

WELCOME TO NEW EMPLOYEE ORIENTATION



Completed Paperwork:

1. Social Security Card
2. Final Offer Letter (signed on each page)
3. Employee Data Form
4. Emergency Contact Form
5. Federal W-4 Form
6. New Jersey W-4 Form
7. I-9 Form
 1. Including your I-9 Acceptable Documentation
8. Pension Form



New Employee Orientation - Agenda

TIME	TOPIC
8:30 - 9:00 a.m.	ID Pictures / Collect New Hire Paperwork & Introductions
9:00 - 10:15 a.m.	Benefits Presentation
10:15 - 10:20 a.m.	New Hire Group Picture
10:20 - 10:30 a.m.	Break
10:30 - 10:40 a.m.	IT Presentation
10:40 - 11:40 a.m.	Human Resources Presentation
11:40 a.m. - 12:00 p.m.	Traliant Login
12:00 - 1:00 p.m.	Lunch
1:00 - 2:00 p.m.	Anti-Harassment Training
2:00 - 2:25 p.m.	Nationwide
2:25 - 2:30 p.m.	Break
2:30 - 4:30 p.m.	Right-to-Know Training



The County of Monmouth Benefits & Workforce Wellness Presentation



Wellness Incentive Program



MONMOUTH
*A Commitment
to Wellness*



Program Overview



HOLISTIC IN NATURE



REWARDS EMPLOYEES
WHO CHOOSE TO TAKE
CONTROL OF THEIR
HEALTH & WELLBEING



EARN WELLNESS POINTS
FOR PARTICIPATION
AND/OR COMPLETION
OF PROGRAMS



1 WELLNESS POINT = 1
CHANCE IN DRAWING



Program Details

- Multiple opportunities per month to earn points
- Drawings held quarterly
- 75 personal days off awarded each quarter
- Limit of 1 personal day per person, per drawing
- All days won must be used in calendar year of award.





Wellness Programs

HEALTH



SCREENING

▶ Wellness Screenings/Preventative Health* (2 pts)

- Health Risk Assessment
- Biometric Screening
- Cancer Screening
- Vision/Dental/Hearing exams
- Blood Pressure screening
- Annual physical
- Vaccinations

*Wellness screening form available on-line in Self Service under *My Employee Forms & Memos, Benefit Forms, Wellness* to complete and submit for credit. EOBs are also accepted.



Wellness Programs

Education (1 pt)

- Wellness Webinars
- Health Education Seminars
- Financial Workshops



Weight Management/Nutrition (varies)

- Walking Groups
- Walk at Lunch/Health Fair
- Workforce Wellness Program





Wellness Programs

Wellness Challenges (varies)

- Self Directed

Community* (1 pt)

- Donating Blood
- Volunteering
- Charity Race Participation

*Volunteer/participation forms available in Self Service to complete and submit for credit.





Wellness Program Registration

On-line registration

- Event Manager link in Self Service under Personal Assistant, Wellness Program Registration
- <https://events.co.monmouth.nj.us/?agency=wellness>
- Scan QR Code
- Direct link from outside provider

Phone registration

- Beth Helsby, Wellness Program Coordinator
732-866-3622 Ext, 6135





- Free, confidential counseling & referral service
- 6 free sessions per year
- Toll Free Number: 1-877-747-1200
- Available to all employees and household members
- Provides 24 hour, 7 days a week Emergency Service
- **www.accessqhs.com** or *direct link on Employee intranet under EAP and in Self Service under Benefit Provider Links*

Employee Assistance Program (EAP)





- Access your EAP through the Self-Care. Connect Application.
- Download the App using one of the QR codes below for Apple or Android users.
- Once registered, you can connect with a Wellness Coordinator to work with a professional.



Apple Users Scan me!

Access
Code:

Monmouth



Android Users Scan me!



Self-care. Connect



Wellness Programs

Disease Management

- Diabetes Management with *Livongo*®
- Hypertension Management with *Livongo*®
- Behavioral & Mental Health Support with *SilverCloud*
- Musculoskeletal Management with Hinge Health
- Weight Management with *Omada*





The County of Monmouth Health Benefits Presentation

Benefits Department: 732-866-3622

JoAnna Tumminello Ext. 6671

Paul Cochran Ext. 7655

Anna Chamberlain Ext. 7737



Healthcare Plan Overview

Omnia PPO Overview

- We offer Horizon Omnia Blue Cross Blue Shield of NJ.
- This is an in-network only PPO plan (Preferred Provider Organization).
- Providers contracted in this plan are categorized as Tier 1 or Tier 2.
- Telemedicine Program available 24/7/365
- Panorama III vision plan (Aka Davis Vision) coverage at no extra paycheck deductions.
 - Enrollment form for Vision Coverage still needed.

Omnia Tier Coverage Overview

Tier 1

- PCP copay \$5
- Specialist copay \$15
- No deductibles
- Tier 1 Hospital copay \$150

Tier 2

- PCP copay \$20
- Specialist copay \$30
- Tier 2 Deductibles:
 - \$1,500/\$3,000
- Tier 2 Hospital copay \$100
- Blue Card coverage while traveling

Tier 1 Hospitals

- CENTRASTATE
- BAYSHORE MC
- JERSEY SHORE UMC
- RIVERVIEW MC
- MONMOUTH MC
- COMMUNITY MC
- MONMOUTH MC TR
- OCEAN MC PT PL
- OCEAN MC
- MONMOUTH MC SC

Prescription Plan Express Scripts

- Excellent Rx coverage for you & your eligible dependents
- Included with County medical plan coverage.
- If an eligible employee declines health benefits, he/she may enroll in just the prescription plan at a minimal cost.
- Enrollment in Express Scripts needed if activating RX benefits only

Co-Payments

Retail (30 Day Supply)	Mail-In Service (90 Day Supply)
\$20 Co-Pay - Brand Name	\$15 Co-Pay - Brand Name
\$5 Co-Pay - Generic	\$0 Co-Pay - Generic
PBA 314: Co-Pays are an additional \$5 in Generic	\$15 Co-Pay - Brand Name \$0 Co-Pay - Generic

Express Scripts Contact

www.express-scripts.com

1-800-711-0917

Find a Doctor (BCBS)

curity incidents that may impact Horizon members.

[Home](#)

[Members](#)

[Providers](#)

[Brokers](#)

[Employers](#)

[Contact Us](#)

[Find a Doctor](#)



[MEMBER SIGN IN](#)

ment Begins **November 1**

stand what's changing.

[you through your options.](#)

? [Get help from our plan experts.](#)



s, call **1-800-224-1234**. To purchase Medicare plans, call **1-877-234-1240 (TTY 711)**. To learn more about Medicaid & Horizon NJ Health, visit horizonNJhealth.com

[GET A QUOTE](#)



Not a member?

Search our network of doctor, hospitals and other health care professionals. For dental providers in and out of NJ, choose **Find Care in NJ**

Find Care in NJ

Find Care Outside NJ

[Find a Horizon NJ TotalCare \(HMO D-SNP\) doctor or hospital.](#)

Choose a Plan

Choose a Plan

Continue to Davis Vision 

By clicking the button and link above, you are leaving our site to visit a trusted partner's site. Content is independent and privacy policies, website terms and conditions may vary.



Searching in **Freehold, NJ – 07728**
Please select a plan from the menu below to begin your search.



Plan


OMNIA

Go Back

Continue


Good Afternoon!
Browse or search to find the care you need.

Plan
OMNIA 

City, state or zip
Freehold, NJ — 07728 

Search for Names and Specialties



Common Searches: [Primary Care](#)  [Urgent Care Center](#) [Behavioral Health](#)  [Dermatologist](#)

Browse by Category

Find results using these care categories

Primary Care Physician (PCP)

Treats common medical conditions, provides preventive care and helps coordinate specialt...

