



# HUMAN RESOURCES EMPLOYEE HANDBOOK



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# ABOUT THIS HANDBOOK

Through this handbook, employees are given an opportunity to gain insight about County services and County employment, including the County of Riverside's Code of Ethics. The standards in this code reflect the Board of Supervisors' expectations that all employees will conduct themselves professionally, honestly, and with utmost integrity, in a manner that reflects positively upon their department and the County as a whole. The County of Riverside Code of Ethics, approved by Minute Order by the Board of Supervisors on January 29, 1991, applies to each and every County employee.

Your department may provide you with several department policies that you are expected to understand and follow in addition to Board policies outlined herein. If you have questions about any policies or procedures, it is your responsibility to clarify them as soon as possible with your supervisor or manager. Employees are expected to understand and comply with all Board and departmental policies.

Other terms and conditions of employment are outlined in various negotiated Memorandums of Understanding (MOUs) and Tentative Agreements with the unions, as well as in the Resolution for Exempt Management, Management, Confidential, and Other Unrepresented Employees. These documents are readily available on the Human Resources Department's website (<https://rc-hr.com/>). If there is a discrepancy between the information in this handbook and the applicable MOU for the employee's union, please defer to the MOU for guidance. This book is meant as an informational guide only.

## **Handbook Updates and Replacements**

As part of your onboarding process, you will be asked to acknowledge receipt of this handbook and/or sign a form stating that you understand the information within, including the employee responsibilities discussed in this handbook.

If you have any questions in this regard, please address them with your supervisor or with Human Resources at (951) 955-3500. As the County continues to grow, there may be a need to revise, supplement, or rescind any policies or portion of this handbook as appropriate. Please refer back to the Human Resources website at: [www.rc-hr.com](http://www.rc-hr.com) for the most updated version of the Handbook. If you need assistance logging on or navigating the site, please call the County help desk at (951) 955-9033.

# WELCOME MESSAGE FROM COUNTY OF RIVERSIDE CEO



**Jeffrey Van Wagenen**  
Riverside County CEO

Hello and welcome,

We are excited you're joining the County of Riverside! You are now a part of a workforce of 25,000 caring and compassionate employees dedicated to serving our community. We're proud of the work we do throughout all of the county's departments, and we especially look forward to the talent you bring to the team.

Almost 2.5 million residents call Riverside County home - and we keep growing all the time. From the Temecula wine country to the San Jacinto mountains to the desert resorts, millions visit Riverside County every year. We're also home to diverse business industries that include agriculture, manufacturing, and technology. This illustrates that we have millions of people relying on us to provide quality services that stand by our motto: Community Now, Services Now, RivCo Now.

It's my honor to serve as the County Executive Officer, working directly for our Board of Supervisors, and with our county team members and community partners. The Executive Office is the operational and administrative oversight department for the County of Riverside government and seeks to provide vision, leadership, and coordination for all county departments.

We work closely with departments to understand the constant needs impacting their operations and find creative solutions to meet our goals of constantly improving the health, welfare and safety of our communities. We organized the county's Executive Team around similar departments to create enhanced communication and greater collaboration among all our departments. I expect you'll get to know members of our Executive Team, just as we will get to know you. We all look forward to meeting you and serving our community together.

Sincerely,

A handwritten signature in black ink, appearing to be 'Jeffrey Van Wagenen'. The signature is stylized with large loops and a long horizontal stroke at the end.



# RIVCO'S VISION 2030 AND ORGANIZATIONAL CHART

[Click for County of Riverside Organizational Chart](#)

In May 2017 the County undertook a scenario planning exercise to articulate where we wanted to be by the year 2030. The result was Vision 2030 – a graphic rendition of the values that will help the county overcome common organizational barriers and the steps to take to begin the long journey towards the achievement of desired internal and external outcomes. We call these steps “Bold Steps” as the results of achieving these Bold Steps will transform the way we do business and will dramatically improve outcomes for our constituency. In January of 2018, Chairman Washington revealed his “Lift Up RIVCO” initiatives which have now been integrated into the work of the Bold Step groups. Annually the County executive team identifies priorities, with key objectives, to progress towards our 2030 Vision.

## **1. Robust Reorganization of the Executive Office**

A high performance efficient Executive Office emphasizes engagement by focusing on collaboration, problem solving and creativity to assist departments with their core missions. The Executive Office partners with the Board of Supervisors and their staff through various methods, such as: attending outreach events, sharing information and providing in-depth analysis of public policy issues, legislation and budgeting strategies.

## **2. Structurally Balanced Budget**

To establish a framework and general strategy for a budget process that supports consistent delivery of optimum service levels and resiliency to adverse fiscal circumstances through: data driven, risk-based budget decisions, maximization and diversification of revenue sources, and cost-conscious operations.

## **3. Launch Organizational Culture Change**

To create a high-performance organization characterized by a highly engaged, digitally skilled workforce focused on a service friendly, ‘people matter’ approach in all interactions.

## **4. Kick Start the Riverside Brand**

Rebrand Riverside County to make the benefits of living in Riverside County widely known, resulting in sustainable population growth, increase in businesses, greater financial investment made in the County and growth of tourism activities in the region.

## **6. Increase County Leadership to Accelerate Economic Development**

Promote Riverside County as a place with a high quality of life where highly skilled workers choose to live, students want to study, and travelers choose to visit by:

Telling Our Story – That RIVCO is a Great Place to Live, Work, and Play; through County Economic Development Project Initiatives; becoming more business friendly and provide more business incentives; developing a Community Profile with employment data for prospective employers; and fostering activities that encourage business cycle sustainability.

## **7. Educational Initiatives Matched to 21st Century Workforce Needs**

Ensure we have a skilled workforce by raising the caliber of the talent pool in the County; by strengthening employee retention and potential successors; by helping candidates and employees seek employers willing to invest in developing skills and capabilities to elevate employee performance and improved organizational effectiveness; and create a countywide strategy to transect education with our local workforce to prepare them to meet the needs of Riverside County in 2030.

## **8. Transform RIVCO through Innovation and Efficiencies**

To create an efficient organization by encouraging, inspiring and promoting innovation, accepting that failure is part of the improvement process, (fail quickly and move on) and to provide a forum for Departments to recognize and showcase their successes and share learnings.

## **9. Lift Up RIVCO**

Recommendations in the areas of Healthy and Active Living, Public Safety, Education, Improving Household Income, and Encouraging and Incentivizing Housing Development.





## **BOARD OF SUPERVISORS**

The Board of Supervisors is the governing body of Riverside County. Its five members are elected on a non-partisan ballot by a supervisorial district to four-year terms. As a legislative body, the Board enacts local laws through ordinances and resolutions. The Board legislates for the entire County, but most of its ordinances apply to those areas outside the limits of the cities within the County. The Board provides local government services such as law enforcement, fire services, code enforcement, and animal control for residents in the County's unincorporated areas and contract cities. The Board appoints most County department heads, while some department heads are elected officials. The Board also appoints members of special boards and commissions for regulatory purposes or to provide advice to the County government. Since the Board of Supervisors functions as both the executive and legislative branch of County government, there is no need for an elected executive like a mayor or governor to enforce legislative acts. The Board appoints a County Executive Officer to oversee and direct County operations, exercise fiscal control and coordinate the effectiveness of all departments.



# JOSE MEDINA

## FIRST DISTRICT

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Bio to come.

# KAREN SPIEGEL

## SECOND DISTRICT

Supervisor Spiegel has been an elected public servant since 1996, serving in several positions in the City of Corona, including City Treasurer and Council Member, and serving four times as Mayor. She was first elected to represent the Second Supervisorial District in November 2018 and was sworn into office for her second term on January 10, 2023.

Her actions speak volumes, and her unique passion for service truly sets her apart. She encourages community participation with City community participation with City and County government and has introduced many new programs. In addition, Supervisor Spiegel has been credited for her leadership on regional transportation issues, collaboration, and regional partnerships.

In addition to the service in her District, Supervisor Spiegel represents Riverside County at the Regional and State level in many organizations and has served in a leadership role on several. She is an energetic community member, and her "roll-up your sleeves" attitude has led her to immerse herself in many civic, business, and community activities. She has been honored with awards and recognitions for her service over the years. Some of those include the Corona-Norco YMCA Distinguished Service Award; Corona Citizen of the Year; League of CA Cities Outstanding Public Service Award; Family Values Award from the LDS Church; Women in Transportation – Woman of the Year; PTA Service Award; Mobility 21 Public Sector Leader of the Year Award; Corona Chamber of Commerce Chairman's Award of Excellence; and Building Industry Association (BIA) Outstanding Elected Official.

With her depth of knowledge and commitment to our community, Supervisor Spiegel proudly represents the Second District on many boards [listed here](#).

Supervisor Spiegel graduated from California State University, Long Beach, and did her graduate studies at Pepperdine University, where she received a Master's Degree and was a Marriage Family Therapist (MFT). Prior to coming to Corona in 1985, Supervisor Spiegel spent ten years working with at-risk youth and their families in Long Beach. Her career has taken many paths, from counseling to electrical contracting and accounting to publishing and marketing. When she married Bobby in 1985, she came to Corona and worked in the family Electrical Contracting business, Corona Industrial Electric, Inc., until it closed in 1995. Bobby and Karen began Spiegel Enterprises & Publications in 1989 and remain active in the local e-commerce and marketing business.

Supervisor Spiegel and her husband, Bobby, of 37 years, have five adult children and two grandchildren. She treasures the time she can spend with her grandson RJ and her granddaughter Makenna Rose, who adores their Bubbie (Karen) and brings happiness and joy. Supervisor Spiegel has tremendously influenced her children and believes that "Education and life experiences give our youth the foundation to build upon so that our values, customs and history live on in future generations."



# CHUCK WASHINGTON

## THIRD DISTRICT

Chuck Washington and his wife, Kathy, married in 1974. They have one adult daughter, Lindsey; a granddaughter, Charlie; and two grandsons, Kellen and Corbin.

Chuck has been an elected public servant since 1995 serving in several capacities, including, Mayor and City Council-member for both cities of Murrieta and Temecula, serving twice as Mayor of Temecula.

His elected and public service extends to many other organizations' Board of Directors such as: California Association of Councils of

Governments, Western Riverside Council of Governments, Riverside County Airport Land Use Commission, Temecula Chamber of Commerce, Boys and Girls Club, Habitat for Humanity of Inland Valleys, Temecula Economic Development Corporation, and Inland Affiliate of the Susan G. Komen Breast Cancer Foundation.

Mr. Washington is the recipient of many distinguished recognitions such as: Families First Award from the LDS Church, American Planners Association Leadership Award, Citizen of the Year of both cities of Temecula and Murrieta, Kiwanis Citizen of the Year, PTA Honorary Service Award, and Toastmasters International Communication and Leadership Award.

Chuck has received a Masters Degree in Public Administration and a Bachelor's Degree in Business Administration and owns a successful business in Temecula. He is a former Navy Officer and Naval Aviator and was a veteran commercial airline pilot for 24 years with Delta Airlines. Chuck is also former Bank Vice President. Mr. Washington is currently the Riverside County Supervisor for the Third District.

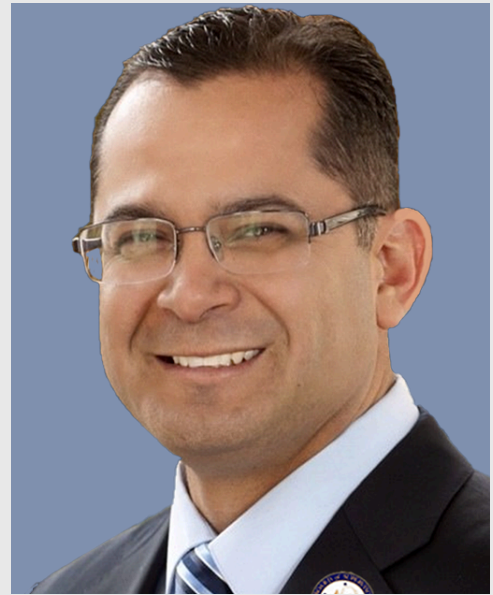


# V. MANUEL PEREZ

## FOURTH DISTRICT

Victor Manuel Perez was appointed by Gov. Edmund G. Brown Jr. on May 9, 2017 to the Riverside County Board of Supervisors, representing the County's Fourth District, and was subsequently elected to a four-year term in June 2018. The Fourth Supervisorial District is the largest district by geography, it covers eastern Riverside County, from Whitewater, stretching across the entire Coachella Valley south to the Salton Sea, up Highway 74 to Idyllwild and the mountain communities, and heading east of the Coachella Valley to Blythe and the Colorado River.

Born and raised in the Coachella Valley, the son of immigrant farmworkers, Manuel attended local public schools and graduated from the University of California, Riverside. He taught at a local middle school, and went on to earn a Master of Education degree in Administration, Planning and Social Policy from Harvard University.



He worked as a youth advocate and director of community health and advocacy for Santa Rosa Del Valle-Borrego Health, at Centro Medico Coachella and Centro Medico Oasis. From 2004 to 2008, he served on the Coachella Valley Unified School District Board of Trustees, where he led the passage of a \$250 million bond to construct and renovate schools in the eastern Coachella Valley.

In 2008, Manuel was elected to the California State Assembly, representing eastern Riverside County and Imperial County. Entering office during the great recession, he worked with colleagues on both sides of the aisle and the Governor's Office to bring forth fiscal accountability, health care reform, renewable energy growth and job creation legislation.

A champion for eastern Riverside County, Manuel had more than 60 pieces of legislation signed into law to help create jobs, jumpstart the local renewable energy industry and make neighborhoods safer. His legislation focused on jobs, economic development, small business, education, health care access, infrastructure, renewable energy, transportation, air quality, environment, public safety, parks, technology, agriculture, water and the Salton Sea.

In the Assembly, Manuel became majority leader and worked closely with the Assembly Speaker on the day-to-day functions of the statehouse. He served as the chairman of the Jobs and Economic Development Committee, founding Vice Chair of the Select Committee for the Status of Boys and Men of Color as well as Chair of Stimulus, Economic Recovery and Jobs (SERJ).

After serving three terms in the State Assembly, Manuel continued his public service with election to the Coachella City Council. Prior to his appointment to county supervisor, he was Chief Government and Public Affairs Officer for Borrego Health, a federally qualified health center serving the under-served in San Diego, Riverside and San Bernardino Counties.

Manuel resides in his native city of Coachella with Gladis, his wife of 25 years. They have two sons, Ruben, who graduated from UC Davis and Alejandro, from UC Santa Barbara.

# YXSTIAN GUTIERREZ

## FIFTH DISTRICT

Dr. Yxstian Gutierrez (Pronounced IX-tian similar to Chris-tian) is Riverside County's 5th District Supervisor, a former local mayor, teacher, and community leader who is serving to improve and protect the things that make Riverside County such a special place to live. Riverside County is the 10th largest County in the United States with over 2.5 million residents – larger than the population of 13 states.



Yxstian has served County Supervisor since January 2022 and 7 years as a local Mayor. He is the first directly elected Mayor in the city's history. He also served as a professor at National University and a current professor with California State University San Bernardino. He previously served on Moreno Valley's City Council, owned and operated the Berrybean Cafe, taught in the Moreno Valley Unified School District, and worked as a reading instructor at Moreno Valley College.

Yxstian sits as a Board Member of the Inland Empire Health Plan (largest Medicaid plan in the US), Western Riverside Council of Governments (WRCOG), Riverside Transit Agency, Riverside County Transportation Commission, Riverside County University Medical System, Flood Control, and several other regional boards. He also serves on the board for the Renu Hope Foundation, as a local board member for the U.S. Selective Service, and as a 1st Lieutenant (CA) with the 163rd Support Group stationed at March Air Reserve Base.

Yxstian grew up in Moreno Valley and learned the value of public education while attending Armada Elementary School, Landmark Middle School, and Valley View High School. He went on to earn an associate degree from Moreno Valley College, a bachelor's degree from California Baptist University, a master's degree in Education from American InterContinental University, and a doctoral degree in Special Education from Northcentral University.

Yxstian is also an alumnus of USC's Executive Education in Public Policy program and USC's Executive Education program in Strategic Analysis in Achieving Competitive Advantage. He also recently graduated from the Bloomberg Harvard City Leadership program.

# ABOUT THE COUNTY

## Facts

- Established: May 9, 1893
- Square Miles: 7,303
- Population: 2,440,124
- Number of Cities: 28

Source: [www.rivcoeda.org](http://www.rivcoeda.org)

In your new job, you'll be working in California's fastest-growing county. With over 25,000 temporary and permanent employees, the County is one of the largest employers in the region. Riverside County is the state's fourth largest county by area. The County consists of over 7,300 square miles and extends nearly 180 miles across Southern California, from the Arizona border west to within 14 miles of the Pacific Ocean. Riverside County, which shares borders with Orange, San Bernardino, San Diego, and Imperial counties, is home to over two million residents. Riverside, the area's largest city and the county seat, has over 300,000 residents. Other cities in the county include Cathedral City, Banning, Beaumont, Blythe, Calimesa, Canyon Lake, Coachella, Corona, Desert Hot Springs, Eastvale, Hemet, Indian Wells, Indio, Jurupa Valley, Lake Elsinore, La Quinta, Menifee, Moreno Valley, Murrieta, Norco, Palm Desert, Palm Springs, Perris, Rancho Mirage, San Jacinto, Temecula, and Wildomar.

