***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **April 4, 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:1. Authorize County Administration to execute a side letter with Organized Employees of Siskiyou County Professional Units to add the classification of Social Worker IV as eligible for Child Welfare Services incentives as outlined in the attached side letter.
* Estimated # of eligible positions = 3
* Estimated Hiring Bonuses Costs = $ 3,000.00
* Estimated Retention Bonuses Costs = $ 3,000.00 (annually)
* Estimated Premium Pay Costs = $ 10,500.00 (annually)

\* These incentives were funded through the California Department of Social Services Emergency Response Enhancement Funding Program.1. Authorize County Administration to execute a side letter with Siskiyou County Correctional Peace Officer Association 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.* Estimated costs would depend on the number of employees who make referrals.
1. Authorize County Administration to execute a side letter with Organized Employees of Siskiyou County – Miscellaneous Unit to add a uniform allowance of $44.00 per pay period for the classification of Community Service Officer effective April 16, 2023.
	* Total annual cost $2,288.00
 |
| **Financial Impact:** |
| **NO** | [ ]  | *Describe why no financial impact:*       |
| **YES** | [x]  | *Describe impact by indicating amount budgeted and funding source below* |
| Amount: |  |  |  |  |  |
| 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: |  |
| Estimated costs for each item are included in summary section above.  |
| **Recommended Motion:** |
| Authorize County Administration to execute the side letters between the County of Siskiyou and the Organized Employees of Siskiyou County Professional Unit, Siskiyou County Correctional Peace Officer Association, and Organized Employees of Siskiyou County – Miscellaneous Unit for the effective dates outlined in each side letter. |
| **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