Medical Specialties

Health care professionals and facilities that specialize in care for a specific condition,...

Behavioral Health

Health care professionals who treat mental and behavioral health conditions, including...

Urgent Care Center

Walk-in clinics providing an alternative to the Emergency Room (ER) for an injury or illness...

Hospitals & Other Facilities

Facilities where patients receive emergency, short-term and long-term medical care.

Browse by Category

Plan
OMNIA

City, state or zip
Freehold, NJ - 07728

About All Primary Care Physician

An in-network doctor or other health care professional who supervises, coordinates and maintains continuity of care for covered persons. PCPs include: family medicine, internal medicine, pediatrics and nurse practitioners who meet specific requirements.


All Specialties All Tiers All People & Places All Genders All Patient Ratings Blue Quality Programs More Filters

VIEW ONLY: Accepting New Patients Primary Care Physician Wheelchair Accessible Patient Centered Providers Medication Assisted Treatment Virtual Care In-Person Care WITHIN: 50 miles

List view Map view


Sort By
Best Match

Providers:




Family Practice


Compare



In "OMNIA" Plan
OMNIA TIER 1 ⓘ

☆☆☆☆☆ [Be the First to Review](#)

 2 Affiliations

 3 Awards

[Get directions](#) (est. 1.2 miles away)

Phone: 732-625-3166

Accepting New Patients

Enrolling Dependents

You can cover the following individuals on your County of Monmouth health, prescription, dental, and vision plans:

- Spouse or Civil Union Partner
- Child
- Stepchild
- Adopted child
- Legal Guardianship

Evidence of relationship and identity are required. If proof of relationship/identity are not received by start date of benefits, they will be terminated until such time as proof is provided.

- Birth Certificates
- Marriage and/or Civil Union Certificates
- Social Security Cards
- Legal paperwork if fostering, adopting or obtaining legal guardianship
- Documentation of shared address/assets

IMPORTANT! Qualifying Life Events

- If you have a change in status, e.g. Marriage, Divorce, Birth or Adoption, etc., the new dependent must be added to your health coverage within **30 days** of the event.
- If you do not enroll additional family member within **30 days** of the event, you must wait until the next Open Enrollment!
- To make a change in your status for any of the above reasons contact the Division of Benefits & Workforce Wellness.



Dental & Vision Plans

Plan I
Horizon Dental CHOICE

Deductible	None
Choice of Dentists	Must use their network of Dentists (limited) See www.horizonblue.com
Annual Benefit Maximum	Unlimited
<u>Coverage</u>	
<i>Preventive</i>	100%
<i>Basic</i>	100%
<i>Major</i>	50%

No Orthodontic Benefit or Out of State Coverage
Dependent Children are covered until age 26 (End of Month)

Plan II

Horizon Dental OPTION

Deductible	\$25/person \$75/family
Choice of Dentists	Select any dentist you choose <i>(in and out of network)</i>
Annual Benefit Maximum	\$2,000/person
<u>Coverage</u>	
<i>Preventive</i>	100% of Maximum Allowable Charge (MAC)
<i>Basic</i>	80% of MAC
<i>Major</i>	50% of MAC

No Orthodontic Benefit

Dependent children are covered until age 26 (End of Month)

Out of State Coverage available

Plan III

DSO-Dental Services Organization

Deductible	None
Choice of Dentists	All services available at Eastern Dental
Annual Benefit Maximum	Unlimited
<u>Coverage</u>	
<i>Preventive</i>	100%
<i>Basic</i>	100%
<i>Major</i>	Covered 100 % after \$175.00 deductible

Orthodontic coverage available- \$1300 stainless steel (child)/\$2500 adult

Dependent children can stay enrolled until age 26 (End of Month)

Feature	Dental Choice	Dental Option	DSO
Deductible	None	\$25/person \$75/family	None
Choice of Dentists	In Network only	In & Out of network	Eastern Dental locations only
Annual Benefit Maximum	Unlimited	\$2,000 annual per person	Unlimited
Coverage	In State only	In & Out of State	In State only
Preventive	100%	100% of Maximum Allowable Charge (MAC)	No Cost
Basic	100%	80% of MAC	No Cost
Major	50%	50% of MAC	\$175.00
Orthodontic	None	None	\$1300 stainless steel (child)/\$2500 adult

Enrolling in Dental Plans

If enrolling in Dental CHOICE, please contact BCBS with information of preferred dentist once coverage is approved/active. Otherwise, you will remain with the assigned practice given by BCBS.

If enrolling in the DSO Plan, please include name of office location on the enrollment form in Section D of the enrollment form

Payroll deductions begin one month prior to coverage effective date

If you belong to a Union, wait until you meet with your Union representative to see if an additional dental offering is available before making any dental elections

Voluntary Vision Plan

Davis Vision (aka Panorama III Alt B)

- Eye Exam - Every 12 months
- Contact Lens Fitting
- Available with OMNIA medical plan with no additional payroll deductions
- Completed Vision form is **required** to enroll

Davis Vision Summary Plan

Benefit	Frequency Based on 1/1 -12/31	In-network Copayment	In-network Coverage
Eye Examination	January 1	\$0	Covered in full. <i>Includes dilation when professionally indicated.</i>
Spectacle Lenses	January 1	\$10	Clear plastic lenses in any single vision, bifocal, trifocal or lenticular prescription. Covered in full. (See below for additional lens options and coatings.)
Frame	every other January 1	\$0	<p>Covered in Full Frames: Any Fashion or Designer level frame from Davis Vision's Collection² (retail value, up to \$160).</p> <p>OR, Frame Allowance: \$130 toward any frame from provider plus 20% off any balance.¹ No Copayment required.</p> <p>OR, Visionworks Frame Allowance: \$180 allowance plus 20% off any balance toward any frame from a Visionworks retail store.⁶ No Copayment required.</p>
Contact Lens Evaluation, Fitting & Follow Up Care	January 1	\$0	<p>Davis Vision Collection Contacts: Covered in full.</p> <p>Non Collection Standard Contacts: 15% discount¹</p> <p>Non Collection Specialty Contacts³: 15% discount¹</p>
Contact Lenses (in lieu of eyeglasses)	January 1	\$0	<p>Covered in Full Contacts: From Davis Vision's Collection², up to: Planned Replacement Two boxes/multi-packs* Disposable Four boxes/multi-packs*</p> <p>OR, Contact Lens Allowance: \$130 allowance toward any contacts from provider's supply plus 15% off balance.¹ No Copayment required.</p> <p>OR, Medically Necessary Contacts: Covered in full with prior approval.</p> <p><small>*Number of contact lens boxes may vary based on manufacturer's packaging.</small></p>

Davis Vision Contact

davisvision.com

1-800-278-7753



Flexible Spending Accounts

Flexible Spending Account Medical Reimbursement

- Voluntary Contribution through Payroll Deduction
 - Card is front loaded and paid through biweekly pay checks
- Pre-Tax Savings
 - Minimum Contribution: \$240 /year
 - Maximum Contribution: \$3,330/year
- Use for:
 - Vision Wear
 - RX & Medical Co-Payments
 - Qualifying non-reimbursed medical and dental expenses
- Cautiously determine your voluntary contribution. *“Use it or lose it!”*

Flexible Spending Account Dependent Care Reimbursement

- Voluntary Contribution through Payroll Deduction
- Pre-Tax Savings
- Use for:
 - Child Care & Summer Camp Facility Tuition
 - Up to age 12
 - Approved Care Costs for Elderly / Dependent Needs
- Cautiously determine your voluntary contribution.
“Use it or lose it!”

Transportation & Parking

- The IRS allows employees to pay for eligible transportation expenses with pre-tax dollars. Qualified expenses are those for mass transit, parking at or near your work location, or commuter parking near a transit stop or station.
- This is for the employee only and cannot be used by family members.