The region's explosive growth over the past two decades has been driven by affordable housing costs and a desire to escape the congested cities to the west. Our housing costs rank below those of San Diego, Los Angeles, and Orange counties. Over the years, Riverside County has transformed from a group of suburban bedroom communities into an economic powerhouse. Healthcare, Professional Business Services, utilities, infrastructure, and renewable energy are among the key industries throughout the County. The County of Riverside was formed in 1893 from a small bit of San Bernardino County and a larger part of San Diego County. Native Americans, Spanish explorers, Mexican farmers, gold miners, entrepreneurs, health-seekers, speculators, politicians, and adventurers have all played a role in the development of the County since then.

# EXECUTIVE OFFICE

The County of Riverside Executive Office offers a dynamic and innovative work environment. The Board-appointed County Executive Officer oversees the day-to-day activities of the County's agencies and departments. The Office is responsible for the proper and efficient administration of County departments, agencies, and special districts under the jurisdiction of the Board of Supervisors. It administers and enforces policies established by the Board and promulgates rules and regulations as necessary to implement Board direction.

It is the Executive Office's responsibility to review items placed on the agenda and develop programs that create economy and efficiency in County government. The Department also prepares multi-year plans for capital projects, administers debt management, prepares the annual proposed budget for the Board's approval, and establishes control systems to ensure departmental compliance with approved budgets. Additional responsibilities include managing the County's legislative program and serving as a liaison with county legislators and state and federal officials.



## COUNTY COUNSEL

The Office of County Counsel provides a broad range of high quality, cost-effective legal services designed to promote the public service objectives of the County of Riverside, while at the same time protecting the County from risk and loss. The Office of County Counsel is a full-service law office that handles civil matters for the County of Riverside.

County Counsel provides advisory, transaction and litigation support on issues of vital concern to the County and its residents such as health care, public safety, adult and child welfare, land development, environmental protection, real estate, contracts, public finance, taxation, public works and elections. The office is staffed by experienced attorneys who have dedicated their careers to public service. The office's primary clients are the Board of Supervisors and County agencies, departments, commissions and officers. Legal services are also provided to other public entities within the County, including certain joint powers authorities, school districts, and special districts.

For more information, please visit: <https://www.rivco.org/services/county-counsel>

The mailing address: 3960 Orange Street, Suite 500, Riverside, CA 92501; Phone: (951) 955-6300.

## CLERK OF THE BOARD

The Clerk of the Board provides administrative support to the Board of Supervisors as well as providing services vital to the public. The Clerk of the Board serves as the clearinghouse for all matters requiring review or executive action of the governing authorities of the County of Riverside and provides processing and dissemination of all board directives, policies and laws of the County's legislative branch.

For more information, please visit: <https://www.rivcocob.org/>





# DEPARTMENT PORTFOLIOS

## HUMAN SERVICES PORTFOLIO

### BUSINESS & COMMUNITY SERVICES

The Riverside County Office of Economic Development (RivCoED) department has been established to provide the highest level of service to our customers, businesses, patrons and residents. RivCoED is committed to foster economic vitality, to preserve and enhance neighborhoods, to improve the quality of life and to promote learning for all residents of Riverside County. Through a wide range of economic development programs, the department is dedicated to creating a system for responsible economic growth in the unincorporated regions as well as with city partners. RivCoED is the distinctive combination of knowledge and method to successfully deliver these public services to Riverside County businesses and residents.

The Office of Economic Development has several units that aggressively promote Riverside County and its business development opportunities, including Economic Development, International Business Office, Libraries and Special Districts. The overarching goal of the department is to facilitate regional economic development efforts that promote job growth, investment, entrepreneurship, and innovation; the office also creates a business-friendly climate that supports the efforts of the private sector.

For more information please visit: <https://rivcoed.org/>

### CHILDREN & FAMILIES COMMISSION – FIRST 5 RIVERSIDE

The Riverside County Children and Families Commission, First 5 Riverside (F5R) is primarily funded by tobacco taxes generated as a result of Proposition 10 to support our youngest Californians, from prenatal through age five, to get the best start in life. First 5 Riverside also receives state and federal funding to support community programs and initiatives to meet the goals and objectives of the Strategic Plan. Focus areas established by the Commission include quality early learning, comprehensive health and development, resilient families, and countywide impact. First 5 Riverside operates the Riverside County Family Resource Centers and provides funding to local agencies to support services creating an integrated and coordinated system for children and families.

For more information, call 951-955-0200 or visit: [www.First5Riverside.org](http://www.First5Riverside.org)

## DEPARTMENT OF CHILD SUPPORT SERVICES

The Riverside County Department of Child Support Services promotes the well-being of children by providing child support services to establish parentage and collect child support. We assist in the self-sufficiency of families by delivering effective, quality child support collection and other services for meeting children's needs. The Riverside County Department of Child Support Services works with parents and guardians to ensure children and families receive court-ordered financial and medical support. Services provided include locating, establishing paternity; establishing, modifying and enforcing a court order for child support; and establishing, modifying and enforcing an order for health coverage. The department's enforcement actions are designed to ensure that both parents share in the obligation to provide support for their children to help families get the support they need for the present and to build a better future. The department also obtains repayment from non-custodial parents of County-provided support for their minor children. The Department of Child Support Services strives to provide the highest level of service, maintain effective communication that keeps families well-informed about the availability of child support services, and to meet the needs of customers with respect.

For more information, please visit: <https://rivcodcss.com/>





## DEPARTMENT OF PUBLIC SOCIAL SERVICES

The Department of Public Social Services (DPSS) provides a broad array of programs and services to at-risk citizens of Riverside County. With a staff of over 4,000, DPSS administers dozens of programs that promote the safety, well-being and self-sufficiency of the community's most vulnerable populations. With community partner agencies numbering in the dozens, the department provides services and support to abused and neglected children and adults, the elderly, the disabled, and individuals and families who are experiencing a temporary period of financial hardship. DPSS continually seeks innovative ways to help people reach their full potential. From cutting-edge technology that streamlines service delivery to promising new initiatives such as Family to Family, a community-based team approach to child welfare, the department provides advocacy and support that epitomizes the highest standard in government service.

The department's philosophy is exemplified in the award-winning Curtailing Abuse Related to the Elderly (CARE) and Greater Avenues for Independence (GAIN) programs. Both exemplary programs have been recognized across the nation because of the department's strong belief in the capacity of the human spirit to overcome adversity and attain self-sufficiency. A winner of the coveted "Innovations in American Government Award," given by the John F. Kennedy School of Government at Harvard University, Riverside County GAIN is a model for both federal welfare reform and successful welfare-to-work programs around the world.

The CARE program, a runner-up for the Innovations award, has been extensively covered in the media as one of the most praiseworthy programs in the state dedicated to protecting the elderly from financial abuse. DPSS strongly supports staff personal and professional growth. The agency offers a variety of education and training programs to employees at all levels that add to the depth and breadth of their knowledge, resulting in improved customer service and greater promotional opportunities.

For more information, please visit: [www.RivCoDPSS.org](http://www.RivCoDPSS.org)

## HOUSING & WORKFORCE SOLUTIONS

The Housing and Workforce Solutions provides services that enhance the life and wellbeing of the county's most vulnerable constituents. The group includes the Housing Authority, Community Development Block Grants (CDBG), Neighborhood Stabilization Programs (NSP), Continuum of Care, Community Action Partnership (CAP), and Workforce Development. The Housing Authority provides affordable decent, safe and sanitary housing opportunities to low- and moderate-income families including elderly and handicapped person, while supporting programs to foster economic self-sufficiency. CDBG works toward the development of viable urban communities, by providing decent housing and a suitable living environment and expanding economic opportunities, principally for persons of low and moderate income. NSP funds are used to acquire foreclosed homes; demolish or rehabilitate abandoned properties; and/or to offer purchase price assistance and closing cost assistance to low to moderate-income homebuyers. The Continuum of Care Homeless program provides countywide assistance to our homeless population in coordination with local community-based organizations. The programs provide permanent housing, emergency shelter, and other homeless services and are funded by Federal, State and County funds. CAP works to reduce poverty through education, collaboration, energy conservation, and professional development. CAP provides emergency utility assistance services, energy efficiencies, and wealth-building education to low-income individuals and families throughout the county. The Workforce Development Department is responsible for building and strengthening Riverside County's workforce. The department's primary responsibilities include providing job services, training, and employment assistance to people looking for work. The department also works with employers to find the necessary workers to fill current job openings.

For more information, please visit: <https://rivcohhpws.org/>

## REGISTRAR OF VOTERS

The Registrar of Voters is responsible for conducting fair and impartial elections within Riverside County, including primary, general, special district, and school district elections, and municipal elections through contracts with the county's cities.

Voter outreach programs also inform residents of the electoral process; ensure the availability of voter registration materials; provide convenient locations for citizens to register and vote; maintain the registered voter database; process state and local initiatives, referendums, and recalls; develop curriculum and train thousands of election officers/poll workers; and canvass and certify the results of all elections.

For more information, please visit: [www.voteinfo.net](http://www.voteinfo.net)

## OFFICE ON AGING

The Riverside County Office on Aging (RCOoA) provides over 27 different programs and services, either directly or through contracted providers, which allow older adults and persons with disabilities to live independently in their homes and communities. All RCOoA programs and services are free to those who meet the minimum qualifications for each program. Free services for those age 60 and older include: care coordination, options counseling and decision support, healthy lifestyle and wellness programs, social engagement and community activation, advocacy, coordination.

For more information, please visit <http://www.rcaging.org/>

## VETERANS' SERVICES

Riverside County is home to 126,412 veterans that comprise 5.2 percent of the total county population; this is the third largest veteran population in the state. The Department of Veterans' Services assists veterans, their dependents and survivors in obtaining veteran's benefits from local, state and federal agencies. The Department's focus is on enhancing the lives of veterans, their dependents and survivors through providing customer-centric, high quality service and promoting healthy communities. This includes encouraging businesses to participate in the County's Veteran-Friendly Business program. The Department partners with other county departments, all levels of government, and community organizations to connect veterans to programs, services and resources, to achieve the best possible quality of life.

For more information, please visit: <https://rivcoveterans.org/> or call 844-737-8838.

## FINANCE & GOVERNMENT SERVICES PORTFOLIO

The Finance and Government Services group provides county governance and administrative oversight. These include legislative, administrative, finance, counsel, elections, property management, plant acquisition, and promotional activities. The Board of Supervisors, supported by the Clerk of the Board, serves as the governing legislative body of the county, while the Executive Office provides administrative oversight under the Board's direction. Finance activities include assessment of property values by the Assessor; enrollment and distribution of the tax levy, depositing revenue collection, processing payments, entering budget adjustments by the Auditor Controller; collection of property taxes and management of the investment pool by the Treasurer-Tax Collector; and, procurement services by the Purchasing Agent. County Counsel performs legal advice and litigation support activities for the Board of Supervisors and county departments. The Registrar of Voters performs elections activities ensuring honest and impartial elections.

## **ASSESSOR-CLERK-RECORDER'S OFFICE**

The Assessor-County Clerk-Recorder's mission is to fulfill the legally mandated function of the Assessor, County Clerk, Recorder, and Records Management Program in an accurate, timely, professional, and courteous manner and to ensure high quality service.

### **THE ASSESSOR'S OFFICE**

By law, the Assessor locates all taxable property in the county, identifies the owners, and describes the property. The Assessor also determines a value for all taxable property and applies all legal exemptions and exclusions. However, the Assessor is not responsible for setting tax rates or collecting taxes.

### **THE COUNTY CLERK'S OFFICE**

Files fictitious business name statements, statements of abandonment of use of fictitious business name, and withdrawals from partnership operating under a fictitious business name. The County Clerk also issues public and confidential marriage licenses; performs civil marriage ceremonies (by appointment only). Provides certified copies of confidential marriage licenses (with proper identification). Registers notary public oaths and commissions and authenticates the notary public signatures; registers process servers, unlawful detainer assistants, professional photocopiers and legal document assistants. Receives negative declarations, notices of determination, notices of exemption, and admitted surety insurer statements. The County Clerk also files surety insurer powers of attorney and Grand Jury final reports.

### **THE RECORDER'S OFFICE**

Records, as mandated bylaw, all recordable documents in connection with ownership and titling of properties and other negotiated items within the County of Riverside. The office also maintains permanent records of recorded documents, vital statistics (birth, death, marriage), and real estate documents, which serve as the legal basis for determining ownership of land. The Recorder's Office has the task of examining documents to ensure that they meet the legal requirements, imaging the documents, indexing them, and archiving all official records recorded and filed within Riverside County.

## **THE RECORDS MANAGEMENT & ARCHIVES PROGRAM (RMAP)**

RMAP is responsible for providing professional information management guidance and archives services. Professional information management services entail maintaining uniform standards for records management, guiding County departments through records retention schedule maintenance, and supporting document destruction services. These standards provide a framework for departmental transparency, accountability and adherence to related government codes and directives. In addition, the Program operates the County Archives which serves as the central repository for county records of permanent value and historical significance.

For more information, please visit: <https://www.rivcoacr.org/>

## AUDITOR-CONTROLLER

The office of the Auditor-Controller has many legal mandates. As legislated under the Government Code, the office provides fiscal oversight countywide for all governmental agencies under the control of the Board of Supervisors. Furthermore, the office is responsible for budgetary control, property tax administration, issuing payments, recording receipts of revenues, payroll, approving ledger transactions, cash management, accounts receivable/payable, long-term debt, rate/fee reviews and preparation of audited financial reports.

Our customers include serving 2.4 million county residents, vendors, cities, K-12 school districts, community colleges, special districts, redevelopment successor agencies, other taxing agencies, employee unions, state and federal government, and county departments and personnel.

The department is dedicated to serving the residents of Riverside County with honesty, integrity, and exceptional customer service. They strive to find innovative solutions to improve efficiency and reduce unnecessary spending to ensure taxpayers' dollars are used effectively.

For more information, please visit: [www.auditorcontroller.org](http://www.auditorcontroller.org)

## TREASURER TAX COLLECTOR

The Treasurer-Tax Collector's Office performs the billing, collection, accounting and enforcement of real and personal property taxes. The office collects approximately \$4.4 billion annually in property taxes, which comprises approximately 80% of the County's discretionary revenue. The Treasurer-Tax Collector also processes approximately \$17.5 billion dollars in total annual receipts, maintains the County's banking relationship, and manages a \$8.4 billion pooled investment fund on behalf of the County, schools and special districts. The Treasurer-Tax Collector's Office is committed to embracing technology as evidenced by being first in the state to auction secured and unsecured tax delinquent properties online. This office also provides taxpayers the ability to research and pay property taxes 24 hours a day, seven days a week via the internet, allowing them to process transactions at their convenience.

For additional information, visit: <https://www.countytreasurer.org/>

## INTERNAL SERVICES PORTFOLIO

The county's internal service funds provide an essential method by which to deliver general services internally to other departments within the county on a fee for service basis through Board-approved rate structures. This enables the county to distribute overhead costs on the basis of goods and services used. The county is thereby able to recover partial costs from state and federal programs, and other jurisdictions that contract with the county for municipal services. Internal services include records management, custodial and maintenance services, dental, life, property, disability, and unemployment insurance, information technology, central mail, purchasing, and supply services. Internal service funds are proprietary funds that operate and budget on a full accrual basis.

## HUMAN RESOURCES

The Human Resources Department is responsible for supporting the lifecycle of the employee. From interviewing, hiring, and onboarding; to negotiating union contracts, planning retirements, or investigating issues in the work environment, staff members give assurance to management and the public that HR is in full compliance with federal, state, and local laws and regulations. Additionally, HR reviews overall compensation through cyclical classification and compensation studies. HR also strives to create a growth mindset by promoting professional development and offering numerous educational opportunities for employees at all levels, empowering them to take their careers to the next level and beyond. In addition to its Core Services operating within the General Fund, Human Resources maintains 13 internal service funds which are organized into three major programs: Risk Management, Insurance, and Benefits Maintenance.

The County of Riverside's Human Resources Department consists of a centralized team providing support services to all County departments and agencies in each of the following specialized areas:

- Accounting - Ensures accurate financial management of human resources related billing.
- Benefits - Maintains and administers County benefit plans which includes comprehensive health plans for medical, dental, vision, life and disability insurances Flexible Spending Accounts, and retirement benefits, to ensure the health and wellness of our employees and their families.
- Classification and Compensation - Maintains and analyzes the County's classification plan and salary system in order to remain competitive in our recruitment and retention efforts.
- Commuter Services - Provides the benefits of the broad range of commuter transportation alternatives available to employees for arriving to work.
- Culture of Health - Provides resources to maximize the social, physical, financial, community, and career wellness of all Riverside County employees.



