Development Department and continue to report as directed;
- You must have had employment and wages in the base period as specified by law.

The Department of Human Resources Risk Management Division is responsible for communication with the State of California Employee Development Department on all matters related to a claim for benefits.

Vacation Leave

Vacation is paid time off for eligible employees. The amount of vacation credit earned depends on the employee's job classification and length of service. Employees earn additional vacation credit at 5 years of service, and again at 15 years of service. Vacation leave requests require prior approval. Vacation is available for use as it is accrued. When an eligible employee separates from County service after a minimum of one year of service, the monetary value of all vacation entitlements is paid. Monetary value is computed on the basis of the employee's rate of pay at the time of separation.

Workers' Compensation

Employees are required to report all work-related injuries, no matter how minor, to their supervisor as soon as possible. Injuries requiring treatment by a physician must be reported to the Department of Human Resources Risk Management Division (Workers' Compensation Unit) within 24 hours of the incident. If an injury requires medical attention, the employee must obtain medical treatment from a County approved medical facility unless they have previously pre-designated a physician for treatment. However, emergency medical attention for serious or life-threatening injuries should be sought at the nearest available and appropriate medical facility.

For more information, please contact the Department of Human Resources Risk Management Division at (619) 578-5700 or <https://sdcountycagov.sharepoint.com/sites/Insite/fq3/dhr/Pages/DHR%20Services/workcomp.aspx> .

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