

# MOHAVE COUNTY'S NEW EMPLOYEE ORIENTATION

PRESENTED BY  
HUMAN RESOURCES



## Employment Eligibility Verification

Department of Homeland Security  
U.S. Citizenship and Immigration Services

USCIS  
Form I-9

OMB No. 1615-0047  
Expires 07/31/2026

**START HERE:** Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#).

**ANTI-DISCRIMINATION NOTICE:** All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.

**Section 1. Employee Information and Attestation:** Employees must complete and sign Section 1 of Form I-9 no later than the **first day of employment**, but not before accepting a job offer.

Last Name (Family Name)		First Name (Given Name)		Middle Initial (if any)	Other Last Names Used (if any)											
Address (Street Number and Name)			Apt. Number (if any)	City or Town		State ▼										
ZIP Code		Date of Birth (mm/dd/yyyy)		U.S. Social Security Number [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]	Employee's Email Address											
Employee's Telephone Number		<p>I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.</p>														
<p>Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):</p> <p><input type="checkbox"/> 1. A citizen of the United States</p> <p><input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)</p> <p><input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)</p> <p><input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) _____</p> <p>If you check Item Number 4., enter one of these:</p> <table border="1"> <tr> <td>USCIS A-Number</td> <td>OR</td> <td>Form I-94 Admission Number</td> <td>OR</td> <td>Foreign Passport Number and Country of Issuance</td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </table>							USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance					
USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance												
Signature of Employee				Today's Date (mm/dd/yyyy)												
<p>If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the <a href="#">Preparer and/or Translator Certification</a> on Page 3.</p>																



## BEFORE WE GET STARTED:

- Restrooms: Sand colored wall down the long hallway
- Vending machines: Mezzanine area – sitting area
- Evacuation process: Follow me!
- Participation in orientation is a requirement.

# SCHEDULE

***Time***

8:15 a.m. - 8:30 a.m.

***Topic***

Complete Paperwork  
Employee I.D. Cards  
Job Descriptions

8:30 a.m. - 9:45 a.m.

Code of Ethics  
Substance Abuse Diversity/Discrimination  
Harassment/ Conflict of Interest  
Guidelines Training Acknowledgment

# MOHAVE COUNTY MISSION STATEMENT

The mission of Mohave County is to serve its citizens through efficient management of resources and the promotion of cooperation among communities in a visionary manner that enhances the lives of those served.

# CODE OF ETHICS

## Definition:

- Ethics is defined by moral principles that govern a person's behavior or the conducting of an activity.
- Ethics drives our attitudes, the way we do business and how we treat people.
- Ethics seeks to resolve questions of human morality by defining concepts such as good and evil, right and wrong, virtue and vice, justice and crime.

Per Mohave County Personnel Policy and Procedures, Section D, Code of Ethics, Employees are to maintain a high standard of honesty, integrity, and impartiality for the proper and efficient conduct of County business.

## Mohave County Code of Ethics



Mohave County Personnel Policy and Procedures, Section 4.5 Employee Conduct governs:

- Expected professional conduct and behavior
- Violent behavior or threats are prohibited!
- ZERO tolerance for workplace violence
- Employees must comply with County rules and procedures.

# DIVERSITY IN THE WORKPLACE

- ❖ **Obvious differences:** race, gender, physical appearance, age, education, cultural & socioeconomic background, physical abilities, etc.
- ❖ **Unobvious differences:** religion, mental disabilities, values, sexual orientation, personal habits, etc.



## WHY ACCEPT DIVERSITY?

- Great ideas and collaboration, creates pride and a sense of belonging
- Fosters productivity, competitiveness, loyalty, morale
- Dispels negative stereotypes
- Prevents discrimination and/or harassment

## UNDERSTANDING DIVERSITY IN THE WORKPLACE

- Agencies retain workers and improve customer service
- Acknowledges employee's strengths and potential
- Allows employees to be themselves, easier work relations and communication
- Improves customer service



## WORKPLACE DISCRIMINATION

To “discriminate” against someone means to treat that person differently, or less favorably, for some reason.



According to the Equal Employment Opportunity Commission (EEOC), employment discrimination because of your race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, disability, age (40 or older), or genetic information is **PROHIBITED**.



## WORKPLACE HARASSMENT

Workplace harassment is the belittling or threatening behavior directed at an individual worker or a group of workers.

Two basic types of unlawful harassment:

### 1. **Quid Pro Quo – “This for That”**

- Examples: Supervisor who fired or denied promotion to a subordinate for refusing to be sexually involved

### 2. **Hostile work environment harassment**

- Examples: Telling off-color jokes concerning race, sex, disability, or other protected basis.
- Displaying sexually suggestive or racially insensitive pictures.
- Using demeaning or inappropriate terms or titles.
- Using indecent gestures or crude language.



## SEXUAL HARASSMENT

It is unlawful to harass a person because of that person's sex. Harassment can include "sexual harassment" or unwelcome sexual advances, request for sexual favors, and other verbal or physical harassment of a sexual nature.

Per Personnel Policy and Procedure 4.33, you have a duty to report harassment of ANY nature. If you are witness to or subjected to harassment, contact your chain of command or Human Resources **immediately**.