- Disability Access Office - Coordinates interactive activities to allow employees to work or return to work with appropriate leaves or workplace accommodations.
- Employee Assistance Programs - Provides Riverside County Employees and their households access to free, confidential counseling for personal or work-related issues.
- Employee and Labor Relations - Ensures fair and professional relationships between the County and its employees.
- Employee Services - Responsible for the centralized administration of all County personnel transactions relating to employment.
- Human Resources Business Partners - Supports County Department leadership with their strategic human resources initiatives.
- Learning and Organizational Development - Supports the growth and development of County employees, teams, and leaders to create a sustainable high performing, service-focused, learning organization that will ultimately enhance public service outcomes.
- Recruitment and Selection - Develops initiatives to successfully attract and select a skilled and qualified workforce.
- Risk Management - Analyzes current and potential risks to County physical and human resources.
- Safety - Educates and ensures a safe and healthy work environment for County employees and customers.
- Workers' Compensation - Assists County employees with medical care or benefits associated with work-related injuries or illnesses.
- For more information, please visit: <https://www.rc-hr.com/>



## FACILITIES MANAGEMENT

Facilities Management is committed to providing safe, comfortable, efficiently operated and aesthetically pleasing facilities for all county employees and the general public. The divisions within Facilities Management include Custodial Services, Maintenance Services, Real Estate, Project Management, Energy Services, Parking Services, and Community Centers.

For more information, please visit: <https://rivcofm.org/>

## INFORMATION TECHNOLOGY

As the fourth largest County in California, the County of Riverside is embracing technology at a rapid pace and innovation has become a top priority for the leadership of the County.

The Riverside County Information Technology (RCIT) department is dedicated to serving County Departments, Elected Officials, and the Public with a wide variety of information technology (IT) services. This department is responsible for planning, designing, implementing, operating and coordinating the County's information technology systems and networks, and for the delivery of information processing and communications services. RCIT has a team of highly skilled professionals committed to delivering a variety of services including PeopleSoft HRMS & Financials, Geographic Information Systems, Desktop Support, a centralized County Data Center known as RC3, Disaster Recovery for key systems, Office 365, Application Development and Integration, Radio Communications, and all other aspects of information and communications technology.

Information technology services for non-elected official departments are centralized, including desktop support. RCIT provides countywide core services for the data/voice networks and the Public Sector Emergency Communication (PSEC) systems. The County Data Center (RC3) supports applications for multiple county departments, such as financials, payroll, procurement, applications with PCI/HIPAA or DOJ/CLETS requirements, and the County's Internet Portal ([www.countyofriverside.us](http://www.countyofriverside.us)). These mission critical services are provided 24 hours a day, 7 days a week to keep the operations of the County running efficiently and effectively.

For more information, please visit: <https://rivco.org/information-technology-services>

## PURCHASING & FLEET SERVICES

The Purchasing and Fleet Services Department manages the divisions of Purchasing, Central Mail, Fleet Services, and Surplus Operations.

The Department provides internal and general support services to all County departments and agencies and other political entities as requested.

The Purchasing Services division is responsible for procuring all goods and services utilized throughout the County, from office supplies to fire trucks to pharmaceuticals to consulting services. This division annually procures a variety of goods and services through the issuance of purchase orders and/or contracts. The division manages countywide contract implementation, contract compliance, protests, public records requests, procurement training, management of the procurement card system.

The Supply Services handles disposal of surplus property and storage services.

The Central Mail Services division is tasked with handling countywide mail and courier needs. Staff in this division visits approximately 425 mail stops across the County each day, and processes outgoing USPS mail, UPS, and overnight requests.

The Fleet Services division owns and maintains the County fleet of passenger vehicles and light trucks. With over 4,300 vehicles in the fleet, this division offers a wide range of choices to meet the specific needs of the departments, from new fuel-efficient vehicles to passenger vans and Sheriff Patrol vehicles. This division operates maintenance service centers throughout the County, as well as several fuel centers. Full-service maintenance and repairs are performed by the division's certified mechanics.

For more information, please visit: <http://www.purchasing.co.riverside.ca.us/>



## **PUBLIC SAFETY PORTFOLIO**

Under the California Constitution, public safety is the first responsibility of local government (Article XIII, Section 35). Public safety refers to the protection and welfare of the whole community. More specifically, the Public Safety Portfolio is focused on carrying out programs involving, directly or indirectly, the protection, safety, law enforcement activities, and criminal justice system of Riverside County.

As a group, we are committed to:

- Being ready by having the right people, in the right place, with the right tools.
- Responding at the right time, in the right manner, with the right resources.
- Resolving matters through the effective use of a variety of resources.
- Restoring residents and our communities to a position of safety, stability, and resilience.

## **DISTRICT ATTORNEY**

The Riverside County District Attorney's Office represents the People of the State of California in all criminal matters arising in Riverside County. With a staff of about 700, including about 250 attorneys, the District Attorney's Office is one of the largest district attorneys' offices in California, filing more than 60,000 criminal cases each year. The prosecutors and support staff serve from six offices across Riverside County with main regional offices in Riverside, Indio, Murrieta, and Banning. The mission of the office is to vigorously enforce the law, pursue the truth, and safeguard the rights of all to ensure that justice is done on behalf of the community. With assistance from its Bureau of Investigation and other support personnel, prosecutors handle felony, misdemeanor, and juvenile matters. The Division of Victim Services staff help victims and witnesses navigate the criminal justice system and assists victims to recover expenses incurred as a result of crime. Victim Services staff provide services to more than 10,000 victims and witnesses each year while also staffing three Family Justice Centers across the county. As the public prosecutor of criminal and some civil cases, the District Attorney's Office strives to ensure that justice prevails and that the rights of all are safeguarded.

For more information, please visit: [www.rivcoda.org](http://www.rivcoda.org)

## EMERGENCY MANAGEMENT

The Emergency Management Department (EMD) is an all-hazard public safety agency, primarily responsible for disaster planning, preparedness, response & mitigation, and post disaster recovery. A key function of the department is planning and coordinating Continuity of Operations and Continuity of Government for the County during major events. In addition, EMD serves as the Riverside Emergency Medical Services Agency (REMSA), which is the regulatory body for the County's EMS system. The department plans for and responds to many types of disasters, including floods, fires, earthquakes, pandemic, terrorism, and other forms of natural and human-caused events.

For more information, please visit: <https://rivcoready.org/>

## FIRE

The Riverside County Fire Department (RCOFD) is a Regional, Integrated, Cooperative Fire Protection organization that serves the unincorporated areas of the County, 20 incorporated cities, and one community service district. The County of Riverside has a cooperative contract with CAL FIRE to provide fire protection services. What this means is, the County and their contract partners owns all the stations and fire engines, but they contract with CAL FIRE to provide all of the firefighters and chiefs. There are approximately 944 state employees working under this contract and there are approximately 280 County employees in the Fire Department filling administrative and Fire Marshal functions.

The RCOFD operates out of fire department headquarters in Perris and 89 fire stations throughout the county providing fire suppression, paramedic emergency medical, rescue, and fire prevention services.

The department's equipment, which has the versatility to respond to both urban and rural emergencies, includes structural fire engines, brush engines, ladder trucks, rescue squads, paramedic ambulances, hazardous materials response units, incident command units, breathing support units, and fire bull dozers.

The RCOFD is the Operational Area Coordinator for the California Fire and Rescue Mutual Aid System for all fire service jurisdictions in the County of Riverside. It also has several automatic aid agreements with other city fire departments as well as the adjacent National Forests. The Fire Department is a collaborative effort between the County of Riverside, the State of California, and all of the contract partner cities.

For more information, please visit: <http://www.rvcfire.org>

## PROBATION

The Riverside County Probation Department is a progressive criminal justice agency that believes in continuous improvement, searching for and applying "best practices," using measurable outcomes to evaluate programs, and making every effort to fulfill our mission and make Riverside County a safe and law-abiding community for its citizens. The Riverside County Probation Department recognizes the value of a qualified, professional, high energy, and diverse workforce and building an organization that reflects the progressive community it serves. Riverside County Probation Department highly regards ethical behavior, values and traits in their staff such as excellence, integrity, and dedication, and respect and the department constantly strive to uphold the public trust and provide the best quality service to their constituents.

Riverside County Probation is one of the most diversified law enforcement agencies in the county. The department enjoys an excellent reputation for working in a collaborative manner with law enforcement, public and private social services agencies, mental health, schools, and other county departments. The Riverside County Probation Departments dedicated sworn- personnel enjoy a wide variety of assignments that range from conducting investigations on adult and juvenile criminal offenders; providing intensive supervision and early intervention and treatment services in the community to both adult and juvenile offenders; and providing juvenile institutional detention and treatment programs for males and females throughout the county. The support staff, in all specialties, are an integral and valued component of the department. Riverside County Probation Department is eager to accept the challenges and opportunities that the rapid growth of Riverside County and changes in state legislation have posed. The department will continue to provide the constituents of Riverside County with the first-rate services they have come to know and expect from the Riverside County Probation Department.

In 2017, the Riverside County Probation Department opened the Alan M. Crogan Youth Treatment and Education Center (AMC-YTEC). The 106-bed residential treatment facility prepares detained youth for successful reintegration into the community through intensive rehabilitative programming, mental health treatment and education services. In 2020, the facility was modified to include a detention unit which houses youth pending court appearance or pending release home. The Department also has two other detention centers, Indio Juvenile Hall and Southwest Juvenile Hall.

For more information, please visit: <https://rivcoprobation.org/>

## **PUBLIC DEFENDER**

It is the mission of the Law Offices of the Public Defender to provide the highest quality legal representation to any person unable to afford such representation in criminal, juvenile, or certain civil proceedings, upon the request of the client or the appointment of the Court. The Public Defender strives to preserve human dignity in all cases where citizens' liberties are at stake. The department's main divisions include Felonies, Misdemeanors, Juveniles, Mental Health and the Investigative Bureau. Legal representation is provided for indigent defendants charged with felonies and misdemeanors, minors facing delinquency proceedings, and persons alleged to be mentally ill. Paralegal services, including expungement of criminal records, are also provided.

The Public Defender is headquartered in Riverside, with additional offices providing support to residents in Banning, Blythe, Murrieta, and Indio. The department's goal is to continue to meet the needs of Riverside County's rapidly expanding population and the challenges brought about by major changes in the recent past to the laws regarding sentencing. The Public Defender is dedicated to the principle that no citizen shall be deprived of life, liberty, or property without competent, professional, and vigorous representation so that due process is implemented fairly, equitably, and without prejudice.

For more information, please visit: <https://rivcopublicdefender.org/>

## **SHERIFF'S DEPARTMENT**

The Riverside County Sheriff's Department is California's fourth-largest law enforcement agency with over 4,000 full-time employees and more than 1,000 reserve and volunteer members. The Department provides law enforcement services to county citizens, and law enforcement contract services to 17 of the county's 28 cities, along with 1 tribal community. Law enforcement services are also provided to 12 additional Indian reservations within Riverside County per Public Law 280. In addition to providing law enforcement services, the Sheriff's Department operates the 15th largest correctional system in the United States housing over 4,000 serious offenders. The Department is also responsible for court security, charged with the duties of processing and serving orders and warrants issued by the courts and the enforcement of civil process as prescribed by law.

The Riverside County Sheriff's Department oversees several special teams and bureaus throughout the county to include the Coroner/Public Administrator, Special Investigations, Forensics, Computer and Technology Crimes, Technical Services Bureau, Media Information Bureau, Chaplain Corps, Dive Team, K-9 Unit, Off-Highway Vehicles (OHV), and lake and Colorado River patrols. Additionally, the Department assists the public through Drug Abuse Resistance Education (DARE) and Drug Endangered Children (DEC).

The Department serves as the lead agency in the county for Homeland Security with a full-time Special Enforcement Bureau, serving the entire county in times of natural disasters, emergencies, and compromised national security. The Sheriff's Aviation Unit

provides air support by flying over the county in a fleet of rotary and fixed-wing aircraft. The Eurocopter AStar, a single engine light utility helicopter, is the fleet's mainstay as it is capable of airborne rescue and recovery operations. The Sheriff's Hazardous Device Team responds to calls for service on bomb threats, suspicious packages, and numerous other highly technical incidents.

The Riverside County Coroner's Bureau has the responsibility of investigating and reporting on all sudden deaths within the county, particularly deaths resulting from all types of violence. Deputy Coroners conduct investigations in order to ascertain how and why death occurred. The Forensic staff (Coroner Technicians and Forensic Pathologists) retrieve all information from the body that will aid in establishing the means and mode of death, as well as identification of the remains. During an autopsy – a key component of the Coroner's job – the body and all internal organs undergo a thorough examination. The decedent's medical history is reviewed, and a cause of death is determined. Normally, a complete autopsy will take between 45 minutes to two hours to complete, depending on the circumstances. Sometimes, in cases involving multiple injuries, the autopsy can last multiple hours or days. The Coroner's Bureau does not take its responsibilities lightly. Coroners' reports can, in many cases, provide evidence to prosecute a suspect or set one free. The findings from an autopsy may be of value to family members, insurance companies and attorneys.

In addition to law enforcement and investigative services, the Sheriff's Department facilitates training and education at the Ben Clark Training Center (BCTC) in a unique collaboration with the Riverside County Fire Department, and partners which include California Department of Forestry, California Highway Patrol, and Riverside Community College. The training center, which is located on 365 acres of land that were formerly part of March Air Force Base, provides comprehensive public safety training programs to emergency response personnel. The Center offers basic academy training through advanced coursework and specialized training for law enforcement, fire, and paramedic programs. BCTC is recognized as a regional training center that is establishing relationships with federal and academic institutions for the development of a Homeland Security degree program. Future development at the center will include a scenario village for realistic training, a student resource center, and an emergency vehicle operation center.

For more information, please visit: <http://www.riversidesheriff.org/>





# **PUBLIC WORKS & COMMUNITY SERVICES PORTFOLIO**

The Public Works & Community Services Portfolio consists of the Agricultural Commissioner's Office, the Department of Environmental Health, the Department of Waste Resources, the Flood Control and Water Conservation District, the Regional Parks & Open Space District, and the Transportation and Land Management Agency. The portfolio's departments are focused on infrastructure, facilities, and critical services, which are essential to the quality of life, safety, well-being, and public health of Riverside County residents.

## **AGRICULTURAL COMMISSIONER'S OFFICE**

The Agricultural Commissioner's Office protects the environment, public health and Riverside County's agricultural industry and ensures a fair and equitable marketplace for businesses and consumers. This is accomplished through a combination of public outreach, industry education and appropriate regulatory action. The department is comprised of five key programs.

- Pest Prevention – Protects the environment and agricultural businesses by preventing the introduction, establishment and spread of invasive agricultural pests.
- Environmental Protection – Protects public health and the environment from adverse effects of pesticides through the administration of regulatory requirements aimed at ensuring the safe and legal use of pesticides, as well as investigating and reporting on pesticide-related illnesses and injuries.
- Weights and Measures – Protects businesses and consumers by testing the accuracy of commercial weighing and measuring devices and point-of-sale systems and ensuring that product packaging and labeling meets all regulatory requirements.
- Consumer Protection – Promotes healthy communities and sustainable agriculture through the administration of the direct marketing, organic farming and egg quality control programs, and the inspection of agricultural commodities for compliance with California quality and maturity standards.
- Administration – Oversees the department budget, personnel, contract procurement, invoicing and the publishing of the annual Riverside County Agricultural Production Report quantifying the production and value of Riverside County agriculture.

For more information, please visit: <https://www.rivcoawm.org/>

## **ANIMAL SERVICES**

The Department of Animal Services' mission is to work together to improve Riverside County for people and animals. The department promotes safe, healthy, and humane animal/human coexistence through public education, humane sheltering, responsible pet placement, progressive law enforcement, and pet overpopulation reduction. The Department of Animal Services is working toward the goal of 100% adoption of all

healthy and adoptable animals. To that end, the department is actively involved in pro-active adoption, as well as collaboration and strategic alliances with adoption partners. Animal Services provides and maintains shelters in Blythe, San Jacinto, Thousand Palms, and Western Riverside County (Jurupa Valley).

In keeping with California health and safety laws, codes, and statutes as well as County of Riverside Ordinances, the department provides a number of services which include: barking dog complaints; rabies/bite reports; dog licensing; leash law violations; kennel and cattery licenses; adoptions; license inspections; investigation of cruelty cases; animal quarantines; emergency response and investigations; vaccinations; upkeep and care of impounded animals; administrative hearings pursuant to restraining orders for potentially dangerous, dangerous, or vicious dogs; euthanasia; rabies clinics; low cost spay/neuter clinic; education and community outreach; and animal behavior classes.

These services are provided to residents of the unincorporated areas of Riverside County as well as cities contracting with the Animal Services. In addition, Animal Services recognizes the link between animal cruelty and more serious crimes. The department is currently striving to become a leading agency in the early education and prevention of these horrific crimes.

For more information, please visit: <https://www.rcdas.org/>

## **ENVIRONMENTAL HEALTH**

This Department's mission is to enhance the quality of life in Riverside County through effective implementation of programs that protect public health and safety by safeguarding our environment. The Department is responsible for obtaining compliance with California environmental health laws, rules, and regulations, as well as Riverside County ordinances. Most of this enforcement responsibility covers unincorporated areas as well as the 28 incorporated cities within the County. Education and outreach are the preferred methods of gaining compliance from our regulated industries. There is a broad scope of programs and the services are accomplished through a dedicated staff of highly trained professionals.

For more information, please visit: <https://www.rivcoeh.org/>

## **FLOOD CONTROL & WATER CONSERVATION DISTRICT**

The mission of the Flood Control and Water Conservation District is to responsibly manage storm water in service of safe, sustainable, and livable communities. Responsibilities of the Flood Control District include: identifying flood hazards and solutions, regulating flood plains, working with the County and Cities to improve water quality in our rivers and streams, working with water supply agencies to maximize opportunities for water conservation, advising the County to ensure that new land development delivers the drainage infrastructure network needed to support itself and the community, educating the public on flood prevention and safety, installing

flood warning and early detection systems, and designing, constructing, maintaining and operating the County's backbone flood control system.

