SACRAMENTO COUNTY

Employee Handbook

COUNTY OF SACRAMENTO
Chair of Board of Supervisors

SUSAN PETERS
Supervisor, Third District

Dear County Employee,

On behalf of the Sacramento County Board of Supervisors, I want to extend greetings and welcome you to the County of Sacramento. As a new member of this organization, you are joining more than 11,000 fellow County employees in working to provide high-quality services and programs to the people of Sacramento.

Sacramento County has a longstanding commitment to providing outstanding customer service and each of us plays an important role in helping to build on this tradition through our daily work. I know I can count on you to focus on providing quality service to the people and neighborhoods and partners throughout our region.

You may also be interested in volunteering your time and talents to the many organizations who help us maintain Sacramento's excellent quality of life. Whether it's serving on a commission, walking dogs at the shelter or greeting visitors to the Sacramento International Airport, there is a place for you. If you are interested in learning more, please visit the County's volunteer website at saccounty.net/GetInvolved/Volunteer.

I welcome you to this outstanding organization and congratulations on joining the County team. Best wishes for a successful and rewarding career!

Sincerely,

SUSAN PETERS
Chair, Board of Supervisors

700 H Street, Street, Suite 2450, Sacramento, California 95814 Telephone (916) 874-5471 Fax (916) 874-7593
susanpeters@saccounty.net

Message from County Executive
Brad Hudson

Dear County Employee,

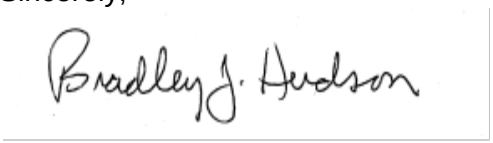
On behalf of the entire County Executive staff, welcome to the Sacramento County organization. As a member of the County family, you are joining a team that is dedicated to providing excellent services to the families, businesses and residents of the county. Sacramento County is known throughout the state as a leader in service delivery, and with your help, we can keep that tradition going.

As your new County Executive, I am impressed with the tremendous skills and knowledge of County employees. Though we've been through some tough budget years, we continue to work hard, be proud of our organization and services, and provide excellent customer service.

I believe even during tough fiscal times, we can constantly improve, increase responsiveness to customers and use technology and innovation to maintain service levels. I hope you will join us in our efforts to "always be improving."

Let's keep in mind that while these are challenging times, there are opportunities that lie before us. Together we can work with leadership and the citizens in a transparent and collaborative manner to secure a better future for all of our residents.

Sincerely,



Brad Hudson
County Executive

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Welcome to the County of Sacramento Organization

In addition to your new job responsibilities, as a public employee, one of your most important roles is that of ambassador for the County organization. To everyone you interact with, you will create a lasting impression of our organization and be the "face of the County." We know that you will help us maintain positive relationships with the people and organizations we serve, and provide excellent customer service by responding promptly with courtesy and consideration. Sacramento County has a long and rich tradition of providing excellent services and with your help, we can continue that tradition well into the future.

Introduction

Sacramento County has a charter form of government, and is governed by five elected supervisors who comprise the Board of Supervisors. In addition, we have three departments who are led by elected officials; the Assessor, District Attorney and the Sheriff. The business of the organization is led by the County Executive (CEO) who works with the Board and the elected officials. It has been said that the elected lead the people and the CEO leads the government.

As the area's largest service provider, the County employs more than 11,000 people in 30 plus departments that service residents in both the unincorporated and incorporated areas within the county boundaries. The County is responsible for providing law enforcement, water, sewer, animal services, roadway maintenance and improvements, building and engineering, garbage collection and other municipal type services to the unincorporated area.

As agents of the state, the County provides health and welfare services, property tax collection voter's registration and elections, coroner, probation, criminal prosecution, legal defense assistance, restaurant inspection, and many other services to all residents within the county boundaries. The County also operates an international airport system.

How We Are Funded

The many services that we provide are funded by a variety of federal, state and local revenues, and fees. Most of our revenue is designated to a specific program or service and some programs charge fees that can only be used for that program. Each year, the Office of Budget and Debt Management prepares an estimate of local revenues for the coming year, and allocates a portion to each department. The departments then prepare spending plans based on the allocation, and their other revenues and fees. The entire county spending plan, or budget, is then adjusted and approved by the Board of Supervisors, and adjustments are made throughout the year, based on revenue and department spending. Complete information on the budget can be found at www.budget.saccounty.net.

About the County of Sacramento

The County of Sacramento was incorporated in 1850 as one of California's original 27 counties. With a current total population of more than 1.4 million, it is the eighth most populous county in California. The County includes seven incorporated cities and the City of Sacramento, which is the largest city within the County and is both the county seat and, since 1854, California's state capitol.
The County encompasses approximately 994 square miles in the middle of California's prime agricultural area, the Central Valley, and is a long-established regional center of commerce. Trade and services, tourism, and state and local governments are important economic engines.

About this Handbook:

The New Employee Orientation Handbook, combined with information you will receive in the Orientation, is designed to acquaint you with County policies and benefits.

The text of the handbook is not intended to be an employment contract between the County and its employees and does not create property or other rights in employment. Such rights are governed by the various labor agreements and, where applicable, the rules of the Civil Service Commission or the County's Personnel Ordinance.

Much of the information in this handbook relates only to employees who have been appointed from Civil Service eligible lists to positions that are subject to County Civil Service requirements (Some County positions are not subject to County Civil Service requirements). After reviewing the handbook, please contact your supervisors if you have questions about your employment.

Where to Find More Information:

Most everything you need to know about employment with the County can be found on the County intranet site: http://inside.saccounty.net/**.**

Copies of the Handbook may be obtained from the Leadership and Organizational Development Website: http://hratraining.saccounty.net

Vision, Mission and Values

Our Vision

To be the most livable community with the highest quality of public service

Our Mission

Improve quality of life in the community

Promote individual responsibility & achievement

Protect one another & the environment we share

Provide innovative & cooperative quality customer service

Recognize & seize opportunities for improvement

Stimulate economic growth & regional cooperation

Our Values

Trust

Dignity and respect for the individual

Customer service

Partnership

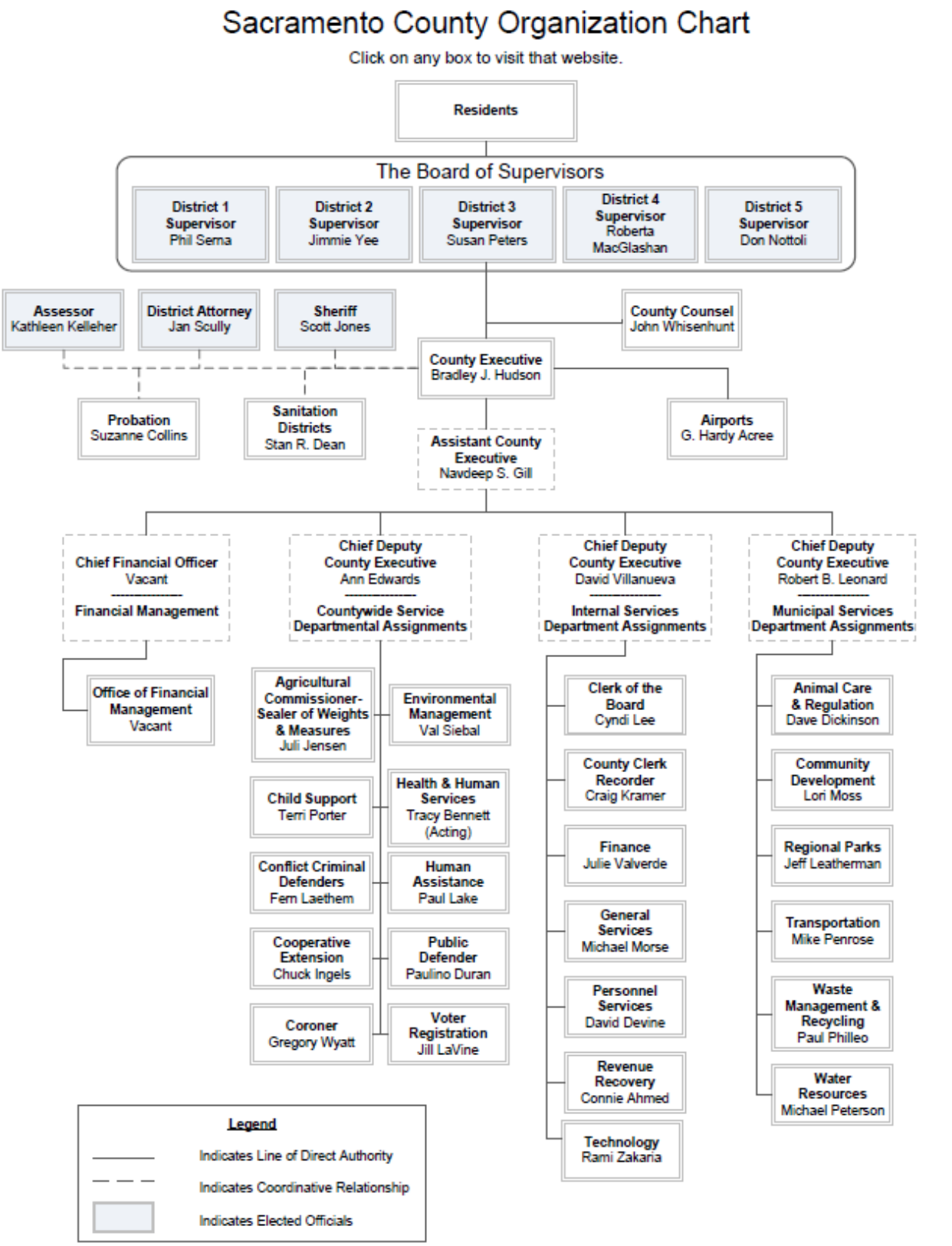
Empowerment

Continuous improvement

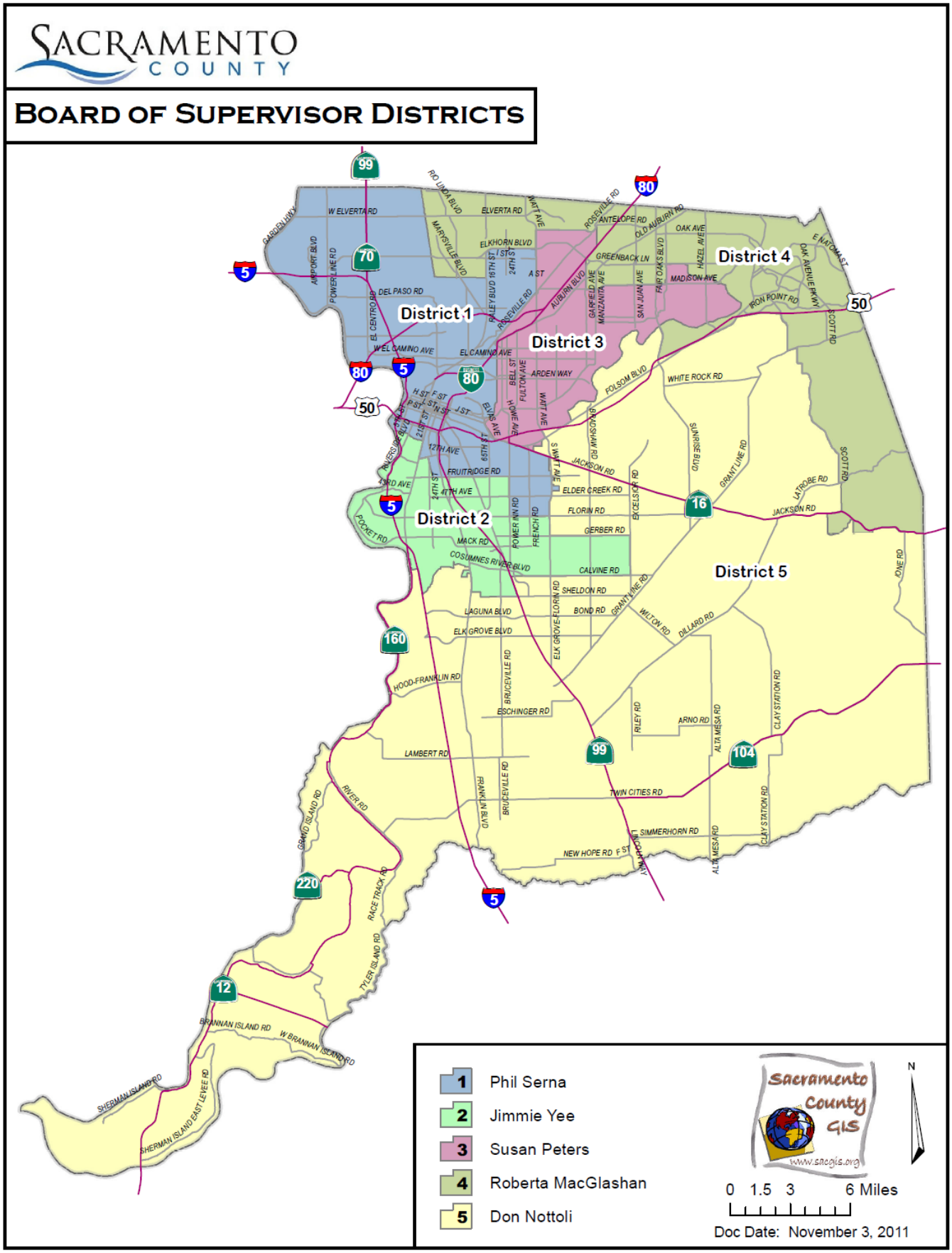
Personal and professional growth

Respect for cultural and ethnic diversity

County Organization Chart



Supervisorial Districts



County Board of Supervisors

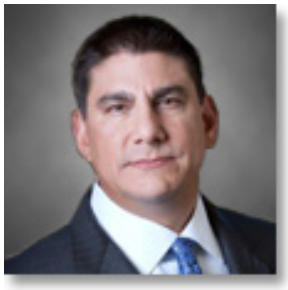
700 H Street, Sacramento, CA 95814

The Sacramento County Charter established the Board of Supervisors as the governing body of the County government. Within the limits of state law and the County Charter, the Board is empowered to adopt local ordinances, establish programs, levy taxes and appropriate funds, and zone property in the unincorporated areas. The Board is also responsible for adopting a balanced budget for all departments.

The five members of the Board are elected on a non-partisan basis to serve four-year terms. Each is elected from one of the five Supervisorial Districts of the County. Supervisors from District 1, 2 and 5 are elected in gubernatorial election years, while supervisors from District 3 and 4 are elected in presidential years. District boundaries are adjusted after every federal census to equalize district population.

The Board of Supervisors directly appoints the County Executive and the County Counsel. However, the Board must confirm the recommendations of the County Executive for department heads before they can become effective. The Board does not confirm those department heads who are elected by the public, i.e. Assessor, District Attorney and the Sheriff. The Board also appoints members of various boards and commissions, such as the Civil Service Commission, Planning Commission and Assessment Appeals.

The Board typically meets two days per week – one day for general governmental issues and the second, for land use issues. A copy of the Board's agenda can be obtained on the County website at www.saccounty.net or from the Office of the Clerk of the Board of Supervisors, 700 H Street, Sacramento, California 95814.



Supervisor
Phil Serna
District 1

District One runs from central to the northwestern corner of the County and is home to the City of Sacramento, and thriving communities including Natomas, North Highlands, the Sacramento International Airport, and the former McClellan Air Force Base. The McClellan Business Park employs as many as 34,000 people and will help ensure continued economic growth in the Community.

Supervisor
Jimmie Yee
District 2

District One runs from central to the northwestern corner of the County and is home to the City of Sacramento, and thriving communities including Natomas, North Highlands, the Sacramento International Airport, and the former McClellan Air Force Base. The McClellan Business Park employs as many as 34,000 people and will help ensure continued economic growth in the Community..

Supervisor
Susan Peters
District 3

District Three is comprised of mostly unincorporated communities, including Arden Arcade, Carmichael, Foothill Farms, College Glen, North Highlands, Cordova and Fair Oaks. **District 3 also includes** California State University Sacramento and American River College

Supervisor
Roberta MacGlashan
District 4

District Four includes the thriving cities of Folsom, as well as the established communities of Antelope, Rancho Murieta, Rio Linda, Elverta and Orangevale. District Four includes a broad mix of highly urbanized areas, semi-rural neighborhoods and stretches of farmland.

Supervisor
Don Nottoli
District 5

Sacramento County's Fifth District stretches from the foothills to the Delta and is comprised of suburban and rural communities, encompassing 650 square miles. The District includes the cities of Elk Grove, Rancho Cordova, Galt and Isleton as well as several town and communities scattered throughout its rural agricultural area.

County Executive Officer
Brad Hudson

The County Executive is responsible to the Board of Supervisors for planning, organizing, directing, controlling, and coordinating all County activities. Brad Hudson became the County Executive on 8/14/11. He has a broad range of experience in city and county management and brings a strong track record of stimulating economic growth, successfully balancing budgets and managing people.

Elected Officials

County Assessor
Kathleen Kelleher

Kathleen Kelleher has served with the Sacramento County Assessor's office for 23 years and as Assessor since January, 2011. As Assessor, she works to ensure that all property is assessed fairly and in accordance with the law, that the public is informed of its rights and benefits, and leads a responsive office that provides excellent customer service.

County District Attorney
Jan Scully

Jan was first elected District Attorney in November 1994 and ran unopposed up until the 2010 election. Jan and her team are committed to providing the highest level of public protection in Sacramento County, both in the courtroom and in the community.

Sheriff
Scott R. Jones

Scott Robert Jones was elected Sheriff in November 2010 and is one of the youngest Sheriffs in California. Sheriff Jones is dedicated to upholding the Department's commitment to excellence by improving regional law enforcement collaboration and addressing fiscal responsibility in governance.