Disability Compensation

Temporary Disability Compensation

- Eligibility
 - Must work a minimum of 20 hours/week
 - Must have been employed for six months
 - Must provide proof of disability for non-job-related illness or injury, which extends for a minimum of 15 days
- 100% County-funded
 - Therefore, no deductions made for SDI Taxes
- Eligible employee receive a maximum of **\$300/week** for up to 52 weeks with an *approved leave of absence*.
- You will be billed for your contribution to the health insurance as well as any voluntary benefits, i.e., dental

Additional Disability Insurance

Voluntary Disability Insurance

- Contribution based on salary, age, and amount of accumulated sick time
- Guaranteed issue for new employees
- Receive up to 60% of salary while on disability
- Runs concurrent with Temporary Disability Compensation
- Enrollment is completed directly through Colonial Life

Other Colonial Life Voluntary Benefits

- Accident
- Critical Illness
- Cancer Insurance
- Long Term Disability
- Hospital Indemnity
- All plans are portable after employment ends

For all Colonial Life Voluntary benefits, go to:
Self Service → “My Employee Forms and Memos” →
“Benefit Forms” → “Voluntary Benefits”

Additional Life Insurance

Voluntary Universal Life Insurance

- Select the benefit amount that meets your specific needs
- Offered on an after-tax basis
- Opportunity to insure your spouse as well

Colonial Life Voluntary Benefits

Lauren Perri

856-983-9600 x101

www.coloniallife.com

Aflac Pet and Supplemental Dental Insurance Plans

To see the benefits available under the Aflac Plans,
scan the QR Code or link below.

<https://www.aflacrollment.com/CountyofMonmouth/qqq031429134>





NJ Pensions & Benefits

NJ Division of Pensions and Benefits

1. PERS, Public Employees' Retirement System
 2. DCRP, Defined Contribution Retirement Program
 3. PFRS, Police and Fireman Retirement System
- Membership is required for Permanent County employees
 - Exception: If you are currently collecting from a different NJ State Pension Program
 - Provisional employees will automatically be enrolled once appointed OR after 12 months of continuous service.

I. PERS

Enrollment requires a minimum of 32 hours per week for Local Government Employees

Must earn at least \$8,300/year

Employee contribution

7.5% of annual salary over 24 pay periods

Contributions are tax deferred

II. PFRS

County Correction & Sheriff's
Officers

Employee contribution

10% of annual salary (if full-time)

Contributions are tax deferred

PERS & PFRS - Beneficiaries

- Employees are responsible for selecting beneficiaries once they receive a membership I.D.# and Pension booklet via the State from NJDPB (takes approximately 2-4 months).
- Done via online through Member Benefits Online System (MBOS) new user, register at: www.state.nj.us/treasury/pensions.
- If not completed, the “Member’s Estate” will automatically be the beneficiary of record.
- Employees can view their Personal Benefit Statements in MBOS which are posted quarterly. Be sure to keep login information in a safe place.

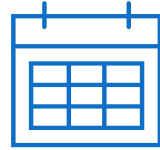
Group Life Insurance - PERS or PFRS

- Automatic enrollment for employees enrolled in PERS or PFRS
- Survivor Benefit Coverage of Active Members
- PERS
 - 3 times your annual salary (last 12 months of employment)
- The County & Employee equally share contribution
 - Employee contribution = 0.5% of annual salary
 - Employee may withdraw from personal contribution after one year of service.
 - Benefit is then reduced to 1 ½ times your annual salary with no future opportunity to enroll
- PFRS
 - 3 1/2 times your annual salary
 - No employee contribution

Pension Loans



Eligible after 3 years & 3 months of participation



May borrow up to 50% of your accumulated total twice per calendar year



For eligible borrowers, the interest rate for pension loan applications received in 2026 will be 9.25% per annum on the declining balance of the loan.

Administrative processing fee is \$15.00.



Note that the administrative processing fee is not an added charge but is taken from the requested amount of the loan.

III. DCRP

The DCRP provides eligible members with a tax-sheltered, defined contribution retirement benefit, along with life insurance and long-term disability coverage

Membership is required

Includes Appointed or Elected Officials

Employees that earn over \$176,100 (surplus goes into DCRP, this can be waived)

Employees that work less than 32 hours and earn at least 5K/year

5.5% of annual salary taken from paycheck deductions

DCRP Employer Paid Life Insurance

- 1.5 times the annual base salary (medical examination required for 60 years or older)
- Vested after 1 year of participation
- Requires appointing a beneficiary
 - Booklet will be sent to you with instructions.
- Long-term disability coverage
 - Employer-paid after one year of participation.
- Employees will receive further information from Empower Admin



Monmouth County Health Policies

Family & Medical Leave Policy

- Federal & State - 12 weeks of unpaid leave for approved absences.
- Eligibility for Leave: Worked 1,000 hours and employed 12 months.
- NJ Family Leave Insurance (NJFLI)
For additional information visit www.nj.gov/labor
 - Only eligible if carrying for a family member/baby bonding
- Family Leave Insurance benefits payable through the NJFLI up to maximums allowed by the State at the time of leave.
- Leave forms are located in Self Service under My Employee Forms & Memos, Leave Forms

Reporting on the Job Injuries/Illnesses



County of Monmouth Acknowledgment Reporting on the Job Injuries / Illnesses

Department: _____

Division or Unit: _____

Your health and well-being are important, not only to you and your family, but to the County of Monmouth too. Please take a few minutes to read the following information regarding the Workers' Compensation Managed Care Program.

- In cases of life threatening conditions, call 9-1-1 and follow the instructions of the emergency medical professionals.
- Immediately report all work-related injuries and illnesses to your supervisor or designated supervising authority.
- You will be required to complete reports regarding the incident that caused your injury or illness.
- Your supervisor will contact the Workers' Compensation Unit to schedule your initial medical appointment.
- Your supervisor will arrange for you to discuss any questions you may have with the appropriate person in the Monmouth County Workers' Compensation Unit.
- All employees with work-related injuries or illnesses will be managed by the County's Occupational Healthcare Provider. Your assigned Case Manager will be in frequent contact with you during your recovery period. All referrals to medical providers must be authorized and scheduled by your Case Manager. A representative from your department will also be in contact with you during your recovery.
- Most injuries will not require you to remain out of work. Arrangements will be made with your supervisor for you to return to your regular job in a modified capacity or in an alternate position if possible. This assignment will be temporary, and will depend on your restrictions.
- If you have identified a way to prevent future work-related injuries, you should share this information with your supervisor or manager. Employees and employers alike have a responsibility to promote a safer workplace.

The complete County of Monmouth Workers' Compensation Managed Care Program, along with the required reports, can be found on the Employee Intranet under Human Resources Policies and Forms.

I certify by my signature I have received this information and I understand it is my responsibility to read and abide by the policy and procedures named above.

Printed Name

Signature

Date



Patient Protection & Affordable Care Act (PPACA)

- Passed in May of 2010. There are many provisions to the law. Among them are as follows:
 - Created public & private insurance exchanges where healthcare plans can be purchased.
 - Requires that employers notify their employees of the existence of these exchanges.
 - Requires everyone to have health benefits or pay a penalty.
 - Monmouth County coverage is considered affordable & creditable under this law.
 - The County does not administer these plans under PPACA
 - Visit HealthCare.gov for more information.

Public Service Loan Forgiveness

- Some student loans may qualify for Public Service Loan Forgiveness (PSLF)
- Full time County employees who make 120 qualifying payments may be eligible to have the remainder of their loan forgiven
- For more information, please visit [StudentAid.gov](https://studentaid.gov)



Benefit Enrollment: Next Steps

Benefit Notification Sign-Up

- Learn about upcoming Wellness Programs, Voluntary Benefits and Open Enrollments for your healthcare policy offerings
- How to:
 - Log into your Self-Service portal.
 - Under “Personal Assistant”, click on “Sign Up for Benefit Notifications”.
 - Enter the requested information and begin receiving valuable notifications that will provide useful information to help you and your dependents maintain optimal levels of good health!