### Reporting Discrimination/Harassment/Retaliation

If you feel discriminated against or harassed:

- Document, document, document
- Take concerns to your supervisor/chain of command/Human Resources
- Follow the grievance/complaint process as outlined in the Personnel Policies and Procedures 4.34, Procedure

Per Personnel Policy and Procedures 4.35, Confidentiality of Complaints:

***Reports and complaints shall be treated as confidential to the extent that confidentiality does not interfere with the County's legal obligations.***

### **Retaliation is prohibited!!**

Per Mohave County Personnel Policy and Procedures Section 1.1 EEO and Section 4.32 Harassment, Mohave County is committed to providing all employees with a harassment free work environment. Failure to adhere to the County policy violates Section 4.36 of County policy. Anyone who violates this policy is subject to disciplinary action up to and including dismissal.

## Harassment Scenarios:

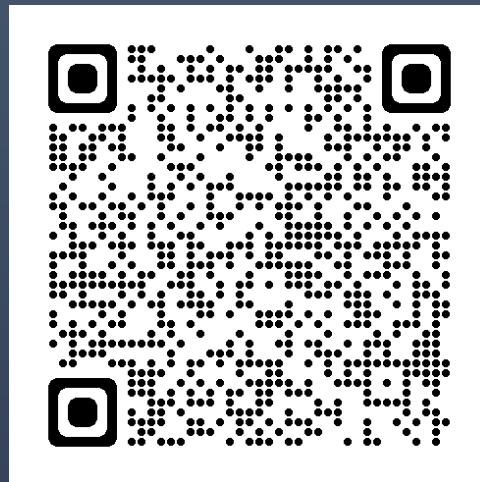
1. Jenny wears a miniskirt to work. Is she inviting harassment?
  - No – Jenny has a right to wear what she's comfortable in as long as her attire doesn't violate Department or County policy.
2. Mike has a swimsuit calendar in his work area. Is this harassment?
  - Initially No but can be Yes: Mike is able to have it in his work area as long as no one has informed him they are uncomfortable with it or have asked him to take it down. If he doesn't take it down, that could be harassment.
3. Kenya asks Jonathan out on a date. Is this sexual harassment?
  - No, it is not for a single isolated incident. It becomes harassment if Kenya refuses to take no for an answer and becomes persistent with her actions.
4. Amar, who is Sikh, wears a turban as required by his religion. His supervisor tells him that his turban makes his co-workers "uncomfortable" and asks him to remove it. The supervisor also says the employees are not allowed to wear hats or other head coverings at work. What should Amar do?
  - Amar should explain to his supervisor that he wears his turban as part of his religious beliefs. Amar should ask his supervisor to make an accommodation to the "no hats" rule so that he can wear his turban.
  - Per the EEOC, Amar's employer can't prohibit him from wearing his turban at work just because it makes his co-workers uncomfortable. His employer must allow him to wear his turban as an accommodation for his religious beliefs.

## DRUG FREE WORKPLACE

Per Mohave County Personnel Policy and Procedures Section 5.4, there is a NO tolerance policy regarding the use, possession, manufacture, sale, presence in the body (with the exception of medical marijuana), distribution of drugs and alcohol, or in the possession of drug paraphernalia, while on the job.

### EMPLOYEE'S RESPONSIBILITY:

- **Not** report to work impaired
- **Not** possess, manufacture, use, consume, transfer, display, transport, sell, cultivate, or have any detectable/measurable presence of any controlled substance, including marijuana in an official capacity or while operating any vehicle for County business.
- **Not** dispense or distribute drugs or alcohol.
- **Submit** immediately to reasonable requests for alcohol/drug testing.
- **Notify** their supervisor if taking any over the counter or prescribed medications which may interfere with the safe performance of duties.
- **Provide** a current valid prescription for any drug or medication identified when a drug screen analysis is positive.
- **Report** upon committing or learning another employee has committed a violation to their supervisor or other management personnel.
- In accordance with the **FEDERAL DRUG FREE WORKPLACE ACT OF 1988**, **submit** a written report related to illegal drug activity and any employee who receives a citation or who is arrested for illegal drug and/or alcohol related activity **shall notify** their immediate supervisor in writing within one (1) business day.



**Mohave County Drug Free  
Workplace Policy, Section 5.4**

## CONTROLLED SUBSTANCES USE

- Employees who take over the counter or prescribed medications are responsible for being aware of any effect the medication may have on the performance of their duties.
- Controlled substances testing: No employee shall report for duty, remain on duty, or perform work assignments if the employee tests positive for controlled substances with the exception noted above for medical marijuana users.

## SUSPICIOUS SIGNS/BEHAVIOR TO WATCH OUT FOR

- Slurred speech, dilated pupils, alcohol on breath, physical/verbal altercations, possession, workplace accidents, or any behavior that is outside the “normal”.



## CONFLICT OF INTEREST GUIDELINES

Per Mohave County Personnel Policy and Procedures 4.2 if a County employee becomes aware he/she or a relative has a “substantial interest” in a particular County contract, purchase, or decision of Mohave County, the employee must make that interest known in the County’s official records and must refrain from any participation in an official capacity.

