



County of Santa Cruz

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PERSONNEL DEPARTMENT

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DANIA TORRES WONG, DIRECTOR

August 20, 1999

Agenda: September 21, 1999

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

GROSS PAY ADJUSTMENT/HUMAN RESOURCES AGENCY EMPLOYEE

Dear Members of the Board:

This letter requests your approval of a gross pay adjustment for a Human Resources Agency (HRA) employee who voluntarily demoted to a former position effective May 1, 1999, and was not placed at the proper step upon the demotion. Under County rules, time served in the higher classification should have been counted toward her step -- and the employee should have been placed one step higher from May 1 to the current pay period. The amount due to the employee as a result of this error is \$503.20. The Human Resources Agency and Personnel Department are in concurrence on this recommendation, and have reviewed procedures to insure that this error does not occur again in the future.

Therefore, it is **RECOMMENDED** that your Board approve a gross pay adjustment in the amount of \$503.20 to rectify this error.

Very truly yours,

Dania Torres Wong
Personnel Director

RECOMMENDED:

SUSAN A. MAURIELLO
County Administrative Officer

cc: Human Resources Agency, Auditor-Controller