



New Hire Orientation

revised 07/2025

New Hire Orientation Agenda



8:00

Intro to
SVSWA



9:00

Intro to
Managers



10:00

Benefits,
Policies &
Procedures



11:00

Meet &
Greet
SVRFOU



11:30

Purchase
Boots



12:00

Lunch
Break



1:00

Mandatory
Training
(HR)



2:00

Landfill
Safety
Training



OUR MISSION, VISION, AND VALUES (MVV)

MISSION STATEMENT

To manage Salinas Valley solid waste as a resource, promoting sustainable, environmentally sound and cost effective practices through an integrated system of waste reduction, reuse, recycling, innovative technology, customer service and education.

VISION STATEMENT

To reduce the amount of waste by promoting individual and corporate responsibility. To recover waste for its highest and best use while balancing rates and services. To transform our business from burying waste to utilizing waste as a resource. To eliminate the need for landfills.

VALUES

Innovation * Integrity * Public Education * Efficiency * Fiscal Prudence
Resourcefulness * Customer Service * Community Partnerships



Member Agencies



County of
Monterey



City of Salinas



City of Gonzales



City of Soledad



City of Greenfield



City of King City

Member Agencies



City of Gonzales

Liz Silva
President
Term End 12/2026



County of Monterey

Glenn Church
Vice President
Term End 12/2026



City of Salinas

Gloria De La Rosa
Alt. Vice President Term End
12/2028 (831) 758-7201



City of Salinas

José Luis Barajas
Term End 12/2028



County of Monterey

Chris Lopez
Term End 12/2026



City of Salinas

Andrew Sandoval
Term End 12/2026



City of King

Rob Cullen
Term End 12/2028



City of Greenfield

Marcy Jones
Term End 12/2028



City of Soledad

Evarista Bañuelos
Term End 12/2026

Marketing Blurb

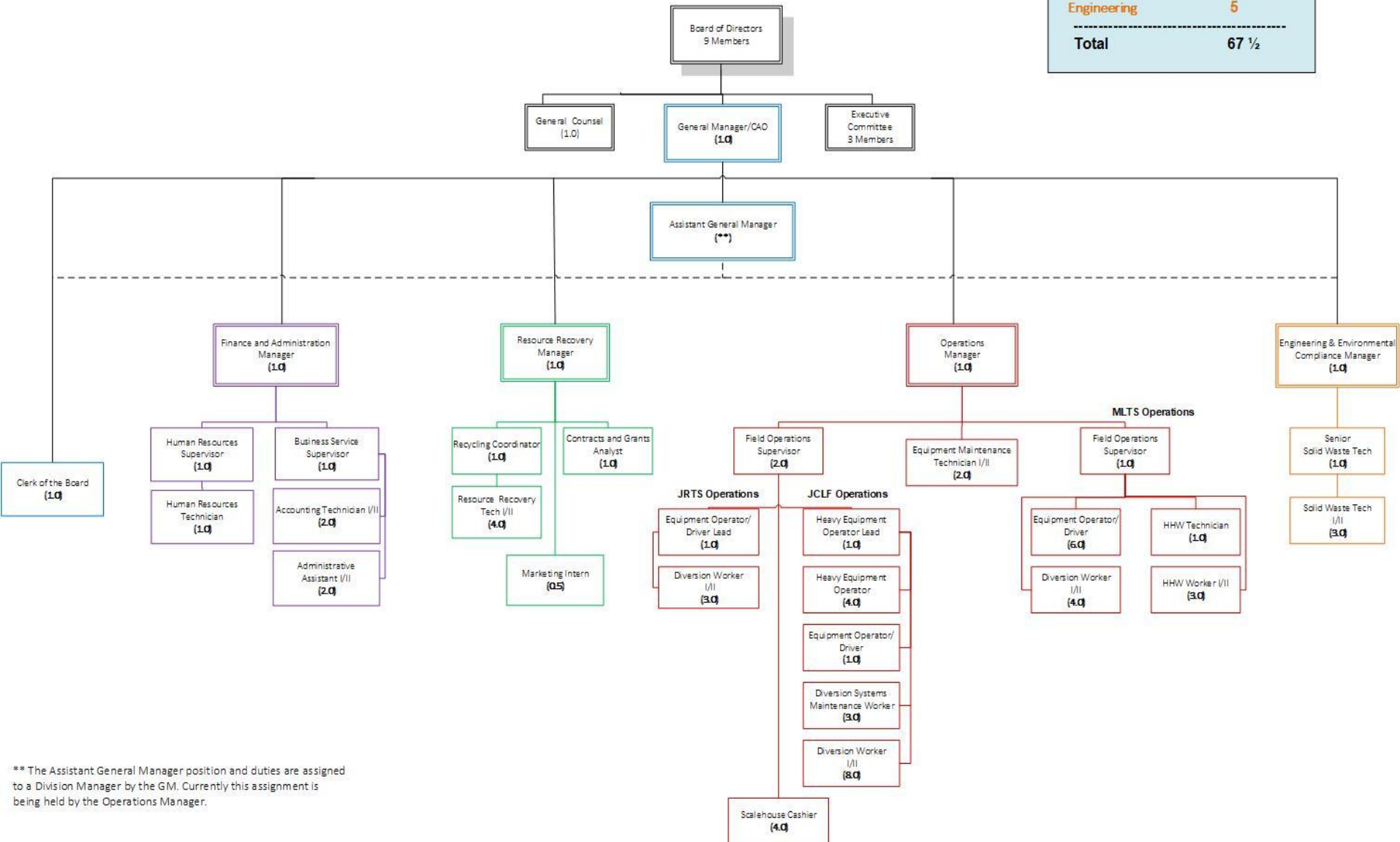
- SalinasValleyRecycles.org
- Social Media
- TV & Radio Commercials
- Wally Waste-Not Awards
- Door to Door
- Community Clean-ups
- Rock Steady Juggling