The District is comprised of eight divisions: Planning, Design & Construction, Regulatory, Surveying and Mapping, Watershed Protection, Watershed Analytics, Operations and Maintenance, and Administration and Finance. It currently maintains nearly \$1 billion in assets, including over 600 miles of channels, storm drains and levees, as well as 55 dams and debris basins. An additional 400 miles of regional channels and another 48 dams and debris basins are proposed in the District's master drainage plans as part of the comprehensive plan to protect the county's residents.

For more information, please visit: <https://rcflood.org/>

## **THE REGIONAL PARK & OPEN-SPACE DISTRICT**

The award-winning Regional Park and Open-Space District (RivCoParks) is a nationally accredited agency which strives to be the regional leader in improving lives through people, parks, places, and programs. The mission of RivCoParks is to acquire, protect, develop, manage, and interpret for the inspiration, use, and enjoyment of all people, a well-balanced system of areas of outstanding scenic, recreational, and historic importance. RivCoParks values accomplishments, connecting, teamwork, innovation, outstanding service, networking, and good stewardship. The organization is dynamic and adjusts to meet the needs of the county. RivCoParks' focus encompasses providing high-quality outdoor recreational opportunities and preserving important features of the county's natural, cultural, and historical heritage.

RivCoParks' system features more than 100,000 acres and includes camping parks, fishing lakes and rivers, historic sites, specialty nature centers, ecological reserves and trails and boasts a robust volunteer program. RivCoParks was the first special district in the state of California to receive accreditation by the National Recreation and Park Association's Commission for Accreditation of Park and Recreation Agencies for demonstrating the highest standards of ethical and professional practices in the delivery of park and recreation programs.

For more information about RivCoParks, to volunteer, or to find ways to support parks, please visit: <https://www.rivcoparks.org/>

## **SALTON SEA AUTHORITY**

The Salton Sea Authority is a Joint Powers Authority (JPA) that was created in 1993.

It is empowered to revitalize the Salton Sea as a natural resource / economy in consultation and cooperation with state, federal and local government entities. The Salton Sea Authority strives to protect human health, restore healthy habitat, and revitalize the economy of the Salton Sea area. It is focused on partnering with state, federal and local government entities that captured quasi government and like organizations such as tribes as well as other stakeholders to meet its goal.

For more information, please visit: <https://saltonseaauthority.org/>

## TRANSPORTATION & LAND MANAGEMENT AGENCY (TLMA)

The County of Riverside Transportation & Land Management Agency (TLMA) is the umbrella agency for four County departments. They are the Transportation Department, the Building & Safety Department, Code Enforcement Department, and the Planning Department. There are also a number of other special divisions such as Aviation and the Salton Sea Authority. Each separate Department within TLMA will be explored below:

### **Building & Safety**

The Riverside County Department of Building and Safety is dedicated to providing the citizens of Riverside County with courteous, efficient and cost effective services with the goal of improving the quality of life and orderly economic development by the provision and management of grading, building inspection and code enforcement within the integrated Transportation and Land Management Agency activities. It is Building and Safety's overall goal to provide safe, pleasant living and working environments for all of our citizens.

For more information, please visit: <https://building.rctlma.org/>

### **Code Enforcement Department**

The Code Enforcement Department's mission is to enhance public safety and the quality of life in partnership with the community through fair enforcement of law and codes. The Code Enforcement Department is responsible for enforcing various state and federal laws within the unincorporated areas of Riverside County. Code Enforcement activities contribute to safe, healthy, sustainable communities and preservation of water quality and natural resources by responding to complaints concerning land use, grading, and building code violations related to public nuisances, zoning violations, and other issues that negatively impact the quality of life in the community. The Department seeks to strike a balance between enforcement and compliance by engaging in a community-oriented approach geared toward achieving voluntary compliance.

For more information, please visit: <https://ce.rctlma.org/>

### **Planning Department**

The Planning Department reviews and processes land use applications and makes recommendations to the Planning Commission and Board of Supervisors on cases. Applications include tract and parcel maps for residential, commercial, and industrial projects, land use and zoning changes, plot plans, and conditional use permits for business operations. The Department also fulfills advanced planning functions as mandated by state law, including management of the County's General Plan, a comprehensive long-range plan intended to guide the growth and development of unincorporated areas within the County. The Planning Department strives to provide timely, responsive and helpful service to the public and to promote innovative development that efficiently.

For more information, please visit: <https://planning.rctlma.org/>

### **The Transportation Department**

The Transportation department is responsible for planning, designing, funding, building, operating and maintaining all roads, bridges, and transportation facilities within the unincorporated County territory. In road maintenance alone, the scope of services totals more than 2,265 miles of paved roads and over 200 miles of unpaved roads, 108 bridges and 570 traffic signals, 420 of those for incorporated cities. The Department focuses on the priorities of improving safety, maintaining existing roads and bridges, and enhancing roadway capacity to keep up with population growth.

For more information, please visit: <https://trans.rctlma.org/>

### **Unique Divisions within TLMA**

#### **TLMA Aviation**

The Aviation Division manages five airports: Blythe, Hemet Ryan, French Valley, Jacqueline Cochran, and Chiriaco Summit encompassing over 5,000 acres of land and provide aviation facilities and services to private and corporate tenants, aircraft users, and businesses. Each airport is unique and offers a variety of services. The Aviation Division applies receives grants from the Federal Aviation Administration (FAA) and the State of California Department of Transportation (Cal-Trans) for capital improvement projects for each airport.

For more information, please visit: <https://rctlma.org/Departments/Aviation>

#### **TLMA Airport Land Use Commission**

The Airport Land Use Commission (ALUC) is tasked with the compatibility planning for land uses surrounding 16 private, public, and military airports throughout Riverside County. The purpose is to protect the public health, safety, and welfare through compatible development with airports and minimize the public's exposure to noise and safety hazards. This is achieved through the implementation of policies in Compatibility Plans for each of the airports.

For more information, please visit: [https://rcaluc.org\\_](https://rcaluc.org_)

## WASTE RESOURCES

The Department of Waste Resources' mission is to protect the general public's health and welfare by efficiently managing Riverside County's solid waste system through: the provision of facilities and programs, which meet or exceed all applicable local, state, federal, and land use regulations; the utilization of up-to-date technological improvements; the development and maintenance of a system that is balanced economically, socially, and politically; and the economically feasible recovery of waste materials. The Department operates with three distinct Divisions – Administration, Engineering/Operations, and Environmental.

The Department of Waste Resources operates five landfills, has a contract agreement for waste disposal with an additional private landfill, administers several transfer station and collection center leases, maintains thirty-three inactive/closed landfills, and reviews and approves new construction projects to ensure waste diversion goals are met. The Department believes that much of what society throws away today actually has residual value and should be repurposed for a better use; therefore, every effort is made to recycle and reuse appropriate items with scrupulous attention to public health and safety. The Department ensures that Riverside County has a minimum of 15 years of capacity, at any time, for future landfill disposal, and is organized so that nearly all functions of designing, permitting, operating, maintaining, and supporting the landfill system are performed by in-house staff. In addition to landfill management, Waste Resources provides a variety of community services including household hazardous waste collection, recycling, composting, illegal dumping clean-up, community clean-ups, and graffiti abatement.

For more information, please visit: <http://www.rcwaste.org/>



# **RUHS HEALTH & HOSPITAL SERVICES PORTFOLIO**

The Riverside University Health System (RUHS) provides integrated and coordinated ambulatory care services, behavioral health treatment, hospital care, and public health services throughout the community. The Riverside University Health System is comprised of six divisions: Community Health Centers [Federally Qualified Health Center (FQHC)], Behavioral Health (RUHS-BH), Public Health (RUHS-PH), RUHS Medical Center and specialty clinics (RUHS-MC), Correctional Health Services (CHS), and Medically Indigent Services Program (MISP).

## **BEHAVIORAL HEALTH**

The principal goal of Riverside University Health System – Behavioral Health (RUHS-BH) is to provide culturally sensitive community-based care and services for adults and older adults who are experiencing challenges due to mental health and substance use disorders, for children and youth with serious emotional problems, and for people needing the protection of public guardianship. RUHS-BH promotes the wellness and recovery of consumers of behavioral health and substance abuse care and services to help them achieve their optimal level of independence, self-determination and personal/social functioning consistent with their individual desires and capabilities.

The Administrative Division includes Program Support, Materiel Management, Contract Administration, Management Information Services, Research, Payroll, Fiscal Services, Patient Accounts, Quality Improvement, Managed Care, Patients' Rights, Outreach Services, and Consumer Advocacy Services.

Behavioral Health treatment programs are provided for children, adolescents, transition-aged youth, adults, and older adults through a county-wide network of providers. Behavioral health services are available regardless of Medi-Cal eligibility and are also provided to those who are ordered by a court of law to seek treatment. The Public Guardian's Office provides services to individuals who are determined by a court of law to be incapable of maintaining their finances and/or personal well-being. Substance Abuse Disorder services are available in eleven variant levels of care from prevention to medically monitored residential treatment. These services are available to any Riverside County resident, regardless of Medi-Cal eligibility, and are provided to adolescents between the ages of 12 and 20 regardless of Riverside County residency to ensure that they have access to care even when living in foster placement or group homes.

For more information, please visit: <http://www.rcdmh.org/>

## **PUBLIC HEALTH**

The mission of the Riverside University Health System- Department of Public Health (RUHS-PH) is to promote and protect the health of all County residents and visitors in service of the well-being of the community. The Department strives to accomplish this mission through State of California mandated services and programs and community based public health programs.

Here are some examples of what program services are provided by Public Health:

- Family Planning – Education of reproductive health, Immunizations– a mandated program that provides education and updates to medical providers and the public. The diagnosis and treatment of Tuberculosis (TB) and sexually transmitted diseases.
- Public Health Nursing – Works with the community to encourage healthy eating and active living for all ages by providing targeted case-management, Public Health Laboratory–focus on the diseases and the health status of the community. Offers maternal, child, and adolescent health services and monitors the health status of the community and maintains birth and death information.

The department's programs are organized under three divisions and thirteen branches with an administrative support unit. The branches include: Children's Medical Services, Community Outreach/Injury Prevention Services, Disease Control, Epidemiology and Program Evaluation, Public Health Nursing/Family Planning/Immunization Program/Staff Development/Public Health Nursing, HIV/AIDS and STD Program, Nutrition Services/WIC Program and Health Promotion, Public Health Laboratory, Maternal Child and Adolescent Health, and Vital Records.

For more information, visit: <https://www.ruhealth.org/ruhs-public-health>

## **RIVERSIDE UNIVERSITY HEALTH SYSTEM – MEDICAL CENTER**

At Riverside University Health System – Medical Center we recognize that you have a choice when it comes to your healthcare. You have the very best physicians and healthcare professionals as your medical team. You expect the highest quality of care and safety record around and RUHS delivers with ease access to providers and programs designed to promote your healing and well-being. At RUHS Medical Center, we strive to meet these requirements as the region's primary public health system serving the nearly 2.3 million residents of Riverside County.

RUHS Medical Center and its outpatient clinics are licensed with the Department of Health Services. Before our name change in 2016, we were previously licensed as Riverside County Regional Medical Center since 1998, and as Riverside General Hospital since 1893.

As part of our commitment excellent care, we participate in extensive evaluations with independent, nonprofit accrediting agencies, as well as government organizations, that review hospital performance on the basis of specific quality measures.

For more information, please visit: <https://www.ruhealth.org/>

### **Correctional Health**

Correctional Health provides effective, efficient, and professional health care to adults and juveniles incarcerated in Riverside County. Correctional Health reports to the administration of the Medical Center and provides medical and dental services in five county jails and three county juvenile halls. The department is responsible for



providing all non-acute medical services to individuals admitted to the jails and juvenile halls working closely with the Sheriff's department and corrections team. Per Title 15 of the California Code of Regulations, the Sheriff is responsible for ensuring basic and emergency medical, dental services to adult inmates. Both the Sheriff and Probation departments have memorandums of understanding with Correctional Health to provide these services.

### **Medically Indigent Services Program (MISP)**

MISP provides financial assistance for the health needs of adults. The program covers acute illnesses and medical care to prevent disability. The goal of the program is to reduce costly hospital stays and increase a patient's ability to work. Indigent medical services is mandated by the State of California, and the Riverside County Board of Supervisors directs the eligibility criteria and scope of services covered.

For more information, please visit: <https://www.ruhealth.org/medical-center/patients-visitors/billing-insurance/medically-indigent-services-program>

### **Riverside University Health System – Community Health Centers**

Riverside University Health System – Community Health Centers include primary and specialty care at 10 Federally Qualified Health Centers (FQHCs) throughout Riverside County, as well as Mobile Health Clinic that travels throughout the County. The FQHCs provide comprehensive outpatient primary care services to all – regardless of a person's ability to pay. Cancer screenings, immunizations, flu shots, dental services, nutrition management, pregnancy care, dental care, counseling, and child health services are a few of the many services available to you. In addition, we have a Mobile Clinic that travels to communities to provide health service.

For more information, please visit: <https://www.ruhealth.org/services/primary-care-and-services>



# EMPLOYMENT

## EMPLOYMENT TYPES

Most positions in County service are “regular,” meaning the individual is employed on a continuing basis. Regular and seasonal employees can obtain permanent status when they have completed the time required for their initial probationary period. Permanent employees have a right to continued employment unless they are terminated for just cause or laid off. By contrast, temporary, per diem, employees that have not yet passed probation, and at-will employees may be released from employment at the discretion of the hiring authority.

## PROBATIONARY PERIOD

Employees in regular and seasonal positions serve an initial probationary period of six (6) months, twelve (12) months, or eighteen (18) months, depending on the classification and representation unit. Most clerical, technical, and inspection classes have an initial probationary period of six (6) months. Most supervisory, professional and paraprofessional classes, and those which are exempt from collective bargaining, generally have a twelve month (12) initial probationary period. Positions that include an on-the-job training period generally have an 18-month initial probationary period. The probationary period is a test period of on-the-job performance. Employees need to demonstrate that their work and conduct meet the standards established for the job.

Upon completion of the initial probationary period, and any extensions of it, an employee will have permanent status, and cannot be separated without cause. (If the position is “at-will,” the initial probationary period does not apply, because an “at-will” employee may be separated at any time at the discretion of the employer.) During the initial probationary period, an employee may be released from service by the department without cause. It is possible that the department may have to terminate an employee on their initial probation for administrative reasons; this could be to accommodate an employee who is being returned to their former class or department.

If an employee is released during initial probation, or if an employee resigns in lieu of release, it is not necessarily a negative reflection on the employee. Usually it has to do with job-person match, and the job not be as rewarding as had been expected. If an employee promotes, demotes, or transfers to another department after completing the initial probationary period, the department may, at their discretion, return the employee to the former classification and department within the new probationary period that occurred with the change.

## **MERIT SYSTEM**

Human Resources administration in the County of Riverside is designated as a local merit system, meaning that appointments, salary and promotions are made based on merit and ability.

## **EQUAL OPPORTUNITY EMPLOYER**

The County of Riverside is an Equal Opportunity Employer. It is the policy of the County of Riverside to provide equal employment opportunity for all qualified persons. All applicants will be considered without regard to race, color, religion, sex, national origin, age, disability, sexual orientation, gender, gender identity, gender expression, marital status, ancestry, medical condition (cancer and genetic characteristics), genetic information, or denial of medical and family care leave, or any other non-job-related factors.

## **CLASSIFICATION OF JOBS**

The various work functions performed by County employees are defined and categorized through the process of job classification. The act of classification will produce a broad job class specification, which describes the defining characteristics of the work performed, the level of knowledge and experience required, the level of autonomy and authority, and other pertinent details. Positions with very similar duties and responsibilities are assigned to the same job class. The compensation rates of job classes are generally determined by reviewing the rates of equivalent job classes within our five neighboring counties and setting the salary to the center of the market. This approach ensures that our pay rates are competitive with similar agencies in the region.

The Human Resources Department Classification and Compensation Unit is responsible for the overall design, implementation, communication and administration of the County's classification and compensation programs. This unit ensures that compensation programs support County departments' strategic objectives while ensuring compliance with various laws, Board policies and labor contracts. The classification plan provides a framework for the County's human resource management objectives and facilitates other human resource functions such as recruitment and selection, pay structuring, training and development, performance evaluation, and workforce planning.

## **RESIGNATION**

If you intend to resign from County employment, we recommend giving your supervisor a written notice. A two-week notice or longer is preferred; but is not required. You will, however, be required to return any County property which you may have.

## **OPPORTUNITIES FOR TRANSFERS**

Job postings are listed under "Find a job" on the Human Resources website. New opportunities are posted frequently. Check with your specific department to see if they have a promotion interest or transfer process within the department.

## **UNDERFILLS**

An underfill promotional growth classification is one which is allocated beneath the journey-level classification in a series. If you were hired in an underfill promotional growth class, such as Accountant I, you may be eligible to be promoted when you meet the minimum requirements and are performing satisfactorily at the higher level. Promoting from an underfill classification does not normally require that you compete for the position through recruitment. You may need to bring it to your supervisors' attention when you meet the requirements for promotion. If you are not sure if you are in an underfill position, check with your supervisor.

