

# New Employee Orientation Resource Guide





## County of Santa Clara Guiding Principles

### Mission Statement

The mission of the County of Santa Clara is to *plan* for the needs of a dynamic community, *provide* quality services, and *promote* a healthy, safe and prosperous community for all.

### Core Values

#### **Demonstrate ethical conduct reflecting honesty and integrity.**

As individuals and as an organization, our actions represent responsibility and accountability. We uphold the principles of equality, fairness, and objectivity.

#### **Commit to efficient, effective, quality service.**

We seek continuous improvement. We collaborate within and across departments for the good of the customer and community.

#### **Value the community.**

We create an inclusive environment that supports the diversity of our community. We take action to communicate openly and frequently, encouraging public participation.

#### **Uphold our fiscal responsibility.**

We use the resources entrusted to us wisely. We effectively balance the needs of the community with available resources while advocating for the best value and best service.

#### **Exhibit mutual respect.**

We exercise respect and courtesy at all levels of the organization. We acknowledge differences of opinion exist and while we may differ, we continue to value effective working relationships.

#### **Encourage innovation and flexibility.**

We are receptive to creative suggestions and solutions. We foster internal and external partnerships that advance our mission, values, and goals.

Source: <https://news.sccgov.org/about-us/county-mission-and-core-values>



# NEO Resource Guide



## General Resources

- [SCC Agencies & Departments](#)
-  [County Culture](#)
- [County Holiday Schedule](#)
-  [County Intranet](#)
-  [The Solutions Hub](#)
-  [TSS Service Desk Ticket](#)

## Workplace & Personal Safety

- [Employee Services Agency](#)
  - [ESA Department Service Centers](#)
- [Equal Opportunity Department](#)
- [Facilities and Fleet Department](#)
  - [Zero Waste Program](#)
  - [Transportation and Employee Commute](#)
-  [Information Security Office](#)
- [Occupational Safety & Environmental Compliance](#)
  - [Injury & Illness Prevention Plan](#)
  - [Proactive Ergonomic Program](#)
  - [Workplace Safety Orientation Checklist](#)
- [Office of Emergency Management](#)
- [Office of Veterans Services](#)
-  [Office of Sustainability](#)
  - [Sustainability Master Plan](#)



# NEO Resource Guide



## Equity and Social Justice

- [Office of Cultural Competency](#)
- [Office of Immigrant Relations](#)
- [Office of Lesbian, Gay, Bisexual, Transgender, and Queer \(LGBTQ\) Affairs](#)
- [Office of Women's Policy](#)
- [Office of Labor Standards Enforcement](#)
- [Office of Gender-based Violence Prevention](#)
- [Office of Diversity, Equity, & Belonging](#)

## Personal Finance

-  [Controller-Treasurer Department \(Payroll\)](#)
-  [Education Reimbursement Program](#)

## Retirement and Future Planning

- [Fidelity Investments](#)
- [CalPERS](#)

## Personal Wellness & Safety

- [Employee Wellness Division](#)
- [Employee Assistance Program](#)

## Professional Development

- [Learning & Employee Development](#)
- [Learning & Employee Development \(sccLearn\)](#)



## County Policies

### Countywide Policies Library

- Conflicts of Interest, Disclosure, Disqualification Requirements and Ethical Business
- County Permit Parking
- County Vehicle Driver Policies and Training
- Information Security Policies
- Lactation Accommodation
- Litigation Hold Policy
- Meal Policy- Non- Travel
- Outside Employment and Incompatible Activities Policy
- Policy Against Discrimination, Harassment and Retaliation
- Policy on Sexual Harassment
- Reasonable Accommodation Policies and Procedures
- Record Retention and Destruction Policy
- Surveillance - Technology and Community Safety
- Travel Policy
- Workplace Violence and Prevention Policy
  - Rights of Victims





## Bargaining Unit Organizations

### Memoranda of Understanding & Agreement

Find information about your Bargaining Unit:

- Building Trades Council (BTC)
- Committee Interns Residents (CIR)
- Correctional Peace Officers Association (CPOA)
- County Counsel Attorneys Association (CCAA)
- County Employees Management Association (CEMA)
- Deputy Sheriffs Association (DSA)
- District Attorney Investigators Association (DAIA)
- Engineers Scientists California Local 20 (ESC Local 20)
- Government Attorneys Association (GAA)
- International Federation Professional Technical Engineers (IFPTE Local 21)
- Park Rangers Association (PRA)
- Probation Peace Officers Union Local 1587 (Local 1587)
- Registered Nurses Professional Association (RNPA)
- Service Employees International Union Local 521 (SEIU Local 521)
- Union American Physicians Dentists (UAPD)
- Valley Physician Group (VPG)

