

Public Works Agency

Resources

For Your Information & Review

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County of Ventura *Important Websites & Resources*

- VC Benefits 2023: <https://hr.ventura.org/benefits>
- Employee Assistance Program (EAP): (805) 654-4327 or <http://ceo.countyofventura.org/benefits>
- Deferred Comp (401k/457 – Fidelity): <https://dc.ventura.org/>
- Ventura County Employees’ Retirement Association (VCERA)/Pension: <https://www.vcera.org/>
- VC Training Catalog and Resources: <http://myvcweb/index.php/training-catalog-and-resources>
- Public Works Agency Website: <https://www.vcpublicworks.org/>
- PWA Sharepoint - Standards Manual Policies: [PWA Standards Manual](#)
- Personnel Rules & Regs AND MOA’s (Union Agreements – SEIU, VEA, IUOE and MGMT): <https://hr.ventura.org/policies-memorandum>
- VC Administrative Manual: <https://countyofventuraca.sharepoint.com/sites/CEO/AdminManual/default.aspx>
- Classification and Compensation (Job Descriptions & Salary Listings): <https://hr.ventura.org/classification-compensation>
- CEO/HR Intranet: <http://myvcweb/index.php/hr/human-resources>
- Ventura County Department Directory: <http://myvcweb/index.php/phonebook/department-directory?styp=DEPARTMENT&costcenter=150>
- Auditor Controller’s Office (ACO) Forms & Info: <http://acweb/index.php/forms/payroll-forms>
- VC Alert Emergency Notification System: <https://member.everbridge.net/1772417038942453/login>

**COUNTY OF VENTURA AUDITOR CONTROLLER
PAYROLL CALENDAR 2024 - 2026**

2024			
PP#	Start	End	Payday
1	Dec 24	Jan 06	Jan 12 *
2	Jan 07	Jan 20	Jan 26 *
3	Jan 21	Feb 03	Feb 09
4	Feb 04	Feb 17	Feb 23 **
5	Feb 18	Mar 02	Mar 08 *
6	Mar 03	Mar 16	Mar 22
7	Mar 17	Mar 30	Apr 05
8	Mar 31	Apr 13	Apr 19
9	Apr 14	Apr 27	May 03
10	Apr 28	May 11	May 17
11	May 12	May 25	May 31 **
12	May 26	Jun 08	Jun 14 *
13	Jun 09	Jun 22	Jun 28 *
14	Jun 23	Jul 06	Jul 12 *
15	Jul 07	Jul 20	Jul 26
16	Jul 21	Aug 03	Aug 09
17	Aug 04	Aug 17	Aug 23
18	Aug 18	Aug 31	Sep 06 **
19	Sep 01	Sep 14	Sep 20 *
20	Sep 15	Sep 28	Oct 04
21	Sep 29	Oct 12	Oct 18
22	Oct 13	Oct 26	Nov 01
23	Oct 27	Nov 09	Nov 15 **
24	Nov 10	Nov 23	Nov 27 ***
25	Nov 24	Dec 07	Dec 13
26	Dec 08	Dec 21	Dec 27 **

2025			
PP#	Start	End	Payday
1	Dec 22	Jan 04	Jan 10 *
2	Jan 05	Jan 18	Jan 24 **
3	Jan 19	Feb 01	Feb 07 *
4	Feb 02	Feb 15	Feb 21 **
5	Feb 16	Mar 01	Mar 07 *
6	Mar 02	Mar 15	Mar 21
7	Mar 16	Mar 29	Apr 04
8	Mar 30	Apr 12	Apr 18
9	Apr 13	Apr 26	May 02
10	Apr 27	May 10	May 16
11	May 11	May 24	May 30 **
12	May 25	Jun 07	Jun 13 *
13	Jun 08	Jun 21	Jun 27 *
14	Jun 22	Jul 05	Jul 11 *
15	Jul 06	Jul 19	Jul 25
16	Jul 20	Aug 02	Aug 08
17	Aug 03	Aug 16	Aug 22
18	Aug 17	Aug 30	Sep 05 **
19	Aug 31	Sep 13	Sep 19 *
20	Sep 14	Sep 27	Oct 03
21	Sep 28	Oct 11	Oct 17
22	Oct 12	Oct 25	Oct 31
23	Oct 26	Nov 08	Nov 14 **
24	Nov 09	Nov 22	Nov 26 ***
25	Nov 23	Dec 06	Dec 12 *
26	Dec 07	Dec 20	Dec 26 **

2026			
PP#	Start	End	Payday
1	Dec 21	Jan 03	Jan 09 *
2	Jan 04	Jan 17	Jan 23 **
3	Jan 18	Jan 31	Feb 06 *
4	Feb 01	Feb 14	Feb 20 **
5	Feb 15	Feb 28	Mar 06 *
6	Mar 01	Mar 14	Mar 20
7	Mar 15	Mar 28	Apr 03
8	Mar 29	Apr 11	Apr 17
9	Apr 12	Apr 25	May 01
10	Apr 26	May 09	May 15
11	May 10	May 23	May 29 **
12	May 24	Jun 06	Jun 12 *
13	Jun 07	Jun 20	Jun 26 *
14	Jun 21	Jul 04	Jul 10 *
15	Jul 05	Jul 18	Jul 24
16	Jul 19	Aug 01	Aug 07
17	Aug 02	Aug 15	Aug 21
18	Aug 16	Aug 29	Sep 04
19	Aug 30	Sep 12	Sep 18 *
20	Sep 13	Sep 26	Oct 02
21	Sep 27	Oct 10	Oct 16
22	Oct 11	Oct 24	Oct 30
23	Oct 25	Nov 07	Nov 13 **
24	Nov 08	Nov 21	Nov 25 ***
25	Nov 22	Dec 05	Dec 11 *
26	Dec 06	Dec 19	Dec 24 ***

* HOLIDAY IN PAY PERIODS: 1,3,5,12,13,14,19,25
 ** HOLIDAY AFFECTS PROCESSING: 2,4,11,18,23,26
 *** NORMAL PAYDAY ON HOLIDAY: 24

* HOLIDAY IN PAY PERIODS: 1,3,5,12,13,14,19,25
 ** HOLIDAY AFFECTS PROCESSING: 2,4,11,23
 *** NORMAL PAYDAY ON HOLIDAY: 24,26

Observed Holidays 2024

Holiday	County of Ventura	Courts
Monday, January 1 New Year's Day	CLOSED	CLOSED
Monday, January 15 Martin Luther King, Jr. Day	CLOSED	CLOSED
Monday, February 12 Lincoln's Birthday	<i>OPEN</i>	CLOSED
Monday, February 19 Presidents' Day	CLOSED	CLOSED
Monday, April 1* César Chávez Day (Observed)	<i>OPEN</i>	CLOSED
Monday, May 27 Memorial Day	CLOSED	CLOSED
Wednesday, June 19 Juneteenth	CLOSED	CLOSED
Thursday, July 4 Independence Day	CLOSED	CLOSED
Monday, September 2 Labor Day	CLOSED	CLOSED
Friday, September 27 Native American Day	<i>OPEN</i>	CLOSED
Monday, November 11 Veterans Day	CLOSED	CLOSED
Thursday, November 28 Thanksgiving	CLOSED	CLOSED
Friday, November 29 Day After Thanksgiving	CLOSED	CLOSED
Wednesday, December 25 Christmas Day	CLOSED	CLOSED

*If an observed holiday falls on a Saturday, the preceding Friday will be treated as a holiday for pay and leave purposes. If an observed holiday falls on a Sunday, the following Monday will be treated as a holiday for pay and leave purposes.

Updated May 16, 2023

VCHRP

PWA Timekeeping System

Enclosed:

- *Ventura County Human Resources/Payroll Log In & Password Instructions*
- *Employee Self Service - Direct Deposit Quick Reference Guide*
- *Quick Navigation Guides*

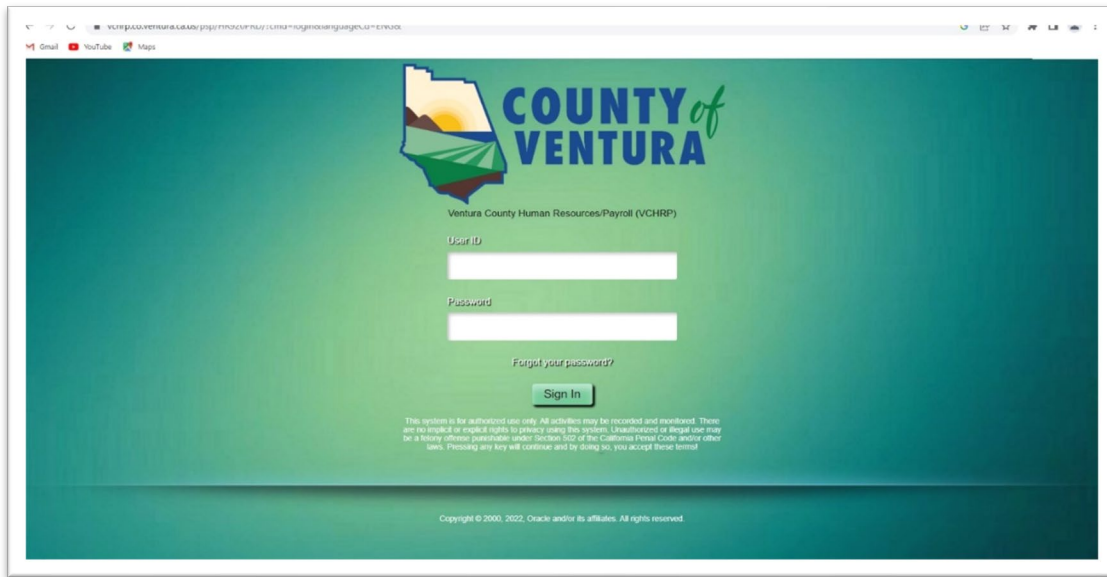
Ventura County Human Resources/ Payroll (VCHRP) Log in and Password Instructions

Step 1: Login to the **Ventura County Human Resources/ Payroll (VCHRP):**

<https://vchrp.co.ventura.ca.us/psp/HR920PRD/?cmd=login>

Step 2: Enter your *User ID* and *Password*

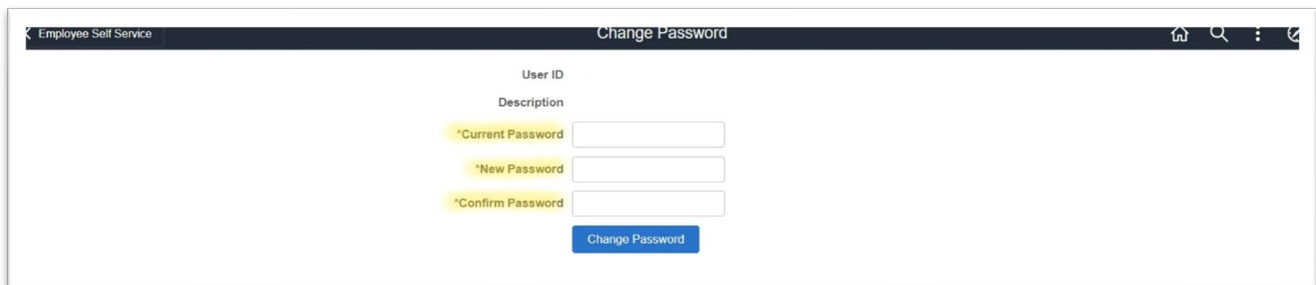
Your VCHRP User ID is your six-digit County Employee ID Number, which can be found on your ID badge. Your VCHRP temporary password is: Vc2\$ + two-digit birth month + two-digit birth day + last four digits of the social security number. (Example: If your birthday is January 1st and last 4 of Social Security # is 1234, then the temporary password would be **Vc2\$01011234**)



Step 3: Left Click on *Sign In*

Step 4: Update your Password

- When you enter the temporary password, you will receive the message **"Your password has expired."**
- Click on the prompt **Click here to change your password.**
- In the ***Current Password** field, re-enter your 12 character temporary password (from Step 2 above).
- Enter a NEW 12-character password in the ***New Password** field; and enter again in the ***Confirm Password** field to verify.
- Click on **Change Password** and then **Return** for the change to be saved.

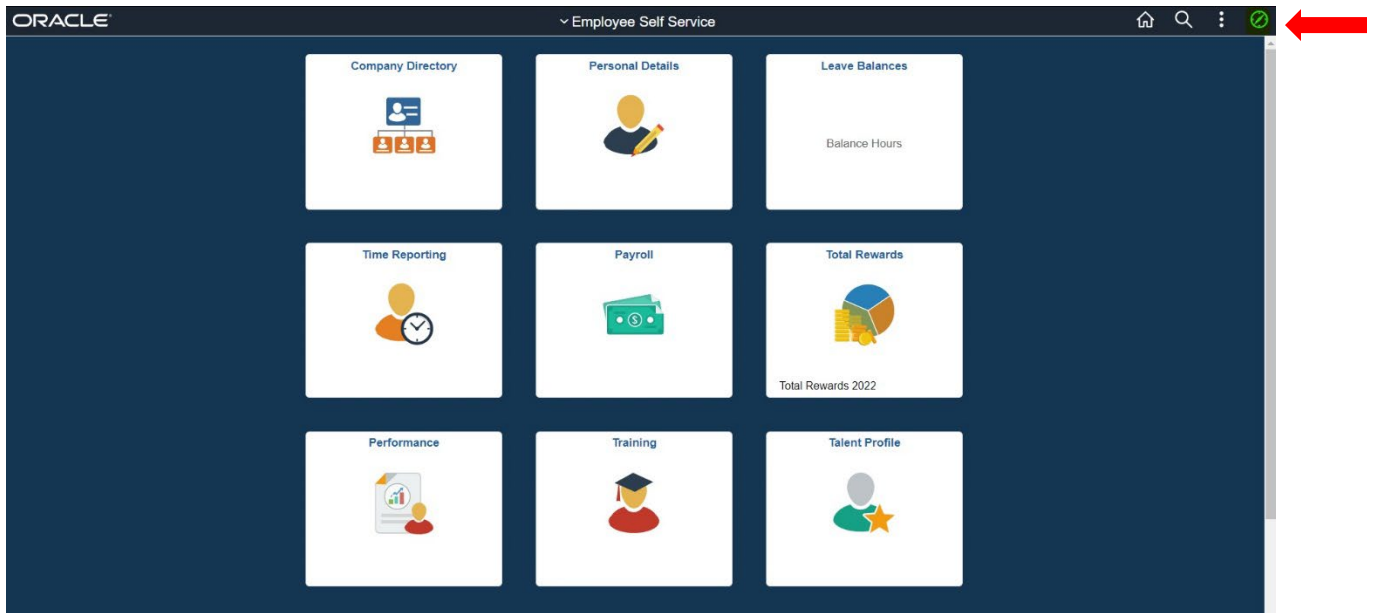


Important Notes:

