



## County of San Bernardino

# REGULAR TO CONTRACT

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An employee in a regular position may be appointed to an unclassified contract position that has been approved by the Board of Supervisors.

### GENERAL INFORMATION

An employee may be placed in a contract position by one of the following methods:

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

A signed County Employment Contract approved by the Board of Supervisors is required.

Benefits, if any, will be stated in the employment contract. Any benefits that an employee is currently receiving that are not included in the contract will be terminated and cashed out, as applicable.

### PAYROLL SPECIALIST RESPONSIBILITIES

*Refer to department guidelines for individual procedures*

Using an existing vacant contract position number:

- ◆ Obtain a copy of the Board approved employment contract
- ◆ 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 contract 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.
- ◆ 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 Regular to Contract 