

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 3.24
(ID # 19525)

MEETING DATE:
Tuesday, July 26, 2022

FROM : HUMAN RESOURCES:

SUBJECT: HUMAN RESOURCES: Approval of the Side Letter Agreement between the County of Riverside and Service Employees International Union, Local 721; Classification and Compensation Recommendation for salary adjustments for Sheriff's and Fire Dispatch classifications; amend Board Policy C-26: Hiring/Retention Bonus Program; and amend Ordinance No. 440 pursuant to Resolution No. 440-9273 submitted herewith; All Districts. [Total Cost, \$297,766, with an ongoing cost of \$157,273, 63.70% Departmental Budgets, 36.30% NCC]

RECOMMENDED MOTION: That the Board of Supervisors:

1. Approve the Side Letter Agreement between the County of Riverside and Service Employees International Union, Local 721 (Attachment 1);
2. Approve the recommendation to adjust the salaries of the Sheriff's 911 Communications Officer series and Fire Communications Dispatcher series;
3. Approve the revisions to Board Policy C-26: Hiring/Recruitment Bonus Program; and,
4. Amend Ordinance No. 440 pursuant to Resolution No. 440-9273.

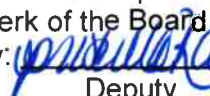
ACTION:Policy


Michael Bowers, Assistant HR Director 7/14/2022

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended and that Resolution 440-9273 is adopted as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: July 26, 2022
xc: HR, Sheriff, COBAB

Kecia R. Harper
Clerk of the Board
By: 
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$140,493	\$157,273	\$297,766	\$157,273
NET COUNTY COST	\$50,999	\$57,090	\$108,089	\$57,090
SOURCE OF FUNDS: Departmental Budgets 63.70%; NCC 36.30%			Budget Adjustment:	No
			For Fiscal Year:	22/23

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

The County of Riverside employs approximately 200 full time Emergency Service Dispatchers between the Sheriff's Department, Fire Department, and District Attorney's Office. Of those 200 Emergency Service Dispatchers, approximately 25% are represented by the Service Employees International Union, Local 721 (SEIU). The County and SEIU have been engaged in Side-Letter negotiations since July 2020 regarding several monetary items to aid in the recruitment and retention of Emergency Service Dispatchers in the County. The County and SEIU reached mutual agreement on the recommended Emergency Services Dispatcher classification and salary adjustments in May of 2022. A summary of the agreement can be found below:

Dispatch Classification Internal Equity –

The Dispatch classifications utilized within the Sheriff's Department and Fire Department have dissimilar salary ranges at various levels throughout their respective Dispatch classification series. The Human Resources Department is recommending benchmarking the salaries between the two departments for internal equity.

Salary Adjustments:

Senior Sheriff's 911 Communications Officer: It is recommended to adjust the salary plan/grade from SEUS 358 (\$56,347 - \$92,481) to salary plan/grade SEUS 465 (\$62,892 - \$92,481).

Senior Sheriff's 911 Communications Officer A (D): It is recommended to adjust the salary plan/grade from SEUS 404 (\$59,728 - \$98,029) to salary plan/grade SEUS 511 (\$66,665 - \$98,029).

Senior Sheriff's 911 Communications Officer B (D): It is recommended to adjust the salary plan/grade from SEUS 461 (\$62,544 - \$102,653) to salary plan/grade SEUS 571 (\$69,810 - \$102,653).

Sheriff's Communications Supervisor A (D): It is recommended to adjust the salary plan/grade from SEUS 693 (\$78,671 - \$114,848) to salary plan/grade SEUS 694 (\$78,689 - \$114,848).

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

Sheriff's Communications Supervisor B (D): It is recommended to adjust the salary plan/grade from SEUS 737 (\$82,369 - \$120,265) to salary plan/grade SEUS 738 (\$82,401 - \$120,265).

Senior Fire Communications Dispatcher: It is recommended to adjust the salary plan/grade from SEUS 370 (\$57,133 - \$84,434) to salary plan/grade SEUS 465 (\$62,892 - \$92,481).