County Operator and Communication Center
875-5000

County Organizations

In Addition to the elected offices of the Supervisors, Assessor, District Attorney and Sheriff, most departments are organized into three main groups, each under a Chief Deputy County Executive

Countywide Services **874-5886**

Departments who provide services to constituents in the incorporated areas - countywide

Internal Services **874-5886**

Encompasses departments that focus on the services needed for the daily operation of County business

Municipal Services **874-6581**

Departments who provide urban municipal services in the unincorporated area of Sacramento County

County Departments and Services

Please explore the services of these departments further by visiting www.saccounty.net.

Agricultural Commissioner & Weights and Measures **875-6603**

The Agricultural Division monitors pest conditions and pesticide compliance, inspects plant products for export, collects and reports crop and livestock statistics, and inspects agricultural facilities. The Weights and Measures Division inspects and monitors accuracy of commercial weighing and measuring devices including gasoline dispenser nozzles.

Airports (Sacramento County Airport System)
874-0719

The System includes three regional airport facilities. Sacramento International Airport offers full-service passenger services. Mather Airport primarily provides air cargo services, and Sacramento Executive serves general aviation.

Animal Care and Regulation **875-5232**

Operates the County Animal Shelter, issues dog and cat licenses and offers spayed and neutered pets for adoption. They also pick up stray, injured or dead animals and assist law enforcement agencies where animals are involved and protect public safety.

Assessor **875-0700**

The office, under direction of the elected Assessor, is responsible for locating and identifying the owner of all taxable real and personal property located within Sacramento County and assessing the property's value in accordance with the law.

Board of Supervisors **874-5411**

The elected governing body of the County of Sacramento are five members and each represents one of five Districts. The Board adopts the annual budget, adopts ordinances, approves contracts, determines land use zoning for the unincorporated area, appoints certain County officials and appoints members to various boards and commissions.

Child Support Services **875-7400**

Partnering with families, Department is responsible for establishing legal parentage, obtaining court ordered child support, including medical insurance, collecting child support payments on behalf of parties receiving support and locating parents responsible for paying support. We offer services to anyone in need of assistance with child support.

Clerk of the Board of Supervisors **874-5411**

Provides office management and administrative support to the Board of Supervisors. The Clerk is the official repository for all records related to legislative actions of the Board of Supervisors and receives, certifies and preserves all documents as specified in the Sacramento County Charter and state and local statutes. This office insures compliance with the Open Meetings Act (Brown Act).

Community Development **874-1659**

Serves to enhance economic growth and the vitality of communities in the unincorporated areas of Sacramento County

- Building Permits and Inspections **874-6581**
- Code Enforcement **874-6444**
- County Engineering **874-6525**
- Environmental Review and Assessment Planning Services **874-6141**

Cooperative Extension **875-6913**

A County-based educational and research branch of the University of California's Division of Agriculture and Natural Resources that provides research and education for agriculture, nutrition, family and consumer sciences, youth development, 4-H programs, horticulture and community development programs.

Conflict Criminal Defenders **874-6535**

Provides court-appointed legal representation to criminal defendants who are financially unable to retain counsel. The Court appoints this defense where the Public Defender cannot provide representation because of conflicts of interest or insufficient staff.

Coroner **874-9320**

The Coroner is responsible for cause and manager of death determination in all sudden/unexpected deaths, death due to trauma and deaths that occur outside of a medical facility. The Coroner is also responsible for decedent identification, notification of next-of-kin, forensic science examinations, and final disposition of indigent/abandoned bodies.

County Clerk-Recorder **874-6334**

Serves as the custodian of public records and records real property documents for Sacramento County. Responsible for issuing and registering marriage licenses, maintaining vital statistics, and other public documents.

County Counsel **874-5544**

Acts as general legal counsel to the County, its officers and related local governmental entities. The Counsel prosecutes major caseloads of administration of general government, conservatorships and probate, labor relations, grievance arbitration and related litigation, personnel discipline, zoning and other code enforcement.

County Executive **874-5883**

The County Executive is responsible to the Board of Supervisors for planning, organizing, directing, controlling, and coordinating County activities as mandated by the County Charter. The CEO staff is responsible for: financial oversight; monitoring and reporting of major systems indicators; coordinating policy development and implementation; analysis of proposed legislation initiatives; analysis of departmental budgets; and coordination with elected officials.

- Communication and Media Center **874-2691**
- Economic Development and Marketing **874-5220**
- Neighborhood Services **213-0038**
- Legislative Advocate Office **874-6509**

Department of Technology (D-Tech) **874-7752**

Responsible for providing central information technology, telecommunications and voice and data services to County departments, agencies and regional partners in the Sacramento area.

District Attorney (DA) **874-6218**

The DA is an elected official who is responsible for and oversees the prosecution of cases brought to the office by more than 40 federal, state and local agencies. Through local partnerships, the office leads and participates in several community-based initiatives affecting public safety.

Emergency Operations **874-4670**

Develops and maintains Sacramento County's Multi-Hazard Emergency Operations Plan and coordinates the County's emergency response organization with other local, state and federal agencies. Responsible for Emergency Operations Center (EOC), supplying personnel during emergencies, ensuring readiness for disasters, and providing disaster preparedness information and presentations to the public.

Environmental Management **875-8484**

The Department provides mandated regulatory and enforcement services related to health inspections of restaurants, grocery stores, school cafeterias and food vehicles; commercial swimming pools; and businesses that generate or store hazardous materials/wastes or have underground storage tanks. The Department also regulates land use issues including toxic site investigations and clean up, wells, private water systems and septic tank system inspections.

Finance **874-6744**

The Department comprised of the Auditor Controller, Clerk-Recorder, Investments, Tax Collections and Licensing, and Treasury - manages the County's treasury, provides for the collection and investment of funds, provides fiscal services and independently reports, and valid financial information to the public, County departments and other government entities. The Business Licensing Unit provides business licenses in the unincorporated area and Fictitious Business Name filings for the entire County.

- Consolidated Utilities Billing Services (CUBS) **874-5656**
- Financial Management **874-5833**

General Services **875-5000**

The Department provides facilities and fleet services as well as central purchasing, contract management and the County parking enterprise. Business and Administrative services includes purchasing and contracts management, safety, and printing and scanning services, mail messenger service, and surplus property and warehousing.
Provides Facility Planning & Management and houses the Real Estate Division which manages lease negotiations, property acquisition, right of way easements and property management

Health and Human Services **875-6091**

This Department delivers health, social and mental health services to the Sacramento community. These services are provided through Public Health Promotion and Education, Alcohol and Drug Services, Child Protective Services, Mental Health Services, Primary Health Services, and Senior and Adult Services.

- Public Health **(916) 875-5881**
- Child Protective Services (CPS) **875-0189**

Human Assistance **874-2072**

Provides basic services and care to the most needy in the community. This Department administers social service programs for elderly, adults, children, and the homeless to gain independence, education and health services as well as working to curtail the cycle of poverty through education and job training.

In-Home Supportive Service (IHSS)
Public Authority **874-2888**

Part of a continuum of care to help elderly and/or disabled adults and disabled children ("consumers") remain in their own homes with the support of in-home care (from "caregivers"). As the employer of record for IHSS caregivers, the Public Authority negotiates wages and benefits for IHSS caregivers, provides registry services to assist IHSS consumers in finding caregivers, and provides access to training for IHSS consumers and caregivers.

Personnel Services **874-6388**

Responsible for providing centralized Personnel / Payroll, Safety/Risk Management, Workers' Compensation, and Employee Benefits services, and for coordinating Countywide Training, Disability Compliance, and Equal Employment Opportunity programs.

- Liability and Risk Management **876-5251**
- Labor Relations **874-7095**

Probation **875-0300**

Responsible for the background investigation of criminal offenders and the preparation of social history reports for the Sacramento County Superior Courts; supervision of adult and juvenile offenders granted probation; and operates and maintains the Juvenile Hall and several other juvenile programs.

Public Defender **874-6411**

Provides indigent defendants their constitutionally guaranteed right to representation. Defends persons accused of misdemeanor and felony offenses including homicide and death penalty cases; represents clients in developmentally disabled and conservatorship cases; represents juveniles in delinquency cases; provides program support in the form of legal research, investigative services, and administration.

Regional Parks **875-7275**

Oversees more than 15,000 acres of land, including four golf courses, County picnic and event services, the Therapeutic Recreation Services, and the American River Parkway

Revenue Recovery **875-7500**

Responsible for the billing and collection of various debts owed to the Sacramento Courts and multiple departments of the County of Sacramento.

Sewer Area District and Sacramento Regional County Sanitation District **876-6000**

These two districts provide sanitary sewer and wastewater collection, conveyance and treatment services within the developed areas of Sacramento County and operate and maintain the storm water collection system and the water supply system for part of the southern portion of the County.

Sheriff's Department
874-5115 (non-emergencies)

The Sheriff is an elected official and is responsible for preserving the peace, preventing crime, enforcing laws, apprehending and detention of offenders throughout the unincorporated areas of Sacramento County.

Transportation **874-6291**

This Department, provides planning, design, construction, and ongoing maintenance for all street improvements located in the unincorporated area of Sacramento County, including lighting, landscaping, and signals.

Voter Registration and Elections **875-6451**

This Department conducts public, state and federal elections in Sacramento County for all cities, special districts and school districts and maintains a database of all registered voters in Sacramento County.

Waste Management and Recycling **875-5555**

This Department is responsible for maintaining a waste management system for residents and businesses in the unincorporated area. This includes garbage and recycling collection services for single-family and duplex homes, operation of Kiefer Landfill and the North Area Recovery Station and staffing for the Sacramento Regional Solid Waste Authority which regulates waste collection services for businesses and apartment complexes.

Water Resources **875-7246**

Provides services within the unincorporated areas of Sacramento County, and the cities of Citrus Heights, Elk Grove and Rancho Cordova. They offer drainage and water supply maintenance, rain and creek level information, regulation and permits, flood insurance program and storm water management.

County Internet and Intranet

Two helpful resources are the County's internet and intranet websites. The internet website is a resource that anyone in the public can access, while the intranet is only accessible to employees.

The internet enables citizens to find information which increases efficiency for our citizens and our employees.

The intranet provides resources to support your success on the job, including policies and procedures, department web pages, employee directory and much more.

Familiarize yourself with your department's internet and intranet as well as the general layout of the County website.

Speak to your supervisor about your unit's internal (employees) and external (citizens) customer service procedure. For example, when fielding phone calls, is it a practice to direct the caller to either the internet or intranet website for additional information?

Also, refer to your department IT policy to learn what is/is not acceptable County computer usage.

Intranet: http://inside.saccounty.net/default.htm

Internet: http://www.saccounty.net/default.htm

Money Matters

Recording Work Time

Time worked by employees is recorded on time sheets; either paper or electronic. In addition to time worked, all time off from your assigned work schedule (vacation, sick leave, or holidays) is recorded on your time sheet. Employees are responsible for accurately completing their time sheet and falsifying recorded time may result in disciplinary action. Once completed, your immediate supervisor will review, approve, and sign your time sheet.

Time sheets are submitted to the Department of Personnel Services payroll team every two weeks, according to the published payroll schedule.

Paydays

You will be paid the Friday following the end of the pay period according to the published holiday and payday calendar. If a normal payday falls on a holiday, paychecks are distributed the day before. Access the holiday and payday calendar at: http://insidehra.saccounty.net/2011%20Calendar.pdf

Your Paycheck

The payroll stub attached to your paycheck (your statement of earnings) provides current information about:

- Your biweekly gross pay, your net pay and a running total of your yearly gross and net pay;
- The total hours you worked during the pay period and your accumulated hours for compensating time off (CTO), vacation, sick leave and holiday credit;
- The type of hours you worked and the corresponding gross pay for each type;
- The amount that is being withheld from your gross pay for federal and state taxes, as well as a running total of your tax withholding for the year;
- Any additional tax you may have requested be deducted;
- Your current Social Security deduction as well as your yearly total;
- Your current Medi-care deduction as well as your year to date total and;
- Your current retirement system contribution and yearly total, and as many miscellaneous deductions that will fit in the space available such as parking, life insurance and charitable contributions you may have approved;
- Your accrued vacation and sick leave balances.

Payroll Errors

The County commits to paying employees properly and promptly, but mistakes may occur. **It is your responsibility to review every paycheck for accuracy**. If it is determined that you have been underpaid, you will receive any monies due you. If it is determined you have been overpaid, you will have any amount owing collected from your paycheck. Most underpayments and overpayments will be paid or collected through the payroll system if discovered within twelve months of the error. For more information, see the appropriate labor agreement or the Personnel Ordinance.

Mail or Direct Deposit

You may have your paycheck deposited directly to either a checking or designated account or mailed to a specified address. The County does not guarantee deposit into your account on payday. You should be aware that deposits may be delayed. Consult your Human Resources office regarding paycheck discrepancies or deductions or to obtain instructions for direct deposit.

Salaries

For most County jobs there is a salary range with five salary steps, from Step 5 through Step 9. Some have three steps and others have only one salary step. There is a five percent (5%) difference between each salary step.

Salaries are determined through the collective bargaining process and adopted by the Board of Supervisors for employees represented by unions. For employees not represented by a union, salaries are recommended to the County Executive and adopted by the Board of Supervisors.

Overtime

Many non-management employees are eligible to receive overtime pay. Employees in management positions are not eligible. Overtime rules differ for various bargaining units and the Fair Labor Standards Act may take precedence in some situations.

In general, employees receive overtime pay for time actually worked which exceeds the maximum hours designated for the classification and bargaining unit.

In some situations, employees may receive compensating time off (CTO) in lieu of cash. The actual amount of the cash or CTO to be paid is governed by labor agreements and the Fair Labor Standards Act.

Overtime must be approved by your supervisor in advance. Some overtime work is available on a voluntary basis. However, the County may occasionally require you to work overtime. Such assignments cannot ordinarily be refused.

Pay Differentials

Certain classifications are authorized to receive certain differential pay. Generally, employees in these classes must work more than half their shift before 8:00 a.m. or after 5:00 p.m. to receive these differentials. Examples of other pay differentials are bilingual pay and out-of-class assignment pay. Ask your supervisor or check the appropriate labor agreement for details.

Understanding your Paycheck

COMPENASATION: Hourly rate times hours worked or absences and any premium pays.

PRE-TAX DEDUCTIONS: Deductions that are taken before taxes are calculated. Reduces your taxable income

TAXES PAID: Taxes that are determined based on your taxable income and what you claimed on your W4/DE4.

AFTER-TAX DEDUCTIONS/ ADJUSTMENTS: Deductions taken after all taxes have been calculated.

Total: Net Pay: Pay check amount

County of Sacramento - Payroll History Information - Pay Date: 06/10/2011

COMPENSATION	Rate	Hours	This Period	Year-to-Date
Regular Base Pay	38.51	64.00	2,464.64	30,738.69
Parental Leave				1,232.32
CTO taken				30.81
Sick Leave Pay				462.12
Sick Leave-Family				231.06
Vacation Pay	38.51	8.00	308.08	2,272.09
Holiday	38.51	8.00	308.08	2,002.52
Out of Class Pay%	1.93	56.00	107.83	107.83
Total Compensation			3,188.63	37,077.44

PRE-TAX DEDUCTIONS		
EE Kaiser HMO Tier A	304.55	3,350.05
CERS Pension Low	5.26	63.12
CERS Pension High	148.66	1,725.62
457 Plan PT Pre-Tax	50.00	600.00
Total Pre-Tax Ded.	508.47	5,738.79

TAXES PAID		
IncTax-Federal	152.99	1,712.38
IncTax-California	45.03	485.99
TX EE Medicare Tax	41.82	489.05
TX EE Social Security Tax	121.13	1,416.55
SDI Tax-California	34.61	404.73
Total Taxes	395.58	4,508.70

AFTER-TAX DEDUCTIONS/ADJUSTMENTS		
EE Life Opt D - Prud	6.05	66.55
Total After-Tax Ded.	6.05	66.55
Total Net Pay	2,278.53	26,763.40

OTHER INFORMATION	Little Buddy Gilligan	
Employee ID	01017315	
Schedule/Department	10/8 M-F	6050022000
Payroll Area/Period	B1	12/2011
Pay Period Date	05/22/2011-06/04/2011	
Loc. Code/Pers. Subarea	H208	060
W4 Tax Profile		
Federal	Married	08
California	Married	08

Leave Quota	Beginning	Used	Earned	Remaining
Vacation	260.40	8.00	6.20	258.60
Sick Leave	752.00		4.60	756.60

Employer Deductions	Current	YTD
ER Paid Kaiser	413.45	4,547.95
ER PAID DENTAL	58.95	648.45
ER paid Life Ins - Prud	0.70	7.70
Retiree Health Savings	25.00	300.00
Total Employer Deductions	498.10	5,504.10

Net Pay Details	Amount
BANK OF AMERICA, NA	2,278.53

OTHER INFORMATION: Employee identifying information

Leave Quota: Leave usage and balance information.

Employer Deductions: Deductions paid by the County.

Net Pay Details: Check amount or amount going to bank.

Time Off

Approval Required

Anytime you will be absent from work for any reason other than a County holiday, you must receive approval from your supervisor.

Holidays

- When a holiday falls on a Saturday, the Friday proceeding a Saturday holiday will be the holiday with pay for regular employees. All County Offices and departments, except those providing emergency and necessary services on a 24-hour basis, will be closed on Friday's proceeding Saturday holidays. When a holiday falls on a Sunday, the Monday following the Sunday holiday will be the holiday with pay for regular employees.
- Each employee shall be allowed four hours off work with pay on the last working day before Christmas OR the last working day before New Year's. If the employee is unable, because of business necessity, to take such time off, he or she will be credited with four hours compensatory time off.
- Temporary, On-Call, and Extra Help employees do not receive holiday compensation, but will be granted up to four hours off on the last working day before Christmas Eve or New Year's Eve.
- With prior authorization from their supervisor employees may use appropriate leave balances to observe religious holidays.
- Part-time regular employees receive Holiday time/pay on a prorated basis.
- Holiday-in-lieu: Most employees who work in a unit whose normal work schedules include working on weekends and holidays are given one day off every four weeks in lieu of holidays. If not taken off, the four hours per pay period will accrue up to a maximum of 104 hours.

