

**RIVCO 1HR**  
*putting people first*

**Welcome to the**  
**County**  
**Family!**





## Countywide New Employee Orientation Agenda

### **Welcome**

- Housekeeping Items
- Agenda

### **Co-worker Introductions**

### **Message from CEO**

### **County History**

### **Leadership & Organizational Structure**

### **HR Information**

- HR Website
- Vacation, Sick and Annual Leave Information
- Payroll Calendar/Payday
- Employee Discounts
- Employee App
- Public Servants

### **Benefits**

### **Retirement**

### **Q&A**

### **Unions**



# NEW EMPLOYEE ORIENTATION

## Contact List

SERVICE	PHONE	EMAIL	WEBSITE
<b>RivCo Talent</b>	(951) 955-3256	<a href="mailto:RivCoTalent@rivco.org">RivCoTalent@rivco.org</a>	<a href="https://corlearning.sumtotal.host/rcore/c/dash/home?isDeepLink=1">https://corlearning.sumtotal.host/rcore/c/dash/home?isDeepLink=1</a>
<b>Classification &amp; Compensation</b>	(951) 955-1131	<a href="mailto:HR-ClassComp@rivco.org">HR-ClassComp@rivco.org</a>	<a href="https://rc-hr.com/classification-and-compensation">https://rc-hr.com/classification-and-compensation</a>
<b>Disability Access Office</b>	(951) 955-3510	<a href="mailto:ADA@rivco.org">ADA@rivco.org</a>	<a href="http://dao.rc-hr.com/">http://dao.rc-hr.com/</a>
<b>Educational Support Program</b>	(951) 955-2572	<a href="mailto:ESP@rivco.org">ESP@rivco.org</a>	<a href="https://rc-hr.com/educational-support-program-esp">https://rc-hr.com/educational-support-program-esp</a>
<b>Employee Relations</b>	(951) 955-1970	<a href="mailto:employee-relations@rivco.org">employee-relations@rivco.org</a>	Employee & Labor Relations Division   County of Riverside Human Resources
<b>Employee Assistance Program</b>	(833) 954-1067	Employee Code: PRISM	<a href="https://rc-hr.com/benefits/employee-assistance-program">https://rc-hr.com/benefits/employee-assistance-program</a>
<b>Employee Benefits</b>	(951) 955-4981 Option 1	<a href="mailto:Benefits@rivco.org">Benefits@rivco.org</a>	<a href="http://benefits.rc-hr.com/">http://benefits.rc-hr.com/</a>
<b>Employee Services</b>	(951) 955-3510	<a href="mailto:employeeservices@rivco.org">employeeservices@rivco.org</a>	<a href="https://rc-hr.com/employee-services">https://rc-hr.com/employee-services</a>
<b>Exclusive Care</b>	(800) 962-1133	<a href="mailto:EPO@rivco.org">EPO@rivco.org</a>	<a href="https://rc-hr.com/exclusive-care">https://rc-hr.com/exclusive-care</a>
<b>HR Administration</b>	(951) 955-3500	<a href="mailto:hrdept@rivco.org">hrdept@rivco.org</a>	<a href="http://rc-hr.com/">http://rc-hr.com/</a>
<b>Learning &amp; Organizational Development</b>	(951) 955-3256	<a href="mailto:HRLOD@rivco.org">HRLOD@rivco.org</a>	<a href="http://rc-hr.com/hrlod/">http://rc-hr.com/hrlod/</a>
<b>Medical Assignment Program</b>	(951) 955-1112	<a href="mailto:MAP@rivco.org">MAP@rivco.org</a>	<a href="https://rc-hr.com/temporary-medical-assignment-program-tapmap">https://rc-hr.com/temporary-medical-assignment-program-tapmap</a>
<b>Occupational Health</b>	(951) 486-4546	<a href="mailto:RivcoOccHealth@rivco.org">RivcoOccHealth@rivco.org</a>	<a href="https://rc-hr.com/occupational-health-department">https://rc-hr.com/occupational-health-department</a>
<b>Payroll</b>	(951) 955-3810	<a href="mailto:ACO_payroll@rivco.org">ACO_payroll@rivco.org</a>	<a href="https://auditorcontroller.org/">https://auditorcontroller.org/</a>
<b>Recruiting &amp; Selection</b>	(951) 955-3510	<a href="mailto:Recruiting@RIVCO.ORG">Recruiting@RIVCO.ORG</a>	<a href="https://rc-hr.com/recruitment-and-selection">https://rc-hr.com/recruitment-and-selection</a>
<b>Retirement</b>	(951) 955-4981 Option 2	<a href="mailto:Retirement@rivco.org">Retirement@rivco.org</a>	<a href="https://rc-hr.com/retirement-benefits">https://rc-hr.com/retirement-benefits</a>
<b>Rideshare/Commuter Services</b>	(951) 955-1118	<a href="mailto:iCommute@rivco.org">iCommute@rivco.org</a>	<a href="https://rc-hr.com/commuter-services">https://rc-hr.com/commuter-services</a>
<b>Risk Management</b>	(951) 955-3540	<a href="mailto:riskmanagement@rivco.org">riskmanagement@rivco.org</a>	<a href="https://rc-hr.com/risk-management">https://rc-hr.com/risk-management</a>
<b>Safety</b>	(951) 955-3520	<a href="mailto:SafetyDivision@rivco.org">SafetyDivision@rivco.org</a>	<a href="http://safety.rc-hr.com/">http://safety.rc-hr.com/</a>
<b>Temporary Assignment Program</b>	(951) 955-9178	<a href="mailto:TAP@rivco.org">TAP@rivco.org</a>	<a href="https://rc-hr.com/temporary-medical-assignment-program-tapmap">https://rc-hr.com/temporary-medical-assignment-program-tapmap</a>
<b>Workers Compensation</b>	(951) 955-3530	<a href="mailto:rcworkcompmail@rivco.org">rcworkcompmail@rivco.org</a>	<a href="http://workcomp.rc-hr.com/">http://workcomp.rc-hr.com/</a>



# NEW EMPLOYEE ORIENTATION

## To-Do Checklist



### THINGS TO REMEMBER

- Obtain and acknowledge your County and departmental specific policies (ASAP).**
- Obtain and acknowledge your New Employee Handbook (ASAP).**
- Review and select your health, dental, vision, and retirement benefits** within **60 days** from your date of hire; meet with retirement specialists (optional), set up your 457 account and deductions (optional). Contact your department HR representative or the Benefits Department with any questions. Visit <https://rc-hr.com/new-hire-information>
- Create a user account in The Standard** for your County-provided life insurance benefits and set up your beneficiary (approximately two weeks after your start date). Visit <https://standard.benselect.com/Enroll/Login.aspx?Path=cor>
- Set up your direct deposit authorization**, add emergency contacts, view pay stubs, enroll in benefits, and access additional services through PeopleSoft Self-Service. Visit <https://rc-hr.com/new-hire-information> & refer back to Employee Self Service Login Instructions.
- Login to RivCo Talent** to access ‘**My Tasks**’ icon and find your County Board-mandated trainings and job specific trainings (for certain departments) Visit <https://rc-hr.com/learning/mandated-training> for a list of mandated trainings. Also access the Online New Employee Orientation for additional information not covered during the in-person session. Visit [RivCo Talent Login Here](#).
- Login to RivCo Talent** to access “**Library**” icon and explore free online courses, videos, books, audiobooks, certification test prep, and more training resources available 24/7 to all county employees. Visit [RivCo Talent Login Here](#).
- Request an employee parking pass.** Visit <https://rivcofm.org/divisions/parking-services>
- Meet with your supervisor** to discuss your initial probationary goals.
- Meet with a Career/Educational Counselor** through the Educational Support Program to discuss your career and educational goal and learn about tuition discounts. Visit <https://rc-hr.com/educational-support-program-esp> for more details. Visit <https://rc-hr.com/new-hire-information>
- Download the County’s application RivCoGo**, to access discounts, view your paystub, get up to date information, and much more!
- Learn your department’s mission statement, values, and annual departmental and team goals.**
- Build your network** - Get to know co-workers within your team, department, and other departments throughout the County.

**Department HR & Payroll Clerk (Timekeeper) Contact List**

G:\BENE-REC\EMP-SVCS FRONT DESK\Contacts Lists\Dept\_HR & Payroll Clerk Contact List

Updated 06/19/2024

Mail Stop	Department	ID #	Contact Person	Phone #	
1250	<b>Agricultural Commission</b>	280	Tara Buffington (HR & Payroll)	(951) 955-3045	
	3403 10th Street, Suite 701				
	Riverside, CA 92501				
				FAX (951) 955-3047	
3320	<b>Animal Services</b>	420	April Arias (Supervisor)	(951) 358-5498	
	Riverside 92503		Da'lon Graham (HR)	(951) 358-5846	
			Kim Marquecho (Sr Hr Clerk)	(951) 486-6154	
			Marlene Plascencia (Hr Clerk)	(951) 358-6153	
			Blanca Navarrete Hernandez (Sr Hr TAP)	(951) 358-4363	
					Fax (951) 358-5847
1140	<b>Assessor - Clerk - Recorder</b>	120	Ana Morales (Dept. HR Coordinator)	(951) 955-0625	
	2724 Gateway Drive		Melissa Garcia (Chf Deputy)	(951) 486-7297	
	Riverside 92507-0751		Carla Reis-Trovillion (Admin. Svc's Officer)	(951) 486-7117	
			Jennifer Durso (Principal Deputy ACR)	(951) 486-7046	
					Fax (951) 486-7440
1050	<b>Auditor - Controller</b>	130	Juan Barber (HR and Payroll)	(951) 955-0955	
	(CAC 11th Floor)				
	P.O. Box 1326				
	Riverside 92502-1326			Fax (951) 955-3802	
3831	<b>Behavioral Health</b>	410	TAP OA (Front Desk)	(951) 358-4606	
	Riverside, CA 92503		Morgan Ramirez (Front Desk/Terms)	(951) 358-3144	
			Lupita Suazo (Payroll)	(951) 358-5341	
			Janett Caballero (FMLA/Leaves)	(951) 358-4619	
			Dominick Lopez (New Hires/Benefits)	(951) 358-4609	
			Kori Siliezar (Employee Benefits & Records Supervisor)	(951) 358-5369	
			Entire staff can be reached at HR-BHPayroll@rivco.org	Fax (951) 358-4776	
1010	<b>Board/Clerk of the Board</b>	100	Breanna Smith (Primary HR)	(951) 955-1063	
	(CAC 1st Floor)		Cleyra Cordova(Secondary Payroll)	(951) 955-1064	
	Riverside 92502-1147				
				Fax (951) 955-1071	
1330	<b>Business and Community Services</b> (Now: Office of Economic Development )				
2370	<b>Child Support Services – (DCSS)</b>	230	Ayde Oropeza (Administrative Services Manager II)	(951) 955-4110	
	2041 Iowa Ave.		Nicole Lunbeck (Administrative Services Officer)	(951) 955-2825	
	Riverside 92507		Elvira Valenzuela (HR Coordinator)	(951) 955-8067	
			Cynthia Hernandez (HR Clerk)	(951) 955-4222	
			Donna Hernandez (HR Clerk)	(951) 955-2098	
			Pamela Chavez (HR Clerk)	(951) 955-1487	
			Lori Ann Emery (HR Clerk)	(951) 955-1832	
			Entire HR Staff can be reached at: RCDCSS-HR@rivco.org	Fax (951) 955-5993	
2590	<b>Community Action Partnership</b>	520	See: Housing, Homelessness Prevention, & Workforce Solutions	(951) 358-5846	
				(951) 358-6153	
				(951) 358-5498	
				Fax (951) 358-5847	
1350	<b>County Counsel</b>	150	Alisa Young (Primary HR)	(951) 955-1848	
	3960 Orange St., 5th Floor		ayoung@rivco.org		
	Riverside 92501		Andrea Olayo (Primary Payroll)	(951) 955-0211	
			Michelle Quiroz (Benefits)	(951) 955-6317	
					Fax (951) 955-2226

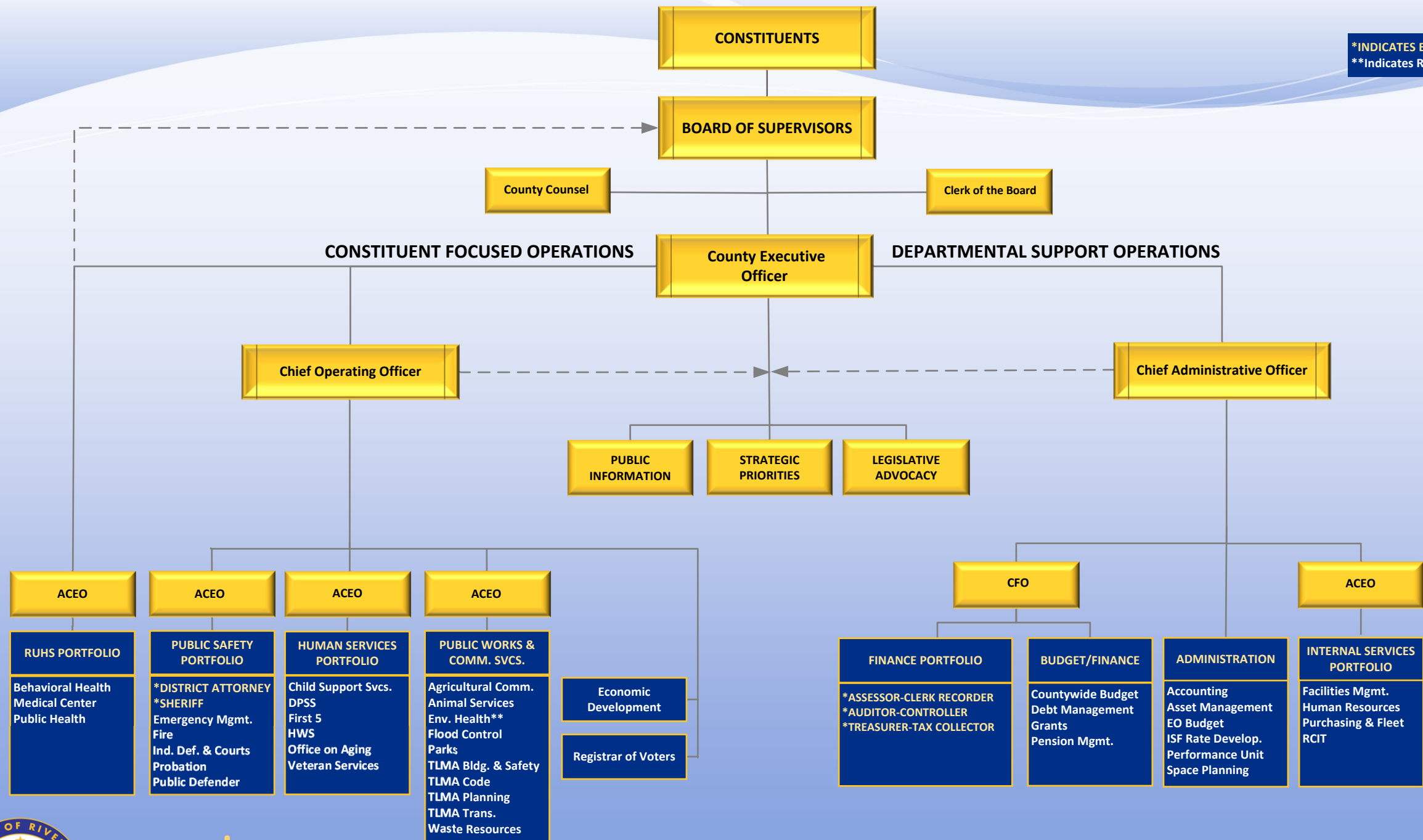
2120	<b>District Attorney</b>	220	<b>Main DA - HR/Payroll Unit</b>		(951) 955-4059
	3960 Orange St, 10th Floor				
	Riverside 92501		<b>Vanessa Ignacio</b> (Recruitment/Onboarding)		(951) 955-5371
			<b>Doreen Vasquez</b> (Payroll)		(951) 955-6543
			<b>Jessica Gutierrez</b> (Leave Management/ W. Comp)		(951) 955-1483
					Fax
	<b>EDA</b>		<b>See: Business and Community Services</b>		
3942	<b>Emergency Management</b>	200	<b>Bertha Vaca</b> (Primary Payroll/Timesheet Approver)		(951) 358-2586
	450 E. Alessandro		<b>Hilda Leyva</b> (Primary Payroll/Timesheet Approver)		(951) 955-4730
	Riverside 92508		<b>Kelly Moore</b> (HR/Personnel Documents)		(951)-358-7104
			<b>Kelly Moore</b> (LOA/FMLA/RTW)		(951)-358-7104
					Fax
3320	<b>Environmental Health</b>	420	<b>April Arias</b> (Benefit and Record Supervisor)		(951) 358-5498
	4065 County Circle Dr. #206		<b>Da'Lon Graham</b> (HR Technician II)		(951) 358-5846
	Riverside 92503		<b>Marlene Plascencia</b> (HR Clerk)		(951) 358-6153
			<b>Kim Marquecho</b> (Sr. HR Clerk)		(951) 358-6154
			<b>Blanca Navarrete</b> (Sr. HR Clerk)		(951) 358-4363
					Fax
1020	<b>Executive Office</b>	110	<b>Trina Head</b> (Primary HR/FMLA)		(951) 955-1157
	(CAC 4th Floor)	115	<b>Jennifer Kammerer</b> (Secondary HR/FMLA)		(951) 955-1136
	4080 Lemon St.	900	<b>Andria Bartkowski</b> (Department Safety Rep)		(951) 955-1106
	Riverside 92501-3679		<b>Velky Orto</b> (Primary Payroll)		(951) 955-2218
			<b>Jessika Ortega</b> (Secondary Payroll)		(951) 955-9122
2600	<b>Facilities Management</b>	720	<b>Monae Williams</b> Admin Service Officer (HR)		(951) 955-9557
	3450 14th Street		<b>Yvonna Rivera</b> Admin Services Analyst I (HR -FMLA/RTW, Workers Comp)		(951) 955-7536
	Riverside, CA 92501				
			<b>Becky Koons</b> (Payroll)		(951) 955-8417
5036	<b>Fire</b>	270	<b>Ana Vazquez</b> (HR REP)		(951) 940-6337
	210 W. San Jacinto Ave.		<b>Norma Perez</b> (Payroll)		pending
	Perris, CA 92570				Fax
2585	<b>First 5 Riverside</b>	938	<b>Rachel Padilla</b> (HR Clerk)		(951) 955-0473
	(sent 02/07/24)		<b>Jesus Rodriguez</b> (HR Clerk)		(951) 955-1198
			<b>Amy Campos</b> (HR Dept. Coordinator)		(951) 955-0566
2990	<b>Flood Control</b>	947	<b>Darrylenn Prudholme-Brockington:</b> Payroll Supervisor (Primary)		(951) 955-8357
	1995 Market St.		<b>Lisa McFarland:</b> Payroll		(951) 955-1252
	Riverside 92501		<b>Sabrina Ector:</b> HR Officer		(951) 955-1294
			<b>Sally Tadros:</b> Admin. Svcs. Analyst I		(951) 955-0782
			<b>Lurdes Valdez</b> (Admin Svcs Analyst II)		(951) 955-1218
	(sent 02/07/24)		<b>Huiling (Ling) Huang</b> (Accounting Technician I)		(951) 955-9195
					Fax
1330/3760	<b>Housing, Homelessness Prevention, &amp; Workforce Solutions</b>	550/560 550	<b>Megan Gomez</b> (Deputy Director, Finance & Admin.)		(951) 218-0885
	- CDBG, HUD		<b>Stephany Trigg</b> (HR Assistant)		(951) 955-2389
	- Workforce Development		<b>America Anglin</b> (Payroll Time Keeper )		(951) 955-0356
	- Housing Authority		<b>Brandon Trahan</b> (Fiscal Manager)		(951) 295-2310
	- Community Action Partnership (CAP)				
	3403 10th Street, Ste 300				
	Riverside CA 92501				
	5555 Arlington Ave.				
	Riverside CA 92504				
1325 Spruce St.					
Riverside CA 92507					