Salinas Valley Solid Waste Authority Organizational Chart

Proposed Effective Date: May 12, 2025

Executive Administration	2
Finance & Administration	5
Resource Recovery	7 ½
Operations	45
Engineering	5
<hr/>	
Total	67 ½



** The Assistant General Manager position and duties are assigned to a Division Manager by the GM. Currently this assignment is being held by the Operations Manager.

Departmental Introductions





B E N E F I T S

Loyalty Oath



California Public Employees Retirement System (CalPERS)

Classic Members

- 2% at age 55
- Contribution: 7% plus 1%

PEPRA Members

- 2% at age 62
- Current contribution: 7.75%



CalPERS

What is the Difference Between the CalPERS Medical Health Plans?

PPO Network of doctors

- PERS Platinum-Blue Shield
- PERS Gold-Blue Shield

HMO Plans

- Blue Cross HMO Select
- Blue Shield Trio HMO
- Kaiser Permanente



CalPERS



Coverage Level	Total Monthly Premiums	Semi-Monthly Premiums	Semi-Monthly Employer Portion 85%	2025 Semi-Monthly Employee Portion 15%
PERS Platinum				
Employee	1,476.10	738.05	627.34	110.71
Employee + 1	2,952.20	1,476.10	1,254.69	221.42
Employee + Family	3,837.86	1,918.93	1,631.09	287.84
PERS Gold				
Employee	1,013.70	506.85	430.82	76.03
Employee + 1	2,027.40	1,013.70	861.65	152.06
Employee + Family	2,635.62	1,317.81	1,120.14	197.67
Blue Shield Trio HMO - Santa Cruz County & Monterey County				
Employee	1,134.79	567.40	482.29	85.11
Employee + 1	2,269.58	1,134.79	964.57	170.22
Employee + Family	2,950.45	1,475.23	1,253.95	221.28



Guardian PPO Dental				
Employee Only	40.81	20.41	17.35	3.06
Employee + Spouse	82.83	41.42	35.21	6.21
Employee + Children	108.46	54.23	46.10	8.13
Employee + Family	160.90	80.45	68.38	12.07
Guardian Vision - VSP				
Employee Only	15.86	7.93	6.74	1.19
Employee + Spouse	26.70	13.35	11.35	2.00
Employee + Children	27.23	13.62	11.58	2.04
Employee + Family	43.09	21.55	18.32	3.23

Guardian Insurance



Dental Insurance

In-network coverage includes:

Dependent Age limit is 26

300+ providers in 93901 area

**Preventative Care
@ 100%**

**Orthodontics @ \$1,500
lifetime benefit**



Vision Insurance



Network is VSP



**In-network
Coverage includes:**

- * \$10 copay
- * Annual Eye exams
- * Dependent Age limit 26



Employee Assistance Program (EAP)