Most regular employees observe the following holidays:

Holiday	Date Observed
New Year's Day	January 1
Martin L. King, Jr's Birthday	Third Monday in January
Lincoln's Birthday	February 11
Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Day	December 25

Vacations

For all unrepresented employees and most represented employees hired on or after June 28, 1992, the following vacation schedule applies:

Years of Service	Bi-Weekly Accrual Rate	Approx. # of Annual Days
Less than 3 years	3.1 hours	10
More than 3 years, less than 6 years	4.6 hours	15
More than 6 years, less than 9 years	5.5 hours	18
More than 9 years, less than 10 years	5.8 hours	19
More than 10 years, less than 11 years	6.2 hours	20
More than 11 years, less than 12 years	6.5 hours	21
More than 12 years, less than 13 years	6.8 hours	22
More than 13 years, less than 14 years	7.1 hours	23
More than 14 years, less than 15 years	7.4 hours	24
More than 15 years	7.7 hours	25

Check with your supervisor or the appropriate labor agreements for specific accrual rates, maximum accrual limits and specific rules with your department.

Sick Leave

Only regular employees earn sick leave. Regular full-time employees earn 4.6 hours per pay period. Regular part-time employees earn 4.6 hours after working 80.0 hours (equivalent to a full pay period). The amount of sick leave hours which can be accrued is unlimited.

Appropriate Use of Sick Leave

For Personal Purposes: Doctor or dentist examination or treatment, personal injury and illness, and leave due to an employee's disability resulting from pregnancy and childbirth.

For Family Purposes: Attendance to eligible family members (spouse, child, parent, grandparent) who are ill. Also eligible is any child or close relative living with the employee. The use of sick leave to provide for the long term care of a seriously ill dependent is permitted under the Family Medical Leave Act if the eligibility requirements are met.

Your department may request substantiation of your sick leave usage. Refer to your labor agreement and the Personnel Ordinance for complete rules regarding the use of sick leave.

Sick Leave/Wellness Incentive Program

This program is available for all unrepresented County and many represented employees.Under this program, if you are a regular employee and use -12 hours or less of sick leave in a 6 month period, you may receive 8 hours paid time off to be used during the following six months. Part-time employees who work 40 hours or more each pay period are also eligible for the program and will receive paid time off on a pro-rated basis.

Use of Sick Leave Upon Retirement

At retirement, any unused sick leave is added to the actual period of service to compute the retirement benefit. Management employees may cash in one-half of accrued sick leave at retirement and apply the balance to their retirement benefits.

Parental Leave

Regular County employees with at least one year of continuous service are entitled to paid parental leave upon the birth or adoption of a child. The maximum paid parental leave shall be 160 hours. Parental leave must be taken within four months from either (1) the date of birth of the employee's child, or (2) the date of placement of an adopted child with the employee. The maximum 160 hours (prorated for part-time employees) shall apply to each birth or adoption, regardless of the number of children born or adopted.

This benefit is not based upon disability and is separate from sick leave usage. You must make a written request to use parental leave. Check with your department Human Resources Office or ask your supervisor for details.

Donations of Leave for Catastrophic Illness and Other Purpose

If you are on a leave of absence for more than thirty days, this benefit provides a mechanism for reducing your financial hardship by allowing other County employees to assign the monetary value of their vacation and holiday-in-lieu leave to you. Check with your department Human Resources office or ask your supervisor for details

Family Death Leave

The appointing authority may authorize up to forty (40) hours leave with pay upon the death of a – spouse, registered domestic partner, child, child of registered domestic partner, parent, grandparent, grandchild, brother, sister, brother-in-law; brother of registered domestic partner; registered domestic partner of brother, sister-in-law; sister of registered domestic partner; registered domestic partner of sister, mother-in-law; mother of registered domestic partner, father-in-law; father of registered domestic partner, or any child or close relative living with the employee at the time of death. Family death leave is prorated for part-time employees.

Leave of Absence Without Pay

An employee may be granted leave up to one year for education or training benefiting the County, illness not covered by accrued leave balances or other personal reasons. Requests for leave of absence in excess of 30 days must be approved by both your Department Head and Department of Personnel Services.

Military Leave

Federal and State laws authorize leave for employees ordered to military service including annual reserve duty. Employees who serve in the Armed Forces will be granted leaves of absence in accordance with the laws governing such leaves.

Jury Duty

If you must miss work to serve on a jury or to report for jury examination, you will be granted pay for the hours you are absent from work. However, if you receive jury fees you must return them to the County. Contact your department Human Resources Office for further information.

Management Time Off

Management employees do not receive any compensation for overtime work. If you are in a management class, you are authorized (subject to the approval of your immediate supervisor) to take reasonable time off for personal use during normal working hours without loss of compensation. Consequently, you are expected to work whatever time reasonably is required to perform the duties of your position.

State Disability Insurance (SDI)

This is a program run by the State of California to protect you against loss of wages when you are unable to perform your usual work because of illness or injury that is <u>not</u> work-related. Participation in the SDI program is according to your representation unit agreement. If participating in this program, you pay for SDI through payroll deduction based on a percent of your annual wages, with a maximum tax per year.
If you are unable to work because of illness or injury that is not work-related, you may be eligible for SDI. There is a mandatory seven-day waiting period before you may begin receiving SDI benefits.

If you are approved for SDI you may request to have your available sick leave, vacation, CTO and holiday-in-lieu balances (in that order) integrated with the SDI payments in order to maintain your bi-weekly salary. Temporary special pay allowances are not counted in determining gross or net pay. SDI integration is available to employees based on representation units that participate in the SDI insurance program. The net effect of this integration is that employees typically use between 45-50 hours of leave balances to cover 80 hours of absence. Contact your department Human Resources Office for forms and additional information.

Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA)

FMLA and CFRA ensure paid or unpaid time off for certain family care or medical care. Under FMLA a qualified employee may take up to 12 work weeks of job-protected leave for certain family and medical reasons. A qualified employee providing care for a covered service member may take additional time off, paid or unpaid, for a total up to 26 work weeks of leave. When FMLA and CFRA do not run concurrently, as in the case of pregnancy disability leave, a qualified employee may take up to 12 work weeks of time off under CFRA.

To qualify for leave under these acts, the reason for taking the leave must be: 1) the birth of a child and to care for the newborn child; 2) placement with the employee of a child for adoption or foster care; 3) to care for your child, spouse or parent with a serious health condition; 4) because of a serious health condition that makes the employee unable to perform the essential functions of his/her job; 5) to care for a covered service member with a serious injury or illness; or 6) because of any “qualifying exigency” arising out of the fact that the employee’s spouse, son/daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. In addition, you must have been employed by the County for at least one year and have worked a minimum of 1,250 hours in the 12 months preceding the leave request. Please note that the 1,250 hours includes only those hours actually worked. Unpaid leave and paid leave (vacation, CTO, HIL or sick leave) as well as FMLA/CFRA leave time are not included in calculating the 1,250 hours. Overtime hours are included in calculating the 1,250 hours worked.

During any unpaid portion of the 12 weeks of FMLA leave, the County will continue to pay the County’s portion of existing medical, dental, and EAP coverage. If the employee has a payroll deduction for dependent coverage, arrangements to continue payment of the employee portion of the insurance premium will need to be made with the Employee Benefits Office. If an employee is eligible for cash back payments, no cash back payments will be made during the FMLA/CFRA leave.

If you have questions regarding leaves, please contact your department personnel services team. Please direct questions regarding your insurance to the Employee Benefits Office at 874-2020.

Pregnancy Disability Leave Law (PDLL)

The California Pregnancy Disability Leave Law (PDLL) is part of the California Fair Employment and Housing Act and requires employers to provide employees who are disabled by their pregnancy a reasonable period of leave, not to exceed four months. The employee may take the leave all at once, or in increments. Employers are not required to pay wages but may require the pregnant employee to use, or the employee may elect to use, accrued sick leave during the period of leave. An employee who takes PDLL leave retains employment status and the leave does not constitute a break in service for purposes of longevity and/or seniority.

Employees may be eligible to take up to twelve weeks of leave under FMLA which runs concurrently with PDL leave, provided eligibility requirements are met. (See FMLA Eligibility Requirement above) An employee taking PDL leave would use her FMLA leave at the same time. Therefore, an employee who takes 4 months leave under PDLL would not be entitled to an additional 12 weeks leave under FMLA.

Like FMLA leave an employee may be eligible to take up to twelve weeks of leave under CFRA provided eligibility requirements are met. (See CFRA Eligibility Requirements above) However, unlike FMLA an employee who has taken 4 months leave under PDLL leave may be entitled to take an additional leave up to 12 weeks under CFRA for reasons of the birth of her child.
Generally, an employee returning from PDL leave has the right to be reinstated to the same or a comparable position.

Paid Family Leave (PFL)

Paid Family Leave is a wage lose program administered by the Employment Development Department through the State Disability Insurance Program. PFL provides employees up to six weeks of partial pay in a 12 month period while taking time off work to care for a seriously ill child, spouse, parent, or registered domestic partner, or to bond with a new child. PFL can be taken intermittently but before receiving benefits, employees must serve a 7-day non-payable waiting period.

The PFL provides partial pay but does not provide job protection or return rights; however those rights may be protected by CFRA and/or FMLA. An employer is not required to grant time off nor to hold a job for an employee unless the employee is covered by the FMLA and/or CFRA.

Benefits and Services

Benefits

As an employee of the County of Sacramento, you have a wide variety of benefits available. These benefits include: health, dental, and life insurance; flexible spending account options for dependent care and un-reimbursed dental, vision, and/or medical costs; health savings accounts (HSA); a Section 457(b) deferred compensation program; and an employee assistance program (EAP).

These benefit programs are valuable and we encourage you to thoroughly review the Active Summary of Benefits available online at: http://hra.co.sacramento.ca.us/Employ/ben/content.htm or contact the Employee Benefits Office at 916-874-2020 or DPS-Benefits@saccounty.net with any questions you might have.

For some benefits the County pays the entire cost of your coverage. For others, you may contribute all or just a portion of the cost of coverage. Your premiums will vary according to the plan and number of dependents you enroll, and/or the level of coverage you select.

The benefit options offered to any given employee are determined through the collective bargaining process with the Recognized Employee Organizations (REOs) and represented employees may have different benefit packages that have been negotiated by their union representatives. County management determines benefits for unrepresented employees. Both the REOs and the County are committed to providing a quality benefits package that meets employee needs.

Enrollment

All eligible County employees must be enrolled in a County sponsored medical plan or provide appropriate documentation to waive coverage. Details about the different types of plans available to you are contained in the Active Summary of Benefits provided by the Benefits Office. **You have 30 days from your date of hire as a full time or part time benefitted employee to enroll in benefits or you will be enrolled in your default health plan.** You will have an opportunity to ask questions during your new employee orientation where you will receive benefit information in greater detail. Enrollments are made online and supporting documentation must be submitted to the Benefits Office within 7 days of your online enrollment. More information is available in the Active Summary of Benefits.

Once your medical, dental and/or flexible spending account enrollment is in place, you may only change your enrollment within 30 days of a "Qualifying Event" such as marriage, birth, divorce, etc. or during our Annual Open Enrollment. Life insurance, HSA deductions and Section 457(b) adjustments can be made at any time.

Employee Assistance Program (EAP)

The County's Employee Assistance provider is Managed Health Network (MHN) and as a County employee, even if you waive medical coverage, you have access to the following MHN services at no cost:

- 24/7 information line to request services, seek information, or receive immediate emergency consultations over the telephone from a licensed mental health professional (Call 800-227-1060)
- Up to 6 complimentary appointments per incident with a licensed psychologist or behavioral health clinician to discuss professional or personal issues for you and your eligible dependents. Telephone consultations with a financial advisor to discuss credit counseling and debt/budgeting assistance, tax planning/tax preparation financial planning for college, and retirement planning.
- A 30 minute telephone or face-to-face consultation with an attorney in the MHN network. If you decide to retain the attorney, you will receive a 25% discount off of their hourly fee.
- Resources on the MHN website such as articles on various topics. Access member: mhn.com, Access code: Sacramento
- County sponsored training sessions on various topics conducted by an MHN presenter. Refer to the Leadership and Organizational Development website for a current course schedule at: http://hratraining.saccounty.net/

Deferred Compensation

457(b) Plan

What is the Sacramento County Deferred Compensation Plan?

The Sacramento County Deferred Compensation Plan (the Plan) is an Internal Revenue Code Section 457(b) non-qualified government deferred compensation plan. The Plan provides retirement, disability and death benefits for employees who choose to participate. When a participant leaves County service, the participant may elect when to begin receiving benefits (no later than March of the year after reaching age 70½). Each participant determines benefit amounts based on the amount contributed by the participant, any account gains or losses, and how the participant wants the account paid out. Essentially, participants are deferring payment of taxes on currently earned wages to a time in the future when the account distribution is used to supplement retirement benefits and will be taxed at that time.

Am I Required to Join or Participate in the Plan?

No, participation in the Plan is entirely voluntary. You may join at any time while you are a permanent County employee. You may call Fidelity Investment at (800) 343-0860 or use the Internet at http://plan.fidelity.com/saccounty to enroll, increase, or decrease the amount you defer, discontinue your contributions and change investment options at any time. The Plan is a long term, non-liquid retirement plan; therefore, distributions can occur only upon departure from County service (through retirement or other separation), upon qualifications for a hardship withdrawal, or death.

How Do Contributions Work?

Participants designate an amount of their bi-weekly paycheck that they want deducted to contribute to the Plan. The minimum contribution is $25 per pay period. The maximum a participant can contribute annually is the lesser of the "applicable dollar amount" or 100% of compensation. For those participants who reach age 50 or older before the close of a plan year (December 31st), the maximum annual deferrals may be more than participants under age 50. The applicable dollar amounts are set by the IRS. Payroll deduction is the only way to contribute to your plan account. Contact a Deferred Compensation Specialist for maximums in the current year. **Federal and State Income Taxes are deferred on contributions made into your plan account.** You will not pay income taxes on these contributions until you receive them as account payouts. Earnings on accounts are also tax deferred until paid out to you.

Can I transfer money into my 457(b) Plan account from another eligible plan?

Yes. Active participants may transfer balances from another "eligible retirement plan" into the County 457(b) Plan. "Eligible retirement plans" are defined in Section 302(c) (8) (B) of the Internal Revenue Code and include IRA, 403(b), 401(k), and 457(b) plans. If you would like to transfer assets in another "eligible retirement plan" into the County Plan account, please call a Deferred Compensation Specialist.

Can I use my 457(b) Plan account to purchase services credit in a governmental retirement plan?

Yes. Active participants may elect to have all or a portion of their Plan account directly transferred to a governmental retirement plan to purchase services credits on a pre-tax basis. Contact your retirement plan to inquire if you have credits available to purchase.

What Investment Options are Available under the Plan?

Fidelity Investments offers a variety of equity mutual funds, a money market fund, a managed income portfolio, life cycle (aged based) funds and a selection of asset allocation mutual funds. A Brokerage Link Option is also available for those who would like more options. The choice of investments within the Plan is yours to make. Contact Fidelity Investments at (800) 343-0860.

How Do I Join?

Call Fidelity Investments at (800) 343-0860 to request an enrollment packet. The materials in the package should be read before you enroll and you will need to decide which investment option(s) are best for you. The Securities and Exchange Commission requires that you receive a prospectus for each fund in which you want to invest. Once you have read the Plan information and received the appropriate prospectus, simply follow the instructions in your packet to enroll. After your initial enrollment, changes in investment allocation or deferral amount can be made by telephone by calling Fidelity Investments at (800) 343-0860 or online at http://plan.fidelity.com/saccounty .

When Will the Changes Take Effect?

Contribution changes made at Fidelity by the 18th of the month, will take effect on the first pay period of the following month. Investment allocation changes made at Fidelity will take effect immediately. Exchanges between funds take place at the next market closure.

401(a) Plan

County Employees in Recognized Employee Organization (REO) 020, 021, 032, 033 or Unrepresented Management (050) are eligible to participate. To be a participant in the plan, the eligible employee must contribute 1% or more of gross pay into the 457(b) Plan. Enrollment in this plan is automatic. If the contribution into the 457(b) Plan drops below 1% of gross pay the 401(a) Plan match will stop for the remainder of the calendar year.

If you have any questions regarding these plans, please call a Deferred Compensation Specialist at (916) 874-2020 or DPS-Benefits@saccounty.net

Helpful Websites:

County Deferred Compensation: http://hra.co.sacramento.ca.us/deferred_comp_website/content.htm

Fidelity: http://plan.fidelity.com/saccounty

Retirement

On April 30, 1941, the Sacramento County Board of Supervisors adopted an ordinance establishing the Sacramento County Employees' Retirement System (SCERS). SCERS is a defined benefit pension plan, which is governed by the County Employees Retirement Law of 1937 (*Government Code Section 31450 et seq.*) and administered in accordance with the Internal Revenue Code.

SCERS is overseen by a Board of Retirement, which consists of nine regular trustees and two alternate trustees, who commonly serve three-year terms. The Board of Retirement meets monthly and assigns the day-to-day administration of the retirement system to a Chief Executive Officer and supporting staff. For additional information regarding the Board, the Chief Executive Officer and other staff, please visit the SCERS web site at www.scers.org.

Membership in and contributions to SCERS are mandatory for permanent, regular employees of the County (but persons hired on after age 60 may waive their membership by electing to opt out of SCERS). As a result, members who participate in SCERS contribute a percentage of their "compensation earnable" every pay period, which reflects the base wage that they receive and some (but not all) additional elements of County compensation. The County also contributes to SCERS on behalf of each member, but at a rate that is higher than what the member pays. The rates that determine the amount of member-paid and employer-paid contributions are subject to annual review by the Board of Retirement and annual adoption by the Board of Supervisors.

