***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **January 17, 2023** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **Contact Person/Department:** | **Melissa Cummins, Deputy CAO – Personnel & Risk Management** | **Phone:** | **53.842.8017** |
| **Address:** | **1312 Fairlane Road, Yreka CA 96097** |
| **Person Appearing/Title:** | **Melissa Cummins, Deputy CAO – Personnel & Risk Management Officer** |
| **Subject/Summary of Issue:** |
| The County Administrator’s Office is requesting authorization to execute a side letter between the County of Siskiyou and the Sheriffs Management Unit to add the following provisions:* Duty Commander pay of $ 460.00 per pay period.
* Extra Shift Premium Pay of $ 500.00 per shift for working an entire shift on their regular day off when another Deputy Sheriff I/II or Sergeant is not available to cover a shift.

Both provisions will expire on June 24, 2023. |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | See Below |  |  |  |  |
| Fund:  | 1002 |  | Description: | General Fund | Org.: | 202010 | Description: | Sheriffs Dept |
| Account: | 611100 |  | Description: | Regular Wages |  |
| Activity Code:  |       |  | Description: |       |  |
| Local Preference: YES [ ]  NO [x]  |
| For Contracts – *Explain how vendor was selected:* N/A |
|       |
| Additional Information: | Duty Commander Pay = $ 23,920 annually  |
| Extra Shift Premium Pay will depend on staffing levels and the needs of the department. Due to continued vacantpositions funding will come from salary savings. |
| **Recommended Motion:** |
| Authorize County Administration to execute the side letter between the County of Siskiyou and the Sheriffs Management Unit to add Duty Commander pay and Extra Shift Premium pay effective January 22, 2023. |
| **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