Fire Communications Supervisor: It is recommended to adjust the salary plan/grade from SEUS 544 (\$68,960 - \$90,361) to salary plan/grade SEUS 627 (\$74,235 - \$108,347).

Increases to Peace Officer Standards and Training Pay (POST) -

The County is recommending premiums in the following amounts:

- 4% for Basic POST Certification (currently 0%).
- 7% for Intermediate POST Certification (currently 6%).
- 12% for Advanced POST Certification (currently 11%).

Increases to POST Pay would be paid as a differential on all hours actually worked. For example, Dispatchers who currently receive advanced POST via the "B" designated classifications, will receive an additional 1% via differential [11% in base pay (current amount), plus 1% new differential, for a total of 12% POST Premium].

EMD/EPD Certification Pay (Fire) –

The County is recommending premiums for Fire Dispatch Certification Pay in equivalent amounts to POST Pay (4%/7%/12%), paid as a differential for all hours actually worked. Fire Dispatch Certification is not structured with various certification levels such as Basic, Intermediate, and Advanced POST, therefore, an equivalency matrix was developed mirroring that of P.O.S.T. to advance incumbents to the next tier of pay upon furnishing proof of qualifying education, experience, and training hours to meet the requirements as similarly outlined by the P.O.S.T. Commission.

Removal of Dispatch Series from Board Policy C-26: Hiring/Retention Bonus Program –

In exchange for the salary adjustments presented above, SEIU Sheriff's Dispatch classifications shall no longer be eligible for payments made under Board Policy C-26: Hiring/Retention Bonus Program.

All of the above items shall become effective the start of the first full pay period following Board approval.

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA**

ATTACHMENTS:

ATTACHMENT 1 – Fully Executed Side Letter between COR and SEIU

ATTACHMENT 2 – Fire Certification Matrix

ATTACHMENT 3 – Fire Certification Courses

ATTACHMENT 4 – Board Policy C-26: Hiring/Retention Bonus Program track changes

ATTACHMENT 5 – Board Policy C-26: Hiring/Retention Bonus Program clean

ATTACHMENT 6 – Resolution No. 440-9273


Meghan Hahn, Senior Management Analyst 7/14/2022

WHEN DOCUMENT IS FULLY EXECUTED RETURN

CLERK'S COPY

to Riverside County Clerk of the Board, Stop 1010
Post Office Box 1147, Riverside, Ca 92502-1147
Thank you.

SIDE LETTER TO THE
2020-2024
MEMORANDUM OF UNDERSTANDING ("MOU")
BETWEEN
THE COUNTY OF RIVERSIDE ("County")
AND
THE SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 721 ("SEIU")

The parties hereto agree to amend Article 5, Workweek, Overtime and Premium Pay, Section 3, Premium Pay, of the 2020-2024 MOU between SEIU and the County as follows:

ARTICLE 5
WORKWEEK, OVERTIME AND PREMIUM PAY

Section 3. Premium Pay

Q. Peace Officer Standards and Training (P.O.S.T.) Certification

1. Senior Sheriff's 911 Communications Officers or Sheriff's Communications Supervisors

a. Employees hired prior to January 30, 2020, who possess a valid P.O.S.T. Certificate issued to them by the Commission on Peace Officer Standards and Training of the State of California, shall be compensated at the following rates:

1. Intermediate P.O.S.T. Certification – six percent (6%) higher than the base pay rate specified for the non-designated classification. The applicable pay rate for possession of the Intermediate P.O.S.T. Certificate shall be indicated by the letter "A" in the job title with an appropriate job code number.
2. Advanced P.O.S.T. Certification – eleven percent (11%) higher than the base pay rate specified for the non-designated classification. The applicable pay rate for possession of the Advanced P.O.S.T. Certificate shall be indicated by the letter "B" in the job title with an appropriate job code number.

In addition to the above, each incumbent shall receive an hourly differential for all hours actually worked as follows:

- a. Basic P.O.S.T. Certification – equal to four percent (4%) of the employee's base hourly rate of pay paid as a differential.

