

Resources for Managers

The County realizes how vital your role is to the success of meeting organizational goals. To help you with this endeavor, there are tremendous resources available to you to explore and learn more about the County.

COUNTY RESOURCES	WHAT'S OFFERED
County Government	<ul style="list-style-type: none"> • Agencies & Departments • Board Meeting Agendas, Videos & Minutes • Elected Officials
Office of Budget & Analysis *	<ul style="list-style-type: none"> • Budget Related Information • Budget Development • Recommended Budget
Education Reimbursement Program *	<ul style="list-style-type: none"> • Link to submit online forms/claim • FAQ's • Travel Policy
Employee Assistance Program *	<ul style="list-style-type: none"> • Manager's and Supervisor's Corner • Appointments • MindHealth Matters
Employee Services Agency	<ul style="list-style-type: none"> • Classification, Job Specifications, Salary Ordinance • HR Practices Manual • Labor Relations - Memoranda of Understanding & Agreement
Equal Opportunity Division	<ul style="list-style-type: none"> • Reasonable Accommodation Policy and Procedures • Policy on Sexual Harassment Prevention • Policy on Diversity

<u>Employee Wellness Division</u>	<ul style="list-style-type: none"> • Services to departments for staff meetings or day-away retreats. • Live <u>virtual fitness classes</u> • Employee Engagement & Well-Being Champions
<u>Learning & Employee Development</u>	<ul style="list-style-type: none"> • Live webinars and online resources in sccLearn • Design and develop for agency specific training programs • Contracts for Training and Organizational Development Services • <u>Development Toolkits</u>
<u>Occupational Safety and Environmental Compliance</u> *	<ul style="list-style-type: none"> • <u>Guide to Workplace Safety for Departmental Safety Coordinators, Supervisors, Managers, and Leads</u> • <u>Workstation Equipment Set up form</u> • Ergonomics • Safety Resources
<u>sccLearn</u> (Learning portal for SCC employees)	<ul style="list-style-type: none"> • Instructor-led live webinars • Web-based training • Books & Audio Books
<u>Telework Program</u>	<ul style="list-style-type: none"> • CEMA and IFPTE, Local 21 Teleworking Program Handbook • SEIU 521 Telework Teleworking Program Handbook • Required Forms
<u>Workers Compensation</u> *	<ul style="list-style-type: none"> • Report an Injury • <u>Workers Comp Claim form for Injured Worker</u> • Seeking Medical Attention • Forms & User Guides