

COUNTY OF VENTURA

EMPLOYEE HANDBOOK



WELCOME!

Welcome to the Ventura County family. There are more than 8,000 people in our family. We hope your new job with us will be both pleasant and rewarding.

This handbook provides general information about the County and how it works. It also is a source of general guidelines to help you in your new job. Please read it carefully and keep it for future reference. The general information in this booklet is subject to change and shall not alter the Personnel Rules and Regulations, any Memorandum of Agreement, any County Resolution/ Ordinance, or any Department or Agency rule(s).

ABOUT THE COUNTY

Ventura is California's eleventh largest county with approximately 800,000 residents. It has 1,851 square miles. Its cities are Ventura, Santa Paula, Oxnard, Fillmore, Ojai, Port Hueneme, Thousand Oaks, Camarillo, Simi Valley, and Moorpark.

The County has over 95 public parks, the ocean, convenient public boat ramps, lakes, camping areas, and good fishing. The excellent weather allows people to enjoy spending time outdoors with bicycles, tennis rackets, golf clubs, surfboards, boats, jogging shoes, and camping equipment.

GOVERNMENT SERVICE

Government employees have responsibilities and safeguards that other employees may not have. **Our primary job is to serve the people.** Each of us is a representative of Ventura County and we each have a responsibility to serve every person courteously.

Most actions affecting us are controlled by the County's Civil Service Ordinance. "Civil Service" means that employment and promotional opportunities are competitive and based upon merit, efficiency and fitness. The Board of Supervisors has created other rules that concern pay and benefits. Labor contracts negotiated by Unions or Associations with the County also apply to most employees. Though information in this handbook applies to most County employees, you may always ask your supervisor for clarification or contact the Human Resources Division or your Agency/Department HR unit for more specific information.

CODE OF ETHICS

As a County Employee, it is important that you understand your responsibility.

All County employees have an obligation to the people, elected officials, the County's Administration, and other employees to work together to accomplish the County's goals. Employees are also obliged to report corruption, to not disclose confidential information, and to protect the County's property. Further, employees are to be impartial and are not to discriminate in providing service on the basis of race, color, national origin, religion, ancestry, medical condition, gender, sexual orientation, age (over 40), marital status, or disability.



Finally, no employee may accept any fee, compensation, gift, payment of expenses, or any other thing of monetary value which may result in, or create the appearance of resulting in, the use of his/her office or employment for private gain, preferential treatment of any person, impeding governmental efficiency or economy, any loss of complete independence or impartiality, the making of a County decision outside official channels; or any adverse affect on the confidence of the public in the integrity of County government.

EQUAL OPPORTUNITY IN EMPLOYMENT

It is the policy of the County of Ventura to ensure equal employment opportunity to its employees and applicants. Employment decisions are made on the basis of fitness and merit without regard to race, color, religion, national origin, disability, sex, sexual orientation or age. The County of Ventura follows this policy in recruitment, hiring, promotion, compensation, benefits, transfers, assignments, tour of duty, shifts, layoffs, returns from layoff, demotions, terminations, training, educational leave, social and recreational programs, and use of County facilities. It is not the intent of this policy to permit or require the lowering of bona fide job requirements or qualification standards to give preference to any employee or applicant for employment. However, we will take positive affirmative measures in accordance with the prevailing Federal and state law to recruit minorities, females, and persons with disabilities to all levels of the County government.

Any employee of the County of Ventura who fails to comply with this policy is subject to appropriate disciplinary action.

DISCRIMINATION AND HARASSMENT

The County of Ventura intends to be impartial in the treatment of employees and job applicants without regard to race, color, national origin, religion, ancestry, medical condition, gender, sexual orientation, age (over 40), marital status, or disability. The workplace is to be free of racial, ethnic, sexual, and religious harassment. Discrimination Prevention training is required. Adherence to this policy is a condition of employment for all employees. Violation of this policy will result in disciplinary action up to and including dismissal.

NON-DISCRIMINATION ON THE BASIS OF DISABILITY

All persons with disabilities will be afforded equal access to all the County's employment, services, activities and facilities. Adherence to this policy is a condition of employment for all employees. Violation of this policy will result in

disciplinary action, up to and including dismissal.

SEXUAL HARASSMENT POLICY

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that occurs under any one of the three circumstances:

1. Submission is made either explicitly or implicitly a term or condition of employment.
2. Submission or rejection by an employee is used as a basis for employment decisions affecting the employee.
3. Such conduct has the purpose or effect of interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

For the purpose of further clarification, sexual harassment includes, but is not limited to:

- Offering employment benefits or gifts in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct: making or using derogatory comments, epithets, slurs, and jokes.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding or blocking movement.

Any employee who believes he or she has been sexually harassed has the right to file a discrimination complaint with his or her supervisor, the departmental equal employment opportunity officer, department/agency head, the County Equal Employment Opportunity Officer, or the Human Resources Division of the County Executive Office. Employees also have the right to file a complaint with the State Department of Fair Employment and Housing and/or Federal Equal Employment Opportunity Commission without seeking resolution through the County and are assured that retaliation will not occur if the right to file such a complaint is exercised. An investigation of all complaints will be undertaken immediately. Adherence to this policy is a condition of employment for all managers, supervisors and employees. Any such employee who has violated this policy will be subject to appropriate disciplinary action up to and including dismissal.

REASONABLE ACCOMMODATION POLICY

The County of Ventura is committed to providing reasonable accommodation, as outlined by the provisions of the Americans with Disabilities Act of 1990 (ADA) and/or California Fair Employment and Housing Act (FEHA). As an employer, we are responsible for providing reasonable accommodations to the known physical or mental impairments of a qualified individual with a disability, unless to do so would impose an undue hardship on the operation of County business.