1150	<b>Human Resources</b> (CAC 1st Floor) P.O. Box 1569 Riverside 92502-1569	113	<b>Cori Robinson</b> (HR & Timekeeper)			(951) 955-0023
					Fax	(951) 955-3581
	<b>Information Technology</b>		<b>See Riverside County Information Technology</b>			
1030	<b>LAFCO</b> 6216 Brockton Ave, Suite 111-B Riverside, CA 92506	290	<b>Elizabeth Valdez</b> (Primary HR & Payroll)			(951) 369-0631
			<b>Rebecca Holtzclaw</b> (Secondary HR & Payroll)			(951) 369-0631
3224	<b>OASIS</b>	110	<b>SEE RCIT</b>			
1330	<b>Office of Economic Development</b> <i>(Previously: Business and Community Services)</i> - Admin, ED, Libraries - Edward Dean Museum - CSA - Perris Valley Cemetery 3403 10th Street, Ste 400 Riverside CA 92501	190 193 915 980	<b>Amber Jackson</b> Admin Services Mgr I (HR)			(951) 955-0021
			<b>Marielena Carleton</b> Admin Services Analyst I (HR)			
			<b>Marielena Carleton</b> (Payroll)			(951) 955-6685
5580	<b>Office on Aging</b> 3610 Central Ave., Ste. 102 Riverside 92506	530	<b>Lisa Starcev</b> (Primary HR & Payroll)		Fax	(951) 867-3843 (951) 867-3820
2970	<b>Parks</b> 4600 Crestmore Rd. Jurupa Valley, CA 92509	931	<b>Loree Broderick</b> (HR) Admin Services Analyst			(951) 955-4332
			<b>Robert Williams</b> (Chief-Business Operations)			(951) 955-4308
			<b>Christina Sanchez</b> (Payroll)	HR	Fax	(951) 955-6671 (951) 955-1387
			<b>Michael Alferez</b> (Payroll)			(951) 955-5462
				Payroll	Fax	(951) 955-4319
1470	<b>Probation</b> 3960 Orange Street, Suite 600 Riverside, CA 92501 - 3247	260	<b>Lynn Harrison</b> (ASO - HR)			(951) 955-0616
			<b>Arelly Rdoriguez</b> ( HR/FMLA/LOA)			(951) 955-2833
			<b>Martha Nava</b> (HR/RMAP/Bilingual)			(951) 955-4969
			<b>Kristy Bennett</b> (Payroll)			(951)955-3634
			<b>Elizabeth Perez</b> (HR/Payroll)			(951) 955-2358
			<b>Suman Prasad</b> (HR/Payroll)			(951) 955-4392
			<b>Lynn Harrison</b> (Benefits/Evals/EPM)			(951) 955-0616
1520	<b>Public Defender</b> 4075-A Main Street Riverside, CA 92501	240	<b>HR Unit</b> <b>Cecilia Arcangel</b> (Admin Serv Officer)			(951) 955-9788
			<b>Pauline Medrano</b> (Admin Serv Analyst I)			(951) 955- 6049
					HR Fax	(951) 955-6290
			<b>Payroll Unit</b> <b>Ruby Kanwar</b> (Payroll)			(951) 955-6287
			<b>Lani Jimenez-Robles</b> (Payroll)			(951) 955-9933
			<b>Leah Hertz</b> (Fiscal/Payroll)			(951) 955-6048
					Payroll Fax	(951) 955-0389
3320	<b>Public Health</b> 4065 County Circle Dr. #206 Riverside 92503	420	<b>April Arias</b> (Supervisor)			(951) 358-5498
			<b>Da'Lon Graham</b> (HR Tech II)			(951) 358-5846
			<b>Kim Marquecho</b> (Hr Clerk)			(951) 358-6154
			<b>Marlene Plascencia</b> (Hr Clerk)			(951) 358-6153
			<b>Blanca Navarrete Hernandez</b>			(951) 358-4363
					Fax	(951) 358-5847

3720	<b>Public Social Services (DPSS)</b>	510	<b>Romera Liddell</b> (Deputy Director)		(951) 358-3028
	10281 Kidd St.	985	<b>Sandra Meza</b> (Admin Services Supervisor)		(951) 358-6414
	Riverside 92503		<b>Helen Shearer</b> (Admin Services Manager II)		(951) 358-5225
			<b>Vanessa Beckles</b> (Admin Services Officer)		(951) 358-3029
			<b>Tiffany Ponce</b> (Admin Services Analyst II)		(951) 358-8327
			<b>Receptionist - Main Desk</b>		(951) 358-3030
			<b>Tiffany Tighe</b> - Sr. Human Resources Clerk (A to F, N, Y, and Z)		(951) 358-3583
			<b>Thalia Orozco</b> - Sr. Human Resources Clerk (G to M)		(951) 358-3032
			<b>Daneatra Stewart-Moore</b> - Sr. Human Resources Clerk (O-W)		(951) 358-4063
			<b>Edna Hall - Admin Services Analyst II</b>		
			<a href="mailto:DPSS-Payroll@rivco.org">DPSS-Payroll@rivco.org - Primary Payroll Contact</a>		(951) 358-3367
			<b>Brenda Gallardo</b> - ADMIN SVCS ASST (Payroll)		(951) 358-6831
			<b>Gwen Howard - Human Resources Clerk</b>		
		Secondary Payroll Contact		(951) 358-6828	
3701	<b>Purchasing &amp; Fleet Services</b>	730	<b>Marlana McSkimming</b> (Admin Services Manager)		(951) 955-1164
	Riverside County Information Center (RCIC)		<b>Leslie Johnson</b> (HR & Payroll) Office Asst III		(951) 955-4689
	3450 14th St. 4th Floor Suite 420		<b>Jazmin Braulio</b> OAll		(951) 955-3280
	Riverside, CA 92501		<b>Kathleen Ponce</b> (Executive Asst III)		(951) 955-4935
			Fax	(951) 955-8474	
1033	<b>RCA</b>	935	As of 1/1/2021, no longer County Employees.		
	(Western Riverside County Regional Conservation Authority)		<b>Jennifer Fuller</b> - jfuller@rctc.org		
	3403 10th Street, Suite 320		<b>Daisy Vergara</b> - dvergara@rctc.org		
	Riverside 92501			Fax	(951) 955-8873
2510	<b>Registrar of Voters</b>	170	<b>Candice Gordon</b> (HR/Payroll) Senior Admin Services Supervisor		(951) 486-7330
	2724 Gateway Dr.				
	Riverside 92507			Fax	(951) 486-7335
1575	<b>Riverside County Information Technology (RCIT) Located at:</b>	740	<b>Nicole Eubank</b> (Primary HR) neubank@rivco.org		(951) 955-3777
	<b>Riverside County Information Center</b>		<b>Nicole Thom</b> (Secondary HR) NicThom@rivco.org		
	3450 14th St. 4th floor				
	Riverside, CA 92501		<b>Payroll:</b>		
	Street address (prior PO Box# is obsolete)		<b>Norma Marchan IT Manager I (Payroll)</b>		(951) 955-7506
	new mail stop/address as of 2014		<a href="mailto:nmarchan@rivco.org">nmarchan@rivco.org</a>		
			<b>Tamara Cantu (Payroll)</b>		(951) 955-5931
		<a href="mailto:tcantu@rivco.org">tcantu@rivco.org</a>			
5887	<b>Riverside University Health Systems</b>	430	<b>Front Desk Employee Services</b>		(951) 486-5531
	<b>Medical Center (RUHS)</b>			HR Fax	(951) 486-5546
	14375 Nason St, Ste. 212		<b>Front Desk Payroll</b>		(951) 486-5576
	Moreno Valley 92555			Payroll Fax	(951) 486-5553
			<b>Jaquie Garcia (Admin. Svcs. Officer)</b>		(951) 486-5536
			<b>Jessica Merren</b> (HR & Payroll Clerk)		(951) 486-5543
			<b>Sergio Pena</b> HR Tech (RUHS Employee Services)		(951) 486-5534
			<b>Ricardo Gomez-Valencia</b> HR Tech (RUHS Payroll)		(951) 486-5511
			<b>Jaclyne Espinola</b> (Sr Clerk)		951-486-5049
			<b>Susan Smith</b> (Sr. Clerk)		951-486-5533

	<b>Sheriff/Coroner</b>		<b>Kristy Harris</b> (Supervisor/Payroll/FMLA)		(951) 955-2707
2500	4095 Lemon St., 3rd Floor	250	<b>Jill Watler</b> (Benefits & Payroll Mgr)		(951)-955-2721
	P.O. Box 512		<b>Eva Kelly</b> (Reception/Payroll Main Desk)		(951) 955-2723
	Riverside 92502		<b>Leticia Rabago</b> (Payroll)		(951) 955-2418
			<b>Maria Lourdes Bodag Hakimi</b> (Payroll)		(951) 955-2705
			<b>Jeanette Bowles</b> (FMLA)		(951) 955-9141
			<b>Tawnia Allard</b> (FMLA)		(951) 955-2418
			<b>Andrea Cronkite</b> (FMLA)		(951) 955-3772
			<a href="mailto:shfpayroll@riversidesheriff.org">shfpayroll@riversidesheriff.org</a>		Leaves
			<a href="mailto:shf344@riversidesheriff.org">shf344@riversidesheriff.org</a>		Payroll
				Fax	(951) 955-2505
2161	<b>TAP/MAP</b>	113	<b>Chandrika Richardson</b> (HR Divison Manager)		(951) 955-9488
	(CAC 7th Floor)				
			<b>Alma Torres Elizalde</b> - TAP/Desert Operations		(760) 863-2656
			<b>Brian Arcinas</b> - Mass Recruiting		(951)955-5897
			(Tap no longer has timekeepers)		
			<b>General Reception</b>		(951) 955-9178
				HR Fax	(951) 955-1525
1083	<b>TLMA</b>	310 -	<b>Brandon Fernandez</b> Admin. Services Manager II / Back-up HR/Payroll		(951) 955-4228
	(CAC 14th Floor)	314			
	P.O. Box 1605	946	<b>Marivel Vilela-Avalos</b> Primary HR - Admin. Services Analyst II		(951) 955-8824
	Riverside 92502-1605	191	<b>Traci Zamora</b> Primary Payroll - Admin. Services Analyst II		(951) 955 3210
			<b>Ligia Martinez</b> Secondary HR - Admin. Services Assistant		(951) 955-5542
			<b>Rayann Lopez</b> Office Assistant III		(951) 955-6854
			<b>General</b>		951-955-TLMA
				Fax	(951) 955-2803
1110	<b>Treasurer-Tax Collector</b>	140	<b>Adrianna Gomez</b> (Primary HR)		(951) 955-6958
	(CAC 4th Floor)		<b>Paola Vertiz</b> (Secondary HR)		(951) 955-3264
	P.O. Box 12005		<b>Stephanie Villanueva</b> (Secondary HR)		(951) 955-0956
	Riverside 92502-2205		<b>Jessica Roberson</b> (Secondary HR)		(951) 955-3969
			<b>Luisa Torres</b> (Payroll)		(951) 955-3916
			<b>Cesar Sanchez</b> (Payroll)		(951) 955-1957
			<b>Erica Cervantes</b> (Payroll)		(951) 955-9151
				Fax	(951) 955-3906
1310	<b>Veterans' Services</b>	540	<b>HR &amp; Payroll</b>		
	4360 Orange St.		<b>Toni Valerdi</b> - ASO		(951) 955-3073
	Riverside 92501		<b>Kelly Reid</b> - Executive Asst. III		(951) 955-3071
			<b>Adam French</b> - Asst. Director		(951) 955-8722
			<b>Gregory Coffos</b> - Director		(951) 955-3044
				Fax	(951) 955-3063
5950	<b>Waste Resources</b>	943	<b>Deanna Kimsey</b> (HR)		(951) 486-3266
	14310 Frederick St.	450	<b>Sandra Green</b> (HR Alternate)		(951) 486-3259
			<b>Deanna Kimsey</b> (Payroll)		(951) 486-3266
			<b>Jazmin Arciniega</b> (Payroll Alternate)		(951) 486-3330
				Payroll Fax	(951) 486-3230

