



County of San Bernardino

EXTRA-HELP TO RECURRENT

An extra-help employee may transition to a recurrent position for an indefinite period of time to provide for on-call or intermittent staffing needs.

REFERENCES

Current County Memoranda of Understanding (MOU)

GENERAL INFORMATION

An employee may be placed in a recurrent position by one of the following methods:

- ◆ Use an existing vacant recurrent position number
- ◆ Convert an employee's existing position from extra-help to recurrent, via a request for approval memo from the department Human Resources Business Partner (HRBP) to the Director of Human Resources (HR)
- ◆ Request a new recurrent position number from EMACS-HR

Recurrent employees shall be compensated on an hourly basis only for hours actually worked.

Recurrent employees may not exceed 1,600 hours in a year without the approval of the Director of HR.

The service hours for an employee converting from an extra-help position to a recurrent position will start over for purposes of determining the maximum hours they are allowed to work.

Recurrent employees shall continue to participate in the Salary Savings PST Deferred Compensation Plan.

PAYROLL SPECIALIST RESPONSIBILITIES

Refer to department guidelines for individual procedures

Using an existing vacant recurrent position number:

- ◆ Prepare Personnel Requisition (PR) as applicable. Check #6, Other, and indicate "Extra-Help to Recurrent".
- ◆ Complete JAR packet
- ◆ Retain copies for department file
- ◆ Forward to EMACS-HR (0030)
- ◆ Verify that EMACS has been updated to reflect the requested action

Converting an employee's existing position number from extra-help to recurrent:

- ◆ Obtain from the department's respective CAO Analyst a copy of the recurrent position number memo approved by the Director of Human Resources
- ◆ Complete JAR packet
- ◆ Retain copies for department file
- ◆ Forward to EMACS-HR (0030)
- ◆ Verify that EMACS has been updated to reflect the requested action

Requesting a new recurrent position number:

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- ◆ Complete a Position Number Request - Extra-Help/Recurrent/Contract
 - ◆ Forward Request to CAO budget analyst for approval. Approved Request will be forwarded to EMACS-HR to establish the position number
 - ◆ Once position has been established, prepare PR. Check #6, Other, and indicate “Extra-Help to Recurrent”
 - ◆ Complete JAR packet
 - ◆ Retain copies for department file
 - ◆ Forward to EMACS-HR (0030)
 - ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to Master Calendar for EMACS Processing

RELATED FORMS/PROCEDURES

Checklist for Extra-Help to Recurrent 