



**SAN JOAQUIN COUNTY WORKNET
 EMPLOYMENT AND ECONOMIC DEVELOPMENT DEPARTMENT
 POLICIES AND PROCEDURES DIRECTIVE**

DIRECTIVE NO.	EFFECTIVE DATE	APPLICABILITY	PAGE
D-32	March 31, 2017	Departmental	1 of 4
SUBJECT: PROCESSING NEW AND DEPARTING EMPLOYEES			

I. PURPOSE

The purpose of this policies and procedures directive is to provide guidance to staff on the protocols for processing of new positions coming on board to the department and processing employees leaving the department.

II. GENERAL INFORMATION

When the department hires new employees or processes employees leaving the department, it is imperative that key units be immediately informed of the change in personnel to ensure required action is taken by these units in a timely manner. Failure to do so could compromise the security of the department, county policy and internal requirements requirements.

Executive Management must process the new employee through Personnel, which will include enrollment into payroll, issuance of security clearance, building access, scheduling them for training, and designating authority.

The Financial Management Division needs to know the status of each employee to ensure the proper processing of documentation through payroll protocols.

Facility Management needs to be given sufficient notice to ensure proper equipment, communication and work stations are set up before anyone comes on-board, including the issuance of fobs, keys and building access.

The Information Systems Division needs notification to secure the computer hardware and enable access. If computer equipment is not available, it will have to be ordered, which may require time to purchase, set-up and assign to the new staff person.

An employee separation will require the above mentioned divisions to do their due diligence to ensure there is not breach of security, loss or damages to the Department.

III. POLICY

It is the administrative policy of the Employment and Economic Development Department (EEDD) that all new and departing employees will be processed in accordance with the policies and procedures set forth in this directive.

IV. PROCEDURE

A. Submission of the Requisition to Human Resource

Once the department has decided to submit the requisition to the Human Resource Division to fill a vacant allocated position, the designated Personnel Office Manager shall release an e-mail or a memorandum to Fiscal Management Division (FMD), Facility Management (FM) and the Information Systems Division (ISD) notifying the respective managers and designated staff of the intent to hire personnel containing pertinent information to enable these divisions or units to take the necessary course of action with a copy to the respective division or unit where the new staff will be assigned. (See Attachment I)

It shall be the responsibility of the respective Division Manager or designee who will be hiring personnel to follow-up with the service divisions and provide pertinent information to enable them to:

- Secure computer-related equipment;
- Secure communication instrument and connectivity; and
- Provide appropriate access to computer systems and the building.

B. Processing Request for Office Equipment and Services

It shall be the responsibility of the respective hiring manager to submit Staff Hiring Form (Attachment (II)) to inform the respective departmental Divisions impacted by the personnel action (FMD, ISD, FM), providing the following information:

1. Tentative start date.
2. Security clearance/Fob issuance.
3. Computer-related equipment needs.
4. Request for office furniture.
5. Provide location (attach map)
6. Telephone assignment and number (TBD).
7. Key issuance, if appropriate.

The Staff Hiring Form should be submitted within two (2) weeks following the notification of intent to hire released by Executive Management staff.

It shall be the responsibility of the respective Manager to complete the New Employee Form (See Attachment V) located on the SJC WorkNet Intranet and forward it to the designated ISD personnel.

C. Processing of Employee Departure from the Department

Once notification has been received that an employee of this department is leaving due to retirement, promotional opportunity outside the department, termination for cause or departure for other personal reasons, it shall be the responsibility of the following units or divisions to immediately provide the proper notification:

1. The respective Unit/Division Manager shall notify Executive Management including the designated Personnel Office Manager of the intended departure providing name, classification and date of anticipated departure.
2. The respective Division Manager shall provide immediate notification either by e-mail or a memorandum to the Fiscal Management Division, Facility Management and Information Systems Division providing the effective date and time of departure containing proper instructions on a recommended course of action as it relates to:
 - a. Computer access or assignment by staff. Access to the departing personnel's computer shall require a discussion Between the respective manager and Executive Management and the Information Systems Division.
 - b. Building access
 - c. Termination from payroll(See Attachment III)
3. Upon notification of an employee's departure, it shall be the responsibility of the designated Personnel Office Manager to initiate a conversation with the respective Division manager to confirm the details of the individual's departure. A follow-up e-mail will be sent to the respective Manager containing all the pertinent details of effective date and time of separation with a copy to FMD, FM, ISD and EM. If information is missing, it shall be requested. (See Attachment IV)
4. It shall be the responsibility of the respective Division Manager or designee who was notified to take appropriate action in a timely manner and confirm the action to be taken containing the details of date and time for cancelling access to equipment, telephones and

computers, as well as, the re-assignment of office and computer-related equipment.

V. QUESTIONS REGARDING THIS DIRECTIVE

May be referred to the Executive Director of EEDD via Managers or designee.

VI. UPDATE RESPONSIBILITY

The Executive Director of EEDD and/or designee shall be responsible for updating this directive, as appropriate.

VII. APPROVED



JOHN M. SOLIS
EXECUTIVE DIRECTOR

JMS:rg

Attachment I: Notification of Intent to Hire
Attachment II: Staff Hiring Form
Attachment III: Staff Departure and Release Form
Attachment IV: Confirmation of Separation of Employee
Attachment V: New Employee Form

MEMORANDUM

(Date)

TO: Financial Management Division
Facility Management
Information Systems Division

FROM: Executive Director or Designee

SUBJECT: NOTIFICATION OF INTENT TO HIRE A (Insert Classification Title)

For your review, information and action.

