***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[x]**  |  | **Time Requested:** | **5 Minutes** | **Meeting Date:** | **December 6, 2022** |
| ***OR*** |
| **Consent** | **[ ]**  |  |
| **Contact Person/Department:** | **Melissa Cummins, Deputy CAO – Personnel & Risk Management** | **Phone:** | **530.842.8017** |
| **Address:** | **1312 Fairlane Road, Yreka CA 96097** |
| **Person Appearing/Title:** | **Melissa Cummins, Deputy CAO – Personnel & Risk Management Officer** |
| **Subject/Summary of Issue:** |
| Most of this item is contingent upon direction from the Board of Supervisors regarding using LATCF funds to provide a one-time retention bonus of $ 500.00 for permanent employees. This item is specific to unrepresented employees not covered by a collective bargaining agreement. Side letters for employees covered by a collective bargaining agreement have been prepared and will be executed upon of approval by the Board.1. Confidential Employees
2. Appointed Department Heads
3. Elected Department Heads
4. Assistant Department Heads \* see note below

In addition to the retention bonus staff is recommending the addition of standby pay for employees in an Assistant Department Head classification effective December 11, 2022. Department Heads are responsible for assigning employees to cover standby and confirming they have adequate funds within their budget to cover any costs incurred. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | See Attached |  |  |  |  |
| Fund:  |       |  | Description: |       | Org.: |       | Description: |       |
| Account: |       |  | Description: |       |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* N/A |
|       |
| Additional Information: | The financial impact for the retention bonus was addressed in the LATCF agenda item. |
|  |
| **Recommended Motion:** |
| Adopt Resolutions between the County of Siskiyou and the following groups of employees:1. Confidential Employees
2. Appointed Department Heads
3. Elected Department Heads
4. Assistant Department Heads
 |
| **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