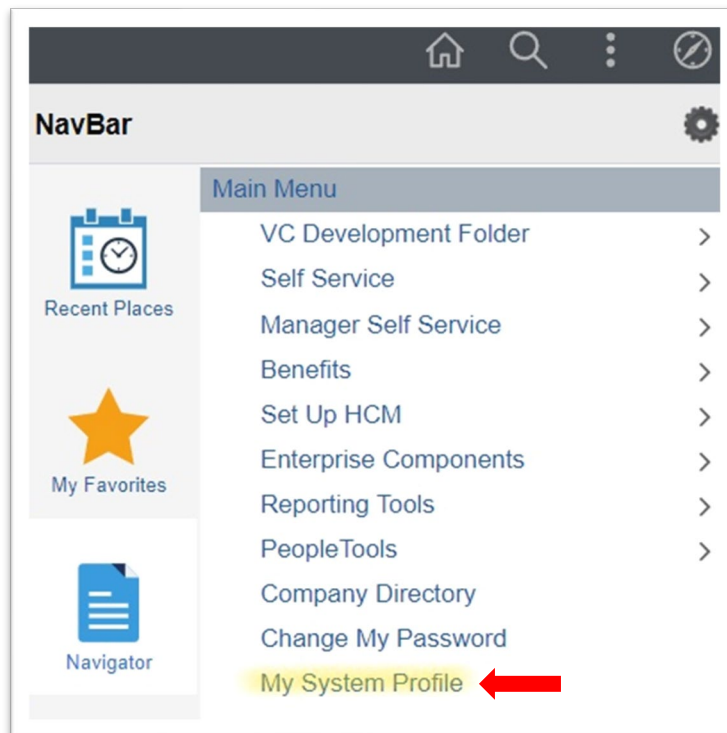
- If you ***Sign Out*** before clicking on ***Return***, your new password will not be updated/saved.
- Passwords are case-sensitive.
- Passwords expire every 60 days. You will be prompted, starting 14 days prior to expiration, that it must be changed.

Step 5: Set up **Forgotten Password** feature.

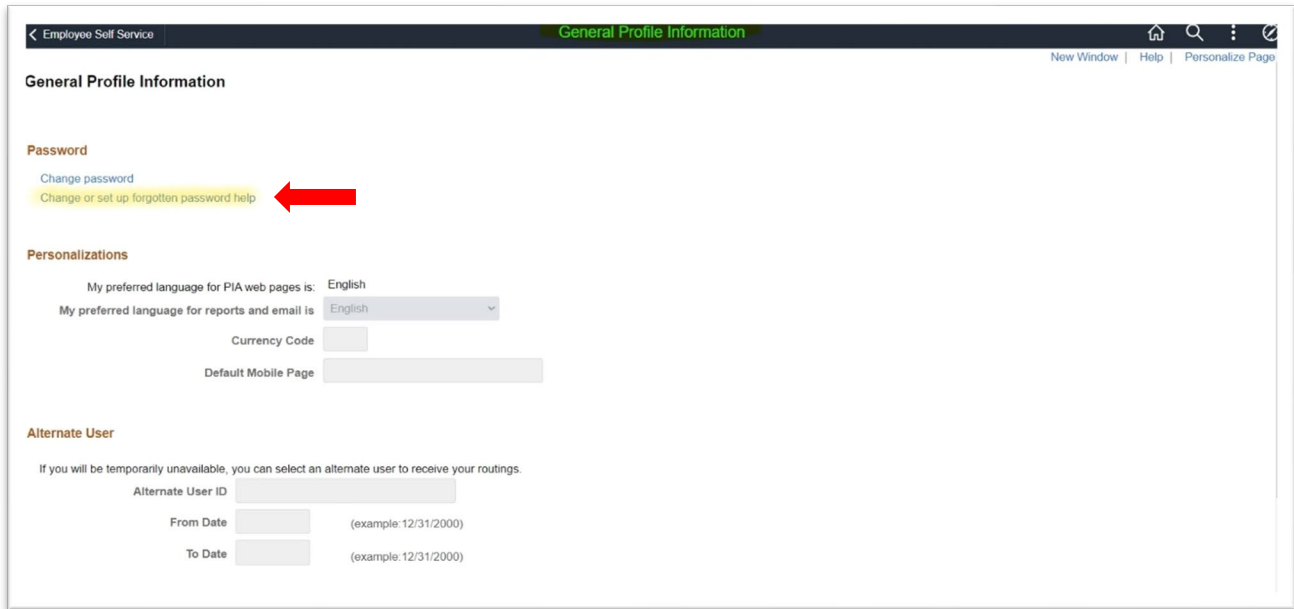
- Left click on the Compass icon on the top right corner of the page.



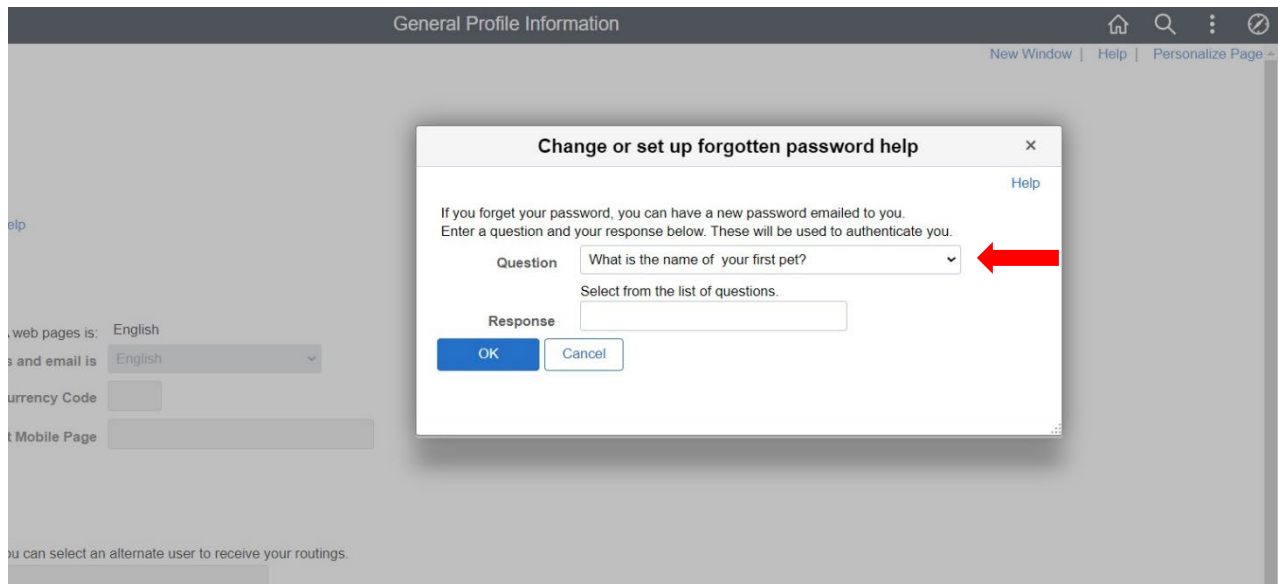
- **NavBar** menu will pop up
- Left click on **My System Profile**



- Left click on **Change or set up forgotten password help**



- In the **Question** field, left click on the drop-down menu to select a security question.
- Type your answer in the **Response** field.
- Left click on **OK**.



Step 6: Edit your email address.

- Enter the word “**Work**” in the **Email Type** field and enter your work email address in the **Email Address** field (contact PWA HR if you are unsure of your work email address); click **OK**, when prompted.
- Left click on **SAVE**

Employee Self Service | General Profile Information

My preferred language for PIA web pages is: English
My preferred language for reports and email is: English
Currency Code:
Default Mobile Page:

Alternate User
If you will be temporarily unavailable, you can select an alternate user to receive your routings.
Alternate User ID:
From Date: (example:12/31/2000)
To Date: (example:12/31/2000)

Workflow Attributes
 Email User Worklist User

Miscellaneous User Links

mail

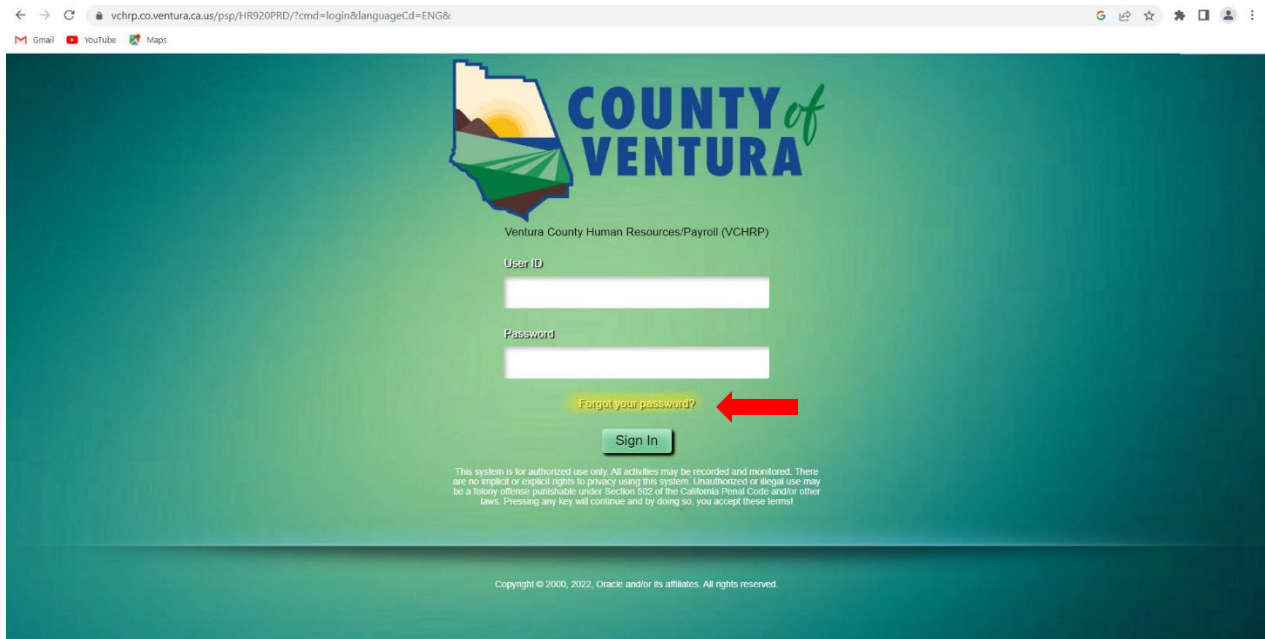
Primary Email Account	Email Type	Email Address
<input type="checkbox"/>		

Save

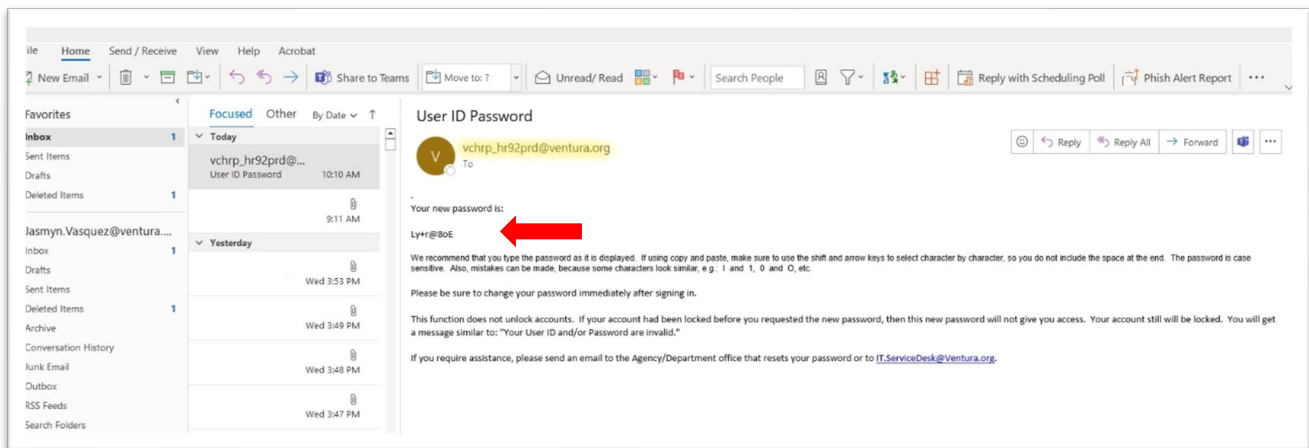
Instructions To Reset Your PASSWORD (If Lost or Forgotten)

Step 1: Login to the **Ventura County Human Resources/ Payroll (VCHRP):**

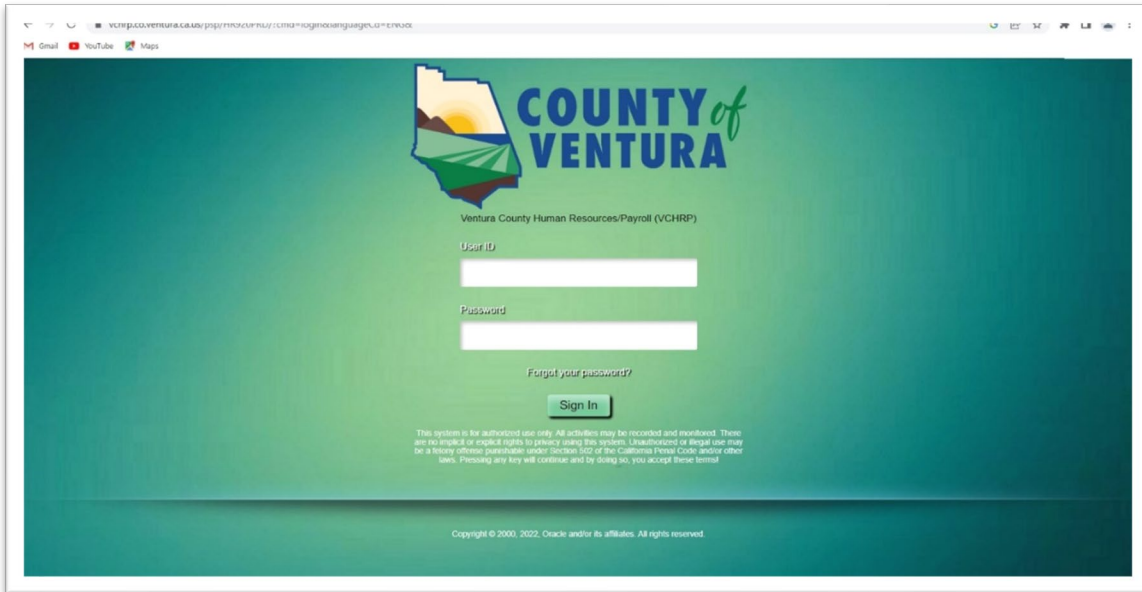
- <https://vchrp.co.ventura.ca.us/psp/HR920PRD/?cmd=login>
- Left click on ***Forgot your password?*** (only click once)
- Answer the security question(s)