✓ PERSONAL ASSISTANT

- | | |
|------------------------------------------|--------------------------------------------------|
| › Self Service and FAQ Documentation | › NJ Civil Service Promotional Job Announcements |
| › Closing & Delayed Opening Notification | › Sign Up for Benefit Notifications ← |
| › Wellness Program Registration | › Retirement Seminars |
| › Employee Guide | › HR Training Opportunities |
| › 2025 EMPLOYEE EXPO | |

✓ PERSONAL INFORMATION

- › Personal Profile ←
- › Emergency Contact Information

- › Assignments
- › Calendar Events

✓ PAY INFORMATION

- › Banking Information
- › Transaction History
- › Pay History
- › View W2 Information
- › Time Punches

- › Tax Filing Information
- › Pay Line History
- › View Earning Statement
- › Deposit Stub Report
- › W2 Form

✓ ATTENDANCE

- › Leave Balances

- › Leave History

✓ BENEFITS

- › Current Benefit Enrollments

✓ BENEFIT PROVIDER LINKS

- › Deferred Comp - Nationwide
- › Horizon Medical & Dental
- › IAA Medical
- › Colonial Life Products

- › Express Scripts
- › Horizon Vision
- › Pension - State of NJ
- › EAP - Quantum Health Solutions

✓ MY EMPLOYEE FORMS & MEMOS

- › HR Forms
- › Paycheck and Payroll Forms
- › Leave Forms
- › Memorandums & Policies

- › Benefit Forms ←
- › Pension/Retirement Forms
- › Employee Legal Notices

✓ GENERAL INFORMATION

> General Information



General Open Enrollment Information

✓ MEDICAL

> Medical

✓ VOLUNTARY BENEFITS

> Voluntary Benefits



FSA & Colonial Life Open Enrollment Information

✓ WELLNESS

> Wellness

✓ DENTAL

> Dental

✓ VISION

> Vision

✓ NATIONWIDE

> Nationwide

IMPORTANT ENROLLMENT INFORMATION

Completed enrollment forms must be submitted within 7 days of this Orientation.

4 options to send paperwork:

1. Scan and email to Enrollments@co.monmouth.nj.us
2. Send via inter-office mail to HR—Benefits
3. Fax to 732-780-3364
4. Stop by and see us! (Hall of Records Annex)

Do NOT delay! Next opportunity to enroll is during Open Enrollment.



Monmouth County Information Technology Services





Username & Employee ID Number

Unique.

No duplicates.

Complex Password

- ▶ Can't use three or more consecutive letters of your name.
- ▶ Must contain characters from *three* of the following *four* categories:
 - ▶ Uppercase letters (A through Z)
 - ▶ Lowercase letters (a through z)
 - ▶ Number (0 through 9)
 - ▶ Non-alphabetic characters (for example , !, \$, #, %)



Change your Password

- ▶ Must change your password every 45 days.
- ▶ Change on the 1st.
- ▶ Restart your computer.
- ▶ Parks Staff - delay in password reset recognition - change at end of workday.





Changing password on a network computer

1. Press **CTRL + ALT + DEL**
2. Select **Change a password**
3. **Restart** your computer

NOTE: You must know your current password in order to change it.

Lock

Switch User

Sign out

Change a password

Task Manager

Cancel



Changing password on the county Intranet

Browser address bar: <https://intranet.gov.co.monmouth.nj.us/passwordchange.aspx>

Search...

Cisco Finesse | intranet.gov.co.monmouth...



County of Monmouth EMPLOYEE INTRANET

Change D-MCIS Password

User Name

Old Password

New Password

Confirm New Password

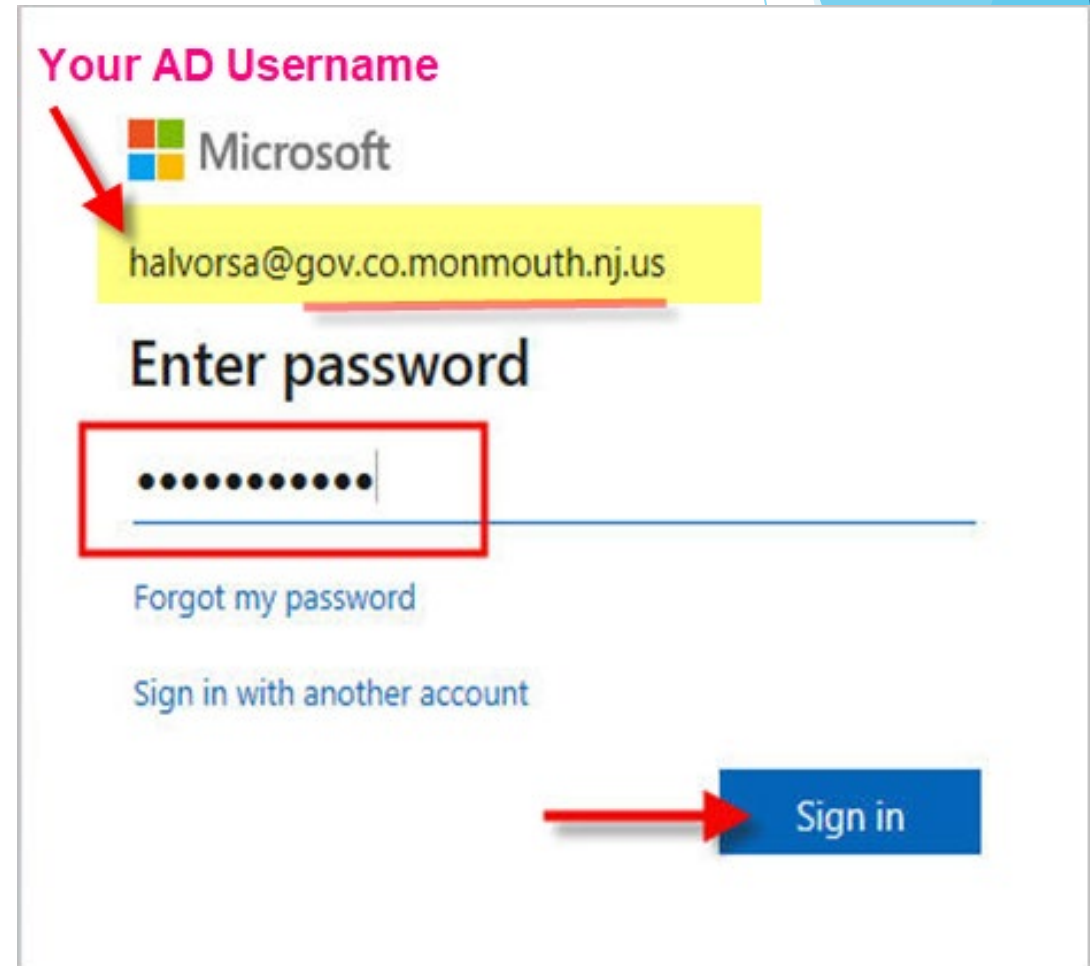
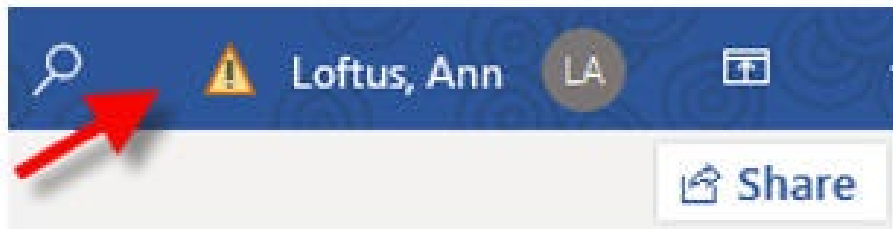
Passwords must be:

- Must be at least 8 characters long.
- Must not be one of your prior six passwords used.
- Must not contain your account name or parts of your full name that exceed two consecutive characters.
- Must contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)



Update your Microsoft Office 365 Account

- ▶ Change your password?
- ▶ Update your Office 365 password.





