

## NEW EMPLOYEE INFORMATION SUMMARY

### TYPES OF APPOINTMENT

Probationary employees include new employees hired on a full-time basis to fill budgeted County positions in Civil Service. A Civil Service employee must also serve a probation period upon appointment (for example, promotion) to a class in which she/he had not completed a probation period. Most employees serve a probation period for hours of service equivalent to 6 months. Employees in some classes serve probation periods of hours of service equivalent to one year.

Provisional employees may be appointed when a suitable eligible list for a position does not exist, with the approval of the Personnel Director, provided the employee meets the minimum qualifications for the job. This type of appointment is made pending the administration of a competitive examination and normal certification and selection procedures. A provisional appointment generally cannot exceed 90 days in length; however a 90-day extension can be granted under some circumstances. Provisional appointees are subject to removal at the will of the appointing authority, and must be dismissed should they fail any step in the examination/selection process.

Substitute employees are those appointed to a regular or limited term position for a minimum of 20 working days to replace an employee on a leave of absence with or without pay, and are limited to the period of the leave of absence. A substitute employee must be separated upon return of the employee on the leave of absence. A substitute employee may have probationary or provisional status. Substitute employees cannot attain permanent status, even if their appointment exceeds the probational period for their job class.

Limited Term employees are those appointed to a budgeted position which is authorized for a limited period of time. Limited term employees have the same rights and privileges as other employees, with the exception of lay-off and related rights. When a limited term position ends, the incumbent is laid off and seniority and reemployment provisions will not apply.

Non-civil service employees refer to employees hired in positions which are excluded from civil service status. In this employment status, you serve exclusively at the pleasure of the appointing authority (e.g., Board of Supervisors). You can be released without cause at any time from such appointment. You have no right or expectation of continuing employment, and no oral or written statements or representations by any person or body can afford you such rights or expectations other than by formal action by both the Santa Cruz County Board of Supervisors and Civil Service Commission to include your position in Civil Service. Non-civil service employees who are appointed through competitive examination and regular certification procedures may compete in promotional civil service exams.

PART-TIME EMPLOYEES: (20-39 hours a week): Part-time employees in budgeted positions receive paid leave (e.g., Annual Leave) on a pro-rated basis.

EXTRA-HELP ("TEMPORARY") EMPLOYEES: Although extra-help employees may have the same job title as employees in a representation unit, they are not covered by Memoranda of Understanding and receive separate benefits applicable to extra-help employees. Extra-help employees cannot work more than 999 hours in a fiscal year. In addition to the limit on hours by fiscal year, P.E.R.S. retirees cannot work more than 960 hours in a calendar year as extra-help.

HOURS OF SERVICE: The Personnel and Payroll systems of Santa Cruz County are based on an "hours of service" concept. Eligibility for a number of benefits (e.g., step advancement), the level of benefits (e.g., vacation), and time periods (e.g., length of probation period) are measured by hours of service. Hours of service are the paid hours of work or paid leave taken by the employee within the

number of authorized hours for the position occupied by the employee. Hours worked in excess of the number of hours authorized, whether overtime or otherwise, are not included in hours of service.

EMPLOYEE PERFORMANCE EVALUATIONS: The objectives of performance appraisals are to accurately evaluate and document job performance, provide constructive feedback for improving performance, and provide a basis for open and productive communication between the employee and her/his supervisor. Performance evaluations for Civil Service employees are completed on the following basis:

- A. Six month probation-employees serving a six-month probation shall be evaluated at two and six months during their probation period.
- B. One year probation-employees serving a one-year probation shall be evaluated at two, six and twelve months during their probation period.
- C. Permanent employees-all permanent employees shall be evaluated at least once each year. Your performance evaluation will be prepared in writing by your supervisor on forms provided by the County. The evaluation forms are available for review through your supervisor. After your supervisor has prepared the evaluation, she/he will present and discuss the contents with you. When the form has been reviewed and signed, you will receive a copy, a copy will be retained by your department, and a copy will be filed in the Personnel Department. Your evaluation is taken into account in authorizing salary step increases. It is also taken into account in any preferential treatment or disciplinary action to be taken. If you feel your evaluation is improper, the County has a specific procedure established for further review and appeal of evaluations. See the back of the County's evaluation form for this procedure.

