



NEW EMPLOYEE HELPFUL INFO



SANTA CLARA COUNTY CONTACTS		
<u>Office of the County Executive</u>		408-299-5105
<u>Controller (Payroll)</u>		408-299-5200
<u>Employee Assistance Program (EAP)</u>		408-241-7772
<u>Employee Wellness Department (EWD)</u>		408-885-3620
<u>Equal Opportunity Department (EOD)</u>		408-993-4840
<u>Facilities & Fleet (Zero Waste Program)</u>		408-993-4743
<u>Human Resources: Benefits</u>		408-299-5880
<u>Information Security Office (ISO)</u>		408-918-7000
<u>Learning & Employee Development (LED)</u>		408-993-4830
<u>Occupational Safety & Environmental Compliance (OSEC)</u>		408-441-4280
<u>Office of Emergency Services (OES)</u>		408-808-7800
<u>Technical Help Desk</u>		
<u>HHS (Health & Hospital)</u>		408-885-5300
<u>SSA (Social Services Agency)</u>		408-755-7575
<u>TLC (Tech Link Center)</u> All other departments		408-918-7000
SANTA CLARA COUNTY WEBSITES		
CONNECT (to access the County's intranet from a County device): https://connect.sccgov.org		
sccLearn (to view and register for training classes – from anywhere): www.sccgov.org/sccllearn		
EXTERNAL CONTACTS		
511.ORG (transportation information)	511.ORG	Just dial 5-1-1
Fidelity: Deferred Compensation	netbenefits.com/santaclara	844-722-4572
Santa Clara County Federal Credit Union	www.sccfcu.org	408-282-0700

NEW EMPLOYEE CHECKLIST

Note: Use **Connect** (Santa Clara County's intranet) to search by "keyword"

KEY: **WBT = Web-based training**

ILT = Instructor-led training

ALL EMPLOYEES

REQUIRED

- Read & sign the County's [Information Technology User Responsibility Statement](#)
 - o Review [Information Security Awareness](#) brochure
- Obtain [County Driver's Authorization](#) (to drive on County time and for reimbursement)
 - o Complete [Driver Training](#) WBT course (**sccLearn**) and required paperwork
- Take the [Disaster Service Worker \(DSW\) ICS/SEMS/NIMS](#) ILT class (**sccLearn**)
- Take [Sexual Harassment, Discrimination & Bullying Prevention Training for Non-Supervisory Staff \(Respect in the International Workplace\)](#) ILT or WBT (**sccLearn**)
- Complete and sign [Outside Employment/Incompatible Activity](#) form
- Review [Safety Orientation Checklist](#) with your Supervisor

RECOMMENDED

- Search "[People](#)" to view the Directory and verify that your information is correct
- Obtain an Eco Pass "[Clipper card](#)" for public transit on the VTA bus and light rail system
- Review your union contract's "[MOU](#)" to familiarize yourself on your union's policies
- Learn more about your role as a "[Disaster Service Worker](#)"
- Visit the ESA website and click "[Employee Benefits](#)" link to view your benefit information
- Visit the "[Employee Wellness](#)" website to access fitness classes, fitness challenges, walking routes/trails, community events and more!
- Visit the "[LED](#)" (Learning & Employee Development) website for more information on classes, programs and other professional development resources
- Take the [Performance Appraisal Process at the County](#) WBT class (**sccLearn**)
- Familiarize yourself with the latest Countywide "[policies](#)" and updates
- Visit [ExecConnect](#) to learn about the County's vision and Countywide efforts

MANAGERS, SUPERVISORS & LEADS

REQUIRED

- [Sexual Harassment Prevention /Anti-Bullying Training](#) (ILT or WBT) is legally required within 6 months of hire and then every 2 years based on your position (**sccLearn**)

RECOMMENDED

- [Reasonable Accommodation for Managers, Supervisors & Leads](#) (**sccLearn**)