## **REASSIGNMENT/SHIFT CHANGE**

Your department, like any other employer, has the authority to reassign you to work in any of its locations. They can also change your working shift or days off within the work period.

## **ATTENDANCE**

Regular and punctual attendance is an important requirement of every job in the County of Riverside. If it is necessary for you to be absent from work for any reason, you should notify your department as soon as possible. Be sure you know and follow your department's policies and procedures for notification of absences. If your department does not have a stricter policy, you must notify your department within one hour before or after the start of your shift when calling in sick. An unreported absence may be grounds for disciplinary action.

## **DISASTER ASSIGNMENTS**

Government Code Sections 3100 and 3101 and County Ordinance 533.5 declare that all public employees are "disaster service workers subject to such activities as may be assigned to them by their supervisors or by law." [For complete details click here](#)

## **EXIT INTERVIEW**

Employees who leave the County, regardless of the reason, are encouraged to participate in an exit interview per the Board of Supervisors Policy C-22. The exit interview is administered as an online survey. This interview allows you to communicate your views on your work with the County and the job requirements, operations, and training needs. Your comments, based on first-hand experience, can be extremely helpful in improving County services. [For Board Policy click here](#)

# COMPENSATION

## **SALARY**

Pay rates for the various classes of positions are established by the Board of Supervisors. The Human Resources Department conducts surveys of other agencies' pay and benefits to ensure that County compensation is competitive in the labor market. Pay increases for classes in represented units are based on periodic negotiations with the employee unions. Most positions have a range of pay in which the employee can progress through merit increases by demonstrating competence and on-the-job performance.

## **PREMIUM PAY**

Shift Differentials: Many employees who work swing or night shift or in a specialized classification may be eligible for a shift differential. The amount of premium varies for different classifications. Check the appropriate current governing document (e.g. MOU) for your representation unit.

## **STANDBY AND CALL BACK**

Employees may be eligible to receive premium pay when specifically assigned to be on standby or professional call duty. Please refer to the Memorandum of Understanding (MOU) for your specific union for details regarding this benefit.

## **OVERTIME**

Depending on the workload in your department, you may be asked to work beyond your normal shift. Although an attempt will be made to give you advance notice when it is feasible to do so, this is not always possible. The County reserves the right to require overtime as needed. You must have your supervisor's approval before any overtime may be worked. For information on how overtime is paid, please see the appropriate document for your representation unit.

## **SALARY ORDINANCE**

Salary Ordinance 440 sets forth the terms and conditions of employment for certain groups of employees and provides for the creation/exchange of positions in the County of Riverside. [For full details click here](#)

## **PAYCHECKS AND DEDUCTIONS**

The County pays employees on a bi-weekly basis. Paydays are every other Wednesday. Some paydays may change due to a County holiday. There are usually 26 paydays per year.

Deductions from your pay are listed on your pay advice (paycheck stub). Some deductions, such as Federal and State taxes, Medicare taxes, Social Security may be mandatory. Other deductions, such as payments for health insurances, retirement contributions and deferred compensation contributions, may be made with or without your consent.


## **SAMPLE PAY STUB/PAY ADVICE**

Electronic copies of your personal pay stubs can be viewed and/or obtained on the Internet. To access your pay advice, go to <http://www.auditorcontroller.org/>, click on Divisions, then click on Payroll; a menu of pay related items are available. To access your pay stub, select the Employee Self-Service (ESS) link; a username and password will be required. If you do not have a default username and password, contact the PeopleSoft help desk via email [PeopleSoftHelpDesk@RivCoIT.org](mailto:PeopleSoftHelpDesk@RivCoIT.org) or by phone at: (951) 955-5900. A sample pay advice is available on the pages that follow.

## **AUTOMATIC DEPOSIT OF PAYROLL**

Generally, the County pays employees by direct deposit. To enroll, you must complete the Direct Deposit Request form and submit it to Auditor-Controller Payroll division, or you can enroll via Employee Self-Service (ESS). You may also have your pay deposited to a Payroll Pay Card. To access the forms go to <http://www.auditorcontroller.org/>, click on Divisions, click on Payroll, click on My Paycheck, select the form or click on ESS. Arranging your electronic deposit will take approximately two pay periods. In the meantime, you will receive a paper check. Changing banks also requires lead time. County employees are able to view their pay stubs and advices online each pay period through Employee Self-Service. If you have any questions about direct deposit, contact the Auditor-Controller Payroll Division, send an e-mail to: [ACO\\_Payroll@co.riverside.ca.us](mailto:ACO_Payroll@co.riverside.ca.us) or call the main Payroll Information line at (951) 955-3810.

# SAMPLE PAYCHECK & STUB

<b>County of Riverside</b> Robert E. Byrd, CGFM, County Auditor-Controller				Pay Group: CR1-COR Biweekly 7 day FLSA Pay Begin Date: 6/21/2007 Pay End Date: 7/04/2007		Business Unit: RIVCO Warrant#: 0200003834 Wmt Date: 7/18/07				
Kris Kringle 4 Toys Avenue North Pole CA 00001 Step Increase Date: 11/15/2008 Current Grade/Step: 154/9		Employee ID: 165215 Department: 26019532215 Location: 4080 Lemon St. Job Title: Toy Manufacturer Pay Rate: \$17.49 Hourly		TAX DATA: Federal CA State Marital Status: Single S/M-2 inc Allowances: 5 5 Addl. Pct: Addl. Amt:						
<b>3 HOURS AND EARNINGS</b>				<b>4 TAXES</b>						
Description	Rate	Current Hours	Current Earnings	YTD Earnings	Fed Withholding	Current Tax	Current Tx Ems	YTD Tax	YTD Tx Ems	
Regular	17.49	60.00	1,049.40	10,843.80	Fed Withholding	187.15	1,793.19	3,170.26	10,734.79	
County Overtime	17.49	8.00	209.88	209.88	Fed MED/EE	26.00	1,793.19	157.53	11,864.11	
FLSA Overtime Adjustment		6.00	104.94	104.94	Fed OASD/EE	111.18	1,793.19	673.78	11,864.11	
FLSA Overtime		2.00	34.98	34.98	CA Withholding	74.81	1,173.19	906.39	10,734.79	
Holiday Used	17.49	12.00	209.88	209.88						
Sick	17.49	8.00	139.92	139.92						
Flexible Benefit			156.25	1,406.25						
Total:				96.00	1,905.25	12,949.65	Total:		399.14	4,907.96
<b>5 BEFORE-TAX DEDUCTIONS</b>			<b>6 AFTER-TAX DEDUCTIONS</b>			<b>7 EMPLOYER PAID BENEFITS</b>				
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD		
Kaiser	101.11	909.99	SEIU Union Dues	6.50	58.50	Short Term Disability*	11.00	22.00		
Concordia Preferred	18.48	166.32	Employee Campaign	10.00	150.00					
Medical Eye Services	3.47	31.23								
Misc. EE Paid Retirement	93.67	1,129.32								
Total:			Total:			*Taxable				
216.73			2,236.86			16.50			208.50	
<b>TOTAL GROSS</b>		<b>TAXABLE EARNINGS</b>		<b>TOTAL TAXES</b>		<b>TOTAL DEDUCTIONS</b>		<b>NET PAY</b>		
Current:	1,905.25	1,793.19	399.14	233.23	1,272.88					
YTD	12,949.65	10,734.19	4,907.96	2,831.85						
<b>8 BENE HOURS</b>					<b>9 NET PAY DISTRIBUTION</b>					
	PREV BAL	+EARNED	-USED/SOLD	+/-ADJ	CURR BAL					
Vacation	228.26	+6.16			234.42					
X-Vacation	0.00				0.00					
Sick	286.00	+4.00	-8.00		282.00					
Comp	89.90				89.90					
Mgmt Comp	0.00				0.00					
Holiday	68.00		-12.00		56.00					
Admin Lve	0.00				0.00					
Annual Lve	0.00				0.00					
Personal Lve	0.00				0.00					
MESSAGE:						Warrant #0200003834				
Sign up for Direct Deposit today and join the more than 14,000 County employees currently enjoying the benefits and security of this free service!						Total:				
						1,272.88				
		<b>The County Treasurer</b> of Riverside, California			UNION BANK OF CALIFORNIA Government Services Division		Warrant No. 0200003834 11-49/1210			
County Pay Warrant Clearing Fund		Date: 07/18/2007			Pay Amount: \$1,272.88*****					
<b>Pay *****ONE THOUSAND TWO HUNDRED SEVENTY TWO AND 88/100 DOLLARS*****</b>										
<b>To The Order Of</b>										
<b>VOID</b>										
<b>KRIS KRINGLE</b> 4 Toys Avenue North Pole, CA 00001										
<b>DIRECT DEPOSIT DISTRIBUTION</b>										
Account Type	Account Number		Deposit Amount							
Savings	XXXX XXXX 1234		250.00							
Checking	XXXX XXXX 2234		1,022.88							
Total:						1,272.88				

# READING YOUR PAYCHECK & PAYSTUB

- 1 Your employee ID will be printed here.
- 2 Income tax withholding information, including additional tax amounts that you requested be withheld from your pay are listed in this area.
- 3 All types of earnings that count as income, such as regular hours, Flexible Benefit credits, shift differentials, overtime, FLSA overtime adjustments, etc. appear here.
- 4 These are federal, state and local taxes withheld (after before-tax deductions are taken).
- 5 These are deductions taken from your earnings before taxes are calculated and withheld. These IRS defined items include before-tax contributions such as:
  - Medical, dental, and optical premiums
  - Flexible Spending Accounts (Health & Dependent Plans)
  - Deferred compensation
- 6 Deductions taken *after* income taxes are calculated and withheld may include:
  - Credit union deductions
  - Employee Campaign contributions
  - Savings bond purchase
  - Supplemental life insurance
  - Union/Association dues
  - Van Pool deductions
- 7 Benefits the County of Riverside pays directly on your behalf—may be taxable or non taxable. Examples include:
  - Long-term and short-term disability
  - 401A (Management/Confidential)
  - Vision Service Plan (Management/Confidential)
  - EPMC Employer Paid Membership Contribution (Management/Confidential).
    - EPMC is a retirement benefit for Management, Confidential and other Unrepresented employees (M,C&U). This benefit increases the amount an employee will receive at retirement. It will appear on the pay stub as M,C&U EPMC.
    - The benefit is calculated at 8% of the regular retirement contribution (9% for Safety members).
- 8 Previous balances for leave categories are listed here along with hours earned and used. Any adjustments from prior pay periods will also be reflected as will your new current balances.
- 9 Warrant number indicates the number of the County of Riverside pay warrant issued to employees who receive their pay as an actual check
 

**OR**

For employees with Direct Deposit, this will be an “*Advice No.*” which indicates the deposit of the net check to a financial institution.
- 10 A listing of bank deposits made to financial institutions for employees with Direct Deposit. Only the last four digits of the account number(s) will appear.



# CODE OF CONDUCT

## MOUs AND MANAGEMENT RESOLUTION

County of Riverside has documents which contain the wages, hours, and other terms and conditions of employment for employees of the County. For employees who are represented by a recognized employee organization this document is a negotiated bargaining agreement, called a Memorandum of Understanding (MOU). Employees who are not represented by a recognized employee organization are generally covered by the provisions of a County Resolution or Ordinance, which are approved by the Board of Supervisors. Most employees who are not represented are covered by the resolution titled a Resolution of the County of Riverside and Other Agencies Providing Salaries and Related Matters for Exempt Management, Confidential, and other Unrepresented Employees and this document is commonly referred to as the Management Resolution.

It is important to read and become familiar with the provisions of the MOU or Resolution that applies to you. These documents cover several important areas, including but not limited to, Workweek, Overtime, and Premium Pay; Pay Practices; Leave, Vacation, and Holiday Provisions; and Discipline. More particularly, the Discipline section of these documents outline several causes for which employees can be disciplined, including discourtesy, dishonesty, violation of County or department policies, neglect of duty, and others. The Management Resolution and all MOUs are available on the Human Resources Department's website <https://rc-hr.com/resolutions-ordinances-mous>.

## NEW HIRE ORIENTATION AND THE UNION

As part of the new hire process, an opportunity to participate in a new hire orientation may take place after your hiring date. The orientation may include participation by the exclusive employee organizations (Union) for the employees' represented classifications present. The employees will have the opportunity to find out more information about their union, if they choose to do so. New hire orientation is provided in person as well as in an online format. If employee is to complete online, the new hire will receive a presentation and information on their union.

## GRIEVANCES

If you have a complaint that the MOU that applies to you has not been followed correctly, you must first attempt to resolve the matter through your immediate supervisor. If that doesn't work, you may seek to resolve your issue through the grievance procedure. Grievance procedure rules and forms are available from your Union Representative or the Human Resources Employee Relations Division. Reprisal or retaliation for the good faith filing of a grievance is prohibited.

## **DUE PROCESS RIGHTS**

If you have obtained permanent status and are subject to discipline, you may have the right to a hearing in accordance with the disciplinary review procedures of the County to determine whether the action was warranted. Before you receive any of these disciplinary actions, the department will issue a written notice of intent to take disciplinary action. The notice of intent is accompanied by a description of the actions that led up to the discipline, and the expected effective date(s) of the disciplinary action. You have the opportunity to respond to the information in the notice, either verbally or in writing. After your response has been considered, or if the time to respond has elapsed without you responding, then you will receive a written notice and the effective date of the proposed action that will be taken in consideration of your response. Complete information on disciplinary appeal rights is spelled out in the actual disciplinary notice as well as in the appropriate current governing document for your representation unit. If you fail to appeal the disciplinary action within the time frame specified, the right to review is waived.

## **ALCOHOL AND DRUG ABUSE POLICY (POLICY C-10)**

Employees must be in a condition to perform their duties safely and efficiently. They may not be at work, on-call or on standby duty while their ability to perform job duties is impaired due to alcohol or drug use. Employees may not possess controlled substances or prescription drugs without a prescription while on duty. Employees shall not consume alcohol or illicit drugs while on County property, or at work locations, or while on duty. Taking medications which may affect performance of duties must be reported to their supervisor before beginning work. [For full details click here](#)

## **DISCIPLINARY PROCESS (POLICY C-23)**

The County of Riverside established the Disciplinary Process Policy to ensure countywide consistency and improve the disciplinary process by ensuring that all agency/department heads, managers, and supervisors receive the necessary training and support to implement appropriate disciplinary action when it is warranted. [For full details click here](#)

## **Standards of Ethical Conduct to Address Fraud, Waste and Abuse Policy (Policy C-35)**

The County of Riverside created this policy to address fraud, waste and abuse in county government and establish reasonable standards of ethical conduct for all county employees and officers. The policy is intended to establish minimum expectations relative to employee and officer behavior and conduct in the execution of their duties as representatives of the county. [For full details click here](#)

## **ELECTRONIC MEDIA & USE POLICY (POLICY A-50)**

Employee use of any County electronic media system is not private, and employees using these systems should not expect their communications to be private. All County employees are expected to abide by this policy. Any misuse of County electronic media may result in disciplinary action. Electronic media includes, but is not necessarily limited to the following: e-mail (electronic-mail), internet use, voice-mail, video teleconferencing, fax, diskettes, storage media, bulletin boards, television, electronic subscription services, electronic documents and any other forms of electronic communication. [For full details click here](#)

## **HEALTH PRIVACY & SECURITY POLICY (B-23)**

The County creates records of health care to provide quality care and comply with legal requirements. The County understands health information is personal and private. We are committed to safeguarding individually identifiable health information in accordance with state and federal regulations. This policy outlines the limits within which the County will handle individuals electronic and non-electronic protected health information. The County may use an disclose health information as allowed under state and federal law, including the Health Insurance Portability and Accountability Act (HIPAA). [For full details click here](#)

## **NON-DISCRIMINATION & ANTI-HARASSMENT POLICY & COMPLAINT PROCEDURE (C-25)**

The County of Riverside is committed to providing a workplace free of discrimination and illegal harassment. If you feel that you have been harassed or illegally discriminated against, you may be able to resolve the issue through the discrimination compliant procedure. Discrimination compliant procedure and forms are available from the Human Resources Employee & Labor Relations Division and are also available online by clicking on the Employee Relations tab of the Human Resources website homepage: <https://rc-hr.com/employee-labor-relations-division>. Reprisal or retaliation for the good faith filing of a complaint of discrimination or illegal harassment is prohibited.

All employees should be treated with respect and dignity. Sexual harassment, or harassment for any unlawful reason, such as that based on age, race, or national origin, or any other protected class will not be tolerated. Harassment includes but is not limited to: speech, such as lewd propositioning , epithets, stereotypical or derogatory comments or slurs on the basis of race, color, national origin, ancestry, religion, sex, age, (including gender identity and gender expression), marital status, pregnancy, sexual assault, or stalking, denial of family and medical leave, protesting illegal discrimination related to one of these categories or other protected classes. This might include inappropriate sex-orientated stories or jokes, or those based on the other protected classes (race, age, etc.) Such action(s) by an employee may lead to disciplinary action up to and including termination of employment. [For full details click here](#)

## **SAFETY POLICY (C-12)**

The County strives to provide a safe working environment for you. It is your responsibility to learn the safety rules that apply to your job and report to your supervisor any conditions that you think may be unsafe. Your department maintains a description of all workplace hazardous materials to which you could be exposed. If you become aware of any unsafe condition, whether it is in a building, parking lot, or on County grounds, you must immediately report it to HR– Safety Division at (951) 955-3520.