An individual with a disability must be qualified to perform the essential functions of the job with or without reasonable accommodations in order to be protected by the ADA and FEHA. This means that the applicant or employee must:

- satisfy County job requirements for educational background, employment experience, skills, licenses, and any other qualification standards that are job related; and,
- either with or without reasonable accommodation be able to perform those tasks that are essential to the job.

Reasonable accommodation is any change or adjustment to a job or work environment that

permits a qualified applicant or employee with a disability to participate in the job application process, to perform the essential functions of a job, or to enjoy benefits and privileges of employment equal to those enjoyed by employees without disabilities. Reasonable accommodation may include:

- acquiring or modifying equipment or devices,
- job restructuring,
- part-time or modified work schedules,
- reassignment to a vacant position,
- adjusting or modifying examinations, training materials or policies,
- providing readers and interpreters, and
- making the work place readily accessible to and usable by people with disabilities.

Employees who are no longer able to resume their same job after a disability occurs will be considered for other job openings for which they are qualified, and may be subject to a return-to-work program for County work they are able to perform, consistent with the provisions outlined in the ADA and FEHA. The Human Resources Director will establish necessary procedures and monitor the provisions of reasonable accommodations to employees.



GENERAL COUNTY RULES AND POLICIES

ATTENDANCE

Normal work hours will vary from department to department; you will be notified of the hours your department requires and if you do not work your scheduled hours it may impact your County benefits. Your actual schedule may vary if it helps your department better serve the public. If you are an "hourly" employee, your supervisor will inform you of your regularly scheduled hours of work, your normal lunch period, and your rest breaks. You can be disciplined for not working the hours you are scheduled. If you are a "salaried" employee, your work schedule generally will be between the hours of 8:00 am and 5:00 p.m.; however, you may be required to work whatever hours are needed to complete the work expected of you.

NOTIFICATION OF ABSENCE

Generally, you are required to notify your supervisor within 30 minutes after the start of your shift if you cannot work. Your supervisor will tell you the specific notification procedure for your job. Regular attendance is an important part of your job performance. Excessive absence may be grounds for disciplinary action, up to and including termination.

CARE OF COUNTY PROPERTY

You have the responsibility of maintaining the County property you use in the best possible condition. You must also carefully use the supplies provided you and not waste them.

DISCIPLINE

Discipline, up to and including pay reduction, suspension, demotion or dismissal, may be imposed by your supervisor for poor job performance, and/or any of the following:

- Fraud in securing employment
- Incompetency
- Inefficiency
- Inexcusable neglect of duty
- Insubordination

- Dishonesty
- Drunkenness on duty
- Intemperance
- Addiction to the use of narcotics or habit forming drugs
- Inexcusable absence without leave
- Conviction of a felony/misdemeanor involving moral turpitude
- Discourteous treatment of the public
- Discourteous treatment of other employees
- Willful disobedience
- Violation of Article IV of the Ventura County Ordinance Code
- Corrupt use of official authority or influence
- Failure of good behavior
- Acts incompatible with the public service
- Acts inimical to the public service
- Improper political activity in violation of Article 24 (Rules and Regulations) or 1351 & 1351.1 of the Civil Service Ordinance

DRUG-FREE WORKPLACE

The County will not tolerate substance abuse in the workplace and will take whatever steps are necessary to prevent it. Penalties that may be imposed on employees for on-the-job substance abuse include DEMOTION, SUSPENSION, REDUCTION IN PAY, AND DISMISSAL.

All employees are required to sign a Substance Abuse Policy form as a condition of employment.

The Employee Assistance Program (EAP) is available for anyone with personal problems (including alcohol/drug abuse) or who may require assessment and referral for counseling. Initial contact with the EAP is free, and their staff may be contacted at 654-4327.

INTERNET/COMPUTER USAGE

Employees are required to read and sign an *Employee Technology Use Policy*. This policy outlines employee responsibilities associated with the use of personal computers. Any

violation of your department's policy may result in disciplinary action.

DISASTER SERVICE WORKER

Employees will be required to read and sign an *Oath of Affirmation of Allegiance for Disaster Service Workers and Public Employees* when they are hired. This policy outlines responsibilities as a public employee. All employees will also receive Disaster Service Worker training, which outlines employee responsibilities in the event of an emergency if declared by the Board of Supervisors, as part of New Employee Orientation.

MAIL SERVICES

The General Services Agency provides U.S. mail handling services and delivery of inter-office correspondence at the Government Center and certain outlying areas.



Personal mail is not to be placed in the designated mail pickup bins for either U.S. mail or inter-office mail as only official County business mail will be processed by Mail Room personnel. Mailboxes for personal use are located in front of the Administration Building at the Government Center.

OUTSIDE EMPLOYMENT

You must notify your department in writing of any regular outside employment in excess of eight (8) hours in a week. You may be prohibited from outside employment if it affects your efficiency on the job or conflicts with the interests of the County.

OVERTIME

It is the County's policy to avoid overtime whenever possible. Overtime may be worked when it is deemed necessary and approved in advance by the appointing authority. Overtime is paid according to the applicable Memorandum of Agreement (MOA), the Management, Confidential Clerical and Other Unrepresented Employees Resolution and in accordance with Federal law. Check to see if

you are a non-exempt employee or an exempt employee. All non-exempt employees are hourly workers and will be paid for any authorized overtime worked.

PERFORMANCE APPRAISAL

In addition to the daily, informal evaluation of your job performance by your supervisor, he or she will formally evaluate your performance at least once per year for purposes of determining your potential eligibility for merit salary increases. This formal evaluation is in writing and is made a permanent part of your County personnel record. The evaluation should be based on your performance compared to established, job-related criteria.

POLITICAL ACTIVITIES

You are prohibited from participating in political activities during working hours or while in a County uniform. Further, you cannot ask for contributions for political purposes from other employees. If you run for a County political office, you must take a leave of absence unless the Civil Service Commission excuses you from this requirement.