What does your AD (Active Directory) Username & Password access?

- ▶ Computer
- ▶ Self Service
- ▶ Outlook Web Access
- ▶ County proprietary applications
- ▶ VPN
- ▶ Clock In/Out on the web (Library employees)



Computer & Cell Phone Policy

- ▶ Monmouth County computers and cell phones are the property of Monmouth County and should only be used for county business.
- ▶ No employee should share a password, access a file, or retrieve any stored communication without authorization.
- ▶ To ensure that all employees are in compliance, the county may monitor email and computer usage.





Network Security & Email

- ▶ Do you know the sender?
- ▶ Is the message sent internally or externally?
- ▶ Is there a CAUTION banner included in your message?





Flagged Email

Email *can* be flagged as:

- ▶ **External** - Mail sent from outside the county network
- ▶ **Spam** - Unsolicited email
- ▶ **Possible Phish Fraud** - Mail sent to trick you into clicking a link
- ▶ **Malware** - Malicious software inserted for a harmful purpose



Flagged Messages

CNET Daily News

[EXTERNAL][Spam]Spotify's Car Thing Is Finally He... T

[EXTERNAL] [Spam]

From: Ashley Lindner <son.cao@daxi-vietnam.com>
To: @co.monmouth.nj.us
Date: 2022-02-24 11:01
Subject: [Possible Phish Fraud] [EXTERNAL]Re: Automatic reply: NTPL- Ad Journal

[Possible Phish Fraud] [EXTERNAL]

[EXTERNAL]Watch the latest recommendations from your network



BrightTALK <wednesday.reply@brighttalk.com>

To Loftus, Ann



9:22 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

CAUTION Message

CAUTION CAUTION



Malicious Email

Not all malicious email will be flagged.

Educate yourself!

Cyber security training is required.

Any Issues? Notify the Help Desk immediately!





Cyber Security Training

- ▶ Mandatory
- ▶ Notified by email to begin training
- ▶ 2 weeks to complete
- ▶ 90 minutes
- ▶ The link is in Self Service
- ▶ MCITS reviews the completion reports.



Official MCITS Proactive Notifications

Phishing Email Reminder - Please Read



Do_Not_Reply, MCIS

To All County Employees

Reply

Reply All

Forward

Fri 2/4/2022

This message was sent with High importance.



COUNTY NOTICE

MONMOUTH COUNTY INFORMATION TECHNOLOGY SERVICES

February 4th 2022

If you have received an email that resembles the one below, please do not open the email or click on the link.

- ▶ Countywide notices will ONLY come from Monmouth County Information Technology Services or *Human Resources*.
- ▶ They address:
 - ▶ maintenance updates
 - ▶ cyber updates
 - ▶ updates from County Administration
 - ▶ *HR Policy Acknowledgements*
- ▶ Sender: Do_NOT_Reply, MCIS.
- ▶ Look for a signature.



Employee Intranet

- ▶ Constantly updated with current information about cyber threats, scams, health updates, and pertinent updates related to county business.
- ▶ Only available on the county network. It is not available from your home computer.
- ▶ Explore the links.

The screenshot shows the County of Monmouth Employee Intranet website. The browser address bar displays <https://intranet.gov.co.monmouth.nj.us/index.aspx>. The page header features the County of Monmouth logo and the text "County of Monmouth EMPLOYEE INTRANET".

IMPORTANT LINKS:

- County Home Page
- Web Applications
- Employee Forms
- Employee Directory
- Human Resources
- County Administrator
- Information Technology
- Emergency Closings
- Travel Policy
- Vehicle Policy
- Budget Information
- Strategic Plan
- Outlook Web Access
- Self Service
- Safety Office
- Public Information
- Purchasing
- Quantum/EAP

Announcements

[Go for 5 Fruit & Veggie Challenge](#)

 The World Health Organization (WHO), recommends eating a minimum of 400g of fruit and vegetables a day to lower the risk of serious health problems, such as heart disease, stroke and some types of cancer. For this challenge, the goal is to consume at least five servings of fruits and veggies between July 17 and August 18, 2023 for a chance to earn up to three wellness points. Click link above to register and read more information on flyer.

Admin 6/30/2023 3:53:00 PM

[June 1 - December 31, 2023 Holiday Observances](#)

Click the link above to view the listing of holiday observances, from June 1 - December 31, 2023.

Admin 5/15/2023 11:30:00 AM

[New Job Postings](#)

In an effort to keep our valued employees apprised of career opportunities, all new job openings will be posted on the page linked above for a period of five days and they will also be available on the County's public website, www.visitmonmouth.com

Human Resources 1/26/2023 1:04:00 PM

[Updated Sick Leave Policy - December 1, 2022](#)

Please find the updated sick leave policy as of December 1, 2022.

Admin 11/30/2022 1:56:00 PM

[January 1 - May 31, 2023 Holiday Observances](#)

Click the link above to view the listing of holiday observances, from January 1 - May 31, 2023.

Admin 12/19/2022 3:03:00 PM

Post

-  Benefits
-  Web Applications
-  Employee Directory
-  County Calendar
-  Employee Assistance Program
-  Public Information
-  Tourism & Events



Technical Support

Monmouth County ITS Help Desk

call: (732) 431-7991 x7039

email: HelpDesk@co.monmouth.nj.us

hours: Monday - Friday 7:30am - 5:00pm

Prosecutor's Office Help Desk

call: (732) 431-7160 x8784

email: HelpDesk@mcponj.org

hours: Monday - Friday 8:00am - 5:00pm

Sheriff Help Desk

call: (732) 431-7991 x1600

email: HelpDesk@mcsonj.org

hours: Monday - Friday 6:30am - 5:00pm

On call/IT emergencies: (732) 334-3577 (available 24/7)



Mission Statement Monmouth County Human Resources Department

We are a public service human resources agency committed to providing quality, professional support and leadership to our customers in employment, compensation, benefits, training, and employee relations, while fostering the Commissioners' vision that Monmouth County is a great place to live and work.

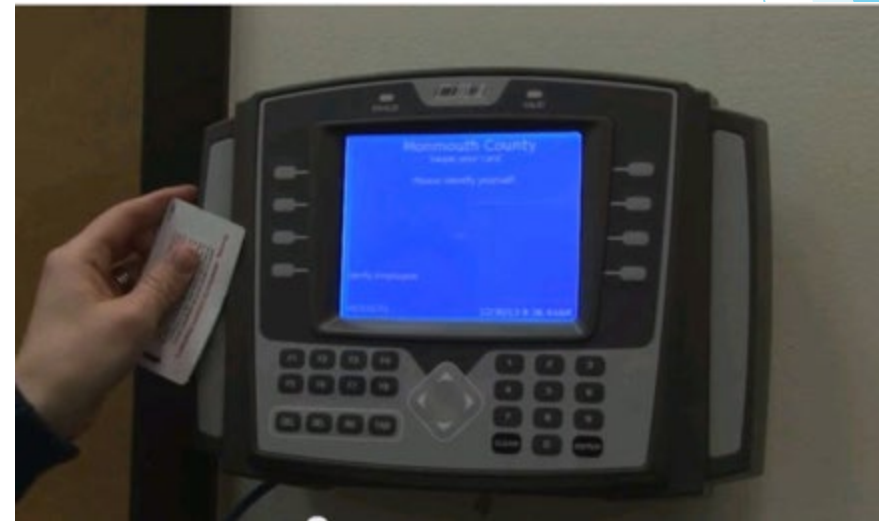




Monmouth County ID Badges & Time Clocks

<https://www.youtube.com/watch?v=SxvKIHCHUUg>

- Wear your Monmouth County ID Badge at all times during work hours
- Use it to punch in and out daily on Monmouth County Time Clocks
- Provides entry to authorized work locations





Board of County Commissioners

www.visitmonmouth.com

Navigate to Most Popular Links, choose
Board of County Commissioners



Commissioner Director Thomas A. Arnone
Commissioner Deputy Director Dominick “Nick” DiRocco
Commissioner Susan M. Kiley
Commissioner Ross F. Licitra
Commissioner Erik Anderson

Commissioners:

- Supervise the administration of County government.
- Prepare and adopt the County budget.
- Authorize all expenditures and bonds.
- Appoint County officials, members of boards commissions and authorities.