If you are injured on the job you must report it to your supervisor immediately. Your supervisor will report the injury to the Injury Referral Hotline at (888) 826-7835. Timely reporting of your injury is an important part of the required safety program administered by the County. Per state law, if an injury is reported late, benefits can be delayed, and in some cases denied altogether. If you are unable to work because of a job-related injury or illness, you will need to file a claim for Workers' Compensation. [For full details click here](#)

## **WORKPLACE VIOLENCE, THREATS, AND SECURITIES POLICY (C-27)**

The County of Riverside does not tolerate any type of workplace violence committed by or against employees. Employees are prohibited from making either direct or indirect threats or engaging in violent activities. The County has a Zero Tolerance standard. Any potentially dangerous situation must be reported immediately to a supervisor and the County Human Resources Department Safety Office at (951) 955-3520. [For full details click here](#)

All Board of Supervisor Policies can be accessed at: <https://rivcocob.org/board-policies>

## **OUTSIDE EMPLOYMENT GUIDELINES**

All County employees who are employed in a paid status in outside of the County employment or serving membership on outside governing boards, advisory boards, steering or planning committees, and similar bodies, related to or compatible with their County employment, must have the approval of their supervisor or the designated departmental representative prior to accepting outside activities as provided in the Government Code Sections 1126 and 1127.

Any employee who fails to file an Outside Employment Request may be subject to discipline. Employees are to review applicable departmental guidelines/procedures/policies in order to ensure specific departmental considerations are met. If these guidelines pertain to you, contact your supervisor for departmental guidelines/procedure. [For full details click here](#)

## **PARKING AND VEHICLE USE**

Parking is provided at most County facilities. Your department will advise you of the parking lots you may use, and Fleet Services will provide you with an employee parking sticker for your car. Please note: once you have an employee sticker on your car, you may not park it in public parking areas at County facilities.

Parking spaces are available at all County facilities for employees and members of the public with a Disabled Person Placard. If all designated spaces are full, parking in a public space is permitted if the placard is displayed. County vehicles are usually available if your job duties require driving. Be sure you find out where you may legally park a County vehicle, since you may be cited for parking in an area marked for public or employee parking, unless you have a temporary parking permit. Whether you drive a County vehicle or your own car on County business, you must sign an authorization form and sign up for Driver Training during your first six months.

If you have a vehicle accident or incident, no matter how minor, you must immediately report it to your supervisor. You may use your private vehicle on County business if your department allows it and you are properly insured. Mileage may be reimbursed if you travel using your own vehicle on County business. Contact your Department Payroll Representative or supervisor for details about mileage reimbursement instructions. Travel to and from home to work may not be claimed as County business mileage.

## **VEHICLE USE & SAFETY**

Effective January 1, 2009, the Wireless Communication Device Law makes it an infraction to write, send, or read text-based communication on an electronic wireless communication device, such as a cell phone, while driving a motor vehicle. Employees are personally responsible for any traffic citations issued while operating vehicles on County business. All County employees who are or may be required to drive on County business, must meet all vehicle and safety requirements before authorization is given to operate a County vehicle or personal vehicle while on County business.

If you have a vehicle accident or incident, no matter how minor, you must immediately report to your supervisor—follow the instructions provided in Safety Manual Document 4001, Vehicle use and Safety Guidelines, Section IV Vehicle Accident—Procedures. [For full details click here](#)

## **PRIOR TO DRIVING PRIVATE OR COUNTY VEHICLE**

Each employee must have an Agency/Department/District written authorization to drive a County vehicle on County business. The employee must complete General Form #30, "Authorization to Drive a Riverside County Vehicle or Private Vehicle for County Business." All employees who seek authorization to drive must have a valid and appropriate class California Driver's License for the type of vehicle being operated and for those driving their private vehicles for County business proof of insurance equal to or those driving their private vehicles to conduct official County business must attend a Driver's Training class sponsored by the County HR-Safety Division within the first six months of hire. For any questions regarding authorization to drive, call (951) 955-3520.

## COUNTY VEHICLE PROGRAM

The County Vehicle (CV) Program allows employees to commute to work in a County-owned vehicle. This program allows employees to pay a monthly fee based on the 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. If necessary, the program also provides a Guaranteed Ride Home option.

[For full details click here](#)

## PERSONAL PROFIT & CONFLICT OF INTEREST

Employees must devote their time to County business and may not engage in private activities for profit or otherwise during work hours. Any fees, commissions, or mileage received by an employee by virtue or function of his or her County position are the property of the County and must be deposited with the Treasurer. Whether on duty or off duty, no employee shall accept any gift or favorable treatment which could reasonably be perceived as potentially influencing any decision or action of the officer or employee in his or her official capacity, or any decision or action of the County agency that he or she represents.

## POLITICAL RIGHTS & PROHIBITIONS

As a County employee, you are subject to the California Government Code, Sections 3201 and following, regarding political activities. If you are employed in a department that receives federal revenue, you are probably also covered by legislation in U.S. 1501, Title 5. This may limit the type of elected office you may seek while employed in your department. In general, employees may not:

- Use their status as a County employee to improperly influence the vote or candidacy of any person;
- Solicit political contributions from other employees;
- Participate in political activity while in uniform.
- Employees are responsible for seeing that their political actions do not violate the law.

## LABOR-MANAGEMENT COMMITTEES

Labor-Management work groups are tools to help improve the workplace. Labor and management work together to resolve problems and/or develop innovative strategies to produce work more efficiently, save the County money, or improve services.

# CODE OF ETHICS

## PREAMBLE:

While it is recognized that a County-wide code of ethics cannot be prescribed to totally address each department's circumstances where variations occur in departmental missions and responsibilities, the purpose of these universal standards reflects the Board of Supervisors' expectations for organizational values that reflect professionalism and the highest degree of public accountability for the benefit of those we work with and serve:

1. **PUBLIC INTEREST:** We recognize that the principal function of County government is to serve the best interest of all the people.

2. **DEDICATION:** We are dedicated to the concepts of effective and democratic government by responsible elected officials and believe that professional management is essential to the achievement of the objective.

3. **POLICY-MAKERS:** We submit policy proposals to our elected Board of Supervisors, provide them with impartial facts and advice on which to base informed decisions, recommend establishment of community goals, and implement/uphold policies adopted by the Board.

4. **PUBLIC AWARENESS:** We will keep the community informed on County programs and issues, encouraging communication between our citizens and all County officers; emphasize friendly and courteous service to the public; and seek to improve the quality and image of public service.

5. **HONESTY:** We are honest and truthful in all our dealings and do not deliberately mislead or deceive others. We will seek no credit or favor, and believe that personal aggrandizement or profit secured by confidential information or by misuse of public time is unacceptable and dishonest.

6. **INTEGRITY:** We demonstrate personal integrity and the courage of our convictions. We will not sacrifice for expediency, be hypocritical, or unscrupulous.

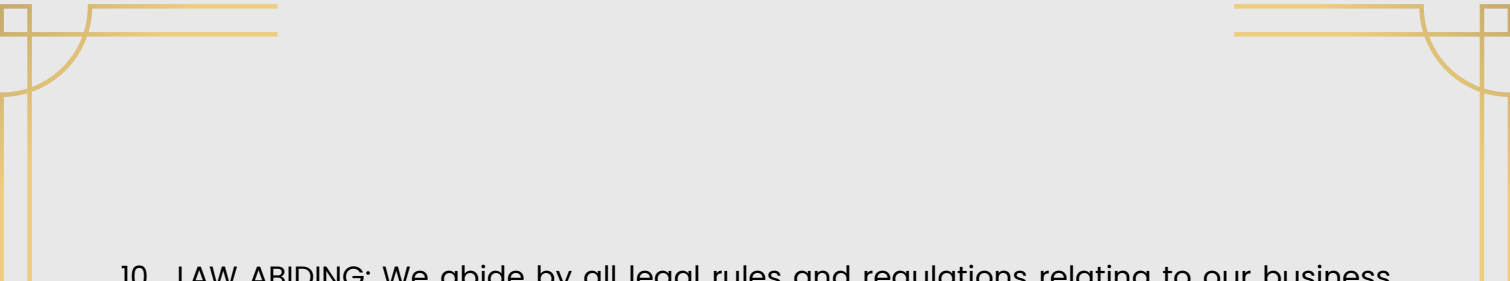
We will respect and protect the privileged information to which we have access in the course of official duties.

7. **TRUSTWORTHINESS:** We are candid forthcoming in supplying relevant information, and make every reasonable effort to fulfill the letter and spirit of our promises and commitments.

We will avoid any interest or activity which is in conflict with the conduct of our official duties.

8. **FAIRNESS:** We are fair and just in all dealings; we do not exercise power arbitrarily, and do not take undue advantage of another's mistakes or difficulties.

9. **CONCERN FOR OTHERS:** We manifest commitment to justice and equal treatment of individuals; and tolerance for and acceptance of diversity.

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10. **LAW ABIDING:** We abide by all legal rules and regulations relating to our business activities.
  11. **COMMITMENT TO EXCELLENCE:** We pursue excellence in performing our duties, and constantly endeavor to increase our proficiency. We are also committed to encouraging the professional development of our associates and those seeking to enter the field of public administration.
  12. **LEADERSHIP:** We are cognizant of our responsibilities and opportunities for leadership and strive to be positive role models. By our conduct we create an environment in which principled reasoning and ethical decisions are made.
  13. **REPUTATION AND MORALE:** We seek to protect and build the County's good reputation and the morale of all associated with the organization by taking whatever actions are necessary to correct or prevent inappropriate conduct of others.
  14. **ACCOUNTABILITY:** We acknowledge and accept personal accountability for the ethical quality of our decisions and omissions to ourselves, our colleagues, and our citizens.



# EMPLOYEE BENEFITS

The County of Riverside is dedicated to offering you and your family a variety of benefits to help meet your needs and balance your career with your personal life. We also recognize that everyone's needs are unique, which is why we've designed our programs, so they offer a variety of options to meet your needs.

The County offers a variety of health plan options so that you may choose the type of plan(s) that meet your family's needs. Benefit options, eligibility and cost are described in the Your Benefits Guide, which is available from your Department Representative or the Benefits website at <https://rc-hr.com/benefits/employee-benefits>. The guide outlines and compares the health plan options, cost and enrollment requirements based on your specific bargaining or employee unit.

You have 60 days from your date of hire to elect healthcare benefits. If you do not enroll or elect to decline coverage within 60 days of your date of hire, you may be automatically enrolled in a medical plan and you will not have another opportunity to make an election change unless you experience a qualified change in status as defined by Internal Revenue Code 125 (IRC125).

Each year, you will have an opportunity to make changes to your coverage during Annual Enrollment, which occurs in the fall.

You are eligible to commence coverage beginning the first of the month immediately following your date of hire, or you may elect within your initial eligibility period to delay commencement of coverage to a later date, but no later than the first of the month immediately following the end of your 60-day initial eligibility period. Unless you designate a future date that falls within your 60-day initial eligibility period, your coverage will begin on the first of the month following receipt of your completed Benefit Election Form.

Health Care Premiums for the medical, dental and vision plans are collected in advance of the month of coverage. If your benefit election is processed after the pay period for which deductions would have been taken, the premium will be deducted on your next paycheck. These missed premiums are often referred to as "arrear". This could result in a significant deduction from your paycheck. Be sure to prepare for the additional expense.

## **PAYING FOR HEALTH CARE BENEFITS**

To help you pay for your coverage, the County of Riverside provides flexible benefit credits to eligible employees. To be eligible for flexible benefit credits, employees must enroll in a County-sponsored medical plan or meet the requirements for the Medical Waiver Program. The amount of Flexible Benefit Credit you receive varies by bargaining or employee unit. Flexible Benefit Credits can be used to pay for your medical, dental and vision coverages. Elections for Health Care and Dependent Care Flexible Spending Account (FSA) elections are deducted from your pay on a pre-tax basis.

You may also qualify for a premium subsidy if you are in an eligible bargaining unit and elect to enroll one or more dependents. Health Care Premiums for the medical, dental and vision plans are collected in advance of the month of coverage.

Premiums are deducted semimonthly (twice a month), which means deductions are taken from your paycheck for 24 pay periods each calendar year. When you receive a third check in a month (the “free” pay period), it will not include a flexible benefit credit or a deduction for your health plans, unless you owe for uncollected premiums (arrears). Premiums for medical, dental and vision plans are collected a month in advance of the coverage date.

## **PRE-TAX DEDUCTIONS**

The County of Riverside provides benefits through an Internal Revenue Service section code 125 (IRC125) Cafeteria plan. That means when you enroll in a County-sponsored medical, dental and/or vision plan, your premiums are automatically collected before taxes are calculated on your earnings. This election will increase your take-home pay, as you will be taxed after your premium deductions are collected.

## **LIFE INSURANCE**

The County provides basic life insurance coverage at no cost, to most regular employees. You may purchase additional group term life insurance through Standard Insurance Company for yourself, your spouse/domestic partner and your eligible dependents. Deductions for additional life insurance coverage are taken on an after-tax basis. The first 60 days of your employment is your greatest opportunity to purchase additional life coverage without evidence of insurability.

## **DISABILITY BENEFITS**

The County provides basic life insurance coverage at no cost, to most regular employees. You may purchase additional group term life insurance through Standard Insurance Company for yourself, your spouse/domestic partner and your eligible dependents. Deductions for additional life insurance coverage are taken on an after-tax basis. The first 60 days of your employment is your greatest opportunity to purchase additional life coverage without evidence of insurability.

# RETIREMENT

## RETIREMENT

The County of Riverside offers a defined benefit plan through the California Public Employees' Retirement System (CalPERS). CalPERS is a defined benefit plan funded by employee contributions, employer contributions, and earnings made on CalPERS investments. Employees contribute a percentage of their salary, which accrues interest under their individual CalPERS account.

There are three types of retirement benefits elections: service retirement, disability retirement, or industrial disability retirement. Upon employment as a regular employee, you become a member of CalPERS. Your contribution toward the cost of the CalPERS plan is based on your bargaining unit or employee group and is computed as a percentage of your salary.

When you retire, the benefit amount you receive will depend on the length of time you worked for the County, your age at retirement, and your average monthly salary during your highest one or three-year earning period. You must have at least five (5) years of service in the CalPERS system for either a service or disability retirement. Safety members have no minimum service requirement for an industrial disability retirement. If you leave County service before you are eligible to retire, you may request a refund of your employee contributions (the money deducted from your paychecks) or you may leave your account on deposit with CalPERS and your service credits may continue to accrue if you become employed with another CalPERS-covered employer.

Annual statements are available from CalPERS, which show your employee contributions and service credits. For additional retirement information, please visit: <https://rc-hr.com/retirement-benefits> or contact CalPERS at (888) 225- 7377.

## POST-EMPLOYMENT PLAN (PEP)

Employees with five (5) or more years of service with the County of Riverside can participate in the Post Employment Plan (PEP), based on their bargaining unit or employee group. PEP provides employees who are ending employment with the County, the opportunity to save money on taxes. When you separate from the County, your qualifying leave balances are contributed to the PEP and deposited into a tax-deferred account instead of being paid directly to you and taxed at a higher rate.

One of the options available to all PEP participants is the Voluntary Employees' Beneficiary Association (VEBA) Post Employment Health Savings Plan. The VEBA Health Savings Plan provides employees with tax-free post-employment health expenses reimbursement that may be used for qualified medical, dental, or vision and other qualifying healthcare out-of-pocket expenses.

Employees in Management, Confidential, Unrepresented, Law Enforcement Management and the Deputy District Attorney Association bargaining unit or employee groups are also eligible for the PEP Special Pay Plan option. The Special Pay Plan option allows eligible employees to defer taxation of their eligible final leave accruals, by depositing the balance up to the IRS tax year limit into a 401(a) Money Purchase Plan. For more information regarding your PEP options, contact the Benefits Information Line at (951) 955-4981, Option 2 for the Retirement Division.

## **DEFERRED COMPENSATION**

Employees in Management, Confidential, Unrepresented, Law Enforcement Management and the Deputy District Attorney Association bargaining unit or employee groups are also eligible for the PEP Special Pay Plan option. The Special Pay Plan option allows eligible employees to defer taxation of their eligible final leave accruals, by depositing the balance up to the IRS tax year limit into a 401(a) Money Purchase Plan. For more information regarding your PEP options, contact the Benefits Information Line at (951) 955-4981, Option 2 for the Retirement Division.

To participate in the 475(b) Deferred Compensation Plan, you may schedule a meeting with the Plan's financial advisors. The Financial Advisors will assist you with account setup, plan enrollment, help you with understanding your funding options, and provide free investment advice to meet your financial goals. You can also enroll in the deferred compensation plan by completing your enrollment through Employee Self-Services (ESS). See the booklets in your benefits package for more information or go to <https://rc-hr.com/benefits/employee-benefits> and select "Retirement" to find additional information on the Deferred Compensation Plans.