Family Care

Resources for all stages of life:

Parenting & Childcare

- Childcare resources and referrals
- Tutors, mentors and programs for children with special needs
- Teens, college and beyond

Adult care needs

- Meals-on-wheels
- Alzheimer's education
- In-home, sub-acute, rehab care



Counseling

5 free face-to-face visits per issue per 12 months for:

- Difficulty with relationships
- Emotional distress
- Job stress
- Communication/conflict issues
- Substance use
- Grief



Legal & Financial

Legal Referrals

- Immigration
- Family law
- Estate planning
- Wills & Trust

Financial Consultations

- Money management
- Debt consolidation
- Investment basics
- Income taxes

ID theft resolution

Legal Resource Center



Luma™ is your digital front-door for easy, confidential access to personalized support, anytime you need it.



Simple digital intake



Convenient counseling options – telephonic, video, in-office



Life Balance solutions



Client-counselor matching, self-scheduling



Guided self-help tools, digital therapeutics



Dynamic dashboard with provider views

FREE


luma

OPTIONAL SERVICES



NETWORK OF
ATTORNEYS



IDENTITY THEFT
PROTECTION


LegalShield™

OPTIONAL SERVICES

Aflac benefits

Help with out-of-pocket medical expenses

Help with non-medical costs

Help with everyday living expenses

Help with loss of income

FSA – Flexible Spending Account



OPTIONAL SERVICES

MissionSquare
RETIREMENT




Voluntary additional Retirement Plan

2025 HOLIDAY SCHEDULE – SVRFOU

<u>Holiday</u>	<u>Observed</u>
New Year's Day	Wednesday, January 1, 2025 (All Sites Closed)
Martin Luther King, Jr. Day	Monday, January 20, 2025
Presidents' Day	Monday, February 17, 2025
Cesar Chavez Day	Monday, March 31, 2025
Memorial Day	Monday, May 26, 2025
Independence Day	Friday, July 4, 2025 (All Sites Closed)
Labor Day	Monday, September 1, 2025
Veterans Day	Tuesday, November 11, <u>2025</u>
Thanksgiving Day	Thursday, November 27, 2025 (All Sites Closed)
Friday after Thanksgiving	Friday, November 28, 2025
Christmas Eve	Wednesday, December 24, 2025
Christmas Day	Thursday, December 25, 2025 (All Sites Closed)
Two Floating Holiday	<u>By Employee Request</u>

2025 PAY SCHEDULE



	PAY PERIOD	TIME CARD DUE DATE	PAY DATE
1	12/23/24 - 01/05/25	01/06/25	01/10/25
2	01/06/25 - 01/19/25	01/20/25	01/24/25
3	01/20/25 - 02/02/25	02/03/25	02/07/25
4	02/03/25 - 02/16/25	02/17/25	02/21/25
5	02/17/25 - 03/02/25	03/03/25	03/07/25
6	03/03/25 - 03/16/25	03/17/25	03/21/25
7	03/17/25 - 03/30/25	03/31/25	04/04/25
8	03/31/25 - 04/13/25	04/14/25	04/18/25
9	04/14/25 - 04/27/25	04/28/25	05/02/25
10	04/28/25 - 05/11/25	05/12/25	05/16/25
11	05/12/25 - 05/25/25	05/26/25	05/30/25
12	05/26/25 - 06/08/25	06/09/25	06/13/25
13	06/09/25 - 06/22/25	06/23/25	06/27/25
14	06/23/25 - 07/06/25	07/07/25	07/11/25
15	07/07/25 - 07/20/25	07/21/25	07/25/25

Time Off Benefits

- **HOLIDAYS**

- Twelve scheduled and *two floating paid holiday per year. *Pro-rated*

- **PAID TIME OFF**

- Vacation and sick leave are combined into Paid Time Off and accrual rates are based upon length of service. PTO can be cashed once a year. Employees must take at least 10 days (80 hours) of leave during the year to receive cash payment of PTO.

- **FLEXIBLE LEAVE**

- Authority employees receive flexible leave that can be taken or cashed out according to Authority policy. *Pro-rated*

- **Community Service**

- 24 hours to participate in events sponsored by non-profit organizations. *Pro-rated*



Day to Day



Breaks & Lunch



(Two) 10-minute breaks in an 8-hour workday



30-minute lunch breaks



Attendance – Request time off in advance



Must notify Lead/Supervisor/Manager if you are running late or not able to work 1-hour before start time.

