



## County of San Bernardino One-Time ARC Volunteer Incentive

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General - The County shall provide a one-time incentive of \$500 to Social Service Practitioners who prior to Board approval of the MOU volunteered and were designated by CFS as part of their regularly assigned schedule to work evening or night shifts in the After Hours Response Center (ARC), or who within one year following Board approval of the MOU volunteer and are designated by CFS as part of their regularly assigned schedule to work evening or night shifts in the ARC, to assist in the initial staff-up of the Center. The ARC volunteer incentive shall be paid the first pay period following Board approval of the MOU, or the first pay period following an employee volunteering and being designated by CFS as part of their regularly assigned schedule to work evening or night shifts in the ARC.

### REFERENCES

1. The Current Professional Unit Memorandum of Understanding (MOU) between the County and SEIU 721

### FORMS REQUIRED

One-Time ARC Volunteer Incentive (Payroll Adjustment)

### DEPARTMENT RESPONSIBILITIES

- ◆ Develop a process for identifying One-Time ARC Volunteers eligible for this Incentive

### DEPARTMENT PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Verify employee is a Social Services Practitioner
- ◆ Verify date of eligibility.
  - ◆ This date could be the first pay period after the approval from the Board of Supervisors.
  - ◆ Or this date could be the first pay period after an employee volunteers and is designated by Children & Family Services as part of an employees regular assigned schedule to work evening or night shifts in the ARC.
- ◆ Obtain Appointing Authority's approval
- ◆ Certify that the Employee is eligible to receive this Incentive payment
- ◆ Submit request to Central Payroll by the "P" date for payroll processing