



Mendocino County Human Resources Department
Cherie Johnson, Director

**Side Letter of Agreement between the County of Mendocino
and Mendocino County Association of Confidential Employees**

October 2025

This Side Letter is entered into between the County of Mendocino and the Mendocino County Association of Confidential Employees, collectively referred to as "Parties."

The Parties have resolved meet and confer obligations, and, by this Side Letter, agree to amend Article 5, Subsection 1 Probationary Periods for New Hires, Promotions, Demotions, and Transfers, to be effective upon ratification, as follows:

**ARTICLE 5 – PROBATIONARY PERIODS FOR NEW HIRES,
PROMOTIONS, DEMOTIONS, AND LATERAL TRANSFERS**

5.1 Probationary

- A. There shall be a 12-month probationary period for all persons newly hired or promoted into or within a classification/position designated "confidential" or represented by the Association.
 - 1. There shall be, at a minimum, a 5-month and 11-month review and evaluation. Additional evaluations and reviews may occur.
- B. If the employee has already successfully completed probation for any classification in their current period of continuous employment, that employee shall serve a 6-month probationary period if they are appointed to another classification, including, but not limited to promotion, demotion, and appointment to a lower classification. If the employee has not already successfully completed probation for any classification in their current period of continuous employment, there shall be a 12-month probationary period for all persons who are newly hired, promoted, demoted, or who transfer from one classification into a different classification in the same salary grade.
- C. There shall be a six (6) month probationary period for all persons laterally transferring between departments within classifications designated "confidential" or represented by the Association, provided the employee has previously passed a probationary period for the classification.
- D. An employee returning to service with the County after a break in service into a classification in which he / she has previously passed probation shall serve a new 6-month probationary period from the date of re-hire.
- E. The County and Association agree to discuss or where appropriate under Myers-Milias-Brown Act, to meet and confer on any new countywide policy regarding probationary

periods proposed by the County.

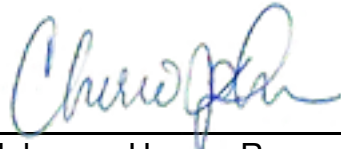
1. Substantial Conformity

If the provisions of the new or proposed countywide policy substantially conform to the probationary terms in sub-sections A and B above the County and Association agree to discuss the provision of the new or proposed policy.

2. Significant Alteration

If the provisions of the new or proposed countywide policy significantly alter or modify the probationary terms in sub-sections A and B above the County and Association agree to meet and confer on the provision of the new or proposed policy.

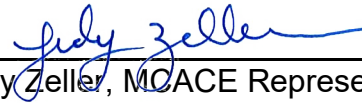
For the County of Mendocino:



Cherie Johnson, Human Resources Director

Date: 11/6/25

For the Mendocino County Association of
Confidential Employees:



Judy Zeller, MCACE Representative

Date: 11/6/2025