

**COUNTY OF SONOMA**  
**SHERIFF'S OFFICE HIRING INCENTIVE PILOT PROGRAM**

**I. PROGRAM PURPOSE**

The purpose of this program is to provide guidelines and procedures for the Sheriff's Office Hiring Incentive Pilot Program which will be used to help fill allocated (not extra-help) vacancies for the following classifications:

- Communications Dispatcher I/II
- Correctional Deputy I/II
- Deputy Sheriff Trainee/I/II

The goal of this pilot program is to enhance recruitment efforts to attract and retain the best-qualified candidates over a one-year pilot program term beginning December 13, 2022, and concluding December 12, 2023. The outcomes of the Sheriff's Office Hiring Incentive Pilot Program will be evaluated within the pilot program term by the County Administrator's Office, Human Resources, and the Sheriff's Office. Upon agreement by the County Administrator and Human Resources Director, the pilot program may be extended through administrative action.

**II. SCOPE OF PROGRAM**

The County of Sonoma recruits, hires, and strives to retain the best-qualified candidates for every position within the County. This program includes three components: a signing bonus, paid leave and/or sick leave advancement, and relocation assistance and applies to candidates hired to fill vacancies in allocated positions in the specific Sheriff's Office classifications listed above.

1. During the program period, the following individuals will be eligible for incentives:
  - External individuals who are hired through an open recruitment
  - Current employees who are hired/promoted through an open or promotional recruitment
  - Those who are in the hiring process but have not yet received a final job offer prior to the start of the program
  - Applicants who apply before the one-year pilot program end date
2. During the pilot program period, the following individuals **will not** be eligible for incentives:
  - Individuals who are hired into extra-help positions
  - Current employees who are already employed in eligible job classes – hiring incentives are not applied retroactively
  - Current employees who are already employed in eligible job classes and alternately promote within the classification series
  - Current or former County employees who are hired into eligible job classes through transfer or restoration processes
  - Management and Supervisory level employees who demote into eligible job classes

**III. HIRING INCENTIVES**

## **A. Signing Bonus**

Signing bonuses are used in situations where comparable agency practices and the budgetary climate support the practice of paying additional compensation to attract and hire candidates for hard-to-fill vacancies.

1. The Sheriff's Office will offer a signing bonus to selected internal or external candidates for specific allocated positions during the pilot program period. The incentive amounts offered are listed in Appendix A. The signing bonus shall be considered taxable income and used in determining the employee's regular rate of pay for FLSA purposes, but not included as compensation for purposes of retirement calculations.
2. The signing bonus funds will be disbursed to the selected candidate as listed in Appendix A.
3. Probationary requirements, satisfactory performance, and required training must be maintained to qualify for future installment payments. Failure to meet requirements may result in the forfeiture of future payments.
4. Should there be any ambiguity regarding an individual's eligibility for a signing bonus, the County Administrator and the Human Resources Director have the authority to make the final determination.
5. Individuals who voluntarily demote or transfer into non-qualifying positions after receiving a portion of the incentive would not be required to repay installment payments.
6. If an employee who received an incentive payment voluntarily leaves County employment (from an eligible allocated position) or they are terminated as a result of receiving a disciplinary Order of Termination within one year (365 days) of receiving an installment payment, they will be required to pay back 50% of the last installment payment they received and forfeit the remainder of any future installment payments.
7. The amount of the installment payment(s) will be calculated based on an individual's Full-Time Equivalent (FTE) status at the time of hire, and as stated in the executed Sheriff's Office Hiring Incentive Signing Bonus Agreement.
8. The Sheriff's Office Hiring Incentive Signing Bonus Agreement shall be executed by the Department Head or Designee and the Candidate or Employee.

