



County of San Bernardino

REGULAR TO EXTRA-HELP/RECURRENT

An employee in a regular position may, upon approval, transition to an extra-help/recurrent position upon terminating from their regular position. Additionally in certain circumstances, with the approval of the appointing authority(ies) and the Director of Human Resources (HR) an employee in a regular position may work in an extra-help or recurrent position in addition to their regular position.

REFERENCES

Current County Memoranda of Understanding (MOU)

GENERAL INFORMATION

Extra-Help appointments are limited to covering seasonal peak workloads; emergency extra workloads of limited duration, necessary vacation, holiday or sick leave relief, temporary extra-help to cover workloads pending establishment and/or hiring into vacant positions; and other situations involving fluctuating staff. At the end of 2,080 service hours the extra-help appointment shall be terminated, unless the appointing authority receives approval from the Director of Human Resources (HR) or designee to continue the appointment.

Recurrent employees may work for an indefinite period of time to provide for on call or intermittent staffing needs over the course of one or more years, not to exceed 1,600 service hours per year from the date appointed to the recurrent position.

Extra-Help/Recurrent employees do not receive any of the benefits they received in a regular position and are compensated on an hourly basis only for hours actually worked. Any benefits that an employee is currently receiving will be terminated and cashed out. They shall be eligible for step advancement based upon completed service hours and satisfactory service. Exception – Public Service Employees are not guaranteed a step advancement. They must be recommended for a step advancement, by their supervisor, and generally it is in one step increments. *Refer to Salary Rates and Step Advancements Article of the MOU.*

Extra-Help/Recurrent employees shall participate in the PST Deferred Compensation Plan in lieu of participation in Social Security or any other retirement plan. Employees shall contribute 5% of the employee's biweekly gross earnings, and the County shall contribute 2.5% of the employee's bi-weekly gross earnings.

Note: EMACS considers this action a transfer and not a termination.

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 "Regular to Extra-Help/Recurrent".
- ◆ 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 position has been established prepare PR. Check #6, Other, and indicate "Regular to Extra-Help/Recurrent"
- ◆ 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 Extra-Help/Recurrent 