

**SIDE LETTER AGREEMENT**  
**BETWEEN CONTRA COSTA COUNTY & DEPUTY SHERIFFS ASSOCIATION**  
**PROBATION UNIT AND PROBATION SUPERVISORS UNIT**

This Side Letter Agreement is by and between the Deputy Sheriffs Association (“DSA”), on behalf of the Probation Unit and Probation Supervisors Unit, and the County of Contra Costa (“County”) and is effective on \_\_\_\_\_, 2019, following approval of the Board of Supervisors.

Pursuant to the terms of this Side Letter, the County and DSA agree to amend Section 18 – Probationary Period and Section 19 – Promotions of the July 1, 2015 to June 30, 2019, Memorandum of Understanding (MOU) between Contra Costa County and DSA (Probation Unit and Probation Supervisors Unit). The amendments to the MOU are as follows:

**SECTION 18 – CERTIFICATION RULE / PROBATIONARY PERIOD**

**(New subsection added)**

**18.1 Certification Rule** – Pursuant to Personnel Management Regulations (PMR) Sections 605.3(d), 605.4, and 719, band lists may be used for the entry-level classes of Deputy Probation Officer I (Class Code 7AWA) and Juvenile Institution Officer I (Class Code 7KWB). Under the band list certification process, the names of candidates who have qualified on the examination are placed into one, two or three groups designated as Bands A, B and C. All names within each band shall be considered equally qualified and there shall be no additional ranking within the bands. The number of eligible candidates certified from the eligible list established as a result of an open competitive examination shall:

- Include all of the names in Band A; and
- If there are fewer than nine (9) names available in Band A, then all of the names in Band B shall be certified along with the names in Band A; and
- If there are fewer names in Band A than the number of vacancies to be filled, then all of the names in Band B shall be certified along with the names in Band A; and
- If there are fewer than nine (9) names available in Band A and Band B combined, then all of the names in Band C shall be certified along with the names in Band A and Band B; and
- If there are fewer names in Band A and Band B combined than the number of vacancies to be filled, then all of the names in Band C shall be certified along with the names in Band A and Band B.

**Note: All subsequent existing subsections will be renumbered accordingly.**

**SECTION 19 – PROMOTION (New subsection added)**

**19.3 Certification Rule** – The rule of ten (10) will be utilized for the Deputy Probation Officer II (Class Code 7AVA) Promotional List. The rule of five (5) will be utilized for all other promotions.




**Note: All subsequent existing subsections will be renumbered accordingly.**

Except as specifically amended or excluded by this Side Letter, all other terms and conditions of the MOU between Contra Costa County and DSA (Probation Unit and Probation Supervisors Unit) effective July 1, 2015 – June 30, 2019, remain unchanged.

Date: 2/21/19

**Contra Costa County:**  
(Signature/Printed Name)

**Deputy Sheriffs Association**  
(Probation Unit & Probation  
Supervisors Unit):  
(Signature/Printed Name)

	/	Alvan Mangalindan		/	Sharon Webb
	/	Jeff Walters		/	
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