## **B. Paid Leave and/or Sick Leave Advancement**

1. Paid Leave Advancement only applies to external hires (including Freenames). New hires may receive a lump sum advancement of up to 24 hours of vacation and/or 24 hours of sick leave.
2. Incumbents who receive Paid Leave Advancement shall accrue their normal vacation and sick leave at a rate in accordance with their respective Memorandum of Understanding.
3. All usage of vacation and/or sick leave hours shall be used/approved in a manner consistent with required policies.
4. The Hiring Incentive Program Relocation Expense Assistance and Paid Leave Advancement Authorization Form shall be executed by the Department Head or Designee, Human Resources Director or Designee, and the County Administrator or Designee.

## **C. Relocation Assistance**

Relocation Assistance only applies to external hires (including Freenames). At the discretion of the

Department Head, new hires may be authorized for relocation expense assistance of up to \$5,000 to cover reasonable relocation expenses as outlined in Appendix B.

1. The following criteria must be met for assistance to be authorized:
  - a. Candidates must meet the following “distance test”:
    - i. The new hire must not be a current Sonoma County employee.
    - ii. The distance between the new hire’s old residence and their new place of work must be at least 50 miles greater than the distance between the old residence and the old place of work.
    - iii. The new place of residence is within the geographic boundaries of Sonoma County or within a commutable distance in the counties immediately adjacent to Sonoma County.
  - b. The County Administrator must confirm that the department’s current budgetary appropriations are sufficient to cover the reimbursement.
2. Terms of Agreement:
  - a. The parties shall enter into an agreement that includes the following:
    - i. The employee shall be required to repay 100% of the relocation expense assistance if the employee voluntarily terminates employment within one year (365 days) from the date of hire or appointment into the position and 50% of the relocation expense assistance if the resignation occurs following one year from the date of hire into the position, but prior to completion of the second year, as detailed in the agreement.
    - ii. If the employee is terminated from employment for any reason other than as a result of receiving a disciplinary Order of Termination, no repayment will be required; if the employee is terminated pursuant to a disciplinary Order of Termination, repayment will be required according to item 2 (a) (i) above, as detailed in the agreement.
  - b. Relocation expense assistance will be taxed in accordance with applicable federal and state tax requirements at the time expenses are reimbursed. The County will conform with tax changes as necessary to accurately report the employee’s annual taxable income on their W-2. All relocation expense assistance reimbursements made by the County will be included as income and paid to the employee via their regular paycheck with applicable payroll tax deductions applied.
    - i. Candidates/employees are encouraged to check with a tax professional if they have any questions about the taxation of relocation expense assistance.
    - ii. Employees will be responsible for all expenses not authorized in advance by the County and included in the agreement.
3. The following documents used in conjunction with this policy are located:
  - a. Human Resources Department, Hiring Process SharePoint sites
    - i. Hiring Incentive Program Relocation Expense Assistance and Paid Leave Advancement Authorization Form
    - ii. Hiring Incentive Relocation Expense Assistance Agreement
  - b. Auditor-Controller Payroll Division’s Internet site

#### **IV. FREQUENTLY ASKED QUESTIONS**

**Q** Can employees be eligible for multiple signing bonuses due to job changes?

**A** If an employee who is receiving a signing bonus promotes to a new position in a different eligible job class, they forfeit any remaining payments from the original position but are eligible for the signing bonus associated with the new eligible job class. Employees who promote within an alternately staffed classification series are not eligible for signing bonuses.

**Q** What happens to the remaining signing bonus payments if the pilot program is not extended past the initial program period?

**A** Employees will receive remaining payments as scheduled and according to guidelines and their executed Sheriff's Office Hiring Incentive Signing Bonus Agreement.

**Q** Are current County employees eligible for the hiring incentives if they apply and are offered a job in an applicable job class?

**A** Current employees promoted internally or from other County departments into applicable job classes are eligible for the signing bonus. Current staff are ineligible for the Paid Leave and/or Sick Leave Advancement and the Relocation Assistance incentives.

**Q** What happens if an employee leaves the County and returns as a re-hire, are they eligible for the hiring incentives?