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- b. Intermediate P.O.S.T. Certification – an additional one percent (1%) of the employee's base hourly rate of pay paid as a differential.
 - c. Advanced P.O.S.T. Certification – an additional one percent (1%) of the employee's base hourly rate of pay paid as a differential.
 - b. Employees who are hired or rehired on or after January 30, 2020, shall be hired into the non-designated classifications only (i.e., Senior Sheriff's 911 Communications Officer – Job Code 13798 or Sheriff's Communications Supervisor – Job Code 13809). Employees in these non-designated classifications, who possess a valid P.O.S.T. Certificate issued to them by the Commission on Peace Officer Standards and Training of the State of California, shall receive an hourly differential for all hours actually worked as follows:
 - 1. Basic P.O.S.T. Certification – equal to four percent (4%) of the employee's base hourly rate of pay paid as a differential.
 - 2. Intermediate P.O.S.T. Certification – equal to seven percent (7%) of the employee's base hourly rate of pay paid as a differential.
 - 3. Advanced P.O.S.T. Certification – equal to twelve percent (12%) of the employee's base hourly rate of pay paid as a differential.
2. Sheriff's Records/Warrants Supervisors
- a. Employees hired into the Sheriff's Records/Warrants Supervisor classification prior to January 30, 2020, who prove that they possess a valid Records Supervisor Certificate issued to them by the Commission on Peace Officer Standards and Training of the State of California shall be compensated at the rate set forth:
 - 1. Records Supervisor P.O.S.T. Certification - six percent (6%) higher than the base pay rate specified for the non-designated classification. The applicable pay rate for possession of the Records Supervisor P.O.S.T. Certificate shall be indicated by the letter "A" in the job title with an appropriate job code number.
 - b. Employees hired or rehired into the Sheriff's Records/Warrants Supervisor classification on or after January 30, 2020, shall be hired into the non-designated classification only (i.e., Sheriff's

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Records/Warrants Supervisor – Job Code 13476). Employees who prove that they possess a valid Records Supervisor Certificate issued to them by the Commission on Peace Officer Standards and Training of the State of California shall be compensated for all hours actually worked as follows:

1. Records Supervisor P.O.S.T. Certification - equal to six percent (6%) of the employee's base hourly rate of pay paid as a differential.
3. There shall be no pyramiding of the hourly P.O.S.T. differentials. An employee may only receive payment for one (1) level of P.O.S.T. differential at a time based on the applicable P.O.S.T. Certification held.
4. P.O.S.T. pay shall be provided the first full pay period following the date of issue on the applicable P.O.S.T. certificate.
5. Employees whose original date of hire with the Sheriff's Department is prior to January 30, 2020, and who promote into a senior or supervisor classification, shall retain their eligibility to receive P.O.S.T. compensation under subsections Q(1)(a) and Q(2)(a) above.

R. Education Pay for Fire Call Dispatcher (FCD) Certification

1. Employees in the classification of Senior Fire Communications Dispatcher or Fire Communications Supervisor who possess valid FCD certification shall receive an hourly differential for all hours actually worked as follows:
 - a. Basic FCD Certification – equal to four percent (4%) of the employee's base hourly rate of pay paid as a differential.
 - b. Intermediate FCD Certification - equal to seven percent (7%) of the employee's base hourly rate of pay paid as a differential.
 - c. Advanced FCD Certification - equal to twelve percent (12%) of the employee's base hourly rate of pay paid as a differential.
2. There shall be no pyramiding of the hourly FCD differentials. An employee may only receive payment for one (1) level of FCD differential at a time based on the applicable FCD Certification held.
3. The pay shall be provided the first full pay period following the date of acquisition of the applicable FCD certification.
4. To remain eligible for the FCD Certification pay, the employee must maintain the applicable certification. In the event an employee does not

107
06/01/2022

recertify, the pay shall cease effective the first day of the pay period following expiration of the certification.