- [New Submission \(mohave.gov\)](http://mohave.gov) Complete a Conflict of Interest Statement Form.
- Refrain from voting or participating in the employee’s official capacity in any manner in the dealings of the contract, sale, purchase, service, or decision.



## OUTSIDE EMPLOYMENT

Per Mohave County Personnel Policy and Procedures Section 1.200 Outside Employment, an employee of Mohave County shall not engage in outside employment that impairs the employee's capacity to perform the County service duties and responsibilities in an acceptable manner.

## SMOKE AND TOBACCO FREE WORKPLACE

Per Mohave County Personnel Policy and Procedures Section 5.3 and in accordance with Arizona Revised Statutes (A.R.S.) § 36-601.0, use of tobacco products is not permitted within the County facilities, on Mohave County property, or in a County vehicle at any time.

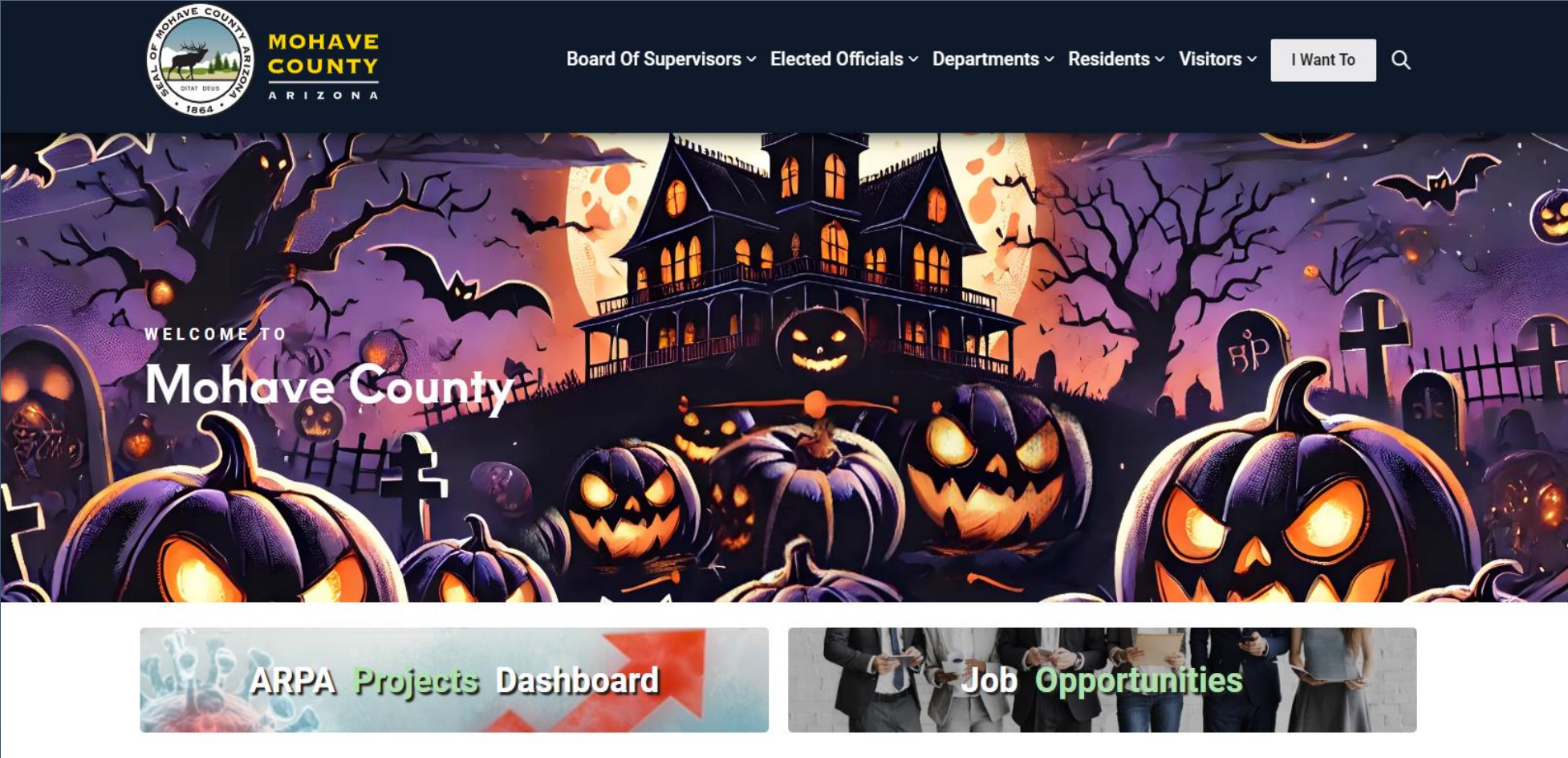
The following products are **restricted** smoke and tobacco products:  
Cigarettes\*E-Cigarettes\*Vapor Cigarettes\*Cigars\*Pipe Tobacco\*Chewing Tobacco



**Per County Policies and Procedures 5.3 the use of tobacco products is not permitted within the facilities, on the property of Mohave County, or in a county vehicle at any time. Please make sure you are off property or in a designated area to smoke or vape.**