Your Career in Local Government Service

Monmouth County is a Civil Service employer operating under the rules and regulations of the New Jersey Administrative Code, Title 11A and Title 4A.

Classified Service

Non-Competitive Titles

Competitive Titles - compete under a system of “merit & fitness” established by examination.

Unclassified Service

Serve “at will” appointed without tenure.

Veterans Information/Veterans Preference Application & Eligibility

<https://www.nj.gov/csc/jobs/veterans/>



Civil Service in Brief

- ▶ **Serving in a Regular Appointment**
 - ▶ Non-Competitive Title
 - ▶ Competitive Title - completed the formal examination process
 - ▶ Working Test Period 120 days from the date of your regular appointment to a title
 - ▶ In Law Enforcement positions the Working Test Period is 12 months from the date of Police Training Commission Certification

- ▶ **Serving in a Provisional Appointment**
 - ▶ Competitive Title - must file for and take an examination administered for their title by the NJCSC in order to obtain a regular appointment.
 - ▶ Human Resources and your Department/Division will notify you and assist you with the detailed information regarding announcements and examination.

- ▶ To learn more about the New Jersey Civil Service Commission (NJCSC) rules, titles and procedures please contact the Human Resources office or visit the the NJCSC website: <https://www.nj.gov/csc/>



Collective Bargaining Units

- ▶ Specific Monmouth County titles and positions are included in collective bargaining agreements (aka union contracts). Certain terms and conditions of your employment, such as your salary and hours of work are outlined in those agreements.
- ▶ You may choose to be a member of that unit or not and to pay membership dues. Your authorization is required for the County to deduct union member dues from your paycheck.
- ▶ If applicable, a union representative will give you more information about union membership.

County Benefits Overview



Benefits at a Glance

- ▶ New Jersey Pension System – PERS, PFRS, DCRP
- ▶ Life Insurance
- ▶ Tax Deferred Retirement Plan - 457 (*Voluntary*)
- ▶ Short Term Disability Plan (Group Insurance Plan)
- ▶ Excused Leave Benefits
 - ▶ Vacation
 - ▶ Sick
 - ▶ Holiday
 - ▶ Personal
 - ▶ Bereavement
 - ▶ Cancer Screening
- ▶ Employee Assistance Program
- ▶ Comprehensive Medical Benefits Package
- ▶ Additional Life Insurance (*Voluntary – Employee Paid*)
- ▶ Additional Disability Insurance (*Voluntary – Employee Paid*)
- ▶ Wellness Program

*For detailed Information you can call 732-866-3622



Leave Benefits

- Vacation*
- Sick*
- Holiday*
- Personal*
- Bereavement
- Cancer Screening

Excused Leave use requires approval.

***NOTE: Pro-Rated for Part-Time Employees
and
Pro-Rated 1st Year of Service Based Upon Hire Date**



Vacation Leave

Years of Service	# of Vacation Days / Calendar Year
First Pro-Rated Year	Accumulate one day per month. The first month of hire is pro-rated. <i>(see chart below).</i>
First Full Year through 4	12
5 through 11	15
12 through 19	20
20	25

Pro-Rated Amount of Vacation Leave for the First Month of Hire:

Start Date	Time Off
1 st through the 8 th	1 Day
9 th through the 23 rd	½ Day
24 th through the 31 st	0 Days

-You have vacation days this year.

-Vacation Leave does not rollover in the next year!



Sick Leave

Years of Service	# of Sick Days / Calendar Year
First Year	Accumulate one day per month. The first month of hire is pro-rated. <i>(see chart below).</i>
Subsequent Years of Service	15 days PLUS the carryover of all earned, unused sick days from previous year(s) of service.

Pro-Rated Amount of Sick Leave for the First Month of Hire:

Start Date	Time Off
1 st through the 8 th	1 Day
9 th through the 23 rd	½ Day
24 th through the 31 st	0 Days

***New Jersey Earned Sick Leave may apply to some part-time and/or seasonal positions please see enclosures for more information.**



Holiday Leave

13 Paid Holidays*

** Unless otherwise prescribed in a negotiated agreement*

New Year's Day	September 11 – 2025 Only
Martin Luther King's Birthday	Columbus Day
President's Day	Election Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day
Juneteenth – 2025 Only	Day after Thanksgiving
Independence Day	Christmas Day
Labor Day	

Holidays are prorated based upon an employee's PT schedule; i.e. if an employee averages 4 hours per day (50% of a 40 hour week), when a holiday arises, the employee receives 4 hours of pay for that holiday

If a holiday falls on a weekend, The Board of County Commissioners will authorize a Day of Observance

NOTE: 24/7 Operations: See your Manager for details

Other Leave Benefits

- ▶ **Personal Leave**
 - ▶ 3 Days per Year
 - ▶ Pro-rated based on start date and the number hours worked per week
- ▶ **Bereavement**
 - ▶ 3 to 5 business days
- ▶ **Cancer Screening**
 - ▶ 3 Hours per Year
 - ▶ Must be receiving medical benefits
 - ▶ Date of hire must be before October 1



Employee Self-Service

ePersonality

- ▶ Receive online access to pay information, attendance (leave balances & leave history), benefits, County forms and County memorandums, County policy acknowledgements, etc.
- ▶ Access via the County Intranet and the Internet please refer to instruction sheets provided.



Other Programs and Services

- ▶ Monmouth County Library privileges

<https://monmouthcountylib.org/>

<https://monmouthcountylib.org/library-cards/>

- ▶ First Financial Credit Union membership

www.firstffcu.com

- ▶ Public Service Loan Forgiveness Eligible Employer

<https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

Monmouth County Policies



Employee Guide to Policies, Benefits & Services

- ▶ Contains all County policies as well as other information on the County's Code of Ethics and Professional Conduct
- ▶ Can also be found on the County Intranet under Human Resources, Employee Guide
- ▶ Throughout the year, various policies are required to be acknowledged by each employee via Employee Self Service, Policy / Training Assignments

Confidentiality Policy

- ▶ HIPAA
- ▶ OPRA
- ▶ All records are the exclusive property of Monmouth County
- ▶ Employees are prohibited from using records for personal reasons

Confidentiality Policy

PURPOSE

This policy provides all employees of the County of Monmouth guidance and direction on the safeguarding of confidential information they acquire in the course of their employment.

SCOPE

In the event that there is a conflict between this policy and its procedures, and any collective negotiations agreement, the terms and conditions of the agreement shall prevail with respect to the employees covered by that agreement. Employees of Constitutional Offices will be governed by the specific policies set forth by their Constitutional Officer.

POLICY

Certain information and records acquired in the course of employment such as medical, personnel, financial, legal, business, client information and security codes are classified as confidential and may be accessed and utilized for business purposes only. In addition, there are laws including the Health Insurance Portability and Accountability Act (HIPAA) and the Open Public Records Act (OPRA), which govern County employees' obligations regarding use and release of certain information, including time sensitive deadlines.

