



County of San Bernardino Professional Engineer Bonus

General - Public Works Engineer II's who possess, or subsequently obtain, a Professional Engineer Certification during the term of this MOU shall be eligible to receive a one-time one thousand dollar (\$1,000) Professional Engineer Bonus, subject to withholdings.

To receive the Bonus eligible employees shall be required to submit a written request for the Bonus with an attached copy of the Professional Engineer Certification to the Appointing Authority. The Bonus shall be payable as soon as practicable following the Appointing Authority's verification of such written request.

An eligible employee in a regular position who is part-time or job-sharing shall be eligible for a prorated lump-sum payment based on regularly scheduled hours.

A Public Works Engineer II who has separated from County employment or the Professional Unit for any reason prior to submitting a written request for the Bonus, or who fails to submit a written request for the Bonus prior to the expiration of the MOU, shall not be eligible to receive the Bonus

REFERENCES

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

FORMS REQUIRED

Professional Engineer Bonus Request (Payroll Adjustment)

EMPLOYEE RESPONSIBILITIES

- ◆ Submit written request for Professional Engineer Bonus to Appointing Authority
- ◆ Submit a copy of Professional Engineer Certification to Appointing Authority along with written request

DEPARTMENT PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Verify employee is a Public Works Engineer II
- ◆ Verify Professional Engineer Certification received from employee
- ◆ Obtain appointing Authority's Approval
- ◆ For employees who are part-time or job-sharing, prorate the lump-sum payment based on the employee's regularly scheduled hours. (e.g. 30 hours a week; $30 \times 2 = 60$; $60/80 = .75$ or 75%; $1000 \times 75\% = \$750.00$)
- ◆ Submit request to Central Payroll by the "P" date for payroll processing