The parties hereto agree to amend Article 29, Compensation, Section 2, Retention Stipend and Bonuses, of the 2020-2024 MOU between SEIU and the County as it pertains to Sheriff Communications, as follows:

B.2. Sheriff Communications

Effective the start of the first full pay period following Board approval, in exchange for the P.O.S.T. pay increases contemplated above, the Sheriff's Communications series shall no longer be eligible for payments pursuant to the Board of Supervisors Policy C-26 - Hiring/Retention Bonus Program. Employees who have remaining eligibility for payments under Board of Supervisors Policy C-26 shall be granted a final payment on a pro rata basis from the last payment date at the appropriate rate for the current period and no further payments.

The terms of this Side Letter shall be incorporated into the successor MOU between the County and SEIU unless otherwise negotiated. In the event a successor MOU is not achieved, the terms of this Side Letter shall remain effective. All other terms and conditions of the MOU between the County and SEIU shall remain unchanged by this Side Letter.

The terms of this Side Letter shall become effective the start of the first full pay period following signature by both parties and Board approval.

Brenda L. Diederichs Date
Asst. County Executive Officer/
Human Resources Director
County of Riverside

Steve Koffroth 6/1/22
Chief Negotiator Date
SEIU Local 721

Wendy Thomas 06/01/2022
Steward Date
SEIU Local 721

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
HIRING/RETENTION BONUS PROGRAM	C-26	1 of 3

Policy:

The purpose of this policy is to provide competitive compensation to incumbents in county-approved classes by adding a Hire/Retention Bonus designed to approximately offset the cost of the employee's contribution portion (8% of base pay) to the county CalPERS retirement plan during the first five years of county employment. This policy administratively amends Policy C-26 "Hiring/Retention Bonus for Children's Services Social Workers" (Minute Order 3.23 of 06/07/2005).

ELIGIBILITY:

1. All newly hired incumbents and all current employees in approved classes specified below, subject to any meet and confer obligations, who have less than 10,400 hours (approximately 60 months) Riverside County service time are eligible to participate in this program.
2. Current employees with less than 10,400 hours (approximately 60 months) of service will be eligible for the remaining payments in the amounts and at intervals shown in the table below. No pro-ration is intended or authorized. New county employees will be eligible to participate in the full payment schedule or until the program is cancelled, whichever occurs first.
3. Eligible Classifications:

Correctional Cook, Correctional Baker, Correctional Senior Food Service Worker and Children's Social Services Worker Series

PAYMENT SCHEDULE:

<u>WHEN PAYMENT IS MADE</u>	<u>AMOUNT PAID</u>
Upon Hire	\$500
1,040 hours of service (approximately six months)	\$500
2,080 hours of service (approximately 12 months)	\$1,000
4,160 hours of service (approximately 24 months)	\$2,000
6,240 hours of service (approximately 36 months)	\$2,000
8,320 hours of service (approximately 48 months)	\$2,000
<u>10,400 hours of service (approximately 60 months)</u>	<u>\$2,000</u>
Maximum Payout	\$10,000

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
HIRING/RETENTION BONUS PROGRAM	C-26	2 of 3

LOSS OF ELIGIBILITY:

1. Eligibility for participation in this program is forfeited if the employee voluntarily terminates or is involuntarily terminated (other than lay off) prior to any payment date. No additional payment will be granted after a termination date.
2. If the employee is laid off from the position or if the Hire/Retention Bonus Program is cancelled by the county the next payment will be granted on a pro rata basis from the last payment date at the appropriate rate for that current period.
3. If the employee changes work assignments into a position that is not eligible for the program, the next payment will be granted on a pro rata basis at the appropriate rate for the period prior to transfer.
4. An employee is not eligible if the employee has completed more than 10,400 hours (approximately 60 months) working for Riverside County from the date of initial employment or reemployment, or is not required to pay the employee portion of the retirement plan for any reason (such as prior employment with another county).
5. Any employee on any type of leave of absence away from work for a period exceeding one month will have that time added to the period between payment dates.
6. The maximum payment grant allowed to be made to any employee is approximately 8% of pay.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
HIRING/RETENTION BONUS PROGRAM	C-26	3 of 3

ADMINISTRATIVE RESPONSIBILITY:

Administrative responsibility is granted to the Human Resources Director for each of the following:

1. Any or all sections of this policy or any personnel related supplements may be published, amended or discontinued.
2. To discontinue the use of the Hire/Retention Bonus.
3. The Hire/Retention Bonus program will be discontinued if the Board of Supervisors grants a retirement "pick-up" program similar to other counties.