Benefits in SCERS are earned in one of two membership categories: Safety membership (which applies to job classifications whose principal duties involve active law enforcement or fire suppression) and Miscellaneous membership (which applies to all other job classifications). Within each membership category are multiple tiers, which establish different periods for compensation averaging, different cost-of-living adjustments and, in some cases, different benefit levels at retirement. At present, new County hires are enrolled in either Safety Tier 3 or Miscellaneous Tier 4. Safety Tier 3 provides a maximum retirement allowance of 3.00% per year of service at age 55, while Miscellaneous Tier 4 provides a maximum retirement allowance of 2.43% per year of service at age 65.

New hires who would like further information regarding SCERS benefits and retirement tiers can review materials available at www.scers.org, including the Frequently Asked Questions regarding "New Retirement Tiers." New hires can also contact or visit the SCERS office:

Sacramento County Employees' Retirement System
980 9th Street, Suite 1900
Sacramento, CA 95814
Phone (916) 874-9119
Fax: (916) 874-6060
E-mail: SacRetire@saccounty.net

Motor Pool

Downtown
Location: 725 7th Street
Sacramento, CA 95814

Phone: 916-874-6462
Fax: 916-874-6465
Mail Code: 071001

Hours of Operation: 7:00 am to 4:00 pm, Monday -Friday. Closed weekends and holidays

Bradshaw
4001 Branch Center Road
Sacramento, CA 95827

916-876-7976 or
916-875-5608
Mail code: 73-001

Hours of Operation: 7:00 am to 4:00 pm, Monday -Friday. Closed holidays

The Following Motor Pool Services are Available:

Daily Rentals: Daily rentals are on a first come, first serve basis, no reservations. Exceptions are special needs, such as trucks, station wagons or step vans. Call if you have questions.

Out Of County/Overnight Vehicles:

- Vehicle Assignment Request, or the all out of county trips. Make reservations with motor pool at least a week in advance. You may make reservations by faxing your FSD-013 form or bring original copy on older DGS-013 form is required for day of departure. Call if you have questions.

Fuel Credit Cards: Fuel cards are provided by the motor pool upon request with FSD-013.

Loaner Rentals: Loaner vehicles are provided for our County Employee Customers with assigned vehicles, while their vehicles are in for maintenance.

Procedure on obtaining a loaner vehicle,

1. We ask that our customers call the motor pool to assure that there is a loaner available. If there is no loaner vehicle available at the time we take your call, you will be put on a list and called as soon as we have a loaner available.
2. Bring vehicle to be turned in for maintenance to the Motor Pool (light vehicles only).
3. Fill out trouble report on vehicle being turned in for maintenance.
4. Fill out trip ticket for loaner vehicle issued.
5. Motor pool will take Customers vehicle in for maintenance and will notify customers by phone, when vehicle is ready for pick up.

For more information visit Fleet Services website: http://inside.dgs.saccounty.net/fleet/default.aspx

Transportation Program

The Employee Transportation Program provides a number of benefits for employees who rideshare at least 60% of the time to and from work. Ridesharing is any method of commuting other than solo driving. In addition to the $65 monthly employee transit subsidy, the transportation management program provides the following:

- Employee Information Program web site
- Trip planning assistance
- Van pool and car pool information
- Guaranteed Ride Home Program
- Reduced Cost Parking (downtown) three times per month (for those who rideshare, walk or bicycle)
- On-site sale of Regional Transit, Yolo Transit, Elk Grove Transit and Yuba-Sutter Transit passes (at selected work sites)

Who is Eligible?

The Employee Transit Subsidy is available to Sacramento County employees only. If you receive your paycheck from the County you are eligible to participate in the Employee Transportation Program.

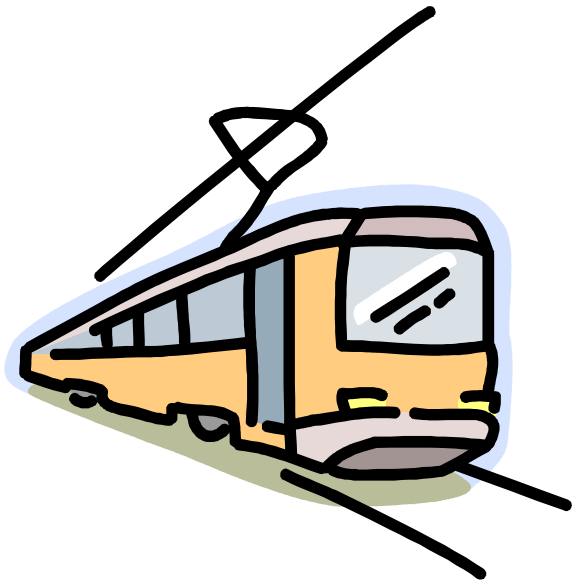
If you are an extra help, on-call, or temporary employee **paid by the County, you must work a regular schedule and a minimum of 20 hours per week in order to qualify for this subsidy. Contract employees and temp agency employees are not eligible for the monthly transit subsidy.* Temporary employees working more than 20 hours per week and employed by the County, are eligible for a discount. In order to use this program, request a form by calling 874-6770. This form will need to be signed by your supervisor.
Please visit http://inside.employee-transportation.saccounty.net/EmployeeTransitSubsidyProgram/default.htm for details.

Air Quality Forecast
SpareTheAir.com

RIDESHARE

Google Maps
Google Transit - Plan your trip online!

For more information visit the Employee Transportation Website at:
http://inside.employee-transportation.saccounty.net/default.htm



Workforce Learning

Joining the County as a new employee is an exciting opportunity for growth and continued learning. There are more than thirty departments in the County that offer very diverse services, and opportunities for career development within our organization.

Participating in workforce learning courses is one step you can take to enhance yours skills in various areas and to develop your career.

You are encouraged to discuss with your supervisor courses offered by your department that you may be eligible to attend.

Courses on various topics are offered on a complimentary basis through the Department of Personnel Services, Leadership and Organizational Development Office (L&OD).

A course catalog and current schedule can be accessed by contacting your department Training Coordinator or by accessing the L&OD webpage at: http://hratraining.saccounty.net/.

To register for a course sponsored by L&OD, please obtain approval from your supervisor and then contact your department Training Coordinator. A listing of department Training Coordinators can be found on the L&OD webpage mentioned above under the Quick Links section. For further assistance, please call: 874-7711.

Enhancing your computer skills

The Office of Communication and Information Technology (OCIT) offers computer courses to employees. The fee for computer classes is charged to the employee's unit or department. Computer Training information can be found on the OCIT webpage at:

http://inside.ocit.saccounty.net/default.htm
by clicking on the Training link located on the left side of the homepage.

Education Reimbursement

The County's Education Reimbursement Program is designed to:

- promote personal and professional development of the workforce,
- assist employees with tuition and other education related expenses through a wide variety of educational opportunities,
- add value to employees' job performances, and
- prepare employees for career mobility (promotion or transfer to other jobs within the County).

To determine if you are eligible for education reimbursement, please speak to your supervisor and your department Education Reimbursement Coordinator, and refer to the Education Reimbursement Policy.

A listing of Education Coordinators by department can be found under the Quick Links section on the L&OD webpage, which can be accessed at: http://hratraining.saccounty.net.
Information on the County's Education Reimbursement Program and a link to the Education Reimbursement Policy can be accessed online at:

http://hratraining.saccounty.net/Information/education_reimbursement_and_continuing_education_policies.htm

Work Environment and Standards

General Information

Most County departments have written policies and rules governing working conditions. If you are in a class represented by a recognized employee organization, there is generally a formal labor agreement between your organization and the County, outlining specific working conditions for you and your fellow employees. Please ask your supervisor for details.

Working Hours

Most employees work five 8-hour days, Monday through Friday, for a total of 40 hours weekly. However, hours and days of work may vary, depending on the type of job, its requirements and functions. For example, the Sheriff's Department provides services 24 hours a day, every day of the week – this requires special schedules. Your supervisor will inform you of your assigned work schedule.

Attendance and Punctuality

To effectively serve the public you are expected to be at work on time and to remain on the job during your scheduled work hours, except when excused by your supervisor.

Rest Periods

Most full-time employees are permitted two paid 15-minute rest periods per 8-hour shift.

Lunch Periods

Most full-time employees get an unpaid lunch break of at least 30 minutes, as determined by each department.

Outside Employment

Outside employment or activities are prohibited when inconsistent, incompatible, or in conflict with County service. Furthermore, unless approved by the appointing authority, outside employment is prohibited when it is related to County service or is subject to County approval. In addition, an appointing authority may prohibit specific outside employment in accordance with Government Code Section 1126(b). Please check with your supervisor if you are involved in outside employment to verify that such employment is not in conflict with County service.

Conflict of Interest

County employees are generally prohibited from entering into contracts in which they have a financial interest and the County is a party. In addition, many County employees must regularly report on specified investments, real property and/or sources of income which may be in conflict with their positions. If you have a question on the conflict of interest rules, contact your department's Human Resources.

Performance Evaluation

Performance evaluations are used for employee development to review past performance and plan for the future. They are also used to clarify supervisor and subordinate expectations of job performance. In most departments, performance appraisals are scheduled quarterly during the probationary period and annually thereafter on the anniversary date of the employee's entry into the present job classification.

Smoking

Smoking is prohibited in all County buildings, except where specifically designated.

Dress Code

Although there is no official County-wide dress code, some departments do have dress regulations. You are expected to wear clothing appropriate to your job and work site. Your clothing and appearance should be neat, clean, in good business taste, and not constitute a safety hazard.

County Uniforms

You may be required to wear a uniform in the performance of your duties. These uniforms are to be worn during regular working hours and may include wearing them to and from work, but they are not to be worn at other times. The uniform identifies you as a County employee. Proper care of the uniform, both on and off the job site, will reflect favorably upon you and the County.

Personal Property Damage

The County cannot insure or guarantee the security of your personal property on the premises. However, in specific circumstances, reimbursement may be made for your lost or damaged property. Ask your supervisor or check your labor agreement for specifics.

County Property Use

Employees may not use County supplies, material, equipment or property for personal use.

Personal Telephone Use

Personal telephone calls and texts are not to be made on County time if at all avoidable. If you must make or receive personal calls at work, keep them to an absolute minimum in terms of frequency and length. Personal toll and long-distance calls must be charged to your home telephone, credit card or calling card.

Selling on the Premises

Solicitation of non-County business on County property is prohibited.

Gifts and Gratuities

Employees are not to accept any gift or gratuity from an individual, company or organization doing business with the County because gifts can be viewed as unethical attempts to influence County operations. Although some offers are made in good faith and intent, all employees are expected to remain free from any potential conflict of interest. Any gift of a substantial value offered by an outside party should be politely, but firmly, declined.

Political Activity

As a public employee there are both state and federal laws which restrict your participation in political activities. For a copy of the current guidelines please contact the Department of Personnel Services.

Disaster Service Worker

Purpose and Requirement

California Government Code 3100-3109:

3100. Provides that all public employees are declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or law.

3101. The term "disaster service worker" includes all public employees and all volunteers in any disaster council or emergency organization accredited by the California Emergency Council. The term "public employees" includes all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed.

3103. All disaster service workers are required to take and subscribe to the oath or affirmation set forth in Section 3 of Article XX of the CA Constitution.

Who to Contact About this Obligation

If you have any questions or would like more information please contact:

Sacramento County Emergency Services Office
(916) 874-4670

Labor Relations

County Civil Service

Employment with the County of Sacramento is based on a personnel administration structure termed a “merit system.” Legal guidelines for the merit system in Sacramento County are outlined in Article XVI of the County Charter approved by the citizens of Sacramento County.

There are approximately 850 job classes in the County of Sacramento. Each Job is analyzed and grouped into job classes and given a specific title according to the type of duties and responsibilities performed, and the education and experience required.Jobs are classified to ensure they receive equal pay for equal work and so that the competitive examination given applies to the same basic job duties.The job class is further arranged into a class series or an occupational group to provide a logical framework for promotional opportunitiy.Written descriptions of each job class, known as classification specifications, are available online at the Department of Personnel Services homepage (section *Class Specs*). Class specifications include examples of typical duties, knowledge and abilities needed, and other special requirements.

A department may dismiss, suspend, reduce by a salary step, or demote an employee for good cause. Conduct which may be considered good cause for discipline include:neglect of duty, failure to observe County and/or departmental rules, absenteeism, insubordination and discourteous behavior. Final disciplinary actions may be appealed to either the Sacramento County Office of Labor Relations or the Civil Service Commission (CSC) depending upon the language in the applicable labor agreement.

A department may release an employee during their probationary period *without* cause, as long as the release is not based on grounds of illegal discrimination such as race, color, religion, sex, national origin, political belief, age, physical or mental handicap. All appeals from release of probation are filed with the CSC. Appeals from disciplinary action filed with the Office of Labor Relations are heard by an arbitrator who makes the final determination on the appeal. Appeals from disciplinary action or release from probation filed with the CSC are set for heairngs presided over by independent hearing officers who submit written recommendations to the Commission for final decision.

If you have any questions about County or department rules, speak with your supervisor. Specific information about procedures for appeals from disciplinary and release from probation action, from examination and selection procedures, and relating to the classification plan are available either in the Civil Service Commission Rules or applicable labor agreement available in your department or online.

Types of Appointments

Regular: Appointment to a permanent position established in the annual salary ordinance.

Provisional: The appointment of a qualified person to fill a position for which no appropriate re-employment or eligible list exists, pending an examination, which may not exceed one day less than six months, and is subject to the Director of Personnel Services’ approval.

Temporary: An appointment of limited duration and which may not exceed one day less than six months, and is subject to the department head’s approval.

Emergency: To meet an emergency situation, an appointing authority may employ any needed person for the duration of the emergency except that no appointees shall serve more than thirty (30) calendar days in any six-month period.

Reinstatement: The reappointment of a former regular employee who resigned in good standing from a position in the same or a higher class.Reinstatement must occur within three (3) years of leaving county service.

Helpful Website:

Civil Service Rules

http://inside.saccounty.net/sites/civil-service-rules/

Grievances

Ideally, most problems can be resolved between you and your supervisor. If you have a problem or grievance, first go to your immediate supervisor and make every effort to resolve it. If you believe higher-level review is required, use the formal grievance procedure. If you are an employee represented by a County union or association, refer to the appropriate labor agreement for the specific contractual definition of a grievance, time limits, and other essential details. You may want to consult your union representative for assistance in filing a formal grievance. If you are not represented by a County union or association, the Board of Supervisors has set forth a County grievance procedure which allows all non-represented employees to grieve alleged unsafe or unhealthy working conditions or alleged violation of employees-related County policies or rules.

Grievances may **not** be filed concerning examinations and classification – these matters can be adjusted only by the Civil Service Commission.

Employee Organizations

Each employee has a right under state law to either join or not join the association or union which is the elected exclusive representative of the employee's bargaining unit. Some labor agreements require, as a condition of continued employment, that the employee either become a union member or pay a fair share fee to the union. If the employee is a member of a religion that forbids union support, the employee may pay an equivalent amount to an approved charity. Consult the appropriate labor agreement for details.

Recognized Employee Organizations

The following link has a listing of County bargaining units and the current employee organizations that are recognized by the County as the exclusive agent of employees in the bargaining unit.

http://inside.laborrelations.saccounty.net/BargainingUnitsEmployeeAssociations/default.htm

Fair Employment – Policies and Regulations

County Safety Office

The County is committed to promoting, providing, and maintaining a safe and healthful work environment for its employees. *Employees are our most important asset - safety is our greatest concern.*

Each employee has the responsibility to conduct their work activities in a safe and professional manner and follow all safety rules and regulations. Safety awareness must be a routine element in each employee's work activities.

Management is responsible for ensuring a safe and healthful work environment for employees by providing adequate training, correcting unsafe acts or conditions, promoting safe work practices, and complying with government occupational regulations and internal policies and procedures.

The County Safety Office is responsible for assisting in the daily administration of the countywide employee health and safety program and maintains a functional responsibility for health and safety activities within the County's Department(s), Office(s) or Division(s) to which they are assigned.

The Safety Office provides a variety of safety services. County Safety Specialists are experts in Industrial Hygiene and Occupational Safety as it applies to all aspects of County employment. The Safety Office is well versed in California's occupational health and safety laws and regulations, serves as a liaison between departments and the California Occupational Heath and Safety Administration (Cal-OSHA), and provides training in a variety of subject areas.

Safety Programs

- **Injury and Illness Prevention** - A program designed to prevent accidents and illnesses in the workplace. http://insidehra.saccounty.net/CSO_website/Countywide_IIPP.pdf
- **Workplace Violence Prevention Program** Sacramento County is committed to a work environment free from the fear of violence, aggression, intimidation and / or harassment, and responds to all threats and supports all possible methods of prevention.
- **Emergency Action** - Procedures for workplace emergencies.
- **Fire Prevention** - Procedures for identifying potential fire hazards and controlling them.
- **Blood Borne Pathogens** - For employees who have been designated as having the potential for exposure to blood, its components and other potentially infectious materials.
- **Confined Space Entry** - For employees who must enter confined spaces.
- **Control of Hazardous Energy (Lock-Out/Tag-Out)** - For employees who work on de-energized equipment during maintenance or servicing operations.
- **Hazard Communication** - For employees who handle, dispose or store hazardous materials.
- **Hearing Conservation** - For employees who are exposed to elevated noise levels at or above an 8-hour time-weighted average of 85 dBA.
- **Respiratory Protection** - For employees who must use respiratory protection to protect themselves from harmful chemical vapors, dust, mist, fumes or gases.
- **Ergonomics** – Policy and procedure for controlling work related cumulative trauma disorders.

