

Mission Statement of San Luis Obispo County

*The County's elected
representatives and employees
are committed to serve the
community with pride to enhance
the economic, environmental and
social quality of life in
San Luis Obispo County.*





Human Resources Department

SAN LUIS OBISPO COUNTY

County Government Center, 1055 Monterey Street • Ste. D-250, San Luis Obispo, CA 93408-2110

≈ WELCOME ≈

This packet has been assembled by the Human Resources Department to assist you in completing the process of becoming an employee of San Luis Obispo County.

The items are informative and help answer some of the questions you will have regarding County employment.

In addition, if you are a permanent employee, you will be scheduled to attend an orientation session during your first few weeks of employment which will provide you with additional information about your benefits and give you a chance to ask any questions you may have as a new member of the County family.

If you have any questions about the material in this packet, talk with your immediate supervisor, or feel free to call the Human Resources Department at 781-5959, email at hr@co.slo.ca.us, or contact us in the County Government Center, 1055 Monterey Street, Suite D-250.

Sincerely,

Tami Douglas-Schatz
Human Resources Director

San Luis Obispo County Policy Against Discriminatory Harassment

It is the policy of San Luis Obispo County that all employees shall have a working environment free of unlawful discrimination. A businesslike workplace assures courteous treatment for both employees and the public we serve. Harassment of an applicant or employee by a supervisor, manager or coworker on the basis of race, religion, national origin, marital status, disability, age, sex or sexual orientation is employee misconduct that constitutes illegal discrimination and is grounds for disciplinary action up to and including termination. San Luis Obispo County requires that all employees treat the public and other employees with courtesy and respect.

Discriminatory Harassment: Includes unwelcome derogatory comments, physical acts, written or visual insults which are made on the basis of an employee's protected status. The harassing conduct unreasonably interferes with an employee's work performance by creating an intimidating, hostile or offensive working environment.

Sexual Harassment: Includes unwelcome sexual overtures by any officer, employee, supervisor or manager, whether written, verbal, physical or visual where submission is made a term or condition of employment or the basis of an employment decision. Sexually harassing conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Because the County seeks to prevent any form of illegal harassment, behavior such as unnecessary touching, sexual or discriminatory remarks or joking, which may lead to illegal harassment, will not be tolerated.

Often, simply telling someone of the offensive nature of his/her behavior will resolve the problem. If possible, an employee should inform the harasser that his/her behavior is unwelcome, offensive, in poor taste, and highly inappropriate. An employee who wishes to seek advice is encouraged to contact the County's Affirmative Action Office at telephone number (805) 781-5959. Confidential advice is also available from the County's Employee Assistance Program at telephone number (800) 999-7222.

When an employee's efforts to resolve the discriminatory harassment concern are unsuccessful, or when an employee feels uncomfortable or threatened in raising the issue with the harasser, the employee is urged to:

1. Advise, in writing, closest level supervisor not a part of the problem, the department's Harassment Prevention Coordinator, or departmental personnel staff of the situation and/or
2. Make a complaint to the Personnel Department which will be investigated with the appointing authority.

Please note: It is the policy of the County to investigate all allegations of discriminatory harassment, including those in which anonymity is requested. Departmental supervisors, managers, personnel staff or Harassment Prevention Coordinators who receive complaints of discriminatory harassment including sexual harassment must document the complaint and advise the Personnel Department. At that time, a determination will be made by the Personnel Department in conjunction with the Department regarding an investigation into the alleged discriminatory harassment. The Personnel Department will ensure that allegations of discriminatory/illegal harassment are investigated. All departments must report to the Personnel Director the number and type of discriminatory harassment complaints received, the parties involved, the result of any investigation, and the action taken.

Further, every employee has the right to use the formal written grievance procedures of the Civil Service Commission. The Personnel Department Affirmative Action Officer (extension 5959) is available to discuss inquiries, formal and informal complaints and appropriate solutions.