REFERENCE:

Minute Order 3.52 of 08/24/99
Minute Order 3.23 of 06/07/05
HR Administrative Amendment 6/01/06
Minute Order 3.10 of 10/05/21
Minute Order 3.xx of 07/26/22

Requirements for Basic, Intermediate, and Advanced Fire Call Dispatcher Certificates

Remember, not all classes you may have taken are necessarily Fire Call Dispatcher (FCD) approved courses. Riverside County Fire Department is a California recognized training agency and authority for creating and maintaining FCD related curriculum resides with the Riverside County Fire Chief. Eligible courses for FCD Certification can be found on page 3 of this document.

20 FCD training hours = 1 FCD training point

Excess education points may be applied towards the FCD training points on the basis of 1 semester unit = 1 FCD training point

To convert quarter units into semester units use the following formula:
of quarter units, times 2, divided by 3 = # of semester units

BASIC FCD Certificates:

A Riverside County Fire BASIC FCD Certificate will be issued to employees successfully completing International Academies of Emergency Dispatch (IAED) Emergency Medical Dispatcher and Emergency Fire Dispatcher training courses, obtaining the associated certifications, and successfully completion of Riverside County Fire Call Taker certification, and successful completion of 18-month probation. Continuing education and certifications must be maintained.

INTERMEDIATE FCD Certificates:

To be eligible, you must already possess the Riverside County Fire BASIC FCD certificate, Riverside County Fire Radio Qualified dispatcher certificate, and meet one of the combinations of education points, years of service, and FCD training points listed below.

<u>Degree or Education Points</u>		<u>Years of Service</u>		<u>FCD Training Points</u>
Bachelor Degree	<i>and</i>	3 years	<i>plus</i>	0
Associate Degree	<i>and</i>	5 years	<i>plus</i>	0
45 Education Points	<i>and</i>	5 years	<i>plus</i>	12
30 Education Points	<i>and</i>	7 years	<i>plus</i>	11
15 Education Points	<i>and</i>	9 years	<i>plus</i>	10

Additional years of experience as a Fire Communications Dispatcher can substitute for the required education on the basis of 1 year of experience equaling 30 semester units.

ADVANCED FCD Certificates:

To be eligible, you must already possess or be eligible to possess; Riverside County Fire BASIC FCD and Riverside County Fire INTERMEDIATE FCD certificates, Riverside County Fire Communications Training Officer certificate, International Academies of Emergency Dispatch (IAED) Emergency Dispatcher – Q certificate, successfully complete the Riverside County Fire ADVANCED FCD certification, and meet one of the combinations of education points, years of service, and FCD training points listed below.

<u>Degree or Education Points</u>		<u>Years of Service</u>	<u>FCD Training Points</u>	
Master Degree	<i>and</i>	5 years	<i>plus</i>	0
Bachelor Degree	<i>and</i>	7 years	<i>plus</i>	0
Associate Degree	<i>and</i>	9 years	<i>plus</i>	0
45 Education Points	<i>and</i>	9 years	<i>plus</i>	12
30 Education Points	<i>and</i>	11 years	<i>plus</i>	11

Additional years of experience as a Fire Communications Dispatcher can substitute for the required education on the basis of 1 year of experience equaling 30 semester units.