PROCEDURE

1. All employees are required to acquaint themselves with the above referenced laws as well as regulations and policies relative to their specific work assignments.
 - All employees are provided with a copy of the HIPAA Handbook, which they are required to review and retain.
 - Requests for information from the public shall comply with OPRA and be referred to the designated custodian of records for your department or your immediate supervisor.
2. All records regardless of medium are the exclusive property of the County of Monmouth and shall not be moved from the premises or copied without authorization.
3. Employees are strictly prohibited from accessing or utilizing confidential records for personal reasons.
4. Question regarding confidential information, disclosure of information or any related issues must be brought to the attention of the employee's immediate supervisor.
5. Violation of or failure to comply with any aspect of this policy may result in disciplinary action, up to and including termination of employment.

COMPLIANCE

The County Administrator is responsible for ensuring the Confidentiality Policy is adhered to by all employees. Department Directors are responsible for implementing these principles in their respective Departments and ensuring that confidential information is safeguarded. Acknowledgement by employees will be required annually to ensure that every employee has read and understands the Confidentiality Policy.



Conscientious Employee Protection Act “Whistleblower Act”



Employer retaliatory action; protected employee actions; employee responsibilities

1. New Jersey law prohibits an employer from taking any retaliatory action against an employee because the employee does any of the following:
 - a. Discloses, or threatens to disclose, to a supervisor or to a public body an activity, policy or practice of the employer or another employer, with whom there is a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation issued under the law, or, in the case of an employee who is a licensed or certified health care professional, reasonably believes constitutes improper quality of patient care;
 - b. Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation issued under the law by the employer or another employer, with whom there is a business relationship, or, in the case of an employee who is a licensed or certified health care professional, provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into quality of patient care; or
 - c. Provides information involving deception of, or misrepresentation to, any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - d. Provides information regarding any perceived criminal or fraudulent activity, policy or practice of deception or misrepresentation which the employee reasonably believes may defraud any shareholder, investor, client, patient, customer, employee, former employee, retiree or pensioner of the employer or any governmental entity.
 - e. Objects to, or refuses to participate in, any activity, policy or practice which the employee reasonably believes:
 - (1) is in violation of a law, or a rule or regulation issued under the law or, if the employee is a licensed or certified health care professional, constitutes improper quality of patient care;
 - (2) is fraudulent or criminal; or
 - (3) is incompatible with a clear mandate of public policy concerning the public health, safety or welfare or protection of the environment. N.J.S.A. 34:19-3.
2. The protection against retaliation, when a disclosure is made to a public body, does not apply unless the employee has brought the activity, policy or practice to the attention of a supervisor of the employee by written notice and given the employer a reasonable opportunity to correct the activity, policy or practice. However, disclosure is not required where the employee reasonably believes that the activity, policy or practice is known to one or more supervisors of the employer or where the employee fears physical harm as a result of the disclosure, provided that the situation is emergency in nature.

CONTACT INFORMATION

Your employer has designated the following contact person to receive written notifications, pursuant to paragraph 2 above (N.J.S.A. 34:19-4):

Name(s): Teri O'Connor, County Administrator, 732-431-7384, x7416

or

Michael D. Fitzgerald, Esq., County Counsel, 732-683-8640

Address: Hall of Records, 1 East Main Street, Freehold, NJ 07728

This notice must be conspicuously displayed.

Once each year, employers with 10 or more employees must distribute notice of this law to their employees. If you need this document in a language other than English or Spanish, please call 609-292-7832.



Right to be Free of Gender Inequity or Bias in Pay, Compensation, Benefits or Other Terms and Conditions of Employment

New Jersey and federal laws prohibit employers from discriminating against an individual with respect to his/her pay, compensation, benefits, or terms, conditions or privileges of employment because of the individual's sex.

FEDERAL LAW

Title VII of the Civil Rights Act of 1964 prohibits employment discrimination based on, among other things, an individual's sex. Title VII claims must be filed with the United States Equal Employment Opportunity Commission (EEOC) before they can be brought in court. Remedies under Title VII may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

The Equal Pay Act of 1963 (EPA) prohibits discrimination in compensation based on sex. EPA claims can be filed either with the EEOC or directly with the court. Remedies under the EPA may include the amount of the salary or wages due from the employer, plus an additional equal amount as liquidated damages.

Please be mindful that in order for a disparity in compensation based on sex to be actionable under the EPA, it must be for equal work on jobs the performance of which requires equal skill, effort, and responsibility, and which are performed under similar working conditions.

There are strict time limits for filing charges of employment discrimination. For further information, contact the EEOC at 800-668-4000 or at www.eeoc.gov.

NEW JERSEY LAW

The New Jersey Law Against Discrimination (LAD) prohibits employment discrimination based on, among other things, an individual's sex. LAD claims can be filed with the New Jersey Division on Civil Rights (NJDCR) or directly in court. Remedies under the LAD may include an order restraining unlawful discrimination, back pay, and compensatory and punitive damages.

Another State law, [N.J.S.A. 34:11-56.1 et seq.](#), prohibits discrimination in the rate or method of payment of wages to an employee because of his or her sex. Claims under this wage discrimination law may be filed with the New Jersey Department of Labor and Workforce Development (NJDLWD) or directly in court. Remedies under this law may include the full amount of the salary or wages owed, plus an additional equal amount as liquidated damages.

Please be mindful that under the State wage discrimination law a differential in pay between employees based on a reasonable factor or factors other than sex shall not constitute discrimination.

There are strict time limits for filing charges of employment discrimination. For more information regarding LAD claims, contact the NJDCR at 609-292-4605 or at www.njcivilrights.gov. For information concerning [N.J.S.A. 34:11-56.1 et seq.](#), contact the Division of Wage and Hour Compliance within the NJDLWD at 609-292-2305 or at <http://lwd.state.nj.us>.

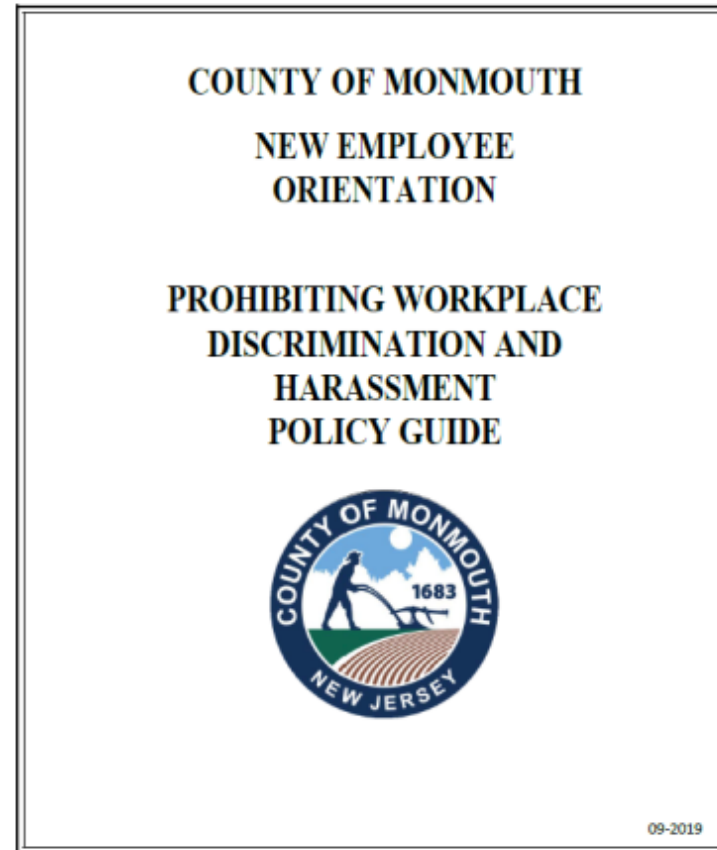
This notice must be conspicuously displayed.