- Go to your work email inbox and look for an email from **VCHRP** for your new (Temporary) password (*This may take a few minutes*)



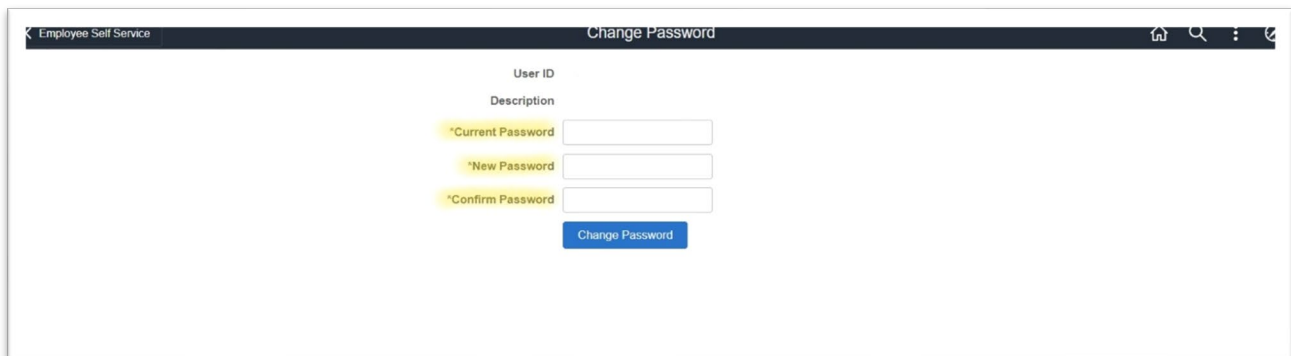
Step 2: Enter your **User ID** (your Employee ID#) and the **new (Temporary) Password** received in your email.



Step 3: Left Click on **Sign In**

Step 4: Update your **Password**

- When you enter the new temporary password, you will receive the message **"Your password has expired."**
- Click on the prompt **Click here to change your password.**
- In the ***Current Password** field, re-enter your 12-character **temporary** password (from your email).
- Enter a **NEW** 12-character password in the ***New Password** field and again in the ***Confirm Password** field, to verify.
- Click on **Change Password** and then **Return** to save the changes.



Important Notes:

- If you **Sign Out** before clicking on **Return**, your new password will not be updated/saved.
- Passwords are case-sensitive.
- Passwords expire every 60 days. You will be prompted, starting 14 days prior to expiration, that it must be changed.

If you have any questions or issues with your login, please contact the PWA HR Department at PWA_HumanResources@ventura.org or call one of our PWA HR Reps at 654-2090 or 477-1583.

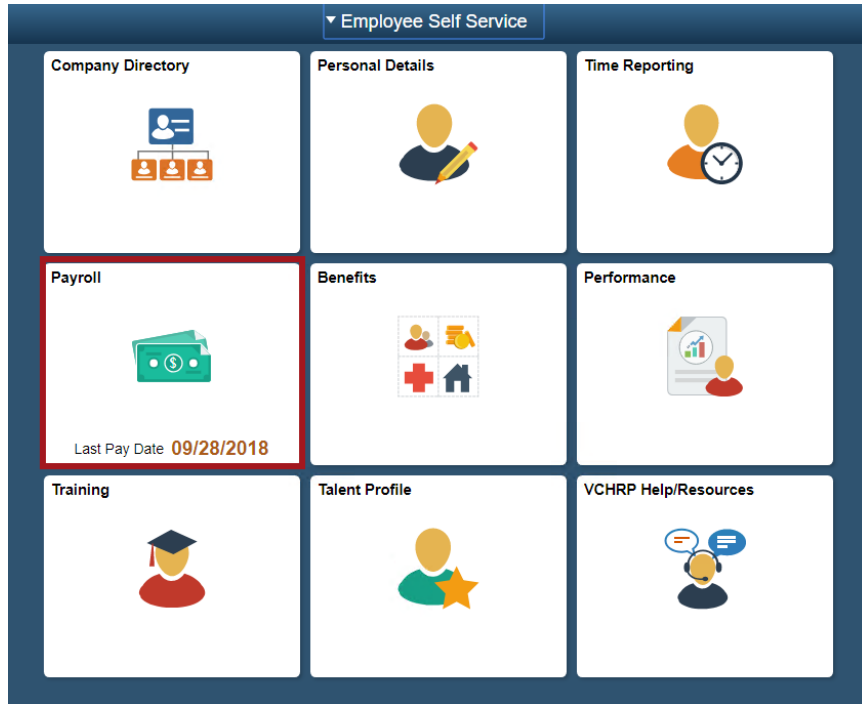
Employee Self Service

Direct Deposit Quick Reference Guide

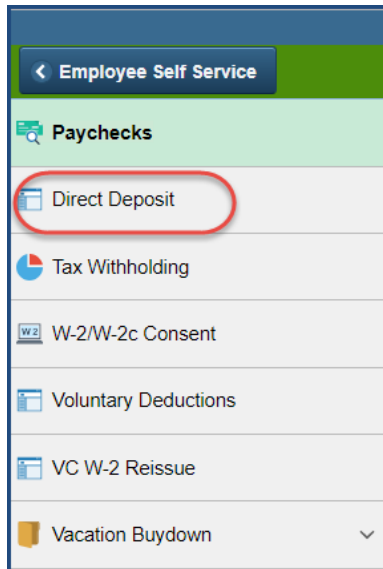
When logging into VCHRP, the Employee Self-Service page is the default landing page for all employees.

The Payroll file includes all Payroll related Self Service actions.

Click on the Payroll tile to display Payroll options.



Select Direct Deposit from the list displayed



Employee Self Service

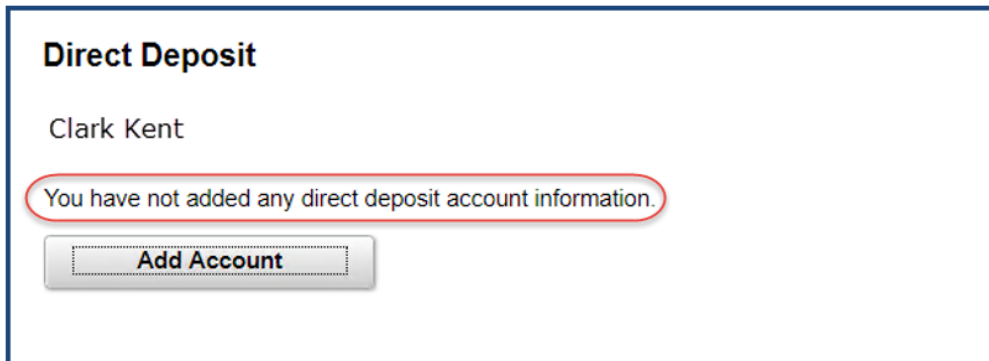
Direct Deposit Quick Reference Guide

Adding a Direct Deposit Account

Employees can view, add, change, or discontinue direct deposit banking and indicate whether they want a printed copy of their pay statement (the default is yes).

NOTE: Direct Deposit banking cannot be updated Sunday through Thursday of payroll processing week.

1. If you have no existing Direct Deposit banking setup, you will see the following message.
2. Select **Add Account**.



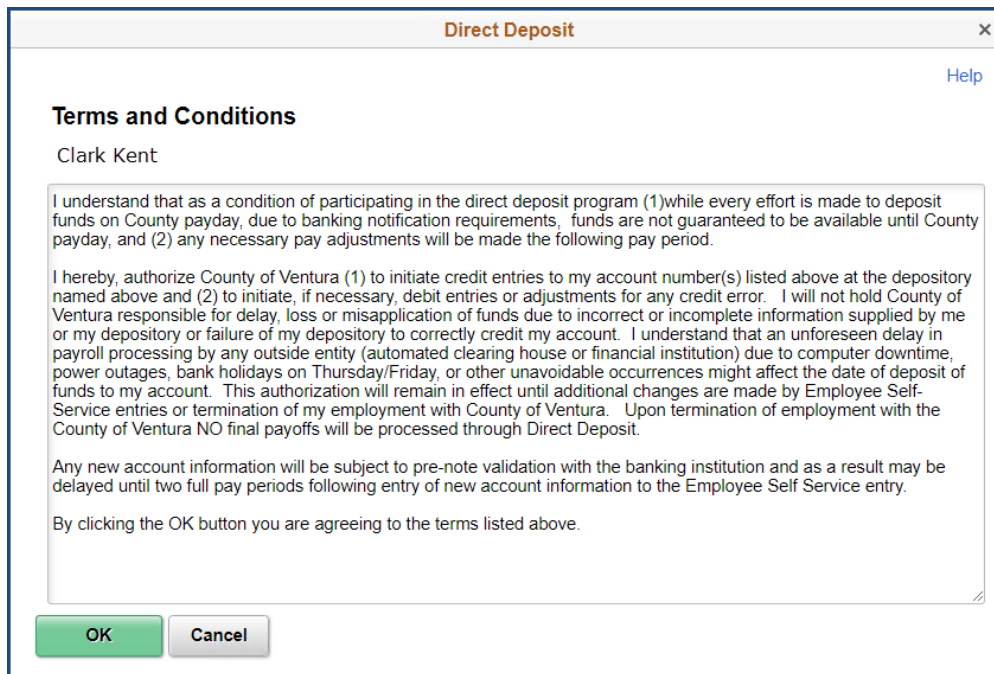
Direct Deposit

Clark Kent

You have not added any direct deposit account information.

Add Account

3. Read the Direct Deposit Terms and Conditions.
Select **OK**



Direct Deposit x

Help

Terms and Conditions

Clark Kent

I understand that as a condition of participating in the direct deposit program (1)while every effort is made to deposit funds on County payday, due to banking notification requirements, funds are not guaranteed to be available until County payday, and (2) any necessary pay adjustments will be made the following pay period.

I hereby, authorize County of Ventura (1) to initiate credit entries to my account number(s) listed above at the depository named above and (2) to initiate, if necessary, debit entries or adjustments for any credit error. I will not hold County of Ventura responsible for delay, loss or misapplication of funds due to incorrect or incomplete information supplied by me or my depository or failure of my depository to correctly credit my account. I understand that an unforeseen delay in payroll processing by any outside entity (automated clearing house or financial institution) due to computer downtime, power outages, bank holidays on Thursday/Friday, or other unavoidable occurrences might affect the date of deposit of funds to my account. This authorization will remain in effect until additional changes are made by Employee Self-Service entries or termination of my employment with County of Ventura. Upon termination of employment with the County of Ventura NO final payoffs will be processed through Direct Deposit.

Any new account information will be subject to pre-note validation with the banking institution and as a result may be delayed until two full pay periods following entry of new account information to the Employee Self Service entry.

By clicking the OK button you are agreeing to the terms listed above.

OK **Cancel**

Employee Self Service

Direct Deposit Quick Reference Guide

4. Enter the following banking information:
- **Routing Number:** 9-digit number identifying your banking institution
 - **Account Number:** Checking or Savings account number
 - **Account Type:** Checking or Savings
 - **Deposit Type:** Amount, Percentage or Balance of Net Pay
 - **Amount or Percent:** Dollar amount or percentage of net pay to be sent to this account. Do not complete this field if Deposit Type chosen is Balance of Net Pay.
 - **Deposit Order:** For multiple accounts, enter the priority order in which you want the funds to be deposited.

Direct Deposit

Add Direct Deposit

Clark Kent

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

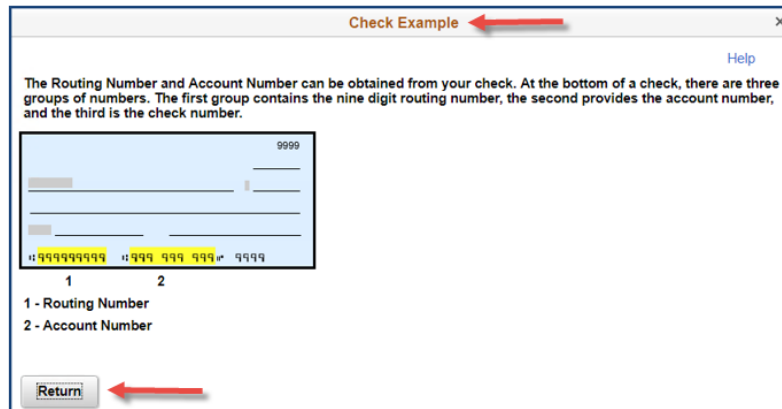
[Return to Direct Deposit](#)

To deposit your entire paycheck or the remainder of your paycheck to an account, it is best to use **Balance of Net Pay**. When Deposit Type is **Balance of Net Pay**, the **Deposit Order** will automatically be populated with 999. This indicates that this is the final transaction to be processed.

NOTE: Select the [View Check Example](#) hyperlink to view an example of where to find Routing & Account numbers. Select 'Return' to return to the prior screen and continue entering banking information.

Employee Self Service

Direct Deposit Quick Reference Guide



5. Select **Submit**.
6. The following summary screen is displayed.
7. If you are done making Direct Deposit changes for today, select **Save**

Direct Deposit

Clark Kent

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	322271627	123456789	Amount	\$500	1		

[Pay Statement Print Option](#)

NOTE: Direct deposit changes are limited to one transaction per day. You can add or edit information for multiple direct deposit accounts in a single self-service transaction, but once you select **save** you cannot make additional changes on the same day. If you attempt to make additional changes, the following message will be displayed.

Multiple direct deposit changes are not allowed in the same day. As you have already entered a direct deposit change today, please try again tomorrow.

8. Select the **Pay Statement Print Option** hyperlink on the Direct Deposit summary page to select your direct deposit pay statement preference.
9. Select **Submit**

NOTE: When you select **Save** on the Direct Deposit Summary screen **OR** when you select **Submit** on the Pay Statement Print Option screen, your single self-service transaction for the day is concluded. No additional Direct Deposit changes can be made on this day.

