



## Overview of Sierra County Policies and Procedures for newly hired Sierra County employees

**This is a brief overview regarding the policies that are sent to your county email. Please do read these policies in full, to understand your rights, responsibilities, and expectations to comply with all Sierra County policies and procedures.**

### **Sexual Harassment Prevention:**

Sierra County is committed to providing a workplace in which all individuals are treated with respect and professionalism. It is the policy of the County to provide a workplace that is free from all forms of discrimination and harassment, including sexual harassment. To avoid unlawful sexual harassment from occurring, the County maintains a policy that is more strict and more inclusive than federal and state law. The Sexual Harassment Prevention Policy applies to all work-related conduct, including conduct that occurs off-duty, if such conduct may negatively affect the working environment. All County employees are expected to adhere to the Sexual Harassment Prevention Policy. Employees are strongly encouraged to report any perceived violations of the Sexual Harassment Prevention Policy so the County may take appropriate corrective action to remedy the situation.

### **EEO:**

Sierra County policy and the law prohibit discrimination and harassment based on any protected class. The protected classes are lined out in our Equal Employment Opportunity and Non-Discrimination Policy. Sierra County is an equal opportunity employer. The County makes employment decisions without regard to any of the protected classes. Our management is dedicated to ensuring the fulfillment of this policy.

We also recognize and support our obligation to reasonably accommodate employees with disabilities or religious beliefs or practices who can perform the essential functions of their positions, with or without reasonable accommodation. The County has zero tolerance for harassment or retaliation and is committed to a workplace free of any harassment. There is also a complaint process included in this policy.

### **Drug and Alcohol:**

It is the intention of this policy to eliminate substance abuse and its effects in the workplace. The purpose of this policy is to establish guidelines to maintain a drug and alcohol-free workplace. This policy applies to all employees when they are on County of Sierra property or when performing any County of Sierra related business. It applies to off-site lunch periods, breaks when an employee is scheduled to return to work, and on-call employees. Please read the policy in detail within 10 days of your employment.

### **Information Technology Policy:**

The County of Sierra encourages the use of electronic communications resources to share information in support of its mission of public service and to conduct its business. The County owns and operates a variety of computers, network, electronic mail, internet access and voice communication systems for use by its employees. These systems are provided to employees at the County's expense to assist the employees in carrying out the business of the County. This policy contains procedures and protocols regarding, employee-owned equipment, electronic communication, data integrity, incidental personal use, privacy and restrictions, confidentiality, discipline and many other Information Technology practices and regulations every employee must familiarize themselves with.

**IIPP:**

Sierra County is committed to preventing injuries and illnesses, as well as providing a safe and healthy workplace. To achieve this goal, Sierra County has adopted an Injury and Illness Prevention Program (I.I.P.P.) This policy contains information on Safety Recognition, Compliance & Discipline, Safety Communication, Training, Reporting, Inspections, and Investigations, as well as a list of responsible parties and forms used.

**Workplace Violence:**

The County of Sierra is committed to maintaining a workplace free from harassment, intimidation, and violence. It is the responsibility of every employee to conduct themselves in the workplace in a manner that does not threaten, harass, coerce, abuse or assault another employee, customer or individuals engaged in a business relationship with this Agency. This policy also shall apply towards property of employees or others. Employees determined to be engaged in prohibited behavior will be subject to one or more disciplinary actions outlined below. This policy shall also apply to actions of the public towards our employees and what measures the Agency may employ. This policy addresses prohibited behavior, violation of the policy, reporting, and disciplinary action due to violation.

**Vehicle Use:**

The basics of this policy are that all county Employees, when using vehicles on County business shall: Operate vehicles in a safe, reasonable, and responsible manner consistent with the intended use of the vehicle. Observe all traffic laws, rules, and regulations. Fines and penalties imposed for violation of traffic laws, rules and regulations are the responsibility of the driver. Fines and penalties for defects of a county vehicle are the responsibility of the County of Sierra.

**Blood Borne Pathogens:**

This policy represents the County's intention to inform all individuals of the risk of exposure to bloodborne pathogens/communicable diseases and sets forth the principles the County will follow to protect employees and reduce the risk of spreading bloodborne pathogens/ communicable diseases, in the workplace. Please see policy for employee rights and responsibilities, as well as employer response obligations and responsibility.

**Disaster Service Worker Status:**

All Sierra County employees and volunteers are deemed Disaster Service Workers pursuant to Government Code section 3101. You will be asked to complete the ICS 100 and NIMS 700 through

FEMA, and to take the Certificate of Employment and Oath of Office Disaster Service Worker Pursuant to Government Code Section 3101. The training will be assigned through email and the Oath will be taken toward the end of this orientation.

**Religion and Your Job Rights:**

It is illegal for your employer to treat you differently or harass you because of your religious practices or beliefs (or because you do not have religious practices or beliefs). You have the right to ask for certain workplace changes (called "reasonable accommodations") because of your religious practices or beliefs if you need them to apply for or do a job.

**Rights of Victims of Domestic Violence, Sexual Assault, and Stalking:**

You have the right to take time off from work to get help to protect you and your children's health, safety, or welfare. You have the right to ask your employer for help or changes in your workplace to make sure you are safe at work. You have the right to be free from retaliation and discrimination due to any of these circumstances and you can file a complaint with the Labor Commissioner's Office against your employer if he/she retaliates or discriminates against you.