Performance Review

**Probationary
Period**

6 months

**Performance
Reviews**

Six months after
date of hire,
then on a yearly
basis

**Step
Increases**

11 steps
within each
salary range



Your Paycheck

Pay days are every
other Friday

Direct Deposit is a
great benefit

No Social Security
Taxes

Over-Time MUST be
approved by your
Supervisor/Manager

Yellow Timecards





Salinas Valley Solid Waste Authority

Payroll Account
126 Sun Street
Salinas, CA 93901

Wally Waste-Not 0001

DEPARTMENT: 100

PAY PERIOD: 07/01/2004 - 00/00/0000

	EARNINGS				DEDUCTION	EMPLOYEE				EMPLOYER			
	RATE	UNITS	CURRENT	YTD		CURRENT	YTD	MATCH	YTD	CURRENT	YTD	MATCH	YTD
REG PAY	18.49	80.00	\$1,478.80	\$2,195.09	SURVIVOR	\$0.93	\$1.86	\$0.00	\$0.00				
OVERTIME	27.73	0.84	\$23.29	\$23.29	DENTAL	\$3.06	\$3.06	\$17.35	\$17.35				
TOTAL		80.84			MEDICAL	\$90.01	\$90.01	\$510.05	\$510.05				
					PERS EE	\$114.61	\$170.12	\$0.00	\$0.00				
					PERS ER	\$0.00	\$0.00	\$113.57	\$166.58				
					VISION	\$1.19	\$1.19	\$6.74	\$6.74				
					TOTAL	\$209.80	\$266.24	\$647.71	\$702.72				

	RECAP				TAXES	EMPLOYEE				EMPLOYER			
	CURRENT	YTD	CURRENT	YTD		CURRENT	YTD	MATCH	YTD	CURRENT	YTD	MATCH	YTD
GROSS	\$1,502.09	\$2,218.38			FEDWH	\$82.80	\$95.61	\$0.00	\$0.00				
DEDUCTIONS	\$209.80	\$266.24			MEDICARE	\$20.41	\$30.80	\$20.41	\$30.80				
TAXES	\$139.45	\$169.10			STATE WH	\$23.57	\$23.57	\$0.00	\$0.00				
NET	\$1,152.84	\$1,783.04			SDI	\$12.67	\$19.12	\$0.00	\$0.00				
					UI	\$0.00	\$0.00	\$33.79	\$50.98				
					TOTAL	\$139.45	\$169.10	\$54.20	\$81.78				

ACCT TYPE	BANK	DIRECT DEPOSIT		BAL FWD	LEAVE				
		AMOUNT			EARNED	USED	ADJ	CUR BAL	
CHECKING	*****0000	\$1,152.84		Community Service	11.08	0.00	0.00	0.00	11.08
				Flex Leave	27.69	0.00	0.00	0.00	27.69
				Floating Holiday -16	7.38	0.00	0.00	0.00	7.38
				Paid Time Off	3.39	6.77	0.00	0.00	10.16

Deposit # 000000

DEPOSIT DATE	PAY THIS AMOUNT
00/00/0000	\$1,152.84

PAY *** VOID *** NON-NEGOTIABLE *** VOID *** FOR INFORMATION ONLY *** VOID ***

TO THE ORDER OF WALLY WASTE-NOT
126 SUN STREET
SALINAS, CA 93901

Employee Name: _____



Payroll Beginning Date 12/26/2022
Payroll Ending Date 1/8/2023

WEEK 1				MANAGER ONLY	HR ONLY		
Day	Date	START TIME	END TIME	Total Hours	Total Regular	Total OT	Total Leave
Monday	12/26/22						
Tuesday	12/27/22						
Wednesday	12/28/22						
Thursday	12/29/22						
Friday	12/30/22						
Saturday	12/31/22						
Sunday	01/01/23						
HR ONLY	Total Regular:		Total Leave:	Total Overtime/CE:			
WEEK 2				MANAGER ONLY	HR ONLY		
Day	Date	START TIME	END TIME	Total Hours	Total Regular	Total OT	Total Leave
Monday	01/02/23						
Tuesday	01/03/23						
Wednesday	01/04/23						
Thursday	01/05/23						
Friday	01/06/23						
Saturday	01/07/23						
Sunday	01/08/23						
HR ONLY	Total Regular:		Total Leave:	Total Overtime/CE:			

Employee Signature

Supervisor's Signature

Your Timecard

on History Time Entries Leave Requests Control Panel

Quick Time Entry

Department **Your department**

Employee **Your Name**

Apply Time Template... Create Time Template...