General Safety Rules

Employees work for the County in hundreds of different jobs in various conditions. Although some safety rules may apply only to specific jobs, every County employee is expected to comply with the following general safety rules:

- A job task should not be performed if it is unsafe. Talk to your supervisor if you are unsure of the safe way to perform a task.
- Report all unsafe conditions to your supervisor.
- Report work-related injuries or illnesses to your supervisor.
- Read and obey all signs, labels, and notices of danger.
- Know where the emergency exits are located and what to do when an alarm sounds in your work area.
- Keep floors, stairs and exits free from obstructions.
- Use lifting equipment or request assistance for loads heavier than what is comfortable for you.
- Never indulge in horseplay or practical jokes that could result in an injury or accident.
- Drive defensively or courteously and follow all traffic regulations. Seat belts must be worn while driving.

For more information on Safety, please visit the Safety Office online:
http://insidehra.saccounty.net/county_safety_office.htm

Risk Management Office

The Risk Management Office provides services that protect the County and its physical and human assets against the adverse consequences of loss; successfully minimizes the cost of the Program; and assists departments in reducing the risks associated
with their day-to-day activities.

Workers' Compensation Office

This Office is dedicated to providing employee's who are injured on the job with the appropriate mandated benefits. They lawfully administer workers' compensation benefits in an equitable manner that demonstrates respect for the employee.

Suffering an injury on the job can be a distressing experience. However, if you are an eligible County employee and suffer a covered injury, the Workers' Compensation Office will handle your claim and ensure that you receive all of the benefits you are legally entitled to. Workers' Compensation is a no-fault system paid for by the County and administered based on laws enacted by the California State Legislature.

Physician Pre-designation

You can pre-designate your primary treating physician or medical group (a medical group is a single corporation or partnership composed of licensed doctors of medicine or osteopathy, which operates an integrated multi-specialty medical group providing comprehensive medical services predominantly for non-occupational illnesses and injuries) to treat you if you suffer an injury.

If you choose to pre-designate a physician, you must complete the form, available at:
http://insidehra.saccounty.net/electronic%20forms/Physician%20Designation%20Form%209.18.07.pdf
, have it signed by your designated physician, and return it to the Workers' Compensation office. For a physician to be designated, they must be your primary care physician under your health plan. Your physician must also agree to treat you for your industrial injury. Some primary care physicians or health plans will not provide treatment for work-related injuries.

If the completed Physician Pre-designation form meets all the legal requirements the information will be entered into a database for future reference.

As the County does not have a Medical Provider Network (MPN) you may be able to change your treating physician to your personal chiropractor or acupuncturist following a work-related injury or illness. In order to be eligible to make this change you must provide the County Workers' Compensation Office with the name and address of a personal chiropractor or acupuncturist in writing prior to the injury or illness.

Reporting Injuries

All injuries or covered illnesses must be reported to your supervisor immediately regardless of how minor the incident. If your personal supervisor is not immediately available, injuries should be reported to the appropriate manager or another supervisor in your area. Employees have one year from the date of knowledge of the injury/illness to file a claim form and pursue the claimed injury.

Medical Treatment

In the absence of a pre-designated physician form, the County has the right to direct your medical care for the first thirty (30) days after knowledge of your injury or illness. You will be referred to an occupational clinic at either Kaiser or Mercy Medical Group. After the County has initiated treatment with another doctor during this period, you may then, upon request, have your treatment transferred to your personal chiropractor or acupuncturist. If an employee is unhappy with the care of treatment provided by the occupational clinic they should contact the Workers' Compensation office to request a change of treating physicians. Once thirty days from the date of injury has expired the employee can treat with a physician of their own choice.

Denied or Delayed Claims

Once a claim is received in the Workers' Compensation office it will be reviewed to ensure it meets the legally required thresholds. Some claims may be delayed for up to ninety days from the date the claim form is signed to obtain additional information. If an employee is off work during this timeframe they may use their leave balances, or apply for State Disability Insurance.

Use of Leave Balances

If an injured worker, who is a regular employee, is unable to work as a result of their injury they may be eligible to integrate any available leave balances with their workers' compensation temporary disability benefits. At the time they go off work an injured worker must elect one of the following options:

- to integrate their workers' compensation temporary disability benefits with their leave balances to provide for 100% of their gross salary for as long as leave balances are available or
- to utilize full leave balances in addition to receiving temporary disability

An employee is not allowed to change their election once the first payment has been issued.

Workers' Compensation Benefits

Workers' Compensation benefits available to an injured worker may include:

- Temporary Disability (A wage replacement benefit)
- Permanent Disability (Any lasting disability that results in a reduced earning capacity)
- Medical Treatment
- Supplemental Job Displacement Benefits (if you are unable to return to your regular job)
- Death Benefits

Questions

Workers' Compensation is a complex system of benefits to assist an employee who is injured on the job. Any questions regarding workers' compensation benefits should be directed to the Workers' Compensation Office by calling 876-5251, emailing psdworkscomp@saccounty.net or online at http://www.hra.saccounty.net/liability/workers.htm

Disability Compliance Office

This Office coordinates reasonable accommodations for all County employees and job applicants with disabilities as defined by the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA). They also provide technical assistance to all county agencies and departments to assist them in designing and implementing programs, policies and procedures that will bring the County into compliance with the ADA and other applicable state and federal regulations.

Training is available to County employees on their rights and responsibilities under the ADA/FEHA, including disability sensitivity and customer service and inclusive workplace strategies.

Resources for County Employees

The ADA and the FEHA require the County to provide reasonable accommodations to qualified individuals with disabilities at any time in their County career and to engage in an interactive process to discuss possible reasonable accommodations. Good faith participation must be demonstrated by all parties in this reasonable accommodation process.

Employee Reasonable Accommodations

The purpose of a reasonable accommodation is to enable an eligible employee to perform his/her job's **essential functions:** The job duties that are so fundamental to the position that he or she cannot do the job without performing these duties. A function is "essential" if, among other things, the position exists specifically to perform that function. This does not include marginal functions that are not essential to the position.

Workplace Reasonable Accommodations Defined

Reasonable accommodations are changes or adjustments in the work environment or in the way work is customarily done that would enable a qualified individual with a disability to perform the essential functions of the position. Examples may include, but are not limited to: assistive devices, work schedule adjustment, equipment purchase, facility or workspace changes, or, when no other effective accommodation is feasible, reassignment. Changing the duties that do not affect the essential functions of the job may also be considered.

Equal Employment Opportunity

The primary mission of the EEO Office is to prevent employment discrimination, including discriminatory harassment. It is the policy of the County to provide equal opportunities in all areas of employment to all people regardless of race, color, sex/gender, national origin, age, marital status, religion, pregnancy, political affiliation, ancestry, medical condition, disability, or sexual orientation. County policy prohibits discrimination or harassment based on any of these characteristics. County policy also prohibits retaliation for raising concerns of discrimination or prior EEO activities.

The EEO Office establishes protocol, responds to complaints, conducts investigations, coordinates and conducts related training programs, gathers and compiles data for statistical reporting, and provides administrative support to the Equal Employment Opportunity Advisory Committee (an advisory committee to the Board of Supervisors).

Reporting

If you believe that you have been treated differently based upon a protected characteristic, you may make a complaint of discrimination / harassment to your supervisor or manager, Department of Personnel Services (DPS), or the EEO Office. Discrimination / Harassment Complaint forms can be found on the County intranet or in DPS offices.

Mandatory Harassment Training

State law (AB 1825**)** mandates that managers and supervisors complete at least two hours of Sexual Harassment Training within six months of hire/promotion and every two years thereafter. If you do not supervise employees, you still may be a candidate for this training because of your job classification. Please check with your manager or supervisor to determine if you must attend the training.

For more information contact the Equal Employment Opportunity Office at (916) 874-7148 or email EEOOffice@saccounty.net.

Information Technology Security Policy IT Resources

All County IT resources shall remain the property of the County of Sacramento and may be examined at any time. Users must not install, upgrade, repair or move IT resources without IT management approval. Proprietary or County-developed software must not be copied or distributed without management approval.

Only County-approved equipment is to have a permanent physical connection to County networks. Users should consult with their System Administrator for the proper use of portable devices and the relocation and reconnection of desktop devices. The County cannot support unapproved IT resources. Installation, upgrade, repair or other forms of support will only be performed on official County-owned, leased, or licensed IT resources.

User IDs and Passwords

No user will give his or her password to another person unless that person is authorized to receive such information. If a password is compromised for any reason, the password shall be changed as soon as practical. Users shall choose passwords in accordance with the "Password Construction Guidelines" in Appendix 1 of the policy.

Unacceptable Use and Content

Users must not use County IT resources for purposes other than those that support official County business or as defined in this policy. Users must not use County IT resources for commercial financial gain or to conduct illegal activities. Personal use of County IT systems can be approved by Department Heads and Agency Administrators. Specific restrictions should be defined in department or agency supplements to this policy.

Except for authorized criminal investigations, users shall not use County IT resources to access offensive material on Internet sites, call telephone services, or otherwise send or receive offensive material. Offensive material includes, but is not limited to, sexual comments or images, racial slurs, gender-offensive comments or any comments that would be offensive on the basis of age, sexual orientation, religious beliefs, national origin, or disability.

Users must not send sensitive information via the Internet unless a County-approved form of encryption is used, the information is transmitted via sites that support industry adopted security standards, the transfer is authorized by Department Head or Agency Administrator, or where required by law.

Voice/Electronic Mail

All voice-mail and e-mail messages composed, sent or received using County IT resources remain the property of the County at all times. The County reserves the right to retrieve and read any message composed, sent, or received using County IT systems. Voice mail and e-mail will not be distributed to users other than the intended recipient except at the direction of the recipient, a Department Head or Agency Administrator.

Within a voice-mail system, users may be required to share a password among two or more individuals. If the business environment requires shared voice-mail accounts, the Department Head or Agency Administrator will define procedures explaining how the accounts will be managed.

Users should report to their supervisor if they receive voice-mail or e-mail containing content that may be reasonably considered offensive or disruptive. Supervisors, managers and system administrators who investigate reports of unsolicited material must not compromise the confidentiality of the individuals involved.

Workplace Privacy

System administrators are authorized to examine and/or retain files within the scope of their responsibilities to troubleshoot and/or repair the IT resources under their purview. System administrators must not disclose the contents of such files unless the contents are in violation of this policy, other County, department or agency policies, or federal, state, or local law. Content that violates policies or the law will be reported to management.

The County may inspect, review or retain any personal electronic mail or any other personal computer records generated by any user of County IT resources. A user shall be permitted, subject to the limitations contained in Government Code section 31011, to review any data pertaining to the user that is collected by the County in the course of monitoring electronic records and communications and to dispute and have inaccurate data corrected or deleted.

Workplace Violence Prevention

Policy

Sacramento County is committed to providing a work environment free from the fear of violence, aggression, intimidation and/or harassment, by responding to all threats and supporting all possible methods of prevention.

Cal/OSHA Authority

California Labor Code section 6400 & section 3203 of Title 8 of the California Code of Regulations

Program Summary & Objectives

The County prohibits workplace violence in any form, and is committed to providing workplaces and facilities free from violence.

Workplace violence includes assaults, or other violent acts which entail a risk of physical or emotional harm, which take place on the employer's premises and at other locations where employees are engaged in work related activities or are present as a condition of employment.

Violence includes physical violence and/or threats of physical violence that would lead a reasonable person to fear for his/her safety. Violence may be either "verbal" (which includes written) or "physical."

- *Verbal Violence* is displayed by verbal **/** written abuse or harassment involving unwanted acts of language that threatens harm to someone."
- P*hysical Violence* "is unwelcome contact between two parties. This also includes sexual assaults and property damage."

Specifically, through implementation of this program the County seeks to:

- Maintain a response capability at the countywide level to respond to and address issues and specific incidents at the request of County Agencies / Departments. This is further described in the section entitled “County Resources.”
- Provide training programs that will address prevention, security, intervention, conflict resolution, and emergency response to crisis situations.
- Require Departments to conduct initial workplace security assessments to identify and assess security hazards and/or practices which may contribute to the potential risk of violence in the workplace (i.e., worksites where money is exchanged, and/or services are provided to known or potentially violent clients, customers or patients) for which preventive and/or corrective measures may be necessary.
- Support preventative and post-trauma counseling services for victims of workplace violence threats or incidents through the County’s Employee Assistance Program (EAP).
- Enforce this policy and take appropriate corrective action against any person who threatens or engages in any violent act, retaliates or threatens to retaliate against any person(s) filing a report under this policy, or in any other way fails to comply with this policy. Corrective action may include, but is not limited to, referrals for counseling services through the EAP; management referrals for mandatory “fitness for duty” examinations; appropriate Departmental disciplinary action; and/or criminal prosecution.

Department Program Responsibilities

Each County agency / department shall enforce the provisions of this policy and take proactive measures in response to workplace violence issues, including the establishment of a(n) "Department Crisis Management Team (or person)" to investigate all incidents involving acts of violence, or behavior that can potentially lead to aggressive or violent behavior.

Departments shall conduct initial workplace security assessments to identify and assess security hazards and/or practices, which may contribute to the potential risk of violence in the workplace. The Risk and Loss Control Division (Department of Personnel Services) and the Sheriff's Department will, upon request, assist departments with workplace security assessments.

The primary responsibility for resolving workplace violence *incidents* is given to the appropriate "Departmental Crisis Management Team". There are instances when the departmental teams may seek assistance or when countywide concerns must be addressed. In such instances the Departmental Crisis Management Team Coordinator will contact the Risk and Loss Control Division to request assistance.

Employees shall be encouraged to report workplace violence incidents to their immediate supervisor, without fear of retaliation. All reports or threats of workplace violence shall be documented using the Workplace Violence Incident Report Form. The report should include a summary of actions taken, and/or status of investigations or incidents and be forwarded to the Department of Personnel Services, Risk Management and Safety Division, Mail Code-58-600, Fax 876-5158.

Department of Personnel Services employees should report alleged workplace violence incidents directly to the Municipal Services Agency member of the County Workplace Violence Steering Committee for appropriate action. Reports should be sent confidentially and addressed to: MSA Representative, County Workplace Violence Steering Committee, CE&A Director's Office,
Mail Code 01-304, Fax 874-7100.

All records pertaining to alleged workplace violence incidents in the Department of Personnel Services will be maintained by the County Counsel.

When a department determines that an internal investigation may cause a potential conflict of interest, the department head or designated representative shall submit a written request to the Risk and Loss Control Division to conduct the investigation.

With the exception of cases involving Department of Personnel Services (see above) the Risk and Loss Control Division will maintain records of all incidents of Workplace Violence that occur within the County, records of investigations and/or actions taken, and current status of each Workplace Violence Case reported

County Resources

The following resources are available to provide professional guidance and assistance to departmental and/or countywide teams.

County Workplace Violence Steering Committee (CWPVSC)

The County Workplace Violence Steering Committee (CWPVSC) consists of representatives from the Sheriff, County Counsel, County Executive, Department of Personnel Services, Department of Health and Human Services, District Attorney, and Municipal Services.

The CWPVSC meets on a quarterly basis and reviews pertinent workplace violence cases and policies to ensure that the County's Workplace Violence program is operating in an effective manner.

The Department of Personnel Services will provide policy direction, and staff support to the "County Workplace Violence Steering Committee"

Countywide Injury and Illness Prevention Program

Policy

It is the County's policy to provide for workplaces that are free from recognized hazards, the promotion of the health and wellbeing of its employees at all levels within the County, and the safeguarding of work activities to the extent that the nature of the work reasonably permits. The following Injury and Illness Prevention Program serves as the foundation for all County employee health and safety efforts, activities, programs and procedures.

Authority

California Labor Code, Division 5; Title 8 of the California Code of Regulations; and, County of Sacramento Code, Title 2, Chapter 2.09, Article 3, Section 370. These foregoing citations shall be administered as they apply to specific places of County employment and occupations appurtenant thereto.

Responsibilities

1) County Executive

a) The County Executive is responsible for the continuing implementation of this program in all County places of employment.

2) Chief Deputy County Executive

a) Each Chief Deputy County Executive is responsible for the continuing implementation of this program within their respective Departments under their direction and control.

3) Department Directors & Elected Department Heads

a) Are responsible for the continuing implementation of this program within their respective Departments under their direction and control.

i) Departments may elect to implement, or may already have in place, an effective IIPP specific to their respective operation(s). In any case, the provisions of those programs shall be no less stringent than the requirements of this Policy in its full force and effect.

b) Shall appoint a Department Safety Representative (SR) who shall be responsible for the administration of this program at the Department or Division level.

i) SR's shall regularly attend the Quarterly Safety Representative meetings hosted by the County Safety Office.

c) Shall designate a site specific person who shall be responsible for the daily administration of this program at the work site level, and coordinate this work with the Department SR and County Safety Professionals as necessary.

i) This person shall be in a position with the capacity to effect these program requirements at the workplace under their direction and control

4) County Safety Officer

a) Is responsible for the development and implementation of the Countywide employee health and safety compliance program.

b) Shall administer all County employee health and safety programs.

c) Shall coordinate the work of County Safety Professionals and Safety Representatives as necessary to affect a proactive program.

d) Shall ensure that all County employee health and safety efforts are in compliance with applicable laws, standards and rules.

e) Shall maintain adequate resources to affect the ready availability of media, information, training materials, forms and other things necessary to carry out the Countywide employee health and safety program campaign.

5) Managers, Supervisors and Lead Workers

a) Are responsible for carrying out the duties and responsibilities relative to occupational health and safety programs as they apply to the work being carried out within their respective areas of direction and control.

b) Shall exercise due diligence in familiarizing themselves with the hazards associated with the conduct of work within their respective workplace(s).

c) Shall pursue an active role in injury and illness prevention for workers under their direction and control.

d) Shall ensure workers under their direction and control are provided with appropriate training, work aids, safeguards, equipment and resources to ensure health and safety in their work.

e) For purposes of this subsection, the term "worker" includes temporary staffing firm agents, interns, inmate workers and volunteers.