**A** Yes, employees who are hired/re-appointed into an applicable job class through either competitive recruitment or freename processes would be eligible.

**Q** What happens if an employee changes their FTE while receiving signing bonus installment payments?

**A** Nothing. The amount of the signing bonus is based on the employee's FTE at the time of hire and as stated and executed in the Sheriff's Office Hiring Incentive Signing Bonus Agreement.

**Q** What happens if an employee voluntarily demotes from a job class receiving a signing bonus to a different job class receiving a signing bonus?

**A** When voluntarily demoting, an employee can receive a maximum of three hiring incentive payments in total between the two job classifications. New installment payment(s) will be calculated based on their new job class.

**Q** What happens if an employee voluntarily demotes from a job class receiving a signing bonus to a different job class that is not part of the Hiring Incentive Program during the period of receiving installments?

**A** The employee would stop receiving installments and would not have to repay installments already received.

**SHERIFF'S OFFICE HIRING INCENTIVE PILOT PROGRAM  
APPENDIX A**

**Communications Dispatcher I/II**

Classification	Total Incentive Amount	Disbursement Schedule
Communications Dispatcher I	\$25,000	<ul style="list-style-type: none"> <li>1<sup>st</sup> payment (one-third) at the time of hire</li> <li>2<sup>nd</sup> payment (one-third) upon completion of the probationary period</li> <li>3<sup>rd</sup> payment (one-third) upon completion of 3 years of service in the class (series)</li> </ul>
Communications Dispatcher II	\$25,000	

**Correctional Deputy I/II**

Classification	Total Incentive Amount	Disbursement Schedule
Correctional Deputy I	\$25,000	<ul style="list-style-type: none"> <li>1<sup>st</sup> payment (one-third) at the time of hire</li> <li>2<sup>nd</sup> payment (one-third) upon completion of the probationary period</li> <li>3<sup>rd</sup> payment (one-third) upon completion of 3 years of service in the class (series)</li> </ul>
Correctional Deputy II	\$25,000	

**Deputy Sheriff Trainee**

Classification	Total Incentive Amount	Disbursement Schedule
Deputy Sheriff Trainee	\$25,000	<ul style="list-style-type: none"> <li>1<sup>st</sup> payment (one-third) at the time of hire</li> <li>2<sup>nd</sup> payment (one-third) upon completion of Deputy Sheriff I probationary period (approximately 1 ½ years after hire date)</li> <li>3<sup>rd</sup> payment (one-third) upon completion of 3 years of service in the Deputy Sheriff class series</li> </ul>

**Deputy Sheriff I/II**

Classification	Total Incentive Amount	Disbursement Schedule
Deputy Sheriff I	\$25,000	<ul style="list-style-type: none"> <li>1<sup>st</sup> payment (one-third) at the time of hire</li> <li>2<sup>nd</sup> payment (one-third) upon completion of the probationary period</li> <li>3<sup>rd</sup> payment (one-third) upon completion of 3 years of service in the class (series)</li> </ul>
Deputy Sheriff II	\$30,000	

**SHERIFF'S OFFICE HIRING INCENTIVE PILOT PROGRAM  
APPENDIX B**

**Paid and/or Sick Leave Advancement**

Paid Leave Advancement only applies to external hires (including Freenames). New hires may receive a lump sum advancement of up to 24 hours of vacation and/or 24 hours of sick leave.

Incumbents who receive Paid Leave Advancement shall accrue their normal vacation and sick leave at a rate in accordance with their respective Memorandum of Understanding.

**Relocation Assistance**

***Inclusions and Exclusions***

Relocation expense assistance of up to \$5,000 to cover reasonable relocation expenses including:

1. Moving of household items and personal effects. If moving self, the following is included: meals and lodging, tolls, and mileage\* for the distance between the old and new residence.
2. Transportation of one personal vehicle.
3. Moving Insurance from origin to destination.
4. Storage of household goods at the destination.
5. Reasonable economy airfare for the relocation of a newly hired employee, spouse/partner, and dependent children.
6. Expenses for the new hire's visit to Sonoma County to secure housing including reasonable: transportation (airfare or mileage\*), meals, and lodging.
7. Temporary housing at destination (rent or lease expenses incurred for the temporary housing of the newly hired employee and their immediate family).