Hide Submitted Time/Leave [Time Sheet Report](#)

Pay Period Total:

Week: 1

Position:

	Activity	Project	Mon 5/12	Tue 5/13	Wed 5/14	Thu 5/15	Fri 5/16	Sat 5/17	Sun 5/18	
	Regular	Choose...	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
	Daily Totals:		0.00	0.00	0.00	0.00	0.00	0.00	0.00	
<input type="radio"/> Unapproved/Unsubmitted <input type="radio"/> Partially Approved <input checked="" type="radio"/> Approved									Week Total:	0.00

Show Next Week

Save [Save & Submit](#)

Represented Employee Groups



**SVRFOU –
Operations
Employees**

FY 2022-2026



**ABC – Office
Administration
Employees**

FY 2025-2028



**AWME - At-Will
Management
Employees**

FY 2025-2028

Mentee / Mentor Program



Employee Cross Training Program

July 2016



**These programs are available
after probationary period**



Safety, Policies & Procedures, Mandatory Training

New Hire Orientation Agenda



8:00

Intro to
SVSWA



9:00

Intro to
Managers



10:00

Benefits,
Policies &
Procedures



11:00

Meet &
Greet
SVRFOU



11:30

Purchase
Boots



12:00

Lunch
Break



1:00

Mandatory
Training
(HR)

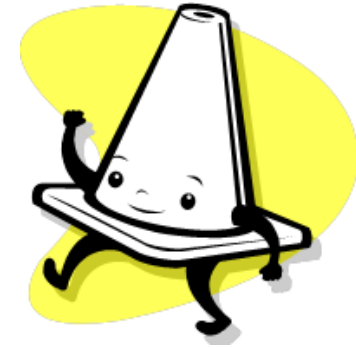


2:00

Landfill
Safety
Training

SAFETY

- **Safety Officer:** Cesar Zuñiga
- **Safety Committee Members:**
 - Patrick, Cesar, Monica, Juan C., Mike S., Estela, Jason, Roddy
- **Office Staff Safety Meetings:** monthly
- **Operations Safety Meetings:**
last Wednesday/Thursday of each month.



SAFETY AWARD PROGRAM

A monthly incentive credit will be given to Employees for attending and participating in monthly safety department meetings. Incentive will be given to employees in the form of a check at the Employee Communications Dinner Meeting.

- Submit Safety Suggestion
- Submit a Safety Observation
- Perform a Safety Inspection



Admin Staff	RR Techs	Field/Ops Staff
\$20.00/monthly Safety Meeting Attendance	\$30.00/monthly Safety Meeting Attendance	\$50.00/monthly Safety Meeting Attendance

Notify your supervisor right away

Salinas Valley Solid Waste Authority

On-the-Job Injury, Accident or Incident Investigation Form

EMPLOYEE SECTION

Instructions: Employees shall use this form to report all work-related injuries, accidents, or incidents – no matter how minor. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further action.

Your Name:

Department/Site:

Your job title:

Who is your supervisor?

What time did you start work?

Did you leave work because of the injury?
Yes No What time?

Date of injury/accident/incident?

Time of injury/accident/incident?

Name of witness & phone number:

Address/specific location of incident:

Describe the injury/accident/incident:

What parts of your body were affected?

Describe step by step what led up to the injury/accident/incident:

Could the injury/accident/incident been prevented? Yes No

How could the injury/accident/incident been prevented?