\*INDICATES ELECTED OFFICIAL  
 \*\*Indicates Reso. 2019-196



### January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	\$	9 <sup>3</sup>	10	11
12	13	14	15	16	17	18
19	20	21	\$	23 <sup>4</sup>	24	25
26	27	28	29	30	31	

### February

S	M	T	W	T	F	S
						1
2	3	4	\$	6 <sup>5</sup>	7	8
9	10	11	12	13 <sup>5</sup>	14	15
16	17	18	\$	20 <sup>6</sup>	21	22
23	24	25	26	27	28	

National Date Festival February 13 - March 2, 2025

### March

S	M	T	W	T	F	S
						1
2 <sup>camel</sup>	3	4	\$	6 <sup>7</sup>	7	8
9	10	11	12	13	14	15
16	17	18	\$	20 <sup>8</sup>	21	22
23	24	25	26	27	28	29
30	31					



## Riverside County 2025 Payroll Calendar



\$ Pay Day  
County Holiday

### April

S	M	T	W	T	F	S
		1	\$	3 <sup>9</sup>	4	5
6	7	8	9	10	11	12
13	14	15	\$	17 <sup>10</sup>	18	19
20	21	22	23	24	25	26
27	28	29	\$			

### May

S	M	T	W	T	F	S
				1 <sup>11</sup>	2	3
4	5	6	7	8	9	10
11	12	13	\$	15 <sup>12</sup>	16	17
18	19	20	21	22	23	24
25	26	27	\$	29 <sup>13</sup>	30	31

### June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	\$	12 <sup>14</sup>	13	14
15	16	17	18	19	20	21
22	23	24	\$	26 <sup>15</sup>	27	28
29	30					

Juneteenth observed for SEIU and LIUNA union members only

### July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	\$	10 <sup>16</sup>	11	12
13	14	15	16	17	18	19
20	21	22	\$	24 <sup>17</sup>	25	26
27	28	29	30	31		

### August

S	M	T	W	T	F	S
					1	2
3	4	5	\$	7 <sup>18</sup>	8	9
10	11	12	13	14	15	16
17	18	19	\$	21 <sup>19</sup>	22	23
24	25	26	27	28	29	30
31						

### September

S	M	T	W	T	F	S
	1	2	\$	4 <sup>20</sup>	5	6
7	8	9	10	11	12	13
14	15	16	\$	18 <sup>21</sup>	19	20
21	22	23	24	25	26	27
28	29	30				

### October

S	M	T	W	T	F	S
			\$	2 <sup>22</sup>	3	4
5	6	7	8	9	10	11
12	13	14	\$	16 <sup>23</sup>	17	18
19	20	21	22	23	24	25
26	27	28	\$	30 <sup>24</sup>	31	

### November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	\$	13 <sup>25</sup>	14	15
16	17	18	19	20	21	22
23	24	25	\$	27 <sup>26</sup>	28	29
30						

### December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	\$	11 <sup>1</sup>	12	13
14	15	16	17	18	19	20
21	22	23	\$	25 <sup>2</sup>	26	27
28	29	30	31			

# RivCo Talent Self Service Tutorial



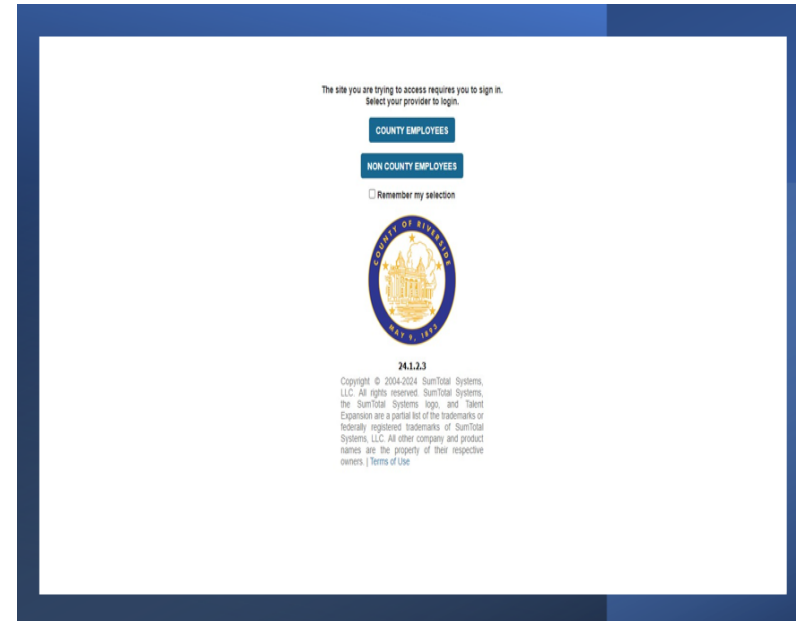
**STEP ONE:** Visit [rc-hr.com](https://rc-hr.com)

**STEP TWO:** Under the 'For Employees' tab, select '**RivCo Talent**' to access your County-mandated training and the Performance Management system.

**OR**

You can go to [rc-hr.com/hrlod](https://rc-hr.com/hrlod) and select '**RivCo Talent Login**'.

- You will be directed to the single sign-on page at <https://corlearning.sumtotal.host/>, which can be saved to your browser's favorite for future reference. Click the button labeled, '**County Employees.**' You will need to enter your @rivco.org email address, and your password is the same as the one you used to sign onto your work computer. If you encounter any issues, please contact **RCIT** for assistance.



RCIT Helpdesk  
Telephone: (951) 955-9900

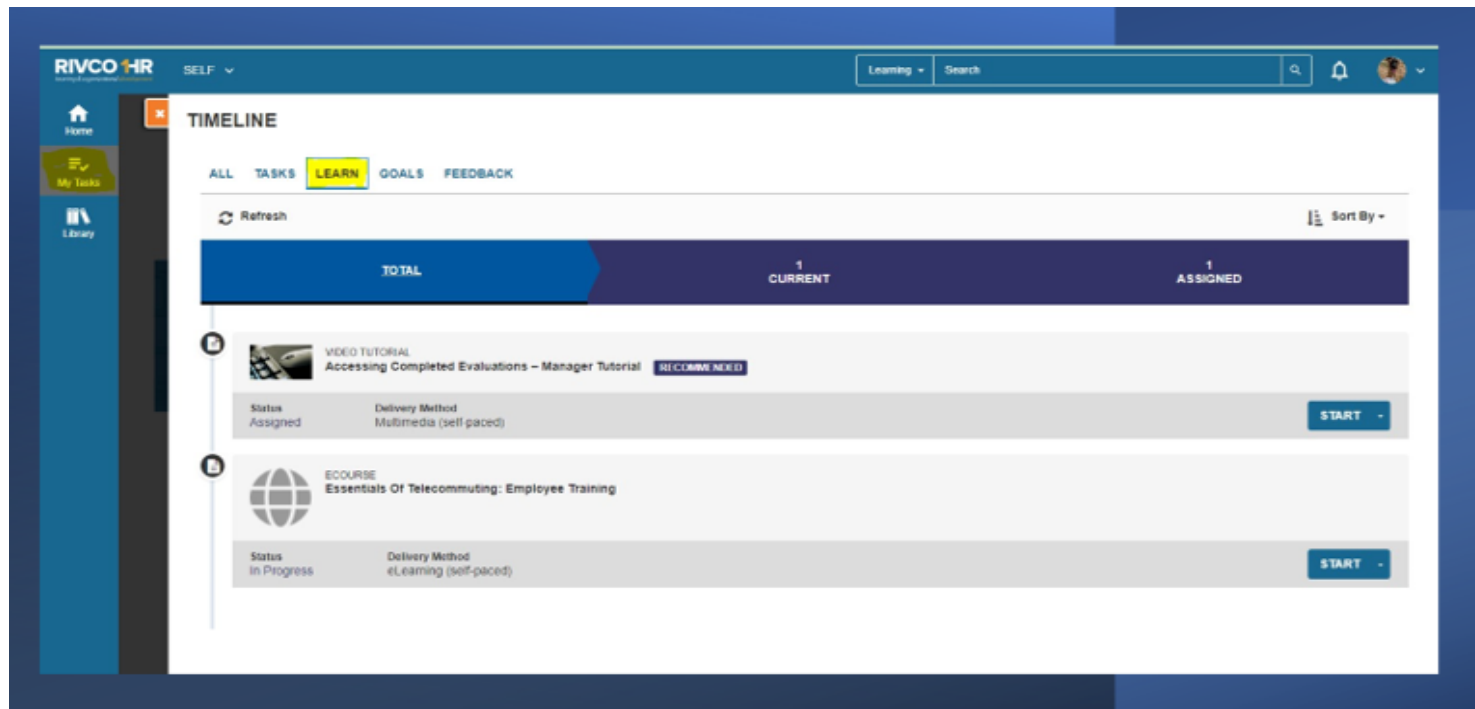
RIVCOHelp: [Submit New Request](#)

# RivCo Talent Self Service Tutorial



**STEP THREE:** After signing in, you will be directed to **RivCo Talent**, where you will find County Board-mandated trainings, professional development courses, academies, and job-specific trainings for some county departments.

- Once logged in, navigate to the 'My Tasks' section and select the 'Learn' tab on your timeline. This will display all required trainings, as well as any learning activities you've registered for or started in the Online Learning Library.
- You will also find the **Online NEO course** here, which will automatically be assigned to you and should appear approximately two weeks after your in-person New Employee Orientation. This course provides additional information not covered during the in-person session, including a recording of the benefits and retirement presentation, which you can review at your convenience.



RCIT Helpdesk  
Telephone: (951) 955-9900

RIVCOHelp: [Submit New Request](#)

# RivCo Talent Self Service Tutorial



**STEP FOUR:** Under the 'My Tasks' icon, you will find the 'Library' icon, which directs you to the **Online Learning Library**. This platform offers thousands of free online courses, videos, books, audiobooks, certification test prep, and more training resources available 24/7 to all county employees.

- You can use the search bar to find courses by keyword. If you include an asterisk (\*) in your search, it acts as a wildcard to help locate relevant topics and trainings.

A screenshot of the RivCo HR Online Learning Library interface. The top navigation bar includes 'RIVCO HR', 'SELF', and 'MY TEAM'. A search bar contains the text 'Communication\*'. Below the search bar, the results are sorted by 'Description: A To Z'. The main content area displays a list of learning activities, including an audiobook 'Mastering Communication at Work, Second Edition: How to Lead, Manage, and Influence' by Ethan Becker, a course 'Cloud Security Administration: Continuous Operational Improvement' by Ashish Chopra, and two bundles: 'Systems Security Certified Practitioner (SSCP) Bootcamp' and 'Project Management Fundamentals Bootcamp'. A left sidebar shows navigation options like 'Home', 'My Tasks', and 'Library'. A 'TOPICS' and 'FILTERS' section is also visible on the left.

RCIT Helpdesk  
Telephone: (951) 955-9900

RIVCOHelp: [Submit New Request](#)

# Employee Self Service Tutorial



**STEP ONE:** Visit <https://hcm92.co.riverside.ca.us/psp/h920prda/?cmd=login>

A screenshot of a web browser showing the Oracle PeopleSoft HCM 9.2 Production login page. The browser's address bar displays the URL: https://hcm92.co.riverside.ca.us/psp/h920prda/?cmd=login. The page features the County of Riverside logo on the left, followed by the text "ORACLE PeopleSoft HCM 9.2 Production". Below this, there are three input fields: "User ID" with the value "E123456", "Password" with masked characters "\*\*\*\*\*", and "Select a Language" with "English" selected. A blue "Sign In" button is positioned below the language dropdown. Underneath the button is a checkbox labeled "Enable Screen Reader Mode". A link "Forgot Your password?" is centered below the checkbox. At the bottom of the page, there are three lines of small text regarding privacy and confidentiality acknowledgments.

**STEP TWO:** Enter User ID: E + Employee ID#  
Password: E + Employee ID# + \$ + last 4 digits of SSN

POWERED BY



RCIT Helpdesk  
Telephone: (951) 955-9900

RIVCOHelp: [Submit New Request](#)

## LEARN WHAT'S AVAILABLE, COMPARE YOUR OPTIONS, AND ENROLL

- Enroll in health benefits within 60 days of hire
  - Employees can elect coverage by:
    - Using the Self Service Life Event in Peoplesoft. If you utilize the Self-Service Life Event enrollment in Peoplesoft, the coverage begin date is the first of the following month of your hire date.
  - Or
    - Completing a Benefit Election Form (BEF). A BEF can be obtained by your Department HR Representative. Elections are effective the first of the month following receipt of forms or by the "Elected Coverage Begin Date" on the form.
- Check out our Annual Enrollment website at <https://rc-hr.com/OE23>. You will find information about the plans available during the 2023 plan year along with many other resources.
- **IMPORTANT NOTE:** My|CalPERS should only be used for retirement purposes. The County is not notified of health transactions completed in My|CalPERS and enrollments will be denied. Please submit all enrollment requests as indicated above.
- Access The Standard's online portal to enroll in life insurance and designate beneficiaries. Elect at time of hire for highest level of coverage without evidence of insurability within specified coverage amounts, guaranteed issue amount is \$250,000.

Access the 2023 Annual  
Enrollment Website



Benefits website  
<https://rc-hr.com/OE23>



Benefits Information Line  
(951) 955-4981, option 1



Life Insurance Website  
<https://standard.benselect.com>

This designation will apply to the following Standard Insurance Company coverage(s) if available to you through your Employer: Basic Life Insurance, Basic Life with Accidental Death & Dismemberment (AD&D) Insurance, and, unless specified otherwise on a separate signed sheet of paper, Supplemental (Additional) Life Insurance.

Designations made below, or on a separate sheet of paper, are not valid unless signed, dated, and delivered to your Employer during your lifetime. Return the completed form to your Human Resources Department.

**MEMBER/EMPLOYEE INFORMATION**

Your Name (Last, First, Middle)		Date of Birth
Your Address		
City	State	Zip
Group Name <b>County of Riverside</b>		Group No. <b>641685</b>

**BENEFICIARY INFORMATION**

- Your designation revokes all prior designations.
- Benefits are payable to a contingent Beneficiary only if you are not survived by one or more primary Beneficiaries.
- If you name two or more Beneficiaries in a class (primary or contingent), two or more surviving Beneficiaries will share equally, unless you provide for unequal shares.
- If a minor (a person not of legal age) or your estate is the Beneficiary, it may be necessary to have a guardian or a legal representative appointed by the court before any death benefit can be paid. If the Beneficiary is a trust or trustee, the written trust must be identified in the Beneficiary designation. For example, "Dorothy Q. Smith, Trustee under the trust agreement dated \_\_\_\_\_."
- A power of attorney must grant specific authority, by the terms of the document or applicable law, to make or change a Beneficiary designation. If you have questions, consult your legal advisor.
- Dependents Insurance and Supplemental Life Insurance on your Spouse, if any, is payable to you, if living, or as provided under your Employer's coverage under the Group Policy.
- If you complete the "% of Benefit" box(es), the amounts should add up to 100% for each class (primary or contingent). For example, "Primary - John Q. Doe, 60%; Jane Q. Doe, 40%."

**BASIC LIFE**

PRIMARY- Full Name	Address	Birth Date	Phone No.	Soc. Sec. No. <i>if known</i>	Relationship	% of Benefit <i>Total must equal 100%</i>

CONTINGENT-Full Name	Address	Birth Date	Phone No.	Soc. Sec. No.	Relationship	% of Benefit

**SUPPLEMENTAL (ADDITIONAL) LIFE**

PRIMARY- Full Name	Address	Birth Date	Phone No.	Soc. Sec. No. <i>if known</i>	Relationship	% of Benefit <i>Total must equal 100%</i>

CONTINGENT-Full Name	Address	Birth Date	Phone No.	Soc. Sec. No.	Relationship	% of Benefit

Signature of Member/Employee \_\_\_\_\_ Date \_\_\_\_\_

*Human Resources Department – Retain for your records.*

## Logging In

- Open the online portal site at <https://standard.benselect.com/COR>



- You are able to log in using your 9 digit Social Security Number with no dashes or your Employee ID Number as your username.
- When you first log in, your personal identification number (PIN) will be the last four digits of your SSN followed by the last two digits of your birth year. Your PIN is a total of 6 digits.