Employees are also advised that state and federal enforcement agencies are available to provide protection to victims of discriminatory harassment. Those agencies are cited below:

<u>Agency:</u>	<u>Telephone No.</u>
State of California Fair Employment and Housing (Ventura Office)	(800) 884-1684
United States Equal Employment Opportunities Commission (Los Angeles Office)	(800) 669-4000

TO: All Employees

FROM: Tami Douglas-Schatz – Human Resources Director

SUBJECT: ALCOHOL AND DRUG POLICY

This memo is to remind employees that the County of San Luis Obispo has a policy regarding alcohol and drug abuse among employees. That policy is given below:

I. PURPOSE

It is the intention of this policy to eliminate impairment in the workplace. While the County of San Luis Obispo has no intention of intruding into the private lives of its employees, involvement with drugs and alcohol off the job can take its toll on job performance and employee safety. Our concern is that employees are in a condition to perform their duties safely and efficiently, in the interests of their fellow workers and the public as well as themselves. The presence of drugs and alcohol on the job, and the influence of these substances on employees during working hours, are inconsistent with this objective.

Employees who think they may have an alcohol or drug usage problem are urged to voluntarily seek confidential assistance from the Employee Assistance Program. The County will be supportive of those who seek help voluntarily.

The County will be equally firm in identifying impaired employees and disciplining those who continue to have job-related problems without seeking help. Supervisors will be trained to recognize impairment on the job and to become involved in the control process. Employees will be educated regarding this policy. Alcohol or drug abuse will not be tolerated.

On June 6, 1989, the County adopted a resolution in compliance with the Federal Drug-Free Workplace Act. To expand on that Board adopted resolution, this policy provides guidelines for the detection and deterrence of impairment on the job. It also outlines the responsibilities of County employees and managers. To that end, the County will act to eliminate the use of any substance which could impair an employee's ability to safely and effectively perform the functions of the job. Substance misuse which causes impairment increases the potential for accidents, absenteeism, substandard performance, poor employee morale or damage to the County's reputation. All persons covered by this policy should be aware that violations of the policy may result in discipline, up to and including termination.

In recognition of the public service responsibilities entrusted to the employees of the County, and that drug and alcohol usage can hinder a person's ability to perform duties safely and effectively, the following policy promoting an impairment-free workplace is hereby adopted by the County.

II. POLICY

It is the County's policy that employees and officials shall not have their ability to work impaired as a result of the use of alcohol or drugs.

The use of medically prescribed medication and drugs is not per se a violation of this policy. However, employees are urged to notify their supervisors, before beginning work, when taking medications or drugs which could foreseeably interfere with the safe and effective performance of duties or operation of county equipment. In the event there is a question regarding an employee's ability to safely and effectively perform assigned duties while using such medications or drugs, clearance from a qualified physician may be required.

An employee reasonably believed to be working impaired (see paragraph 2, nos. 1-7, page 5) and endangering his/her own safety or the safety of others, shall be prevented from engaging in further work until he or she can be safely transported from the work-site.

The County is committed to providing reasonable accommodation to those employees whose drug or alcohol problem classifies them as handicapped under applicable federal and/or state law.

The County has established a voluntary Employee Assistance Program (EAP) to assist those employees who voluntarily seek help for alcohol or drug problems. It should be emphasized that Employee Assistance is a constructive alternative for the employee and should not be confused with discipline. The counseling process is to work on behalf of the employee in developing personal recognition of, and insight into, personal problems and the subsequent motivation to pursue appropriate assistance.

III. APPLICATION

This policy applies to all employees and officials of the County. This policy applies to all substances, legal or illegal, which could impair an employee's ability to effectively and safely perform the functions of the job.

IV. EMPLOYEE RESPONSIBILITIES

An employee must:

- A. not report to work or be on designated standby while his/her ability to perform job duties is impaired due to on or off duty alcohol or drug use;
- B. not misuse any substance, legal or illegal, during breaks or meal periods to such an extent that upon returning to work the employee's work performance is impaired;
- C. not operate a vehicle on County business under the influence of alcohol or drugs in accordance with the Board adopted rules under County Ordinance 1789.