Employee Self Service

Direct Deposit Quick Reference Guide

Direct Deposit

Pay Statement Print Option

Clark Kent

Select the appropriate button to indicate your preference for receiving a printed copy of your direct deposit pay statement.

Send a paper copy of direct deposit pay statement.

Do not send a paper copy of direct deposit pay statement.

Submit

[Return to Direct Deposit](#)

After you select **Save** on the Direct Deposit summary screen **OR** you select **Submit** on the Pay Statement Print Option screen, you will see the following confirmation screen displayed.

Once you see the 'Confirmation' screen displayed, your single self-service transaction for the day has concluded.

10. Select **OK**

Direct Deposit

Submit Confirmation

The Submit was successful.
However, due to timing, your change may not be reflected on the next paycheck.

OK

After you select **OK**, the Direct Deposit Summary screen is displayed with the notification message that you cannot make any additional changes for the day.



The **Add Account** button is greyed out.

Employee Self Service Direct Deposit Quick Reference Guide

Direct Deposit
Clark Kent

Multiple direct deposit changes are not allowed in the same day. As you have already entered a direct deposit change today, please try again tomorrow.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	322271627	123456789	Amount	\$500	1		

Pay Statement Print Option

Add Account



In the example above, after the newly entered bank account information has been submitted to and verified by your financial institution as being valid, \$500.00 will be deposited to this checking account and the balance of net pay will be issued in a check.

Adding Additional Direct Deposit Accounts

1. Navigate to the Employee Self Service Direct Deposit screen.
2. Select **Add Account**.

Direct Deposit
Clark Kent

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	322271627	123456789	Amount	\$500	1		

Pay Statement Print Option

Add Account **Save**

3. Read the Direct Deposit Terms and Conditions.
4. Select **OK**.

Employee Self Service

Direct Deposit Quick Reference Guide

Direct Deposit [x]

Help

Terms and Conditions

Clark Kent

I understand that as a condition of participating in the direct deposit program (1) while every effort is made to deposit funds on County payday, due to banking notification requirements, funds are not guaranteed to be available until County payday, and (2) any necessary pay adjustments will be made the following pay period.

I hereby, authorize County of Ventura (1) to initiate credit entries to my account number(s) listed above at the depository named above and (2) to initiate, if necessary, debit entries or adjustments for any credit error. I will not hold County of Ventura responsible for delay, loss or misapplication of funds due to incorrect or incomplete information supplied by me or my depository or failure of my depository to correctly credit my account. I understand that an unforeseen delay in payroll processing by any outside entity (automated clearing house or financial institution) due to computer downtime, power outages, bank holidays on Thursday/Friday, or other unavoidable occurrences might affect the date of deposit of funds to my account. This authorization will remain in effect until additional changes are made by Employee Self-Service entries or termination of my employment with County of Ventura. Upon termination of employment with the County of Ventura NO final payoffs will be processed through Direct Deposit.

Any new account information will be subject to pre-note validation with the banking institution and as a result may be delayed until two full pay periods following entry of new account information to the Employee Self Service entry.

By clicking the OK button you are agreeing to the terms listed above.

OK Cancel

5. Enter the following information for the 2nd bank account.
 - **Routing Number:** 9-digit number identifying your banking institution
 - **Account Number:** Checking or Savings account number
 - **Account Type:** Checking or Savings
 - **Deposit Type:** Amount, Percentage or Balance of Net Pay
 - **Amount or Percent:** Dollar amount or percentage of net pay to be sent to this account. Do not complete this field if Deposit Type chosen is Balance of Net Pay.
 - **Deposit Order:** For multiple accounts, enter the priority order in which you want the funds to be deposited.
6. Select **Submit**

Employee Self Service

Direct Deposit Quick Reference Guide

Direct Deposit

Add Direct Deposit

Clark Kent

Your Bank Information

Routing Number [View Check Example](#)

Distribution Instructions

Account Number

*Account Type

*Deposit Type

Amount or Percent

*Deposit Order (Example: 1 = First Account Processed)

* Required Field

[Return to Direct Deposit](#)

To deposit your entire paycheck or the remainder of your paycheck to an account, it is best to use **Balance of Net Pay**. When Deposit Type is **Balance of Net Pay**, the **Deposit Order** will automatically be populated with 999. This indicates that this is the final transaction to be processed.

Direct Deposit

Clark Kent

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	322271627	123456789	Amount	\$500	1		
Savings	121000358	987654321	Balance of Net Pay		999		

[Pay Statement Print Option](#)

To add additional accounts, use the instructions as noted above.

Employee Self Service

Direct Deposit Quick Reference Guide

Direct Deposit

Clark Kent

Multiple direct deposit changes are not allowed in the same day. As you have already entered a direct deposit change today, please try again tomorrow.

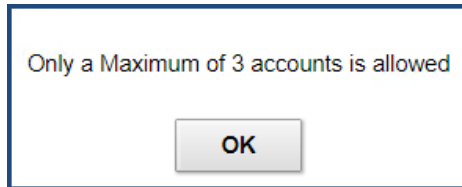
Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	322271627	123456789	Amount	\$500	1		
Savings	322271627	999999999	Percent	10%	2		
Savings	121000358	987654321	Balance of Net Pay		999		

[Pay Statement Print Option](#)

NOTE: There is a limit of 3 direct deposit bank accounts allowed. Once you have 3 Direct Deposit accounts set up you cannot add additional accounts without deleting an existing account.

You will receive the following message when trying to add a 4th account.



Editing Bank Account information:

1. Select the Edit pencil for the account to be edited

Direct Deposit

Chris Hemsworth

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	322271627	789123654	Amount	\$250	2		
Checking	322283518	123456789	Balance of Net Pay		999		

[Pay Statement Print Option](#)

2. You cannot edit the **Routing Number, Account Number** or **Account Type**.

Employee Self Service

Direct Deposit Quick Reference Guide

If this information is no longer valid, you need to remove the account and enter the new direct deposit account information.

The only editable fields are **Deposit Type**, **Amount or Percent** and **Deposit Order**.

The screenshot shows the 'Change Direct Deposit' form for Chris Hemsworth. Under 'Your Bank Information', the Routing Number is 322283518. Under 'Distribution Instructions', the Account Number is 123456789, Account Type is 'Checking', Deposit Type is 'Balance of Net Pay', Amount or Percent is empty, and Deposit Order is 999. A red box highlights the Deposit Type, Amount or Percent, and Deposit Order fields. A 'Submit' button is at the bottom, along with a legend for required fields and a 'Return to Direct Deposit' link.

3. Update these fields as needed.
4. Select the **SUBMIT**.

The screenshot shows the 'Change Direct Deposit' form for Chris Hemsworth with updated values. Under 'Your Bank Information', the Routing Number is 322283518. Under 'Distribution Instructions', the Account Number is 123456789, Account Type is 'Checking', Deposit Type is 'Amount', Amount or Percent is 500.00, and Deposit Order is 2. A red box highlights the Deposit Type, Amount or Percent, and Deposit Order fields. A 'Submit' button is at the bottom, along with a legend for required fields and a 'Return to Direct Deposit' link.

Employee Self Service

Direct Deposit Quick Reference Guide

- Review your changes for correctness.
Additional accounts can be added or removed at this time, however, once you select the **Save** button your single self-service transaction for the day has concluded.

Direct Deposit

Chris Hemsworth

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	322271627	789123654	Amount	\$250	2		
Checking	322283518	123456789	Amount	\$500	3		

[Pay Statement Print Option](#)

- To remove a direct deposit account, select the trashcan icon.

Direct Deposit

Chris Hemsworth

Review, add or update your direct deposit information.

Direct Deposit Details

Account Type	Routing Number	Account Number	Deposit Type	Amount or Percent	Deposit Order	Edit	Remove
Checking	322283518	98767712	Balance of Net Pay		999		

[Pay Statement Print Option](#)

- Select **Yes – Delete** to continue

Direct Deposit

Delete Confirmation

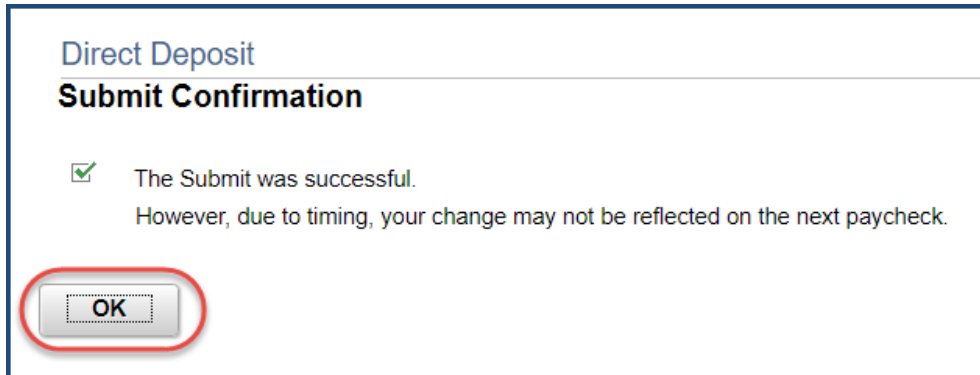
?

Are you sure you want to delete this Deposit Account: 123456789

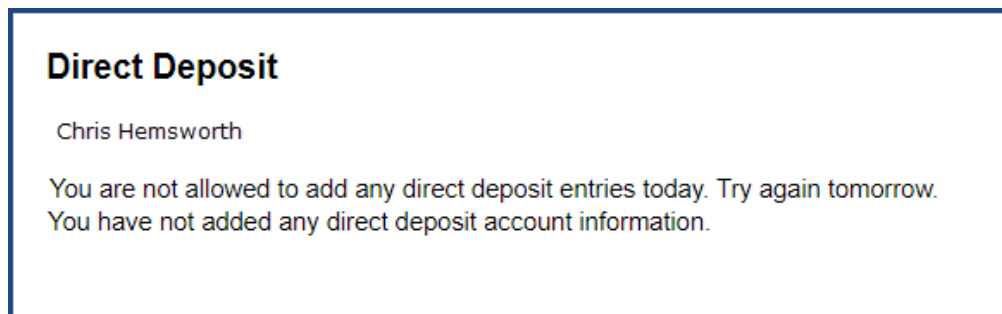
Employee Self Service

Direct Deposit Quick Reference Guide

8. Select **OK**

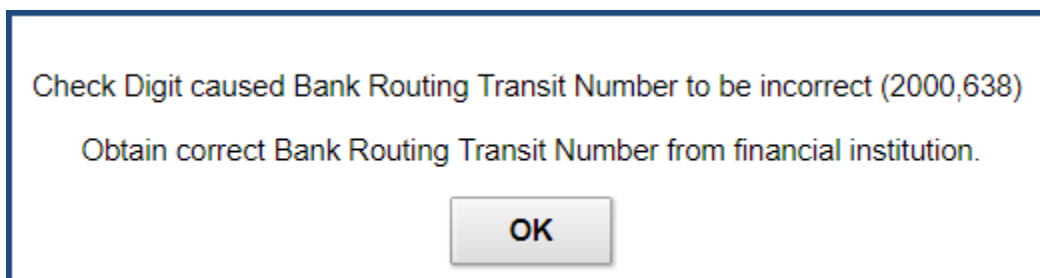


9. After you delete an account, the following message is displayed



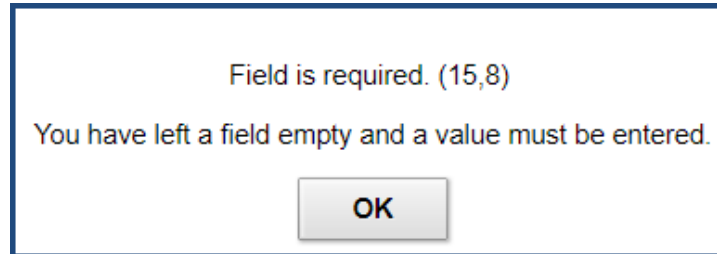
ADDITIONAL NOTES:

- o Designate one direct deposit account to receive the remaining funds after all of the other direct deposits are made. To designate an account to receive remaining funds, select Balance of Net Pay as the deposit type. If you do not do this, the remaining balance will be issued as a check.
- o VCHRP contains an algorithm to validate Bank Routing numbers. If you enter a Routing Number that cannot be validated, you will receive the following message:

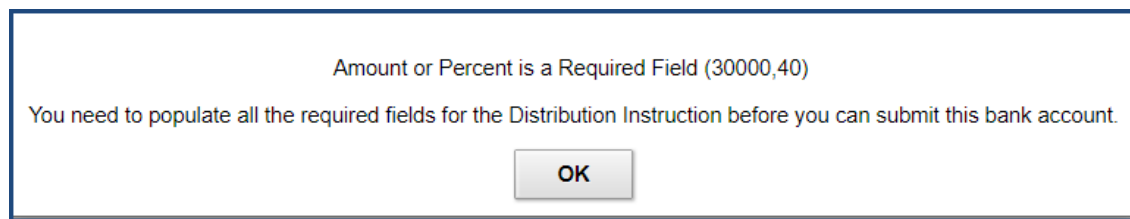


Employee Self Service Direct Deposit Quick Reference Guide

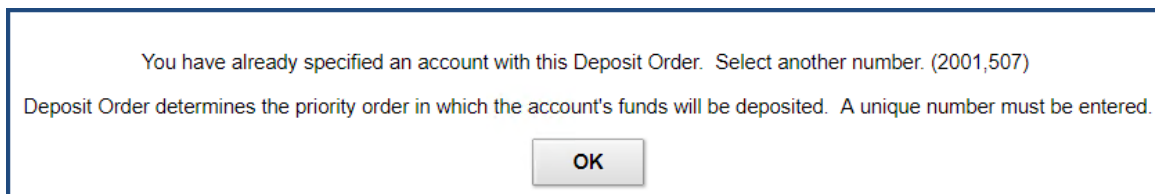
- If you try to Submit incomplete direct deposit information, you will receive the following error message:



- If you select either "Amount" or "Percent" in the Deposit Type field, and you do not enter a value in the Amount or Percent field below, you will receive the following error message:



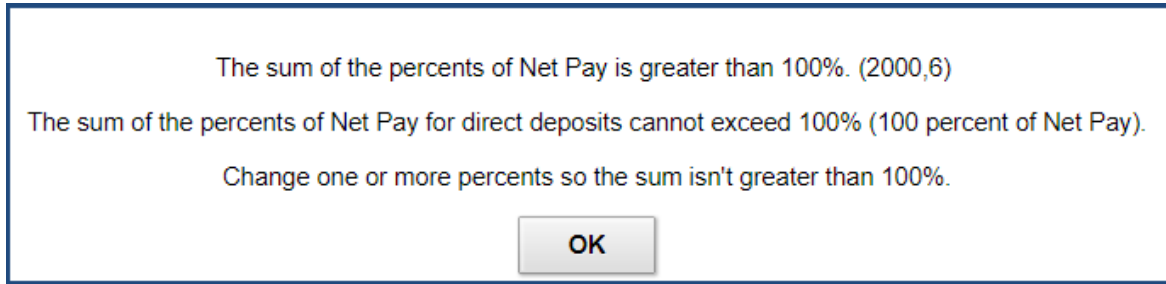
- If you enter a number in the Deposit Order field that has already been designated, you will receive the following error message:



Employee Self Service

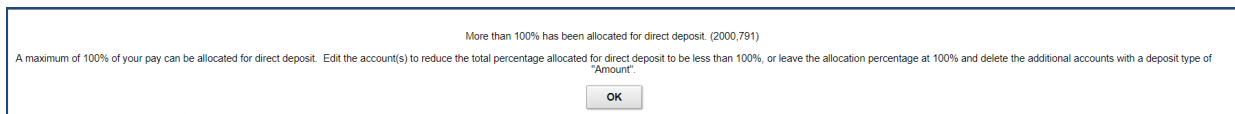
Direct Deposit Quick Reference Guide

- If you are adding 2 or more accounts where the sum of the percentages defined in the Amount or Percent field exceeds 100% you will receive the following error message.