# QUICK LINKS

1. Internal Mohave County website for employees: [www.Mohave.gov](http://www.Mohave.gov)



### Contact Us

Mohave County  
700 W. Beale Street  
Kingman, AZ 86401

Phone: 928-753-9141  
Contact Us



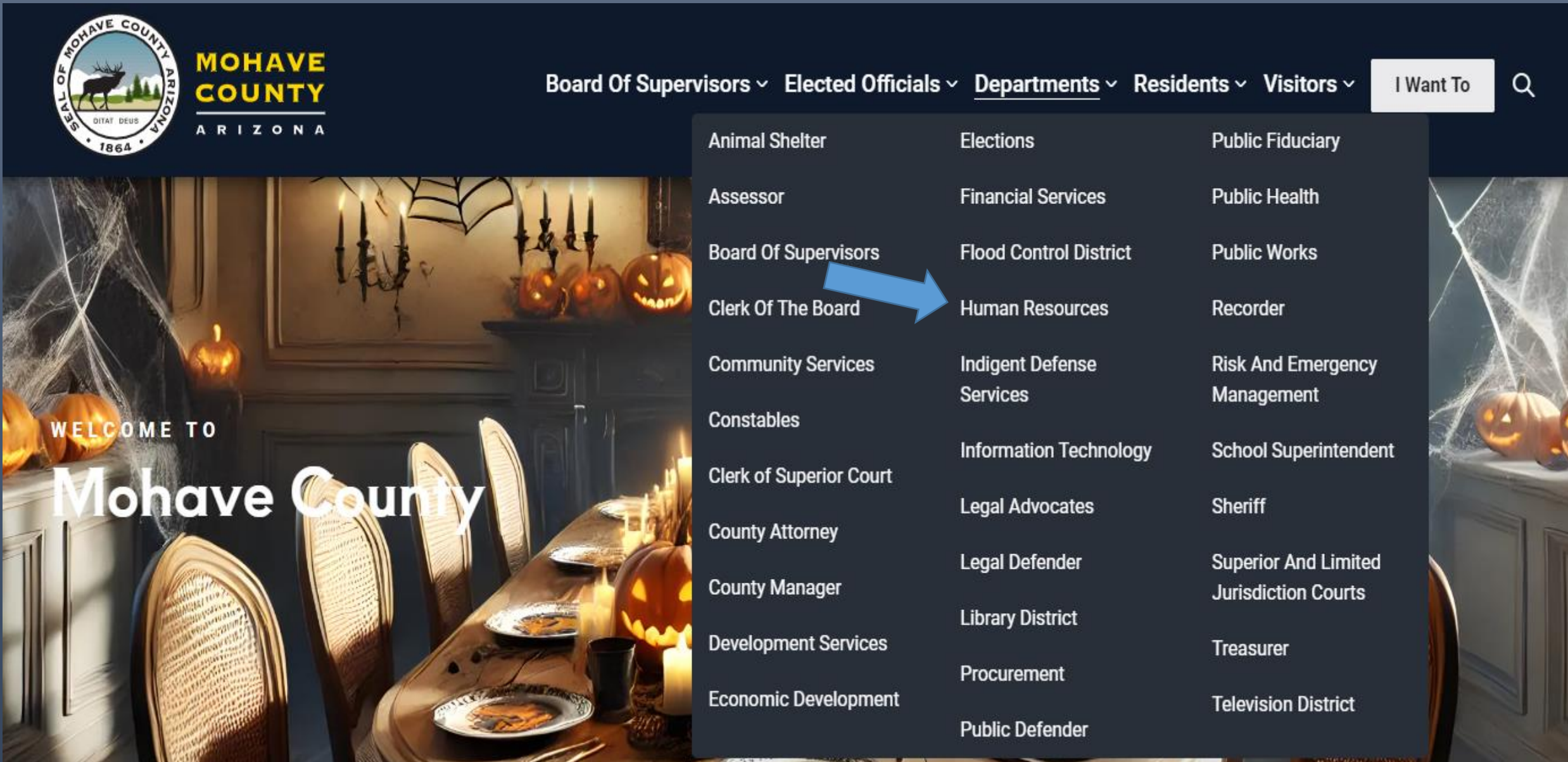
### Resources

File Transfer  
Employees  
Email  
ESS

### Connect With Us



## 2. Human Resources webpage; click 'Government', then 'Human Resources'



**MOHAVE COUNTY**  
ARIZONA

SEAL OF MOHAVE COUNTY ARIZONA  
DITAT DEUS  
1864

Board Of Supervisors ▾ Elected Officials ▾ Departments ▾ Residents ▾ Visitors ▾ I Want To 🔍

Animal Shelter	Elections	Public Fiduciary
Assessor	Financial Services	Public Health
Board Of Supervisors	Flood Control District	Public Works
Clerk Of The Board	Human Resources	Recorder
Community Services	Indigent Defense Services	Risk And Emergency Management
Constables	Information Technology	School Superintendent
Clerk of Superior Court	Legal Advocates	Sheriff
County Attorney	Legal Defender	Superior And Limited Jurisdiction Courts
County Manager	Library District	Treasurer
Development Services	Procurement	Television District
Economic Development	Public Defender	

WELCOME TO  
**Mohave County**

### 3. You can find a vast expanse of information such as Benefits, Mohave in Motion Wellness Program, and the Personnel Policies and Procedures:

