New Employee Orientation Resource Guide

2022/02/15

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
- Submit an Ask Clara 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
  - Employee Commute Program
- 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 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 - Deferred Compensation Program
- CalPERS

Personal Wellness & Safety

- Employee Wellness Division
- Employee Assistance Program

Professional Development

- Learning & Employee Development
- Learning & Employee Development (sccLearn)

You must be connected to the County network to access the Connect intranet site.

Soft copy can be found at: https://learning.sccgov.org/new-employees

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)