## **MONEY PURCHASE PLAN**

Employees in Management, Confidential, Unrepresented, Law Enforcement Management, and Deputy District Attorney Association bargaining unit or employee group are eligible to receive a biweekly County-paid contribution to a supplemental retirement plan, known as a 401(a) Money Purchase Plan. The County contributes on your behalf; no employee contributions are allowed. To receive this benefit, you make a 401(a) investment election with one of the County's 401(a) vendors. Once you have established your 401(a) account, the County will make the retirement contribution each pay period. The contribution amount is specified by your bargaining unit or employee group. Retroactive contributions will not be made, so you are encouraged to establish your 401(a) account as soon as possible. Your Department Representative can provide you with the enrollment forms and vendor choices.

# LEARNING & ORGANIZATIONAL DEVELOPMENT

Human Resources Learning & Organizational Development (L&OD) is the County of Riverside's learning and organizational development function serving all County departments and employees. We provide learning and performance solutions to enhance public service outcomes that support the CEO's county-wide vision, goals, and the desire for the County of Riverside to become a service-focused, learning organization. The goal is to improve the County of Riverside public service outcomes by enabling greatness in County departments, divisions, organizations and individuals through a multifaceted approach. We offer an array of services, including world class live in-person learning opportunities, organizational development and consulting services, online learning, eLearning development services, administration of the County of Riverside's Learning Management System, college advisement, career assessments and counseling, tuition assistance and discounts, unique professional development programs, and so much more. Read below and visit our website for more information: <https://rc-hr.com/hrlod>.

## ONBOARDING EXPERIENCE

County New Employee Orientation is provided to you by the Learning and Organizational Development, Onboarding Team and began in January 2020. Typically, orientation sessions are held in-person in Downtown Riverside. However, due to concerns in regard to COVID-19, orientation will be viewed online in the County's Learning Management System. This is a great introduction to the County of Riverside, including the history, structure, and departments, as well as services available to County employees. If you missed it, or were hired prior to January 2020, and would like to view it, you can access the online course in the Learning Management System, where you access your mandated and professional development courses. The Onboarding Team also consults with departments in regard to onboarding best practices and provides tools to assist with creating the best experience for our County new hires.

## RIVCO TALENT

Organization Development and Consulting Services provides departments with high quality organization development and consulting services to enable the County Departments and Divisions to increase effectiveness and achieve their performance and goals. Services include, but are not limited to, *organizational change and transition management, organizational assessment, strategic planning, strategy implementation, process improvement, team development, meeting facilitation, and coaching.*

## COUNTY-WIDE LEARNING MANAGEMENT

RivCo Talent is the system that administers the County's Learning Management System for course scheduling, online enrollment, records tracking, data maintenance, report generation, system maintenance and fielding customer calls for all courses. COR Learning Center provides learning administration services for all courses offered through COR Learning Center, legally required and mandated courses, and department specific required courses.

**FOCUSED LEARNING COHORTS**, including the Executive Leadership Program, Management Academy, Supervisory Academy, and Professional Assistant academy, to prepare participants for increased levels of responsibility and improve performance through proven and innovative ideas to meet the challenges of our changing business environment.

**WORLD-CLASS LIVE COURSES** for employees based on the work of some of the world's most revered executives, authors and thought leaders Stephen Covey, Peter Block, Patrick Lencioni, Ram Charan, Larry Bossidy, Joseph Grenny and many more. Courses are available to all employees for the low cost of materials, a savings of up to 85% off retail.

**COUNTY-WIDE E-LEARNING** makes learning freely accessible to all county employees from any computer or mobile device, anywhere, anytime, 24/7 at exactly when employees need it. Learning offerings include thousands of online courses resources, short videos, job aids, simulations, certification pre courses, e-books and book summaries on a wide variety of topics including Leadership, Supervision, Customer Service, MS Office Suite and much more.

**PROFESSIONAL CERTIFICATION PREP MATERIAL** - Preparation for professional Certifications is available in the areas of Nursing, Project Management, Six Sigma, Human Resources Management, Information Technology and much more at your fingertips, exactly when you need it.

**ACADEMIC DEGREEE CREDIT & CEU** eligible courses are available through which employees earn academic credit toward undergraduate degrees, professional certification programs or continuing education units (CEU). Degree credits are available through the University of Phoenix, Drexel University and George Mason University.

**INFORMATION TECHNOLOGY PROFESSIONAL CERTIFICATION COURSES** are available including over 1,500 courses and several thousand hours of course instruction, simulated practice and practice certification exams ensuring that RCIT staff can keep skills current while saving thousands per person on equivalent courses taken externally.

## **EDUCATIONAL SUPPORT PROGRAM**

The County is interested in “growing our own” and doing what we can to keep great people. Employees have access to professional career and college counselors who assist with developing education plans that fit everyone’s unique situation and ensures individuals are selecting “best fit”, realistic career goals. Employees are provided with an array of resources to assist with reaching their goals, including career and personality assessment administration, financial aid resources, tuition discounts, onsite degree programs with partner universities, and much more. We can assist you with identifying your ideal career, then we’ll create a road map specifically designed for you to help you reach your goal...your way!

The following benefits may be available when a formalized plan is developed by the County’s Educational Support Program and approved by the employee’s participating County department:

- Reimbursement for the cost of textbooks, tuition, registration, and laboratory fees for courses required to obtain a college degree or a professional license or certification, from a regionally accredited institution of higher learning;
- The ability to work a reduced schedule while continuing to be paid as a full-time employee, to allow time to complete clinical or fieldwork requirements, for degree programs sought by the County;
- Alternative support and resources to achieve educational and training goals or assistance with educational loan repayments, to meet the County’s hiring and retention needs.

Please note: All options provided above have specific criteria and are not available to all employees. Completing an ESP application and meeting with a career counseling is the best way to learn about what options may be available to you, specific to your department and/or union.

**Career Assessment and Counseling** is available to assist employees in identifying and maximizing future employment and development opportunities, enabling them to thrive in today’s competitive workplace. Individualized services are provided, including skill and career assessment tools; review of resumes, education, and positions; and interfacing with departments regarding potential career opportunities. Employees are provided with one hour of County time to attend one career counseling meeting. For more information, visit our website at <https://rc-hr.com/hrlod> or call the Educational Support Program at (951) 955-2572.

**College Relations** partners with local universities and colleges to provide employees with tuition discounts ranging from 10-60% off with application fees waived. In addition, we work with our regionally accredited, not-for-profit university partners to provide onsite degree and certification programs. These onsite programs are typically offered in a hybrid format, with live courses one night per week and the remaining completed through online studies. With onsite programs, the tuition discount given to employees is higher than our partners already great tuition discounts. To learn more and see a list of our college partners and the discounts offered, visit our website at <https://rc-hr.com/hrlod>.

**Professional Student Internship Program** is available to current and recently graduated (within the last year) undergraduate and graduate level college students, as well as high school students. Our goal is to provide hands-on, real world projects and experience in the public sector in relation to the student's course of study. This is also a great way for students to explore the world of public service and the array of careers available. Utilize an internship opportunity to ensure your career ideal matches up to the reality of the actual daily work. There are many benefits to internships for both the student and the employer. Studies have found that in addition to greater employability after graduation, most students' employment opportunities in their field of study evolve directly from their internship either after graduation, or many times before. Visit our website at <https://rc-hr.com/hrlod> and the County's Human Resources website at [www.rc-hr.com](http://www.rc-hr.com) for more information and available internship opportunities.

**Professional Readiness Opportunities (PRO) Program** is designed to meet the County's staffing needs by offering on-the-job training opportunities for employees who lack actual work experience to compete for positions that are in demand. By "floating" into a position for six to 12 months, employees will gain the specialized skills, knowledge, and experience they are lacking in order to successfully compete. This is a department-driven program where opportunities arise based on department requirements. Employees who are interested in the PRO program should discuss this option with their manager. If there are any questions relating to the program, please email [HRL0D@rivco.org](mailto:HRL0D@rivco.org).

**The Learning and Organizational Development Division** provides the support and resources you need to excel. With so many career options available, you can have multiple careers throughout your tenure with the County of Riverside. We look forward to supporting you!

For more information on any of the programs and services offered by the Learning and Organizational Development division, visit our website at <https://rc-hr.com/hrlod>.



# EMPLOYEE ASSISTANCE PROGRAM (EAP)



**ANTHEM ENHANCED EMPLOYEE ASSISTANCE PROGRAM (EAP) IS AVAILABLE TO ALL COUNTY EMPLOYEES**

**All employees and their household members will have access to Anthem EAP services**

- Get the support you need at (833) 954-1067
- Access EAP online at [AnthemEAP.com](https://AnthemEAP.com)
- Member Login: PRISM

**All employees and dependents 13+ will have access to Talkspace resources**

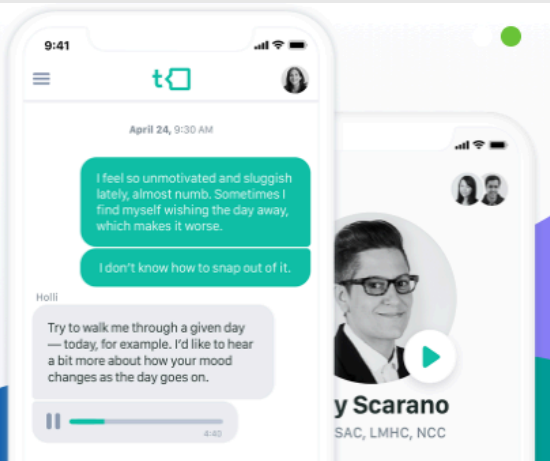
- Access Talkspace online at [Talkspace.com/CountyofRiverside](https://Talkspace.com/CountyofRiverside)
- Member Login: RIVCO



All employees and their household members will have access to Anthem EAP services including toll free 24/7 telephone consultations and referrals. Anthem EAP offers LiveHealth Online, which provides the option to access live therapy via smart phone, tablet, or computer to obtain expert advice, a treatment plan, and medication, if needed.

Get the support you need at: (833) 954-1067 or Access EAP online at [AnthemEAP.com](https://AnthemEAP.com)

Member Login: PRISM



**talkspace**

## Message your chosen licensed therapist anytime, anywhere

Talkspace therapy is convenient, confidential and secure

9:41

April 24, 9:30 AM

I feel so unmotivated and sluggish lately, almost numb. Sometimes I find myself wishing the day away, which makes it worse.

I don't know how to snap out of it.

Hollie

Try to walk me through a given day — today, for example. I'd like to hear a bit more about how your mood changes as the day goes on.

4:40

**y Scarano**  
SAC, LMHC, NCC

Talkspace is a new feature offered to employees. Talkspace provides licensed, experienced, and verified therapists who provide you with the guidance and tools to help you feel better. With Talkspace employees and their household members will have access to a therapist via text and video messaging. They will also receive a personalized therapist match with live video calls!

All employees and dependents 13+ will have access to Talkspace resources.

Access Talkspace online at [Talkspace.com/CountyofRiverside](https://Talkspace.com/CountyofRiverside); Member Login: RIVCO



## COMMUTER SERVICES – RideShare

The mission of Commuter Services is to assist County of Riverside employees by promoting a broad range of transportation alternatives other than driving to work alone and to increase employees awareness and rideshare participation.

Through creative planning and partnerships with other public entities such as Riverside County Transportation Commission (RCTC), and under the guidance of South Coast Air Quality Management District (SCAQMD), and to comply with Rule 2202 as mandated by the SCAQMD, Commuter Services strives to lead Riverside County in meeting its goal to reduce air pollution, improve traffic congestion and make Riverside County a better place to live and work.

County of Riverside Commuter Services offers incentives for eligible and registered participants. The incentive programs and its services are provided at no cost to the employees, except for the County Vehicle (CV) Program, which is an employee subsidized program.

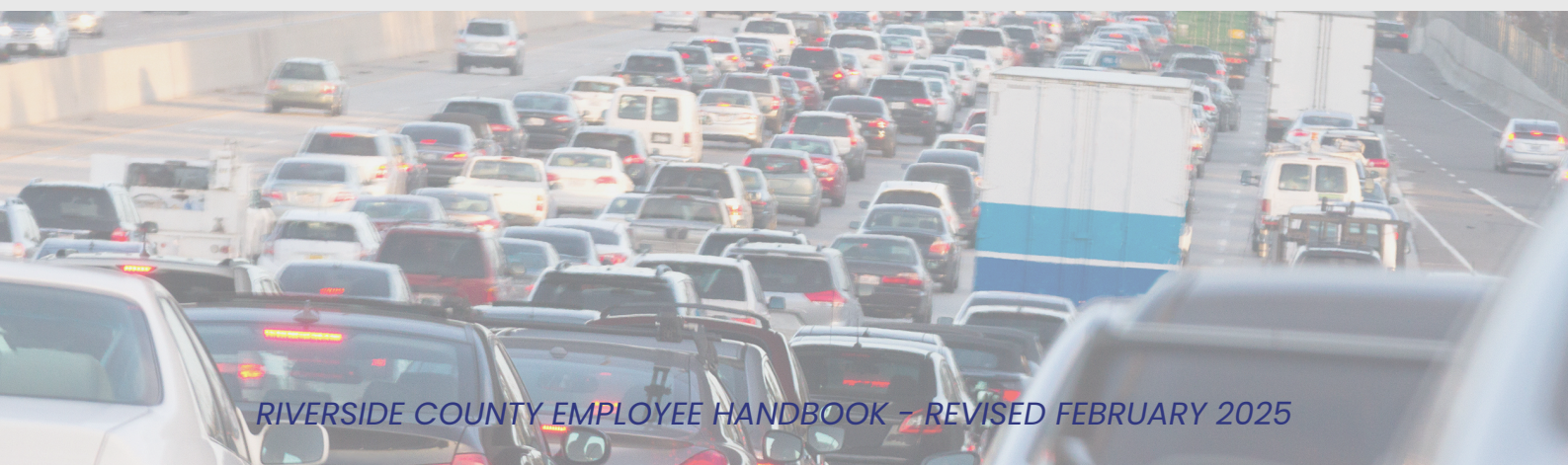
Participant incentives include a \$2-A-Day incentive in the form of a gift card for each day employees RideShare to work for their first three (3) consecutive months. The VIP Perks Membership is where participants will have online and mobile access to over 500,000 best-in-class discounts and special offers, monthly opportunity drawings, and preferred carpool parking spaces which are available at most County facilities.

Biking and walking to work are also greatly encouraged. At some worksites, bicyclists and walkers can take advantage of bicycle racks, personal lockers and showers!

Public transportation (e.g. RTA, Metrolink, OmniTrans or Sunline) users may utilize the Transportation Expense Program to save time and money on their transit pass. Enrolled participants can have the cost of their transit pass deducted via payroll deduction on a pre-tax basis up to the allowed amount established by the IRS.

In addition, Commuter Services offers a Guaranteed Ride Home (GRH) Program to registered RideShare participants in the event of a personal emergency or unexpected overtime.

For more detailed information or questions about County of Riverside Commuter Services, please visit us at <http://rivcocommuter.rc-hr.com/> or email [icommute@rivco.org](mailto:icommute@rivco.org) or call 951-955-1118.



## WORKERS' COMPENSATION

If you have an injury or illness resulting from your employment, you may be entitled to workers' compensation benefits provided to you at your employer's expense. In the case of a work-related injury or illness, report the incident immediately to your supervisor, who will report the injury to the Injury Referral Hotline. You will be given two forms to complete. One form acknowledges receipt of the paperwork for filing your claim. The other form is an Employee Claim Form that requires you to complete the top portion with information about the injury/illness you have and how it occurred. There is also a pamphlet outlining your rights under the workers' compensation system.

If you need medical treatment, you will need to obtain treatment from one of the physicians or clinics in the Medical Provider Network. Your supervisor will provide a Medical Service Order for you to take to the clinic on your first visit. State law permits you to treat with your primary care physician for your work-related injury or illness, but there are several specific requirements. For example, only your primary care physician can be pre-designated, and this physician must be both a physician and a surgeon under the Business and Professions Codes. This means your physician is licensed to perform minor surgeries such as giving injections, suturing up a laceration or removing something foreign from your body. Chiropractors, for example, do not meet these criteria. Additionally, you must submit this request in writing prior to your date of injury and your primary care physician must accept this pre-designation prior to your injury. For additional information about these requirements, contact your Department Representative.

If your injury or illness qualifies for workers' compensation benefits, you will receive all medical treatment reasonably necessary to cure or relieve the effects of your work-related injury or illness. Treatment is provided exclusively through the County's Medical Provider Network per the Medical Treatment Utilization Schedule as the standard of care for industrial injuries or illnesses. Treatment can include physician's services, hospitalization, physical therapy and/or chiropractic care up to 24 visits, prescriptions, X-rays, laboratory studies, and all other necessary and reasonable care ordered by the physician. All prescriptions will be filled through the County's Pharmacy Network, Express Scripts. You will be provided a card to give to your pharmacy when having work-related prescriptions filled as part of the treatment of the work-related injury.

If the designated physician determines that you cannot work because of your work-related injury or illness and the County is unable to provide modified or alternate work through the County's Return-to-Work Program, you maybe eligible for disability benefits in accordance with your MOU-negotiated salary continuation. Once those expire, the Workers' Compensation Division will pay disability benefits along with your accrued sick leave balances to equal your full pay, in accordance with your MOU. After you have exhausted your leave balances, you will be entitled to disability benefits for Workers' Compensation until your physician releases you to return to work or determines that you have reached a maximum medical improvement status. There is a cap of 104 weeks allowed for Temporary Disability Benefits.

