



County of Santa Cruz

Sheriff-Coroner

701 Ocean Street, Suite 340, Santa Cruz, CA 95060

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Mark Tracy
Sheriff-Coroner

May 16, 2001

AGENDA: June 5, 2001

Board of Supervisors
County of Santa Cruz
701 Ocean Street, Room 500
Santa Cruz, CA 95060

RE: RECOMMENDATION FOR GROSS PAY ADJUSTMENT

Dear Members of the Board:

It has recently come to our attention that a new employee in the Sheriffs Office was allowed to work for 32 hours prior to receiving the prerequisite medical clearance. According to County Personnel Policy on medical examinations related to employment, individuals are not permitted to begin work until the department receives medical clearance from the Personnel Department.

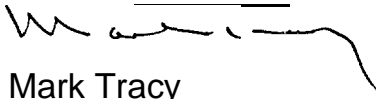
The Sheriffs Office understands the requirement to receive medical clearance before allowing new employees to begin work. We have reviewed our internal procedures and have made the necessary adjustments to ensure this does not occur in the future. At this time, the Sheriffs Office is requesting that the employee be compensated for time worked via a gross pay adjustment in the amount of \$581.44.

58.1

'page two/gross pay adjustment

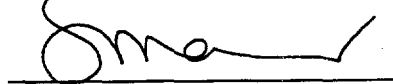
It is therefore RECOMMENDED that your Board approve the gross pay adjustment in the amount of \$581.44 and direct the Auditor-Controller to process the adjustment.

Sincerely,



Mark Tracy
Sheriff-Coroner

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

cc: Sheriff-Coroner, Auditor-Controller