SEAL OF MOHAVE COUNTY ARIZONA  
1864  
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**MOHAVE COUNTY**  
ARIZONA

Board Of Supervisors ▾ Elected Officials ▾ Departments ▾ Residents ▾ Visitors ▾ I Want To 🔍

< Mohave County < Departments < Human Resources

## Human Resources

Departments

**Human Resources** —

- Benefits —
- Mohave in Motion - Employee Wellness Program
- Employee Assistance Program (EAP)
- Compliance
- Employment
- Interpreter Services
- Retirement
- Salary Schedules
- Training Library

View Full Menu ☰

HR Tech Caseload List

HR Org Chart

Arizona Open Meeting Law

Personnel Policies & Procedures

Employee Exit Survey

### Our Mission

Human Resources is a business partner supporting the Mohave County mission to serve the community.

### Our Vision

To be acknowledged as innovative Human Resources professionals, EXCEEDING EXPECTATIONS.

### Our Values

Value employee talent, Encourage professional growth, Promote fair and impartial business practices, Foster transparency and openness, Maintain ethical principles, and Ensure quality service and meet customer needs.

### Equal Employment Opportunity (EEO)

Mohave County does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability. We are an Equal Opportunity Employer.




# EMPLOYEE SELF SERVICE (ESS) REFERENCE

The Mohave County Employee Self Service (ESS) is an online portal which allows County employees to access their personal information from anywhere. ESS allows you to view your benefit choices, demographic and payroll information such as paycheck, federal and state withholding, and PTO information. You can use ESS to update your personal information, tax withholding selections, make elections during our annual open enrollment and enter and track your hours worked for bi-weekly payroll processing.

## Logging into ESS

Use the following link: <https://munisweb.mohavecounty.us/ess/default.aspx> or access it via the County website: [www.Mohave.gov](http://www.Mohave.gov) and click on the link to ESS.

The screenshot shows the Mohave County Self Service portal. At the top, there is a dark blue header with the Mohave County logo on the left, the text "Munis Self Service" in the center, and a "Log In" button on the right with a blue arrow pointing to it. Below the header, the main content area has a white background. On the left side, there is a grey sidebar with a "Home" link. The main content area features the heading "MOHAVE COUNTY Self Service" followed by a paragraph: "The Mohave County Self Service portal allows easy access to information." Below this is another paragraph: "Your use of the system constitutes your acceptance of the terms and conditions listed below." This is followed by a longer paragraph: "You may not use the county network or data gathered from the county network for purposes of gaining or attempting to gain unauthorized access to hosts, networked equipment or data. Any use of the network to scan, break into, attempt to break into, or intentionally degrade the performance, functionality, or network connectivity of hosts or other networked equipment is strictly prohibited." The final paragraph in the main content area states: "Violators may be subject to criminal prosecution." At the bottom of the page, there is a dark blue footer. On the left, under "Contact Us", it lists "Mohave County", "700 W. Beale Street", "Kingman, AZ 86401", and "Phone: 928-753-9141". In the center, under "Resources", it lists "File Transfer", "Employees", "Email", and "ESS", with a blue arrow pointing to the "ESS" link. On the right, under "Connect With Us", there are icons for Facebook, X, and YouTube. At the very bottom, the footer contains "© 2024 Mohave County Privacy Policy" on the left and "Made with Govstack" on the right.

**Munis Self Service** 

## MOHAVE COUNTY Self Service

**Home**

The Mohave County Self Service portal allows easy access to information.




Your use of the system constitutes your acceptance of the terms and conditions listed below.

You may not use the county network or data gathered from the county network for purposes of gaining or attempting to gain unauthorized access to hosts, networked equipment or data. Any use of the network to scan, break into, attempt to break into, or intentionally degrade the performance, functionality, or network connectivity of hosts or other networked equipment is strictly prohibited.

Violators may be subject to criminal prosecution.

**Contact Us**  
Mohave County  
700 W. Beale Street  
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Phone: 928-753-9141  
Contact Us