PROBATIONARY PERIOD

Depending on your position, you will serve a 6-month or up to 12 month probationary period. At any time during your probationary period, you may be dismissed and cannot appeal the action. If you satisfactorily complete your probationary period, you may attain regular "permanent" or "Civil Service" status.

PUBLIC RELATIONS

The best way for you to practice good public relations is to give courteous and professional treatment to people you serve. "Courteous" means to promptly wait on people; be patient; be a good listener; and take a personal interest in seeing that each call, request, or complaint is handled properly. It also means that you are ready to assist the public promptly at the start of each workday. "Professional" means a business-like manner and appropriate attire for the type of work and the workplace.

If you receive a call, complaint, or request that you cannot or should not handle, refer it to the proper office or person.

SAFETY

Below are some general safety practices you should always follow:

- Report unsafe conditions to your supervisor. If the condition is severe, advise others of the condition until it is corrected.
- Follow all safety warnings. Ask your supervisor to explain any safety rule you do not understand.
- Wear any safety clothing/protection as instructed by your supervisor.
- If hurt on the job, report the accident to your supervisor immediately and to the County's Injury Hotline, 652-6147.

SMOKING POLICY

The County adopted a "Smoking Policy", effective September 1, 1987, which forbids smoking in all County buildings and vehicles. Smoking is also prohibited within twenty (20) feet of the door to a County building. Smoking is permitted outside and external to County buildings, and in areas where it is established that no secondhand smoke hazard will occur. A violation of the smoking policy may be cause for imposition of disciplinary action upon you.

TELEPHONE USE

For efficient and courteous phone service, use the following practices.

When receiving calls:

1. Answer immediately.
2. State both the name of your department and your name.
3. Take a message if the person called is not available.
4. Be courteous and friendly.



When making calls:

1. Plan what you want to say ahead of time.
2. Identify yourself and your department.
3. Keep all telephone conversations brief.
4. Be courteous and friendly.
5. Use County telephones for official business only.

USE OF COUNTY VEHICLES

If you use a County vehicle, use your seat belt and obey all traffic and safety rules. County vehicles are not to be used for personal business. If you use a County vehicle, you must have a valid California Driver License. Remember, no smoking in County vehicles. If you have an accident, information on reporting is available in the vehicle glove compartment.

"WHISTLE BLOWING"

You are encouraged to report any gross mismanagement or significant waste of funds, abuse of authority, or a substantial and specific danger to public health and safety. Such reports should be sent to the Agency or Department head, Board of Supervisors, Grand Jury or appropriate Union representative. State law protects "whistle blowers" from retaliation or coercion if they speak out against such violations.

WORKPLACE SECURITY

Workplace Security training is required for all employees to help reduce the potential of violence for employees in the workplace or in their personal lives. This training covers safety measures, risk assessment, defusing violent situations, and reporting threats of violence.

GENERAL BENEFITS INFORMATION

ADMINISTRATIVE LEAVE

The purpose of administrative leave is to provide time off with pay for employees who are not eligible to be compensated for overtime. Eligible employees are those whose positions are excluded by the Fair Labor Standards Act (FLSA) from accruing and being compensated for overtime. Employees shall be granted paid administrative leave upon approval of their supervisor in accordance with the County Administrative Manual.

BEREAVEMENT LEAVE

Depending on the Memorandum of Agreement or Resolution covering your position, you may be allowed to take off up to 3 days without loss of pay because of death in the immediate family. You may also be entitled to use accrued leave balances to supplement the bereavement leave.

CHILD AND ELDER CARE PROGRAM

Many County employees need quality care for their children, as well as, aging relatives while they work. The Work/Family program provides information about caring for them both. Some of the resources available include a variety of elder care guides and child care directories, information about choosing child/elder care and assistance with finding care. County employees are also eligible for discounts at numerous child care centers around the County. Other services available include Positive Parenting classes, Balancing Work and Family seminars, and a monthly elder care support group. Call 477-7234 for more information.

COUNTY EMPLOYMENT OPPORTUNITIES

The Human Resources Division is responsible for the recruitment of a qualified workforce. Announcements for current vacancies are posted on the County website at <http://www.ventura.org/human-resources>, in the Human Resources Division and on the Main Plaza of the Administration Building at the Government Center. There is also a recorded listing of job openings available seven days a

week, twenty-four hours a day. Call 654-2847 for general County positions, or 652-6696 for Health Care Agency positions.

DEFERRED COMPENSATION

In addition to the pension plans described under Retirement Programs, the County offers employees optional methods of building retirement savings. The Deferred Compensation Program provides employees with both a 401(k) Plan and a 457 Plan. Contributions to these plans are taken as pre-tax salary reductions, and earnings grow tax-deferred. Ask your agency/departmental personnel representative for an information packet. For additional information, please contact Deferred Compensation Program staff at 654-2620.

EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP), located near the Government Center, offers employees and family members confidential mental health assistance at no cost. This service provides up to five visits with an EAP licensed counselor for each person who is eligible. Counselors are available to help employees and family members who may be in crisis or who wish to have an opportunity to explore solutions to personal problems affecting their lives. These include, but are not limited to, marital or family conflicts, drug or alcohol abuse, loss of a loved one, work-related problems, or other emotional problems brought about by the stresses of daily living. In an emergency, an EAP representative is available 24-hours via telephone at 654-4327. When appropriate, employees and family members are linked to other community resources or referred to qualified professionals for additional assistance.

Although participation is voluntary, supervisors often suggest the EAP when they become aware of an employee in need, or it appears that the employee's personal problems are affecting him or her at work. Ask your agency personnel representative for more information.

EMPLOYEE HEALTH SERVICES

Located in the Administration Building at the Government Center, the Health Center is staffed by a nurse practitioner, nurse and support staff. Employee Health Services (EHS) is open from 8:00 a.m. to 5:00 p.m. Monday through Friday. The Center is not a substitute for a medical plan primary care provider, and visits to a lab, pharmacy or specialist must be paid through your particular medical plan. County employees are not charged for EHS visits. Some of the EHS services provided are: routine medical checkups for minor illness to help employees avoid absence from work; emergency first aid; preventive health care, screening and tests; health education and pregnancy tests.