WORKER'S COMPENSATION

Report any Injuries
IMMEDIATELY to
your supervisor or
Lead

Agile Occupational
Medicine

New Employee's
Guide to Workers
Comp

Notice of Pre-
designation of
Personal Physician



EMPLOYEE LEAVE RIGHTS

Family Medical Leave Act

CA Family Rights Act

Paid Family Leave

COBRA

Disability Insurance



POLICIES

No Scavenging

PPE Policy –
footwear &
uniforms

Drugs & Alcohol

Electronic
Communications

Social Media

Ethics Policy

Surveillance Policy

Photo Release
Form

Authority Vehicles
& DMV report

Sexual
Harassment &
Abusive Conduct
(Anti-bullying
behavior)

Workplace
Violence
Prevention
Program

IIPP



Mandatory Training

**Workplace
Violence
Prevention Plan**

**Sexual
Harassment
Prevention**

**Abusive Conduct
Bullying
Prevention**

**Injury and
Illness
Prevention
Program (IIPP)**



Workplace Violence Prevention Plan

- Salinas Valley Solid Waste Authority (SVSWA) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, volunteer, contractor, client, and/or visitor.
- **Threats of violence** against an employee that results in, or has a high likelihood of resulting in injury, psychological trauma, or stress regardless of whether the employee sustains an injury.
- **Workplace violence** an incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

Workplace Violence Prevention Plan

- **Type 1:** Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime
- **Type 2:** Workplace violence directed at employees by customers, clients, or visitors
- **Type 3:** Workplace violence against an employee by a present or former employee, supervisor, or manager
- **Type 4:** Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

Responding to an actual or potential workplace violence emergency

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the supervisor and or management through phone, text message or radio.



Employees shall implement the run, hide, fight protocols when appropriate.



Employees shall call 911 to report the incident & request assistance from law enforcement.

Reporting Workplace Violence Concerns

- Employees who witness or experience threats of violence or workplace violence can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

Type I: Stranger Thief/Suspect Other

Type II: Client/Customer Visitor

Type III: Current Co-worker Former Co-worker Supervisor/ Manager

Type IV: Current Spouse or Partner Former Spouse or Partner Employee's Friend Employee's Relative Family/friend

Type of Incident (check as many apply):

<input type="checkbox"/> Verbal Threat	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or attempted)
<input type="checkbox"/> Assault With a Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

Communication & Training

WVPP

Identify
workplace
violence risks

Identify potential
for violence &
escalating
behavior

Strategies to de-
escalate
behavior & avoid
physical harm

Alert Systems

Report incidents
to law
enforcement

Employee
Assistance
Program

Workplace Harassment Awareness & Abusive Conduct Compliance Training

- Workplace Sexual Harassment is unwelcome sexual conduct that deprives an employee of a discrimination-free workplace, whether a tangible benefit is lost. This informative workshop educates employees as to what constitutes sexual harassment, how to avoid being perceived as harassing and how to respond if it is occurring in the workplace.

Workplace Harassment Awareness & Abusive Conduct Compliance Training

Why is it an important issue?

- Legal and Policy requirements
- Individual
 - Health Issues
 - Finances
 - Job/career
- Workplace relationships



Workplace Harassment Awareness & Abusive Conduct Compliance Training

Legal Protections

Title VII of the Civil Rights Act (1964)

- Federal Law
 - Race
 - Color
 - Religion
 - National Origin
 - Sex (pregnancy, identity, orientation)
 - Disability, citizenship status
 - Genetic Information



Workplace Harassment Awareness & Abusive Conduct Compliance Training

California Law

- Race
- Color
- Religion
- National Origin
- Sex/Gender
- Ancestry
- Gender Identity/Expression
- Sexual Orientation
- Marital Status
- Medical condition
- Military/Veteran status
- Disability
- Age
- Genetic Information
- Political affiliation
- Status of a victim
- Request for Leave: family care, pregnancy, medical conditions



Workplace Harassment Awareness & Abusive Conduct Compliance Training

Sexual Conduct includes but its not limited to:

- Visual, Verbal, or Physical
- Unwanted sexual advances
- Quid Pro Quo - Benefits in exchange for sexual favors
- Hostile Work Environment – conduct creates environment that interferes with the ability to do the job
- Threats after receiving a negative response to advances
- Offends, humiliates, distresses, or affects job performance, or undermines a sense of well-being or disrupts the emotional tranquility in the workplace

Workplace Harassment Awareness & Abusive Conduct Compliance Training

Abusive Conduct (Bullying)

