



County of San Bernardino

HIRING TRANSACTIONS

The following are the most commonly used types of Hiring transactions within San Bernardino County.

New Hire

- ◆ Regular – Appointment of an eligible candidate certified from an appropriate eligible list and the appointee shall be required to successfully complete the required probationary period.
- ◆ Exempt – Appointment of an eligible candidate that serves in a classified or unclassified position. Classified appointments are made through a competitive process governed by the merit system requirements and employees can achieve regular status. Unclassified employees are appointed and do not obtain regular status.
- ◆ Extra-Help – Appointment of an employee certified from an appropriate eligible list to cover the needs of a department, which includes, but is not limited to: seasonal peak work loads, emergency work loads of limited duration, vacation and paid sick leave relief, and other situations involving a fluctuating staff. No Extra-Help appointment shall exceed 2,080 service hours without approval of the Director of Human Resources or designee.
- ◆ Provisional – Appointment to a position of an individual who is not on an eligible list for the Job Code Title (classification) requested. The provisional appointment may be made under any one of the following conditions:
 - There is no existing eligible list for the Job Code Title and a comparable list is not available
 - The eligible list contains less than three (3) names
 - Persons on the list are not available for appointment under the terms and conditions of employment prescribed for the position

Provisional appointments are made for a maximum of twelve (12) months.

- ◆ Recurrent – Appointment of an employee certified from an appropriate eligible list to a position for an indefinite period on an on-call basis. This type of appointment may be for eighty (80) hours or less per pay period and does not require work in twenty-six (26) consecutive pay periods per year. Employees may not exceed 1,600 service hours in a year without the approval of the Director of Human Resources.
- ◆ Public Service Employee (PSE) – A County classification used to employ individuals assigned to entry-level duties in a variety of fields and occupations. PSE's are not certified from an eligible list, rather individual departments recruit them. PSE's shall be limited to twelve (12) months employment.
- ◆ Part-time – At the discretion of the appointing authority an employee may work in a regular position that is scheduled for less than eighty (80) hours per pay period. This appointment may be discontinued by the appointing authority with a written notice at least two (2) pay periods prior to effective date of the change.
- ◆ Contract – Appointment of an employee into an unclassified position that has been approved by the Board of Supervisors for a specific period of time. The appointing authority, or Contract employee may terminate this appointment under the terms of the contract with written notification.

Refer to New Hire procedure.

Appointment to Additional (Concurrent) Position

Under unusual circumstances, with the approval of the appropriate appointing authority and the Director of Human Resources, an employee in a regular position may also work in a Public Service Employee (PSE),

Extra Help or Contract position for the same or another appointing authority (also referred to as a concurrent position).

Refer to Appointment to Additional Position procedure.

Reemployment

Reemployment may mean one of the following:

- ◆ A regular employee who has terminated County employment and is rehired into the same Job Code Title in a regular position within one (1) year.
- ◆ A regular employee who has terminated County employment and is rehired into a regular position in the same job family within one (1) year.
- ◆ A regular employee who has terminated County employment and is rehired into a regular position in another job family within a ninety (90) calendar day period.
- ◆ A regular employee who has been laid off from County employment and is rehired into a regular position within one (1) year.

Refer to Reemployment procedure.

Returning Retiree

County retirees, with special skills or knowledge, may return to work on an extra-help basis for a period not to exceed 960 hours per fiscal year without terminating or suspending their retirement allowance.

Refer to Returning Retiree procedure.