Note: it is recommended that an employee notify his/her supervisor, before beginning work, when taking any medications, prescription or non-prescription, which may interfere with the safe and effective performance of duties or operation of County equipment.

V. COUNTY RESPONSIBILITIES AND GUIDELINES

- A. The County, all employees and officials, are responsible for reasonable enforcement of this policy, which may entail immediate action to ensure workplace safety.
- B. When an employee believes that another employee is working impaired, that employee should notify the immediate supervisor or department management. EMPLOYEES MAY ALWAYS NOTIFY THE HUMAN RESOURCES DEPARTMENT IF THERE IS ANY CONCERN THAT SUPERVISORY/MANAGEMENT HUMAN RESOURCES ARE A PART OF THE WORK IMPAIRMENT PROBLEM.
- C. Managers or supervisors may:
 - 1. Refer the employee to the County's Employee Assistance Program. Supervisors are encouraged to contact the Employee Assistance Counseling Program prior to notice of referral to the employee.
 - 2. After consultation with the Human Resources Department, the employee may be required to submit to and pass a medical examination designated or approved by the Human Resources Director and pursuant to Rule 8 of the Civil Service Rules. In accordance with Rule 8, if the examination finds the employee to be in an unfit condition to perform the position duties, the appointing authority, subject to the approval of the Human Resources Director, may require that the employee take a leave of absence to correct the condition as provided in Section 2.44.040a(1) of the San Luis Obispo County Ordinance Code. Any manager or supervisor requesting a Human Resources Department approved medical exam pursuant to Civil Service Rule 8 should document in writing the facts indicating that the employee in question is working impaired. Impaired Behavior Report Forms are available in the department or from the Human Resources Department.

Impairment means under the influence of a substance such that the employees' motor senses (i.e., sight, hearing, balance, reaction, reflex) or judgment are affected. Some of the factors which may indicate impairment are the following:

- 1. Slurred speech;
- 2. Alcoholic beverage odor on breath;
- 3. Unsteady walking and/or movement;
- 4. An accident involving County property, where it appears the employee's conduct is at fault;
- 5. Physical altercation;
- 6. Verbal altercation;

7. Possession of alcohol and/or drugs.

- D. Where there is a belief that the employee is working impaired, a manager or supervisor should be contacted to arrange for the employee to be safely transported home or another appropriate location.
- E. Managers and supervisors shall not physically search the person of employees, nor shall they search the personal possessions of employees without the freely given written consent of, and in the presence of, the employee. **Note:** all searches must be authorized by the Human Resources Director.
- F. The County reserves the right to search, without employee consent, all areas and property in which the County maintains control. Managers and supervisors shall notify their Department Head or designee when they have reason to believe that an employee may have illegal drugs in his or her possession or in an area not jointly or fully controlled by the County. If the Department Head or designee concurs that there may be illegal drug possession, the Department Head shall notify the appropriate law enforcement agency.

VI. COMPLAINT/REFERRAL PROCEDURE:

Whenever there is an indication of job impairment, employees shall immediately advise the closest level supervisor not a part of the problem. Employees shall also contact the Human Resources Department. In all cases, the complainants are urged to give a written account of all allegations and observations. An "Impaired Behavior Report Form" is available in all departments. Referrals for Medical Examination must be made through the Human Resources Department. **IT IS THE POLICY OF THE HUMAN RESOURCES DEPARTMENT TO INVESTIGATE ALL ALLEGATIONS OF WORK IMPAIRMENT DUE TO SUBSTANCE MISUSE**

Additionally, every employee has the right to use the formal written grievance procedures of the Civil Service Commission. The Human Resources Department Affirmative Action Officer (Extension 5959) is available to discuss inquiries, formal and informal complaints and appropriate solutions.

NOTE: This policy was adopted by the Board of Supervisors as Resolution No. 89-287 Concerning Sections 5151 et seq. of Subtitle D of Title V of United States Public Law 100-690 (100th Congress) and Exhibit A: County of San Luis Obispo Notice Regarding the Federal Drug-Free Workplace Act of 1988.