**\*\***Mileage reimbursed at current County reimbursement rate.

Some examples of relocation expense assistance not authorized by this policy:

1. Special services such as maid service, carpet service, and assembly/disassembly of unusual articles.
2. Transportation of camping or utility trailers, building materials, firewood, landscape materials, animals, boats, or items not considered to be normal household items.
3. Costs associated with the sale or purchase of residences, or forfeiture of deposit, penalty, etc. because of breaking or terminating a lease/agreement.

***Procedures***

**A. Approval Request Process**

The Department Head completes the Hiring Incentive Program Relocation Expense Assistance and Paid Leave Advancement Authorization Form and submits to Human Resources Director and County Administrator for approval. This step must be completed prior to entering into an agreement with the new hire.

**B. Agreement with New Hire**

The Hiring Incentive Relocation Expense Assistance Agreement shall be executed by the new hire and the Department Head prior to the new hire's first day of employment and prior to any approval

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**APPENDIX B**

of expenses. Departments must retain the original copy of the Agreement in the employee's personnel file.

Human Resources recommends that details of the relocation expense assistance and/or paid leave advancement incentives be included in the offer of employment letter and, if applicable, a copy of the executed Hiring Incentive Relocation Expense Assistance and Paid Leave Advancement Authorization Form to be attached.

**C. Relocation Expense Assistance Processing**

1. Within 60 days of the date expenses are incurred, and after the employee has begun working for the County, the employee must submit a [Relocation Expense Assistance Reimbursement Form](#) and applicable receipts to their department payroll clerk.
2. The department should submit the completed Relocation Expense Assistance Reimbursement Form and receipts with copies of the approved Hiring Incentive Program Relocation Expense Assistance and Paid Leave Advancement Authorization Form and executed Relocation Expense Assistance Agreement to Auditor Payroll Division for processing.

**D. Documents**

The following documents used in conjunction with this policy are located:

- a. Human Resources Department, Hiring Process SharePoint site:
  - i. Hiring Incentive Program Relocation Expense Assistance and Paid Leave Advancement Authorization Form
  - ii. Hiring Incentive Relocation Expense Assistance Agreement
- b. Auditor-Controller Payroll Division's Internet site:
  - i. [Relocation Expense Assistance Reimbursement Form](#)

**SHERIFF'S OFFICE HIRING INCENTIVE SIGNING BONUS AGREEMENT  
FOR  
COMMUNICATIONS DISPATCHER I/COMMUNICATION DISPATCHER  
II/CORRECTIONAL DEPUTY I/CORRECTIONAL DEPUTY II/DEPUTY  
SHERIFF TRAINEE/DEPUTY SHERIFF I/DEPUTY SHERIFF II**

This Hiring Incentive Agreement ("Agreement") is made between the COUNTY OF SONOMA ("County"), acting through the Sonoma County Sheriff's Office, and **insert name of employee** ("Employee"), in accordance with the Sheriff's Office Hiring Incentive Pilot Program.

WHEREAS, Employee begins employment as a newly hired **Communications Dispatcher I/Communication Dispatcher II/Correctional Deputy I/Correctional Deputy II/Deputy Sheriff Trainee/Deputy Sheriff I/Deputy Sheriff II** employee in the Sonoma 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 signing bonus ("signing bonus") to accept employment at County and remain satisfactorily employed in the Sheriff's Office as a **Communications Dispatcher I/Communication Dispatcher II/Correctional Deputy I/Correctional Deputy II/Deputy Sheriff Trainee/Deputy Sheriff I/Deputy Sheriff II** for least 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 **\$X,XXX.XX** as a signing bonus following Employee's acceptance of the County's offer of employment, and execution of this Agreement, and commencement of employment.. This amount shall be paid directly to Employee on Employee's paycheck as follows:

- One-third (1/3), **\$X,XXX.XX**, paid in Employee's first payroll check upon hire; and
- One-third (1/3), **\$X,XXX.XX**, paid in Employee's payroll check for the first full pay period following successful completion of the **probationary period OR Deputy Sheriff I probationary period [applicable for DS Trainee only, see Appendix A]**; and
- One-third (1/3), **\$X,XXX.XX**, paid in 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" and shall not be included for purposes of retirement benefit calculations or salary increases.

3. Employee understands that satisfactory performance and all required training, probationary, and work requirements at each phase of Article 1 must be maintained and completed to qualify for future installment payments. Failure to meet all such requirements will result in the forfeiture of future payments.



4. In consideration for the signing bonus provided in Article 1 of this Agreement, Employee agrees to remain employed with the Sheriff's Office as a **Communications Dispatcher I/Communication Dispatcher II/Correctional Deputy I/Correctional Deputy II/Deputy Sheriff Trainee/Deputy Sheriff I/Deputy Sheriff II** on an allocated **full-time/part-time** basis for at least three full years beginning on **insert hire date** and ending on **insert date 3 years from the date of hire**. Should Employee voluntarily fail to remain employed with the Sheriff's Office as a **Communications Dispatcher I/Communication Dispatcher II/Correctional Deputy I/Correctional Deputy II/Deputy Sheriff Trainee/Deputy Sheriff I/Deputy Sheriff II** before the above-referenced ending date, (excluding termination due to reasons beyond employee's control such as death or disability), Employee shall be required to repay, and hereby agrees to repay 50% of the last installment payment they received within the previous year (365 days) (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 1.

5. Employee's voluntary failure to remain employed by the Sheriff's Office as a **Communications Dispatcher I/Communication Dispatcher II/Correctional Deputy I/Correctional Deputy II/Deputy Sheriff Trainee/Deputy Sheriff I/Deputy Sheriff II** for three years, or the termination of Employee's employment as a result of receiving a disciplinary Order of Termination, will trigger Employee's duty to repay the amount of the signing bonus pursuant to Article 5 of this Agreement and shall result in a forfeiture of the right to receive the remainder of any future installment payments provided in Article 1. (This amount may be more than the Employee received due to tax or other withholdings.) Employee agrees to repay the County all sums owed under Article 4 of this Agreement within thirty (30) days of termination of their employment. Employee agrees to remit such payment by personal check or money order made payable to "County of Sonoma" and delivered to the County's Human Resources Department at 575 Administration Drive, Room 116 B, Santa Rosa, CA 95403.

6. 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 attorneys and/or collection agency fees, incurred in enforcing this Agreement, as well as interest at the maximum legal rate on the amount owed.

7. 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, **Deputy Sheriff's Association (DSA)/Sonoma County Law Enforcement Association (SCLEA)** 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 recognizes that this agreement has no effect on the authority of the Sheriff to invoke disciplinary actions against the Employee.

8. 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.

9. 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.

10. This Agreement constitutes the entire agreement between the parties, and supersedes all prior and contemporaneous agreements, representations, 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 Sonoma 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.

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Date

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Department Head or Designee Signature

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Date

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Candidate or Employee Signature

# COUNTY OF SONOMA

## HIRING INCENTIVE RELOCATION EXPENSE ASSISTANCE AGREEMENT

This is an agreement between the County of Sonoma and \_\_\_\_\_.

The County of Sonoma agrees to reimburse certain relocation expenses, up to a maximum of \$\_\_\_\_\_, that you incur as a result of your relocation.