## Forgot Login Information?

- If you have logged in previously and forgot your password, click “[Forgot your PIN?](#)” as shown in the picture above.

## Change PIN

- You will be prompted to change your PIN the first time that you log in. Your personalized pin must be a minimum of eight characters and include at least three of the following: UPPER case letter, lower case letter, number, a special character. *Please note, your pin cannot start with a special character.*
- Please select and answer a security question. Then enter in your email address.
- Once you have entered your information, click [SAVE NEW PIN](#)




## Home Screen

- Once you have logged in, click [NEXT](#). This will guide you through the enrollment process.
- If needed, you are able to logout and re-enter the portal any time to continue the process or modify your enrollments.
- Any changes or elections you make will be saved each time you logout or time out due to in-activity.


## Personal Information

- Verify your personal information is correct. If any information is not correct, follow the instructions on the screen, then click [NEXT](#)

## Dependents



- Review any dependent information listed.
- You may add a dependent by clicking , edit an existing dependent by clicking  the pencil icon or delete a dependent by clicking  the blue x.
- You must have dependents entered on this screen to enroll or change any available dependent coverage.

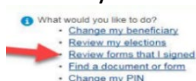
## Benefit Elections

- Review the short video about each benefit.
- Choose your benefit elections by selecting a level of coverage for you and your dependents.
- Where applicable, you are able to slide the bar to increase or decrease the benefit amount and cost. You are also able to use the arrows at either end of the slide bar to increase or decrease your election amount. Click  after making your election.
- To learn more about each benefit, click on the Benefit Summary icon in the upper right corner of the screen.




## Beneficiaries


- Click  to add a new beneficiary or click  pencil to change an existing beneficiary or X to delete a beneficiary.
- If the beneficiary you would like to designate is already listed, click the check box.
- You may designate more than one beneficiary and allocate different percentages between them.
- Your designation applies to the plan for which you are currently enrolling.
- To change a Beneficiary at a later date; simply login and select “Change my Beneficiary” located on the right side of the screen. Follow the screens as prompted and save your changes.
- To find your current beneficiary designations, from the home page, select “Review Forms that I signed”



## Navigation

- If at any point you would like to go back to a plan to make a change, you can use the My Benefits at the top to navigate back to any coverage.
- To make a change to the coverage, click the  button and continue through the enrollment process.

## Submit Enrollment

- After verifying your benefit elections, you will be brought to the Submit Your Enrollment screen. Your enrollment is not complete until you have clicked the  button on the bottom of this screen.





- Select “OK”
- Select “Complete Medical History Statement” to being the EOI submission.

### Sign/Submit Complete

Step 3 of 3

Congratulations!

Your enrollment is now complete. You may log-in to the system at any time during the year to review your benefit elections.

**ATTENTION!** Your election requires Evidence of Insurability. Please complete and submit your Evidence of Insurability. Your pending election(s) will expire if we do not receive your Evidence of Insurability application within 30 days of election.

**Action: Evidence of Insurability Needed**  
Please complete a Medical History Statement for the coverage(s) below.

Insured	Plans	Action Needed
Pamela Beesly	Additional Life - Plan F Spouse Life - Plan F	COMPLETE MEDICAL HISTORY STATEMENT

- Any amount of coverage you've elected over the guarantee issue amount will be pended until the medical review process is complete.
- If you exit the submission phase before completing, once you log back into Ready Enroll, you will be taken to where you left off.
- You will receive reminder emails from The Standard reminding you to submit EOI.
- You will receive an email confirmation from The Standard once you've completed your EOI submission.
- You will be notified by The Standard once a decision is made on your application.



## Benefits for your Health & Wellbeing

Employee Assistance Program (EAP)  
for Employees and Family Members

Anthem 



### 24/7, 365 days a year

24/7, 365 days a year - Unlimited access to telephonic guidance, consultation, referral and support services



### myStrength App

myStrength app - stress, anxiety, sleep management self-help tool



### EAP Counseling Services

Up to 6 counseling sessions face-to-face, by phone, or virtually via LiveHealth Online, -per incident - at no cost to you.



### Unlimited Access

Get the support you need at (833) 954-1067  
Access EAP online at AnthemEAP.com and enter PRISM.

**talkspace**

Talkspace is message-based therapy conducted through a proprietary app. You can message a dedicated therapist, as often as you wish, anytime, 5 days a week with same day response.



Access Talkspace online at  
<https://www.talkspace.com/CountyofRiverside>  
and enter RIVCO

- Convenient, Stigma Free, No Appointments
- Quick Match with your Licensed Therapist, 1:1 Relationship
- Start Same Day, Anytime, Anywhere

- Text, Audio, Video Messages
- Unlimited Messaging Therapy 100% covered for 3 months





## How to Register for my|CalPERS

Not registered yet?

Go to [my.calpers.ca.gov](https://my.calpers.ca.gov) and follow these steps:

- 1 On the Pre-Log In page, select **Participant** and **Continue**.
- 2 Select **Register Now**.
- 3 Accept the terms and conditions under the Security Agreement.
- 4 Identify yourself by providing your name, date of birth, last four digits of your Social Security number or your CalPERS Identification number.
- 5 Answer a set of questions about your CalPERS account to verify your identity.
- 6 Create a Username and Password, and enter your email address.
- 7 Choose a personal security image and message.
- 8 Choose your security questions and answers. It's important to choose questions and answers you will remember.
- 9 Log in to my|CalPERS.

- 1 **Participant**  
You are a participant if you are a member or non-member, community property payee, beneficiary, survivor, subscriber dependent, conservator, or have power of attorney.  
 ←
- 2 New to my|CalPERS? [Register Now](#) ←
- 3
- 4 **First Name (required)**  
  
Don't include your middle name or initial.
- 5 **Verify Your Identity (1 of 3)**  
To verify your identity, choose the option that best answers the statement.
- 6 **Password (required)**  
  
At least 8 characters.  
No spaces, case sensitive.
- 7 
- 8 **Question 1 (required)**
- 9 Welcome to my|CalPERS  




## How to Access my|CalPERS

### Can't remember your username?

- 1 Select **Forgot Your Username?**
- 2 Identify yourself by providing your name, date of birth, last four digits of your Social Security number or your CalPERS Identification number.
- 3 Select how you want to recover your username. You can choose to answer your security questions or have a temporary passcode sent to your email address or mobile number on record. Once you enter your temporary passcode, your username will appear.

### Can't remember your password?

- 1 Select **Forgot Your Password?**
- 2 Identify yourself by providing your name, date of birth, last four digits of your Social Security number or your CalPERS Identification number.
- 3 Select how you want to reset your password. You can choose to reset your password by answering your security questions or by having a temporary passcode sent to your email address or mobile number on record. Once you enter the temporary passcode, you can create a new password.

If you exceed the allowed number of attempts to validate your identity, your account will be locked to protect your security. To unlock your account, contact us at **888 CalPERS** (or **888-225-7377**).

1 **Username (required)**

[Forgot your Username?](#) ←

2 **Identify Yourself**

Complete all of the fields below so we can confirm your identity. The information you enter must current Benefit Statement **exactly**.

**First Name (required)**

Don't include your middle name or initial.

**Last Name (required)**

Don't include a suffix such as Jr., Sr., I, II, etc.

3 **Recover Your Username**

How would you like to recover your username? **(required)**

**By Email**  
Send a passcode to sxxxxxxxxx@calpers.ca.gov

**By Phone**  
Send a passcode to XXX-XXX-2390  
Text message fees may apply depending on your carrier.

1 **Password (required)**

[Forgot Your Password?](#) ←

2 **Identify Yourself**

Complete all of the fields below so we can confirm your identity. The information you enter must current Benefit Statement **exactly**.

**First Name (required)**

Don't include your middle name or initial.

**Last Name (required)**

Don't include a suffix such as Jr., Sr., I, II, etc.

3 **Reset Your Password**

How would you like to reset your password? **(required)**

**By Email**  
Send a passcode to sxxxxxxxxx@calpers.ca.gov

**By Phone**  
Send a passcode to XXX-XXX-2390

## **Retirement Frequently Asked Questions**

1. Where can I find information on Retiree Benefits?  
<https://benefits.rc-hr.com/RetirementPlans.aspx>
2. Does the County of Riverside offer a 401K?  
No, the County of Riverside offers a 401(a) Money Purchase Plan and 457(b) Deferred Compensation Plan.
3. Am I eligible to contribute to a 457(b) Deferred Compensation Plan?  
Yes, employees may choose to make bi-weekly contributions into the Deferred Compensation Plans through Nationwide Retirement Solutions and/or Corebridge Financial.
4. Can I purchase additional years of service with CalPERS?  
If eligible, you may purchase Military time, Peace Corps time, Leave of Absence, Service Prior to Membership, or Redeposit of Withdrawn Contributions from CalPERS. Contact CalPERS Member Services for more information at 888-225-7377.
5. What is my Retirement formula?  
Your retirement formula is determined by the County of Riverside's contract with CalPERS. Based on the contract, your age, benefit factor, and final compensation is used in the calculation of your retirement benefit.
6. Does the County of Riverside contract for Survivor Continuance with CalPERS?  
Yes, Survivor Continuance provides that upon your death after retirement, a part of your monthly allowance will automatically continue to an eligible survivor.
  - If you contribute to Social Security, your eligible survivor will receive 25 percent of your unmodified allowance after your death in retirement.
  - If you do not contribute to Social Security, your eligible survivor will receive 50 percent of your unmodified allowance
7. How do I apply for Retirement?  
You will need to meet with CalPERS at 888-225-7377 and/or a Retirement Specialist with the County of Riverside. The appointment can be scheduled by contacting the Retirement Division at 951-955-4981, opt. 2 or you may schedule the appointment online at <https://rc-hr.com/retirement>.
8. Am I eligible for Retiree Health Benefits?  
If you retire with the County of Riverside within 120 days of separation, you are eligible to enroll in a medical plan with CalPERS depending on your bargaining unit.

9. Will my pension be affected if I come back to work after Retirement?  
If you work for a non-CalPERS employer, there are no restrictions. If you work for a CalPERS employer, you cannot work more than 960 hours in a fiscal year.
10. What is the Post Employment Program (PEP)?  
If eligible, the PEP provides eligible employees with significant tax advantages on your qualifying leave balance payouts.
11. How do I register for your Retirement workshops?  
<https://rc-hr.com/retirement>
12. How do I register for MyCalPERS?  
Go to [my.calpers.ca.gov](http://my.calpers.ca.gov) and click on “Active Members” to begin your registration. You will be able to access real-time details about your CalPERS account, view your health information, plan for retirement, enroll in educational offerings or schedule appointments.
13. Am I eligible for the 401(a) Money Purchase Plan?  
Eligible employees belong to the LEMU, RCDDAA, Management, Confidential, Unrepresented, and Riverside Sheriffs’ Association.
14. What is the maximum I can contribute to the 457(b) Deferred Compensation Plan?  
For 2023, the maximum is \$22,500 annually. If you are age 50 or older, you may contribute an additional \$7,500.
15. Can I access my 457(b) Deferred Compensation Plan and 401(a) Money Purchase Plan as an active employee?  
For active employees, loan provisions available from both accounts. Employees over age 59 ½ have access to their 457b Deferred Compensation Plan.
16. What is the difference between the 401A TAP Retirement & the 401A Money Purchase Plan?  
Only temporary employees pay into the 401A TAP Retirement in lieu of paying into Social Security. It is a self-administered defined benefit pension plan. The 401A Money Purchase Plan is funded by the County at no cost to the employee within the eligible bargaining groups, but employees must enroll and select investment elections to participate.
17. How can I change my deferral amounts into the 457(b) Deferred Compensation account?  
[457 Change Form](#)

# Contribute now to your Deferred Comp plan

The sooner you start, the better.



## SCENARIO 1

Starts at age 21; stops at age 35

Contributes \$57.69/week for 14 years

Total contribution = \$42,000

7% hypothetical growth rate

Age 67

**\$610,374**

## SCENARIO 2

Starts at age 35; stops at age 67

Contributes \$57.69/week for 32 years

Total contribution = \$96,000

7% hypothetical growth rate

Age 67

**\$342,306**

## SCENARIO 3

Starts at age 21; stops at age 67

Contributes \$57.69/week for 46 years

Total contribution = \$138,000

7% hypothetical growth rate

Age 67

**\$952,682**

This illustration is a hypothetical compounding calculation assuming a rate of return of 7% on a \$30,000 annual salary. It is not intended to serve as a projection or prediction of the investment results of any specific investments. Investments are not guaranteed. Depending on the underlying investments, returns may be higher or lower. If costs and expenses had been considered in this illustration, the return would have been less. The interest is compounded annually based on weekly contributions.

This material is not a recommendation to buy or sell a financial product or to adopt an investment strategy. Investors should discuss their specific situation with their financial professional.



Scan this code to enroll online.



To schedule an individual appointment, scan this code.

Retirement Resource Group  
888-401-5272  
nrsforu@nationwide.com

NRM-13220AO.2 (01/21)



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# The sooner you start, the easier saving for retirement may be

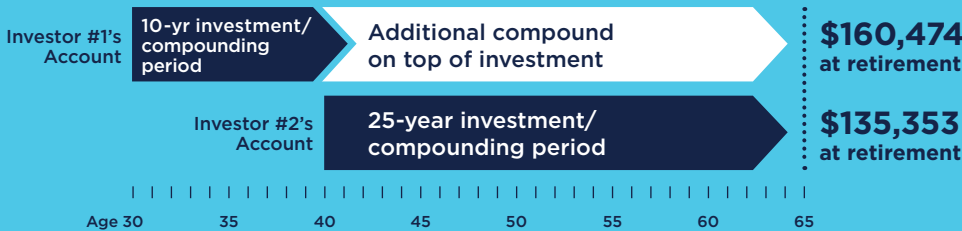


**51%** of households are at risk of not having enough money to maintain their living standards in retirement.<sup>1</sup>

To understand why, consider this example.

**Investor #1** begins saving \$2,000 per year beginning at age 30 and then stops after 10 years (\$20,000 total contribution). She leaves her money in the account for an additional 25 years.

**Investor #2** doesn't start saving until age 40 but contributes \$2,000 per year for a total of 25 years (\$50,000 total contribution).



The illustration is a hypothetical compounding calculation assuming a 7% annual rate of return. It is not intended to serve as a projection or prediction of the investment results of any specific investment. Investments are not guaranteed. Depending on your underlying investments, your return may be higher or lower. Interest is compounded annually based on beginning-year contributions. No taxes or fees are reflected in this example, which would lower the results displayed. Source: Nationwide Financial® (2021).

This material is not a recommendation to buy or sell a financial product or to adopt an investment strategy. Investors should discuss their specific situation with their financial professional.

Investing involves market risk, including possible loss of principal.

<sup>1</sup>“The National Retirement Risk Index: An Update from the 2019 SCF,” Issue Brief 21-2, Center for Retirement Research at Boston College (January 2021).

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Scan this code to enroll online.



To schedule an individual appointment, scan this code.



MEL CASUPANAN  
951-901-0514  
casupm1@nationwide.com



Guadalupe Ayala  
818-798-8159  
ayalag2@nationwide.com

NRM-13380AO.3 (01/23)



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## INVEST IN YOUR FUTURE

**You can now make changes to your 457(b) Deferred Compensation contributions online using PeopleSoft Employee Self-Service!**

The County of Riverside offers a voluntary 457(b) Deferred Compensation Plan to assist employees in meeting their financial goals in retirement. Employees may choose to contribute to Deferred Compensation Plans through Nationwide Retirement Solutions and/or VALIC. Employees can make contributions on a pre-tax and/or after-tax basis. Changes in the amount of compensation deferred each pay period can be made at any time. The minimum bi-weekly contribution is \$10.00. Your Deferred Compensation contribution is separate from your CalPERS or 401(a) Part-Time and Temporary Employees retirement plans.

