



# County of San Bernardino EXTRA-HELP/RECURRENT/PSE TO REGULAR

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An extra-help/recurrent/PSE employee who has been certified from an appropriate eligible list may be hired to fill a regular position.

## REFERENCES

Current County Memoranda of Understanding (MOU)

## GENERAL INFORMATION

Upon the request of the department, subject to the approval of the Director of Human Resources (HR), an extra-help/recurrent/PSE employee, who is certified for a probationary appointment to a regular position after thirty days of continuous service in the Job Code Title, may have that time credited toward completion of the probationary period. The evaluation of their work performance must meet the same standards as a probationary employee.

Employees transitioning to a regular position may be subject to a background check and physical examination. The employee will be required to attend New Employee Orientation (NEO). *Refer to New Hire procedure*

Extra-help/recurrent employees transitioning to a regular position in the same Job Code Title will have their hours worked credited toward their step advancement in accordance with the Salary Rates and Step Advancements article of the MOU.

**Note:** Hours worked as a PSE do not count toward step advancement or probation

The employee may have the option of purchasing prior service credit for retirement. The employee should contact Employee Benefits and Services Division-Human Resources (EBSD-HR) for further information.

Employees hired into a regular position will not be eligible for distribution of their Salary Savings PST Deferred Compensation funds. *Refer to Salary Savings procedure*

## PAYROLL SPECIALIST RESPONSIBILITIES

*Refer to department guidelines for individual procedures*

- ◆ Provide appropriate forms to employee for completion
- ◆ Audit forms for completeness
- ◆ 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/Recurrent/PSE to Regular