

Side Letter of Agreement

County of Lassen

And

Lassen County Peace Officer Association

July 22, 2025

This Side Letter of Agreement ("Agreement") is made and entered between the County of Lassen ("County") and the Lassen County Peace Officer Association ("POA"), collectively, the "Parties", for the purposes of implementing a Hiring Incentive Pilot Program for newly hired Correctional Deputy employees whose start date is between January 1, 2025 and January 1, 2028.

The parties hereby agree to the following terms and conditions which will be incorporated into the general Memorandum of Understanding by reference:

1. Employees who begin employment as a newly hired Correctional Deputy employed by the Lassen County Sheriff's Office and meet County requirements for that job position will receive a structured signing bonus ("signing bonus") of ten thousand dollars (\$10,000) subject to the terms of this side letter and the individualized signing bonus agreement ("signing bonus agreement") attached hereto as Exhibit A. For the avoidance of doubt, each new Employee must agree to and sign a signing bonus agreement to be eligible for the signing bonus.
2. Upon an Employee's acceptance of an offer of employment as a Correctional Deputy, execution of a signing bonus agreement, commencement of employment, and full compliance with all terms of the signing bonus agreement, the Employee shall receive the signing bonus paid directly to the Employee on the Employee's paycheck as follows:
 - a. One-fourth (\$2,500) paid in the Employee's first payroll check upon hire; and
 - b. One-fourth (\$2,500) paid in the Employee's first full pay period following successful completion of the one-year probationary period; and
 - c. One-half (\$5,000) paid in the Employee's payroll check for the first full pay period following the successful completion of the employee's third year of service as a full-time Correctional Deputy.
3. The County will apply all required federal and state tax deductions and will report all signing bonus payments made to Employees as required by federal and state law. Taxes shall be withheld as bonus earnings from the signing bonus, and the signing bonus shall be reported to the Internal Revenue Service as income on the Employee's Form W-2. Unless otherwise required by law, the signing bonus will not be considered "salary" or

4. Parties agree that in return for accepting a signing bonus, Employees must satisfactorily perform all terms and conditions of their individualized signing bonus agreement. The acceptance of a signing bonus and execution of a signing bonus agreement in no way guarantee any Employee the right of continued employment.
5. Parties agree that the Hiring Incentive Pilot Program is time limited to the three-year period of January 1, 2025 to January 1, 2028. The parties further agree that this program and side letter shall not be considered precedent setting.


Steve Allen (Jul 17, 2025 17:38 PDT) 07/17/25

Steve Allen Date
Lead Negotiator for POA

Amanda Uhrhammer, Date
County Counsel, County of Lassen

SHERIFF'S OFFICE HIRING INCENTIVE SIGNING BONUS AGREEMENT FOR CORRECTIONAL DEPUTY

This Hiring Incentive Agreement ("Agreement") is made between the COUNTY OF LASSEN ("County"), acting through the Lassen County Sheriff's Office, and NAME ("Employee"), in accordance with the Sheriff's Office Hiring Incentive Pilot Program.

WHEREAS, Employee begins employment as a newly hired Correctional Deputy, employee in the Lassen County Sheriff's Office ("Sheriff's Office") who meets the County requirements of that job position;

WHEREAS, the County wishes to bestow upon Employee a structured signing bonus ("signing bonus") to accept employment at County and remain satisfactorily employed in the Sheriff's Office as a Correctional Deputy, over a period of three full years;

WHEREFORE, County and Employee agree to the following terms:

1. The Sheriff's Office agrees to bestow upon Employee the amount of \$10,000 as a signing bonus following Employee's acceptance of the County's offer of employment, execution of this Agreement, commencement of employment, and full compliance with the terms of this Agreement. This amount shall be paid directly to Employee on Employee's paycheck as follows:
 - a. One-fourth (\$2,500.00) paid in the Employee's first payroll check upon hire; and
 - b. One-fourth (\$2,500.00) paid in the Employee's first full pay period following successful completion of the one-year probationary period; and
 - c. One-half (\$5,000.00) paid in the Employee's payroll check for the first full pay period following the successful completion of the third year of service.
2. The County will apply all required federal and state tax deductions and will report all payments made under this Agreement as required by federal and state law. Taxes shall be withheld as bonus earnings from the signing bonus, and the signing bonus shall be reported to the Internal Revenue Service as income on the Employee's Form W-2. Unless otherwise required by law, the signing bonus is not considered "salary" or wages earned, and shall not be included for purposes of retirement benefit calculations or salary increases.

