



LABOR RELATIONS

OCT 31 2007

DIVISION

County of San Diego

DEPARTMENT OF HUMAN RESOURCES

LABOR RELATIONS DIVISION

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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 FOR EMPLOYEES HIRED ON OR AFTER
DECEMBER 21, 2007

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- I. This attests and records the agreement of the County of San Diego and the Deputy Sheriffs' Association of San Diego County (DS and SM units) regarding the Sheriff's Department Hard to Recruit Referral Reward Program for Employees Hired On or After December 21, 2007.
- II. Hard to Recruit Referral Reward Program for Employees Hired On or After December 21, 2007

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 – Sheriff's 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 \$1,000 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, 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.

