



**County of San Bernardino**  
**SAN BERNARDINO COUNTY SAFETY**  
**EMPLOYEES' BENEFIT ASSOCIATION (SEBA)**

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Membership in the San Bernardino County Safety Employees' Benefit Association (SEBA) is required as a condition of employment for all new regular employees in the Safety bargaining unit to pay for their membership dues or designate the equivalent dollars to charity. Membership by employees in the Safety Management bargaining unit is optional.

**REFERENCES**

Current County Safety Memorandum of Understanding

**FORMS REQUIRED**

San Bernardino County Safety Employees' Association  
Member Application

**MANDATORY FIELDS**

All

**GENERAL INFORMATION**

The SEBA Membership Card must be completed and submitted with original appointment documents. Refer employees directly to SEBA for any cancellations or revisions (i.e., name change, address change, beneficiary change).

Employees requesting exemption from joining SEBA will require verification in the form of a letter from a bona fide religion, body or sect, and a memo stating which of the approved charities their money should be donated to on the enrollment card. A list of approved charities is available from SEBA. *Refer to the MOU, Modified Agency Shop Article.*

**PAYROLL SPECIALIST RESPONSIBILITIES**

- ◆ Provide Member Application to employee
- ◆ Audit for completeness
- ◆ Retain copy for department file
- ◆ Submit Membership Card with appropriate JAR packet
- ◆ For current employee send Membership Enrollment Cards directly to SEBA

**DEADLINES**

Refer to Master Calendar for EMACS Processing

**RELATED FORMS/PROCEDURES**

- Checklist for Contract to Regular
- Checklist for Job Share
- Checklist for Name Change
- Checklist for New Hire-Regular/Part-Time/Reemployment (Rehire)
- Checklist for Return from Leave without Right to Return