

*WELCOME To
New Employee Orientation*

County Human Resources
Department

9/14/2010

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Agenda

- ❖ 8:10 Welcome and introductions!
- ❖ 8:20 HR information
- ❖ 8:50 Getting to Know your County video
- ❖ 9:00 Deferred Comp
- ❖ 9:20 CAO's message
- ❖ 9:30 Information Fair/Break
- ❖ 10:00 Benefits
- ❖ 10:30 Emergency Services
- ❖ 10:50 Safety
- ❖ 11:10 Discrimination & Harassment Prevention
- ❖ 12:00 End

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Introductions

- ❖ Your name
- ❖ Your department
- ❖ Your hire date
- ❖ Why did you choose SLO County as your employer of choice?

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Topics Covered

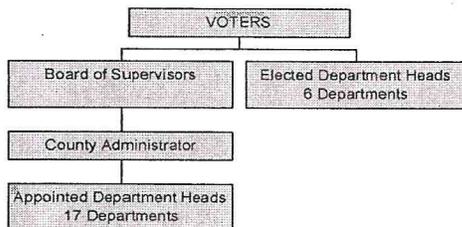
- ❖ What is our role as Human Resources?
- ❖ Civil Service System
 - Commission and Rules
- ❖ Items in your yellow folder
 - Information Security
 - ESS
 - EAP

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Organization

County of San Luis Obispo



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What is our role as Human Resources?

- ❖ What do we do?
 - Recruitments
 - YOU were our best candidate for the job!
 - Administer the benefits and worker's comp programs
 - Personnel matters
- ❖ We have a liaison to help us!
 - This is your departmental Payroll Coordinator

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Civil Service System

- ❖ Job Opening with a final filing date
 - Completed and sent in application
- ❖ Met minimum qualifications (MQs)
- ❖ Oral Board interview
 - Or was this an exam??
- ❖ Just a little history
 - Arose from the Spoils System in the 1800s
 - “To the victor go the spoils”

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Civil Service System - cont

- Congress passed the 1st Civil Service enabling act in the late 1800s
 - 1939: California adopted the Civil Service Enabling Act
 - 1975: SLO voted to have a Civil Service system
 - 1976: Civil Service Rules adopted
 - Creation of Civil Service Commission

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Civil Service Commission

- ❖ One member appointed by each County Supervisor
- ❖ Meet monthly
- ❖ Meetings open to public
- ❖ Held here on the 2nd floor
- ❖ Establish Civil Service Rules
- ❖ Hear grievances and appeals
- ❖ Establish job descriptions
- ❖ “Quasi-Judicial” body

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Civil Service Rules

- ❖ Assuring the use of merit principles in employment
- ❖ Rights, responsibilities and procedures
 - Right to be treated fairly
 - Right to receive periodic evaluations
 - Job consideration based on KSAs
 - Right to due process
- ❖ YOU have responsibilities, too
 - Courteous treatment to public and other employees
 - Following departmental rules & policies

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Yellow Folder Items

- ❖ Information Security Awareness
 - Internet use & e-mail
- ❖ Employee Self Service (ESS)
 - Change your address
 - Change your W-4 tax withholding
 - Review sick/vacation leave balances
 - Sign up for the “ITS” program
 - View paycheck information

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Yellow Folder Items (cont)

- ❖ Employee Assistance Program (EAP)
 - Fully paid by the County (Blue Cross)
 - Confidential
 - What kind of help can you get?
 - Family Concerns
 - Drug/Alcohol
 - Emotional Well-being
 - Financial Questions
 - Legal Issues

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Contact Us!



❖ www.slocounty.ca.gov/hr

❖ 805-781-5959

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