

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 are subject to “summary release” or “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, 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, with less than 5 years service, over a year, you earn approximately 10 working days vacation. **13 Days of Sick Leave:** *Employees must be paid at a bi-weekly rate, to earn sick leave credits of 5% of reg. hrs. pay per pay period.*

Get to Know Your Labor Contract, “Memorandum of Agreement” (MOA)

CR UNIT 2017-2022 MOA

www.ASDCE.ORG

CM UNIT 2017-2022 MOA

Wages, Raises, Premiums, Hours, Overtime & Benefits

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

Wages are found in the salary schedules posted on asdce.org under Labor Contracts. Employees will receive **salary increases** in 2019, 2020, 2021, and 2022 explained in the MOA, ARTICLE 4. Find out if you’re 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 benefit options available. Find additional **Retirement info for 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 current **salary schedules for each step and classification in your bargaining unit posted on asdce.org Labor Contracts.**

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. STOP WORK..if you do not feel safe at work, tell your supervisor.** The County will provide personal protective equipment (PPE’s) and pay for hard-toe safety shoes, non-slip safety shoes, prescription safety glasses and back belts per the MOA and more.