

Side Letter of Agreement
Amador County and Probation Officers' Association

“Probation Officer New Hire Incentive Program 2023-2024”

I. Parties

The Parties to this Side Letter of Agreement (herein after “Side Letter”) are the County of Amador (hereinafter referred to as the “County”) and Amador County Probation Officers’ Association (hereinafter referred to as the “Association”).

II. Background

The Parties are the signatories to a Memorandum of Understanding (hereinafter referred to as the “MOU”) and side letters setting forth terms and conditions of employment for certain County employees within the Association.

As a result of staffing vacancies in the Probation Officer classifications and to incentivize recruitment of new Probation Officer employees the Parties have agreed to implement a “New Hire Incentive Program” that will become effective as of December 5, 2023, and run through December 31, 2024, unless extended for an additional year by the County Administrative Officer. The County and the Association, have met and conferred and have agreed to amend and modify the existing MOU terms and side letters as set forth below and hereby agree as follows:

III. MOU Amendment

New Hire Incentive Program 2023

The Association and the County agree to allow the County to implement a modified New Hire Incentive Program that will provide a hiring sign-on bonus payment to new hires in the following job classifications at the specified amounts:

- Probation Officer: \$7,500 in three (3) \$2,500 increments

The hiring sign-on bonus payment will be split into three (3) payments:

The first \$2,500 of the sign-on bonus payment will be paid to a new employee in the employee’s first payroll check following active employment, or as soon as reasonably practicable thereafter;

The second \$2,500 of the new employee sign-on bonus payment will be paid in the employee's payroll check the first full pay period, or as soon as reasonably practicable thereafter, following successful completion of the Probation Officer CORE (academy), which should be completed within the first year of employment;

The third \$2,500 of the new employee sign-on bonus payment will be paid in the employee's payroll check the first full pay period, or as soon as reasonably practicable thereafter, following employee's completion of their eighteen (18) month probationary period.

Only one hiring sign-on bonus is available to an employee who is newly hired to Amador County in the above-referenced job classification. A former County employee who applies in the above-referenced job classification will only qualify for a new hiring sign-on bonus if the employee had a minimum break in service of at least three (3) years from the date they were previously separated from County employment. A County employee who promotes from a Deputy Probation Officer I to a Deputy Probation Officer II or a Deputy Probation Officer II to a Deputy Probation Officer III is not considered a newly hired employee and is not eligible for the hiring sign-on bonus.

Receipt of the hiring sign-on bonus is contingent on the employee executing an individual "Sign-On Bonus Agreement" that requires the employee to remain employed in the Amador County Probation Office for a minimum of three (3) years. If the employee voluntarily resigns or quits their employment in the Amador County Probation Office during that time, the employee agrees to repay in a pro-rata amount any part of the sign-on bonus received. The employee agreement shall be signed on behalf of the County by the Chief Probation Officer, the Human Resources Director, and the County Administrative Officer.

The hiring sign-on bonus payment will only apply to qualified employees hired into the above-referenced job classifications from December 5, 2023, through December 31, 2024. Upon the written approval of the County Administrative Officer and after written notification to the Association, this Program may be extended to apply to qualified employees hired into the above-referenced job classifications through December 31, 2025. However, the County reserves the right to discontinue this Program during any fiscal year and the continuation of this Program is contingent on the County's Board of Supervisors appropriating funds for this program in the County's budget for the fiscal year.

This Amendment may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. A photocopy or facsimile transmission of the Amendment, including signatures, shall be deemed to constitute evidence of the Amendment having been executed.

IV. General Provisions

A. This Side Letter of Agreement will take effect as of December 5, 2023, after execution by the Association and upon approval and adoption by the County Board of Supervisors.

B. The written terms herein embody the entire Side Letter of Agreement between the Parties.

C. The Side Letter of Agreement modified language herein will not be incorporated into any successor MOU by the Parties unless and until it has been negotiated, agreed to, ratified and adopted.

In witness hereof, this Side Letter of Agreement was approved and adopted by a vote of the Board of Supervisors on _____.

COUNTY OF AMADOR, CALIFORNIA:

By: _____
Chairperson, Board of Supervisors

AMADOR COUNTY PROBATION OFFICERS' ASSOCIATION:

By: _____ _____
Josh Huggett, President Mark Bartley, Labor Consultant