To avoid receiving this error message, it is recommended that you change one of your accounts from Percentage to Balance of Net Pay.

- If you have an account setup with 100% and you try to add another account with an Amount, you will receive the following error message.



To avoid receiving this error message, it is recommended that you use Balance of Net Pay instead of 100%.



County of Ventura Employee Self Service ePay

Logon to VCHRP and Navigate to:

Employee Self Service/Payroll and Compensation/Payroll & Compensation Home



1. Logon

INTRANET: Sign on to bring up your county intranet (VCWEB) home page. In the explorer address bar replace the link with [vchrp](#). No other characters are required.

Payroll



2. View Paycheck.

You can print or view any of your pay advise statements anytime on line from the County intranet by selecting the view paycheck option in your employee self service.



3. Direct Deposit.

Pay Statement Print Option

Choose to send a paper copy of direct deposit
Or choose NOT to send a paper copy of direct deposit.

Taxes



4. W4 Tax Information.

Married? Single? How many allowances?

Complete the W-4 Tax Data or Exempt section by the end of the pay period and Select Save your changes.

You will be prompted to authorize by entering your password.
Updates are supported with eMail notification.

(Note: Federal Selections automatically updates to State. If you want state withholdings different than Federal, submit DE4 form to Auditor Controller Office.)



5. W2 Reissued Request.

Need a W2 Reissued to You?

Select Reissued W2 mailed to you or pick up at Auditor-Controller's Office.



6. Voluntary Deductions.

Medical Resource Foundation? United Way?

Add, or Change your Voluntary deductions to United Way and Medical Resource Foundation.

Contact your Department Payroll Representative for more information.

VCHRP 9.2 Upgrade: Navigation Cheat Sheet

Tiles
New visual feature links you simply click on

Homepages
New visual menus with tiles to get to system features

Home
Returns you to your Employee Self Service Homepage

Search
Enter a keyword to search through PeopleSoft

Sign Out
Click the 3 white dots Then click Sign Out

Sign Out

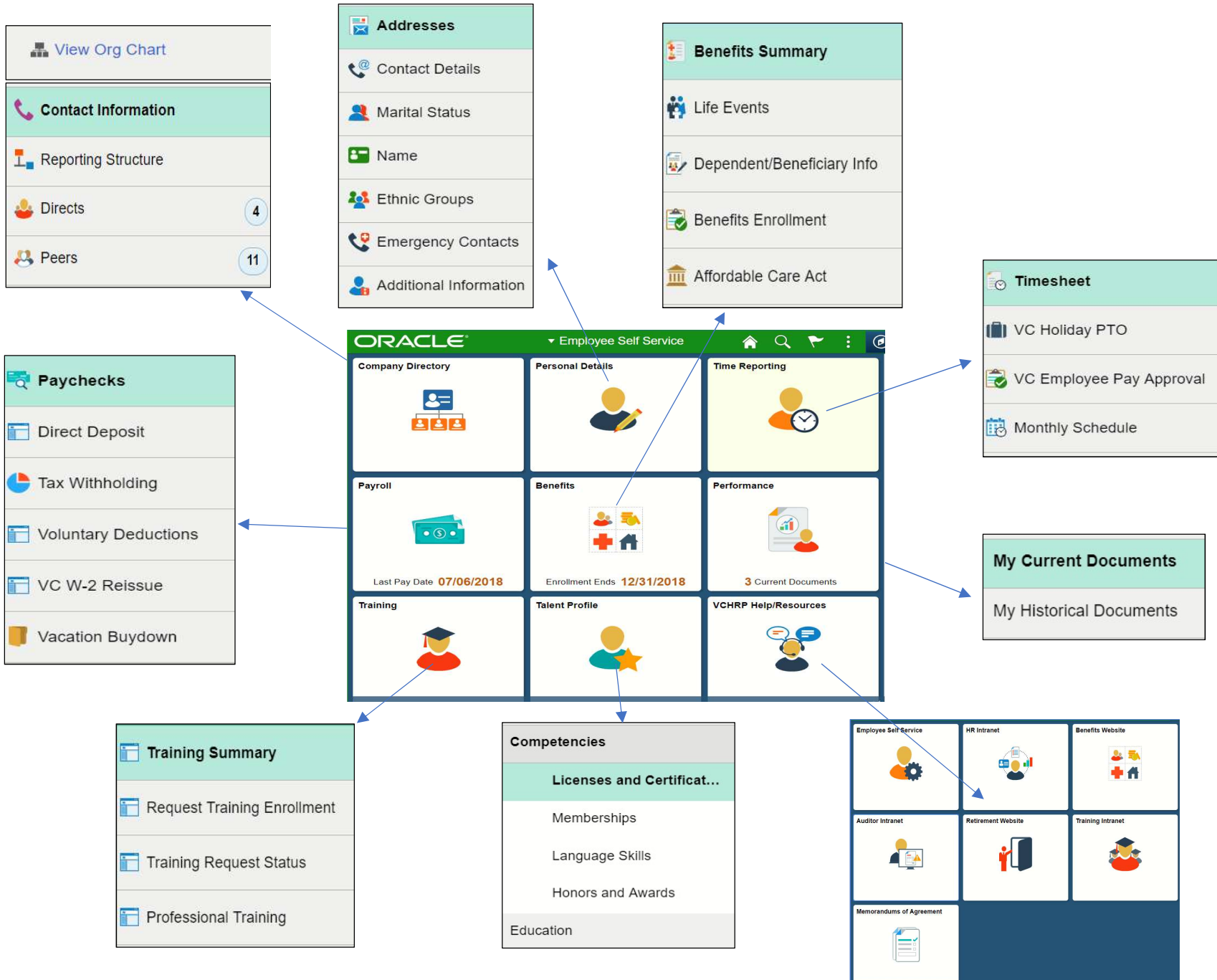
Navigator
Manual menu to navigate through PeopleSoft. Click to open the menu.

The screenshot shows the Oracle Employee Self Service interface. At the top, there is a green header with the Oracle logo and 'Employee Self Service'. On the right side of the header, there are four icons: a home icon, a search icon, a three-dot menu icon, and a play icon. Below the header, the main content area is divided into several sections:

- Employee Self Service Tiles:** A grid of nine tiles including Company Directory, Personal Details, Time Reporting, Payroll, Benefits, Performance, Training, Talent Profile, and VCHRP Help/Resources.
- Recent Places:** A list of links you visited lately, including Employee Self Service, Manager Self Service, and VCHRP Help/Resources.
- My Favorites:** A section for improved and easier-to-use favorite links.
- Navigator:** A manual menu to navigate through PeopleSoft, containing a Main Menu with options like Self Service, Manager Self Service, Benefits, Set Up HCM, Enterprise Components, Reporting Tools, People Tools, Company Directory, and Change My Password.
- Classic Home:** A section for old-school navigation, including Employee Self Service, HR Intranet, Benefits Website, Auditor Intranet, Retirement Website, Training Intranet, and Memorandums of Agreement.
- Manager Self Service Tiles:** A grid of five tiles including Time Reporting, My Team, Employee Snapshot, Team Performance, and Team Training.
- Change Password Form:** A form with fields for User ID, Description, Current Password, New Password, and Confirm Password, along with a 'Change Password' button and a password strength warning.

Arrows from the text descriptions point to the corresponding elements in the screenshot. For example, the 'Sign Out' text points to the three-dot menu icon and the 'Sign Out' button in the Navigator. The 'Navigator' text points to the Navigator icon and the 'Change My Password' link in the Main Menu.

VCHRP 9.2 Upgrade: Employee Self Service (ESS) Cheat Sheet





PWA Outlook Email Signatures

Below are the approved PWA Outlook Email signature designs:

Font and Style Guide

Font Type – Calibri

Font Size – 11

Font Color – Black

Image Size - .77" x .89"

Thank you,

Kristina Colton
Clerical Services Manager



800 S. Victoria Ave. / #1600
Ventura, Ca. 93009
P: 805.654.2074 | C: 805.833.0274
VCPWA Online: [Facebook](#) | [Twitter](#) | [Instagram](#)

Thank you,

Kristina Colton
Clerical Services Manager



800 S. Victoria Ave. / #1600
Ventura, Ca. 93009
P: 805.654.2074 | C: 805.833.0274
VCPWA Online: [Facebook](#) | [Twitter](#) | [Instagram](#)

Thank you,

Kristina Colton
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P: 805.654.2074 | C: 805.833.0274
VCPWA Online: [Facebook](#) | [Twitter](#) | [Instagram](#)

Thank you,

Kristina Colton
Clerical Services Manager

Ventura County Public Works

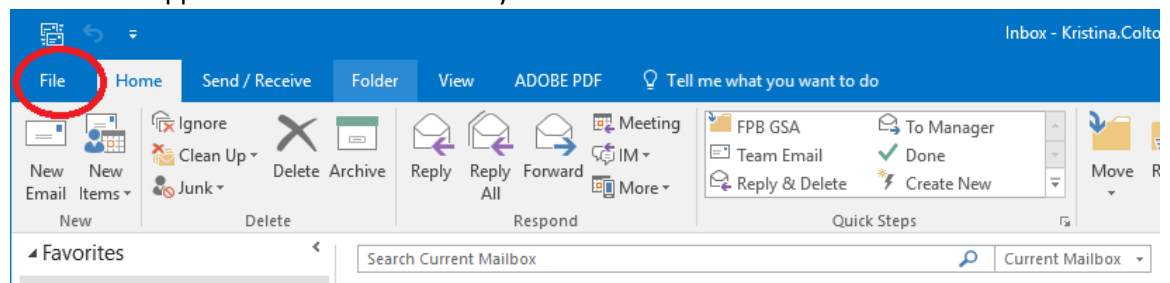
Microsoft Outlook Profile Picture - How to and Guidelines

Microsoft Profile Picture Guidelines

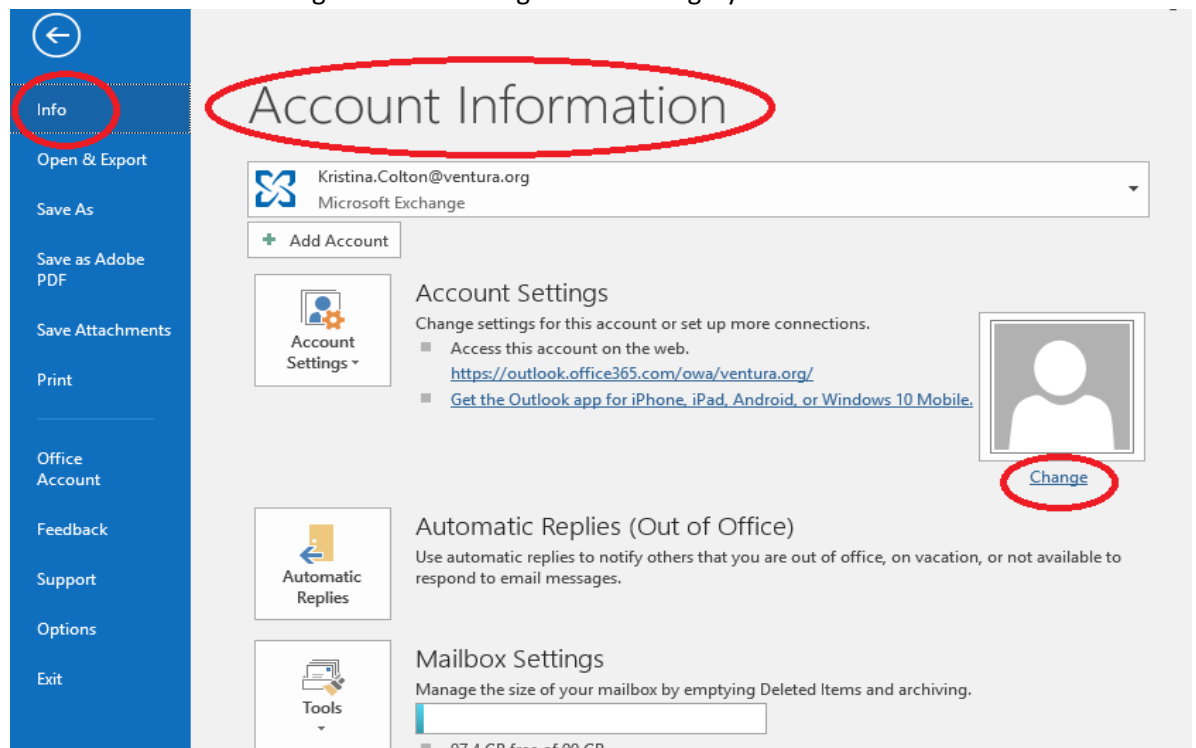
1. Where will the picture show?
 - a. The profile picture will show on all your Microsoft accounts including emails you send, calendar appointments, and your Skype
2. What is the best sizing/format for the picture?
 - a. The image is recommended to be a square
 - b. The photo should be high resolution
 - c. It is recommended the image be 648 x 648 pixels
 - d. The image should not be smaller than 400 x 400 pixels, as it may end up blurry
3. What should the photo consist of?
 - a. You should be the only subject in the photo (no group shots)
 - b. Clothing shown should be workplace appropriate (business or business casual)
 - c. No Text
 - d. No Gifs or Icons

