



C O U N T Y O F S A N T A C R U Z

P E R S O N N E L D E P A R T M E N T

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June 17, 1998

Agenda: June 23, 1998

**Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz, California 95060**

Subject: Gross Pay Adjustments


Dear Members of the Board:

The Personnel Department is requesting your Board's approval of gross pay adjustments in the amount of \$263.20 for an employee in the Health Services Agency and \$396.00 for an employee in the Family Support Division of the District Attorney's office.

These adjustments are requested to rectify administrative errors that occurred resulting in the affected employees' step advancement not being processed within the required time frames and the employees not receiving their step advancement when due.

It is therefore recommended that your Board approve gross pay adjustments in the amounts of \$263.20 for the employee in the Health Services agency and \$396.00 for the employee in the Family Support Division in the District Attorney's office.

Very truly yours,


**Dania Torres Wong
Personnel Director**

RECOMMENDED:


**SUSAN A. MAURIELLO
County Administrative Officer**

cc: Auditor-Controller, HSA, DA, Personnel