***Submit completed worksheet to:***

*Siskiyou County Clerk, 311 Fourth St., Rm 201, Yreka, CA 96097*

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[x]**  |  | **Time Requested:** | **5 mins** | **Meeting Date:** | **12/6/2022** |
| ***OR*** |
| **Consent** | **[ ]**  |  |
| **Contact Person/Department:** | **Sherry Lawson - Administration** | **Phone:** | **842-8005** |
| **Address:** | **1312 Fairlane Rd, Ste 1, Yreka CA 96097** |
| **Person Appearing/Title:** | **Sherry Lawson - Deputy County Administator** |
| **Subject/Summary of Issue:** |
| The LATCF workgroup is respectfully requesting to use a portion of the County’s LATCF allocation, to provide a one-time retention bonus in the amount of $500.00 to each permanent county employee. To be eligible, employees must be working in a permanent full time or permanent part time position as of December 10, 2022. The retention bonus amount, less withholding taxes, would be paid on the employees December 16th pay check. The most current count of employees showed 535 individuals who would be eligible to receive the retention bonus. The estimated cost of the retention bonus, plus OASDI, is approximately $286,000.00.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | ~$286,000 |  |  |  |  |
| Fund:  | 2171 |  | Description: | LATCF | Org.: | 207031 | Description: | LATCF |
| Account: | 728000 |  | Description: | Special Dept |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [ ]  |
| For Contracts – *Explain how vendor was selected:*       |
|       |
| Additional Information: |       |
|       |
| **Recommended Motion:** |
| Approve a one-time retention bonus in the amount of $500.00 per eligible employee, using LATCF funds, to be disbursed on December 16, 2022. |
| **Reviewed as recommended by policy:** |  | ***Special Requests*:** |
| County Counsel |       |  |  |
|  |  |  | *Certified Minute Order(s)* |       | *Quantity:* |       |
| Auditor |       |  |  |  |  |  |
|  |  |  |  |  |  |
| Personnel |       |  | *Other:* |       |
| CAO |       |  |       |

***NOTE: For consideration for placement on the agenda, the original agenda worksheet and backup material must be submitted directly to the Board Clerk (after reviewing signatures have been obtained) by 10:00 a.m. on the Monday the week prior to the Board Meeting.*** Revised 8/09/2021