FAX MACHINE USAGE

Most work areas are equipped with fax machines. Fax machines are not intended to replace the need for inter-office mail correspondence when time is not critical. With the exception of limited personal use permitted pursuant to the Employee Technology Use Policy, non-official use of the Fax service is prohibited.

FLEXIBLE BENEFITS PROGRAM

Most regular employees are eligible for the Flexible Benefits Program. This program allows employees to select a benefits package that best suits their individual needs. Every eligible employee is given a dollar amount, depending on their bargaining unit, to "buy" the benefits they want. If that amount is not enough for all the benefits they select, they add to it through pretax salary reduction. Selection choices include medical plans, dental plans, a vision plan, spending accounts for family health care and dependent care expenses, and a cash back option that returns unspent dollars to the employee's salary. You can get more detailed information at a New Employee Orientation meeting, or by reading the Benefit Plans Handbook.

FLEXIBLE WORK SCHEDULE PROGRAM

Subject to operational needs, some County departments offer employees the opportunity to work non-traditional schedules such as a 4/10 or 9/80 workweek schedule. This type of scheduling has allowed the County to help reduce freeway congestion and air pollution by reducing traffic during peak rush hours, and to potentially offer better service to the public.

HOLIDAYS

Most employees receive a paid holiday on the following days:

- New Year's Day January 1
- Martin Luther King Day 3rd Monday in January
- Presidents' Day 3rd Monday in February
- Memorial Day Last Monday in May
- Independence Day July 4
- Labor Day 1st Monday in September
- Veterans Day November 11
- Thanksgiving Day 4th Thursday in November
- Christmas Day December 25

Most employees also receive a "floating holiday" credited on January 1 of each year. These hours are added to their bank of time and are to be used at the employee's discretion (with supervisory approval) anytime between January 1 and March 1 of the following year (15 month period). If not used during that time, the floating holiday hours are forfeited.

JURY/WITNESS DUTY

All employees who are summoned for jury duty, or to serve as witnesses, shall notify their supervisor in writing at least one week prior to the date of the scheduled appearance. Employees who serve on jury duty for more than one day, or serve as a witness in a County action, receive a check per diem payment for time served, as well as mileage reimbursement. No salary deductions shall be made for an employee serving on a jury.



LEAVE OF ABSENCE

With department approval, you may receive leave without pay for up to one year for an extended illness, maternity/childcare, travel, education or training.

The County offers leaves with extended medical benefits for up to 12 weeks per year for employees who qualify for a medical/pregnancy leave under a collective bargaining agreement or qualify for a family or medical leave under the Family and Medical Leave Act (FMLA). FMLA leave is available for the birth or placement of a child, or for the care of a spouse, child or parent with a serious health condition, or for your own serious health condition. In addition to maternity/pregnancy leave, you may take up to three months of leave to care for your newborn. FMLA applies if you have worked for the County for a total of at least one year and 1250 hours in the most recent 12 months.

For more information on leaves of absence and FMLA, read the Benefit Plans Handbook or request a Leave of Absence Workbook from your department.

MILITARY LEAVE

Military leave is allowed in accordance with State and Federal law; any provisions listed in the current Memorandums of Agreement, Resolutions, or any edict issued by the Board of Supervisors.

PAY DAY

You will be paid bi-weekly, on Fridays. If you find an error on your paycheck, or if you have questions concerning it, contact your departmental payroll clerk or the Auditor-Controller Payroll Section.

RETIREMENT PLANS

County employees are covered under one or more pension plans:

- Regular full-time employees are members of the Ventura County Employees Retirement Association (VCERA) plan administered by the Retirement

Department. VCERA provides retirees with a monthly pension benefit.

- Regular full-time employees, except Safety Members, are also covered under the Old Age and Survivors Insurance portion of Social Security.
- Part-time and extra-help employees who are not covered by VCERA are members of the Safe Harbor Retirement Plan. The Human Resources Division administers this plan, which provides retirees with a lump sum or monthly pension benefit, depending on the benefit amount.

Pension plan participation is not voluntary, with the exception of elected officials. You contribute a portion of your salary to these plans through payroll deduction. The County may pick up a portion of your VCERA contribution as outlined under the applicable Memorandum of Agreement or Resolution. Each new member of the VCERA or the Safe Harbor plan is mailed a plan description. For additional VCERA information, call 339-4250. For Safe Harbor Retirement Plan information, call 654-2921. For Social Security information, call the local Social Security Administration office.

SALARY INCREASES

Normally, new employees start at the beginning of the salary range and are eligible for an increase after six months of satisfactory service. Thereafter, employees are usually eligible for merit increases at yearly intervals until they reach the top of the range, provided their performance merits such increase. Additional salary increases may also be negotiated through the collective bargaining process.

VACATION, SICK AND ANNUAL LEAVE

These benefits vary according to the current Memorandum of Agreement or Resolution covering your position. Ask your departmental personnel representative or your immediate supervisor for specific information.

WELLNESS PROGRAM

The Wellness Program helps regular County employees, as well as their spouses or registered domestic partner, develop and maintain healthy lifestyles through Wellness Profile assessments, health counseling, health club discounts, and more. The primary objective of the program is to help reduce personal health risks before serious health problems occur. Classes are offered on a wide variety of topics. Your department distributes Wellness flyers listing upcoming programs. For additional information, call the Wellness Program at 654-2628. Participants have reported a significant amount of success in establishing a healthier lifestyle and increasing productivity.

