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|  <p style="text-align: center;"><b>County of Sacramento</b><br/> <b>Department of Health Services</b><br/> <b>Division of Behavioral Health Services</b><br/> <b>Policy and Procedure</b></p> | Policy Issuer<br>(Unit/Program) | BHS-CMH-YDF   |
|  | Policy Number                   | 09-01   |
|  | Effective Date                  | 10/2009   |
|  | Revision Date                   | 07/2017   |
| Title: Countywide Personnel Policies and Procedures  | Functional Area: Personnel      |   |
| Approved By:   |                                 |   |
| Matthew Quinley, LCSW<br>Health Program Manager  |                                 | Christopher Eldridge, LMFT<br>Mental Health Program Coordinator |

**Background/Context:**

Sacramento County Department of Personnel Service (DPS) is committed to providing quality human resource services to attract, develop, motivate and retain a diverse workforce within a supportive environment. DPS strives to offer excellent customer service based on consultation and communication within the County. To accomplish this commitment, DPS shares the following values: Respect/Honesty/Ethics; Open communication and approachability; Responsibility and accountability; Teamwork, continuous improvement and meeting customer needs; Ethnic diversity and cultural awareness; and Personal & professional growth.

DPS is responsible for the policies and procedures related to administrative instructions covering selected personnel-related matters. These policies and procedures are generally used to cover policies not set forth in other documents, new policies that require procedural guidance for proper implementation and instructions on subjects which have proven troublesome to administer.

**Purpose:**

The objective of this policy and procedure is to outline those DPS policies and procedures to which the Juvenile Justice Institutions Mental Health Team (JJIMHT) shall adhere.

**Details:**

The policies and procedures listed here are found on the DPS webpage at: <http://inside.personnelservices.saccounty.net/cppp/Pages/default.aspx>

1. **Classification:**  
Salary Resolution Amendments
2. **Certification:**  
  - Certification and Selection in Hiring
  - Selective Certification for Special Skills
  - Certification Based on Gender
  - Delegation of Certification Process
  - Obtaining Criminal History Information for Certification and Employment

- Obtaining Pre-Employment Medical Examinations
- Pre-Employment Drug Testing Program
- Language/Culture Skills Certification
- 3. Vacancies:**
  - Provisional Appointments
  - Student Classes of Employment
  - Limited-Term Employment
  - Employee Initiated Transfers-Interdepartmental and Interclass
  - Retired Employees Temporarily Rehired
  - Reinstatement and Split-Off Rights
  - Temporary Help Agencies
- 4. Salary:**
  - Sacramento County Salary Range Table
  - Hiring at a Salary Above Entry Level
  - Hiring Deputy Sheriffs at a Salary Above Entry Level
  - Law Enforcement Educational Incentive Pay
  - Overtime Compensation
  - Holiday Compensation
  - Agenda Notice of Salary or Benefit Increases
- 5. Benefits:**
  - Tuition Reimbursement Program
  - Service Awards Program
  - Employee Retirement and Related Personnel Actions
  - Unemployment Insurance
  - State Disability Insurance Integrated Plans
  - Cash Compensation for Accrued Vacation Leave
  - Sick Leave/Wellness Incentive Program
  - Donations of Leave for Catastrophic Illness and Other Purposes
- 6. Personnel Records/Control:**
  - Control of Authorized Positions
  - Maintenance of Personnel Files
  - Review of and Access to Employee Personnel Records
  - Confidentiality/Security of On-Line Personnel Information System
  - Verification of Authorization to Work/Compliance with Immigration Reform/Control Act of 1986
- 7. Risk Management:**
  - Purchase of Liability and Property Insurance
  - Procedure for Reimbursement for Employee's Personal Property Damaged in the Line of Duty
  - Certificate of Insurance
  - Status of Employees Who are Injured
  - Vocational Rehabilitation of Injured Workers
  - Early Return-to-Work Program
  - Workplace Violence Prevention Policy and Procedure
- 8. Affirmative Action:**
  - Affirmative Action Plan for Counseling and Upward Mobility
  - Special Employment Program for the Severely Disabled
  - Discrimination Complaints in County Employment
  - Sexual Harassment in County Employment

**9. Training:**

County Training Policy and Plan  
County Employee Evaluation and Development System  
Diversity and Sexual Harassment Prevention Training Program

**10. Employee Relations:**

Releasing a Probationary Employee  
Notice of Proposed Disciplinary Action  
Right to Union Representative at Pre-Disciplinary Investigatory Meetings with the Supervisor  
Assisting Public Agencies Involved in Labor Disputes  
Substance Abuse  
Request for Confidential Designation  
Drug and Alcohol Testing Program

**11. Hours of Work:**

Guidelines for the Implementation and Administration of Ten-Hour Day/Forty-Hour Work Weeks  
Implementation and Administration of 9/80 Work Schedule  
Telework

**12. Time Off:**

Employee Jury Duty  
Leaves of Absence  
Military Leave of Absence  
Time Off to Attend Commission, Committee and Board Meetings  
Time Off to Meet with the Chief of Special Employment and Affirmative Action Division  
Time Off to Attend Retirement Planning Program  
Parental Leave  
FLSA-Exempt Employees (Partial Day Absences)

**13. Layoffs:**

Layoff Procedures and Other Related Subjects  
Reemployment After Layoff

**14. Examinations:**

Delegation of Administration Examinations

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