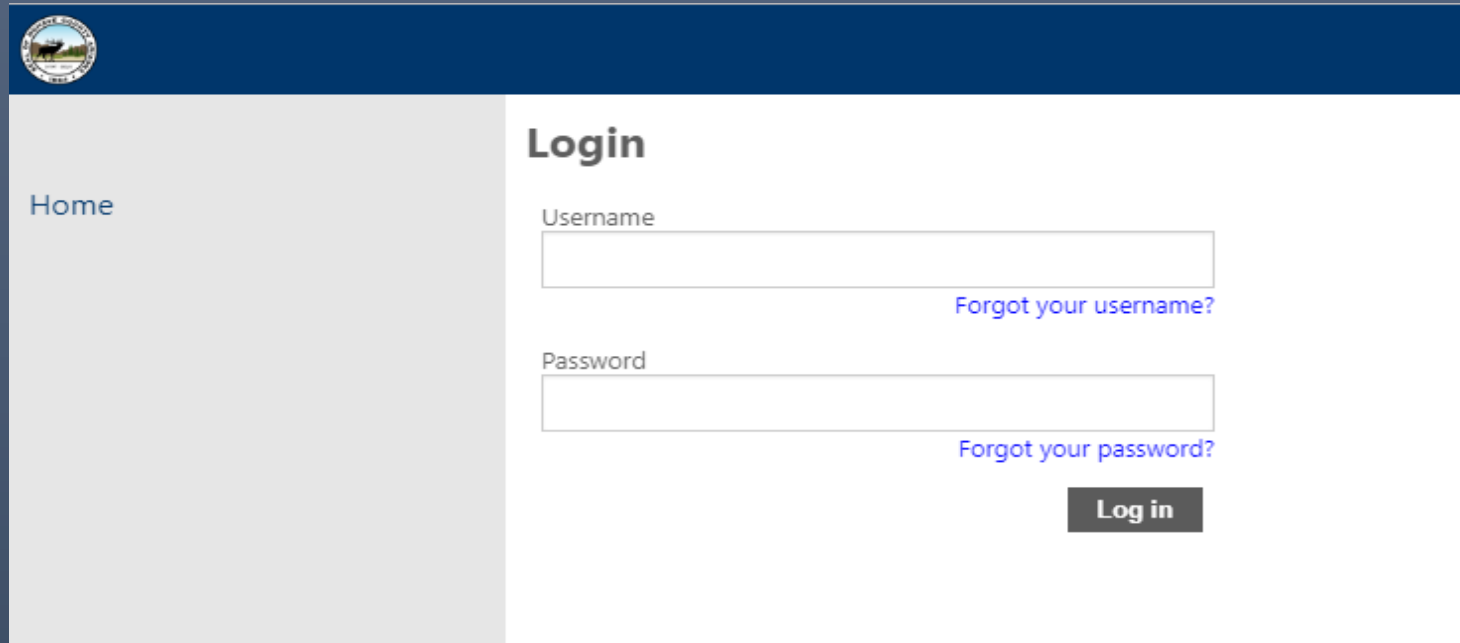
**Resources**  
File Transfer  
Employees  
Email  
ESS

**Connect With Us**  
  

© 2024 Mohave County Privacy Policy Made with Govstack

1. Once in ESS, click “Log in”:

**Username** is your employee ID number; the initial **password** is the last four (4) digits of your social security number. You will be prompted to change your password after your first initial log in.



The screenshot shows the ESS Login page. At the top left is a circular logo. Below it, on the left side, is a navigation menu with the word "Home" in blue. The main content area is titled "Login" in bold black text. It contains two input fields: "Username" and "Password". Below the "Username" field is a blue link that says "Forgot your username?". Below the "Password" field is a blue link that says "Forgot your password?". At the bottom right of the form is a dark grey button with the text "Log in" in white.

2. Your screen will look like this:

The screenshot shows the Employee Self Service (ESS) portal. At the top, there is a navigation menu with options: Employee Self Service, Benefits, Life Events, Pay/Tax Information, Personal Information, Time Off, and Time Entry. The main content area is titled "Welcome to Employee Self Service" and includes several sections:

- Announcements**
- Workflow forwarding**: Includes checkboxes for "Forward time off requests to:" and "Forward timesheets to:", each with a dropdown menu. Below these are date and time pickers for "Start" (5/21/2024, 8:00 AM) and "End" (5/22/2024, 8:00 AM). An "UPDATE FORWARDING" button is on the right.
- Personal information**: Includes a "VIEW MORE" link and fields for "LAST NAME, FIRST NAME ADDRESS", "Phone CELL PHONE:", and "Email Email: Alternate email:".
- Time off**: Includes a "REQUEST TIME OFF" button and a section for "ACCTG MGR" with a "SHOW PROJECTED BALANCES" link. A bar chart shows "Currently Available" and "Earned" balances for "PTO" (12.50, 84.50) and "FLOAT HOL" (0.00, 8.00). Below the chart is a "SHOW TIME OFF TAKEN" link and a calendar for 2024.
- Paychecks**: Includes a "SHOW PAYCHECK AMOUNTS" link, a "Last Paycheck: 5/10/2024" box, a "Year to date" box, and a list of "Previous paychecks" with "DETAILS" links and icons. A "Tools" section includes "PAYCHECK SIMULATOR", "VIEW LAST YEAR'S W2", and "CHANGE YOUR W4".

3. Click on any of the options to the left of the screen to explore your information, view your paychecks, make demographic updates, etc.

ESS is only accessible for up to **ONE YEAR** after separating for County service.

## Employee Self Service (ESS) Time Entry

ESS Time Entry is your digital timecard, used to enter and track hours worked for bi-weekly payroll processing.

**You WILL NOT have access to Time Entry until your second week of work with the County due to the time it takes to process new hire paperwork.**

On the County website, under the **Employees** link, in the **Policies and Procedures** tab, there are resources related to ESS Time Entry.

Those resources include lists of Pay Types and their respective policies, best practice recommendations for employee & supervisors, PowerPoint training slides, and a brief description of Payroll's procedures for processing bi-weekly payroll.

Any additional questions or concerns can be routed to the Payroll Department via email at [Payroll@mohave.gov](mailto:Payroll@mohave.gov).