6) Employees

a) Are responsible for carrying out their work in a safe and healthful manner and as dictated by any writing, directive, program, policy, procedure or training they receive relative to the nature of their work and the conduct of their employment.

b) For purposes of this subsection, the term "employees" includes temporary staffing firm agents, interns, inmate workers and volunteers.

7) Department Safety Professionals

a) Are responsible for assisting in the daily administration of the Countywide employee health and safety program at the Department(s) or Division(s) to which they are assigned.

b) Are responsible for implementing employment specific employee health and safety programs and procedures as applicable to their respective operations.

8) County Safety Office (CSO)

a) Is responsible for assisting in the daily administration of the Countywide employee health and safety program.

b) Shall carry out County employee health and safety programs and maintain a functional responsibility for health and safety activities within the County Department(s) or Division(s) to which they are assigned.

Compliance

1) All County employees are expected to comply with the provisions of this and any other applicable employee health and safety program(s), procedure(s) or directive(s) as a condition of employment.

   a) Any employee who willfully disobeys employee health and safety program(s), procedure(s) or directive(s) may be subject to progressive discipline in accordance with civil service rules and established personnel procedures.

2) County Departments are encouraged to utilize the County Employee Recognition program to recognize employees who continually strive to meet or exceed employee health and safety expectations.

3) County Departments are encouraged to utilize any other reasonable and proactive means to ensure employee compliance with safe and healthful work practices as their personnel resources and budgets permit.

Communication

1) The County encourages all employees to communicate known or perceived hazards to their immediate chain-of-command without fear of reprisal.

   a) For this purpose the County has established a Safety Suggestion / Hazard Observation program, wherein employees are encouraged to fill out the appropriate form and submit the form to their chain-of-command. These forms are readily available throughout the County. Employees can also submit the form with anonymity, if so desired.

2) The County has established a quarterly forum wherein Safety Representatives (SR's) from each County Department meet to discuss general and specific employee health and safety issues, conduct SR's health and safety training and otherwise disseminate associated information for discussion or distribution.

3) The County has established a quarterly forum wherein the Safety Advisory Group (SAG), whose members consist of Safety Professionals throughout the County. The SAG is involved with the preparation of employee health and safety Policy and related issues for County Senior Management's consideration and approval. Further, the SAG engages in professional development training, determining the efficacy of injury and illness prevention program efforts and otherwise discusses and contemplates Countywide operational issues associated with employee health and safety.

4) In addition to the foregoing, the County maintains clear and open lines of communication throughout its organization. These lines of communication are established by the continuous implementation of media including but not limited to various newsletters, postings, continuous enrollment, employee health and safety training programs, and unlimited access to websites, telephone, e-mail and written correspondence where employees can openly consult with health and safety professionals.

Hazard Evaluation

1) County Departments are responsible for ensuring a system of identifying and evaluating workplace hazards are in place at each workplace, in an affirmative effort to identify unsafe conditions and/or work practices.

   a) General, scheduled, periodic inspection areas include:
      i) Low hazard office settings, annually.
      ii) Moderate hazard, warehouse, and storage facilities, semi-annually.
      iii) High hazard and equipment use areas quarterly or more frequently as determined by the nature of the specific operation and as prescribed by applicable Law(s) and Standard(s).

   b) In addition to scheduled inspections, a Job Hazard Analysis (JHA), or equivalent means, shall be conducted whenever:

      i) New substances, processes, procedures, or equipment are introduced to a work place that represents a new hazard. And,

      ii) When the County is made aware of a new or previously unrecognized hazard.

2) County Departments are responsible for investigating occupational injury and illness in accordance with established procedures within the County Workers' Compensation unit of the Department of Personnel Services in the Internal Services Agency.

Hazard Abatement

1) When observed or discovered, by whatever means, unsafe or unhealthful work conditions or practices or procedures shall be abated as soon as reasonably feasible given the severity of the hazard. A County Safety Professional shall be consulted in the resolution of the issue. The County Safety Professional shall, as necessary, recommend appropriate control measures pending final abatement.

   a) In any situation requiring hazard abatement, a Hazard Abatement Plan shall be developed and maintained so as to demonstrate weighted progress toward the end means and provide for proper documentation of the occurrence.

   b) In the event an imminent hazard is identified or observed, it shall be immediately abated or otherwise made safe. If this is not possible, all personnel shall be removed from the affected area or operation or procedure until it can be made safe.

Countywide Illness and Injury Prevention Program (IIPP)
http://insidehra.saccounty.net/CSO_website/Countywide_IIPP.pdf

Employee Training and Instruction

1) All employees new to the County shall be provided information on the role and responsibility of the CSO as well as the services provided.

   a) Employees shall be provided an up-dated Departmental SR's list and contact information.

   b) New employees shall receive instruction on County policies relative to employee health and safety, including injury and illness prevention, workplace violence prevention, ergonomics, vehicle safety, general Countywide safety rules and an overview of the County Workers' Compensation, and California Occupational Safety and Health Administration (Cal/OSHA) programs.

   c) The instruction shall also refer employees to Department specific programs such as; ergonomics, building emergency procedures, lifting safety and blood borne/airborne pathogens, reporting workplace injury or illness to their supervisor and direct the new employee to consult with their new supervisor regarding Department worksite specific procedures.

2) Supervisors shall provide, as soon as reasonably feasible, specific job safety training and instruction to their new employees as well as any employee with a new job assignment who has not previously received training.

   a) For this purpose a new employee checklist has been established and is available throughout the County.

   b) Supervisors shall also ensure that all new employees are given a copy of and read and understand the General Safety Rules for ALL County Employees.

3) Training and or retraining shall also be conducted, as soon as reasonably feasible, for employees and supervisors whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

   a) This training shall be derived from the information obtained from the JHA conducted on the new substance, process, procedure or equipment, as required in section 7. a. (2).

4) Supervisors should attend the County Training Office's "Supervisory Development Training Series" or Department equivalent, wherein they will complete a course module on supervisor's workplace safety responsibilities, fundamentals of accident prevention and accident investigation, Cal/OSHA overview, the County IIPP, office safety, ergonomics, emergency preparedness and an introduction to industrial hygiene.

   a) This course module emphasizes the importance of supervisors maintaining an active role in injury and illness prevention and using due diligence in understanding exposure and control measures for the hazards to which employees under their direction and control may be exposed.

Recordkeeping Requirements and Retention

1) Records of scheduled and periodic inspections shall identify the following: the person conducting the inspection or JHA and the date, the unsafe condition or work practice and the steps taken to mitigate the hazard or practice.

   a) Records in this section shall be maintained.

2) Employee health and safety training records shall identify the following for each employee; name or other identifier, training date(s) attended, the type of training attended and the training provider.

   a) Records in this section shall be maintained.

      i) Department Training Coordinators shall record all employee health and safety training in the County COMPASS system or equivalent system designed to comply with the provisions of this section.

The Countywide Injury and Illness Prevention Program may be found in its entirety, with Appendices, at http://insidehra.saccounty.net/CSO_website/Countywide_IIPP.pdf

Discrimination in County Employment Policy H-3

The County of Sacramento is committed to maintaining a work environment that is free from discrimination. This policy:

- defines and provides examples of the conduct that is prohibited
- summarizes the responsibilities of County employees for preventing and reporting violations
- summarizes the responsibilities of County employees for investigating and responding to complaints and
- Gives clear warning of the potential consequences of violating this policy.

Definition

Discrimination includes, but is not limited to:

- taking an adverse employment action (i.e. demotion, transfer, discipline, termination) against an employee based on that individual's protected group/status
- treating an applicant or employee differently with regard to any aspect of employment because of the individual's protected group/status
- taking an employment action that adversely affects the employment opportunities for members of a protected group/status
- basing an employment decision as to a job applicant or employee on the individual's protected group/status
- Engaging in harassment based on an individual's protected group/status.

Discrimination Policy

All County employees, agents, contractors, and volunteers are prohibited from discriminating against any applicant or employee in the following protected group/status:

- race
- color
- sex
- national origin
- age
- marital status
- religion
- pregnancy
- ancestry
- medical condition
- physical or mental disability
- political affiliation or belief
- sexual orientation

Applicability of Policy

This policy applies to all employment actions including, but not limited to:

- recruitment
- demotion
- transfer
- layoff
- discipline
- termination
- salary and benefits
- Participation or appointment to all County boards and commissions.

This policy also applies to discrimination against subordinates as well as discrimination by co-workers against other co-workers.

Examples

Discrimination may include, but is not limited to, the following types of behavior relating to an individual's protected group/status:

- making slurs or derogatory comments in any format
- engaging in verbal or physical conduct, comments, and jokes relating to an individual's group/status
- wearing t-shirts, clothing, hats depicting derogatory or insulting scenes or terminology
- distributing or displaying printed material
- refusing or failing to hire or promote

Mandated Training

Department Heads, managers, and supervisory personnel, as defined by the Fair Employment Housing Act (FEHA), shall receive, consistent with applicable State and Federal requirements, specialized formal training in recognizing and preventing discrimination.

Protection Measures

When County employees, agents, contractors, and volunteers are performing their work-related activities for the County, the County will take reasonable measures to protect them from discrimination.

Investigation Mandated

The County or its designee shall promptly investigate complaints of discrimination.

Retaliation Prohibited

It is a violation of this policy to retaliate or engage in any form of retaliation because a person has raised a concern of, filed a complaint of, participated in an investigation of, or been a witness to, discrimination. The County shall investigate complaints of retaliation and shall take appropriate corrective action.

Suppressing a Complaint Prohibited

No County employee, agent, contractor or volunteer shall suppress, or attempt to suppress a complaint about discrimination.

Responsibility for Agents, Contractors and Volunteers

County employees responsible for administering, monitoring or overseeing the work of County agents, contractors, or volunteers shall ensure that they do not violate this policy.

If managers or supervisors become aware of possible discrimination by County agents, contractors or volunteers, they shall conduct a timely investigation and take appropriate corrective action.

Responsibilities of All County Employees

All County employees, agents, contractors and volunteers are responsible for ensuring that discrimination does not occur in the Sacramento County work environment.

Timely Reporting Critical

Any employee, agent, contractor or volunteer who believes that he or she has been the object of, or has been affected by, discrimination in County work situations, or who is aware of an occurrence of discrimination should immediately report such action or incident to any of the following individuals:

- his or her supervisor
- departmental Equal Employment Coordinator
- departmental Personnel Services Representative
- the County's Equal Employment Opportunity Officer (EEO), or
- Department Head.

Note: Under no circumstances shall such report be required or expected to be made to a person who allegedly engaged in the conduct that is being reported.

Cooperation Required

County employees, agents, contractors and volunteers shall cooperate fully with all investigations of discrimination and shall not retaliate against complainants or witnesses.

Responsibility of Management and Supervisory Personnel

All Department Heads, managers, and supervisory personnel, as defined by FEHA, shall ensure that the Sacramento County work environment is free from discrimination.

Educating Employees

As appropriate for their level in the organization, Department Heads, managers, and supervisory personnel, as defined by FEHA, are responsible for: ensuring all County employees are aware that:

- discrimination is prohibited
- they have a right to complain about such behavior
- they will be protected from retaliation
- incidents should be reported to help ensure they will not recur
- prompt appropriate follow-up action will be taken to stop such behavior if the supervisor or manager learns of the problem
- Discrimination may be grounds for disciplinary action.
- ensuring that all County employees have a copy of the Discrimination in County Employment H-3 policy

Dealing with Complaints

As appropriate for their level in the organization, Department Heads, managers, and supervisory personnel, as defined by FEHA, are responsible for:

- promptly and thoroughly investigating any report and/or complaint of discrimination as required by this policy
- taking reasonable steps to protect the complainant from further harassment or retaliation
- taking appropriate corrective action against anyone in County employment who engages in discrimination
- Taking appropriate corrective action against any agent, contractor or volunteer who engages in discrimination.

Appointing a Department Investigator

Management shall appoint one or more departmental Equal Employment Coordinators or Human Resources Representatives.

This person or persons will provide information related to discrimination and will typically be the initial investigator of such complaints.

The individual(s) selected must:

- be credible
- be at an appropriate level in the organization, and
- have received training consistent with the County's investigator training.

Note: Changes to the above appointed individual(s) must be communicated to the Chief of EEO in a timely manner.

Equal Employment Opportunity Officer

The County's EEO Officer, in cooperation with Department Heads, is responsible for:

- educating managers, supervisors, and employees, and informing them of their rights and responsibilities under this policy
- developing processes for conducting investigations of alleged violations of this policy
- advising departments on handling discrimination complaints
- advising individuals of the process for handling discrimination concerns and complaints
- investigating and attempting to resolve discrimination complaints
- advising all parties about the confidentiality of the complaints and the process
- providing training to departmental Equal Employment Coordinators and Human Resources Representatives.

Use of Outside Investigators

In some circumstances, the use of an "outside investigator" may be necessary and/or advisable in order to ensure the integrity of the investigation. An "outside investigator" shall not be a County employee, but shall be an individual or entity that is retained by the County to investigate complaints of violations of the County's Discrimination in County Employment H-3.

Mandatory Use

The County shall use an outside investigator to conduct investigations of discrimination complaints against any of the following individuals:

- All elected officials
- The County Executive
- The County Counsel

Discretionary Use

The County may, in its discretion, use an outside investigator to conduct investigations of discrimination complaints against any of the following individuals:

- Agency Administrators
- Department Heads
- Assistant or Deputy Department Heads (or individuals who serve as the second-in-command for the Department)
- other County employees, agents, contractors or volunteers, as appropriate, depending on their role and function within the County.

Coordination and Consultation Needed

The selection of an outside investigator for those individuals listed above shall be made in coordination and consultation with:

- County Executive (except if subject of the investigation)
- County Counsel (except if subject of the investigation)
- the elected official of the affected department the Administrator of Internal Services Agency or Director of Department of Employment Records and Training (except if subject of the investigation).

Referrals to EEO Officer

The departmental Equal Employment Coordinator or Human Resources Representative shall refer any complaints regarding those individuals listed under Discretionary use to the EEO Officer.

Factors to Consider

For those circumstances in which the County may, but is not required to use an outside investigator, the factors to be considered in determining whether an outside investigator should be used include, but are not limited to:

- seriousness of the allegations(s)
- the number of departments involved
- involvement of non-County agencies and/or vendors
- the complexity and nature of the allegation(s).

Complaint Process

Presenting a Complaint

Complaints may be presented orally or in writing. However, written complaints are strongly recommended. Any complaint should include the following information:

- basis for the alleged discrimination (race, color, religion, age, sex, etc.)
- specific discrimination practice(s) or incident(s) that occurred
- names of any persons thought to be responsible for the discrimination
- remedy being sought by the complainant
- name of the complainant's representative, if any.

Who to Notify

Any employee or applicant for employment who believes he or she has been the victim of unlawful discrimination or retaliation in violation of this policy is encouraged to file a complaint with any of the following individuals:

- his or her supervisor
- his or her manager
- departmental Equal Employment Coordinator
- departmental Human Resources Representative
- County's Equal Employment Opportunity Officer
- Department Head

County's Action

When the County receives a complaint of discrimination or retaliation, or otherwise has reason to believe that discrimination or retaliation is occurring, it will take all reasonable measures to ensure that the matter is promptly investigated and that prompt, appropriate, corrective action is taken.

At the conclusion of the investigation, the County will determine whether there is sufficient evidence to substantiate a violation of the County's policy and whether corrective action is necessary to resolve the issue(s) of the complaint. The County will advise the complainant, the accused, the Department Head, and as appropriate, management and/or supervisory staff of such determination.

Other Complaint Options

The filing of a complaint pursuant to this policy does not prevent the filing of a complaint with the State Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (EEOC) or in court.

County's Decision is Final

The decision of the County is final. If a complainant is not satisfied with the outcome of the investigation, the complainant may file a complaint with the DFEH or EEOC or exercise other appropriate legal action.

Investigation without a Complaint

An investigation may be undertaken even if a complaint has not been filed, if there is a reasonable basis to believe that there is, or has been a violation of this policy.

Investigatory Authority

The person investigating a complaint under this policy has a right to full access to records and to the cooperation of any involved employee, agent, contractor or volunteer.

Confidentiality Considerations

To the extent permitted by law, proceedings under this policy and all reports and records filed shall be kept confidential. Reasonable efforts shall be made to protect the privacy interests of the parties. Information will be given only to those who have a need to know.

The complainant, the accused, the Department Head, and, as appropriate, management and/or supervisory personnel will be advised of the results of the investigation and whether any corrective action will be taken.

Protection from Retaliation

The County shall take all reasonable measures to ensure that the complainant is protected from retaliation, particularly if the complaint involves the complainant's supervisor or someone in a position of authority over the complainant.

Management personnel are responsible for investigating all allegations of retaliation and taking appropriate corrective action.

Findings of Other Issues

In the course of an investigation, an investigator may become aware of actual or alleged operational/management issues, which, while they do not constitute discrimination as defined in this policy, should be brought to the attention of management.

In those instances, the investigator shall summarize such issues in a separate report addressed to the appropriate management level. Management shall follow-up on such issues via appropriate means, including conducting its own operational reviews.

Sexual Harassment in County Employment Policy H-4

The County of Sacramento is committed to maintaining a work environment that is free from sexual harassment. This policy:

- defines and provides examples of the conduct that is prohibited
- summarizes the responsibilities of County employees for preventing and reporting violations
- summarizes the responsibilities of County employees for investigating and responding to complaints and
- gives clear warning of the potential consequences of violating this policy.

Definition

Sexual harassment is any unwelcome sexual advance, request for sexual favor and/or other verbal or physical conduct of a sexual nature if such conduct is either:

1. An employment condition: submission to such conduct is made either explicitly or implicitly a term or condition of employment.
2. An employment consequence: submission or rejection of such conduct is used as a basis for employment decisions.
3. An offensive job interference: such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Policy

All County employees, agents, contractors, and volunteers are prohibited from engaging in sexual harassment.