[CLICK HERE](#)

### Additional resources:

- [Contact a Nationwide and/or VALIC Financial Advisor](#)
- [457 Contribution Change Form](#)
- [Find Out More About The 457b Deferred Compensation Plan](#)

### Step-by-Step Instructions:

Log into Employee Self-Service by entering your Employee ID# (e.g. E123456) and Password. Click on link below:

<https://hcm92.co.riverside.ca.us/psp/h920prda/?cmd=login>

 **ORACLE** PeopleSoft  
**HCM 9.2 Production**

User ID 

Password 

Select a Language  
English

[Sign In](#)

Enable Screen Reader Mode

[Forgot Your password?](#)

## Select *Benefit Details*

ORACLE Employee Self Service

Open Enrollment

There is no Open Enrollment Event, but you have other event available to be processed.

Time

Payroll

Last Pay Date 06/02/2021

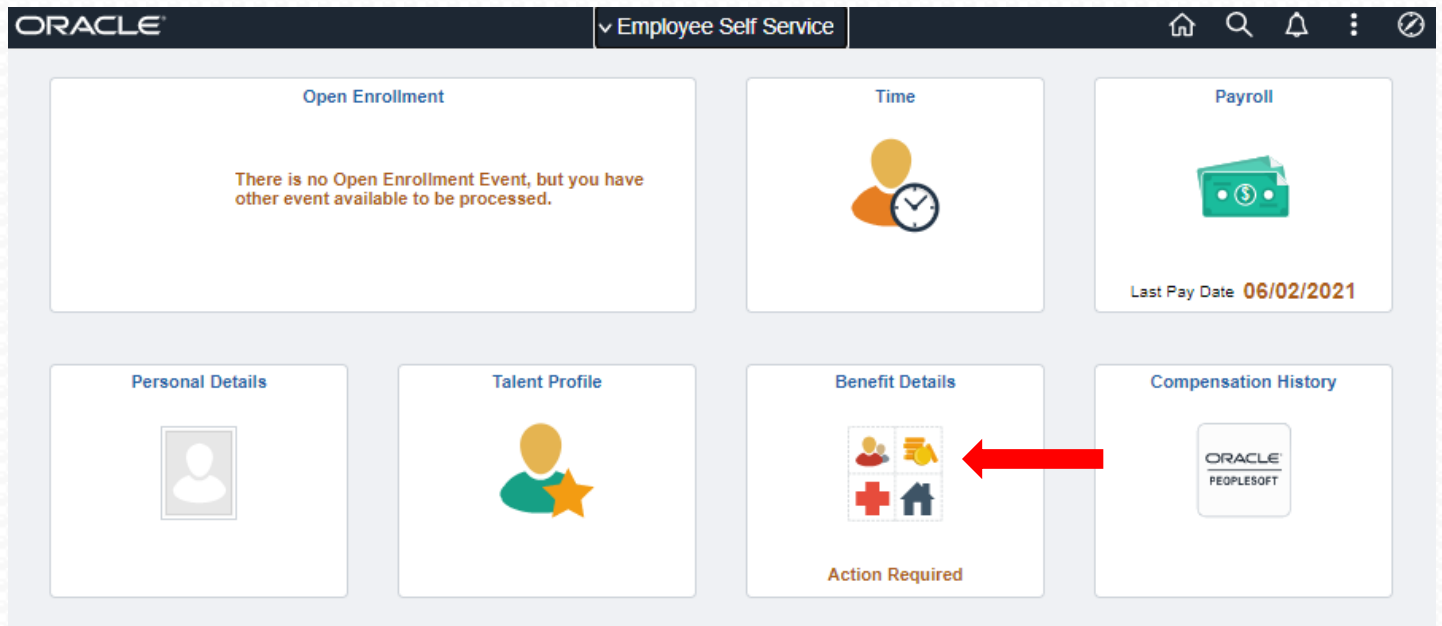
Personal Details

Talent Profile

Benefit Details

Action Required

Compensation History



## Select *Life Events*

Employee Self Service Benefit Details

Benefits Summary

Benefit Statements

2021 Preview Statement

Benefits Enrollment

Resume Enrollment

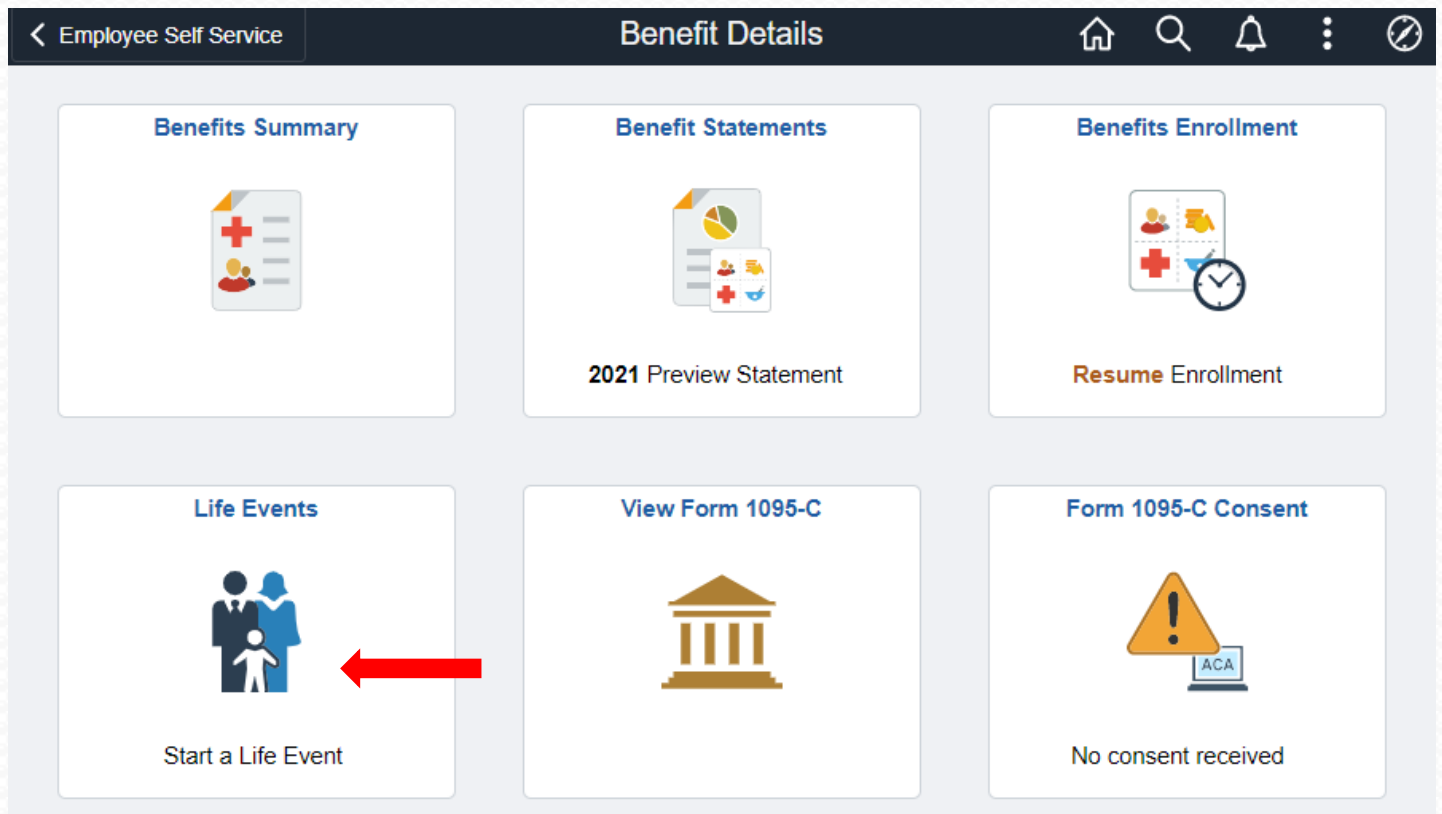
Life Events

Start a Life Event

View Form 1095-C

Form 1095-C Consent

No consent received



Select **Savings Contribution Change** and enter current date *in As Of* field, then click **Start Life Event**

Select **Savings Contribution Change** and enter the current date. You must enter the current date because this option cannot be retroactively dated. Click Start Life Event to continue


If you are experiencing any of the circumstances below, you may now initiate an event online that will allow you to upload documents of proof, add or change dependents, and make your new benefits elections at your convenience.

To begin, select the appropriate Event Type.

Then enter the **actual date** of your event. (i.e. Marriage Date, Birth Date, Hire Date, etc).

Employee

- Marriage / Domestic Partnership
- Birth / Adoption / Legal Guardianship
- Divorce / End of Domestic Partnership
- Hire / Rehire Benefits Elections
- Dependent Coverage Loss/Gain
- Savings Contribution Change

\*As Of  

Select **Start My Enrollment** and click **Next**

Cancel | < Previous | Next

### Benefit Enrollment

Now we're ready to prepare your benefit options, based upon the Life Event information that you've entered. Your information will be analyzed to see if there is any impact to your eligibility for benefits, and determine whether changes to your existing enrollments are allowed. Select the 'Start My Enrollment' pushbutton to begin your benefit enrollment.

On the **Benefit Enrollment** screen, click on the Benefit Plan tile you wish to update. If this is a new contribution you will need to first select the plan, then set the contribution.

Select Plan Type (457 or Roth) and Vendor (Nationwide or VALIC) to change and click **Next**

Cancel | < Previous | Next >

### Benefit Enrollment

This page presents all the benefit plans that are open for you to change at this time. Click the plan tiles below to explore your enrollment options, update dependents, and make enrollment changes.

**IMPORTANT:** Whether you have made changes or not, when you are finished, you must click the blue [SUBMIT ENROLLMENT] button below in the center of the page, in order to proceed.

Also, after you submit your benefit enrollment, you must click the 'Complete Your Event Here' step to mark your event complete for processing.

All of your benefit changes will be effective dated based upon your event date.

#### Enrollment Summary

Status **Pending Review**

Review Enrollment

Submit Enrollment

#### Benefit Plans

☰ ☰

**457 Valic** ←

Current No Coverage  
New No Coverage  
Status **Pending Review**  
👤 0 Beneficiaries

Review

**457 Nationwide** ←

Current Nationwide 457 Deferred Comp \$20.00  
New Nationwide 457 Deferred Comp \$20.00  
Status **Pending Review**  
👤 0 Beneficiaries

Review

**VALIC 457 Roth Deferred Comp** ←

Current No Coverage  
New No Coverage  
Status **Pending Review**  
👤 0 Beneficiaries

Review

**Nationwide 457 Roth Def Comp** ←

Current No Coverage  
New No Coverage  
Status **Pending Review**  
👤 0 Beneficiaries

Review

Enter your new contribution (Flat Dollar Amount or Percentage) and click **Done**

Cancel **457 Valic** Done

401(K) plans allow you to prepare for your financial security and build your savings for retirement.

**Enroll in Your Plan**

Plan Name
✓ Valic 457 Deferred Comp
Select Waive

**Contributions**

You can enter your contribution as a percent or flat dollar amount but not both. You can not exceed the before-tax and after-tax plan maximums. If you choose to enter percents, the sum of your before-tax and after-tax percents can not exceed 100 percent.

Before Tax Amount  Before Tax Percent

Maximum Before Tax Percent 100.00

**Contact Information**

Phone  
951 9554981 x OPT 2

Email  
retirement@rivco.org

Address  
RivCo Retirement  
Contact  
P.O. Box 1569  
Riverside, CA 92502

4. Review your update on the **Benefit Enrollment** screen, click on the Review Enrollment button to go over your changes. If everything is correct, use the **Submit Enrollment** button to send this information to HR.

Cancel < Previous Next >

### Benefit Enrollment

This page presents all the benefit plans that are open for you to change at this time. Click the plan tiles below to explore your enrollment options, update dependents, and make enrollment changes.

**IMPORTANT:** Whether you have made changes or not, when you are finished, you must click the blue [SUBMIT ENROLLMENT] button below in the center of the page, in order to proceed.

Also, after you submit your benefit enrollment, you must click the 'Complete Your Event Here' step to mark your event complete for processing.

All of your benefit changes will be effective dated based upon your event date.

**Enrollment Summary**

Status Pending Review

Review Enrollment

Submit Enrollment

### Benefit Plans

<b>457 Valic</b> Current No Coverage New No Coverage Status Visited 0 Beneficiaries Review	<b>457 Nationwide</b> Current Nationwide 457 Deferred Comp \$20.00 New Nationwide 457 Deferred Comp \$25.00 Status <b>Changed</b> 0 Beneficiaries Review
<b>VALIC 457 Roth Deferred Comp</b> Current No Coverage New No Coverage Status Pending Review 0 Beneficiaries Review	<b>Nationwide 457 Roth Def Comp</b> Current No Coverage New No Coverage Status Pending Review 0 Beneficiaries Review

5. Click on the '**Next**' button to navigate to the **Benefit Statements** to view your updates. If you wish to review or print this update, click the event to see more details.

6. Click on the '**Next**' button to navigate to the **Complete Your Event** page. From here you will be able to see an overview of the Savings Event. If a step has not been completed, this page will show you what steps are still pending and take you directly back to that pending step. If all the required steps have been successfully completed, you will be able to select the **Complete** button to finalize your request.



**Human Resources Retirement Division**

- Phone: (951) 955-4981, Option 2 • Fax: (951) 955-8538 • Email: [Retirement@rivco.org](mailto:Retirement@rivco.org) •
- Appointments: <https://rchr.checkappointments.com/> •
- Hours of Operation are Monday - Friday 8:00 a.m. to 5:00 p.m. •

**INSTRUCTIONS**

To change the bi-weekly amount you contribute to your 457 Deferred Compensation Plan account, submit savings contribution changes online <https://hcm92.co.riverside.ca.us/psp/h920prda/?cmd=login&languageCd=ENG&> **PeopleSoft Employee Self Service > Life Events > Savings Contribution Change**. Funds will be allocated based on investment elections on file with the provider.

You may also submit this form to the Retirement Division Fax (951) 955-8538 or [retirement@rivco.org](mailto:retirement@rivco.org)

- I am electing to CHANGE my contributions to the Plan.
- I am electing to STOP all my contributions to the Plan.
- I am a new participant in the County of Riverside 457 Deferred Compensation Plan **Note: Only use this form if you have established an account in the Plan. The enrollment must be completed before deferral can start. To enroll, contact a Nationwide or Corebridge Financial Advisor (Section 3). The Financial Advisor will assist you with account setup, plan enrollment, funding options, and investment advice to meet your financial goals.**

For questions contact Nationwide (877) 677-3678 Corebridge Financial (888) 568-2542 Retirement Division (951) 955-4981 Option 2

**SECTION 1 - EMPLOYEE DATA**


Last Name:	First Name:	Employee ID (required): _____
Social Security Number: XXX - XX - _____	Best Contact Telephone:	Department:


**SECTION 2 - EMPLOYEE DEFERRAL**

IRS regulations state that changes made to deferred compensation deferrals are to be effective on the first pay date of the next calendar month after receipt in Human Resources, unless noted otherwise. Complete the appropriate boxes below, with the amount you authorize to have deducted each pay period.

Effective date:  ASAP or Paycheck dated \_\_\_\_\_

**Complete all boxes even if currently enrolled and no change is being made. Blank or empty box(es) will replace your current contribution to zero:**

	Regular Deferral Amount		50+ Catch-Up Deferral Amount		Standard Catch-Up Deferral Amount	
457 Pre-Tax Contribution:	\$	%	\$	%	\$	%
ROTH After-Tax Contribution:	\$	%	\$	%	\$	%

	Regular Deferral Amount		50+ Catch-Up Deferral Amount		Standard Catch-Up Deferral Amount	
457 Pre-Tax Contribution:	\$	%	\$	%	\$	%
ROTH After-Tax Contribution:	\$	%	\$	%	\$	%

I authorize my employer to reduce my salary by the above amount which will be credited to my Employer's Deferred Compensation Plan. The reduction will continue until otherwise authorized in accordance with the Plan. The deposit of my deferred amount by my employer and its payment to the designated investment options will be reflected in the first pay period contingent on the processing of this application by the Plan Administrator in conjunction with the set-up time required by my payroll center. The reduction is to be allocated to the funding options on file with the provider.

