



## County of San Bernardino Remote Assignment Incentive

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General - The Appointing Authority may request a Remote Assignment Incentive to assist in the recruitment, appointment, and retention of qualified individuals into position/classifications in remote assignments that have been determined by the County to have historical/demonstrable recruitment and/or retention difficulty.

Program Applicability - The Appointing Authority may request authorization to apply the Remote Assignment Incentive to assist in filling regular positions in remote assignments in their department. The position/classification must be in a remote location and has been determined by the County to have historical/demonstrable recruitment and/or retention difficulty. The Human Resources Director shall have sole authority to determine the applicability, amount, and duration of this incentive program to each requested position/classification in the remote assignment, and shall certify applicability of the incentive program for each position, by assignment, department, and beginning and ending dates. Such determinations shall not be subject to the Grievance Procedure, or any other review or appeal.

Remote Assignment Bonus - An employee hired into a regular position/classification in a remote assignment certified for participation in this program shall be eligible to receive recruitment bonuses in accordance with the following:

- (1) **Bonus Amount and Method of Payment** - Eligible employees who are hired into a position/classification in a remote area certified for participation in the program shall receive five hundred dollars (\$500.00) upon hire and an additional five hundred dollars (\$500.00) upon completion of 2,080 hours in the position/classification at the remote location. Each bonus payment shall be considered taxable income and subject to withholding.
- (2) **Limitations and Exclusions**
  - (i) No incentive will be paid to any candidate whose name was placed on the eligible list for positions/classifications in the remote assignment prior to the beginning date certified by the Director of Human Resources for that position/classification in the remote assignment to be eligible for participation in the Remote Assignment Incentive Bonus Program. Similarly, no bonus will be paid to any candidate whose name was placed on the eligible list for positions/classifications in the remote assignment after the ending date certified by the Director of Human Resources for that position/classification in the remote assignment to be eligible for participation in the Remote Assignment Incentive Bonus Program.
  - (ii) The bonus payment shall not be considered in determining regular rate of pay for purposes of computing overtime compensation.
  - (iii) In cases where the eligible employee resigns, transfers out of the eligible position/classification in the remote assignment, or is terminated prior to completion of the 2,080 service hour period, any unpaid remote assignment bonuses shall not be paid.

For the purposes of SSP positions, remote assignments may include locations in the high-desert, low-desert, and Needles

### REFERENCES

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

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## **FORMS REQUIRED**

Remote Assignment Incentive (Payroll Adjustment)

## **DEPARTMENT PAYROLL SPECIALIST RESPONSIBILITIES**

- ◆ Verify the position/classification is in a remote area certified for participation in this program
- ◆ Verify candidate's name was not on certified list prior to or after expiration of position being certified as eligible for the remote assignment incentive by Director of Human Resources.
- ◆ Verify candidate has completed 2080 hours of service prior to issuing additional \$500.00 incentive payment.
- ◆ Obtain appointing authority's approval
- ◆ Obtain Director of Human Resources approval
- ◆ Submit request to Central Payroll by the "P" date for payroll processing

## **HUMAN RESOURCES RESPONSIBILITIES**

- ◆ Approval by the Director of Human Resources that the position is certified for participation in the program