This is to inform you that a requisition has been submitted to the Human Resources Division for a (insert classification title). Since there is or there is no active list in place; it is anticipated that this department will get a list of eligible candidates and initiate the interview process by (insert anticipated date).

Allowing one month for the interview and selective process, it is anticipated that the selected person will come on board as early as (date).

The (insert respective hiring division) will follow-up with the details to provide you specific information on the needed office equipment, security clearance, computer, telephone and building access.

Should you have any questions, please see me or (insert the hiring Manager name or designee).

c: Assigned Division or Unit
Designated Personnel Office Manager

STAFF HIRING FORM

TO: Financial Management Division
Information Systems Division
Facility Management

Copy: Executive Management
Attn: Personnel Office Manager

FROM: _____
(Division/Unit Manager)

SIGNATURE: _____

TODAY'S DATE: _____

Name(s):	Classification Title:	Hire Start Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Workstation Location: _____ Area: _____ Room #: _____

Computer Telephone Fob Keys Other

Equipment Needed: _____

Building Access Hours: _____ Building Access Areas: _____

Comments: _____

STAFF DEPARTMENT AND RELEASE FORM

TO: Financial Management Division
Information Systems Division
Financial Management Division
Facility Management
Other: _____

TODAY'S DATE: _____

FROM: _____
(Division/Unit Manager)

SIGNATURE: _____

Copy: Executive Management
Attn: Personnel Office Manager

Name(s):	Classification Title:	Departure Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Equipment: Computer Telephone Fob Keys Other

Instructions: _____

Workstation Location: _____ Area: _____ Room #: _____

Special Instructions Regarding Computer, Building Access Codes and Keys

MEMORANDUM

(Date)

TO: Respective Manager

FROM: Personnel Office Manager

SUBJECT: Confirmation of the Separation of (Name of Employee)

This is to confirm the separation of (name of employee) as follows:

1. Separation Date: _____
2. Notification Received On: _____
3. Letter on File: Yes No, none provided.
4. Reason for Leaving:
 Retirement Promotion New Job
 Layoff Voluntary Separation Program Completion
 Disciplinary Action
5. Departing employee will be separated from payroll effective: _____
6. Did the employee provide a two (2) week notice: Yes No

In order that we may close out their personnel file properly with complete information, please provide the following missing information by _____:

- 1.
- 2.
- 3.

Your immediate attention to this request is greatly appreciated. Thank you for your cooperation.



ISD HELP LINE
(209) 468-3555

FORMS | UTILITIES | HR | YOUR WORKNET

NEW EMPLOYEE

Last Name: *(Required)*

First Name: *(Required)*

EMPLOYEE INFORMATION:

Start Date: *(Required)*

Title: *(Required)*

Supervisor: *(Required)*

Division: *(Required)*

Location: *(Required)*

County Employee: *(Required)*

Yes | No

Work Experience: *(Required)*

Yes | No

Confidentiality Form Completed?: *(Required)*

Yes *(ISD must receive a copy of this form)*
 No

SPECIAL REQUEST PROGRAMS:

OCT Access:

Yes | No

CalWORKS:

Yes | No

FMS / PMS:

Yes | No

Imaging System Access:

Yes | No

AB109:

Yes | No

SB678:

Yes | No

CalJOBS:

Yes | No

Summer Tracking:

Yes | No

Groupwise Email:

Yes | No

Groupwise Messenger:

Yes | No

APPLICATIONS FOR CALWORKS:

Assessment

Job Search

Case Management

Work Experience

GROUPWISE DISTRIBUTION LISTS:

Accounting Unit

All CalWORKS at RR Square

All Lincoln Staff

CHD Staff

WORKSPACE

Work.Space
Login

WORKNET INFO

SJC WorkNet Main Page
Phone List and Staff Lookup
EDD Phone List (PDF)
Acronyms
Resume Templates

WORKNET LINKS

Youth Site
US Zip Code Look Up
City of Stockton

COMMUNITY LINKS

SJCOE 2013/14 Public Schools
Directory

GENERAL NUMBERS

Security Guard - Stockton	468-3577
EDC Receptionist	468-3615
Stockton EDD	948-7856
Delta College SDBC	954-5089
Department of Aging	468-3700
Healthy Families	464-2656
Maria Rosado	331-2145
CHD WorkNet Center - Lodi	331-2081
Tracy WorkNet Center	831-5002
Manteca WorkNet	825-1300
Job Search Receptionist	953-7100
Cal-Works Main Line	953-7000
Delta WorkNet Center	954-5151 ext: 6300
ISD Classroom	953-5645

Have ideas for changes or additions?

Contact ISD at 468-3555 to suggest changes to the Intranet website.

- | | |
|---|--|
| <input type="checkbox"/> Center Supervisors | <input type="checkbox"/> CMD Division |
| <input type="checkbox"/> Contracts | <input type="checkbox"/> Delta EEDD |
| <input type="checkbox"/> EDA Group | <input type="checkbox"/> EPD |
| <input type="checkbox"/> EPD Payroll Processors | <input type="checkbox"/> Everybody EEDD |
| <input type="checkbox"/> EXEC Management | <input type="checkbox"/> Facilities Management |
| <input type="checkbox"/> Fiscal Division | <input type="checkbox"/> Follow Up |
| <input type="checkbox"/> ISD Group | <input type="checkbox"/> Job Listings |
| <input type="checkbox"/> Management | <input type="checkbox"/> QA |
| <input type="checkbox"/> Security Guards | <input type="checkbox"/> Supervisors |
| <input type="checkbox"/> Tracy | |

&

SHARED FOLDERS / SPECIAL REQUESTS:

Shared Folders:

Special Requests or Comments:

REQUESTED BY:

Name:

Email:

|

