

SIDE LETTER AGREEMENT

BETWEEN  
THE CITY OF SAN JOSE  
AND  
THE PEACE OFFICER PARK RANGER ASSOCIATION, OPERATING ENGINEERS, LOCAL NO. 3  
(POPRA)

**Hiring Incentive and Referral Bonus Pilot Program**

Hiring Incentive Pilot Program: Employees hired on or after the first full pay period after this agreement has been ratified by union members and approved by City Council shall be eligible to receive a hiring incentive through the program outlined below.

The lump sum non-pensionable Hiring Incentive will be paid as follows:

<b>Park Ranger (2423)</b>	
<b>Timing</b>	<b>Hiring Incentive</b>
Upon Hire	\$1,500
Passing Probation	\$1,500
<b>Total</b>	<b>\$3,000</b>

The payment of the one-time, non-pensionable lump sum hiring incentive to new Park Ranger hires is contingent on the employee being continuously employed in the Park Ranger classification through their one (1) year anniversary of passing probation.

If an employee receives any portion or all of the one-time, non-pensionable lump sum hiring incentive, and separates from City employment or accepts another position within the City that is not within the Park Ranger class series prior to their one (1) year anniversary of passing probation in the Park Ranger series, the employee forfeits the one-time, non-pensionable lump sum hiring incentive and, to the extent permitted by law, will be required to reimburse the City for the entire amount of the hiring incentive they have received. The employee may sign an agreement to deduct the bonus amount from his or her final paycheck of wages, subject to applicable laws. In the absence of such an agreement, the City shall deduct the hiring incentive amount from the employee's leave payouts. If the employee's leave payout amounts are not adequate to cover the entire amount of the hiring incentive, the City shall pursue the reimbursement of the bonus through any other lawful means, including the collection process.

POPRA Referral Bonus: Employees in classifications that are represented by POPRA shall be eligible for a referral bonus under the POPRA Referral Bonus Pilot Program. Employees must be currently employed in a POPRA represented position at the time of the payment to receive the Referral Bonus.

Effective the first full pay period after this agreement has been ratified by union members and approved by City Council, current POPRA represented employees will receive a one-time non-pensionable lump sum Referral Bonus of \$3,750 for referring a new Park Ranger hire. The POPRA Referral Bonus shall be paid once the new employee passes probation in the Park Ranger classification.

An individual who is newly hired shall be allowed to disclose a maximum of one (1) referral. The applicant must provide the referrer's name on his or her application prior to submitting the application for consideration and certify that the referrer referred and/or assisted in recruiting

them, and that the applicant will not receive any portion of the POPRA Referral Bonus provided to them.

Employees involved in the recruiting and/or hiring of new Park Rangers are not eligible to receive the POPRA Referral Bonus.

The POPRA Referral Bonus shall be in lieu of the existing Citywide referral bonus of \$500 per referral.

This pilot program shall become effective on the first full pay period after this agreement has been ratified by union members and approved by City Council and shall expire on June 30, 2023. The City retains the ability to end the Hiring Incentive Pilot Program and/or the POPRA Referral Bonus Pilot Program at its sole discretion prior to June 30, 2023.

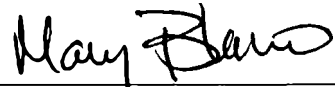
**FOR THE CITY:**

  
\_\_\_\_\_  
Jennifer Schembri  
Director of Employee Relations  
Director of Human Resources

1/8/2021

Date

**FOR THE UNION:**

 1/8/2021  
\_\_\_\_\_  
Mary Blando, Business Agent  
Operating Engineers, Local 3 (OE#3)

Date