



County of San Bernardino SPECIAL ASSIGNMENT COMPENSATION (SAC) (Exempt)

Special Assignment Compensation (SAC) grants Exempt employees a temporary increase in pay to recognize a temporary assignment of additional responsibilities that are significant in nature and beyond the normal scope of the position.

REFERENCES

Exempt Compensation Plan

FORMS REQUIRED

Special Assignment Compensation (SAC)

MANDATORY FIELDS

All

GENERAL INFORMATION

No award shall be made in any situation related to a vacation, short-term illness or other relief which is six (6) weeks or less. The duration of such assignments are not intended to exceed one (1) calendar year, except in unusual circumstances approved by both the appointing authority and the Director of Human Resources (HR), or designee. Employees will normally not be in a probationary status. The employee shall be required to meet the standards for satisfactory performance.

Compensation shall be awarded in pay period increments, and shall be in the form of a specified percentage of the employee's base pay. The Director of HR or designee will determine the amount in increments of one percent (1%) from a minimum of two and one-half percent (2-1/2%) up to a maximum of seven and one-half percent (7-1/2%). The additional compensation will be computed at the specific percentage of the current base pay of the employee for each pay period. Such increases in pay shall not affect an employee's step advancement in the base range pursuant to "Salary Rates and Step Advancements."

Requests for SAC may be initiated by the appointing authority or an employee via the appointing authority. The appointing authority and the employee bear mutual responsibility for initiating the request in a timely manner and adhering to the compensation provisions defined. SAC is to be effective **only** with the Director of HR written approval, assignment of the greater level of duties, and signed acceptance by the employee.

SAC pay will NOT be approved retroactively. Requests must be approved prior to the date the employee begins the assignment, as there is no guarantee the request will be approved.

This provision shall not be utilized to circumvent or provide additional compensation over and above that which may be provided in "Classification" and "Assignment to Vacant Higher Position." These aforementioned provisions are mutually exclusive concepts and as such, there shall be no dual or multiple requests and/or appeals, where the latter is applicable, for a single situation.

PAYROLL SPECIALIST RESPONSIBILITIES

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

DEADLINES

Refer to Master Calendar for EMACS Processing

DISTRIBUTION GUIDELINES

Department forwards original to Classification-HR for approval.
Classification-HR will forward original to EMACS-HR and a copy to the department.