

MAY 25 2007

DIVISION



# County of San Diego

DEPARTMENT OF HUMAN RESOURCES

LABOR RELATIONS DIVISION

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CARLOS G. ARAUZ, IPMA-CP  
DIRECTOR

**LETTER OF UNDERSTANDING  
BETWEEN THE  
COUNTY OF SAN DIEGO  
AND THE  
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 221, CLC  
(AE, CL, FS, MM, PR, PS, SS, CM, CR, HS, RN, SS, & PO UNITS)**

**SHERIFF'S DEPARTMENT HARD TO RECRUIT REFERRAL REWARD PROGRAM**

I. This attests to and records the agreement of the County of San Diego and the Service Employees International Union, Local 221, CLC (AE, CL, FS, MM, PR, SS, CM, CR, HS, RN, SS, & PO Units) regarding the extension of the Sheriff's Department Hard to Recruit Referral Reward Program.

II. Extension of Hard to Recruit Referral Reward Program

Upon agreement and ratification by the Service Employees International Union, Local 221, CLC, the Sheriff's Department's Hard to Recruit Referral Reward Program shall be extended through June 18, 2009.

III. This extension is contingent upon adoption of the amendment to the County Compensation Ordinance by the Board of Supervisors.

**FOR THE COUNTY OF SAN DIEGO**

**FOR THE SERVICE EMPLOYEES INT'L  
UNION, LOCAL 221, CLC (AE, CL, FS,  
MM, PR, PS, SS, CM, CR, HS, RN, SS, &  
PO UNITS)**

LYNETTE M. MERCADO  
Senior Labor Relations Officer

SHARON-FRANCES MOORE  
President

Date: 5/14/07

Date: 5.21.07



# County of San Diego

DEPARTMENT OF HUMAN RESOURCES

LABOR RELATIONS DIVISION

1600 PACIFIC HIGHWAY, ROOM 203, SAN DIEGO, CALIFORNIA 92101-2422  
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CARLOS G. ARAUZ, IPMA-CP  
DIRECTOR

LETTER OF UNDERSTANDING  
BETWEEN THE  
COUNTY OF SAN DIEGO  
AND THE  
SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 2028, CLC  
(AE, CL, CM, CR, FS, HS, MM, PR, PS, RN, SS, & PO 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 Service Employees International Union, Local 2028 (AE, CL, CM, CR, FS, HS, MM, PR, PS, RN, SS, & PO Units) regarding the Sheriff's Department's 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