



County of San Bernardino EXTRA-HELP/RECURRENT APPOINTMENT AGREEMENT

The Extra-Help/Recurrent Appointment Agreement identifies the conditions of the extra-help or recurrent position and is signed by the appointee to acknowledge awareness of the conditions of the appointment.

REFERENCES

Ordinance; Personnel Rules

FORMS REQUIRED

Extra-Help/Recurrent Appointment Agreement

MANDATORY FIELDS

All

GENERAL INFORMATION

All employees appointed to an extra-help or recurrent position are required to complete this form.

Extra-help appointments are used to cover the needs of a department, which includes, but is not limited to: seasonal peak workloads, emergency work loads of limited duration, vacation and paid sick leave relief, and other situations involving a fluctuating staff.

Extra-help appointments shall not exceed 2,080 service hours worked without the approval of the Director of Human Resources (HR) or designee. *Refer to New Hire procedure*

Recurrent appointments are for an indefinite period and the appointee may work for 80 hours or less per pay period, and is not required to work 26 consecutive pay periods per year.

Recurrent employees may not exceed 1,547 service hours worked in a fiscal year without the approval of the Director of HR or designee. *Refer to New Hire procedure*

PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Complete form
- ◆ Provide completed form to employee for signature
- ◆ Payroll Specialist reviews and explains the Extra-Help/Recurrent Appointment Agreement to employee and signs acknowledgment.
- ◆ Audit for completeness
- ◆ Retain copy for department file
- ◆ Forward original to EMACS-HR (0030)

RELATED FORMS AND PROCEDURES

Checklist for Extra-Help to Recurrent
Checklist for New Hire – Extra-Help/Recurrent
Checklist for New Hire – PSE
Checklist for PSE to Extra-Help
Checklist for Recurrent to Extra-Help
Checklist for Regular to Extra-Help/Recurrent