How to add a Microsoft profile picture

1. Open and log into your Microsoft Outlook App
2. Select "File" on the upper left hand side when in your Inbox

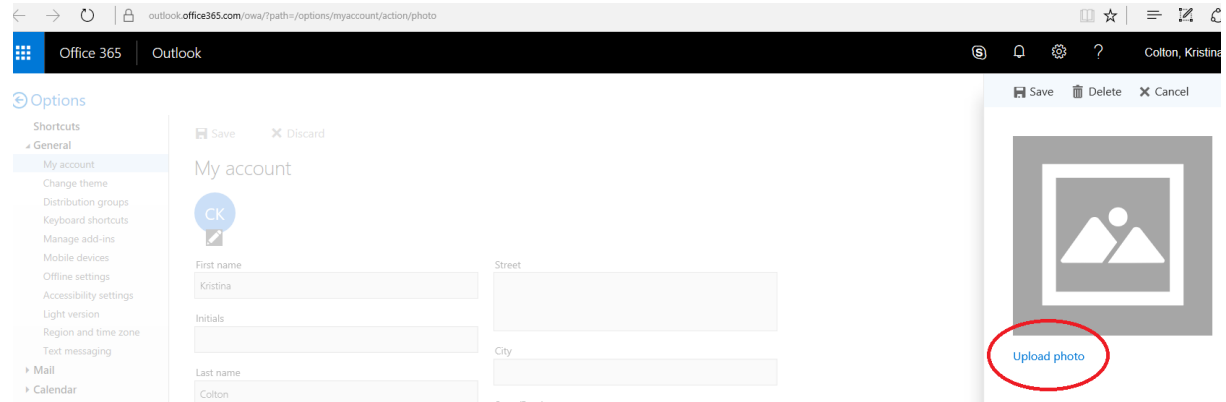


3. Under "Info" and "Account Settings – Select "Change" under the gray box with a silhouette

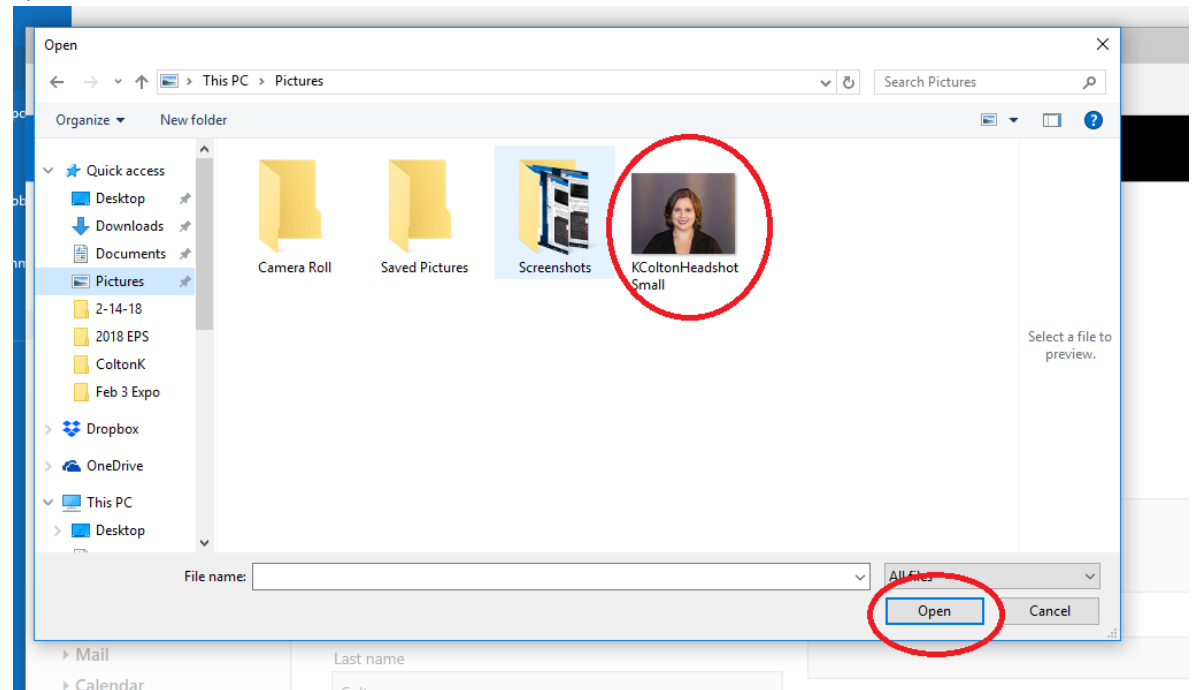


Microsoft Outlook Profile Picture - How to and Guidelines

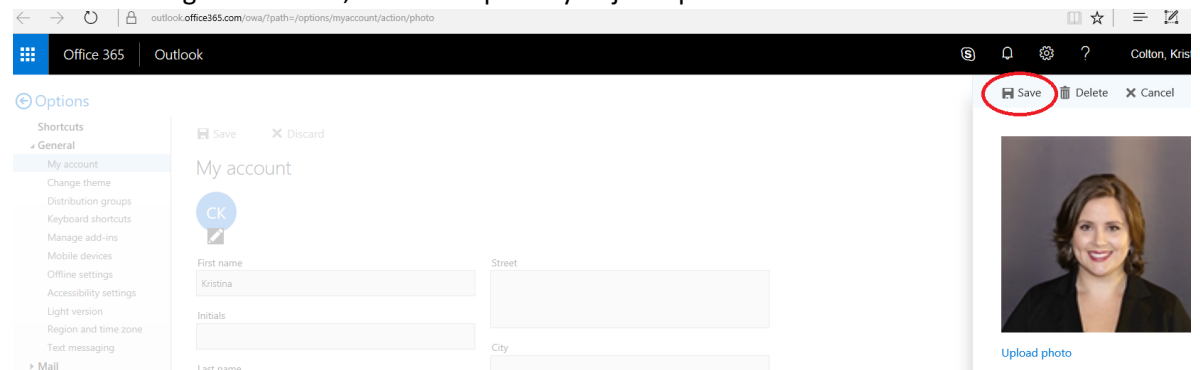
4. A webpage will open and load Office 365.
 - a. Select "Upload Photo" on the right hand side.



5. When the File Explorer Window opens, Select the photo from the files on your computer and select "Open"



6. Select "Save" on the right hand side, above the photo you just uploaded.



7. Your Profile Picture is now Updated

Government Center



126 Freeway

Victoria Avenue

101 Freeway

Webster Street

Parking Lot H

Service Building

Parking Lot B

Parking Lot C

Parking Lot D

Pre-trial
Detention
Facility

John F. Johnston Drive

John F. Johnston Drive

Parking Lot A

Hall of Justice

Hill Street

Peace Officer
Memorial

PERMIT REQUIRED FOR PARKING

Parking Lot E

ATM

Hall
of
Administration

Parking Lot F

Parking Lot G
3 Hour Parking
only

Parking Lot R
Permit Required

John F. Johnston Drive

Veterans
Memorial

Designed by Wendy M. Stanfel March 1999

Reserved parking

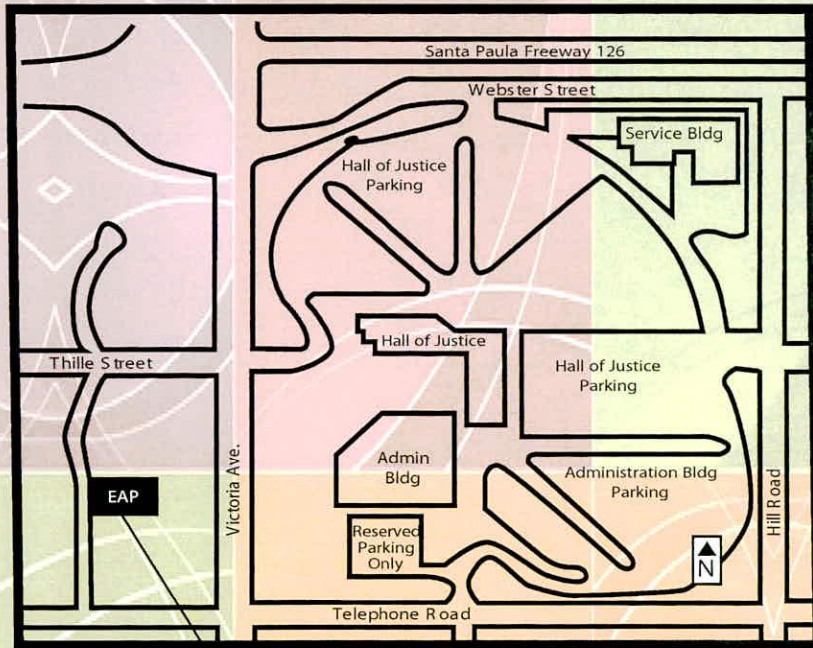
Time limit parking

Government use only

EMPLOYEE ASSISTANCE PROGRAM
is located at:

Lincoln's Inn
950 County Square Drive, Suite 200
Ventura, CA 93003

An EAP Representative is available
by calling (805) 654-4327

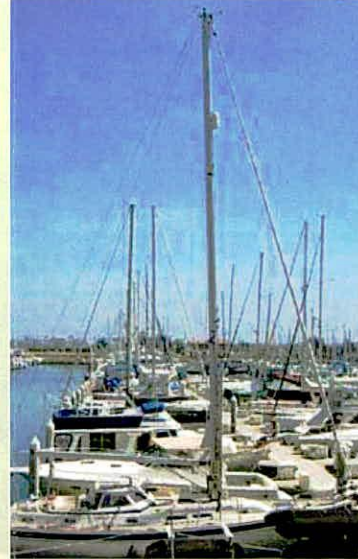
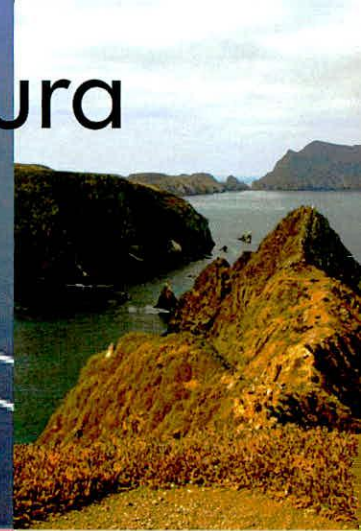


Lincoln's Inn



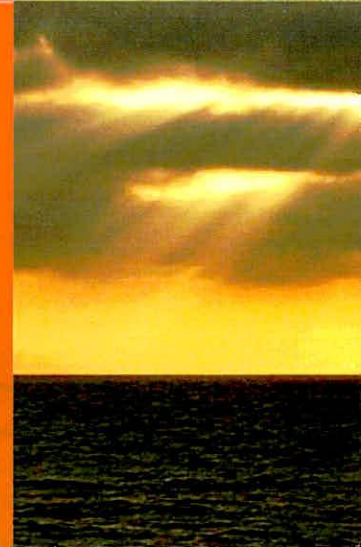
Employee Assistance Program

County of Ventura Employee Assistance Program



EAP

A Program of the
County Executive Office,
Human Resources Division



What Is the Employee Assistance Program?

The Employee Assistance Program (EAP) provides professional and confidential assistance to help you and your family resolve problems that may affect the health and well-being of all concerned.

The EAP is staffed by professionals who have extensive clinical experience in assessing, developing solution options and offering resources for a wide range of issues. Assistance is available for matters such as coping with a personal crisis, a marriage or family related problem, an alcohol or drug related problem, or a troubling challenge at work.

A few visits with the EAP may be all that you or your family member/s need. You can meet with an EAP Representative for 1 to 5 visits, as needed, to discuss your concerns and design a plan of action to resolve them.

EAP Services are Confidential

From the point of your initial call, services provided at the EAP are confidential, guided by both legal and ethical policies that are designed to carefully protect your privacy. Information shared with the EAP will not be disclosed to anyone without your permission and written consent. This includes your department, supervisor, and/or co-workers.

Who Is Eligible for EAP Services?

The EAP is a free service available to all employees of the County and their dependents who are either enrolled in a County sponsored medical plan or an opt-out plan.

When help is needed or if you have questions, you or an eligible family member may contact the EAP at 805-654-4327.

Normal business hours are Monday - Friday, 8:00 a.m. to 5:00 p.m. The EAP staff will work to arrange a prompt appointment at a time as convenient to your schedule as possible, including after-hours appointments when available. In addition, an EAP Representative is available 24-hours a day for telephone emergencies.

Remember, EAP Services are:

At no cost to you
Confidential
Professional

Available to you and eligible family members

For additional information visit the EAP web page on the County of Ventura's Benefits website:
<http://ceo.countyofventura.org/benefits>

Beneficiary Designation Checklist

Did you recently have a marital status change or acquire a new dependent?

If so, you may need to take action to ensure you have designated the correct beneficiary(ies). Below is a list of County-sponsored plans and programs that require a beneficiary designation, along with a link to where you may obtain a form to change your beneficiary(ies). Please complete any applicable beneficiary designation forms, and submit them to your HR/Benefits Department Representative as soon as possible.

Plan/Program	Who Needs to Designate a Beneficiary	Link
Salary/Wages, Leave and Compensatory Time Banks	All employees	Designation of Beneficiary(ies) Form
Optional Life Insurance	All employees enrolled in an optional life insurance plan	Beneficiary Designation Form
Basic Life Insurance	All Management, CJA AVC, IUOE SEIU, SPOAVC, VCERA, VEA, VCPPOA (Patrol Unit & Probation Unit) employees	Beneficiary Designation Form
Deferred Compensation (401k , 457 and SRP 457)	All employees enrolled in a Deferred Compensation plan (401k, 457 and SRP 457)	Beneficiary Designation Online - Information
Death Benefit – Flexible Benefits Program	All employees enrolled in the Flexible Benefits Program	Designation of Beneficiary(ies) Form
Wage Supplement Plan AD&D	All employees enrolled in the Wage Supplement Plan	Wage Supplement Plan Enrollment Form
Ventura County Employees' Retirement Association	All employees who currently contribute or have contributed to VCERA	VCERA Beneficiary Designation Form
Safe Harbor Retirement Plan (employees hired on or before April 17, 2021)	All employees who currently contribute or have contributed to Safe Harbor	Safe Harbor Beneficiary Designation Form
Accidental Death Benefit per MOA/Management Resolution (a.k.a. Supplemental Life Insurance)	All employees who may fall in one of the following categories: Management in flight, VCPFA in flight, VCDSA in flight, SPOAVC in flight, IUOE in flight; VCDSA Bomb Squad, SWAT, Motorcycle Unit, K-9 Unit, and Narcotics Unit	Designation of Beneficiary(ies) Form

VC ALERT

EMERGENCY NOTIFICATION SYSTEM



VC ALERT is an emergency notification system for Ventura County residents that may be used to alert you if there is an emergency in your community. Register your home or business address, landline, cell phone, email, and TTY device to receive emergency alerts. Alerts will be sent in both English and Spanish.