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

OFFICE USE ONLY: \_\_\_\_\_  
Representative's Name - Please Print

Recorded Line: \_\_\_\_\_  
(Required if being submitted by a Nationwide or VALIC Retirement Representative)

### SECTION 3 - FINANCIAL ADVISOR CONTACT INFORMATION

For more detailed information, please schedule a meeting with a Financial Advisor listed below. The Financial Advisor will assist you with account setup, plan enrollment, understanding your funding options, and investment advice to meet your financial goals.

<b>Nationwide Retirement Solutions</b>			
Mel Casupanan	<a href="mailto:Casupm1@Nationwide.com">Casupm1@Nationwide.com</a>	All Areas, Hospital, DPSS	(951) 901-0514
Lupita Ayala	<a href="mailto:Ayalag2@Nationwide.com">Ayalag2@Nationwide.com</a>	Hospital, DPSS	(818) 798-8159
Janice Nichols	<a href="mailto:Nichoj7@Nationwide.com">Nichoj7@Nationwide.com</a>	Desert Areas	(760) 567-5007
<b>Corebridge Financial</b>			
Scott Meinert	<a href="mailto:Scott.Meinert@corebridgefinancial.com">Scott.Meinert@corebridgefinancial.com</a>	All Areas	(951) 225-5347
Nain Perez	<a href="mailto:Nain.Perez@corebridgefinancial.com">Nain.Perez@corebridgefinancial.com</a>	All Areas	(951) 403-0652
Tim McDonald	<a href="mailto:Tim.McDonald@corebridgefinancial.com">Tim.McDonald@corebridgefinancial.com</a>	All Areas	(760) 835-9522
Kevin Landen	<a href="mailto:Kevin.Landen@corebridgefinancial.com">Kevin.Landen@corebridgefinancial.com</a>	All Areas	(951) 501-6432
Roel Aguinaldo	<a href="mailto:Roel.Aguinaldo@corebridgefinancial.com">Roel.Aguinaldo@corebridgefinancial.com</a>	All Areas	(951) 205-9445
Tiffany Dugas	<a href="mailto:Tiffay.Dugas@corebridgefinancial.com">Tiffay.Dugas@corebridgefinancial.com</a>	All Areas	(951) 414-0875
Joshua Cervantes	<a href="mailto:Joshua.Cervantes@corebridgefinancial.com">Joshua.Cervantes@corebridgefinancial.com</a>	All Areas	(951) 566-6936



## COUNTY OF RIVERSIDE – HUMAN RESOURCES COMMUTER SERVICES DIVISION

### PROGRAM INFORMATION

Did you know that County employees who carpool, take public transportation, walk, bike, or telecommute to work five (5) times in the same calendar month may be eligible to register in the RideShare Program? The County of Riverside Human Resources Commuter Services Division offers \*incentives for eligible, active, and registered RideShare participants. The \*incentive program and its services are provided at no cost, with the exception of the County Vehicle (CV) Program, which is an employee-subsidized program.

**\$5/DAY INCENTIVE:** For a limited time, qualifying active and registered participants have an opportunity to earn up to \$125 in gift cards. Active and registered participants must RideShare to work five days per month for three consecutive months and log commuter trips through the IE Commuter website. Other restrictions may apply. *Trip log entries are audited for accuracy against County employee approved timecard data. Telecommuters are ineligible for this incentive.*

**GUARANTEED RIDE HOME (GRH) PROGRAM:** This program is offered to active and registered participants for qualifying guaranteed ride home from work occurrence(s). Active and registered participants may use the GRH Program up to six (6) times per program year, typically not to exceed one use within a 30-day period. *Telecommuters are ineligible for this program.*

**BIKE OR WALK TO WORK PROGRAM:** Biking and walking to work are greatly encouraged by the County of Riverside. At some worksite's, cyclists and walkers can take advantage of bike racks, personal lockers, and showers! By simply walking or riding your bike to and from work one day a week saves gas, helps the environment, and gives you some exercise.

**TRANSPORTATION EXPENSE (TE) PROGRAM:** Public transportation (e.g., RTA, Metrolink, OmniTrans or Sunline) users may utilize the Transportation Expense Program to save time and money on their monthly transit pass. Enrolled participants can have the cost of their monthly transit pass deducted biweekly through payroll deduction on a pre-tax basis up to the IRS allowed amount.

**COUNTY VEHICLE (CV) PROGRAM:** The CV Program allows four (4) or more employees that RideShare to a County facility to utilize a County Vehicle (CV) for their commute to and from work in a County-owned vehicle. Program participants pay a biweekly fee based on daily round-trip mileage per person per vehicle via payroll deductions. Fees per person include a guaranteed seat, routine service repair and maintenance, fuel, and a loaner/rental vehicle while the County Vehicle (CV) is being serviced.

**TELECOMMUTING PROGRAM:** Working from home has its advantages. One of those perks is the Telework Spotlight offered by IE Commuter. Qualifying active and registered participants who live or work in Riverside or San Bernardino Counties may be randomly selected to win a monthly prize worth up to \$100! Every telework day that a participant logs into their IE Commuters account counts as an entry and gives the participant a chance to win! *The Telework Spotlight random drawings are conducted internally by IE COMMUTER staff. Active and registered participants currently participating in the \$5/Day Incentive are ineligible to win.*

**RESERVED CARPOOL PARKING SPACES:** At most County worksites there are reserved carpool parking spaces for employees who are active and registered participants. Not only are there designated parking spaces, but parking structure passes may be provided to active and registered participants who work at or near the County Administrative Center (CAC) in downtown Riverside, depending on availability. *Active and registered participants must be carpooling with another active and registered County participant at or near the same Downtown Riverside location.*

**RIDEMATCH LIST:** Employees may complete and submit a RideMatch Form and request a generated RideMatch list of interested RideShare participants that live and work in their surrounding area. The generated RideMatch list will also assist in locating an established County Vehicle (CV) group commuting to their work location! It is the employee's responsibility to contact employees they are matched with if desire to participate in a RideShare arrangement. *Participation is voluntary.*

**MONTHLY OPPORTUNITY DRAWINGS:** Qualifying active and registered participants have an opportunity to win in a monthly drawing. Each month, eight active and registered participants are selected to receive a gift catalog from HALO Recognition to select a prize. Prizes include such items as jewelry, camping gear, and home goods. *Telecommuters are ineligible for this incentive.*

**Please contact us for more information or if you are interested in registering with the Human Resources Commuter Services Division RideShare Program!**

email: [icommute@rivco.org](mailto:icommute@rivco.org) General Office Line: 951/955-1118 Website: [rivcocommuter.rc-hr.com](http://rivcocommuter.rc-hr.com)

## COUNTY OF RIVERSIDE – HUMAN RESOURCES COMMUTER SERVICES DIVISION

### RIDESHARE REGISTRATION EXCUSES

#### **“NO ONE HAS MY SCHEDULE” or “MY SCHEDULE IS UNPREDICTABLE”**

Request a RideShare Match List from the Human Resources Commuter Services Division to be matched with other commuters who have similar schedules and routes. It's not necessary to RideShare every day to qualify; you only need to do so five (5) calendar days per month.

#### **“I AM NEW AND I DON'T KNOW ANYONE HERE” or “NO ONE LIVES NEAR ME”**

You would be surprised who lives around you! Request a RideShare Match List from the Human Resources Commuter Services Division to be matched with other commuters traveling the same route. Also, during your breaks, startup a conversation with your coworkers about RideSharing. It's not necessary to RideShare every day, you only need five (5) calendar days per month to qualify.

#### **“I HAVE OFFSITE MEETINGS AND EVENTS”**

It's always important to communicate, and on days when you don't have events or meetings, you can RideShare. You are eligible just by simply RideSharing five (5) calendar days each month!

#### **“I LIVE TOO CLOSE”**

That's fantastic! People frequently hold the false belief that living too close can't impact anything. You are RideSharing and making a difference if you simply commute five (5) calendar days a month by walking, biking, taking public transportation, or carpooling.

#### **“I HAVE TO DROP OFF/PICK UP MY DEPENDENTS FROM DAYCARE”**

You can find a coworker who lives nearby and join a carpool together; you can pick them up after dropping off your dependents.

#### **“I HAVE TO BE AVAILABLE TO LEAVE FOR AN EMERGENCY”**

The Human Resources Commuter Services Division offers the Guaranteed Ride Home Program! The program is offered for qualifying guaranteed ride home from work occurrence(s) and may be used up to six (6) times per program year.

#### **“I ALREADY CARPOOL WITH A NON-COUNTY EMPLOYEE.”**

Excellent news, indeed! Did you know that you are eligible to register in the program if you carpool with a non-County working adult? Contact our office for a registration form!

#### **“I LIKE DRIVING ALONE”**

Carpooling is not necessary every day. Partner up with a coworker you get along with, that lives on your route to work, and consider being the driver.

#### **“I AM ALWAYS LATE”**

By establishing a new habit of being on time can be made easier if you carpool with someone who is always on time.

#### **“I DON'T WANT TO DEPEND ON OTHER PEOPLE”**

Be the carpool driver! Choose a carpool companion who is aligned with your professional principles.

#### **“I HAVE SOCIAL ANXIETY”**

Carpool with someone you know. You can read, listen to music, or engage in other activities to relieve anxiety if you are not operating the vehicle.

#### **“I LIKE MY ROUTINE AND I DON'T WANT TO CHANGE IT”**

Have you thought about picking up a coworker who lives near your workplace? On your way to work, do you drop off a County or non-County working adult? You would be eligible for the program if you were carpooling.

**“I OFTEN HAVE ERRANDS TO RUN AFTER WORK”**

Some errands can be done during lunch time, and keep in mind delivery services are available now. You may also consider RideSharing 2 – 3 days a week and run your errands after work when not carpooling or on the weekends?

**“THERE’S NO BUS/TRAIN STOP NEAR ME”**

Have you considered to bike and/or walk to the transit stop. Have you considered riding your bike to the nearest transit stop? While taking transit, you can store your bike.

**“I DON’T FEEL COMFORTABLE ON PUBLIC TRANSIT”**

It takes practice to overcome fear of the unknown, so give transit a try—even on the weekend or on a day when you don't have to work—to see if it's a good fit for you.

**“IF I TAKE PUBLIC TRANSIT, IT WILL TAKE 3X LONGER”**

There are additional RideSharing options besides public transportation. You can cut emissions by also walking, biking, and carpooling.

Allow the Human Resources Commuter Services Division to assist you in getting started with RideSharing and earning incentives. Remember if you carpool, vanpool, take public transportation, walk, or bike to a County worksite five (5) workdays per month, you qualify for the RideShare program! In addition, you may be eligible to earn up to \$125 in gift cards for logging your commute miles for the first three (3) consecutive months!

Please keep in mind that in order to receive the \$5/Day RideShare incentive and program benefits, employees must first register with the County of Riverside Human Resources Commuter Services Division.

**Please contact us for more information or if you are interested in registering with the Human Resources Commuter Services Division RideShare Program!**

email: [icommute@rivco.org](mailto:icommute@rivco.org) General Office Line: [951/955-1118](tel:9519551118) Website: [rivcocommuter.rc-hr.com](http://rivcocommuter.rc-hr.com)

*County employees who falsely report RideShare participation to earn incentives may be subject to disciplinary action in accordance with County Policy.*



# COUNTY OF RIVERSIDE – HUMAN RESOURCES COMMUTER SERVICES DIVISION

## COMMUTE MODE REGISTRATION

PLEASE RETURN TO COMMUTER SERVICES OFFICE FOR PROCESSING: [icommute@rivco.org](mailto:icommute@rivco.org)

Today's Date \_\_\_\_\_ Employee ID Number \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_ Mail Stop Number \_\_\_\_\_

Work Number(s) \_\_\_\_\_ Work Hours/Schedule \_\_\_\_\_

Work email address \_\_\_\_\_

Work Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home email address \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Number(s) \_\_\_\_\_

Did you alter your work schedule to participate in the Commuter Services RideShare Program?  YES  NO

On an average, how many days per week will you be using the registered alternative mode of transportation? *(Not commuting alone)* \_\_\_\_\_

### PLEASE COMPLETE THE APPROPRIATE COMMUTE MODE BELOW

#### CARPOOLING

*My signature below acknowledges my agreement to abide by the terms and conditions as set forth by the Human Resources Commuter Services Division as so stated on the back of this document. Abuse of any rules or regulations outlined with the Human Resources Commuter Services Division and in Ordinance 626.4 pertaining to Carpool Parking Permits and or Parking Structure access cards and the use of, and/or falsification of RideShare information, will result in the revocation of the Carpool Parking Permit and or Parking Structure access card and disciplinary action in accordance with County Policy. Employees using an issued parking structure access card for purposes other than intended will be required to reimburse the Human Resources Commuter Services Division for charges incurred as a result of parking structure access card misuse.*

Check appropriate response:  I carpool with a County employee(s)  I carpool with a non-county employee *(must be full-time working adult(s))*

Do you? *(check one)*  Share Driving  Ride Only  Drive Only Are you? *(check one)*  A New Carpool Group  Adding to an existing Carpool Group

There are reserved carpool parking spaces available at my workplace; please issue a parking permit to our carpool group. *(check one)*  Yes  No  NA

#### Carpool Partner(s):

Name \_\_\_\_\_ Department or Employer \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Department or Employer \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Department or Employer \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Department or Employer \_\_\_\_\_ Phone \_\_\_\_\_

Vehicle Make and Year \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

#### TRANSIT

Transit Agency *(check appropriate response)*  METROLINK  RTA  OMNITRANS  SUNLINE  OCTA

Route or Transit Line Number(s) \_\_\_\_\_

#### BIKE or WALK

I am registering to *(check appropriate response)*  BIKE TO WORK  WALK TO WORK

Total miles I bike or walk to work \_\_\_\_\_

Bike Color \_\_\_\_\_ Make \_\_\_\_\_ Serial Number \_\_\_\_\_

#### \*TELECOMMUTE

*\*Registered telecommute participants are ONLY eligible for the IE Commuter's Telework Spotlight. Qualifying participants will be randomly selected to win a monthly prize worth up to \$100! Other restrictions may apply.*

I am registering to:  TELECOMMUTE

Telecommuting Days (circle all that apply) M T W Th F

### REGISTERED PARTICIPANTS ACKNOWLEDGEMENT

*My signature confirms that I understand, acknowledge, and will abide by the terms and conditions of the County of Riverside Human Resources Commuter Services RideShare Program. I further understand that abuse of any rule, regulation, or falsely reporting RideShare participation to earn incentives may result in termination of my participation and disciplinary action in accordance with County Policy.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### HUMAN RESOURCES COMMUTER SERVICES DIVISION USE ONLY

MODE CONFIRMATION *(circle one)*: CP CN R B W T TW IF CN, ENTER CN: \_\_\_\_\_

GRH VOUCHER: \_\_\_\_\_ CP PERMIT: \_\_\_\_\_ STRUCTURE PASS: \_\_\_\_\_ DEPARTMENT CODE: \_\_\_\_\_ WORK SITE: \_\_\_\_\_

DATE WELCOME INFORMATION AND LINK EMAILED ON: \_\_\_\_\_ REGISTRATION PACKET MAILED TO/ON: \_\_\_\_\_ HRCSD REP: \_\_\_\_\_

