

# Quick Tips

## For New CR & CM Unit Employees

### Probationary Periods

CR & CM MOA: ARTICLE 10

**New County employees must successfully complete a 12-month probationary period.** A “probationary period” by definition is a period of time in which a person who is starting a new job is tested and watched to see if that person is able to do the job properly. When you pass probation and become a permanent county employee, you gain due process rights, however, until then you can be fired at will. **TIP:** Most county employees pass probation.

### New Employee Orientation

CR & CM MOA: ARTICLE 2

**New County employees can join ASDCE right from the start while on probation.** ASDCE does not currently make presentations to new employees at the County’s “New Employee Orientation”. We contact new employees when we have adequate time to discuss membership and answer questions. ASDCE posts new employee information on our website ASDCE.ORG. Call or email if you have any questions or concerns.

### Paydays, Holidays, Vacation, Sick Leave

CR & CM MOA: ARTICLE 6

**ASDCE’s Holiday & Payday Calendar is posted on ASDCE.ORG** You can print it out to track 26 bi-weekly pay periods and 11 paid holidays annually + birthdays off. **Vacation:** Employees must be paid at a bi-weekly rate to earn vacation credits and take vacation. For full time employees, less than 5 years service, over a year, you earn approximately 10 working days vacation. **Sick Leave:** Employees must be paid a bi-weekly rate, to earn sick leave credits of 5% of a regular hours pay per pay period.

## Get to Know Your Memorandum of Agreement (MOA)

CR UNIT 2013-2017 MOA

**[www.ASDCE.ORG](http://www.ASDCE.ORG)**

CM UNIT 2013-2017 MOA

### Wages, Raises, Premiums, Hours, Overtime & Benefits

CR & CM MOA: ARTICLE 4, ARTICLE 5 & ARTICLE 9

**Wages** are found in the salary schedules on the back pages of the MOA. Employees will receive **salary increases/ pay raises** in 2014, 2015, 2016 & 2017 explained in ARTICLE 4. Find out if you are eligible for **premiums** because they increase your take home pay. **Benefits** are one of the reasons many employees work for the County of San Diego. Article 9 details the insurance & retirement options available. Find additional **Tier C Retirement Program info for new employees at SDCERA.ORG.**

### Performance Evaluations Step Plans & Salary Schedules

**Performance Evaluations:** CR & CM MOA: ARTICLE 10. The county **Performance Evaluation Policy 1003** is posted on ASDCE.ORG. You will find important information about the evaluation process. As a new probationary employee, you may have more than one evaluation during probation. **Step Plans:** CR & CM MOA: ARTICLE 4. New employees advance in salary scale according to step plans per the MOA, 52 weeks with a standard or above performance rating. Check the back of the MOA for **salary schedules for each step and classification in your bargaining unit.**

### Safety and (PPE) Personal Protective Equipment

CR & CM MOA: ARTICLE 10 & ARTICLE 8

“Safety Live With It” .... “Safety is Job One” and “Safety is No Accident” are phrases you will hear at the County. **Please be safe, work safe and report unsafe working conditions to your supervisor per the MOA.** If you do not feel safe at work, tell your supervisor. The County will provide personal protective equipment and pay for hard-toe safety shoes, non-slip safety shoes, prescription safety glasses and back belts per the MOA and more.