OTHER EMPLOYMENT INFORMATION

CAFETERIA AND COFFEE SHOP



There is a full service cafeteria in the Hall of Justice at the Government Center. Hot meals, grilled and cold sandwiches, and a salad bar are available. In the Administration Building at the Government

Center, there is a coffee shop that sells snack foods and sandwiches. There are also cafeterias located at the Ventura County Medical Center and the Santa Paula Hospital.

CHANGE IN PERSONAL DATA

If you change your name, address, or phone number, remember to report it to your departmental personnel representative so it can be updated in the payroll system. Payroll will notify your health plans. If you change your name, you must provide the County with an updated Social Security card with your correct name.

You should also report any change in family status that affects your benefits, or your

dependent's eligibility for benefits. Examples of changes in family status include marriage, divorce, or birth of a new child. You must notify the Human Resources Division within 31 days of any change. Your departmental personnel representative can provide you with the forms you need. For more information, read your Benefit Plans Handbook.

CREDIT UNION

All regular County employees are eligible for membership in the Ventura County Credit Union (VCCU). To join, you must apply in person. The Credit Union is located at 6026 Telephone Road, across the street from the Government Center. The telephone number is 477-4000. There are VCCU branch offices in Camarillo, Simi Valley, and Thousand Oaks. There are also automated teller machines between the Hall of Justice and the Hall of Administration, and at the Ventura County Medical Center.

EMERGENCY ASSISTANCE FUND

Through the Emergency Assistance Fund* you can assist fellow County employees, retirees and their qualifying survivors who are having severe financial hardships resulting from death, illness, accident, or loss of property due to casualty.

County employees may donate hours of vacation or annual leave. You can donate hours to a specific person through the Designated Recipient Fund, or to the Undesignated Recipient Trust Fund. Your departmental personnel representative has information and forms.

* *The formal name is the Employee Emergency Assistance Program*

TRAINING & DEVELOPMENT

The office of Training and Development is located within the County Executive Office, HR Division and facilitates the delivery of mandatory courses such as Sexual Harassment/Non-Discrimination and Security Awareness; and collaborates with County departments on other training needs. Various

classes are available to employees for self-enrollment such as Career Development, Supervisory classes, computer skills training, and technical classes. Enrollment is done through the Ventura County Human Resources/Payroll (VCHRP) system or by contacting a departmental Training Representative. All requests to attend training classes are subject to manager/department approval.

EMPLOYEE ORGANIZATIONS (Unions)

The County recognizes eleven employee organizations that represent County employees. A Union Representative may contact you during your first weeks of employment. The recognized Unions are the Service Employees International Union (SEIU), Ventura County Deputy Sheriffs' Association (VCDSA), Ventura County Professional Firefighters Association (VCPFA), International Union of Operating Engineers (IUOE), Ventura County Professional Peace Officers Association (VCPPOA), Specialized Peace Officers Association of Ventura County (SPOAVC), California Nurses Association (CNA), Criminal Justice Attorneys' Association of Ventura County (CJAAVC), Ventura County Sheriff's Correctional Officers Association (VCSCOA), and Ventura Employees' Association (VEA).

Your classification determines which Union will represent you. Those employees appointed to a class not represented by one of the above Unions will be covered by the Management, Confidential Clerical and Unrepresented Others Resolution.

REST PERIODS ("BREAKS")



Rest periods are a time for you to relax during your regular working hours. Your supervisor may allow you to take a rest period of up to fifteen (15) minutes in the first and second halves of your shift, if scheduling and the workload permit.

UNITED WAY

United Way is a local program for charitable giving. It supports local private non-profit

human service agencies by giving financial, technical, and training assistance. You may make contributions to United Way through payroll deductions.

IN SUMMARY

We hope that you will keep and use this book. If you have questions that have not been answered by this handbook, contact your departmental personnel representative, your immediate supervisor, or the Human Resources Division at 654-2639.

This handbook is only a short summary of the benefits, terms, and conditions of your employment with the County. You should become familiar with the following documents that also affect your employment with the County. Copies of these documents are available through your departmental personnel representative, on the County website, or may be purchased through Graphics:

1. The Memorandum of Agreement (union agreement) covering your job classification (or Management Resolution for management, confidential clerical, or unrepresented employees).
2. The Ventura County Personnel Rules and Regulations.
3. The Ventura County Administrative Manual.
4. Your Agency/Department Operational and/or Administrative Manuals.

COUNTY ORGANIZATION

The County is governed by a Board of Supervisors whose members create the policies necessary for its operation. The County has 26 agencies and departments. The Board of Supervisors appoints the directors of most agencies and departments, and the remaining 6 are elected. Brief descriptions of these agencies and departments are provided below:

VENTURA COUNTY CENTRAL ADMINISTRATION

BOARD OF SUPERVISORS

The Board of Supervisors (Board) is the governing body of the County. Five supervisors are elected to staggered four-year terms from five different districts. The Board performs duties delegated to it by the State, such as adopting ordinances, levying taxes, making appropriations, and authorizing bonds. It also controls the County budget, appoints most non-elective officials, and ratifies Memoranda of Agreement governing employee salaries, hours and working conditions.



COUNTY EXECUTIVE OFFICE

The County Executive Office is responsible to the Board of Supervisors for the general administration and coordination of all County operations and programs. The main responsibilities of this office are: preparation and supervision of the annual budget, coordination of legislative advocacy programs, regional development and coordination of County grant activities, management of County-wide monetary assets, Industrial Relations, Risk Management and Human Resources and Clerk of the Board.

CLERK OF THE BOARD

The Clerk of the Board is a division of the County Executive Office and has responsibility for preparing and maintaining official records for the Board of Supervisors, Assessment Appeals Board, Air Pollution Control Board, and other Boards, Commissions and Committees.

COUNTY CLERK AND RECORDER/ELECTIONS

The County Clerk and Recorder is an elected official responsible for directing two divisions. The County Clerk and Recorder Division issues marriage licenses, conducts civil marriage ceremonies, processes fictitious business name filings, notary public oaths, power of attorney filings, and statements of economic interest. The Division also records and maintains land ownership records (such as deeds), and other vital records (such as birth, death, and marriage certificates). The Elections Division maintains the registered voter file and conducts all elections held in the county including special district, school, and city elections.