HOW IT WORKS



TO REGISTER



INTERNET - Go to www.vcalert.org. Create a profile and manage your preferences.



E-MAIL - vc.alert@ventura.org



MOBILE APP - Download the Everbridge App from your iOS or Android Device. Click on "Find an Organization or Subscription", type "VC Alert" in the search bar, click on "Ventura County, CA: VC Alert Emergency Notification System".



MAIL - Mail to Ventura County Sheriff's OES at 800 South Victoria Ave. #3450, Ventura, CA 93009.



PHONE - Call 805-648-9283

You will be charged the standard fee from your phone provider for receiving the emergency alerts. The County of Ventura is not responsible for any charges that may be incurred as a result of receiving these alerts.



VENTURA COUNTY SHERIFF
Emergency Services



VC ALERT



SISTEMA DE NOTIFICACIÓN DE EMERGENCIAS

VC ALERT es un sistema de notificación de emergencias para los residentes del Condado de Ventura que se puede usar para avisarle de una emergencia en su comunidad. Registre la dirección de su casa o negocio, teléfono fijo, teléfono celular, correo electrónico y aparato de texto TTY para recibir alertas de emergencia. Las alertas serán enviadas tanto en inglés como en español.

CÓMO FUNCIONA



PARA REGISTRARSE



INTERNET - Vaya a www.vcalert.org. Cree un perfil y gestione sus preferencias.



CORREO ELECTRÓNICO - vc.alert@ventura.org



APLICACIÓN MÓVIL - Descargue la aplicación **Everbridge** desde su aparato móvil iOS o Android. Haga clic en "Encontrar una organización o suscripción", escriba "VC Alert" en la barra de búsqueda, haga clic en "Ventura County, CA: VC Alert Emergency Notification System".



CORREO - Envíe una carta a Ventura County Sheriff's OES
800 South Victoria Ave. #3450, Ventura, CA 93309.



TELÉFONO - Llame al 805-648-9283

Su proveedor de telefonía le cobrará la tarifa estándar por recibir las alertas de emergencia. El Condado de Ventura no es responsable de ningún cargo que se pueda incurrir como resultado de recibir estas alertas.



VENTURA COUNTY SHERIFF
Emergency Services





New Benefit for County of Ventura Employees Employment and Income Verification

Buying a home? Leasing/Purchasing a car? Renting an apartment? Establishing credit? Applying for a loan?

If you answered YES to any of these questions, then someone probably needs to verify your employment or income.



The Work Number® is now available to provide automated employment and income verifications on our employees.

This service provides you with the ability to quickly provide proof of your employment or income. You benefit from having control of the process since you authorize access to your information.

Two Ways To Use The Work Number®

A. Need Proof of Employment?

One Easy Step

Give the lender requesting proof of your employment the following information:



- The Work Number® access options for Verifiers: a) www.theworknumber.com or b) 800/367-5690
- The County of Ventura Employer Code: **13009**
- Your Social Security Number: □□□-□□-□□□□

B. Need Proof of Employment Plus Income?

Access The Work Number® to create a Salary Key that grants one-time access to your income data.

Step 1

Use one of the two access options for Employees: a) www.theworknumber.com or b) 800/367-2884

Steps 2 - 5 below apply to the on-line option for Employees.



Step 2

Click the "Enter Employee Section" button or link. In the Employer Name or Code field, enter the County of Ventura Employer Code: **13009**

Click the "Go" button.

Step 3

Click the "I want to provide proof of employment AND income or use other account features" link.

Step 4

- Enter your Social Security Number: □□□-□□-□□□□
- Enter your PIN: □□□□□□□□



The default PIN is the last four digits of your SSN and birthday MMDD (for security purposes, you must change this PIN after your first login by clicking on My Account).

Click the "Continue" button. Click the "Skip" button on the PIN Reset Enrollment page.

Step 5

On the Main Menu, click the "Prove Your Income With a Salary Key" link. Then click the "Create a Salary Key" button. Write down the six-digit number that is the Salary Key. You're done! Remember to log out.

Step 6

Give the lender requesting proof of your employment plus income all of the following information:



- The Work Number® access options for Verifiers: a) www.theworknumber.com or b) 800/367-5690
- The County of Ventura Employer Code: **13009**
- Your Social Security Number: □□□-□□-□□□□
- The Salary Key (from Step 5): □□□□□□

Contact your Department HR Representative for more information.

Contacts

Your Human Resources Division

County Human Resources

County Equal Employment Opportunity
Officer

(805) 654-2568

Unions

SEIU	(805) 650-4420
IUOE	(805) 656-1852
VCPFA	(805) 484-8844
VCDSA	(805) 639-9218
SPOAVC	(805) 477-7381
CNA	(818)240-1900
CJAAVC	(805) 654-2716
VCSCOA	(805) 644-6530
VCPPOA	(805) 889-4646
VEA	(805) 477-1520

Federal/State Agencies

Department of Fair Employment and
Housing (DFEH)
www.dfeh.ca.gov/

Equal Employment Opportunity
Commission
www.eeoc.gov/

Employee Hotlines

Fraud	(805) 644-6019
Misconduct	1-800-684-6523



COUNTY OF VENTURA

Human Resources Division
County Government Center
800 South Victoria Avenue, #1970
Ventura, CA 93009

Phone: 805-654-5129

Fax: 805-654-2665

<https://hr.ventura.org/complaint-resolution>



Employee Complaint Resolution Process



County of Ventura
HUMAN RESOURCES DIVISION



INTRODUCTION

This informal complaint procedure is designed to assist employees who believe they have been discriminated against or harassed in the course of their employment with the County of Ventura.

WHAT ARE DISCRIMINATION AND HARASSMENT?

Discrimination is defined as any act, practice or course of conduct which is not job-related and which constitutes or results an inequality of treatment of any person or group of persons because of race, color, religion, national origin, citizenship status, sex, gender identity/expression, sexual orientation, age, medical condition or any other basis protected by law.

In addition, the County wants to address any work situation which creates a hostile or offensive work environment and encourages employees to make their concerns known as soon as the offensive behavior occurs. By working together to resolve workplace challenges we can ensure that Ventura County is a good place to work for all.

PROCEDURES

If you have any concerns or a complaint regarding harassment, discrimination or retaliation follow these simple steps. If a step does not address the issue adequately, you are encouraged to move on to the next step.

1. **Talk** to your supervisor about the issue.
2. **Meet** with your HR representative or leader within your Agency/Department to work towards a resolution.
3. **Discuss** your concerns with your assigned Personnel Analyst at the County Human Resources Division or the County's EEO Officer by calling the Human Resources Reception Desk at (805) 654-5129. You may also **report** through the **Employee Misconduct Hotline** (Compliance Line) at (800) 684-6523 or by filling out the [Employee Misconduct Online Reporting Form](#) on the Complaint Resolution page of the county HR website.

If the investigation of a complaint reveals any illegal discrimination, harassment, retaliation, or other inappropriate actions, the County's Human Resources Division will attempt to resolve the matter. If any improper behavior or action by County employees is documented, Human Resources has the duty, and will recommend disciplinary action up to and including dismissal of the responsible party(ies).

PROCEDURES, continued

4. **A formal complaint** may be filed with your union representative or the Civil Service Commission (see Contacts list on next page).
5. **If you are not satisfied with the results** of the above steps, you may file a complaint at any time and at any step in the process with the Federal or State enforcement agency. Those enforcement agencies will conduct an independent review and make appropriate recommendations.



Testing Procedures

Random tests are just that--random. There are about 130 Public Works Agency employees mandated to be tested; therefore, roughly 65 will be tested annually for drugs and about 13 for alcohol. One employee may undergo testing more than once in a year, while another may not be tested at all during the year.

Random testing will be conducted by the consultant, Addiction Medicine Consultants (AMC). AMC will come to the yard or worksite unannounced at various dates and times to collect urine samples for drugs and to perform alcohol testing, or they will provide a Chain of Custody form for testing to occur at an approved lab. Reasonable suspicion, pre-employment, return-to-duty, and post-accident test will be done at a lab.

The Chain of Custody form, which either you or your supervisor will give to the lab, provides all the information the lab will need for testing. Most of the contract labs are open from 8:00 a.m. to 5:00 p.m. Monday through Friday, so in most situations, lab test will be done during these times.

Urine samples will be split in case follow-up testing is necessary. Alcohol tests will have immediate results; drug test results are normally available in about three workdays. Refusal to submit to random testing will be considered a positive test, which is subject to discipline up to and including dismissal.

Reasonable Suspicion Testing

Your supervisor has been trained on how to recognize behavior patterns that may indicate when someone is under the influence of drugs or alcohol. In these circumstances, your supervisor will arrange for you to be transported to the

nearest lab for testing. During transport to and from the lab and while at the lab, you will be on paid County time. You must comply fully with your supervisor's instructions. Refusal to submit to reasonable suspicion testing will be considered a positive test, which is subject to discipline up to and including dismissal. You may request to have union representation if it's available within one hour.

Positive Test

Alcohol Test: There are two levels for a positive alcohol test. The first level is from 0.02 to 0.039 Breath Alcohol Concentration (BAC). The second is 0.04 BAC or greater. Usually, alcohol test results are available immediately.

If you have a BAC from 0.02 to 0.039, you cannot perform a safety-sensitive function for at least 24 hours (that is, operate equipment/vehicles that require a commercial driver license). You will be relieved from duty and placed on leave without pay for any partial day absence. To return to work, you must present your supervisor with official lab results that your BAC is less than 0.02. This test must be performed just prior to your return to work. If this return-to-duty test is greater than 0.02 BAC, you will be subject to the same requirements as if you tested 0.04 or greater (see below).

For BAC results of 0.04 or greater, you will be referred to the Substance Abuse Professional (SAP) via the County's Employee Assistance Program (EAP) for evaluation. The SAP evaluation will determine whether or not you should be placed in a rehab program, when or if you will return to work, and may subject you to no fewer than six random tests in a period of at least 12 months if you return to work. You will be on paid administrative leave for any full-day

absences pending SAP evaluation and management's determination of discipline to be imposed.

Drug Test: It will take about three workdays to receive drug test results. During this time, you will continue to work at your usual job if this was for a random test or a post-accident test in which there is no reasonable suspicion. You will be off work on paid administrative leave for a full day absence for a reasonable suspicion test until the results are available. For return-to-duty drug tests, you will remain off work until you have a negative test. However, failure to pass a return-to-duty test may result in additional discipline.

If the test results return positive, a Medical Review Officer (MRO) will contact you to determine if there is a valid reason for the positive test. You may request that the split sample be tested at another lab, and you will be responsible for the cost of this additional test (average cost is \$150). If it's concluded after the discussion with the MRO there is no valid reason or the split specimen test is positive for drugs, the procedures are basically the same as for a 0.04 or greater BAC test.

Discipline for Positive Tests

A positive drug or alcohol tests will result in dismissal in most cases. However, management will consider the relevant circumstances of each positive test and may impose a lower level of discipline if warranted. Any discipline is subject to the Memorandum of Agreement for your union and to the Personnel Rules and Regulations.

Prescription Medication

You are required to notify your supervisor in advance if you are taking prescription medication that could affect your ability to operate commercial vehicles. The prescribing physician or Employee Health Services must evaluate the prescription to determine how it will affect your ability to drive a commercial vehicle and provide a written statement. You must give this written statement to your supervisor. Failure to properly notify your supervisor and provide the written statement prior to operating commercial vehicles may subject you to discipline. If it's determined that the medication will affect your driving ability, you may be placed on sick leave until such time that you can drive. Keep a copy of your prescription to provide such evidence to the MRO if necessary. Prescriptions must be in the employee's own name. Any controlled drug or medication that you take which is prescribed for someone other than yourself may be considered a positive test for drugs.

Callback After Hours

If you are called back to work after hours and you are impaired, you must notify your supervisor or the person who is calling you back to work that you are not able to work. Under no circumstances are you to perform safety sensitive activities within four (4) hours of drinking alcohol. Any drug use is prohibited at all times.

Accidents While Operating A Commercial Vehicle

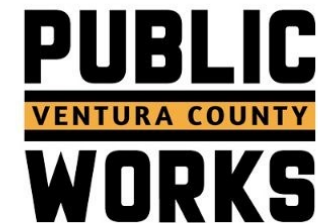
You may be subject to drug and/or alcohol testing if you're involved in an accident while operating a commercial vehicle. Testing is required for all vehicle accidents that result in a fatality, or when law enforcement issues a citation to you at the scene and a vehicle is towed from the scene and/or any injuries require medical treatment away from the accident scene. Your supervisors will determine if you should be tested after other, less serious accidents. The preference is for testing, and it will be done as soon after the accident as practical.

If you are involved in a vehicle accident while driving a commercial vehicle, do not leave the scene of the accident. Also, you are not to consume any alcohol within eight (8) hours after the accident. If you leave the accident scene without approval or if testing has not been performed and you do drink within eight hours, it will be presumed that you were under the influence at the time of the accident, and you will be subject to the same conditions as a positive test. Any drug use is prohibited at all times.

If you have other questions, please ask your supervisor, or you may call Emily Veldkamp in the PWA Central Services Department at 654-2405 or Karen Alejandro in the Human Resources Division at 805-650-4057.



COUNTY OF VENTURA PUBLIC WORKS AGENCY DRUG AND ALCOHOL TESTING PROGRAM



VCERA RETIREMENT CONTRIBUTION BROCHURE

VCERA is funded by investment earnings, employee/member contributions and employer contributions. Together, these funding sources enable VCERA to offer its members retirement benefits that last a lifetime.

This pamphlet is designed to summarize the plan provisions that relate to retirement contributions. For more information, contact a VCERA Benefits Specialist at (805) 339-4250.