FIRE CALL DISPATCHER CERTIFICATION - EMERGENCY COMMAND CENTER

Employee Name:							
Course			Participant Time Frames			Prerequisites	Notes
Title	Hours	Location	When	Requirement	Frequency	BASIC FCD	
						RADIO DISPATCHER	

INTERMEDIATE FCD CERTIFICATION

Riverside County Fire Radio Qualified Dispatcher	160						
Hazmat First Responder Awareness	4						
Introduction to ICS I-100	2						
Basic ICS I-200	4					I-100	
Intermediate ICS I-300	24					ICS 100, 200, IS 700, 800	
IS 700	3.5						
IS 800	3					IS 700	
Dispatch Recorder C-110	40						
Support Dispatcher C-310	40					IADP, EDRC, ROSR, ICS 300	
Aircraft Dispatcher D-312	36					EDRC	
Basic WDLND Fire Orient S-110	0.15						
Incident Comm Tech S-258	32					ICS 200, S-110	
Hired Equipment Management System	4						
Customer Service	8						
Complacency/Critical Thinking	8						
Coping with stress	8						
Individual Crisis Intervention	16						
Group Crisis Intervention	16						
Suicide Prevention/Intervention	16						
Advanced Individual Intervention	16					Assisting Individ Crisis	
National Emerg Number Assoc courses	Varies						
CA. National Emerg Number Assoc courses	Varies						
Emergency Medical Technician	170						
Public Safety First Aid	5						

FIRE CALL DISPATCHER CERTIFICATION - EMERGENCY COMMAND CENTER						
Employee Name:						
Course	Participant Time Frames			Prerequisites	Notes	
Title	Hours	Location	When	Requirement	Frequency	ADV

ADVANCED FCD CERTIFICATION

Computer Aided Dispatch Administrator	40					
Comm Unit Leader S-358	24					S-358, ICS 300
Instructor 1	40					
Instructor 2	40					Instructor 1
Instructor 3	40					Instructor 1, 2
Supervision Level 1	40					
Supervision Level 2	40					
Leadership	8					
National Emerg Number Assoc courses	Varies					
CA. National Emerg Number Assoc courses	Varies					
Resource Order Sys of Records for Mngr	24					
Emergency Medical Tech - Paramedic	1090					EMT Basic, CPR

**COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY**

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
HIRING/RETENTION BONUS PROGRAM	C-26	1 of 3

Policy:

The purpose of this policy is to provide competitive compensation to incumbents in county-approved classes by adding a Hire/Retention Bonus designed to approximately offset the cost of the employee's contribution portion (8% of base pay) to the county CalPERS retirement plan during the first five years of county employment. This policy administratively amends Policy C-26 "Hiring/Retention Bonus for Children's Services Social Workers" (Minute Order 3.23 of 06/07/2005).

ELIGIBILITY:

1. All newly hired incumbents and all current employees in approved classes specified below, subject to any meet and confer obligations, who have less than 10,400 hours (approximately 60 months) Riverside County service time are eligible to participate in this program.
2. Current employees with less than 10,400 hours (approximately 60 months) of service will be eligible for the remaining payments in the amounts and at intervals shown in the table below. No pro-rata is intended or authorized. New county employees will be eligible to participate in the full payment schedule or until the program is cancelled, whichever occurs first.

3. Eligible Classifications:

~~Level One:~~ Correctional Cook, Correctional Baker, Correctional Senior Food Service Worker and Children's Social Services Worker Series

~~Level Two:~~ Senior Sheriff's 911 Communication Officer and Sheriff's Communications Supervisor Series

BONUS LEVELS:

LEVEL ONE PAYMENT SCHEDULE:

<u>WHEN PAYMENT IS MADE</u>	<u>AMOUNT PAID</u>
Upon Hire	\$500
1,040 hours of service (approximately six months)	\$500
2,080 hours of service (approximately 12 months)	\$1,000
4,160 hours of service (approximately 24 months)	\$2,000
6,240 hours of service (approximately 36 months)	\$2,000
8,320 hours of service (approximately 48 months)	\$2,000
10,400 hours of service (approximately 60 months)	\$2,000

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
HIRING/RETENTION BONUS PROGRAM	C-26	2 of 3
Maximum Payout	\$10,000	

