

COUNTY OF SAN DIEGO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject

Use of Settlement Agreements in County Personnel Actions

**Policy
Number**

C-27

Page

1 of 2

Purpose

To establish a policy on the use of settlement agreements in County personnel actions.

Background

County Departments that have pursued employee disciplinary actions have occasionally been informed by the employee that he or she was submitting a resignation from County service. When it is determined that it is in the best interest of the County, appointing authorities have used settlement agreements to facilitate removal of the employee from County service.

Policy

It is the policy of the Board of Supervisors that:

1. The use of monetary settlement agreements is prohibited when there is compelling evidence that the employee engaged in criminal activity.
2. All proposed monetary settlement agreements shall be reviewed by County Counsel and the Chief Administrative Officer prior to the appointing authority approving and signing the settlement agreement. All non-monetary settlement agreements shall be reviewed and approved by County Counsel and the Labor Relations Division of the Department of Human Resources.
3. No settlement agreement shall include a total monetary settlement agreement in excess of the amounts authorized under the provisions of Section 159 and Section 142 of the San Diego County Administrative Code unless approved by the Board of Supervisors. The approval of the Board of Supervisors shall be required where more than one settlement agreement is proposed with a single County employee.
4. Guidelines for the implementation of this Policy will be included in the Department of Human Resources Policy and Procedures Manual Policy Number 112.

Sunset Date

This policy will be reviewed for continuance by 12-31-21.

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Number**

Page

C-27

2 of 2

Board Action

4-25-95 (27)

5-16-06 (16)

12-09-08 (33)

10-28-14 (21)

CAO Reference

1. County Counsel