The screenshot shows the Mohave County website's "Employees" page. The navigation bar includes the Mohave County logo, "MOHAVE COUNTY ARIZONA", and a menu with "Board Of Supervisors", "Elected Officials", "Departments", "Residents", "Visitors", and "I Want To". The "Employees" section is titled "Resources available to Mohave County employees only." Below this, there are four tabs: "QUICK LINKS", "POLICIES & PROCEDURES" (highlighted with a yellow arrow), "PRESENTATION AND VIDEOS", and "INTERNAL NETWORK - EMPLOYEES ONLY". The "POLICIES & PROCEDURES" tab is active, displaying a grid of resource cards. A yellow box highlights the following links: "How to Forward Workflow", "ESS Time Entry Training for Employee Users", "ESS Time Entry Training for Supervisors", "ESS Time Entry Best Practices/Processes", "Payroll Procedures for ESS Time Entry", "Hourly Employee Pay Types", and "Salaried Employee Pay Types".

**2025  
Mohave County  
Payroll Calendar**

Cycle #	Beginning Date	Ending Date	Check Date
1	12/14/24	12/27/24	01/03/25
2	12/28/24	01/10/25	01/17/25
3	01/11/25	01/24/25	01/31/25
4	01/25/25	02/07/25	02/14/25
5	02/08/25	02/21/25	02/28/25
6	02/22/25	03/07/25	03/14/25
7	03/08/25	03/21/25	03/28/25
8	03/22/25	04/04/25	04/11/25
9	04/05/25	04/18/25	04/25/25
10	04/19/25	05/02/25	05/09/25
11	05/03/25	05/16/25	05/23/25
12	05/17/25	05/30/25	06/06/25
13	05/31/25	06/13/25	06/20/25
14	06/14/25	06/27/25	07/03/25
15	06/28/25	07/11/25	07/18/25
16	07/12/25	07/25/25	08/01/25
17	07/26/25	08/08/25	08/15/25
18	08/09/25	08/22/25	08/29/25
19	08/23/25	09/05/25	09/12/25
20	09/06/25	09/19/25	09/26/25
21	09/20/25	10/03/25	10/10/25
22	10/04/25	10/17/25	10/24/25
23	10/18/25	10/31/25	11/07/25
24	11/01/25	11/14/25	11/21/25
25	11/15/25	11/28/25	12/05/25
26	11/29/25	12/12/25	12/19/25





**HOLIDAY SCHEDULE-CALENDAR YEAR 2025**  
**THE FOLLOWING DAYS SHALL BE OBSERVED HOLIDAYS**

<b><u>Holiday</u></b>	<b><u>Day Observed</u></b>
Martin Luther King/Civil Rights Day	Monday, January 20, 2025
Lincoln/Washington/President's Day	Monday, February 17, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 04, 2025
Labor Day	Monday, September 01, 2025
Columbus Day	Monday, October 13, 2025
Veteran's Day	Tuesday, November 11, 2025
Thanksgiving Day	Thursday, November 27, 2025
Christmas Day	Thursday, December 25, 2025
New Year's Day	Thursday, January 1, 2026

Mohave County recognizes ten (10\*) paid Holidays per year with an additional holiday, known as Floating Holiday, wherein employees may request to be scheduled off and receive holiday pay for:

The day after Thanksgiving, Friday, November 28, 2025

**OR**

The day preceding the Christmas Day Holiday, Wednesday, December 24, 2025 will be treated as the Floating Holiday.

**OR**

The day preceding the New Year's Holiday, Wednesday, December 31, 2025 will be treated as the Floating Holiday.

## HOLIDAYS

10 paid holidays per year (shown in the calendar)  
1 "Floating" holiday as described in the illustration

The additional holiday must be scheduled with your Department head/Supervisor to maintain adequate staffing coverage to remain open to the public. If it is not possible to schedule an employee due to an emergency or usual circumstance, please refer to Mohave County Personnel Policies and Procedures Section 2.6.B.

## PAYROLL DIRECT DEPOSIT

Electronic funds (pay checks) are deposited directly into your bank account rather than through a paper check. \*Only one account can be designated or direct deposit.\*

## Bereavement Leave

Bereavement leave is paid leave available for active benefit eligible employees to attend services and handle matters after the loss of an immediate family member of the employee. Immediate family members are defined as spouse, mother, father, child, stepchild, brother, sister, father-in-law, mother-in-law, grandparents of an employee or grandparents of an employee's spouse.

Please refer to Personnel Policy and Procedures Section 3.3 for further details.



## PAID TIME OFF (PTO) – VACATION/SICK TIME

- PTO is a combination of sick and vacation time.
- Annual PTO carry over is capped at 300 hours per year.
- PTO payout upon County separation is capped at 300 hours.
- PTO payout will not be received if you separate from the County before your **original** probationary period of 6 months.
- Those who have an initial probationary period of one (1) year will follow the same 6-month rule as above.
- **Newly hired full-time employees will be front loaded 39 hours of PTO on the date of hire. Newly hired part-time employees will be front loaded 19.5 hours of PTO on the date of hire.**
- **Accrual of PTO hours will begin on the 7<sup>th</sup> pay period after hire date.**

