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county of santacruz

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

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August 5, 1999

Agenda: August 17, 1999

BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA 95060

RECOMMENDATION FOR GROSS PAY ADJUSTMENT

Dear Members of the Board:

It has recently come to our attention that a new employee in the Human Resources Agency (HRA) worked before receiving final clearance for employment. The employee completed orientation but failed to have the T.B. test read by the County Physician prior to starting work as required. The employee attended a training in Sacramento for one week before HRA became aware of the situation.

HRA requests that this employee be compensated for time worked via a gross pay adjustment in the amount of \$747.20. The Personnel Department concurs with this recommendation.

IT IS THEREFORE RECOMMENDED that your Board approve the gross pay adjustment in the amount of \$747.20 and direct the Auditor-Controller to process the adjustment.

Very truly yours,

CECILIA ESPINOLA

Administrator

Attachment

CE:SO\pb

RECOMMENDED:

Susan A. Mauriello

County Administrative Officer