



## AFFIDAVIT- LONGEVITY DIFFERENTIAL EXTRA HELP

Section 164 Longevity Differential of the Personnel Regulations Section 160, which was approved by the Board of Supervisors on October 17, 2000, states as follows:

D. For the purposes of calculating County service hours towards longevity only, employees currently in budgeted positions who were employed in an extra-help position at the beginning of their employment and moved into a permanent position with no break in permanent employment, may have those extra-help hours counted as County service hours. Eligible employees must submit evidence and an affidavit, under penalty of perjury, to the County Administrative Office to demonstrate the individual was in a County budgeted position in an extra-help status who then moved into a permanent position with no break in permanent employment with the County. Any claims for retroactive application of this provision shall be limited to one year. Eligibility will be determined by the County Administrative Officer and all determinations are final.

**APPLICANTS FOR CONSIDERATION UNDER THIS PROVISION CANNOT APPLY UNTIL THEY HAVE AT LEAST 24 YEARS OF SERVICE CREDIT.**

The following affidavit is provided to make claims under this position.

Employee Name: \_\_\_\_\_ Employee#: \_\_\_\_\_

Current Title: \_\_\_\_\_

Date of Hire for extra help  
or other funded position: \_\_\_\_\_ Date of Hire for permanent position: \_\_\_\_\_

Total hours in extra help or equivalent status prior to permanent hire: \_\_\_\_\_

Summarize the evidence you have that you worked in an extra-help capacity and moved into a budgeted position with no break in service. Attach any documents that you think will support your affidavit.

Under penalty of perjury under laws of the State of California, I state the above information is true and correct and that I was in an extra-help status and moved directly into a regular budgeted position with the County of Santa Cruz, with no break in service.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Recommend: Approval ☐ Denial ☐ Modification ☐

Personnel Director: \_\_\_\_\_ Date: \_\_\_\_\_

Recommend: Approval ☐ Denial ☐ Modification ☐

County Administrative Officer: \_\_\_\_\_ Date: \_\_\_\_\_

- Procedures:**
1. Employee submits completed AFFIDAVIT- LONGEVITY DIFFERENTIAL to the Personnel Director for review.
  2. Once reviewed by the Personnel Director, the form is forwarded to the CAO.
  3. Once approved by the CAO, the signed form is returned to the employing department.
  4. Employing Dept. distributes 1 copy to Personnel, 1 copy to Auditor-Controller.
  5. Upon receipt of the form, Auditor-Controller Payroll Unit will review, request gross pay adjustment documents if necessary, or start the longevity differential.