COUNTY COUNSEL

The County Counsel's Office provides legal advice on civil matters to all County agencies and departments, the Board of Supervisors, and the Grand Jury. The staff of this office also advises various boards and commissions such as the Local Agency Formation Commission (LAFCO), the Retirement Board, the Air Pollution Control District (APCD), the Civil Service Commission, and the Assessment Appeals Board. The staff also handles the defense and prosecution of all civil litigation, except tort claims, involving the County, its officers or its agencies.

GENERAL SERVICES AGENCY

The General Services Agency (GSA) is responsible for County Facilities Management, Procurement, Automotive and Heavy Equipment Fleet Services and County Parks. GSA's 260 employees work to provide a safe, healthful, productive environment for employees and visitors at County facilities. Services provided by GSA include: Building and landscape maintenance, purchasing, warehousing, stores, printing and graphics, mail delivery, and County vehicle services. GSA also has responsibility for management and oversight of 29 world-class County Parks facilities.

HUMAN RESOURCES DIVISION

Human Resources is a division of the County Executive Office and has responsibility for administering the County's personnel programs which include recruitment and selection, classification and compensation, employee relations, benefits administration, training and employee development, equal opportunity employment, the Wellness Program, the Employee Assistance Program, the Deferred Compensation Program, and the Supplemental Retirement Plan.

If you have any questions relating to the Personnel Rules and Regulations or the Memorandum of Agreement or Resolution that regulates your hours and working conditions, you may contact your immediate supervisor or the Human Resources Division.

INFORMATION TECHNOLOGY SERVICES DEPARTMENT

The Information Technology Services Department is responsible for providing reliable, responsive, cost-effective and relevant technology services and counsel to County departments, agencies and leaders. The department offers strategic planning for short-term and long-range County objectives including:

- Full range life-cycle development services from requirements gathering and definition through the delivery and deployment of solutions
- Specialized information technology services to public safety agencies
- Shared geographic information system resources supporting County department/agency GIS users in the management of GIS and related technologies
- Operations support for the County's mainframe, midrange, departmental and enterprise servers
- Information security services to minimize threats and vulnerabilities that could possibly endanger information assets
- Voice/data network strategy and planning for infrastructure including Public safety communication networks/systems consisting of microwave and radio

COUNTY FINANCE

ASSESSOR

The County Assessor is an elected official, responsible for determining the existence of all taxable property in the County and its location, ownership and description; determining value for assessment purposes, and, preparing rolls listing all property as required by law. Staff determines assessed values through the use of appraisal techniques and computerized statistical analysis.

AUDITOR – CONTROLLER



The Auditor-Controller is an elected official. The Auditor-Controller's responsibilities are to plan, develop, operate, and maintain or supervise the County's financial systems; and, to provide a complete audit program for the County's activities. Major functions include: property taxes, payroll, accounting/financial support and reporting,

accounts payable, audits, and other special tasks.

TREASURER-TAX COLLECTOR

The Treasurer/Tax Collector is an elected official responsible for a variety of financial duties.

The Treasurer is the custodian of public funds deposited in the Treasury by the County, School Districts and special districts, and is the chief investment officer for these funds.

The Tax Collector bills and collects property taxes, both real and personal, and accounts for said collections to the Auditor-Controller, maintains abstracts of delinquencies, conducts sales of tax deeded properties, and enforces collection of unsecured taxes through liens, judgments, etc.

VENTURA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION (VCERA)

The management of VCERA is vested with the Retirement Board, and has responsibility for the management of all retirement benefit and accounting functions, investment management, asset custody, investment performance and other services necessary for the administration of the retirement plan, in accordance with the provisions of retirement law.



ADMINISTRATION OF JUSTICE

PROBATION AGENCY

This agency is responsible for conducting investigations and preparing reports concerning adults whom the Court has found to be guilty of committing crime; supervising adult probationers; conducting investigations of all juveniles who are covered by the delinquency provisions of the Juvenile Court Law; and supervising juveniles who are wards of the court. The agency is responsible for juvenile detention and treatment program facilities, as well as adult work furlough, special work programs, and coordinating community resources directed toward correctional services.

involving welfare, workers' compensation, real estate, and auto insurance. The office also has specialized units dedicated to consumer and environmental protection and to the collection of non-sufficient check funds. In addition to its prosecutorial responsibilities, the office also provides crime victims with services ranging from court support and assistance with obtaining restraining orders to counseling referrals and help with state compensation claims.

DISTRICT ATTORNEY

The District Attorney is the elected official responsible for the prosecution of all misdemeanor and felony crimes. The District Attorney's Office has specialized units for the prosecution of major crimes, sexual assaults, domestic violence, gang crimes, narcotics violations, child abductions, major frauds and frauds



PUBLIC DEFENDER

The Public Defender's Office provides quality legal representation to indigent defendants and juveniles, in all court proceedings, when appointed by the Court. The office also represents persons alleged to be mentally ill, developmentally disabled or in need of conservatorship, and closely monitors and investigates placement facilities in both Probate and LPS conservatorship cases.

SHERIFF

The Sheriff is an elected official who, as the County's Sheriff, enforces State laws and local ordinances throughout Ventura County. The Sheriff's Department has four divisions: Detention Services, Patrol Services, Special Services, and Support Services. In addition to Patrol Services and Investigations, the Sheriff's Department maintains the County Jails, a Dispatch Center, an Air Unit, a Forensic Sciences Laboratory, and Records Bureaus. Police services are provided in all unincorporated areas and to various cities on a contract basis. The Sheriff also maintains a Civil Unit that serves civil papers and enforces civil processes. The Sheriff also provides

security for the Superior Court through a contract with the State of California.

