



RECURRENT TO EXTRA-HELP

A recurrent employee may transition to an extra-help position not to exceed 2,080 service hours.

REFERENCES

Current County Memoranda of Understanding (MOU)

GENERAL INFORMATION

An employee may be placed in an extra-help position by one of the following methods:

- ◆ Use an existing vacant extra-help position number
- ◆ Request a new extra-help position number from EMACS-HR

Extra-Help employees shall be compensated on an hourly basis only for hours actually worked, and shall be eligible for step advancement in accordance with the Salary Rates and Step Advancements article of the appropriate MOU.

Recurrent employees who transition to an extra-help position will be paid for any unused vacation leave balances within two (2) pay periods, if applicable.

At the end of 2,080 service hours worked, extra-help employees will be terminated unless the appointing authority receives approval from the Director of Human Resources (HR) to continue the appointment.

Extra-Help employees shall continue to participate in the PST Deferred Compensation Plan.

PAYROLL SPECIALIST RESPONSIBILITIES

Refer to department guidelines for individual procedures

Using an existing vacant extra-help position number:

- ◆ Prepare Personnel Requisition (PR) as applicable. Check # 6, Other, and indicate "Recurrent to Extra-Help"
- ◆ Complete JAR packet
- ◆ Retain copies for department file
- ◆ Forward to EMACS-HR (0030)
- ◆ Verify that EMACS has been updated to reflect the requested action

Requesting a new extra-help position number:

- ◆ Complete a Position Number Request-Extra-Help/Recurrent/Contract
- ◆ Forward Request to CAO budget analyst for approval. Approved Request will be forwarded to EMACS-HR to establish a position number
- ◆ Once a position has been established, prepare Personnel Requisition (PR). Check # 6, Other, and indicate "Recurrent to Extra-Help"
- ◆ Complete JAR packet
- ◆ Retain copies for department file
- ◆ Forward to EMACS-HR (0030)

-
- ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to Master Calendar for EMACS Processing

RELATED FORMS/PROCEDURES

Checklist for Recurrent to Extra-Help 