LEVEL TWO PAYMENT SCHEDULE:

<u>WHEN PAYMENT IS MADE</u>	<u>AMOUNT PAID</u>
Upon Hire	\$800
1,040 hours of service (approximately six months)	\$800
2,080 hours of service (approximately 12 months)	\$1,600
4,160 hours of service (approximately 24 months)	\$3,200
6,240 hours of service (approximately 36 months)	\$3,200
8,320 hours of service (approximately 48 months)	\$3,200
10,400 hours of service (approximately 60 months)	\$3,200
Maximum Payout	\$16,000

LOSS OF ELIGIBILITY:

1. Eligibility for participation in this program is forfeited if the employee voluntarily terminates or is involuntarily terminated (other than lay off) prior to any payment date. No additional payment will be granted after a termination date.
2. If the employee is laid off from the position or if the Hire/Retention Bonus Program is cancelled by the county the next payment will be granted on a pro rata basis from the last payment date at the appropriate rate for that current period.
3. If the employee changes work assignments into a position that is not eligible for the program, the next payment will be granted on a pro rata basis at the appropriate rate for the period prior to transfer.
4. An employee is not eligible if the employee has completed more than 10,400 hours (approximately 60 months) working for Riverside County from the date of initial employment or reemployment, or is not required to pay the employee portion of the retirement plan for any reason (such as prior employment with another county).
5. Any employee on any type of leave of absence away from work for a period exceeding one month will have that time added to the period between payment dates.
6. The maximum payment grant allowed to be made to any employee is approximately 8% of pay.

COUNTY OF RIVERSIDE, CALIFORNIA
BOARD OF SUPERVISORS POLICY

<u>Subject:</u>	<u>Policy Number</u>	<u>Page</u>
HIRING/RETENTION BONUS PROGRAM	C-26	3 of 3

ADMINISTRATIVE RESPONSIBILITY:

Administrative responsibility is granted to the Human Resources Director for each of the following:

1. Any or all sections of this policy or any personnel related supplements may be published, amended or discontinued.
2. To discontinue the use of the Hire/Retention Bonus.
3. The Hire/Retention Bonus program will be discontinued if the Board of Supervisors grants a retirement "pick-up" program similar to other counties.

REFERENCE:

Minute Order 3.52 of 08/24/99
Minute Order 3.23 of 06/07/05
HR Administrative Amendment 6/01/06
Minute Order 3.10 of 10/05/21
Minute Order 3.xx of 07/26/22

RESOLUTION NO. 440-9273

BE IT RESOLVED by the Board of Supervisors of the County of Riverside, State of California, in regular session assembled on July 26, 2022, that pursuant to Section 8(c) of Ordinance No. 440, the Director of Human Resources is authorized to amend the Class and Salary Listing of Ordinance No. 440, operative at the beginning of the pay period following the date of approval, as follows:

<u>Job Code</u>	<u>Class Title</u>	<u>From Salary Plan/Grade</u>	<u>To Salary Plan/Grade</u>
13804	Fire Communications Supervisor	SEUS 544	SEUS 627
13808	Senior Fire Communications Dispatcher	SEUS 370	SEUS 465
13798	Senior Sheriff's 911 Communications Officer	SEUS 358	SEUS 465
13799	Senior Sheriff's 911 Communications Officer A (D)	SEUS 404	SEUS 511
13800	Senior Sheriff's 911 Communications Officer B (D)	SEUS 461	SEUS 571
13794	Sheriff Communications Supervisor A (D)	SEUS 693	SEUS 694
13795	Sheriff Communications Supervisor B (D)	SEUS 737	SEUS 738

ROLL CALL:

Ayes: Spiegel, Jeffries, Washington, Perez and Hewitt
 Nays: None
 Absent: None
 Abstained: None

The foregoing is certified to be a true copy of a resolution duly adopted by said Board of Supervisors on the date therein set forth.

Kecia R. Harper, Clerk of said Board

By 

Deputy

/kc

07/06/2022

440 Resolutions\KC

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