Human Resources Department SAN LUIS OBISPO COUNTY

County Government Center, 1055 Monterey Street • Ste. D-250, San Luis Obispo, CA 93408-2110

TO: ALL COUNTY EMPLOYEES

FROM: TAMI DOUGLAS-SCHATZ, HUMAN RESOURCES DIRECTOR

SUBJECT: EMPLOYEE ASSISTANCE PROGRAM (EAP)

Enclosed is a brochure describing services provided to San Luis Obispo County employees as part of the Employee Assistance Program (EAP). The EAP was created by the Board of Supervisors to provide services to employees and their immediate families for assistance with a variety of personal problems, which are described more fully in the enclosed brochure. The EAP is administered by the independent firm of Occupational Health Services (OHS), which utilizes the services of several private employers throughout the United States, to which it provides EAP services.

Please note that the services described in the enclosed brochure are provided to you and your immediate family free of charge. Also, please note that participation in the program is completely confidential and no record of names of participants, nor any other records which could compromise the confidentiality of participation in the EAP will be provided to the County.

To participate in the EAP, employees or immediate family members are encouraged to call OHS directly at their toll free number: (800) 999-7222.



Permanent County employees who have completed one year (12 months) of service are eligible to apply for Family Leave. Employees must have worked a minimum of 1,250 hours of service in the 12-month period immediately preceding the leave.

Written Notice: Whenever possible, Family Leave should be requested with 30-day advance written notice, and departments may require verification of the employee's stated reasons for requiring leave.

Revised March 2007

Reference: Board Policy 5/23/95

For additional information, contact: County Human Resources 781-5959
SLO COUNTY HUMAN RESOURCES

FAMILY LEAVE

Family Leave Reasons:

- Serious illness of the employee
- Serious illness of a child of an employee
- Leave to care for a parent/spouse who has a serious health condition
- Birth of a child of an employee
- Adoption of a child by an employee
- Placement of child with the employee for foster care/adoption

Maximum Leave: The maximum Family Leave provided by law is 12 working weeks in a 12 month period. Leave may be taken intermittently or on a reduced leave schedule under certain circumstances. The 12-month period is measured as an individual rolling year period from date employee used Family Leave. Family Leave may be paid (sick leave/vacation, etc.) or unpaid. The use of paid sick leave for illness of a parent, spouse or child, continues to be limited by County Ordinance.

Pregnancy Leave: Other State and Federal laws govern the provisions of Pregnancy Leave. Pregnancy Leave may be used in conjunction with Family Leave to a maximum total leave time allowed under Federal and State law. The maximum statutory limit in all cases is 12 working weeks (Family Leave), plus four months (Pregnancy/ Disability Leave).

Unpaid Family Leave: For an employee who is on unpaid Family Leave, the County will, for the 12 weeks of Family Leave, continue the County's contribution which is paid directly to the County-sponsored health, dental and vision plans.

Cash Out: Employees who have waived County-sponsored medical coverage, and employees who have a cash-out in excess of the insurance contribution must code **not less than 20 hours per week** of accrued leave during the entire period of Family Leave (or any other approved leave) in order to continue receiving a cash-out.

Approved Extended Leave: After the 12 weeks of approved Family Leave, an employee who continues to be on an approved leave of absence may elect to use **not less than 20 hours per week** of the employee's accrued Sick Leave or Vacation in order to have the County continue to make the County's contribution toward maintenance of County-sponsored health, dental and vision plan coverage.

Insufficient Leave Hours:

Employees on approved extended leave who do not have sufficient leave hours to meet the minimum leave coding requirements, must pay the entire cost of the health, dental and vision care premiums. The employee must arrange for the payment of premiums through the office of the County Auditor-Controller.

State Disability: Employees eligible for SDI (State Disability Insurance) may wish to coordinate SDI with County-paid time (Sick Leave/Vacation) while on Family Leave.

Return to Work from Family Leave:

Employees returning to work from a leave of absence taken due to the employee's illness/injury must provide a medical release before returning to work.

If there are medical restrictions or limitations placed on an employee's ability to return to work, the department will evaluate possible reasonable accommodations.