LABOR RELATIONS
MAR 07 2006
DIVISION

County of San Diego

DEPARTMENT OF HUMAN RESOURCES
LABOR RELATIONS DIVISION
CARLOS G. ARAUZ, IPMA-CP
DIRECTOR
1600 PACIFIC HIGHWAY, ROOM 203, SAN DIEGO, CALIFORNIA 92101-2422
(619) 531-5160 ♦♦♦ FAX (619) 685-2313

LETTER OF UNDERSTANDING BETWEEN THE COUNTY OF SAN DIEGO AND THE DEPUTY SHERIFFS' ASSOCIATION OF SAN DIEGO COUNTY (DS/SM UNITS)

IN THE MATTER OF THE SHERIFF'S DEPARTMENT HARD TO RECRUIT REFERRAL REWARD PROGRAM

I. This attests and records the agreement of the County of San Diego and the Deputy Sheriffs' Association of San Diego County (DS & SM Units) regarding the Hard to Recruit Referral Reward Program.

II. Hard to Recruit Referral Reward Program

Employee Eligibility:

A. Only regular County of San Diego Sheriff's Department employees are eligible to submit referrals under this program with the following exceptions:

1) Employees in Sheriff's Human Resources Personnel Division and Labor Relations Unit;

2) Those employees who have responsibility for recruitment as part of their assigned job duties, including individuals assigned on a temporary basis to carry out specialized recruiting activities unless it can be verified that the recruitment did not occur during that activity, and

3) All elected and unclassified employees.

B. Eligible employees must be active at the time of referral and active at the time of reward to receive payment of reward.

C. Hard to Recruit Positions are defined as the following:

2820 – Sheriff's Radio Trainee
2822 – Emergency Services Dispatcher
4548 – Sheriff's Detentions Nurse
5746 – Deputy Sheriff
5747 – Sheriff's Cadet
5757 – Deputy Sheriff Detentions/Court Services
5797 – Deputy Sheriff Cadet Detentions/Court Services

D. Amount of Referral Reward:

The amount of referral reward will be a gross payment of $500 and will be paid through the regular payroll advice/warrant.

E. Referrals Eligible for Referral Reward:

1) Referrals only qualify under this program if a written referral is made by an eligible employee during the recruitment period.

2) Current Sheriff's Department employees do not qualify as "applicants" to be referred under this program.

3) Immediate family of the referring employee do not qualify as "applicants" to be referred under this program. Immediate family includes husband, wife, child, stepchild, brother, stepbrother, sister, stepsister, parent, stepparent or any person serving as a parent, or who has served as a parent, or any other person living in the same household as the employee.

4) An employee is only eligible to receive up to five (5) referral reward payments per fiscal year, regardless of the total number of referrals made by the employee that meet the criteria for successful completion of the program.

F. Process for Receiving Referral Reward:

Referral Form:

1) The referring employee must complete and submit a Referral Form to Sheriff's Human Resources. Upon submission, the Referral Form is time/date stamped. Ideally, the Referral Form should be submitted at the same time as the referred candidate's application. In no instance will the Referral Form be accepted past the closing date of the recruitment.

2) The Referral Form must be verified by signature of the referred candidate.

3) Payment of the referral reward will be subject to verification that all required parties have met the eligibility requirements.

4) Verbal referrals will not be accepted.

5) Only one employee may qualify for the referral reward for each referred candidate. In the event of multiple Referral Forms for the same

candidate, the Referral Form with the earliest time/date stamp will be used in determining eligibility for reward.

G. Reward payment will be made in the following manner:

1) The recruited employee has to complete the below listed length of service in order for the $500 referral reward to be paid to the employee who made the referral:

a) Deputy Sheriff (5746) - upon completion of academy or three (3) months of employment if lateral hire.

b) Deputy Sheriff Detentions/Court Services (5757) -upon completion of academy or three (3) months of employment if lateral hire.

c) Sheriff Cadet (5747) – upon completion of academy.

d) Deputy Sheriff Cadet Detentions/Court Services (5797) - upon completion of academy.

e) Sheriff's Detentions Nurse (4548) – three (3) months of employment.

f) Sheriff's Radio Trainee (2820) – three (3) months of employment.

g) Emergency Services Dispatcher (2822) – three (3) months of employment.

2) A gross payment of $500 will be made to the referring employee through the regular payroll advice or warrant.

3) The decision to award or deny payment under this Hard to Recruit Referral Reward Program shall be at the sole discretion of the County and shall not be subject to appeal.

III. Upon agreement and ratification by the Deputy Sheriffs' Association of San Diego County (DSA), this provision shall be effective upon the Board of Supervisors' approval and adoption of a Compensation Ordinance revision through June 21, 2007.

Entered into this 2nd day of March, in San Diego, California.

FOR THE COUNTY OF SAN DIEGO:

Susan M Brazeau

SUSAN M. BRAZEAU
Labor Relations Manager

Date: March 2, 2006

FOR THE DEPUTY SHERIFFS' ASSOCIATION OF SAN DIEGO COUNTY (DS & SM UNITS):

James F Duffy

JAMES DUFFY
President, Deputy Sheriffs' Association of San Diego County

Date: MARCH 2ND, 2006