



county of Santa Cruz

0177

HUMAN RESOURCES AGENCY

CECILIA ESPINOLA, ADMINISTRATOR

1000 EMELINE ST., SANTA CRUZ, CA 95060

(408) 454-4130 OR 454-4045 FAX: (408) 454-4642

November 20, 2000

December 12, 2000

BOARD OF SUPERVISORS

County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

GROSS PAY AND HOURS ADJUSTMENT

Dear Members of the Board:

The Human Resources Agency (HRA) is requesting Board approval for a pay and hours adjustment for an employee of the Agency due to an administrative error. The employee was to receive a promotion on September 2, 2000. Unfortunately, the former Payroll Clerk did not process the necessary paperwork. The error was not discovered until October 6, 2000, when the Acting Payroll Clerk was contacted by the employee's supervisor. HRA is in the process of hiring a Payroll Clerk, and will provide training to ensure that this situation does not occur again. This request has been reviewed by the Personnel Director who concurs.

IT IS THEREFORE RECOMMENDED That your Board take the following actions:

1. Approve a gross pay adjustment in the amount of \$5 10.40.
2. Reset employee's hours to include 400 hours worked from September 2, 2000 through November 10, 2000 for evaluation and step increase purposes.

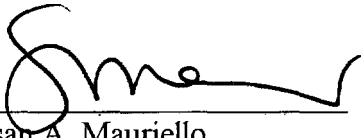
Very truly yours,

CECILIA ESPINOLA
Administrator

BOARD OF SUPERVISORS
December 12, 2000
Gross Pay and Hours Adjustment

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RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: County Administrative Office
Auditor-Controller
Personnel Department
Jessica Martinez