



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

## CONCURRENT APPOINTMENT (ADDITIONAL POSITION) REQUEST

*Must print in Black or Blue ink ONLY*

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>
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<u>CURRENT POSITION</u>		<u>ADDITIONAL POSITION</u>	
Company:		Company:	
Department:		Department:	
Position No.:		Position No.:	
Job Code:		Job Code:	
Job Code Title:		Job Code Title:	
Union Code:		Union Code:	
Pay Group:		Pay Group:	
Position Type:		Position Type:	

### JUSTIFICATION

<b>Appointing Authority or Designee Signature (Current Position)</b>	<b>Date</b>
<b>Appointing Authority or Designee Signature (Additional Position)</b>	<b>Date</b>

*Office Use Only*

### HUMAN RESOURCES OFFICER REVIEW

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
<b>Human Resources Officer Signature</b>	<b>Date</b>

### FINAL REVIEW AND APPROVAL

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
<b>Director of Human Resources (HR) Signature</b>	<b>Date</b>

<input type="checkbox"/> Approved <input type="checkbox"/> Denied	Comments:
<b>Chief Executive Officer Signature</b> (required if Director of HR is appointing authority)	<b>Date</b>

This document/form incorporates use of e-signatures in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.