



County of San Bernardino RETURN TO FORMER JOB CODE TITLE

RETURN TO FORMER JOB CODE TITLE - PROBATIONARY

A promoted employee who has attained regular status in another Job Code Title, and does not successfully complete the probationary period, may be returned to the former Job Code Title, or comparable Job Code Title, without right to review or appeal upon direction of the department appointing authority.

REFERENCES

All Current County Memoranda of Understanding (MOU); Personnel Rules

GENERAL INFORMATION

An employee may request to voluntarily return to their former department and Job Code Title, but they are **not** guaranteed placement.

All Returns to Former Job Code Title require the approval of the Human Resources Business Partner (HRBP). The HRBP will coordinate with the prior department, if applicable, and will generate a memo with instructions for the employee's return. *Refer to department guidelines for individual procedures.*

The employee will return to the Job Code Title, or comparable Job Code Title, salary, range, and step held prior to the promotion. No credit shall be granted for time spent at the promoted level for next step due date.




PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Ensure memo is received from HRBP
- ◆ Complete appropriate JAR packet
- ◆ Submit original approved memo to EMACS-HR with JAR packet
- ◆ Retain copy for department file
- ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to Master Calendar for EMACS Processing

RELATED FORMS/PROCEDURES

Checklist for Return to Former Job Code Title 
Demotions
Employment Status and Wage Notification 
Job Action Request 
Promotions


RETURN TO FORMER JOB CODE TITLE FROM ASSIGNMENT TO VACANT HIGHER POSITION

Employees who complete an Assignment to Vacant Higher Position must be returned to their former Job Code Title and rate of pay.

REFERENCES

All Current County Issued Memoranda of Understanding (MOU); Exempt Compensation Plan

FORMS REQUIRED

Return To Former Job Code Title From Vacant Higher Position 

MANDATORY FIELDS

All

GENERAL INFORMATION

Assignments to vacant higher positions will not generally exceed one year. At the end of the assignment employees must be returned to the Job Code Title, or comparable Job Code Title, salary, grade and step held prior to the Assignment to Vacant Higher Position.

If, while on temporary assignment, the employee's step due date occurs, the employee shall receive their salary step effective the pay period they are returned to their former Job Code Title; provided, however, that the employee received a Work Performance Evaluation of at least "Meets Job Standards" while on the temporary assignment. *Refer to the appropriate MOU, Temporary Performance of Higher Level Duties, Compensation.*



PAYROLL SPECIALIST RESPONSIBILITIES

- ◆ Audit form for completeness
- ◆ Complete appropriate JAR packet
- ◆ Submit original form to EMACS-HR with JAR packet
- ◆ Retain copy for department file
- ◆ Verify that EMACS has been updated to reflect the requested action

DEADLINES

Refer to Master Calendar for EMACS Processing

RELATED FORMS/PROCEDURES

Checklist for Return to Former Job Code Title 
Employment Status and Wage Notification 
Job Action Request 