### Terms of Agreement:

1. Relocated employee will be reimbursed up to \$\_\_\_\_\_ for pre-authorized reasonable and actual expenses associated with the relocation including:
  - a. Moving of household items and personal effects\*
  - b. Transportation of one personal vehicle
  - c. Moving insurance from origin to destination
  - d. Storage of household goods at the destination
  - e. Reasonable economy airfare for the relocation of the newly hired employee, spouse/partner, and dependent children
  - f. Expenses for the new hire's visit to Sonoma County to secure housing including reasonable: transportation (airfare or mileage\*\*), meals, and lodging.
  - g. Temporary housing at destination (rent or lease expenses incurred for the temporary housing of the newly hired employee and his/her immediate family)

*\*if moving self, the following is included: candidate/employee meals, lodging, tolls, and mileage\*\* for the distance between old and new residence*

*\*\* mileage reimbursed at the current County reimbursement rate*

The County shall have no responsibility or liability for any goods damaged as a result of relocation.

2. Relocated employee will be responsible for all expenses related to relocating to the new job location that is not pre-authorized by the County, for which there is no supporting documentation/receipts, and/or that exceed the amount authorized by this agreement.
3. Relocated employee must meet the following criteria to be eligible for reimbursement:
  - a. The new hire must not be a current Sonoma County employee.
  - b. The distance between the new hire's old residence and their new place of work must be at least 50 miles greater than the distance between the old residence and the old place of work.
  - c. The new place of residence is within the geographic boundaries of Sonoma County or within a commutable distance in the counties immediately adjacent to Sonoma County.
4. By executing this Agreement, relocated employee agrees to repay 100% of the relocation expense assistance if the employee voluntarily terminates employment within one year (12 months) from the date of hire or appointment and 50% of the relocation expense assistance if the resignation occurs following one year from the date of hire or

appointment into the position, but prior to completion of the second year:

- a. If the employee is terminated from employment for any reason other than pursuant to a disciplinary Order of Termination, no repayment will be required; if the employee is terminated for cause pursuant to a disciplinary Order of Termination pursuant to in Civil Service Rule 10, Section 10.3, prompt repayment will be required according to item 4 above.
  - b. The County of Sonoma shall not reimburse for any relocation expenses that were not pre-approved by the County.
  - c. The parties agree that the employee reimbursement as described above shall be repaid to the County of Sonoma within 30 days of separation or the County will pursue alternate collection methods.
  - d. In the event the County is required to seek legal or other process to enforce any of its rights hereunder, the Employee agrees to pay the County's collection costs and expenses including, without limitation, reasonable attorney's fees and court costs, as well as interest at the maximum legal rate on the amount owed.
5. Relocated employee shall complete the Relocation Expense Assistance Reimbursement Request Form within 60 days of the date expenses are incurred. Employee will submit the completed form and applicable receipts to their department payroll clerk for processing.
  6. Relocation expense assistance will be taxed in accordance with applicable federal and state tax requirements at the time expenses are reimbursed. The County will conform with tax changes as necessary to accurately report the employee's annual taxable income on their W2. All relocation expense assistance reimbursements made by the County of Sonoma will be included as income and paid to the employee via their regular paycheck with applicable payroll tax deductions applied. Candidates/employees are encouraged to check with a tax professional if they have any questions about taxation of relocation expense assistance. Employee is ultimately responsible for all required taxes associated with the reimbursement of relocation expenses, and agrees to indemnify, defend and hold harmless the County in the event the Internal Revenue Service, California Franchise Tax Board, or any other taxing authority assesses any taxes, excise taxes, penalties or interest against the Employee or the County as a result of the payment to Employee of relocation expenses hereunder.

This writing is intended both as the final expression of the agreement between the parties hereto with respect to the included terms and as a complete and exclusive statement of the terms of the agreement. This Agreement shall be construed and enforced pursuant to the laws of the State of California. Venue of any action or proceeding regarding this Agreement or performance thereof shall be proper only in the County of Sonoma, State of California.

The parties have agreed to the above-listed terms and conditions set forth in this agreement.

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

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Department Head/Designee

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Date

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Accepted and agreed to by (Candidate/Relocated Employee)

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Date