PERSONNEL FILE. You may review your personnel file during working hours in the Personnel Department in the County Government Center. This file contains personnel actions which reflect your appointments and salary changes, performance evaluations and the like. It does not contain medical or exam information. Only yourself, your supervisor, your department head, and authorized Personnel staff have access to your file--on a "need to know" basis. Your representative, with your written authorization, may also review your file.

ABSENCES: All paid and unpaid absences must be approved by your department head and, in some cases, the Personnel Director. All requests for time off must be submitted and approved in advance, except when this is not possible because you have a medical emergency. If you are going to be late to work or if you are going to be absent without prior approval, it is expected that you notify your supervisor directly no later than the beginning of the first hour of your work shift. If you cannot contact your supervise, you should notify your supervisor's boss. Employees are considered to have automatically resigned: (1) if they are absent without leave for a period which exceeds three working days; or (2) if they fail to return to work upon the expiration of any leave of absence without pay.

DRIVING ON COUNTY BUSINESS: All employees who operate motor vehicles on County business must comply with Chapter 2.32 of the County Code and provisions of the County Procedures Manual. No person shall operate a county vehicle unless she/he possesses a valid California operator's license and a valid driving permit issued by the County Administrative Officer. No person shall operate a private vehicle on County business unless she/he possesses a valid California operator/s license, has in effect the required insurance coverage on the vehicle, and has been authorized to operate the vehicle on County business by the County Administrative Officer. Employees who are authorized to operate County vehicles or private vehicles on County business must notify their department if their driver's license is suspended or revoked.

COUNTY PROPERTY: Unauthorized or wasteful use of public funds, supplies or equipment is grounds for dismissal pursuant to Civil Service Rule XIV B, Causes for Disciplinary Actions.

INCOMPATIBLE ACTIVITIES: The Board of Supervisors, in accordance with Government Code Section 1126 and Santa Cruz County Code Section 3.40.020, has adopted rules relating to incompatible activities for all County employees. The general rule which applies, unless a department has adopted specific rules of its own, is as follows:

A local agency officer or employee shall not engage in any employment activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with or inimical to his/her duties, functions, or responsibilities of his/her employing power or the agency by which she/he is employed. Such officer or employee shall not perform any work or counsel for compensation outside of his/her local agency employment where any part of his/her efforts will be subject to approval by any officer, employee, board of his/her employing body, unless otherwise approved in the manner prescribed by Subsection B of County Code 3.40.020.

Departments which have adopted specific departmental rules are: Agricultural Commissioner/Weights & Measures; Assessor; County Administrative Office; County Counsel; General Services; Municipal Court; Personnel; Probation; Public Works; Sheriff-Coroner; Human Resources Agency; Veterans Services. If you are in one of these departments, you MUST ask your supervisor or department head for a copy of the department's specific rules. Violation of these rules may be grounds for disciplinary action, including but not limited to suspension or dismissal.

CONFLICT OF INTEREST: As required by the Political Reform Act of 1974, each County department must designate employees who hold decision making positions. The act requires that all such employees file financial disclosure statements for the County when a financial conflict of interest is possible. If you have been employed in such a position, you must file the necessary forms at the time of hiring, every April 1, and upon termination from employment. Ask your department head or payroll clerk if you must file a Conflict of Interest statement.

--- NOTICE ---

Offers of employment are contingent upon your passing the pre-employment medical examination or screening in relationship to the physical abilities required to perform the essential job functions of the position AND any required background investigation/fingerprint clearance.

Employment, compensation and benefit commitments or statements made by any person(s) which conflict with or are inconsistent with regulations or with policies adopted by the Board of Supervisors are null and void.

If you are unclear on any issue, please bring it to the IMMEDIATE attention of our processing staff.