



County of San Bernardino VACATION TRANSFER CREDIT

New Attorney, Exempt, County Fire/Special Districts Exempt, Management, Nurses, County Fire/Special Districts Non-Represented (Supervisory only), Professional, Supervisory, and Supervisory Nurses employees in regular positions may be granted prior service credit toward vacation accruals for time worked in a comparable or preparatory position in determining their vacation accrual rate.

REFERENCES

Current Memoranda of Understanding (MOU); Compensation Plan

FORMS REQUIRED

Vacation Transfer Credit Request

GENERAL INFORMATION

Attorney Unit – Employees in regular positions who have been employed in a public jurisdiction in a comparable position may receive credit for up to four (4) years (full time equivalent) previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Such requests must be made within one (1) year from the employee's hire date.

Exempt Group – Employees newly hired into the County in regular positions who have been employed by a public jurisdiction or private sector in a comparable position or a position which has prepared such employees for an assignment to a position in the Exempt Group may receive credit for such previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources or designee. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter but in no event later than one year from the employee's hire date.

County Fire/Special Districts Exempt Group – Employees newly hired into Special Districts/County Fire in regular positions who have been employed by the private sector or a public jurisdiction in a comparable position or a position which has prepared such employees for an assignment to a position in the Exempt Group may receive credit for such previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the County's Director of Human Resources or designee. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter but in no event later than one (1) year from the employee's hire date.

Management Unit – New employees hired into the County in regular positions who have been employed by a public jurisdiction in a comparable position or a position, which has prepared such employees for an assignment to a position in the Management Unit may receive credit for such previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter, but in no event later than one (1) year from the employee's hire date.

Nurses Unit – Nurses in regular positions who have been employed in a public jurisdiction in a comparable position may receive credit for up to four (4) years (full time equivalent) previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources.

County Fire/Special Districts Non-Represented (Supervisory only) Group – Employees in regular positions who have been employed in a public jurisdiction in a comparable, full-time position may receive

up to four (4) years of credit for such previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of the previous experience and amount of credit to be granted rests solely with the County's Human Resources Director or designee. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter but in no event later than one (1) year from the employee's hire date.

Professional Unit – Employees newly hired into the County in regular positions who have been employed in a public jurisdiction or in a private hospital in a comparable position may receive credit for up to four (4) years (full time equivalent) previous experience in the former agency(s) in determining their vacation accrual rate. Private hospital experience shall only be considered for positions assigned to the Arrowhead Regional Medical Center. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter but in no event later than one (1) year from the employee's hire date.

Supervisory Unit – New employees hired into regular positions who have been employed in a public jurisdiction in a comparable position may receive credit for up to four (4) years (full time equivalent) previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter, but in no event later than one (1) year from the employee's hire date.

Supervisory Nurses Unit – New employees hired into the County in regular positions who have been employed in a public jurisdiction in a comparable position may receive credit for up to four (4) years (full time equivalent) previous experience in the former agency(s) in determining their vacation accrual rate. Such determination as to the comparability of previous experience and amount of credit to be granted rests solely with the Director of Human Resources. Requests for prior service credit should be made at the time of hire or as soon as possible thereafter, but in no event later than one (1) year from the employee's hire date.

EMPLOYEE RESPONSIBILITIES

- ◆ Complete and sign the form
- ◆ Obtain Vacation Transfer Credit Request from department payroll specialist
- ◆ Retain copy
- ◆ Submit to department Human Resources Officer (HRO)