



County of San Bernardino

DISCIPLINARY ACTIONS

Suspension-Recall

An employee with regular status may be suspended for a specified period of time as a result of the employee being found to be in violation of the San Bernardino County Personnel Rules or department regulation.

REFERENCES

Current County Memoranda of Understanding (MOU), Personnel Rules

GENERAL INFORMATION

To process this action an Order of Suspension is required. Generally, this is prepared by the department Human Resources Business Partner (HRBP), who will provide a copy to the payroll specialist. The effective dates for the suspension will be specified on the Order. *Refer to department guidelines for individual procedures.*

Management, Professional, Supervisory, Safety Management and Supervisory, and Attorney employees shall only receive a suspension in increments of one (1) week. *Refer to Hours of Work Article in the appropriate MOU.*

Note: A proposed Order cannot be used to process a disciplinary action.

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Complete JAR
- ◆ Attach copies of the first and last page (signature page) of the Order to JAR. Copy of Order should be modified to comply with department confidentiality.
- ◆ Complete a second JAR to reinstate employee back from suspension status and attach an additional copy of the first and last pages of the Order to the JAR
- ◆ Retain copies for department file. *Refer to the department guidelines for individual procedures*
- ◆ Forward both JARs and attachments to EMACS-HR
- ◆ Verify that EMACS has been updated to reflect the requested action


DEADLINES

Refer to Master Calendar for EMACS Processing

DISTRIBUTION GUIDELINES

The department HRBP will forward the Order to employee's Personnel (OPF) File at Human Resources. *Refer to department guidelines for individual procedures.*

RELATED FORMS/PROCEDURES

Checklist for Suspension/Recall 
Personnel (OPF) File