



## County of San Bernardino CONTRACT TO EXTRA-HELP

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A contract employee who has been certified from an appropriate eligible list may be hired to fill an extra-help position.

### REFERENCES

Current County Memoranda of Understanding (MOU)

### GENERAL INFORMATION

An employee may be placed in an extra-help position by one of the following methods:

- ◆ Use an existing vacant extra-help position number
- ◆ Request a new extra-help position number from EMACS-HR

Extra-help employees shall be compensated on an hourly basis only for hours actually worked, and shall be eligible for step advancement in accordance with the Salary Rates and Step Advancements article of the appropriate MOU.

At the end of 2,080 service hours worked, extra-help employees will be terminated unless the appointing authority or designee receives approval from the Director of Human Resources (HR) or designee to continue the appointment.

Extra-help employees will be required to participate in the Salary Savings PST Deferred Compensation Plan.

### PAYROLL SPECIALIST RESPONSIBILITIES

*Refer to department guidelines for individual procedures*

Using an existing vacant extra-help position number:

- ◆ Prepare Personnel Requisition (PR) as applicable. Check # 6, Other, and indicate "Contract to Extra-Help".
- ◆ Complete JAR packet
- ◆ Retain copies for department file
- ◆ Forward to EMACS-HR
- ◆ Verify that EMACS has been updated to reflect the requested action

Requesting a new extra-help position number:

- ◆ Complete a Position Number Request - Extra-Help/Recurrent/Contract
- ◆ Forward Request to CAO budget analyst for approval. Approved Request will be forwarded to EMACS-HR to establish a position number.
- ◆ Once position has been established prepare PR. Check # 6, Other, and indicate "Contract to Extra-Help".
- ◆ Complete JAR packet
- ◆ Retain copies for department file
- ◆ Forward to EMACS-HR
- ◆ Verify that EMACS has been updated to reflect the requested action

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**DEADLINES**

Refer to Master Calendar for EMACS Processing

**RELATED FORMS/PROCEDURES**

Checklist for Contract to Extra-Help 