



Ensure the most current form is submitted. Refer to EMACS Forms/Procedures website.

UNDERFILL AGREEMENT

Please check the appropriate box(es): Trainee Budgetary

Must print in Black or Blue ink ONLY

Employee ID	Last Name, First Name	Action Type* Effective Date: _____ <input type="checkbox"/> New Hire <input type="checkbox"/> Promotion <input type="checkbox"/> Position No. Change <input type="checkbox"/> Other
Position No.	Department	
Budgeted Job Title		Budgeted Job Code
Underfill Job Title		Underfill Job Code

*Some actions may require an approved Personnel Requisition be received by Employment-HR. See Underfill procedure.

TRAINEE UNDERFILL (Complete section if applicable)

You will be assigned duties that provide training and experience to qualify you for the higher level Job Title of _____. During your training period, you will receive more direct supervision, will be in an at-will status, and will not attain regular status. **No promotion shall be approved until you have successfully completed the specified trainee period or met requirements of the higher level Job Title.**

- You will be eligible for promotion to the level of _____ upon qualifying for the position by meeting all of the following designated items:
- 1. Additional experience, specifically: _____
 - 2. Additional education, specifically: _____
 - 3. Possession of certificate or license, specifically: _____
 - 4. Work Performance Evaluation with "Overall Evaluation" of at least "Meets Job Standards."
 - 5. Successful completion of an appropriate examination.
 - 6. Other, specifically: _____

You will be working under trainee status and must qualify at the higher level no later than the prescribed date (or completed service hours) _____ or you will be terminated or returned to your former Job Title in which you have regular status. **Promotion to the higher level initiates the probationary period for the higher level classification.**

This Trainee Underfill Agreement provides the mechanism for promotion to the designated higher level Job Title. Placement on the eligible list for the higher level Job Title through application and competition will not result in promotional consideration in this position number prior to meeting the requirements of this agreement.

BUDGETARY UNDERFILL (Complete section if applicable)

You will be working at the level of the Underfill job title: _____

Your assignment will remain at the Underfill level and you will not be compensated nor assigned the duties of the higher class (budgeted job title).

This budgetary underfill is temporary and will be terminated no later than twelve (12) months following approval date by the method designated below.

- This employee will be moved to a position in the underfill job title.
- This position will be reclassified to the underfill job title, subject to Employment Division review.

BUDGETARY UNDERFILL (Special Circumstances - HRO review/approval required)

This budgetary underfill may not be resolved: This position is budgeted at the _____ level. The incumbent may attain status at the fully qualified working level of _____ and may not promote to the budgeted higher level. The incumbent may satisfy requirements to promote to the higher level in the future.

Human Resources Officer (Print & Sign)	Date
---	-------------

I understand and agree to work under the terms and conditions described above.

Employee Signature	Date
Appointing Authority or Designee Name (Print & Sign)	Date
Employment-HR Name (Print & Sign)	Date

This document/form incorporates use of e-signature(s) in accordance with the San Bernardino County Policy #03-12 and Standard Practice 1.

DISTRIBUTION: Original – Employment-HR (0440)

HR Rev. 02/202024

I hereby affirm that the above information was reviewed and explained to the employee.

Payroll Specialist: _____
Print & Sign **Date**