

# county of Santa Cruz<sup>0129</sup>

## HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

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April 4, 2000

Agenda: April 11, 2000

### BOARD OF SUPERVISORS

County of Santa Cruz

701 Ocean Street

Santa Cruz, CA 95060

### APPROVAL OF GROSS PAY AND HOURS ADJUSTMENT

Dear Members of the Board:

This letter requests Board approval for a pay and hours adjustment for an employee of the Human Resources Agency due to an administrative error. The employee was to be promoted from Social Worker II to Senior Social Worker on January 22, 2000; due to department error, the paperwork was not processed for two pay periods. Unfortunately, the employee started performing Senior Social Worker activities on January 22, 2000 because the unit supervisor was unaware that the paperwork had not been processed in a timely manner. To assure that this type of situation does not occur again, additional management oversight steps regarding the hiring process have been implemented. This request has been reviewed by the Personnel Director who concurs.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve a gross pay adjustment in the amount of \$426.74.
2. Reset employee's hours to include the 160 hours worked from January 22, 2000 through February 18, 2000 for evaluation and step increase purposes.

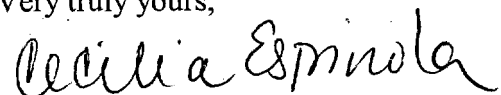
BOARD OF SUPERVISORS

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Agenda: April 11, 2000

Approval of Gross Pay and Hours Adjustment

Very truly yours,

A handwritten signature in black ink that reads "Cecilia Espinola". The signature is written in a cursive, flowing style.

CECILIA ESPINOLA

Administrator

CE:MD:pb

cc: Auditor-Controller  
Personnel Department

RECOMMENDED:

c

County Administrative Officer