

## HELPFUL LINKS AND ADDITIONAL PERSONNEL INFORMATION

RA McGee Correctional Training Center – Office of Training and Professional Development

### PERSONNEL OFFICE

Hours of operation: 8:00am to 4:30pm Monday – Friday

Personnel Specialists: Stace Cotherman (209)744-5000 x4009

Diane Wong (209)744-5000 x4007

#### Contract / Benefit / Employment Resources

Many benefit and contract questions and helpful employment information can be found by visiting the California Department of Human Resources website at: [www.calhr.ca.gov](http://www.calhr.ca.gov)

#### Employee Assistance Program

It's not always easy to balance work, family and finances, not to mention the unexpected challenges that life throws your way. CDCR knows this and provides MHN's Employee Assistance Program (EAP) to help. For information visit: [www.cdcr.ca.gov/WELLNESS/eap](http://www.cdcr.ca.gov/WELLNESS/eap)

#### State Pay Period Calendar:

For a current calendar visit: [www.documents.dgs.ca.gov/osp/pdf/std640.pdf](http://www.documents.dgs.ca.gov/osp/pdf/std640.pdf)

### FAQ:

Q: When is pay day?

A: By the 15<sup>th</sup> of each month, for hours worked in the prior month.

Q: How much will I be paid?

A: (1) The hourly rate for a new to State service cadet while attending the academy is \$17.61.

(2) If you have prior state service or are transferring / promoting to the Correctional Officer classification, a salary determination will be done to figure your rate of pay. Approximately two weeks after your start date, you will receive a Notice of Personnel Action (NOPA) indicating your rate of pay. Once you receive the NOPA, if you have questions regarding this rate you may inquire about it in the personnel office – please bring your NOPA with you.

Q: Do Cadets get paid holidays?

A: Upon graduation, cadets are credited 8 hours for each State holiday that occurred during their appointment as a cadet. (MOU BU6 15.16)

Q: Are cadets entitled to Health / Dental / Vision benefits?

A: (1) As a new to State employee you are not.

(2) If you are a current State employee currently carrying benefits, they will carry over into the academy. However, if you are receiving Flex Cash, in-lieu of benefits, you MUST cancel your Flex while attending the academy.