

# **SWAMP Manual**

CA Surface Water Ambient Monitoring Program (SWAMP)

2/3/23

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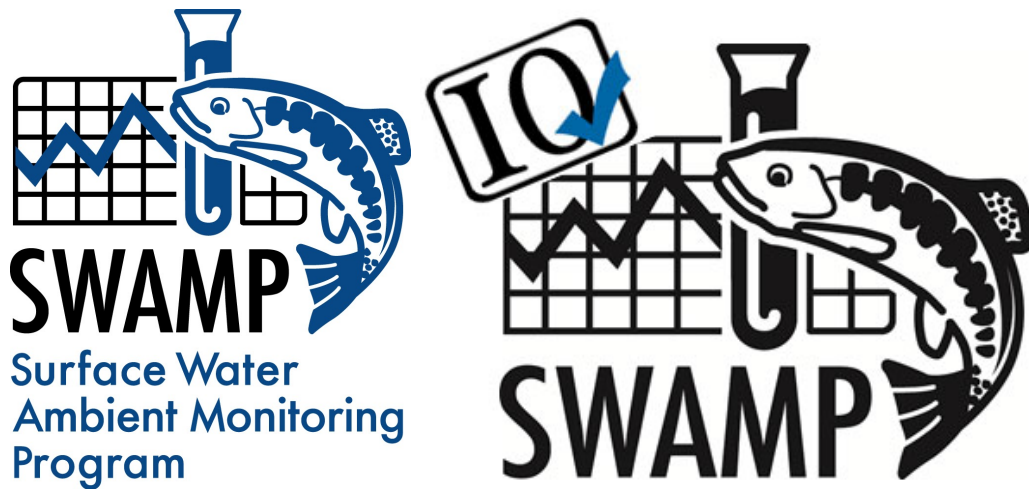
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# Welcome

This is a Quarto *book* created by and for the SWAMP team at California State Water Resources Control Board. This book is under construction.

To learn more about Quarto books visit <https://quarto.org/docs/books>.



# About SWAMP

This is a book created from markdown and executable code.

Test: SWAMP is the best!

## **Part I**

# **Administrative goodies**

# **1 Onboarding**

This is the page for onboarding. Please re-reference this page throughout your time at SWAMP!

## **1.1 HR forms**

## **1.2 CalPERS**

## **1.3 Bargaining Units**

## **1.4 Timesheets & Pay**

## **1.5 Office- and Remote-centered work**

## **1.6 Equipment**

## **2 Travel**

This is the page for travel

### **2.1 Quick links**

### **2.2 Travel Form FAQs**

### **2.3 Contacts**



## **3 Training**

Need help navigating the multiple travel landing pages? Hopefully this will help!

### **3.1 Contacts**

### **3.2 Internal**

### **3.3 External**

### **3.4 On-demand**

## **4 Tech Access, Setup, & Support**

Pheew!

**4.1 Need equipment?**

**4.2 Remote desktop vs. VPN**

**4.3 Accessing & downloading software**

**4.4 Community**

# **5 Procurement**

How do we get the items we need?

## **5.1 Technical**

## **5.2 Office supplies**

## **5.3 Monitoring supplies?**

## **6 Offboarding**

You're moving on and up – here's what you need to know & do before we wish you a fond farewell.

### **6.1 HR forms**

### **6.2 CalPERS**

### **6.3 Bargaining Units**

### **6.4 Timesheets & Pay**

### **6.5 Equipment**

# **Part II**

# **Values**

## 7 Culture

What's our group culture, and what do we want it to be?

## 8 Code of Conduct

Let's write one & discuss!

## **9 Expectations**

For all SWAMP staff members

### **9.1 Work schedule**

### **9.2 Communication**

### **9.3 Expectations of rank-and-file**

### **9.4 Expectations of supervisors**

### **9.5 Professional development**



# Contacts

We should ask whether internal or team contact information goes here :)

# How to contribute

In summary, this book has no content whatsoever.

## References