



# DUAL APPOINTMENT AGREEMENT

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>	
<b>Company</b>	<b>Position No.</b>	<b>Department</b>	<b>Job Code Title</b>

A Dual Appointment is the appointment of two (2) full-time employees to the same budgeted regular position for a limited period of time in order to facilitate training, to make assignments to a position which is vacant due to extended authorized leave of absence or in an emergency.

You are being appointed to a position as a dual appointment under the following conditions:

As the most recently hired dual appointee, you shall enjoy all of the benefits of a regular employee, except regular status. The original incumbent retains rights to this position. However, if the original appointee returns from an extended authorized leave of absence or upon completion of the training period or emergency, the following procedure(s) shall apply:

- ◆ If the most recently appointed dual appointee has regular status in the same Job Code Title, the employee shall be placed in a vacant position in the same Job Code Title in the department/group. If no position is available, the employee shall be laid off, pursuant to the Layoff provisions of the appropriate MOU; provided, however, that the initial appointee shall be excluded from the order of layoff.
- ◆ If the most recently appointed dual appointee does not have regular status in the Job Code Title, the employee may be appointed to a vacant position in the same Job Code Title in the department/group, however, the employee shall be required to serve a probationary period, unless waived by the Director of Human Resources.
- ◆ If the most recently appointed dual appointee held prior regular status in a lower Job Code Title immediately preceding the dual appointment, the employee shall have the right to return to the former Job Code Title and department.
- ◆ If the most recently appointed dual appointee has not held prior regular status in a lower level Job Code Title, the employee shall be terminated.

At the discretion of the appointing authority and with Human Resources approval, hours worked during a dual appointment may be credited towards completion of the probationary period.

**I understand and agree to work under the terms and conditions described above.**

<b>Employee Signature</b>	<b>Date</b>
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**Office Use Only**

<b>Acknowledgment</b>	
I hereby acknowledge and declare that the above information was reviewed and explained to the employee.	
<b>Payroll Specialist (Print &amp; Sign)</b>	<b>Date</b>

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