# COUNTY OF RIVERSIDE – HUMAN RESOURCES COMMUTER SERVICES DIVISION

## PARKING PERMIT/STRUCTURE PASS CARD AGREEMENT

### *I UNDERSTAND AND AGREE TO ABIDE BY THE FOLLOWING PARKING STRUCTURE PASS/PARKING PERMIT RULES:*

- 1) I understand that active registered Commuter Services participants of our designated carpool group will maintain full responsibility for the carpool parking permit and/or parking structure pass card. (If available, carpool parking structure passes are issued **ONLY** to active registered carpool groups working in Downtown Riverside.)
- 2) I understand that the carpool parking permit and/or parking structure pass card is not transferable and allowing an unregistered individual to use the active registered groups issued carpool parking permit and/or parking structure pass card shall result in the immediate loss of the groups carpool parking permit and/or parking structure pass.
- 3) I understand that the carpool parking permit and/or parking structure pass card allows the active registered carpool group to park only **ONE** vehicle at a time in an unreserved parking space in the assigned parking lot/parking structure **ONLY** on the days the group carpools.
- 4) I understand that parking structure card holders who forget their parking structure pass card or cannot find their parking structure pass card at the time of exit will be subject to paying the hourly fee.
- 5) I understand that while parked in the designated reserved carpool location or assigned parking structure, we will display our carpool parking permit on the rear-view mirror of our vehicle and our County employee parking permit.
- 6) I understand that County of Riverside parking ordinance number 626 is strictly enforced in all County of Riverside parking structures and lots. I will abide by all County of Riverside parking lot and parking structure rules and that the vehicle and personal items be locked and secured. The County of Riverside is not responsible for damage and/or theft while parking in County facilities.
- 7) I understand that I will notify the Human Resources Commuter Services Division immediately if our permit and/or parking structure pass card is misplaced/lost or stolen and understand that we are responsible for paying a \$10.00 card fee and an additional \$10.00 replacement/activation fee.
- 8) I understand that I will notify the Human Resources Commuter Services Division immediately of any changes to our active registered carpool group. If the group disbands or if we decide not to park in the reserved carpool parking space and /or in the parking structure, we will immediately return our permit and/or issued parking structure pass card to the Human Resources Commuter Services Division. If the permit and/or parking structure pass card is misplaced/lost or stolen, we understand that we are responsible for paying a \$10.00 card fee and an additional \$10.00 replacement/activation fee.
- 9) Abuse of any rules or regulations outlined with the Human Resources Commuter Services Division and in Ordinance 626.4 pertaining to Carpool Parking Permits/Parking Structure cards and the use of, and/or falsification of RideShare information, will result in the revocation of the Carpool Parking Permit/Parking Structure card and disciplinary action in accordance with County Policy. Employees using an issued parking structure card for purposes other than intended will be required to reimburse the Human Resources Commuter Services Division for charges incurred as a result of parking structure card misuse.

email: [icommute@rivco.org](mailto:icommute@rivco.org)

General Office Line: [951/955-1118](tel:9519551118)

Website: [rivcocommuter.rc-hr.com](http://rivcocommuter.rc-hr.com)



# COUNTY OF RIVERSIDE – HUMAN RESOURCES COMMUTER SERVICES DIVISION

## RIDEMATCH REQUEST

PLEASE RETURN TO THE HR COMMUTER SERVICES OFFICE FOR PROCESSING: [icommute@rivco.org](mailto:icommute@rivco.org)

PLEASE PRINT CLEARLY/**REQUIRED FIELDS**

**LAST NAME** \_\_\_\_\_ **FIRST NAME** \_\_\_\_\_ **MI** \_\_\_\_\_ **EMPLOYEE ID NUMBER** \_\_\_\_\_

**E-MAIL ADDRESS** \_\_\_\_\_

**HOME ADDRESS** \_\_\_\_\_

**CITY/ZIP CODE** \_\_\_\_\_

**NEAREST CROSS STREETS (EXAMPLE: PARK AVENUE AND MAIN STREET)** \_\_\_\_\_

**CELL/HOME TELEPHONE NUMBER** \_\_\_\_\_

**WORK TELEPHONE NUMBER** \_\_\_\_\_

**DEPARTMENT/AGENCY** \_\_\_\_\_

**DIVISION** \_\_\_\_\_

**MAIL STOP #** \_\_\_\_\_

**WORK ADDRESS** \_\_\_\_\_

**CITY/ZIP CODE** \_\_\_\_\_

**WHAT ARE YOUR REGULAR WORK HOURS?**

**START TIME** \_\_\_\_\_ am  pm

**END TIME** \_\_\_\_\_ am  pm

Do you have flexibility with your regular work schedule 30 minutes before or after? YES  NO

If yes, what alternative work schedule would you be willing to consider? Start: \_\_\_\_\_ End: \_\_\_\_\_

Do you have a vehicle to alternate with others to carpool? YES  NO

How do you currently commute to work? (Drive alone, public transit, etc.) \_\_\_\_\_

How did you hear about Commuter Services? \_\_\_\_\_

If there is a County Vehicles (CV) group that fits your route and schedule, would you be interested in joining the group? YES  NO

### ACKNOWLEDGEMENT

*My signature below acknowledges my home address will remain strictly confidential and will never be shared or released with anyone. By submitting a RideMatch Request Form, I will receive a generated list of interested RideShare participants that live and work in my surrounding area. The generated RideMatch list will also assist me in locating an established County Vehicle (CV) group. It is my responsibility to contact participants from the generated list if I desire to participate in a RideShare arrangement. I understand and acknowledge that participation is voluntary.*

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

#### HUMAN RESOURCES COMMUTER SERVICES DIVISION USE ONLY

DATE REQUEST RECEIVED: \_\_\_\_\_

RESPONSE DATE: \_\_\_\_\_

TOTAL COMMUTERS MATCHED: \_\_\_\_\_

NOTES: \_\_\_\_\_

◆ **Family and Medical Leave Act (FMLA)** ◆ **California Family Rights Act (CFRA)**  
◆ **California Pregnancy Disability Act (PDL)**

**FAMILY AND MEDICAL LEAVE FACT SHEET**

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The following is a summary of pertinent facts regarding family and medical leave under FMLA, CFRA, and/or PDL. More complete information is available from your Department Designee or from the **HR Website/FMLA, CFRA, PDL and Other Leaves Page** at: <http://www.rc-hr.com/HR-Services/Employee-Services/FMLA-CFRA-PDL-and-Other-Leaves>

- All County employees (regular, part-time, temporary, seasonal and per diem) working in California are entitled to leave under FMLA, CFRA, and/or PDL, provided that eligibility requirements are met.
- To be eligible for FMLA and/or CFRA leave, an employee must have been employed with the County for at least 12 months during the past 7 years, and must have worked at least 1,250 hours during the 12-month period immediately preceding the beginning of the leave. All female employees of the County are eligible for PDL, regardless of their length of service or the number of hours worked.
- Eligible employees are generally entitled to take leave under the following timeframes:
  - Up to 12 weeks under FMLA/CFRA for a serious health condition of the employee or family member, or up to 12 weeks under FMLA for a qualifying exigency concerning a family member who is a covered military member (National Guard or Reserves only);
  - Up to 26 weeks under FMLA to care for a family member or next of kin who is a covered service member with a serious illness or injury sustained in the line of duty while on active duty;
  - Up to 4 months (i.e., 17.33 weeks or 693.2 hours) under PDL for prenatal care, severe morning sickness, or disability due to pregnancy or childbirth.Depending on the situation, more than one type of leave may run concurrently.
- The amount of leave for spouses is limited to a combined total of 12 weeks if the time off is for bonding purposes after the birth or placement of a child for adoption or foster care. This limitation applies whether or not the spouses work in the same area or department.
- All FMLA, CFRA and PDL forms are available on the **HR Website/FMLA, CFRA, PDL and Other Leaves Page** at: <http://www.rc-hr.com/HR-Services/Employee-Services/FMLA-CFRA-PDL-and-Other-Leaves>. Employees should read the information on these forms carefully and ensure that the forms are completely and accurately filled out at the time of submission. Employees are encouraged to contact their Department Designees with any questions.
- Although the basic provisions for FMLA, CFRA, and PDL are for *unpaid* leave, the employer is allowed to require employees to use paid leave balances in certain situations. Refer to the *Use of Accruals for Paid Family and Medical Leave* chart for more information.
- Employees who are requesting FMLA/CFRA for **foreseeable** reasons are required to give 30 days notice. In cases where employees do not give 30 days notice, the employer may ask for an explanation. If the explanation is insufficient, the employer may delay the leave.
- Employees who are requesting FMLA/CFRA leave for **unforeseeable** reasons must give notice as soon as practicable, generally the same or next business day if the employee is off work when he/she learns the need for leave.
- Employees on FMLA, CFRA, and/or PDL leave are required to follow their department's usual notification and call-in procedures. Employees taking intermittent leave must notify their department when they call in that the leave is being taken under FMLA, CFRA, and/or PDL. Failure to do this could result in denial of their FMLA, CFRA and/or PDL entitlement for that day.
- By law, employers may designate an absence or leave as FMLA, CFRA, and/or PDL if there is reason to believe the absence qualifies, whether or not the employee requests it, and whether or not it is beneficial to the employee.
- An employee who requests a leave under FMLA or CFRA, but does not meet the **eligibility requirements** (e.g., hasn't worked 1250 hours in the past 12 months), must be sent a *Notice of Eligibility and Rights & Responsibilities*, which includes at least one reason for the employee's ineligibility.
- An employee who requests leave under FMLA, CFRA, and/or PDL, but does not meet **qualification requirements** (e.g., hasn't provided complete and sufficient medical certification), must be notified of the leave denial in writing; the *Designation Notice* is used for this purpose.

- By law, employers must reinstate employees returning from FMLA/CFRA leave to the same or an equivalent/comparable position (same position if returning from PDL), unless the employee would otherwise have been terminated, transferred, or laid off during the period of the leave.
- Under FMLA/CFRA regulations, all records pertaining to an employee's FMLA, CFRA, and/or PDL leave must be retained separate from his/her personnel file, for a period of at least three years.

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b>Subject:</b>	<b><u>Number</u></b>	<b><u>Page</u></b>
<b>LACTATION ACCOMMODATIONS FOR EMPLOYEES</b>	<b>C-4</b>	<b>1 of 2</b>

**PURPOSE**

Pursuant to Sections 1030-1034 of the California Labor Code, the purpose of this policy is to affirm the County's commitment to comply with the law and protect the right of employees to request lactation accommodation when there is a need to express breast milk for their infant child during work hours.

**SCOPE**

This policy applies to all County of Riverside employees.

**POLICY:**

Employee requests for lactation accommodation can be made with their immediate supervisor, manager, department head or the Human Resources Department.

Break Time – Upon request, the County shall provide a reasonable amount of break time to accommodate an employee desiring to express milk for the employee's infant child each time the employee has need to express milk. The break time shall, if possible, run concurrently with any break time already provided to the employee.

Private Lactation Spaces – Upon request, the County shall provide an employee with the use of a room or other location for the employee to express milk in private. The room or location may include the place where the employee normally works, and must meet the following requirements:

1. A lactation room or location shall not be a bathroom and shall be in close proximity to the employee's work area, shielded from view, and free from intrusion while the employee is expressing milk.
2. The room or location must be safe, clean and free of hazardous materials.
3. The room or location must contain a surface to place a breast pump and personal items.
4. The room or location must contain a place to sit.
5. The room or location must have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations needed to operate a battery-powered breast pump.
6. The County must provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, the County may provide another cooling device suitable for storing milk, such as an employer-provided cooler.
7. Where a multipurpose room is being used for lactation (e.g., a conference room), the use of the room for lactation shall take precedence over the other uses, but only for the time it is in use for lactation purposes.
8. If the County shares tenancy in a building with another employer, it is permissible to provide a space that is shared among the multiple tenants if the County cannot provide a location within its own workspace.
9. The County may designate a lactation location that is temporary, due to operational, financial or space limitations. These temporary locations shall not be a bathroom and

**COUNTY OF RIVERSIDE, CALIFORNIA**  
**BOARD OF SUPERVISORS POLICY**

<b>Subject:</b>	<b><u>Number</u></b>	<b><u>Page</u></b>
<b>LACTATION ACCOMMODATIONS FOR EMPLOYEES</b>	<b>C-4</b>	<b>2 of 2</b>

shall be in close proximity to the employee's work area, shielded from view and free from intrusion while the employee is expressing milk.

Exceptions – Pursuant to Section 1032 of the California Labor Code, the County is not required to provide break time under this policy if to do so would seriously disrupt its operations.

Responses to Requests – If the County cannot provide break time or a location that complies with this policy, the County shall provide a written response to the employee.

Breastfeeding Discrimination – Under California's Fair Employment and Housing Act (FEHA), it is unlawful to engage in specified discriminatory practices in employment on the basis of sex. Under existing law, "sex," for the purposes of the act, includes gender, pregnancy, childbirth, and medical conditions related to pregnancy or childbirth. California Assembly Bill 2386 recently amended the statutory definition of "sex" under FEHA to now include breastfeeding or medical conditions related to breastfeeding.

Complaints – Complaints of violations of this policy can be made with the Human Resources Department and/or a complaint can be filed with the State of California Department of Industrial Relations, Labor Commissioner's Office.

**Ergonomic Assessment Process**

DPSS	All Other Departments
<ol style="list-style-type: none"> <li>1. Notify your supervisor</li> <li>2. Supervisor will contact your onsite Ergonomic Coord.</li> <li>3. Onsite Coordinator will schedule an assessment</li> </ol>	<ol style="list-style-type: none"> <li>1. Notify Supervisor</li> <li>2. Supervisor will contact your assigned Safety Coordinator</li> <li>3. Safety will forward a Pre Assessment form to be completed by the Employee.</li> <li>4. Once Pre Assessment is received an assessment will be scheduled.</li> </ol>

**Safety Training**

We offer several Safety Training courses the big three are;

**Repetitive Motion Injury - Employee Workplace Violence Awareness - Drivers Awareness Training**

All of three can be completed either in person or E-Learning through CORLearning

Contact your Safety Coordinator for other classes or check out our website (<https://safety.rc-hr.com/Home.aspx>)

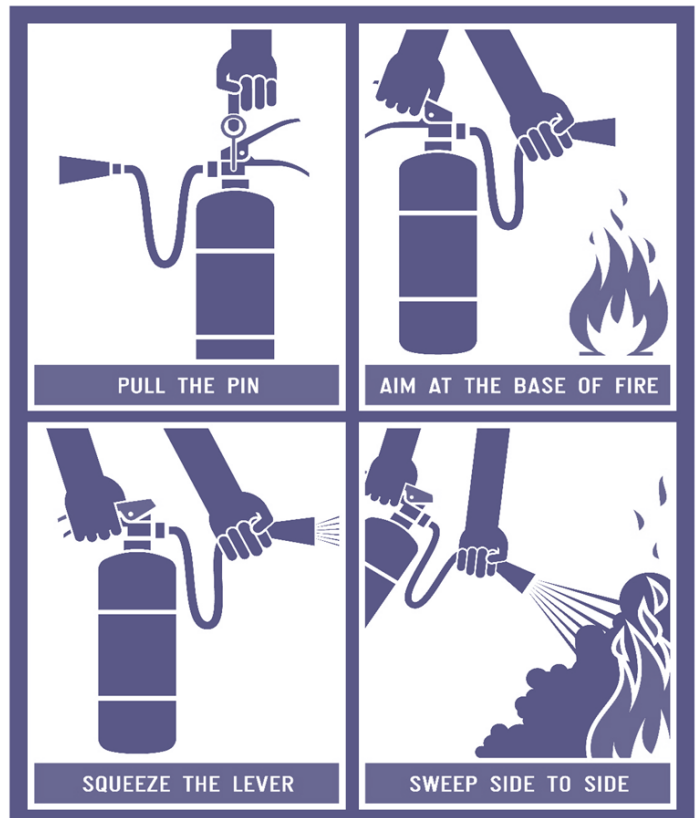
These classes should be completed within the first six months of employment.

**HOW2** 

use a

**Fire Extinguisher**

<b>P</b>	- Pull the Pin
<b>A</b>	- Aim the nozzle at the base of the fire from approx. 6 ft
<b>S</b>	- Squeeze the handle
<b>S</b>	- Sweep the nozzle side to side.





