



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

# One-Time ARC Volunteer Incentive (Payroll Adjustment)

Must print in Black or Blue ink ONLY

<b>Employee ID</b>	<b>Rcd No.</b>	<b>Last Name, First Name</b>	
<b>Department</b>		<b>Approved Payment Amount</b>	<b>Effective Pay Period</b>

This payment is requested pursuant to The After Hours Response Center Shift Differential Sub Section of the Professional Unit Memorandum of Understanding (MOU) between SEIU 721 and the County of San Bernardino.

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 Children & Family Services (CFS) as part of their regularly assigned schedule to work evening or night shifts in the 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.

Job Title:
Date of Eligibility:
Sunset Date:

I certify that I have verified the employee's eligibility for the One-Time ARC Volunteer Incentive per the MOU.

<b>Payroll Specialist Name (Print &amp; Sign)</b>	<b>Telephone</b>	<b>Date</b>
<b>Appointing Authority or Designee (Print &amp; Sign)</b>	<b>Telephone</b>	<b>Date</b>

**Office Use Only**

<b>PP Begin Date</b>	<b>PP End Date</b>	<b>M20</b> <b>\$500.00</b>	<b>Verified By/Date</b>	<b>Keyed By/Date</b>	<b>Reviewed By/Date</b>
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DISTRIBUTION: Original - Central Payroll (0032)