CHILD SUPPORT SERVICES

The Department of Child Support Services works to promote the best interests and well being of children and families by working to ensure children receive adequate and appropriate support. We achieve these goals by establishing paternity, locating the absent parents, establishing, enforcing, and modifying court orders, and collecting child and medical support, while providing exceptional customer service.

SOCIAL AND MEDICAL SERVICES

VENTURA COUNTY

AREA AGENCY ON AGING

The responsibility of the Ventura County Area Agency on Aging (VCAAA) is to serve Ventura County's 60-plus population, including those with different social and cultural needs; to support self determination and independence among the older population; to provide leadership in addressing issues that relate to older Californians; to develop community-based systems of care that provide services which support independence within California's interdependent society, and which protect the quality of life of older persons and persons with functional impairments; and to promote citizen involvement in the planning and delivery of services.

This mission is accomplished through a network of education, advocacy, problem solving, program planning and funding. The VCAAA directly operates a number of programs such as Information and Assistance, Health Insurance Counseling and Advocacy Program (HICAP), Case Management, and the County's Senior Nutrition Program.

The agency provides grants to community-based organizations and municipalities to provide services to seniors. Funding for these programs is provided by the Federal Older Americans Act, State of California Older Californians Act, County of Ventura and program donations.

HEALTH CARE AGENCY



The Ventura County Medical Center is an acute and general medical care facility that offers full-scale health care services. It provides professional and general health education. In addition to the inpatient program, the Medical Center has affiliated clinics for outpatient care in Oxnard, Santa Paula, Moorpark, Simi Valley, Fillmore, Camarillo, Thousand Oaks and Ventura. The Medical Center maintains fully-staffed, twenty-four hour emergency room services to provide emergency medical care.

The Santa Paula Hospital, a campus of the Ventura County Medical Center, is an acute, 49 bed general community hospital that provides compassionate care to the communities of Santa Paula,



Fillmore, Piru, Saticoy, Ventura and Ojai. Santa Paula Hospital offers a comprehensive list of inpatient and outpatient services and full-service departments for diagnostic procedures, treatment, aftercare and ongoing care.

The Medical Examiner-Coroner investigates deaths, and determines their circumstances and causes by holding inquests, summoning and examining witnesses, arranging for autopsies, and conducting other scientific inquiries, as circumstances require.

The Behavioral Health Department provides mental health and alcohol and drug prevention, intervention, treatment and other supports for youth/families, transitional aged youth, adults and older adults. In addition to serving Medi-cal beneficiaries, the Department outreaches to under-served populations to improve access to care. Priority populations include: Children with serious emotional disturbance; adolescents and transitional-aged youth with mental health and/or drug/alcohol issues; adults and older adults with serious mental illness and/or alcohol and drug issues. The Department also supports county-wide efforts in both the Alcohol and Drug and mental illness prevention, and provides community education, emergency and supportive housing, vocational training, and regularly partners with other county agencies and community organizations on projects that benefit our consumers and families.

The Public Health Department administers programs covering all phases of preventive medicine to protect and promote the health of all community members County-wide. Major activities include registration of births and deaths, communicable disease investigation, well-child conferences, immunization clinics, crippled children's services, family planning services, and community health education.

HUMAN SERVICES AGENCY

The Human Services Agency (HSA) provides services that promote self-sufficiency, health and well-being. HSA programs help ensure the protection of children and the elderly, and provide a safety net for those who need assistance with basic necessities, such as food, housing, and health care. Additionally, HSA

helps people secure employment through education, training, job search skills, and job placement services. The Agency is divided into five departments, and works in collaboration with the Workforce Investment Board:

Administration Department

Coordinates agency-wide planning to maximize federal, state, and county resources. Oversees fiscal services, human resources, information technology, communications, data reporting, contracts, facilities, staff development, and fair hearings.

Transitional Assistance Department

Administers the Medi-Cal and Food Stamps programs. Provides eligibility determination and case management services to Medi-Cal and Food Stamps clients, as well as CalWORKs eligibility determination, at Intake & Eligibility Centers throughout the County.

Business & Employment Services Department

Provides individualized career development services, child care referrals, and case management services to CalWORKs families. Serves job seekers and employers at Job & Career Centers throughout the County.

Children & Family Services Department

Provides protective services to abused and neglected children, as well as services aimed at preventing child abuse. Services include emergency response to reports of abuse, programs designed to strengthen and reunify families, licensing of foster homes, adoption services, and independent living services for youth aging out of foster care.

Adult & Family Services Department

Assists vulnerable adults, the elderly, children with disabilities, veterans, and the homeless. Services include emergency response to reports of adult abuse/neglect, in-home supportive services, help with securing transitional and permanent housing, and assistance with managing the affairs of those who have limited mental capacity.

Workforce Investment Board

Administers the distribution of federal Workforce Investment Act funds that are allocated through the State of California to

Ventura County. The federal funds help to support the Job & Career Centers and other local programs and services that benefit adult and youth job seekers, dislocated workers, and businesses.

VENTURA COUNTY LIBRARY

The Ventura County Library, a system of 13 community libraries, provides public library services throughout Ventura County. The library has a collection of 1,000,000+ books, CDs and

DVDs, and also has an extensive e-library website featuring user-friendly databases. Some of the services offered at the community libraries include homework centers, children's programs; programs for adults such as an Adult Literacy Program; downloadable e-books and audio books; a Summer Reading Program; public computers with internet access, Wi-Fi and Microsoft programs; and volunteer opportunities. You can access the e-library anytime at www.vencolibrary.org.

