



County of San Bernardino CONTRACT TO REGULAR

A contract employee who has been certified from an appropriate eligible list may be hired to fill a regular position.

REFERENCES

Current County Memoranda of Understanding (MOU)

GENERAL INFORMATION

Employees transferring to a regular position may be subject to a background check and physical examination.

All eligible benefits including any vacation and sick leave balances will transition with the employee into the regular position only if the contract specifies. Otherwise, balances and service hours will be cashed out or forfeited.

Refer to appropriate MOU for cash-out procedures for Administrative or Annual Leave, if applicable.

Employee may be required to attend New Employee Orientation (NEO). *Refer to the New Hire procedure*

Employees enrolled in PST will not be eligible for distribution of funds upon transitioning to a regular position. *Refer to Salary Savings procedure*

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Verify employee's current benefits
- ◆ Complete JAR packet
- ◆ Retain copies for department file
- ◆ Forward to EMACS-HR
- ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to Master Calendar for EMACS Processing

RELATED FORMS/PROCEDURES

Advanced Step Hiring-New Employee Only
Checklist for Contract to Regular