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**An ordinance of San Bernardino County, State of California,  
to amend Section 13.0628 of the San Bernardino County  
Code, relating to extra help employment**

The Board of Supervisors of the County of San Bernardino, State of California,  
ordains as follows:

SECTION 1. Section 13.0628 of the San Bernardino County Code is amended to read:

**13.0628 Extra-Help Employment.**

An EXTRA-HELP APPOINTMENT means an appointment which is intended to be on less than a year-round basis, including, but not limited to the following: to cover seasonal peak workloads; emergency extra work loads of limited duration; necessary vacation, holiday or sick leave relief; and other situations involving a fluctuating staff. At the end of 2,080 service hours the appointment shall be terminated unless the appointing authority receives approval from the Director of Human Resources to continue the appointment.

Extra-help employees shall be compensated on an hourly basis only for hours actually worked unless otherwise provided for in this Code or required by law. Extra-help employees' salary shall be within the base salary range established for the job level, with commensurate duties, as determined by Human Resources.

Under unusual circumstances and with the approval of the appropriate appointing authority or authorities and the Director of Human Resources, an employee in a regular position may choose to work in an extra-help capacity for the same or another appointing authority and be compensated as such pursuant to this section.

Extra-help employees shall participate in the County's PST deferred compensation plan in lieu of participation in any other retirement plan, program, or benefit. Said employees shall contribute seven and one-half percent of the employee's biweekly base

1 compensation up to seven and one-half percent of the employee's maximum covered  
2 wages for Social Security purposes. The employee's contributions to PST deferred  
3 compensation shall be automatically deducted from employee's earnings. Employees  
4 shall enroll in the plan on forms approved by Human Resources. This Subdivision shall  
5 not apply to any employee who is otherwise covered by the County Retirement System.

6 The Director of Human Resources shall have the authority, with the approval of  
7 the County's Chief Executive Officer, to provide Extra--Help -employees with COVID-19  
8 Premium Pay consistent with COVID-19 Premium Pay provided to the majority of the  
9 bargaining units.

10  
11 SECTION 2. This ordinance shall take effect immediately from the date of  
12 adoption.

13  
14 CURT HAGMAN, Chairman  
15 Board of Supervisors

16 SIGNED AND CERTIFIED THAT A COPY  
17 OF THIS DOCUMENT HAS BEEN DELIVERED  
18 TO THE CHAIRMAN OF THE BOARD

19 LYNNA MONELL, Clerk of the  
20 Board of Supervisors

1 STATE OF CALIFORNIA )  
2 ) ss.  
3 SAN BERNARDINO COUNTY )

4 I, LYNNA MONELL, Clerk of the Board of Supervisors of San Bernardino County,  
5 State of California, hereby certify that at a regular meeting of the Board of Supervisors of  
6 said County and State, held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, at which meeting  
7 were present Supervisors: \_\_\_\_\_

8 and the Clerk, the foregoing ordinance was passed and adopted by the following vote, to  
9 wit:

10 AYES: SUPERVISORS:

11 NOES: SUPERVISORS:

12 ABSENT: SUPERVISORS:

13 IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal  
14 of the Board of Supervisors this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

15 LYNNA MONELL, Clerk of the  
16 Board of Supervisors of  
17 San Bernardino County,  
18 State of California

19 \_\_\_\_\_  
20 Deputy

21 Approved as to Form:

22 TOM BUNTON  
23 County Counsel

24 By: \_\_\_\_\_  
25 JOLENA E. GRIDER  
26 Deputy County Counsel

27 Date: \_\_\_\_\_  
28