Prohibiting Workplace Discrimination & Harassment Policy and Required Training

- All employees are required to take online training every 2 years
- All managers are required to take online training annually
- New hires are required to complete the training within two weeks of their date of hire
- Login information is also available in the Intranet

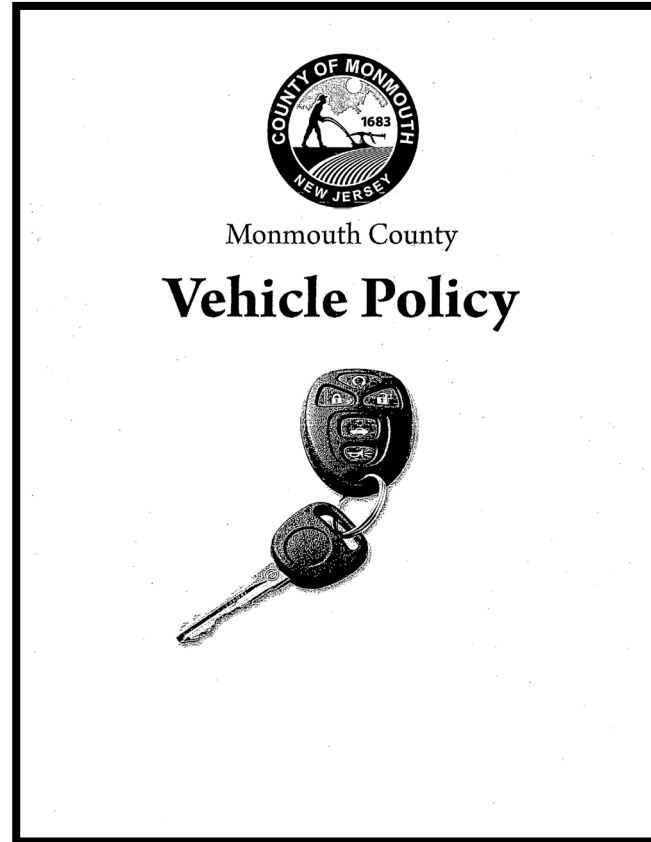




Vehicle Policy

Safety is key when using a County vehicle

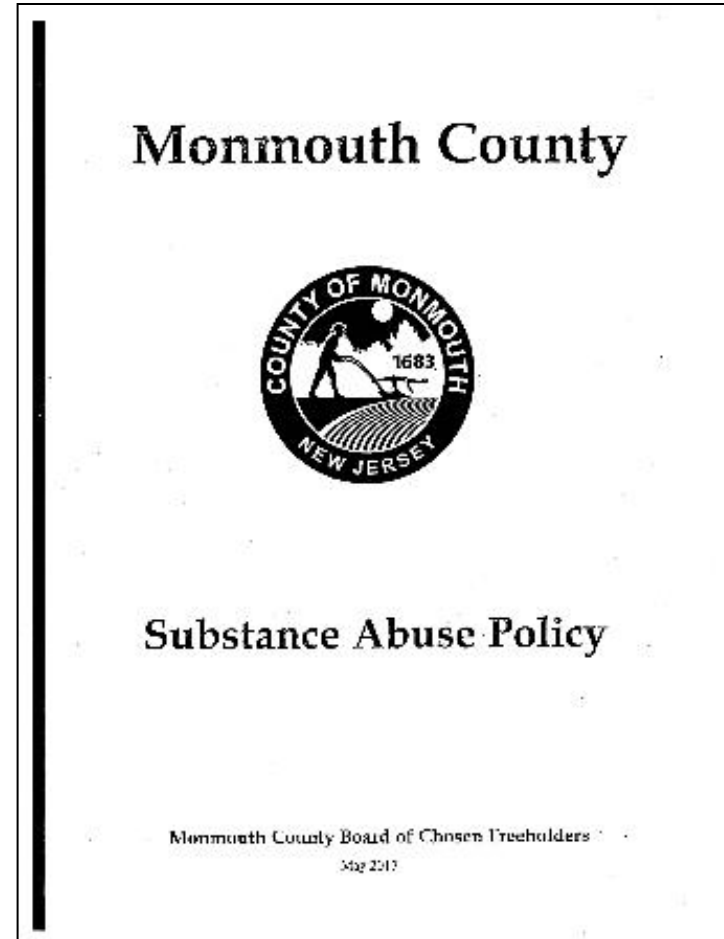
- Seat belts are to be worn by both the driver and all passengers
- No smoking by either the driver or any passengers
- No cell phone use by the driver





Substance Abuse Policy

- Applicable to all employees – Reasonable Suspicion Testing
- Additional requirements for CDL drivers (FMCSA and FTA covered employees)



Outside Employment Policy

- ▶ Applies to all full and part-time employees
- ▶ Includes employment with another company, self-employment, consulting activities, and volunteer activities that, if compensated, could be considered outside employment
- ▶ Must be performed outside the employee's approved work schedule
- ▶ Cannot interfere with the Department's scheduling demands or the employee's performance in their County position
- ▶ Outside Employment Reporting Form must be submitted annually and reapproved
- ▶ Form can be found on the County Intranet, Human Resources, Documents & Employee Forms, Policies/Manuals



Code of Ethics & Professional Conduct

- ▶ Monmouth County employees shall always conduct themselves professionally on the job and act in ways that bring credit to themselves, the County and the public we serve.
- ▶ Your compliance with the Code of Ethics and Professional Conduct Policy is of utmost importance. Unfortunately, even the appearance of wrongdoing by one employee may affect the reputation of every employee.
- ▶ These rules and standards of conduct are not only Monmouth County policy, but also New Jersey state law.

This training outlines what is expected of Monmouth County employees. It is intended only as a brief introductory guide and shall not be considered as a comprehensive legal document.



Ethical Standards



- ▶ Employees shall not use or attempt to use their official position to secure unwarranted privileges or advantages for themselves or others.
- ▶ You are paid your County salary for your job duties and responsibilities without expecting anything in return.
- ▶ Do not give out confidential information you know through employment with the County to an unauthorized party.



MONMOUTH COUNTY'S ETHICAL STANDARDS

All employees shall always provide service to the County while in paid status.

All employees shall give undivided attention to the duties of their jobs during working hours.



Political Activity

- ▶ Federal, state and local laws restrict political activity of government employees.
- ▶ You may not participate in political activities on County time.

This includes:

- ▶ Collecting contributions
- ▶ Selling tickets to political fund raisers
- ▶ Distributing campaign material
- ▶ Making campaign phone calls





Professional Conduct

- ▶ Accountability
- ▶ Respect for People
- ▶ Respect for Property
- ▶ Respect for the Public
- ▶ Avoid Conflicts of Interest or Appearance of Impropriety



Final Thoughts...

- ▶ If you have questions about how this ethics policy may apply to your particular situation, please contact your immediate supervisor.
- ▶ It is much easier and safer to get advice ahead of time rather than trying to undo inappropriate actions. Such actions can involve career-ending mistakes, or the possibility of suffering administrative, civil or even criminal penalties.
- ▶ Employees who have reason to believe that this policy has been violated is required to report their concerns to their Department Director, Human Resources or the County Administrator as soon as possible.



Questions?



PREVENTING HARASSMENT & DISCRIMINATION TRAINING

Training Link: <https://lms.traliant.com/learner>

1. Monmouth County Self-Service **Login Name** is lower case
2. Add the following at the end of your username: **_monmouth**

Example 1: John Smith works in the *Buildings & Grounds Department*. His MC Self-Service Username is: **smithj**. Therefore, his Username for this training program would be: **smithj_monmouth**

Example 2: John Smith works in the *Sheriff's Office*. His MC Self-Service Username is **jsmith**. Therefore, his Username for this training program would be: **jsmith_Monmouth**

Password: Monmouth07728 (uppercase M)

NOTES

- Employees may stop training at any point during the program and return where they left off.
- Employees must use Chrome as their web-browser.
- You may need to disable the pop-up blocker.



Lunch