EXTRA-HELP/RECURRENT
PUBLIC SERVICE EMPLOYEE (PSE)
APPOINTMENT AGREEMENT
Board-Governed Special Districts

☐ Extra-Help　　　☐ Recurrent

Must print in Black or Blue ink ONLY

Employee ID	Last Name, First Name	Proposed Hire
Position No.	**Department**	**Job Code Title**

You are being appointed to an extra-help or recurrent position under the conditions listed below:

1. Pursuant to the Special Districts Personnel Rule III, Section 2, extra-help and recurrent employees are in the Unclassified Service with working conditions normally associated with fixed term temporary employment and cannot gain regular status regardless of time served. Persons appointed to positions in the Unclassified Service are hired and terminated at the discretion of the appointing authority except as otherwise provided by law.
2. Extra-help appointees shall not exceed 2,080 service hours without approval of the Director of Human Resources or designee.
3. Recurrent appointees may work for 80 service hours or less per pay period and are not required to work in 26 consecutive pay periods per year. Employees may not exceed 1,547 service hours in a fiscal year without the express approval of the Director of Human Resources.
4. A recurrent appointment shall mean an appointment, which is made for an indefinite period of time, to meet additional staffing needs.
5. In order to be considered for a regular position, the appointee must apply and compete for such positions through the County's formal examination process.
6. Appointees to extra-help or recurrent positions shall be compensated on an hourly basis only for hours actually worked.
7. Step advances are at the discretion of the appointing authority after completion of not less than 1,040 hours worked each step.
8. Returning retirees: a) may not work more than 960 service hours in any fiscal year ending June 30th, b) must wait 180 days from their date of retirement from the San Bernardino County Employees' Association (SBCERA) before returning to work for the County except under certain conditions. Refer to the Returning Retiree Form.
9. You are not eligible to enroll in the employer paid life insurance or to enroll in any voluntary life insurance offered by Special Districts/County Fire Department.
10. In compliance with the Patient Protection and Affordable Care Act (PPACA), you will be offered minimum value health plan coverage if you are scheduled to work more than 30 or more hours per week. You may elect to decline this coverage by completing a declination agreement for essential health plan coverage.
11. You shall participate in the County of San Bernardino's PST Deferred Compensation Plan in lieu of participation in any other retirement plan. You will contribute 7.5% of your biweekly gross earnings. Your contribution shall be automatically deducted from your earnings. Maximum contributions shall be 7.5% of your maximum covered wages in lieu of Social Security.
12. Under the California Healthy Workplaces, Healthy Families Act the County of San Bernardino will provide for the use of annual paid sick leave up to 5 days or 40 hours in a 12 month period, whichever is greater, to employees in the unclassified service who are not covered under a memorandum of understanding (MOU), county ordinance or Compensation Plan that expressly provides for paid sick leave.
13. You may receive legally required benefit and/or right, such as Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) of 1993, as applicable.

I have read and understand the conditions of this appointment above.

Employee Signature	Date

Office Use Only

Acknowledgment
I hereby acknowledge and declare that the above information was reviewed and explained to the employee.

Payroll Specialist (Print & Sign)	Phone Number	Date

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

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