



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

The Extra-Help/Recurrent Public Service Employee Appointment Agreement identifies the conditions of the extra-help, recurrent or public service employee position and is signed by the appointee to acknowledge awareness of the conditions of the appointment.

REFERENCES

Non-Represented Compensation Plan; Special Districts Personnel Rules

FORMS REQUIRED

MANDATORY FIELDS

Extra-Help/Recurrent/Public Service Employee Appointment Agreement

All

GENERAL INFORMATION

All employees appointed to an extra-help, recurrent or public service employee 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 shall mean an appointment to meet additional staffing needs and is intended for an indefinite period of time.


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 