



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

Remote Assignment Incentive (Payroll Adjustment)

Must print in Black or Blue ink ONLY

Employee ID	Rcd No.	Last Name, First Name	
Department		Position/Classification	Effective Pay Period

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

A Remote Assignment Incentive may be requested to assist in the recruitment, appointment and retention of qualified individuals into positions/classifications that have been determined by the County to have historical/demonstrative recruitment and/or retention difficulty.

The Remote Assignment Incentive may be used to assist in filling regular positions in remote locations and that have been determined by the County to have historical/demonstrative 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 begin and end dates.

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

The above employee has been hired into a remote area certified for participation in this program and is therefore eligible to receive the initial hire payment of (five hundred dollars) \$500.00.

OR

The above employee has been hired into a remote area certified for participation in this program, has completed 2,080 hours and is therefore eligible to receive the additional payment of (five hundred dollars) \$500.00.

I certify that I have verified the employee's eligibility for the Remote Assignment Incentive per the MOU.

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

Human Resource Officer

I certify that the above referenced position has been certified eligible for the Remote Assignment Incentive Program.

Human Resource Officer (Signature)	HRO (Printed Name)	Date
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Office Use Only

PP Begin Date	PP End Date	M55	Verified By/Date	Keyed By/Date	Reviewed By/Date
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DISTRIBUTION: Original - Central Payroll (0032)