Examples

Sexual harassment may include:

- displaying or transmitting in person or through any media sexually suggestive pictures, objects, cartoons, or posters that are known or should be known to be unwelcome
- regularly telling sexual jokes or using sexually vulgar or explicit language
- regularly using foul language or gestures
- making derogatory or provocative remarks about or relating to an employee's sex or appearance
- engaging in physical harassment, such as assault or physical interference with movement or work, including pinching, grabbing, patting, or leering
- unwelcome touching or grabbing of any part of the body
- explicitly or implicitly conditioning any term of employment (continued employment, wages, evaluation, promotion, assigned duties or shifts) on the provision of sexual favors
- retaliation for rejection of sexual advances or for complaining about offensive behavior
- providing preferential treatment because of a sexual relationship
- other similar conduct

Mandated Training

Department Heads, managers, and supervisory personnel, as defined by the Fair Employment Housing Act (FEHA), shall receive, consistent with applicable State and Federal requirements specialized formal training in recognizing and preventing sexual harassment.

Protection Measures

When County employees, agents, contractors, and volunteers are performing their work-related activities for the County, the County will take reasonable measures to protect them from sexual harassment.

Investigation Mandated

The County or its designee shall promptly investigate complaints of sexual harassment.

Retaliation Prohibited

It is a violation of this policy to retaliate or engage in any form of retaliation because a person has raised a concern of, filed a complaint of, participated in an investigation of, or been a witness to, discrimination. The County shall investigate complaints of retaliation and shall take appropriate corrective action.

Suppressing a Complaint Prohibited

No County employee, agent, contractor or volunteer shall suppress, or attempt to suppress a complaint of sexual harassment.

Responsibility for Agents, Contractors and Volunteers

County employees responsible for administering, monitoring or overseeing the work of County agents, contractors, or volunteers shall ensure that they do not violate this policy.
If managers or supervisors become aware of possible sexual harassment by County agents, contractors or volunteers, they shall conduct a timely investigation and take appropriate corrective action.

Policy

All County employees, agents, contractors and volunteers are responsible for ensuring that sexual harassment does not occur in the Sacramento County work environment.

Timely Reporting Critical

Any employee, agent, contractor or volunteer who believes that he or she has been the object of, or has been affected by sexual harassment in County work situations, or who is aware of an occurrence of sexual harassment should immediately report such action or incident to any of the following individuals:

- his or her supervisor
- departmental Equal Employment Coordinator
- departmental Human Resources Representative
- the County's Equal Employment Opportunity Officer (EEO), or
- Department Head.

Note: Under no circumstances shall such report be required or expected to be made to a person who allegedly engaged in the conduct that is being reported.

Cooperation Required

County employees, agents, contractors and volunteers shall cooperate fully with all investigations of sexual harassment and shall not retaliate against complainants or witnesses.

Responsibilities of Management and Supervisory Personnel

All Department Heads, managers, and supervisory personnel, as defined by FEHA, shall ensure that the Sacramento County work environment is free from sexual harassment.

Advisory Against Supervisory Sexual Relationships

Supervisory and management employees are strongly advised against soliciting or engaging in sexual activity with employees over whom they have authority. This advice applies regardless of whether the employee has consented to the relationship. Such relationships expose the County and the supervisor or manager to:

- potential claims of sexual harassment
- possible liability
- appearances of favoritism and
- dissension among other employees because of the relationships

Potential Results: Supervisory Sexual Relationships

A relationship may begin with the employee's consent, then end, and be followed by a charge of sexual harassment against the supervisor or manager. In such cases, County management will not look with sympathy on a defense that the relationship started with the employee's consent.

Situations like this may result in disciplinary action being taken against the supervisor or manager.

In the event of a court suit, the County may refuse to provide defense counsel and to indemnify the supervisor or manager for any judgment rendered against him/her.

Educating Employees

As appropriate for their level in the organization, Department Heads, managers, and supervisory personnel, as defined by FEHA, are responsible for ensuring all employees are aware that:

- sexual harassment is prohibited
- they have a right to complain about such behavior
- they will be protected from retaliation
- incidents should be reported to help ensure they will not recur
- prompt appropriate follow-up action will be taken to stop such behavior if the supervisor or manager learns of the problem
- sexual harassment may be grounds for disciplinary action
- ensuring that all employees have a copy of the Sexual Harassment in County Employment H-4 policy

Dealing with Complaints

As appropriate for their level in the organization, Department Heads, managers, and supervisory personnel, as defined by FEHA, are responsible for:

- promptly and thoroughly investigating any complaint of sexual harassment
- taking reasonable steps to protect the complainant from further harassment or retaliation
- taking appropriate corrective action against anyone in County employment who engages in sexual harassment
- taking appropriate corrective action against any agent, contractor, or volunteer who engages in sexual harassment.

Appointing a Department Investigator

Management shall appoint one or more departmental Equal Employment Coordinators or Human Resources Representatives. This person or persons will provide information related to sexual harassment and will typically be the initial investigator of such complaints. The individual(s) selected must:

- be credible
- be at an appropriate level in the organization, and
- have received training consistent with the County's investigator training.

Note: Changes to the above appointed individual(s) must be communicated to the EEO Officer in a timely manner.

Equal Employment Opportunity Officer

The County's EEO Officer, in cooperation with Department Heads, is responsible for:

- educating managers, supervisors, and employees, and informing them of their rights and responsibilities under this policy
- developing processes for conducting investigations of alleged violations of this policy
- advising departments on handling sexual harassment complaints
- advising individuals of the process for handling sexual harassment concerns and complaints
- investigating and attempting to resolve sexual harassment complaints
- advising all parties about the confidentiality of the complaints and the process
- providing training to departmental Equal Employment Coordinators and Human Resources Representatives.

Use of Outside Investigators

In some circumstances, the use of an "outside investigator" may be necessary and/or advisable in order to ensure the integrity of the investigation. An "outside investigator" shall not be a County employee, but shall be an individual or entity that is retained by the County to investigate complaints of violations of the County's Discrimination in County Employment H-3.

Mandatory Use

The County shall use an outside investigator to conduct investigations of sexual harassment complaints against any of the following individuals:

- All elected officials
- The County Executive
- The County Counsel

Discretionary Use

The County may, in its discretion, use an outside investigator to conduct investigations of sexual harassment complaints against any of the following individuals:

- Chief Deputy County Executives
- Department Heads
- Assistant or Deputy Department Heads (or individuals who serve as the second-in-command for the Department)
- other County employees, agents, contractors or volunteers, as appropriate, depending on their role and function within the County

Coordination and Consultation Needed

The selection of an outside investigator for those individuals listed above shall be made in coordination and consultation with:

- County Executive (except if subject of the investigation)
- County Counsel (except if subject of the investigation)
- the elected official of the affected department
- the Administrator of Internal Services Agency or Director of Department of Personnel Services (except if subject of the investigation).

Referrals to Chief of EEO

The departmental Equal Employment Coordinator or Human Resources Representative shall refer any complaints regarding those individuals listed under Discretionary use to the EEO Officer.

Factors to Consider

For those circumstances in which the County may, but is not required to use an outside investigator, the factors to be considered in determining whether an outside investigator should be used include, but are not limited to:

- seriousness of the allegations(s)
- the number of departments involved
- involvement of non-County agencies and/or vendors
- the complexity and nature of the allegation(s).

Complaint Process

Presenting a Complaint

Complaints may be presented orally or in writing. However, written complaints are strongly recommended. Any complaint should include the following information:

- basis for the alleged sexual harassment
- specific harassment or incident(s) that occurred
- names of any persons thought to be responsible for the harassment
- remedy being sought by the complainant
- name of the complainant's representative, if any

Who to Notify

Any employee or applicant for employment who believes he or she has been the victim of sexual harassment or retaliation in violation of this policy is encouraged to file a complaint with any of the following individuals:

- His or Her Supervisor
- His or Her Manager
- Departmental Equal Employment Coordinator
- Departmental Human Resources Representative
- Equal Employment Opportunity Officer
- Department Head

County's Action

When the County receives a complaint of sexual harassment or retaliation, or otherwise has reason to believe that sexual harassment or retaliation is occurring, it will take all reasonable measures to ensure that the matter is promptly investigated and that prompt, appropriate, corrective action is taken.

At the conclusion of the investigation, the County will determine whether there is sufficient evidence to substantiate a violation of the County's policy and whether corrective action is necessary to resolve the issue(s) of the complaint. The County will advise the complainant, the accused, the Department Head, and as appropriate, management and/or supervisory staff of such determination.

Other Complaint Options

The filing of a complaint pursuant to this policy does not prevent the filing of a complaint with the State Department of Fair Employment and Housing (DFEH) or the U.S. Equal Employment Opportunity Commission (EEOC) or in court.

County's Decision is Final

The decision of the County is final. If a complainant is not satisfied with the outcome of the investigation, the complainant may file a complaint with the DFEH or EEOC or exercise other appropriate legal action.

Investigation Without a Complaint

An investigation may be undertaken even if a complaint has not been filed, if there is a reasonable basis to believe that there is, or has been a violation of this policy.

Investigator Authority

An investigation may be undertaken even if a complaint has not been filed, if there is a reasonable basis to believe that there is, or has been a violation of this policy.

Confidentiality Considerations

To the extent permitted by law, proceedings under this policy and all reports and records filed shall be kept confidential. Reasonable efforts shall be made to protect the privacy interests of the parties. Information will be given only to those who have a need to know.

The complainant, the accused, the Department Head, and, as appropriate, management and/or supervisory personnel will be advised of the results of the investigation and whether any corrective action will be taken.

Protection from Retaliation

The County shall take all reasonable measures to ensure that the complainant is protected from retaliation, particularly if the complaint involves the complainant's supervisor or someone in a position of authority over the complainant.

Management personnel are responsible for investigating all allegations of retaliation and taking appropriate corrective action.

Findings of Other Issues

In the course of an investigation, an investigator may become aware of actual or alleged operational/management issues, which, while they do not constitute sexual harassment as defined in this policy, should be brought to the attention of management.

In those instances, the investigator shall summarize such issues in a separate report addressed to the appropriate management level. Management shall follow-up on such issues via appropriate means, including conducting its own operational reviews.

Drug and Alcohol Policy

The County supports and complies with the Drug Free Workplace Act of 1988. The County Drug Free Workplace Policy forbids unlawful use or possession of controlled substances, or alcohol in the work-place. Failure to comply with this policy will result in disciplinary action up to and including dismissal.

Appendix A: Workers' Compensation

Internal Services

Department of Personnel Services
Workers' Compensation Office
Denise Currie, Manager

County of Sacramento

Bradley J. Hudson, County Executive
David Villaneuva, Agency Administrator
David Devine, Department Director

TIME OF HIRE PAMPHLET

WHAT IS WORKERS' COMPENSATION?

If you get hurt on the job, your employer is required by law to pay for workers' compensation benefits. You could get hurt by:

One event at work. Examples: hurting your back in a fall, getting burned by a chemical that splashes on your skin, getting hurt in a car accident while making deliveries.

—or—
Repeated exposures at work. Examples: hurting your wrist from doing the same motion over and over, losing your hearing because of constant loud noise.
—or—
Workplace crime. Examples: you get hurt in a store robbery, physically attacked by an unhappy customer.

Discrimination is illegal

It is illegal under Labor Code section 132a for your employer to punish or fire you because:

- You file a workers' compensation claim
- Intend to file a workers' compensation claim
- Settle a workers' compensation claim
- Testify or intend to testify for another injured worker.

If it is found that your employer discriminated against you, he or she may be ordered to return you to your job. Your employer may also be made to pay for lost wages, increased workers' compensation benefits, costs and expenses set by state law.

WHAT ARE THE BENEFITS?

- **Medical care**: Paid for by your employer to help you recover from an injury or illness caused by work. Doctor visits, hospital services, physical therapy, lab tests and x-rays are some of the medical services that may be provided. These services should be necessary to treat your injury. There are limits on some services such as physical therapy and chiropractic care.

- **Temporary disability benefits**: Payments if you lose wages because your injury prevents you from doing your usual job while recovering. The amount you may get is up to two-thirds of your wages. There are minimum and maximum payment limits set by state law. You will be paid every two weeks if you are eligible. For most injuries, payments may not exceed 104 weeks within five years from your date of injury. Temporary disability (TD) stops when you return to work, or when the doctor releases you for work, or says your injury has improved as much as it's going to. You may file a claim with the Employment Development Department to get additional state disability benefits when TD benefits are delayed, denied or have ended.

- **Permanent disability benefits**: Payments if you don't recover completely. The amount of payment is based on:
- Your doctor's medical reports
- Your age
- Your occupation
- How much you can earn in the future.

  You will be paid every two weeks if you are eligible. There are minimum and maximum weekly payment rates.

- **Supplemental job displacement benefits**: Vouchers to help pay for retraining or skill enhancement if you don't recover completely and don't return to work for your employer. The vouchers range from $4,000 to $10,000 depending on your level of permanent disability. This voucher is for you to use at a state approved school if:
  - You have a permanent disability
  - Your employer does not offer modified or alternative work and
  - You don't return to your employer within 60 days after your TD ends.

  - **Death benefits**: Payments to your spouse, children or other dependents if you die from a job injury or illness. The amount of payment is based on the number of dependents. The benefit is paid every two weeks at a rate of at least $224 per week. In addition, workers' compensation provides a burial allowance.

Workers' compensation fraud is a crime
Any person who makes or causes to be made any knowingly false statement in order to obtain or deny workers' compensation benefits or payments is guilty of a felony. If convicted, the person will have to pay fines up to $150,000 and/or serve up to five years in jail.

WHAT SHOULD I DO IF I HAVE AN INJURY?

Report your injury to your employer
Tell your supervisor right away no matter how slight the injury may be. Don't delay – there are time limits. You could lose your right to benefits if your employer does not learn of your injury within 30 days. If your injury or illness is one that develops over time, report it as soon as you learn it was caused by your job.

The County is self-insured for workers' compensation and claims are handled by

Workers' Compensation Office
PO Box 276130
Sacramento, CA 95827
Phone (916) 876-5251
Fax (916) 876-5157
PSDworkscomp@saccounty.net

Get emergency treatment if needed
If it's a medical emergency, go to an emergency room right away. Tell the medical provider who treats you that your injury is job related. Your employer may tell you where to go for follow up treatment.

Emergency telephone number:
Call 911 for an ambulance, fire department or police. For non-emergency medical care, contact your employer, the workers' compensation claims administrator or go to this facility:

Kaiser Occupational Medicine
Mercy Medical Group Occupational Medicine
Sutter Occupational Medicine

Additional information on clinic locations is available at: http://www.hra.saccounty.net/liability/workers.htm

Fill out DWC 1 claim form and give it to your employer
Your employer must give you a DWC 1 claim form within one working day after learning about your injury or illness. Complete the employee portion, sign and give it back to your employer. Your employer will then file your claim with the claims administrator. Your employer must authorize treatment within one working day of receiving the DWC 1 claim form.

If the injury is from repeated exposures, you have one year from when you realized your injury was job related to file a claim.

In either case, you may receive up to $10,000 in employer-paid medical care until your claim is either accepted or denied. The claims administrator has up to 90 days to decide whether to accept or deny your claim. Otherwise your case is presumed payable.
Your employer or the claims administrator will send you "benefit notices" that will advise you of the status of your claim.

WHAT IS A PRIMARY TREATING PHYSICIAN (PTP)?
This is the doctor with overall responsibility for treating your injury or illness. He or she may be:

- The doctor you name in writing *before* you get hurt on the job
- A doctor from the medical provider network (MPN)
- The doctor chosen by your employer during the first 30 days of injury if your employer does not have an MPN or
- The doctor you chose after the first 30 days if your employer does not have an MPN.

WHAT IS A MEDICAL PROVIDER NETWORK (MPN)?
An MPN is a select group of health care providers who treat injured workers. Each MPN includes a mix of doctors specializing in work-related injuries and doctors with expertise in general areas of medicine. Check with your employer to see if they are using an MPN.

If you have not named a doctor before you get hurt and your employer is using an MPN, you will see an MPN doctor. After your first visit, you are free to choose another doctor from the MPN list. A complete MPN notice must be posted in a work area used by employees and near the "Notice to Employees" poster. For more information, see the MPN contact on the "Notice to Employees" poster.

The County of Sacramento does not utilize a MPN.

WHAT IS PREDESIGNATION?

Predesignation is when you name your regular doctor to treat you if you get hurt on the job. The doctor must be a medical doctor (M.D.), doctor of osteopathic medicine (D.O.) or a medical group with an M.D. or D.O. You must name your doctor in writing *before* you get hurt or become ill.
You may predesignate a doctor if your employer offers group health coverage and the doctor must have:

- Treated you
- Maintained your medical history and records before your injury and
- Agreed to treat you for a work-related injury or illness before you get hurt or become ill.

If your employer does not have an approved MPN, you may name your chiropractor or acupuncturist to treat you for work related injuries. The notice of personal chiropractor or acupuncturist must be in writing *before* you get hurt. You may use the form included in this pamphlet. After you fill in the form, be sure to give it to your employer.

WHAT IF THERE IS A PROBLEM WITH MY BENEFITS?

If you have a concern, speak up. Talk to your employer or the claims administrator handling your claim and try to solve the problem. If this doesn't work, get help by trying the following:

Contact the Division of Workers' Compensation (DWC) Information and Assistance (I&A) Unit
All 24 DWC offices throughout the state provide information and assistance on rights, benefits and obligations under California's workers' compensation laws. I&A officers help resolve disputes without formal proceedings. Their goal is to get you full and timely benefits. Their services are free.

To contact the nearest I&A Unit, go to www.dwc.ca.gov in the top bar, click on "I&A." At this site you will find fact sheets, guides and information to help you.

