



**County of San Bernardino**  
**AUTOMOBILE ELECTION**  
**Exempt, Special Districts/County**  
**Fire Exempt and Elected Officials**

---

Eligible Exempt and Special Districts/County Fire Exempt Group employees and Elected Officials shall be entitled to receive an automobile allowance for use of their own private vehicle on County business or will be provided a vehicle for County business use.

**REFERENCES**

Exempt Compensation Plan; Special Districts/County Fire Exempt Compensation Plan; Salary Ordinance for Elected Officials

**FORMS REQUIRED**

Automobile Election Agreement Exempt, Special Districts/County Fire Exempt and Elected Officials

**MANDATORY FIELDS**

Employee ID; Rcd No.; Last Name, First Name; Effective Date; Eligibility Group; Department; Job Code Title

**GENERAL INFORMATION**

To Initiate:

- ◆ When an employee becomes eligible, provide the Automobile Election Agreement – Exempt, Special Districts/County Fire Exempt, and Elected Officials form with the applicable Job Action Request (JAR) packet
- ◆ Check the “Initiate” box at the top of the form
- ◆ Employees electing to use their own private vehicle for County business should select “Bi-weekly Automobile Allowance” on the form
- ◆ Employees electing to use a County provided vehicle should select “County Provided Vehicle” on the form

To Revise:

- ◆ An Automobile Election Agreement – Exempt, Special Districts/County Fire Exempt and Elected Officials form must be submitted if revising the designation
- ◆ Check the “Revise” box at the top of the form
- ◆ Employees choosing to return the County provided vehicle should select “Return of County Vehicle” on the form, indicate the date the vehicle was returned to Fleet, and obtain initials from Fleet Management

To Cancel:

- ◆ Employees who are no longer eligible to receive the bi-weekly automobile allowance should check the “Cancel” box at the top of the form
- ◆ Employees choosing to return the County provided vehicle should select “Return of County Vehicle” on the form, indicate the date the vehicle was returned to Fleet, and obtain initials from Fleet Management

---

## **PAYROLL SPECIALIST RESPONSIBILITIES**

- ◆ Verify employee's eligibility options
- ◆ Audit for completeness (e.g., Employee/Appointing Authority printed name and signature are present)
- ◆ Complete Payroll Specialist Verification section

Reason:

AAP – assign additional pay – to Initiate/Revise for bi-weekly automobile allowance  
RAP – check to remove additional pay

Earnings Description:

A06 – Bi-weekly Automobile Allowance  
A07 – 1<sup>st</sup> District Supervisor only – Bi-weekly Automobile Allowance

- ◆ Retain copies for department file
- ◆ Forward originals to EMACS-HR (0030)
- ◆ Verify in EMACS that the employee's request has been processed (Initiate, Revise, or Cancel as applicable). If the election was to Initiate or Revise verify that the allowance amount is correct.

## **EMACS-HR RESPONSIBILITIES**

- ◆ Verify eligibility for the assigned job code
- ◆ Review form for completeness (e.g., Payroll Specialist signature, Employee signature, etc.)
- ◆ Audit keying for accuracy

## **DEADLINES**

Refer to Master Calendar for EMACS Processing

## **RELATED PROCEDURES**

Hiring Transactions

## **RELATED CHECKLISTS**

Concurrent Appointment (Additional Position) Request  
Contract to Regular  
Extra-Help or Recurrent or PSE to Regular  
New Hire - Exempt  
Promotion or Reclassification