ENVIRONMENTAL BALANCE

AIRPORTS



This department is responsible for the operation, maintenance, and development of the Camarillo and Oxnard Airports as well as ensuring compatible land use around the airports. Camarillo Airport is classified as a general aviation airport and has both aviation and non-aviation related businesses providing a varying range of services including aircraft charter and rentals, flight training and an air museum. Oxnard Airport is classified as a non-hub commercial service airport providing a variety of aviation services such as commuter flights, aircraft charters, flight training, and hosts several car rental agencies, and shuttle van service. Both airports provide facilities in support of recreational and business air transportation needs for the Ventura County communities.

HARBOR DEPARTMENT

The County operates the Channel Islands Harbor's launch ramp and guest dock facilities, a small boat marina, a commercial fishing marina, a commercial fishing hoist, a fuel dock, a summer lifeguard program, two miles of public beach, and 24-hour-per-day harbor patrol services. Businesses located in the harbor provide services such as marinas, boatyards, shopping centers, a resort hotel, restaurants, yacht clubs, sport fishing, sightseeing boats, and a maritime museum.

ANIMAL SERVICES



This department provides for the health and safety of the citizens and animals of Ventura County through enforcement of animal laws, education animal sheltering and re-homing.

PUBLIC WORKS AGENCY

This agency is responsible for planning and performing engineering activities including planning, designing, constructing, operating, and maintaining public facilities such as flood control channels, County roads, waterworks districts, and County service areas. The agency is divided into five departments:

Central Services Department provides centralized fiscal, personnel, computer, and administrative services support to the agency's other departments. It also provides real estate services to other county agencies/departments and special districts.

Engineering Services Department is responsible for providing engineering, contracting, and land surveying services to other County agencies and departments; land development project review and compliance in the unincorporated areas; and Map Act compliance for the entire County through the County Surveyor's Office. The department also provides engineering and contract standards and manuals for the Public Works Agency.

The Transportation Department plans, constructs, maintains, and repairs County roads, bridges, culverts and other road facilities in the unincorporated areas of the County. They also provide traffic engineering, transportation planning, encroachment engineering, and coordination of public transit services throughout the unincorporated area.

Water and Sanitation Department plans, constructs, operates and maintains water, wastewater, and reclaimed water facilities within the special districts governed by the County Board of Supervisors. The department is also responsible for the County's compliance with the California Integrated Waste Management Act, including recycling and reuse programs to reduce waste going to landfills and to enhance environmental quality.

Watershed Protection District provides for the control of flood and storm waters within designated sections of Ventura County rivers and streams. A primary goal of the District is to provide life and safety protection to the public within the facilities that it operates and to ensure that District facilities are managed in an environmentally sensitive manner that complies with current requirements, and the conservation and protection of such waters. This is accomplished through the planning, designing, construction, operating, and maintenance of major capital facilities including: dams, channels, levees, diversions, infiltration systems, restored habitats, and water quality facilities within the County.

RESOURCE MANAGEMENT AGENCY

The primary goal of this agency is to protect the health, safety, and welfare of the public through the administration and enforcement of County ordinances, Board Policy, and State/Federal law regarding land use, and commercial and environmental regulation. The agency has five major divisions.

Building and Safety regulates building design and construction by enforcing uniform building codes to ensure that buildings will resist earthquakes, high winds, and other forces, and will be relatively safe from fire hazards and faulty electrical, plumbing, and mechanical equipment installation.

Environmental Health provides environmental management programs and services to provide public protection in the areas of food, water supply, sewage disposal, vector control, land use, hazardous materials, recreation and safety, solid waste, and underground materials storage tanks.

Operations provides fiscal, personnel, computer, GIS and administrative services to other divisions.

The Code Compliance Division consists of two sections: Code Compliance Services and Weights and Measures.

Code Compliance Services responds to a myriad of complaints from concerned citizens in our community. These concerns are specifically related to the following areas: illegal dwellings, trimming and/or removal of protected trees, open storage, unpermitted buildings or construction, fences and walls, illegal businesses, keeping excessive numbers of pet or farm animals, illegal signs and substandard housing.

The Weights and Measures Section protects the public by inspection and testing for accuracy of weighing and measuring devices and the labeling and quantity of packaged commodities. The Weights and Measures Section is mandated by State law to protect the interests of the buyer and seller to ensure honesty and integrity of everyday business transactions. This is accomplished through inspections and is sometimes related to responses to complaints from concerned citizens related to quality control, device integrity, ensuring appropriate weights and measures, assessing consumer services and petroleum-related issues.

Planning provides technical staff assistance to the Board of Supervisors and the Planning Commission on planning and development matters to guide the proper utilization of natural resources, provision of adequate transportation networks and other land-oriented concerns. Programs include residential, commercial, and industrial application processing, ordinance administration, enforcement, and general and regional plans.

FARM ADVISOR

The Farm Advisor (University of California Cooperative Extension) is a partnership between the State of California (UC), the USDA and the County of Ventura. The

academic and scientific staff is employed by the University of California while the County employs the support staff. This organization provides educational programs relating to agriculture, natural resources, family and consumer sciences, and 4-H activities through the use of field tests, public demonstrations, group meetings, printed material, and individual consultation. Agricultural research is conducted locally to assist in solving farm problems and enhancing and maintaining the viability of agriculture in Ventura County.

SPECIAL DISTRICTS

FIRE PROTECTION DISTRICT



The Ventura County Fire Protection District is responsible for the protection of life and property by providing fire prevention, fire suppression, rescue, and related emergency services. These services are furnished to the unincorporated areas of Ventura County and the incorporated cities of Camarillo, Moorpark, Ojai, Port Hueneme, Simi Valley and Thousand Oaks. The goal of the District is to reduce the loss of life and property and the frequency and magnitude of fires by providing an efficient fire and rescue emergency force and creating public awareness through safety inspections, public education, and code enforcement.

THE AIR POLLUTION CONTROL DISTRICT

The Air Pollution Control District identifies the County's air pollution problems and develops a comprehensive program to meet air quality standards. Programs include air quality planning and monitoring, asbestos compliance, trip reduction, emissions inventory, and enforcement.

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