



County of San Bernardino DUAL APPOINTMENT

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, make assignments to a position due to an extended authorized leave of absence, or in an emergency.

REFERENCES

Current County Memoranda of Understanding (MOU); Ordinance; Personnel Rules

FORMS REQUIRED

Dual Appointment Agreement 

MANDATORY FIELDS

All

GENERAL INFORMATION

The most common reasons for needing a Dual Appointment are:

- ◆ The current incumbent is separating or retiring from the position and it is necessary to provide a training period for the new incumbent
- ◆ The current incumbent is on an extended leave (i.e., sick leave, occupational injury/illness, or other approved extended leave) and is not expected to return to the position
- ◆ An emergency

The most recently appointed employee shall be notified of the terms of the Dual Appointment in writing (via the Dual Appointment Agreement) by the appointing authority or designee and such notification will clearly define the benefits to which the employee is entitled.

The most recently hired dual appointee shall enjoy all of the benefits of a regular employee except regular status, unless the most recently appointed dual appointee has regular status in the Job Code Title.

The benefits of the original incumbent hired into the position are not affected by the appointment of an additional person to the position.

The original incumbent retains rights to the position should they return regardless of the reason.

Upon return of the original appointee or 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. 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; however, the employee shall be required to serve a probationary period unless waived by the Director of Human Resources (HR).
- ◆ 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

Once the original incumbent vacates the position, the status for dual appointee shall be changed to probationary.

Waiver of Probationary Period

The appointing authority or designee may submit a memo for approval to the department Human Resources Business Partner (HRBP) and Director of Human Resources (HR) to request that the employee's time served as a dual appointee be credited toward completion of the probationary period. *Refer to Probationary Period procedure and Personnel Rules*

Important Note: When an existing employee is being moved from his/her current position to another position that will result in a dual appointment (position number change only), a manual PR is not required. In these cases, a Job Action Request (JAR) form must be completed, and the appointing authority or designee must write a justification memo explaining the reason for the dual appointment and the plan to resolve (if applicable). Submit the completed JAR to EMACS-HR (0030), and submit the justification memo to CAO Analyst for review and approval.








PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Complete an online Personnel Requisition (PR) and submit to Employment-HR, requesting to fill a regular position on a Dual Appointment basis
Note: If it is necessary to complete a manual PR, check the Dual Appointment box in section D and provide a brief justification. *Refer to PR procedure*
- ◆ After a hiring decision has been made, follow the appropriate procedures for an appointment to a regular position. *Refer to Hiring Transactions or New Hire procedure*
- ◆ Provide the Agreement to the employee for completion and acknowledge that the information was reviewed and explained to the employee.
- ◆ Audit for completeness
- ◆ Retain copies for department file
- ◆ Complete appropriate JAR packet
- ◆ Forward to EMACS-HR
- ◆ Verify that EMACS has been updated to reflect the requested action

Note: Upon termination of the original incumbent from the position, submit a JAR to change the status of the dual appointee to probationary. Complete an Employment Status and Wage Notification. *Refer to Employment Status and Wage Notification procedure*

Refer to department guidelines for individual procedures

RELATED FORMS/PROCEDURES

Checklist for Contract to Regular 
Checklist for Demotion (Voluntary) 
Checklist for Extra-Help/Recurrent/PSE to Regular 
Checklist for New Hire-Exempt 
Checklist for New Hire-Regular/Part-Time/Reemployment (Rehire) 
Checklist for Promotion 
Checklist for Transfer without Promotion/Lateral Transfer 
Promotions