The nearest I&A Unit is located at:
160 Promenade Circle,
Suite 300
Sacramento, CA 95834-2962
(916) 928-3158

Consult with an attorney
Most attorneys offer one free consultation. If you decide to hire an attorney, his or her fees may be taken out of some of your benefits. For names of workers' compensation attorneys, call the State Bar of California at (415) 538-2120 or go to their Web site at www.californiaspecialist.org. You may get a list of attorneys from your local I&A Unit or look in the yellow pages.

Warning

Your employer may not pay workers' compensation benefits if you get hurt in a voluntary off-duty recreational, social or athletic activity that is not part of your work-related duties.

Additional rights

You may also have other rights under the Americans with Disabilities Act (ADA) or the Fair Employment and Housing Act (FEHA). For additional information, contact FEHA at (800) 884-1684 or the Equal Employment Opportunity Commission (EEOC) at (800) 669-4000.

The information contained in this pamphlet conforms to the informational requirements found in Labor Code sections 3551 and 3553 and California Code of Regulation, Title 8, sections 9880 and 9883. This document is approved by the Division of Workers' Compensation administrative director.

Appendix B: HIPAA

What is HIPAA?

- HIPAA stands for the **H**EALTH **I**NSURANCE **P**ORTABILITY AND **A**CCOUNTABILITY **A**CT. It is a federal law, passed by Congress, and is enforced by the federal Department of Health and Human Services, and the Office for Civil Rights
- HIPAA covers confidentiality, privacy and security of our personal health information—in every form, whether it is paper, verbal or electronic
- HIPAA also covers health care transactions like claims, eligibility, claim status and claim payment
- HIPAA sets standards for security of the electronic (computer) systems that transmit and receive and store health information

Who is Protected by HIPAA?

- All persons receiving health care services provided by the County
- All persons receiving health care services that are paid for by the County
- You, as a consumer of health care, wherever you receive services

What is Confidential Under HIPAA?

- Any information related to an individual that has the possibility of linking that person to his or her health record is confidential and must be protected
- Information communicated verbally, in writing, stored on any computer, laptop, or recording device, in any database, or transmitted through electronic means such as faxes, BlackBerrys, or any personal digital assistant (PDA)

What is the "Need To Know Standard"?

Your need and right to know confidential information is defined by the job you perform. **Access to this information is a privilege and responsibility.** Ask yourself: "Do I need to know this to do my job?" "What is the **minimum necessary** I must know to perform my job duties?" "Does anyone else need to know this to do their job?" Your co-worker may not need to know the same information. **You** must maintain the security of confidential information when you have been granted access to it.

What if I Don't Work in Patient Care? How Does This Affect Me?

- The County of Sacramento is entrusted with private, confidential information from citizens, including all types of personal identifying information, as well as HIPAA protected health information. As a member of the County's workforce, you have a responsibility to maintain the privacy and security of all confidential information.
- You do not have to work directly in health care to be affected by HIPAA. You may see confidential information every day. You might work in a billing office or in an accounting office and see information about individuals receiving health services. Your job might give you access to locked offices that contain confidential information. You might walk through health care or business areas on your way to your office and come in contact with clients or their information. HIPAA says we must keep health information about County clients secure and confidential.
- Other types of personal identifying information are also protected by both state and federal laws. If you gain confidential information, even accidentally, in the course of performing your job duties or as a result of your employment relationship with the County, **you must not share it.** If you happen to see a friend at a County health services facility, you must not disclose that to anyone else – not to other friends, or your family, or to your friend's family. Your obligation is to maintain privacy and confidentiality.

What if Violations Happen?

- Workforce members who violate County HIPAA policies and procedures are subject to disciplinary action up to and including immediate dismissal.
- Workforce members who **knowingly and willfully violate** state or federal law by not safeguarding protected health information or electronic protected health information are subject to criminal investigation and prosecution, and/or civil monetary penalties
- If the County of Sacramento fails to enforce privacy and security safeguards, the County may be subject to penalties by the Office of Civil Rights.

County of Sacramento policies and procedures required for HIPAA compliance are available online at:
http://inside.compliance.saccounty.net

Contact information:

Office of Compliance
799 G Street, Room 217
Sacramento, CA 95814
Mail Code: 36-217

Email: HIPAAOffice@saccounty.net

Phone No: (916) 874-2999
Toll Free: 1-866-234-6883
TTY 1-877-835-2929

WHAT YOU CAN DO TO PROTECT CONFIDENTIAL INFORMATION

There are things all of us can do to help protect the confidentiality and privacy of everyone who receives services from our programs. Treat all personal identifying information with confidentiality, whether you know it because of your job or you learn it accidentally.

1. Never look at or access any type of information that you are not specifically authorized to access.
2. Never discuss confidential information with anyone, inside the County or outside the County, who is not specifically authorized to have the information.
3. When you share information verbally with authorized persons, take precautions so you are not overheard.
4. When you are working with confidential information in paper form, make sure it is covered or put away when you step away from your desk.
5. When you work with confidential information on the computer, make sure you lock it before leaving it unattended. Use the Ctrl-Alt-Del-Enter keys to lock the computer. Ask for help if you don't know how to do this. All computers should be locked (or tuned off) when not in use.
6. Never share your computer password and don't write it down. Make sure it is strong by having at least 6 letters, and include lower case, capitals, numbers and symbols such as !, $, %, etc
7. Make sure your computer screen is not in public view.
8. Always turn off your computer when you are finished working for the day. If you share a computer, always log off.
9. If you are receiving a fax with confidential information, be sure to be at that machine when it arrives. Don't let the information sit at the machine for possible unauthorized viewing by others.
10. Don't transmit confidential information by email unless you are authorized to do so. You must always encrypt ("scrambling") the confidential data before it's emailed.
11. Always keep confidential information safe when records are in your possession. Use locking file cabinets whenever possible.
12. Always dispose of paper with confidential information properly by shredding. Do not recycle it!
13. Be aware of facility security. Never share your building keys, codes or access cards with anyone.

14. Prevent “tailgating” through building entrances–every person should use their own access card.

15. Maintain security inside the building where you work–escort visitors to and from your office.

16. Immediately report to your supervisor or manager any incident that affects the privacy or security of confidential information.

Always Protect and Secure

Confidential Information

More information for
County of Sacramento employees
can be found at:
http://inside.compliance.saccounty.net

Respect the Privacy and Confidentiality of All Health Information

It’s the Right Thing To Do and The Law Requires It

OFFICE of Compliance

PHONE: (916) 874-2999

TOLL-FREE: 1-866-234-6883

TTY: 1-877-835-2929

Appendix C:Paid Family Leave

Paid Family Leave Insurance Benefits for California Workers

There are times in the life of every working person when they need to care for a loved one. Maybe it's a working parent who needs more time to bond with and care for a newborn. Maybe it's an employee who needs to care for a seriously ill parent, child, spouse, or registered domestic partner. California's Paid Family Leave insurance benefit was created for times like these. (**Note**: Registered domestic partners must meet requirements and register with the California Secretary of State to be eligible for benefits.)

A Program that Benefits you and your Family

California is leading the nation as the first state to make it easier for employees to balance the demands of the workplace and family care needs at home. Paid Family Leave insurance benefits are based on the claimant's (care provider's) past quarterly earnings. For more information regarding maximum benefit amounts paid, view the link to the *Disability Insurance (DI) & Paid Family Leave(PFL) Weekly Benefit Amounts in Dollar Increments* form, DE 2589, at **www.edd.ca.gov**.

Paid Family Leave for California Employees

Paid Family Leave insurance does not provide job protection or return rights. Your job **may** be protected **if** your employer is subject to the federal Family Medical Leave Act and the California Family Rights Act. You must notify your employer of your reason for taking leave in a manner consistent with your company's leave policy.

To qualify for Paid Family Leave compensation, you must meet the following requirements:

- Be covered by State Disability Insurance (SDI) (or a voluntary plan in lieu of SDI) and have earned at least $300 in your base period from which deductions were withheld.
- Complete your claim forms accurately, completely, truthfully, and timely.
- Submit your claim no earlier than 9 days, but no later than 49 days after the first day your family care leave began.
- Supply medical information that supports your claim that the care recipient has a serious health condition and requires your care.
- Provide documentation to support a claim for bonding with a new biological, adopted, or foster child.
- Use up to two weeks of any earned but unused vacation leave or paid time off (PTO) prior to the initial receipt of benefits if required by your employer prior to the initial receipt of benefits.
- Serve a 7-day unpaid waiting period before benefits begin for each different care recipient within the 12-month period.

You may not be eligible for benefits if:

- You receive State Disability Insurance, Unemployment Insurance, or Workers' Compensation.
- You are not working or looking for work at the time you begin your family care leave.
- You are not suffering a loss of wages.
- The need for care is not supported by the certificate of a treating physician or practitioner.
- You are in custody due to conviction of a crime.

You are entitled to:

- Know the reason and basis for any decision that affects your benefits.
- Appeal any decision about your eligibility for benefits. (Appeals must be sent to Paid Family Leave in writing.)
- A hearing of your appeal before an Administrative Law Judge (ALJ). You may further appeal the ALJ's decision to the California Unemployment Insurance Appeals Board and the courts.
- Privacy — Information about your claim will be kept confidential except for the purposes allowed by law.

Fast facts about Paid Family Leave

- Provides benefits but does not provide job protection or return rights.
- Provides eligible workers partial wage replacement when taking time off work to care for parents, children, spouses, and registered domestic partners or to bond with a new minor child.
- Covers all employees who are covered by SDI (or a voluntary plan in lieu of SDI).
- Offers up to 6 weeks of benefits in a 12-month period.
- Provides benefits of approximately 55 percent of lost wages.

Contact Paid Family Leave

If you have any questions about these benefits or would like to request a claim form, contact us today. If you are a woman currently receiving SDI pregnancy-related benefits, it is not necessary to request a Claim for Paid Family Leave Benefits. You will automatically be sent a Claim for Paid Family Leave (PFL) Benefits - New Mother, DE 2501FP, when your pregnancy-related disability claim ends.

1-877-238-4373 (English)
1-877-379-3819 (Español)
1-866-692-5595 (Cantonese)
1-866-692-5596 (Vietnamese)
1-866-627-1567 (Armenian)
1-866-627-1568 (Punjabi)
1-866-627-1569 (Tagalog)
1-800-445-1312 (TTY)

For more information, visit: www.edd.ca.gov

Employment Development Department
State of California

Claim forms should be mailed to:

Paid Family Leave at:
P.O. Box 997017
Sacramento, CA 95799-7017

EDD is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Requests for services, aids, and/or alternate formats need to be made by calling

877-238-4373 (voice) or TTY 800-445-1312.

This pamphlet is for general information only and does not have the force and effect of law, rule or regulation.

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Appendix D: State Disability Insurance

Notice to Employees:

THIS EMPLOYER IS REGISTERED UNDER THE CALIFORNIA UNEMPLOYMENT INSURANCE CODE AND IS REPORTING WAGE CREDITS THAT ARE BEING ACCUMULATED FOR YOU TO BE USED AS A BASIS FOR:

UI: Unemployment Insurance

(funded entirely by employers' taxes)
When you are unemployed or working less than full-time and are ready, willing, and able to work, you may be eligible to receive Unemployment Insurance benefi ts. There are three ways to fi le a claim:

Internet

File on-line with eApply4UI—the fast, easy way to file a UI claim! Access eApply4UI at **https://eapply4ui.edd.ca.gov/.**

Telephone

File by contacting a customer service representative at one of the toll-free numbers listed below:

English 1-800-300-5616 Spanish 1-800-326-8937
Cantonese 1-800-547-3506 Vietnamese 1-800-547-2058
Mandarin 1-866-303-0706 TTY (non voice) 1-800-815-9387

Mail or Fax

File by mailing or faxing a UI Application (DE 1101I), by accessing the paper application on-line at **www.edd.ca.gov**. Print out the application, hand write your answers, and mail or fax it to EDD for processing.

Note: File promptly. If you delay in fi ling, you may lose benefi ts to which you would otherwise be entitled.

DI: Disability Insurance

(funded entirely by employees' contributions)
When you are unable to work or reduce your work hours because of sickness, injury, or pregnancy, you may be eligible to receive Disability Insurance (DI) benefits.

Your employer must provide a copy of "Disability Insurance Provisions," DE 2515, to each newly hired employee and to each employee leaving work due to pregnancy or due to sickness or injury that is not related to his/her job.

Claim Forms

- If your employer operates an approved voluntary plan in place of disability insurance and you have chosen to be covered by it, obtain DI claim forms from your employer.
- If you are not covered by a voluntary plan, obtain claim forms from your doctor, hospital, or directly from any California Disability Insurance (DI) Claim Management offices.
- File your "Claim for DI Benefits," DE 2501, within 49 days of the first day of your disability to avoid losing benefits.

FOR MORE INFORMATION ABOUT DI, VISIT THE EDD WEB SITE AT **www.edd.ca.gov** OR
CONTACT THE DISABILITY INSURANCE CUSTOMER SERVICE CENTER AT 1-800-480-3287.
STATE GOVERNMENT EMPLOYEES SHOULD CALL 1-866-352-7675.
TTY (FOR DEAF OR HEARING-IMPAIRED INDIVIDUALS ONLY) IS AVAILABLE AT 1-800-563-2441.

PI: Paid Family Leave
(funded entirely by employees' contributions)
When you stop working or reduce your work hours to care for a family member who is seriously ill or to bond with a new child, you may be eligible to receive Paid Family Leave (PFL) benefits.

Your employer must provide a copy of "Paid Family Leave Program Brochure," DE 2511, to each newly hired employee and to each employee leaving work to care for a seriously ill family member or to bond with a new child.

Claim Forms

- If your employer operates an approved voluntary plan in place of disability insurance and you have chosen to be covered by it, obtain PFL claim forms from your employer.
- If you are not covered by a voluntary plan, obtain claim forms from doctors, hospitals, or directly from any California Disability Insurance (DI) Claim Management offices or the PFL office.
- File your "Claim for PFL Benefits," DE 2501F, within 49 days of the fi rst day of your family leave to avoid losing benefits.

FOR MORE INFORMATION ABOUT PFL, VISIT THE EDD WEB SITE AT **www.edd.ca.gov** OR CONTACT THE PAID FAMILY LEAVE CUSTOMER SERVICE CENTER AT:
English 1-877-238-4373 Spanish 1-877-379-3819
Armenian 1-866-627-1567 Tagalog 1-866-627-1569
Cantonese 1-866-692-5595 Vietnamese 1-866-692-5596
Punjabi 1-866-627-1568 TTY (non voice) 1-800-445-1312
STATE GOVERNMENT EMPLOYEES SHOULD CALL 1-877-945-4747

NOTE: SOME EMPLOYEES MAY BE EXEMPT FROM COVERAGE BY THE ABOVE INSURANCE PROGRAMS.
IT IS ILLEGAL TO MAKE A FALSE STATEMENT OR TO WITHHOLD FACTS TO CLAIM BENEFITS.
FOR ADDITIONAL GENERAL INFORMATION, VISIT THE EDD WEB SITE AT **www.edd.ca.gov**.

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Payday Calendar

COUNTY OF SACRAMENTO

2013 HOLIDAY AND PAYDAY CALENDAR

☐ = HOLIDAY
◯ = PAYDAY

JANUARY

Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	2
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	3
20	21	22	23	24	25	26	
27	28	29	30	31			4

January 1 – New Year's Day
January 21 – Martin Luther King, Jr.

FEBRUARY

Su	M	Tu	W	Th	F	Sa	
					1	2	4
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	5
17	18	19	20	21	22	23	
24	25	26	27	28			6

February 12 – Abraham Lincoln
February 18 – George Washington

MARCH

Su	M	Tu	W	Th	F	Sa	
					1	2	6
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	7
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	8
31							

APRIL

Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	8
7	8	9	10	11	12	13	9
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	10
28	29	30					

MAY

Su	M	Tu	W	Th	F	Sa	
			1	2	3	4	10
5	6	7	8	9	10	11	11
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	12
26	27	28	29	30	31		

May 27 – Memorial Day

JUNE

Su	M	Tu	W	Th	F	Sa	
						1	12
2	3	4	5	6	7	8	13
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	14
23	24	25	26	27	28	29	
30							15

JULY

Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6	15
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	16
21	22	23	24	25	26	27	
28	29	30	31				17

July 4 – Independence Day

AUGUST

Su	M	Tu	W	Th	F	Sa	
				1	2	3	17
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	18
18	19	20	21	22	23	24	
25	26	27	28	29	30	31	19

SEPTEMBER

Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	19
8	9	10	11	12	13	14	20
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	21
29	30						

September 2 – Labor Day

OCTOBER

Su	M	Tu	W	Th	F	Sa	
		1	2	3	4	5	21
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	22
20	21	22	23	24	25	26	
27	28	29	30	31			23

October 14 – Columbus Day

NOVEMBER

Su	M	Tu	W	Th	F	Sa	
					1	2	23
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	24
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	25

November 11 – Veterans Day
November 28 & 29 – Thanksgiving

DECEMBER

Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	26
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	1
22	23	24	25	26	27	28	
29	30	31					2

December 25 – Christmas

INSURANCE DEDUCTIONS: Deductions for health plans will not be made for paychecks issued March 29 and August 30, 2013. All other insurance deductions will be made.

CHOICE OF FOUR HOURS OFF ON CHRISTMAS EVE OR NEW YEAR'S EVE: In addition to the holidays listed above, Section 2.78.720 of the County Personnel Ordinance provides that, "Each employee shall be allowed four hours off work with pay on the last working day before Christmas or the last working day before New Year's. If the employee is unable, because of the needs of the service, to take such time off, he or she will be credited with four hours compensatory time off." Temporary, On-Call, and Extra Help employees do not receive holiday compensation, but will be granted up to four hours off on either Christmas Eve or New Year's Eve.