



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

Professional Engineer Bonus Request (Payroll Adjustment)

Job Share / Part-Time Employee

Full-Time Employee

Must print in Black or Blue ink ONLY

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

This payment is requested pursuant to the Professional Engineer Bonus Article of the Professional Unit Memorandum of Understanding (MOU) between SEIU 721 and the County of San Bernardino.

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 Authorities 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

Complete this prorate section only if the employee is Part-Time or Job Share

Scheduled hours per pay period	Standard hours per pay period	Job Share Prorate	Bonus	Eligible Bonus
<input type="text"/>	/ <input type="text"/>	= <input type="text"/>	X <input type="text"/>	= <input type="text"/>

Note: This article is only valid during the term of this MOU; therefore it will end effective June 30, 2019.

I certify that I have verified the employee's eligibility for the Professional Engineer Bonus per the MOU.

Payroll Specialist Name (Print & Sign)	Telephone	Date
Appointing Authority or Designee (Print & Sign)	Telephone	Date

Office Use Only

PP Begin Date	PP End Date	M54	Verified By/Date	Keyed By/Date	Reviewed By/Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

DISTRIBUTION: Original - Central Payroll (0032)