FREQUENTLY ASKED QUESTIONS



<b>Q:</b>	Is the Drivers Awareness Training required every year?
<b>A:</b>	Drivers Awareness Training is a once and done class. However, we would recommend a refresher every two years.  Note: DAT is required after a person is deemed to have a preventable accident .
<b>Q:</b>	Can I drive a vehicle before attending Drivers Awareness Training?
<b>A:</b>	Yes, once your department head or designee has approved and signed your "Authorization to Drive form" (Form 30) your driving privilege has been authorized. Your department must submit the signed Authorization to Drive form to the Safety Office.
<b>Q:</b>	Do I have to take Repetitive Motion Injury Prevention training before I get an "Ergonomic Assessment"?
<b>A:</b>	We encourage everyone to take the course before things start to become an issue; sooner the better.
<b>Q:</b>	Is it mandatory that I have an "Authorization to Drive form on file with the Safety Office in order to drive a County and or Private vehicle on County business?
<b>A:</b>	Yes, you can find the form on the Safety Division Website.
<b>Q:</b>	Should I take "Employee Workplace Violence Awareness" training again.
<b>A:</b>	Well that's up to you. It is currently considered a once and done class. We do change the training as new information is available or strategies change. We recommend you attend every two years.

<b>Q:</b>	If I get injured at work who do I report it to?
<b>A:</b>	Hope your ok, but you should let your supervisor know asap. We can start the process of getting you better. Workers Compensation team will reach out to very soon.
<b>Q:</b>	How do I stay current with Safety Topics?
<b>A:</b>	Well, you came to the right place. Check out our Safety Division Newsletter. You can find it at our Website : <a href="https://safety.rc-hr.com/Home.aspx">https://safety.rc-hr.com/Home.aspx</a>
<b>Q:</b>	Where can I find safety related forms?
<b>A:</b>	On our website under Safety Center / Forms @ <a href="https://safety.rc-hr.com/SafetyCenter/Forms.aspx">https://safety.rc-hr.com/SafetyCenter/Forms.aspx</a>
<b>Q:</b>	The A/C in our building stopped working and its hot, can I go home?
<b>A:</b>	Cal-OSHA sets no indoor temperature guidelines at the moment. You are only permitted to go home if your department management grants permission. In most cases administration will relocated staff to other facilities. If you choose to leave work without being granted permission by management, then you may be required to use your personal leave time. For more information: <a href="http://www.rivcocob.org/boardpolicies/policy-h/POLICY-H19.pdf">http://www.rivcocob.org/boardpolicies/policy-h/POLICY-H19.pdf</a>

The Safety Division assists in administering the safety and loss prevention program to protect county employees, those who visit county facilities or receive county services. It also provides safety policy development, audits, support services, as well as internal training.

Contact us anytime at: 3403 10th Street, Suite 501, Riverside, CA 92501 — County Mail Stop: 2170

Ph: (951) 955-3520 Fax: (951) 955-9200

E: [safetydivision@rivco.org](mailto:safetydivision@rivco.org) W: <http://safety.rc-hr.com/>

# SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS

## NOTICE



Civil Rights  
Department  
STATE OF CALIFORNIA

**Note:** Employers must provide this information to workers when hired, annually, upon request, and to any worker who informs the employer that they are a victim of violence or the family member of a victim of violence. Victims of violence include victims of domestic violence, sexual assault, stalking, violent threats, acts involving the use or presence of a dangerous weapon, or any violence causing injury.

## YOUR RIGHT TO TAKE TIME OFF

- You have the right to take time off work for jury service or to appear in court as a witness to comply with a subpoena or court order. All employees have this right, no matter the size of the employer.
- If you are a victim of violence, you have the right to take time off work to get relief (like a restraining order) to protect you or your child's health, safety, or welfare. All employees have this right, no matter the size of the employer.
- If you are a victim of violence or the family member of a victim of violence, and your employer has 25 or more workers, you have the right to take time off work for any of the following reasons:
  - To take part in safety planning or other actions to help keep you or your family member safe from future violence
  - To prepare for, participate in, or attend civil, administrative, or criminal legal proceedings, such as a court hearing, related to the violence
  - To seek, get, or provide childcare or care to a dependent adult if the care is necessary to keep the child or adult safe after an act of violence
  - To care for a family member recovering from injuries caused by violence
  - To get, or help a family member get, the following services relating to the violence: civil or criminal legal services; a restraining order or other relief; medical attention for injuries; services from a domestic violence shelter or program, rape crisis center, or victim services organization or agency; psychological counseling; mental health services; or housing, including relocating, securing temporary or permanent housing, and enrolling children in a new school or childcare
- If you are a victim of violence or the family member of a deceased victim of violence, you can take up to 12 weeks off work for any of these reasons. If you are the family member of a living victim of violence but are not yourself a victim, you may take up to 10 days off work for these reasons, with the exception of relocation, for which you can take up to five days.
- You may use available vacation, paid time off, personal leave, or paid sick leave to take time off for any of the reasons described in this notice.
- You must give your employer advance notice before taking time off, unless it is not possible. If you do not give advance notice, your employer cannot discipline you if you provide documentation to the employer within a reasonable time supporting the reason for your absence.

## YOUR RIGHT TO CONFIDENTIALITY

- If you are a victim or the family member of a victim, your employer must keep information about your request for time off or reasonable accommodation confidential unless federal or state law requires disclosure, or disclosure is necessary to protect your safety at work. If your employer plans to disclose information about you or your circumstances, your employer must tell you in advance.

# SURVIVORS OF VIOLENCE AND FAMILY MEMBERS OF VICTIMS RIGHT TO LEAVE AND ACCOMMODATIONS

## NOTICE



### YOUR RIGHT TO REASONABLE ACCOMMODATION FOR YOUR SAFETY

- If you or your family member is a victim of violence, you have the right to ask for a reasonable accommodation to make sure you are safe at work. Your employer must work with you to see what changes can be made.
- Your employer can ask you for a statement certifying that your request is related to being a victim or the family member of a victim.

### YOUR RIGHT TO BE FREE FROM RETALIATION AND DISCRIMINATION

Your employer cannot discipline you, treat you differently, or fire you because:

- You are a survivor or the family member of a victim or survivor of domestic violence, sexual assault, stalking, violent threats, or violence causing injury.
- You asked for time off work to recover from or get help related to the violence.
- You asked for accommodations to make sure you are safe at work.

### YOU MAY ALSO HAVE PROTECTIONS UNDER OTHER LAWS:

- **Wage Replacement:** You may be eligible for wage replacement if you are unable to work because of your health or because you need to care for a family member with a serious health condition. **State Disability Insurance (SDI)** provides short-term wage replacement when you are temporarily disabled from working. **Paid Family Leave (PFL)** provides short-term wage replacement so you can care for a seriously ill family member, among other reasons. Learn more or file a claim for wage replacement by contacting the Employment Development Department (EDD) online (<https://edd.ca.gov/>) or by phone at 800-480-3287 (for SDI) or 877-238-4373 (for PFL).

- **Family and medical leave:** Under the California Family Rights Act, you may have the right to take time off work for your own or a family member's serious health condition or because of the birth, adoption, or foster care placement of a child. Learn more about family and medical leave by visiting [bit.ly/CRD-leave](http://bit.ly/CRD-leave). You can file a complaint with CRD if you believe your rights have been violated.
- **Bereavement leave:** Bereavement leave allows eligible employees to take up to five days off work within three months of the family member's death. Leave does not need to be taken all at once. Learn more about bereavement leave protections by visiting [bit.ly/CRD-Bereavement](http://bit.ly/CRD-Bereavement). You can file a complaint with CRD if you believe your rights have been violated.
- **Leave to attend court for certain crimes:** If you are a victim of certain crimes or the family member of a victim of certain crimes, you have the right to take time off work to attend related court proceedings under Labor Code sections 230.2 and 230.5. You can learn more information or file a complaint with the Labor Commissioner's Office within the Department of Industrial Relations by visiting [bit.ly/DIR-Retaliation](http://bit.ly/DIR-Retaliation).

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### TO FILE A COMPLAINT

Contact the Civil Rights Department if you have questions about your rights or to file a complaint:

#### Civil Rights Department

Online at <http://ccrs.cacivilrights.ca.gov/s/>

By mail at 651 Bannon Street, Suite 200, Sacramento, CA 95811

By calling 800-884-1684 (voice), 800-700-2320 (TTY), or California's Relay Service at 711

# SOBREVIVIENTES DE VIOLENCIA Y FAMILIARES DE VÍCTIMAS: DERECHO A AUSENTARSE Y A ADAPTACIONES RAZONABLES

## AVISO



Civil Rights  
Department  
STATE OF CALIFORNIA

**Nota:** Los empleadores deben proporcionar esta información a los trabajadores al momento de su contratación, anualmente, si así se lo solicitan, y a cualquier trabajador que informe al empleador que es víctima de violencia o familiar de una víctima de violencia. Las víctimas de violencia incluyen a personas que han sufrido violencia doméstica, agresión sexual, acecho, amenazas violentas, actos que involucren el uso o la presencia de un arma peligrosa, o cualquier acto de violencia que cause lesiones.

## SU DERECHO A AUSENTARSE DEL TRABAJO

- Usted tiene derecho a ausentarse del trabajo para prestar servicio como jurado o para comparecer ante un tribunal como testigo para cumplir con una citación o una orden judicial. Todos los empleados tienen este derecho, independientemente del tamaño de la empresa.
- Si usted es víctima de violencia, tiene derecho a ausentarse del trabajo para obtener una medida de protección (como una orden de alejamiento) para proteger su salud, seguridad o bienestar o los de sus hijos. Todos los empleados tienen este derecho, independientemente del tamaño de la empresa.
- Si usted es víctima de violencia o familiar de una víctima de violencia, y su empleador tiene 25 trabajadores o más, usted tiene derecho a ausentarse del trabajo por cualquiera de los siguientes motivos:
  - Participar en la elaboración de un plan de seguridad u otras medidas que le ofrezcan protección a usted o a su familiar contra futuras situaciones de violencia.
  - Prepararse, participar o asistir a procedimientos legales civiles, administrativos o penales, como una audiencia judicial, relacionados con la violencia.
  - Buscar, obtener o brindar cuidado infantil o cuidado a un adulto dependiente si dicho cuidado es necesario para proteger al niño o al adulto después de un acto de violencia.
- Cuidar a un familiar que se esté recuperando de lesiones causadas por la violencia.
- Obtener o ayudar a un familiar a obtener los siguientes servicios relacionados con la violencia: servicios legales civiles o penales; una orden de alejamiento u otra medida de protección; atención médica por lesiones; servicios de un refugio o programa de violencia doméstica, un centro de crisis por violación o una organización o agencia de servicios para víctimas; asesoramiento psicológico; servicios de salud mental; o servicios de vivienda, incluida la reubicación, la obtención de una vivienda temporal o permanente, y la inscripción de los niños en una nueva escuela o guardería.
- Si usted es víctima de violencia o familiar de una víctima de violencia fallecida, puede ausentarse del trabajo hasta por 12 semanas por cualquiera de estos motivos. Si es familiar de una víctima sobreviviente de violencia, pero usted no es la víctima, puede ausentarse del trabajo hasta por 10 días por estos motivos, con excepción de la reubicación, para la cual puede ausentarse hasta por cinco días.
- Puede utilizar vacaciones disponibles, tiempo libre remunerado, licencia personal o licencia por enfermedad pagada para ausentarse por cualquiera de los motivos descritos en este aviso.

# SOBREVIVIENTES DE VIOLENCIA Y FAMILIARES DE VÍCTIMAS: DERECHO A AUSENTARSE Y A ADAPTACIONES RAZONABLES



Civil Rights  
Department  
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## AVISO

- Debe notificar a su empleador con anticipación antes de ausentarse, a menos que no le resulte posible. Si no notifica con antelación, su empleador no podrá sancionarlo si le proporciona documentación, dentro de un plazo razonable, que justifique el motivo de su ausencia.

## SU DERECHO A LA CONFIDENCIALIDAD

- Si usted es víctima o familiar de una víctima, su empleador debe mantener la confidencialidad de la información sobre su solicitud de tiempo libre o adaptación razonable, a menos que la ley federal o estatal exija su divulgación o en caso de que sea necesaria para proteger su seguridad en el trabajo. Si su empleador planea divulgar información sobre usted o sus circunstancias, debe informarle al respecto con antelación.

## SU DERECHO A ADAPTACIONES RAZONABLES PARA SU SEGURIDAD

- Si usted o un familiar suyo es víctima de violencia, usted tiene derecho a solicitar adaptaciones razonables para garantizar su seguridad en el lugar de trabajo. Su empleador debe colaborar con usted para determinar qué cambios se pueden realizar.
- Su empleador puede solicitarle una declaración que certifique que su solicitud está relacionada con ser víctima o familiar de una víctima.

## SU DERECHO A NO SUFRIR REPRESALIAS NI DISCRIMINACIÓN

Su empleador no puede sancionarlo, tratarlo de manera diferente ni despedirlo por los siguientes motivos:

- Usted es sobreviviente o familiar de una persona que ha sido víctima o sobreviviente de violencia doméstica, agresión sexual, acoso, amenazas violentas o violencia que haya causado lesiones.

- Solicitó ausentarse del trabajo para recuperarse o recibir ayuda relacionada con la violencia.
- Solicitó adaptaciones razonables para garantizar su seguridad en el lugar de trabajo.

## TAMBIÉN PUEDE TENER PROTECCIONES EN VIRTUD DE OTRAS LEYES:

- **Reemplazo de salario:** Puede ser elegible para recibir un reemplazo de salario si no puede trabajar debido a su salud o porque necesita cuidar a un familiar con una afección de salud grave. El **Seguro Estatal por Incapacidad (State Disability Insurance, SDI)** proporciona un reemplazo de salario a corto plazo cuando usted no puede trabajar temporalmente debido a una discapacidad. La **Licencia Familiar Pagada (Paid Family Leave, PFL)** proporciona un reemplazo de salario a corto plazo para que usted pueda cuidar a un familiar gravemente enfermo, entre otros motivos. Obtenga más información o presente una solicitud de reemplazo de salario; para ello, comuníquese con el Departamento de Desarrollo del Empleo (Employment Development Department, EDD) en línea (<https://edd.ca.gov/>) o por teléfono al 800-480-3287 (para SDI) o al 877-238-4373 (para PFL).
- **Licencia familiar y médica:** En virtud de la Ley de Derechos Familiares de California, usted puede tener derecho a ausentarse del trabajo por una afección de salud grave suya o de un familiar, o por el nacimiento, la adopción o la obtención de la custodia tutelar de un niño. Obtenga más información sobre la licencia familiar y médica en [bit.ly/CRD-leave](https://bit.ly/CRD-leave). Puede presentar una denuncia ante el Departamento de Derechos Civiles de California (Civil Rights Department, CRD) si considera que se han infringido sus derechos.

# SOBREVIVIENTES DE VIOLENCIA Y FAMILIARES DE VÍCTIMAS: DERECHO A AUSENTARSE Y A ADAPTACIONES RAZONABLES



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- **Licencia por duelo:** Esta licencia permite que los empleados que cumplan con los requisitos se ausenten del trabajo hasta por cinco días dentro de los tres meses posteriores al fallecimiento del familiar. No es necesario tomar la licencia completa de una sola vez. Obtenga más información sobre las protecciones de la licencia por duelo en [bit.ly/CRD-Bereavement](http://bit.ly/CRD-Bereavement). Puede presentar una denuncia ante el CRD si considera que se han infringido sus derechos.
- **Permiso para comparecer ante el tribunal por ciertos delitos:** Si usted es víctima de ciertos delitos o familiar de una víctima de ciertos delitos, tiene derecho a ausentarse del trabajo para asistir a procedimientos judiciales relacionados, en virtud de las Secciones 230.2 y 230.5 del Código Laboral. Puede obtener más información o presentar una denuncia ante la Oficina del Comisionado de Trabajo del Departamento de Relaciones Industriales; para ello, visite [bit.ly/DIR-Retaliation](http://bit.ly/DIR-Retaliation).

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## PRESENTAR UNA DENUNCIA

Comuníquese con el Departamento de Derechos Civiles si tiene preguntas sobre sus derechos o para presentar una denuncia:

### Civil Rights Department

En línea en <http://ccrs.calcivilrights.ca.gov/s/>

Por correo postal a 651 Bannon Street, Suite 200, Sacramento, CA 95811.

Por teléfono al 800-884-1684 (voz), 800-700-2320 (TTY), o por el Servicio de Retransmisión de California al 711.