For more information, please visit: <https://rc-hr.com/workcomp>

## RETURN-TO-WORK PROGRAM

The County's award-winning Return-to-Work (RTW) program provides temporary modified duty assignments to employees with temporary work restrictions resulting from work-related injuries or illnesses. If the employee cannot perform his or her regular duties but can perform other tasks, the Return-to-Work Coordinator assists in identifying and designing transitional/modified assignments to help the employee recover more quickly while contributing towards department productivity.

Research consistently shows that employees who return to work as soon as medically possible benefit both psychologically and physically, and experience quicker recovery times. Departments also benefit by reducing lost workdays while utilizing a skilled and valuable employee. If you have temporary work restrictions from a work-related injury or illness, the Return-to-Work Program may be able to provide you with modified/transitional duty during your recovery period. While participating in this program, you will earn your regular, hourly wage for hours worked and accrue benefits as applicable in your regular assignment. To contact a Return-to-Work Coordinator, call (951) 955-3530.

Additional information and referral forms for the County's Return-to-Work Program are available online at: <https://rc-hr.com/workcomp/return-work>.

# LEAVE PROVISIONS

## HOLIDAYS

Regular and Seasonal employees in a current paid status shall be eligible for paid holidays. How you will be compensated for a holiday is determined based on the governing document for your representation unit.

The following are recognized holidays:

January 1st	New Year's Day
Third Monday in January	Martin Luther King Jr.'s Birthday
February 12th	Lincoln's Birthday
Third Monday in February	Washington's Birthday
Last Monday in May	Memorial Day
July 4th	Independence Day
First Monday in September	Labor Day
Second Monday in October	Columbus Day/Indigenous Peoples' Day
November 11th	Veteran's Day
Fourth Thursday in November	Thanksgiving
Friday following Thanksgiving	
December 25th	Christmas Day

**SEIU and LIUNA members, please refer to your governing representation unit for further clarification. SEIU & LIUNA have officially recognized June 19th, Juneteenth, as a holiday.**

## VACATION ACCRUALS

Most regular employees earn vacation based on their length of service hours with the County; however, please refer to the applicable MOU for the most up to date information. Vacation is credited to your pay stub bi-weekly. Vacation may be taken at times approved by your department. The maximum employees are allowed to accrue can be found in your representation documentation.

Generally, the annual allowance is:

- 0 to 3 years completed = 80 hours (10 eight-hour days) earned annually
- Beginning of 4th year = 120 hours (15 eight-hour days) earned annually
- Beginning of 10th year = 160 hours (20 eight-hour days) earned annually

## ANNUAL LEAVE

Some employees earn Annual Leave in lieu of vacation and sick leave. Annual Leave may be used to restore pay otherwise lost due to absence from work for personal reasons or illness. When unscheduled usage of Annual Leave occurs, the employee may be required to provide verification of the reason(s) for the absence.

Employees who accrue Annual Leave may request to receive pay in lieu of Annual Leave per calendar year. The amount of Annual Leave that may be requested as pay in lieu of Annual Leave varies by representation unit, as these may vary between units. Any regular employee who terminates or is terminated from County employment shall be credited with all accrued Annual Leave at the same rate as that received on the last day worked or last day of approved leave with pay.

## BEREAVEMENT LEAVE/DEATH OR CRITICAL ILLNESS IN FAMILY

In accordance with the applicable current governing document for your representation unit, you may use up to five days of leave if you are in an active payroll status and compelled to be absent due to the death or critical illness where death appears imminent, of your father, father-in-law, mother, mother-in-law, brother, sister, spouse, child, grandparent, grandchild, step-relationships of the same categories or equivalent relationships through a lawfully registered domestic partnership. The County has a right to require proper documentation in support of the requested leave. All or part of the leave may be taken from your accrued sick leave or annual leave balances; check the appropriate current governing document for your representation unit for additional information.

Note: It is the intent of the County of Riverside to comply with all applicable family, medical, and other leave laws and regulations. With that goal in mind, the County of Riverside Human Resources Department has provided a broad array of helpful information and resources for employees, supervisors, and managers, including forms, templates, guidelines and other information. This information, including all of the documents referenced in this handbook section, is available by visiting the HR Website, FMLA/CFRA/PDL and Other Leaves page at the following link: <https://rc-hr.com/family-medical-leave-and-other-information>

## FAMILY & MEDICAL LEAVE

The County of Riverside has established family and medical leave practices that conform to the requirements of state and federal laws, including the Family and Medical Leave Act (FMLA), California Family Rights Act (CFRA), California's Pregnancy Disability Leave law (PDL), and other regulations. Notices regarding these laws, along with the County's comprehensive Family and Medical Leave Guide and numerous other helpful resources, are available by visiting the HR Website, FMLA/CFRA/PDL and Other Leaves page at the following link: <https://rc-hr.com/family-medical-leave-and-other-information>.

### FMLA & CFRA

Under the California Family Rights Act (CFRA) and the federal Family and Medical Leave Act (FMLA), qualified employees are entitled to take unpaid leave for up to 12 work weeks in a given 12-month period for a qualifying event. The employee must have been employed for at least 12 months within the previous seven years with the County (including temporary/TAP employment), and have worked at least 1,250 hours during the previous 12-month period. The leave may be taken for any of the following qualifying events:

- the employee's own serious health condition;
- the care of a family member (child, spouse [including same sex spouse], parent, registered domestic partner, or child of a registered domestic partner) with a serious health condition;
- the care of (bonding with) the employee's child after birth, or after placement of a child for adoption or foster care;
- a qualifying exigency arising out of the fact that a family member (spouse, son, daughter, or parent) who is a "covered military member" (Regular Military and Reserves) is on or being called to active duty in support of a contingency operation (FMLA only).

In addition, FMLA provides qualified employees with up to 26 work weeks of leave time to care for a seriously ill or injured family member (spouse, son, daughter, parent, or next of kin) who is a covered service member in the Armed Forces, including the National Guard, Reserves or eligible Veterans. This leave may be taken to care for a covered service member who has incurred a serious injury or illness in the line of duty on active duty, for which the service member is undergoing medical treatment, recuperation, or therapy; is in an outpatient status; or is on the temporary disability retired list.

Although FMLA and CFRA basically provide for unpaid leave, in many instances' employees are either required or allowed to use their applicable leave balances, in accordance with regulations and MOUs. For more information regarding the use of leave balances, employees should consult the Use of Accruals for Paid Family and Medical Leave chart, available from the HR Toolbox/Leave Forms & Information page at <https://rc-hr.com/family-medical-leave-and-other-information>. It should be noted that when employees are receiving paid disability benefits (e.g., through Workers'



Compensation, Short-Term Disability or Long-Term Disability), the use of leave balances to supplement such payments requires mutual agreement between the employer and employee. In general, an employee on FMLA/CFRA leave also is entitled to have health care benefits maintained while on that protected leave. Employees are required to pay their share of the premiums for such benefit coverage. An employee generally has a right to return to the same or an equivalent position at the conclusion of the leave, subject to any exceptions that are allowed by the law.

For additional information, please consult the County Family and Medical Leave Guide (available from the FMLA, CFRA, PDL and Other Leaves page referenced above) or talk to your Department Representative.

Eligible employees must provide at least 30 days advance notice for FMLA/CFRA leave, whenever the need for such a leave is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and must comply with the employer's call-in procedures. Employees must provide complete and sufficient information for the County to determine if the leave may qualify for FMLA/CFRA protection, including the anticipated timing and duration of the leave. A more complete list of employee responsibilities related to FMLA/CFRA and PDL is available on the HR Website, FMLA/CFRA/PDL and Other Leaves page at the following link: <https://rc-hr.com/family-medical-leave-and-other-information>.

When medically necessary, FMLA, CFRA, and PDL also provide for leave on an intermittent or reduced work schedule basis. Employees must provide complete and accurate medical certifications specifying the estimated duration and frequency of anticipated intermittent leave. If you are on intermittent leave, in order to receive leave protections, you must identify any applicable time off as FMLA/CFRA time at the time of notification to your department. Please note that a more complete list of employee responsibilities related to FMLA/CFRA and PDL is available on the HR Website, FMLA/CFRA/PDL and Other Leaves page at the following link: <https://rc-hr.com/family-medical-leave-and-other-information>.

## **PREGNANCY DISABILITY LEAVE (PDL)**

Under state Pregnancy Disability Leave law, pregnant employees are entitled to up to four months (i.e., 17 1/3 weeks or 693.2 hours for full-time employees) of unpaid leave time (prorated for part-time employees) for disability due to pregnancy, childbirth, and pregnancy-related conditions, including prenatal care and severe morning sickness. Pregnancy Disability Leave usually runs concurrent with Family Medical Leave Act (FMLA) time. This leave may be paid or unpaid, depending on the employee's selection and available leave balances; however, it should be noted that the use of accrued sick leave is required. For more information regarding the use of leave balances, please consult the Use of Accruals for Paid Family and Medical Leave chart, available on the HR Website, FMLA/CFRA/PDL and Other Leaves page at the following link: <https://rc-hr.com/family-medical-leave-and-other-information>.

Employees who are requesting Pregnancy Disability Leave must furnish appropriate Medical Certification substantiating the need for leave and specifying the leave duration. Leave forms and additional PDL information are available from Department Representatives and on the HR Website, FMLA/CFRA/PDL and Other Leaves page at the following link: <https://rc-hr.com/family-medical-leave-and-other-information>.

## **LEAVE TIME AS ACCOMODATION UNDER ADA/FEHA**

Qualified individuals with disabilities may apply for accommodation, including requesting additional leave time beyond that provided by other leave laws, under the Americans with Disabilities Act (ADA) and/or California's Fair Employment and Housing Act (FEHA). For additional information or to apply for reasonable accommodation under ADA/FEHA, visit the Disability Access Office webpage at: <https://rc-hr.com/disability>.

To ensure confidentiality of your health condition, completed forms should be returned to the County Disability Access Office, and any diagnostic information that is received will not be shared with your department. It should also be noted that an employee's health care provider is not required to provide protected health information such as the employee's diagnosis in order for the County to determine whether the employee is a qualified individual with a disability. For additional information, including forms and other resources, please refer to the Disability Access Office web page at the following link: <https://rc-hr.com/disability>.

## **OFFICIAL LEAVES OF ABSENCE (LOAs)**

In accordance with applicable MOUs and with proper approval, an Official Leave of Absence may be taken for a period not to exceed one year for the following reasons:

- Illness, disability, or pregnancy (when FMLA/CFRA and/or PDL has been exhausted or doesn't apply);
- To take a course of study which will increase the employee's usefulness on return;
- Other personal reasons acceptable to the authority whose approval is required.

Employees who are not on protected leaves (e.g., FMLA, CFRA, and/or PDL) and need additional medical leave time must apply for a Leave of Absence (LOA), regardless of whether the origin of the illness/injury is work-related or non-work related.

Leaves of Absence must be requested in writing, and only fully completed requests will be considered for approval. It is the employee's responsibility to submit a completed leave request in a timely manner in order to obtain approval.

It is important to note that approval of a Leave of Absence request is not automatic. Leave requests will be evaluated based on your department's operational needs, workload demands, and ability to accommodate your continued absence. Leave of Absence request forms are available on the Human Resources Department Website, FMLA/CFRA/PDL and Other Leaves page at the following link: <https://rc-hr.com/family-medical-leave-and-other-information>. During any Leave of Absence, it remains your responsibility to communicate with your supervisor regarding your leave status and anticipated return to work date.

## RETURNING TO WORK FROM FMLA/CFRA/PDL OR OTHER MEDICAL LEAVE

In accordance with applicable MOUs, employees returning to work from medical leave are required to present a statement from the treating physician releasing the employee to full duty, prior to being allowed to return to work. However, if an employee has work restrictions, a release to less than full duty may be allowed as a reasonable accommodation under the Americans with Disabilities Act/Fair Employment and Housing Act (ADA/FEHA). Work Accommodation Request forms are available from your HR Designee or from the Human Resources/Disability Access Office web site at the following link: <https://rc-hr.com/disability>.

## MILITARY LEAVE

Under the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA) and California Military and Veterans Code, reservists and other employees who are members of the Armed Forces of the United States, the National Guard or the Naval Militia and who are called to ordered military duty are entitled to a military leave of absence. For military leave information and request forms, including the County's Military Leave Guide, refer to the HR Website, FMLA/CFRA/PDL and Other Leaves page at the following link: <https://rc-hr.com/family-medical-leave-and-other-information>. For additional support and information, you may also contact your Department Representative or Human Resources.

## MILITARY SPOUSE LEAVE

California Military and Veterans Code (Section 395.10) provides for up to 10 days of unpaid leave for spouses or registered domestic partners of military personnel who are home on leave from deployment during a period of military conflict. With supervisory approval, employees may use applicable leave banks such as vacation and compensatory time during this leave. Employees must work an average of 20 hours or more per week to qualify for this type of leave; there is no length of County service requirement. In order to apply for this leave, you must provide notice of your intention to take leave within two business days of receiving official notice that the military member will be home on deployment leave. You must also submit written documentation certifying that the military member's deployment leave will occur simultaneously with your requested leave time.

For military leave information and request forms, including the County's Military Leave Guide, refer to the HR Website, FMLA/CFRA/PDL and Other Leaves page at the following link: <https://rc-hr.com/family-medical-leave-and-other-information>. For additional information, contact your Department Representative or Human Resources.

## **SICK ACCRUALS**

Employees may earn paid sick leave each pay period or as governed by the law. You may use sick leave for preventative medical or dental care, meaning routine physicals or check-ups. You are also allowed to use sick leave to care for a member of your family, domestic partner, or child of a domestic partner who is disabled by illness or injury. For additional information regarding which family members are covered by your sick leave, please refer to the MOU or Resolution for your bargaining unit. If the department has good reason to suspect an employee may be abusing sick leave, proof of illness or injury that prevents that employee from being able to work may be required, in the form of a doctor's certificate or equivalent. Upon retirement, disability, or death of an employee, a percentage of accumulated sick leave may be paid, up to a certain maximum number of hours. See the appropriate MOU documentation for your representation unit for specific information regarding sick leave.

## **JURY DUTY AND COURT APPEARANCES**

Regular employees who are summoned for attendance to any court for jury duty during normal working hours are considered to be on duty and there will be no loss of salary. Employees must submit proof of jury duty to supervisors/managers upon request. Mileage fees may be retained, but any jury fees received must be turned in to their department's accounting unit. Temporary employees are entitled to retain their jury fees, since their jury time is not considered to be time actually worked.

Employees who are called as witnesses arising out of and in the course of their County employment are deemed to be on duty and there be no loss of salary. However, any witness fees received must be turned in to their department's accounting unit, as well as mileage allowed, if County transportation is used.

## **VOLUNTARY TIME BANK/CATASTROPHIC LEAVE**

Employees who suffer a catastrophic illness or injury may ask for their supervisor or department head if a Voluntary Time Bank may be created for them. Under the Voluntary Time Bank Program, other employees who have large leave balances may anonymously donate vacation, holiday, or annual leave to the employee in need.

Catastrophic illness or injury is generally defined as severe illness or injury of the employee which is expected to completely and totally incapacitate the employee for at least two weeks and which creates a financial hardship because the employee has exhausted all of his/her accumulated leave at the time the application is submitted. Catastrophic illness or injury is further defined as a debilitating illness or injury of an immediate family member that results in the employee being required to take time off from work for at least two weeks to care for the family member, creating a financial hardship because the employee has exhausted all of his/her accumulated leave at the time the application is submitted. For more information, see your supervisor or Department Representative.

# DISABILITY ACCESS OFFICE

## **Accommodation under ADA/FEHA**

The Americans with Disabilities Act, as amended (ADAAA), and California's Fair Employment & Housing Act (FEHA) both prohibit discrimination based on disability. In compliance with these laws, Riverside County provides reasonable accommodation to qualified employees or applicants with disabilities, unless doing so would cause undue hardship to its operations. A reasonable accommodation is a change to a job, the work environment, or the way things are usually done that enables a qualified individual with a disability to enjoy an equal employment opportunity and perform the essential functions of the position. If you believe you may need an accommodation for a disability, you may request accommodation by talking to your supervisor or manager, or by contacting the Human Resources Department. If you need additional information, there are several helpful resources available online, accessible by visiting the HR Website, FMLA/CFRA/PDL and Other Leaves page or the Disability Access Office web page. Additionally, you may contact the Human Resources Department's Disability Access Office at (951) 955-5663 or via email at [ADA@rivco.org](mailto:ADA@rivco.org)

## **Accommodations for Nursing Mothers**

Both State and Federal law require employers to make certain reasonable accommodations for nursing mothers who have a need to express breast milk for their infant child during work hours. For more information, please review the Federal Department of Labor Guidance on this, located on their website at the following link: <https://www.dol.gov/agencies/whd/fact-sheets/73-flsa-break-time-nursing-mothers>

# QUICK REFERENCES

For additional information pertaining to any of the content in this handbook, please visit the following websites:

**County of Riverside Website**

<https://rivco.org/>

**County of Riverside Human Resources Website**

<https://rc-hr.com/>

**County of Riverside Board Policies**

<https://www.rivcocob.org/board-policies>

