



County of San Bernardino CONCURRENT APPOINTMENT (Additional Position)

Under unusual circumstances, with the approval of the appropriate appointing authority or designee and the Director of Human Resources, an employee in a regular position may also work in a PSE, Extra Help/Recurrent or Contract position for the same or another appointing authority (also referred to as an additional position).

REFERENCES

Current County Consolidated Memorandum of Understanding (MOU) and Safety Unit (MOU)

FORMS/DOCUMENTS REQUIRED

MANDATORY FIELDS

Public Service Employee (PSE):

- | | |
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| <ul style="list-style-type: none"> ◆ Personnel Requisition (PR) <input type="checkbox"/> ◆ County Employment Application ◆ Extra Help Appointment Agreement <input type="checkbox"/> | <ul style="list-style-type: none"> Refer to Personnel Requisition procedure All Refer to Extra Help Appointment procedure |
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Extra Help/Recurrent:

- | | |
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| <ul style="list-style-type: none"> ◆ Personnel Requisition (PR) <input type="checkbox"/> ◆ Certification List ◆ Extra Help Appointment Agreement <input type="checkbox"/> | <ul style="list-style-type: none"> Refer to Personnel Requisition procedure N/A Refer to Extra Help Appointment procedure |
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Contract:

- | | |
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| <ul style="list-style-type: none"> ◆ Contract | <ul style="list-style-type: none"> Employee Signature and Date |
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All Transactions:

- | | |
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| <ul style="list-style-type: none"> ◆ Concurrent Appointment (Additional Position) Request <input type="checkbox"/> ◆ Checklist for Appointment to Additional Position <input type="checkbox"/> ◆ Job Action Request (JAR) <input type="checkbox"/> ◆ Employment Status and Wage Notification <input type="checkbox"/> | <ul style="list-style-type: none"> All Refer to Checklist procedure Refer to Job Action Request (JAR) procedure Refer to Employment Status and Wage Notification procedure |
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GENERAL INFORMATION

Extra Help/Recurrent – A PR must be completed and sent to Employment, Human Resources to request a certification list. After a selection has been made, this list must be returned to Employment, Human Resources with the hire date written for the selected applicant.

Public Service Employee (PSE) – A PR must be completed and sent to EMACS-HR along with the original application and the Extra Help/Recurrent Agreement prior to hire date.

If an employee in an Extra Help/Recurrent, PSE or Contract position is appointed to an additional regular position, refer to Hiring Transactions process for additional instructions.

Note: Employees in a regular position, covered by Fair Labor Standards Act (FLSA), who are scheduled to work 80 hours in a pay period, and are also filling a concurrent position, will be eligible to receive overtime payment for the hours worked in excess of the regularly scheduled 80 hours. Overtime hours must be calculated manually by the Payroll Specialist.

Refer to department guidelines for individual procedures.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Complete JAR with the action/reason: HIR/CON. Ensure that the proper employee record number is indicated.
- ◆ For Extra Help/Recurrent positions, ensure that copies of the certification list, Extra Help Agreement and the PR are attached to the JAR.
- ◆ For PSE positions, ensure that copies of the application, Extra Help Agreement and PR are attached to the JAR.
- ◆ For Contract positions, ensure that a copy of the approved contract is attached to the JAR.
- ◆ Complete Employment Status and Wage Notification and attach to JAR.
- ◆ Audit any additional forms for completeness and attach to JAR.
- ◆ Complete *Checklist for Concurrent Appointment (Additional Position)* to ensure all necessary forms are included in JAR Packet.
- ◆ Retain copies for department file
- ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to Master Calendar for EMACS Processing.

DISTRIBUTION GUIDELINES

Send completed JAR Packet to EMACS-HR.

RELATED FORMS/PROCEDURES

Advance Step Hiring Request-New Employee Only 
Bilingual Compensation Request 
Hiring Transactions