



County of Santa Cruz 0227

HEALTH SERVICES AGENCY

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AGENCY ADMINISTRATIVE DIVISION – PERSONNEL SECTION

December 27, 2000

Board of Supervisors
County of Santa Cruz
701 Ocean Street
Santa Cruz CA 95060

Agenda: January 9, 2001

REQUEST FOR AUTHORIZATION TO PAY AN EMPLOYEE WHO BEGAN WORK BEFORE PROCESSING

Dear Members of the Board:

Background

This letter requests authorization for payment of an employee in the Health Services Agency who worked prior to completing the physical for new-employee processing.

The employee was working as an extra help Clerk II in the Elections Department when she was selected for an extra help Clerk II position with the Health Services Agency. Paperwork was submitted to Central Personnel on November 29, 2000. Review of the paperwork revealed that the employee was required to obtain a pre-employment medical examination. The Personnel Division of the Health Services Agency did not know that extra help Clerk II positions in the Elections Department were not required to complete the medical portion of new employee processing prior to starting work. Consequently, the employee started working prior to Central Personnel's review and approval of the paperwork.

Health Services Agency Personnel was informed that the employee would be required to complete the medical portion of new employee processing on November 29, 2000. The supervisor was instructed not to schedule the employee for additional hours until the medical processing was complete. The supervisor assigned a total of twentyfour (24) hours' work to the employee on November 27, 28, 29 and 30, 2000. The employee has now completed her processing and returned to work.

Since the employee is not at fault and there was no intent to circumvent appropriate hiring practices, we are requesting that she be paid for the hours worked.

Recommendation

It is therefore RECOMMENDED that your Board

Authorize payment for twenty-four (24) hours of time worked prior to completion of appointment processing.

Very truly yours,



Rama Khalsa, HSA Administrator

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

/ce

cc: Auditor-Controller
HSA Administration
HSA Personnel
Central Personnel
County Administrative Officer