***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:Authorize County Administration to execute two side letters with Deputy Sheriffs Association for the following:1. Referral and Hiring Incentives

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.New employees who are academy graduates employed after March 21, 2023, will receive a signing bonus of $5,000. Fifty percent is paid upon hire, and fifty percent is paid once they satisfactorily complete their probationary period.For new laterals, the employee will receive an additional $1,000 per year for previous P.C. 830.1(a) service minus their probationary period with a maximum of $10,000. Fifty percent is paid upon hire, and fifty percent is paid once they satisfactorily complete their probationary period.1. Rural Area Pay

Effective April 16, 2023, employees who live in Butte Valley or Happy Camp and who are routinely and consistently assigned to Butte Valley or Happy Camp will receive an additional $230.77 per pay period for Branch Assignment Premium.  |
| **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: |  |
|  |
| **Recommended Motion:** |
| Authorize County Administration to execute all side letters between the County of Siskiyou and the Deputy Sheriffs Association for referral and hiring incentives effective March 22, 2023, and rural area premium pay effective April 16, 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