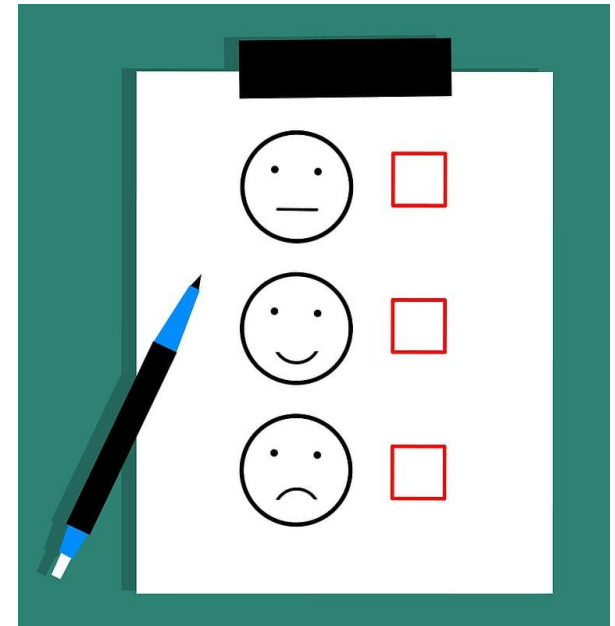
- Malicious conduct that a reasonable person would find hostile, offensive, and unrelated to legitimate business interests.
- A single act is not abusive unless severe and egregious.
- Verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating.
- Sabotage or undermining of a person's work performance.



Workplace Harassment Awareness & Abusive Conduct Compliance Training

The Employee's Role

- Employees have an important role in creating a safe and inclusive work environment, free from harassment. How you react if you experience or witness harassing behavior also has a big impact on you and those around you.
- Training
- Sexual Harassment Awareness and Anti-Bullying Policies
- If you see something, say something!



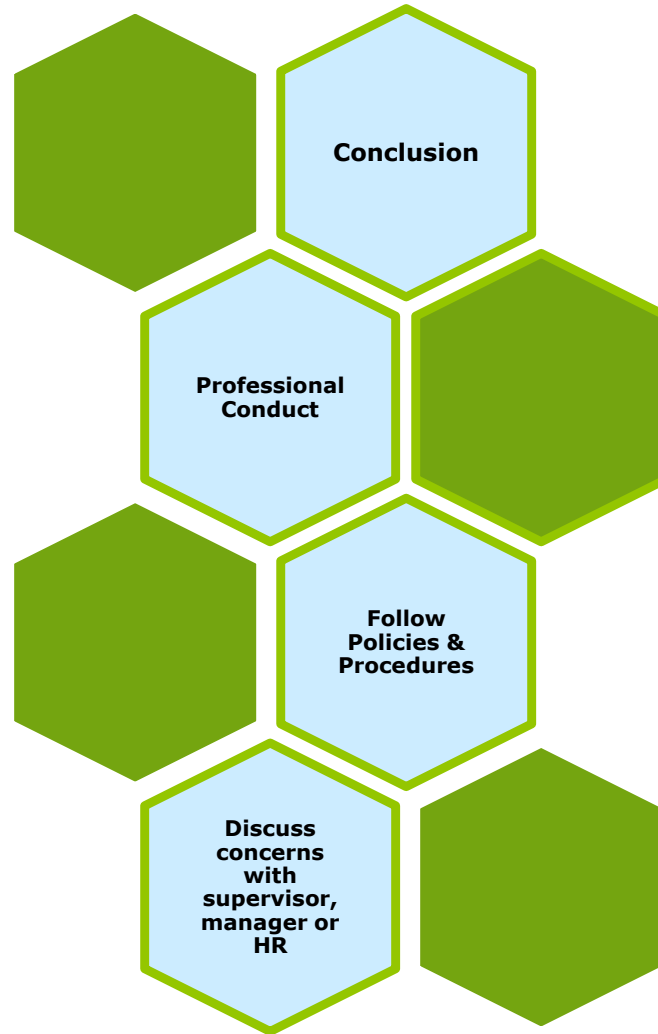
Workplace Harassment Awareness & Abusive Conduct Compliance Training

Retaliation

- Retaliation is both against the law and against our policy.
- Retaliation harms and discourages people from exercising their rights to report or object to inappropriate and unwelcome behavior.
- Retaliation may require disciplinary response regardless of the outcome of the initial report.
- It is essential for employees to be protected for exercising their rights to make a claim or stand up to discrimination and harassment.



Workplace Harassment Awareness & Abusive Conduct Compliance Training



What we've covered so far:

- SVSWA History
- Mission, Vision, & Values
- Organizational Structure
- Benefits Information
- Payroll
- Policies & Procedures
- Mandatory New Hire Training



Welcome to Salinas Valley Solid Waste Authority

