***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **March 21, 2023** |
| ***OR*** |
| **Consent** | **[x]**  |  |
| **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:** |
| The County Administrator’s Office is requesting the following:Authorize County Administration to execute side letters with Organized Employees of Siskiyou County – Miscellaneous, Management & Professional Units, Operating Engineers Local No. 3, and Sheriffs Management Unit would receive the following: Effective March 22, 2023, employees who refer a new employee for County employment will receive a referral bonus of $500 once the referred employee satisfactorily completes their probationary period or if they are exempt from a probationary period completion of twenty-six pay periods of County service.New employees who are employed after March 21, 2023, will receive a signing bonus of $500 once they satisfactorily complete their probationary period or if they are exempt from a probationary period completion of twenty-six pay periods of County service.Authorize the Board Chair to sign resolutions for the Confidential Employees, Assistant Department Heads, Appointed Department Heads, and Elected Department Heads for the following:Effective March 22, 2023, employees who refer a new employee for County employment will receive a referral bonus of $500 once the referred employee satisfactorily completes their probationary period or if they are exempt from a probationary period completion of twenty-six pay periods of County service.New employees who are employed after March 21, 2023, will receive a signing bonus of $500 once they satisfactorily complete their probationary period or if they are exempt from a probationary period completion of twenty-six pay periods of County service.  |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: | See Below |  |  |  |  |
| 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: |  |
| As of mid-February 2023, the County had approximately 172 vacant positions County-wide. This would equal a total cost of $ 172,000.  |
| **Recommended Motion:** |
| Authorize County Administration to execute all side letters between the County of Siskiyou and the Organized Employees of Siskiyou County – Miscellaneous, Management & Professional Units, Operating Engineers Local No. 3, and Sheriffs Management Unit effective March 22, 2023.Adopt Resolutions between the County of Siskiyou and the Confidential Employees, Assistant Department Heads, Appointed Department Heads, and Elected Department Heads effective March 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