Employee Contributions

Because membership in VCERA is mandatory, you will make biweekly contributions to VCERA and you will earn service credit each pay period. Contributions are deducted from your biweekly pay on a pre-tax basis¹ and credited to your VCERA account. Deductions will continue throughout employment for most members.² Also, the retirement contributions of certain employee group members are “picked up” by their employer in lieu of wages, pursuant to negotiated agreements. If this applies to you, the employer-paid portion of employee contributions will be credited to your account biweekly.

VCERA is a defined benefit plan that provides lifetime retirement benefits. Your contribution account balance does not determine your future benefit payments. The benefit amount will be calculated based on the following three factors:

1. Years of retirement service credit
2. Final average compensation (FAC)
3. Age at retirement
4. Benefit tier

You are legally unable to contribute additional funds to VCERA, except as permitted under a service credit purchase or repayment agreement. If you want to increase your retirement savings, please contact your Deferred Compensation plan.

Employer Contributions

Retirement contributions from the County and participating districts are made each pay period to help grow VCERA’s investment portfolio and ultimately to fund retirement benefits. VCERA’s actuary annually recommends employer rates, which apply to the employer’s total payroll and are higher than member rates. Employer contributions are not assigned to individual member accounts, nor are they refundable to members.

Actuarially Determined Rates

VCERA’s contribution rates are determined annually by its actuary, who calculates and recommends rates sufficient

EMPLOYEE CONTRIBUTION rates are recommended by an actuary but assigned based on your membership type and benefit tier.

to cover the current-year costs of the pension plan (“Normal Cost”) and to pay off a portion of its unfunded actuarially accrued liability (“UAAL”). The Board of Retirement reviews VCERA’s actuarial valuation and approves the recommended contribution rate increases or decreases, which take effect the following July, when the new fiscal year begins.

Your contribution rate is assigned based on your membership type (Safety or General) and benefit tier, which is determined by your hire date.

Interest Crediting

Interest is credited to individual member accounts semiannually on June 30 and December 31. Only member contributions on deposit as of the last interest-crediting date are eligible to receive the interest payment. The posted interest is half the 10-Year U.S. Treasury Note rate, as published in the *Wall Street Journal* at the close of business on June 30 or December 31. To learn more, see VCERA’s Interest Crediting Policy at www.vcera.org under “Board Governance.”

Annual Statement

Every spring, VCERA will send you a personalized benefit statement that includes a summary of your calendar-year contributions, employer pickup amounts (if applicable), credited interest, total retirement service credit and retirement benefit projections. Please remember that your contribution balance does not determine your lifetime VCERA benefit.

Withdrawing Contributions

While you are an active member of VCERA or a reciprocal retirement system, you may not withdraw your retirement contributions. Additionally, your contributions cannot be borrowed or withdrawn due to financial hardship.

If you terminate employment, VCERA will mail a retirement disposition form so you may elect how best to manage your account. You will have the following four options:

1. Apply for retirement, if eligible.
2. Leave your funds on deposit (deferred retirement); you will continue earning interest semiannually.
3. Leave your funds on deposit and elect to establish reciprocity with a qualifying public agency.
4. Withdrawal:

¹ Court employees pay post-tax contributions.

² Safety Tier 1 members who reach 30 years of continuous service no longer contribute to VCERA.

YOU MAY withdraw your contributions no earlier than 30 days after terminating employment.

Withdrawing Contributions *(continued)*

Refund: a lump-sum return of contributions, less a 20% mandatory withholding of the taxable portion of your distribution (if \$200 or more) for federal taxes. You may withdraw your contributions no earlier than 30 days after terminating employment.

Rollover: a lump-sum transfer to a qualified retirement plan; no taxes are withheld.

By withdrawing your contributions, you will sever membership and forfeit claims to VCERA benefits.

For more information on contribution withdrawals and to review applicable IRS rules, see VCERA's Special Tax Notice at www.vcera.org under "Legal Publications & References."

If you have additional questions about your contributions, contact a VCERA Benefits Specialist at (805) 339-4250 or visit www.vcera.org.

If there is any difference between this publication and the County Employees Retirement Law of 1937 (CERL), the law shall prevail.



Retirement Contributions



1190 S. Victoria Avenue, Suite 200
Ventura, CA 93003-6572
(805) 339-4250 Office
(805) 339-4269 Fax
www.vcera.org



WHAT MAKES VCERA BENEFITS VALUABLE BROCHURE

To some government observers, it may be tempting to view a public pension only as an employee benefit that plan sponsors are legally required to fund. But the ultimate value of the VCERA pension is far greater than this. Beyond the long-term financial stability offered to retirees, significant advantages are also realized by public employers, the local community and the local economy. Continue reading to learn what makes VCERA's retirement benefits so valuable.

Recruitment and Retention

"Pensions turn jobs into careers."

Research shows that the promise of a future pension attracts employees who are willing to exchange, in some locales, lower employment income in the public sector for a deferred benefit in retirement.¹ In fact, the majority of government workers viewed their retirement benefits as "extremely important" when deciding to enter public service.² This means that a pension is an effective recruitment tool that helps public employers meet their hiring goals.

Pensions, as a form of deferred compensation, also encourage younger public servants to think long term about their careers. With other forms of retirement income uncertain for this population,³ the prospect of earning a lifetime retirement benefit is motivating. To increase the value of that benefit, the person must work longer. This simple logic incentivizes people to continue

working for their public employer. In 2019, 84% of surveyed Millennial employees said a pension benefit was the reason they stayed with their state or local government jobs.⁴

Additionally, because pension benefits generally increase as base salaries increase, public servants are further incentivized to develop professionally and to seek promotions, which allows the most qualified employees to reach positions of authority.

In short, pensions function as an effective recruitment and retention tool. Future pension recipients look to a long public service career to attain a secure retirement.

Higher Quality Service

"Pensions help improve public services."

Pensions encourage loyal public service, as the prospect of earning a higher retirement benefit motivates employees to work longer, learn more and advance their careers. Longer-tenured employees become competent public servants. Their knowledge and skills, developed by years of experience, enable them to serve the community well during their most productive years of life. In this indirect way, pensions improve the quality of services provided by government.

Additionally, the "age factor cap" associated with pensions encourages law enforcement and firefighters to exit the

workforce before older age might impact their ability to keep the public safe. In VCERA, Safety members reach their highest age factor at 55 or 57 years old, after which there is no further financial benefit to being older, although other factors could increase their benefit. This plan feature encourages older law enforcement and firefighting employees to retire, thus maintaining the high quality of public safety services.

Economic Stimulus

"Pensions are good for the economy."

In 2016, California's public pension spending had a \$35.0 billion *direct* impact and a \$73.7 billion *total* impact on the state economy, as well as a \$7.7 billion impact on state and local tax revenues.⁵

The lifetime benefits paid to VCERA retirees also provide a steady and significant stimulus to state and local economies. Although the precise impact is unknown, the financial effect is undoubtedly significant. Consider the following:

- VCERA paid \$293 million in retirement benefits to 7,280 retirees in fiscal year 2018-19.
- Approximately 81% of VCERA retirees live in California.
- Approximately 63% of VCERA retirees live in Ventura County.

These statistics represent thousands of VCERA retirees and beneficiaries who regularly buy local goods and services with their pension dollars. These purchases support local businesses, which hire and employ other local residents, who earn money and make local purchases of their own. The economic effect of each pension dollar ripples throughout the Ventura County economy and beyond.

Besides the rippling effect of their pension spending, VCERA retirees pay state and local sales tax, and most pay federal and state income tax. These revenues help fund essential public services, which help build stronger communities. And, research shows that defined-benefit pensions have been instrumental at keeping older Americans out of poverty, thereby reducing their need for public assistance—a nationwide savings of \$7.3 billion in 2006 alone.⁶

So What?

Pensions serve multiple important functions for public employees as well as public employers, the community and the economy. Every retirement dollar your organization contributes to VCERA not only adds to the retirement security of your employees. It also indirectly benefits your city, county and state.

¹ Ippolito, R.A. (1997). *Pension Plans and Employee Performance: Evidence, Analysis, and Policy*. Chicago: The University of Chicago Press.

² Oakley, D. and Kenneally, K. (2019). *Retirement Insecurity 2019: Americans' Views on the Retirement Crisis*. National Institute on Retirement Security. See www.nirsonline.org.

³ Brown, Jennifer. (2018). *Millennials and Retirement: Already Falling Short*. National Institute on Retirement Security. See www.nirsonline.org.

⁴ National Institute on Retirement Security. *85% of Millennials Working in State & Local Government Plan to Stick with Employer*. Press release: February 5, 2020. See www.nirsonline.org.

⁵ Boivie, Ilana. (2018). *Pensionomics 2018: Measuring the Economic Impact of DB Pension Expenditures*, Tables 11 and 12. National Institute on Retirement Security. See www.nirsonline.org.

⁶ National Institute on Retirement Security. *Frequently Asked Questions about Pensions*. See www.nirsonline.org.

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WHAT MAKES
VCERA
BENEFITS
Valuable
to
PUBLIC EMPLOYERS ?

A hand is shown dropping a coin into a white piggy bank. The piggy bank is on a patch of grass. The background is a soft-focus landscape with a blue sky and green grass.

1190 S. Victoria Avenue, Suite 200
Ventura, CA 93003-6572
(805) 339-4250 Office
(805) 339-4269 Fax
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What is Reciprocity?

Reciprocity allows public employees in California to move from one employer to another without jeopardizing their earned retirement benefits. By establishing reciprocity between retirement systems, total retirement benefits can actually increase.

This pamphlet describes the many rules, benefits and other considerations related to establishing reciprocity between the Ventura County Employees' Retirement Association (VCERA) and another qualifying reciprocal system.

Qualifying Reciprocal Systems

Reciprocity can only be established between VCERA and other eligible retirement systems in California, including any other "1937 Act" (CERL) county system, the California Public Employees Retirement System (CalPERS), most agencies reciprocal with CalPERS, the California State Teachers Retirement System (CalSTRS), and the Judges' Retirement System to a limited extent.

Incoming and Outgoing Reciprocity

Employees who were previously members of a reciprocal retirement system and later joined VCERA can establish *incoming reciprocity*. Members who left VCERA-covered employment and later joined a reciprocal system can establish *outgoing reciprocity*.

The same eligibility rules and reciprocal benefits apply to incoming and outgoing reciprocity. However, as will be discussed, the process for establishing reciprocity varies.

Rules of Reciprocity

To establish and maintain reciprocity, you must comply with the following rules. Violating any of them will break reciprocity, resulting in the loss of all reciprocal benefits.

- Your membership in the new reciprocal system must begin within 180 days of leaving your first reciprocal system.
- Your employment under the first reciprocal system *cannot* overlap with your employment under the new system. There must be a definitive break in service, including your use of vacation hours under the first system.
- Your accumulated retirement contributions may not be withdrawn from the first reciprocal system.
- You must retire from all reciprocal systems on the same day. Each system will pay you a separate retirement benefit.

RECIPROCITY IS an agreement between eligible retirement systems designed to encourage employees to remain in public service throughout their careers.

Advantages of Reciprocity

The advantages of establishing reciprocity between VCERA and a qualifying retirement system include:

- The service credit earned in the first system will contribute to meeting your vesting and retirement eligibilities in the new system. This means you do not need to "start over" when transitioning between retirement systems.
- The age for determining your retirement contribution rate in the new system will be the same as your entry age in the first system. (VCERA has a fixed contribution rate regardless of age, so this provision does not apply to VCERA rates. However, members with outgoing reciprocity may have a lower contribution rate in the new retirement system.)
- The highest compensation you earned in any reciprocal agency will be used by all reciprocal systems to determine your "final average compensation" when calculating your retirement benefits (unless limited reciprocity applies). This salary "sharing" could increase your benefit from the first system.

Note: The final average compensation used is subject to each reciprocal system's rules governing which pay items are considered "pensionable."

- If you were a member of the first reciprocal system prior to 2013, you may be eligible for a higher, non-PEPRA benefit tier in the new system. If so, you would be subject to the retirement eligibility and contribution requirements of that benefit tier.

Disadvantages of Reciprocity

Although there are excellent reasons to establish reciprocity, some members may not find it advantageous. Potential disadvantages include:

- Limiting a VCERA member's ability to retire from different retirement systems on different days.
- Entering an older, non-PEPRA benefit tier that may require a member to accrue more years of service credit to attain retirement eligibility.
- In some cases, limiting the retirement benefit payable to a member who is awarded a disability retirement in a reciprocal system.

MANY MEMBERS have seen their monthly pension benefits increase because reciprocity allowed each retirement system to use the member's highest pensionable pay, regardless of where it was earned. A higher "final compensation" equates to a higher benefit!

BECAUSE EACH member's needs and retirement goals are unique, please contact VCERA to discuss the advantages and disadvantages of establishing reciprocity.

How to Establish Reciprocity

You must indicate in writing your intent to establish reciprocity between VCERA and another reciprocal system. Reciprocity will not be established without a signed Incoming Reciprocity Request Form. VCERA will exchange information with the prospective reciprocal system, a process that can take several weeks. You will be notified in writing when reciprocity has been established or denied.

For outgoing reciprocity: If you leave active membership in VCERA, you must sign and return a Disposition Packet requesting that VCERA pursue reciprocity with your new system.

For incoming reciprocity: If you enter active membership in VCERA, you must sign and return a Sworn Statement or Incoming Reciprocity Request Form.

Benefit Tier Assignment

With incoming reciprocity, if you join VCERA on or after January 1, 2013, you will be placed in a "PEPRA" tier by default. If VCERA confirms that you are eligible for reciprocity in a retirement

system that you joined prior to 2013, VCERA will change your PEPRA tier to a "Legacy" tier. Go to www.vcera.org for additional information on membership and benefit tiers.

Also, VCERA will determine your benefit tier by your *eligibility* for reciprocity, not by whether you *elected* to establish reciprocity.

Other Considerations

Right to Not Establish Reciprocity: You are not obligated to establish reciprocity, even if you are eligible to do so.

Inability to Break Reciprocity: Once reciprocity is established, you *cannot* revoke it. Moreover, you are not permitted to retire from your reciprocal systems on different days or to withdraw your retirement contributions.

Death Benefit: When a VCERA retiree passes away, there is a one-time death benefit of \$5,000 payable to the retiree's designated beneficiary or estate. However, the VCERA benefit may be reduced or eliminated if a retiree has outgoing reciprocity because the latter retirement system may have primary responsibility for paying the death benefit.

Limited Reciprocity with JRS: Establishing reciprocity with the Judicial Retirement System II may have some limitations. Contact VCERA for more information.

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Reciprocity: Linking Your California Retirement Systems



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