Years of Continuous Service	Full Time Employees Hours Accrued per Pay Period	
	Hours Accrued Per Pay Period	Hours Accrued Per Year (totals rounded to nearest hour/day)
Beginning on date of hire through end of year 4	6.5	169 = 21 Days
Beginning year 5 through end of year 9	7.5	195 = 24 Days
Beginning year 10 through end of year 14	8.5	221 = 28 Days
Beginning year 15 +	9.5	247 = 31 Days



# New Employee Cyber Training

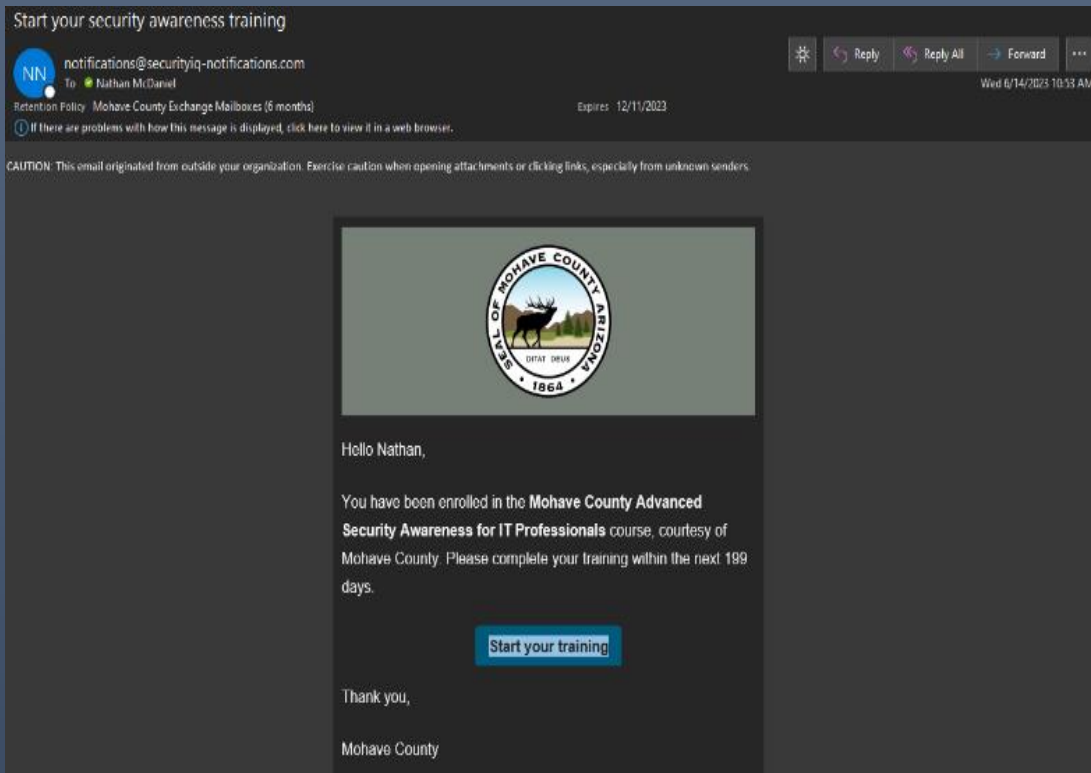
You will have 14 days from the initial e-mail to complete your cyber training.

The email will be coming from: [notifications@securityiq-notifications.com](mailto:notifications@securityiq-notifications.com) and will look like the screenshot of the email below:

When you click the link, you will be taken to your web browser where you may need to login to your **Azure AD account which is the same user ID and password that you use to login to your PC.** If you need assistance, please contact Technical Services by dialing Ext 4357, 928-753-0740 or by sending an email to “Help Desk” via Outlook.

You can access the training at any time by navigating to: <https://www.Mohave.gov/> and select the **Employees** link at the bottom of the page then select **Cyber Security Training Platform**.

Your training dashboard will look like this screenshot. Please be on the lookout for these emails to complete your training. You will be required to complete this training once every calendar year going forward.





# CONTACTS

## HUMAN RESOURCES

Juliana Demers, HR Director	928-753-0736 Ext 4117
LeeAnn Lewis, HR Manager	Ext 4355
Lana Huber, HR Analyst	Ext 4441
Joseph Collins, HR Analyst	Ext 4380
Erika Elliot, HR Analyst	Ext 4460
Ernie Johnson, HR Technician Sr	Ext 4490
Krystal Jaramillo, HR Technician Sr	Ext 4261
Dana Miner, HR Technician Sr.	Ext 4378
Jessica Stephens, Office Specialist	Ext 4363

## RISK MANAGEMENT

Joe Dorner, Director	928-753-0739 Ext 4605
Gregg Swierczek, Loss Prev. Consultant	Ext 5869
Jodi Myers, Risk Manager	Ext 4172
Kevin Hartmann, Loss Prev. Consultant	Ext 4068
Jazmyne Tarkowski, Emerg. Mgt. Tech.	Ext 4607
Lauren Wellborn, Emerg. Mgt. Tech.	Ext 4647
Pamela Rodriguez, Office Assistant	Ext 4615
Michael Browning, Hmld Sec/EM Coord.	Ext 4603

## Payroll

Carissa Eaves, Accounting Manager	928-753-0735 Ext 4123
Raymond Gonzales, Accountant Senior	Ext 4538
Cheyenne McMurtry, Administrative Specialist	Ext 4113