



County of San Bernardino NEW HIRE

A newly hired employee is a person who has met all of the job requirements, has qualified by competitive examination or service to fill a position and who has subsequently been interviewed and selected for a vacant position.

REFERENCES

All current County Memoranda of Understanding (MOU); Exempt Compensation Plan; Personnel Rules; County Policy Manual

GENERAL INFORMATION

Personnel Requisition (PR)

Departments requesting to fill a regular position must first submit an online PR to Employment - Human Resources (HR) for the referral of names from an appropriate eligible list for the position being filled. *Refer to Personnel Rules, Rule V, Eligible Lists. In addition, refer to the Personnel Requisition procedure.*

Certification List

After verifying the information on the online PR, Employment - HR will certify a list of applicants for the Job Code Title requested by the department. Names will be certified in groups of ten (10) or more. Once the department has received the Certification List the applicants should be contacted and scheduled for a selection interview. *Refer to Personnel Rules, Rule VI Certification, Section 2, Certification.*

Job Offer

Upon acceptance by the eligible candidate, the certification list must be completed showing the results of the interview and the proposed start date of the person hired. *Refer to Personnel Rules, Rule VII Appointments, Section 6, Medical Examination. Also refer to department guidelines for individual procedures.*

Medical Examination

A pre-employment medical examination is required for all new employees prior to start date. The department should contact the Center for Employee Health and Wellness to schedule the medical examination, which includes a drug and alcohol test and may also include tuberculosis (TB) testing depending on the employee's Job Code Title and/or department. Advise prospective employees not to give notice to current employer until results of the medical examination are verified. *Refer to Personnel Rules, Rule VII Appointments, Section 6, Medical Examination. Also, refer to department guidelines for individual procedures.*

Background Check

Some departments conduct a background check as a contingency to an employee being hired. *Refer to department guidelines for individual procedures.*

Start Date

Regular, Exempt and Part-Time employees must start at the beginning of a pay period after it has been confirmed they have successfully completed the medical examination and background check, if required. However, in special circumstances with the approval of the appointing authority, employees may be hired into these positions mid pay period.

Extra-Help, Recurrent, Public Service Employee (PSE) and Contract employees may start at anytime during a pay period without approval of the appointing authority.

Offer of Employment Letter (Recommended)

Departments should send a letter confirming the job offer, which may include notification to attend the New Employee Orientation (NEO), instructions for reporting to work, confirmation of their work schedule, required documents to produce for Immigration and Naturalization Services (INS), and instructions for completing payroll and benefit forms. *Refer to Welcome Letter template on the Performance, Education and Resource Centers (PERC) website.*

New Employee Orientation (NEO)

Regular, Exempt, Part-time, and Contract employees with benefits are required to attend an orientation, which is usually their first day of work. There, the medical and dental insurance, benefit plans, retirement options, life insurance and various other benefits are explained. NEO is to be scheduled through the County Intranet Performance Education and Resource Center (PERC) web page:

<https://newemployee-dept.hr.sbcounty.gov>. *Refer to department guidelines for individual procedures.*

Note: Exempt employees are also required to attend an Exempt orientation, which is scheduled with

Employee Benefits and Services – HR.**Benefits**

Refer to the appropriate MOU.

TYPES OF POSITIONS**Regular**

Appointment of an eligible candidate certified from an appropriate eligible list. The appointee will be required to successfully complete the required probationary period. *Refer to Checklist for New Hire – Regular.*

Exempt

Appointment of an eligible candidate who serves in a classified or unclassified position at the pleasure of the appointing authority. *Refer to Checklist for New Hire – Exempt.*

Extra-Help

Appointment of an employee certified from an appropriate eligible list to cover the needs of a department, which includes, but is not limited to: seasonal peak work loads, emergency work loads of limited duration, vacation and paid sick leave relief, and other situations involving a fluctuating staff. No extra-help appointment shall exceed twelve (12) months without approval of the Director of HR or designee. *Refer to Checklist for New Hire – Extra-Help/Recurrent/PSE. Also, refer to the County Policy Manual, No. 07-12* <http://countyline.co.san-bernardino.ca.us/policy/pdf/07-12.pdf>

Recurrent

Appointment of an employee certified from an appropriate eligible list to a position for an indefinite period on an on-call basis. This type of appointment may be for eighty (80) hours or less per pay period and does not require work in twenty-six (26) consecutive pay periods per year. Employees may not exceed 1,600 hours in a year without the approval of the Director of HR. *Refer to Checklist for New Hire – Extra-Help/Recurrent/PSE.*

Public Service Employee (PSE)

A County classification used to employ individuals assigned to entry-level duties in a variety of fields and occupations. PSE's are not certified from an eligible list, rather individual departments recruit them. PSE appointments shall not exceed twelve (12) months without approval of the Director of Human Resources or designee. *Refer to Checklist for New Hire – Extra-Help/Recurrent/PSE. Also, refer to the County Policy Manual, No. 07-12SP* <http://countyline.co.san-bernardino.ca.us/policy/pdf/07-12SP.pdf>

Part-time

At the discretion of the appointing authority, an employee may work in a regular position that is scheduled for less than eighty (80) hours per pay period. This appointment may be discontinued by the appointing authority with a written notice at least two (2) pay periods prior to effective date of the change. *Refer to New Hire – Regular.*

Contract

Appointment of an employee into an unclassified position that has been approved by the Board of Supervisors for a specified period of time. The appointing authority or contract employee may terminate this appointment under the terms of the contract with written notification. *Refer to Checklist for New Hire – Contract.*

PAYROLL SPECIALIST RESPONSIBILITIES

Refer to department guidelines for individual procedures


- ◆ Schedule new employee for orientation and Exempt orientation if applicable
- ◆ Complete appropriate JAR packet


DEADLINES

Refer to Master Calendar for EMACS Processing


RELATED FORMS/PROCEDURES

Checklist for New Hire – Contract 

Checklist for New Hire – Exempt 

Checklist for New Hire – Extra-Help – Recurrent 

Checklist for New Hire – Regular – Part-Time – Reemployment (Re-Hire) 

Dual Appointment Agreement 

Job Action Request 

Provisional Appointment Agreement 

Underfill Agreement 