3. In return for accepting the Hiring Bonus pursuant to Article 1 of this Agreement, Employee understands and agrees that satisfactory performance and all required training, probationary, and work requirements at each phase of Article I must be maintained and completed to qualify for future installment payments. Employee understands and agrees that in order to be eligible for the full hiring bonus, Employee must serve at least three (3) years as a full-time Correctional Deputy in good standing with the County of Lassen. Failure to meet all such requirements will result in forfeiture of future payments.
4. In consideration for the signing bonus provided in Article I of this Agreement, Employee agrees to remain employed with the Sheriff's Office as a Correctional Deputy on an allocated full-time basis for at least three full years beginning on DATE and ending on DATE. In the event Employee's employment as a Correctional Deputy is terminated by the County within three years of hire as a result of receiving a disciplinary Order of Termination, or in the event the Employee voluntarily fails to remain employed with the Sheriff's Office as a Correctional Deputy, before the above-referenced ending date, (excluding termination due to reasons beyond employee's control such as death or disability), Employee agrees to forfeit the remainder of any future installment payments pursuant to Article 5 1, and shall be required to repay, and hereby agrees to repay, 50% of the last installment payment they received within the previous year (365 day)(without reduction for any taxes that were withheld from said sum), and shall forfeit eligibility for and the right to receive the remainder of any future installment payments provided in Article I. Employee agrees to repay the County all sums owed under this Article 4 within thirty (30) days of termination of their employment as a Correctional Deputy. Employee agrees to remit such payment by personal check or money order made payable to "County of Lassen" and delivered to the County's Human Resources Department at 221 South Roop Street, Susanville, CA 96130.
5. To the extent permitted by law, the prevailing party shall have the right to collect from the other party its reasonable costs, fees, and necessary disbursements, including, but not limited to attorney's and/or collection agency fees, incurred in enforcing this Agreement, as well as interest at the maximum legal rate on the amount owed.
6. Employee understands that all terms and conditions of employment remain unchanged by this Agreement and that this Agreement in no way guarantees Employee any right to continued employment. Employee understands that as a Sheriff's Office employee, Employee is bound by all County rules and procedures, Lassen County Peace Officers Association (LCPOA) Memorandum of Understanding (MOU), and Sheriff's Office Policy and Procedures that relate to Sheriff's Office Personnel, which are in effect during

employment with the County. Employee also understands that retirement and other benefits employee may be eligible for will be determined by any such policies and MOUs, in addition to any applicable legal statutes or ordinances, that are in effect at the time Employee becomes eligible for such benefits. Employee understands and acknowledges that this agreement has no effect on the authority of the Sheriff to invoke disciplinary actions against the Employee.

7. Employee acknowledges that he/she: a) has fully read this Agreement; b) has had the opportunity to review it with an advisor or legal counsel; c) understand each of its provisions; and d) enters into it freely, intelligently and voluntarily.
8. If any part of this Agreement is found to be invalid, unlawful, or unenforceable, the other parts will continue in full force and effect and shall remain valid and enforceable, and Employee agrees, represents, and warrants that he/she/they will be held to any applicable and enforceable repayment of the signing bonus.
9. This Agreement constitutes the entire agreement between the parties, and supersedes all prior and contemporaneous agreements, representation, and understandings of the parties as to such matters. This Agreement may be amended only by written agreement, signed by the parties to be bound by the amendment. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement. For such purposes, an executed email or facsimile copy shall be deemed an original. This agreement is governed by the laws of the State of California and is enforceable in the jurisdiction of Lassen County.

BY SIGNING BELOW, Employee knowingly and willingly agrees to be bound by the above terms and conditions.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement.

Date

Department Head or Designee Signature

Date


Candidate or Employee Signature

Date

County Administrative Officer

Approved as to Form:

2/20/25
Date



County Counsel