***Submit completed worksheet to:***

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

# **Agenda Worksheet**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Regular** | **[ ]**  |  | **Time Requested:** |  | **Meeting Date:** | **August 1, 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:** |
| During a recent review staff determined that authorization to execute the side letter between the Siskiyou County Probation and Juvenile Peace Officers’ Association for the following incentives was not obtained from the Board of Supervisors.The County Administrator’s Office is requesting the following:Authorize County Administration to execute side letters with Siskiyou County Probation and Juvenile Peace Officers’ 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.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.This is the same language offered to all other units. |
| **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 July 15, 2023, there are approximately 6 vacant positions in this unit that would qualify for these incentives. This would be a total cost of $ 6,000.  |
| **Recommended Motion:** |
| Authorize County Administration to execute the side letter between the County of Siskiyou and the Siskiyou County Probation and Juvenile Peace Officers’ Association 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