



# County of Santa Cruz

## HUMAN RESOURCES AGENCY

1000 EMELINE ST., SANTA CRUZ, CA 95060  
(831) 454-4130 OR 454-4045 FAX: (831) 454-4642

CECILIA ESPINOLA, ADMINISTRATOR

August 2, 2001

Agenda: August 28, 2001

BOARD OF SUPERVISORS  
County of Santa Cruz  
701 Ocean Street  
Santa Cruz, CA 95060

### APPROVAL OF GROSS PAY ADJUSTMENT

Dear Members of the Board:

This letter requests Board approval for a pay adjustment for an employee of the Human Resources Agency due to an administrative error. The employee was to retain her advanced level bilingual differential (\$.85) upon her voluntary demotion a Social Worker I. Unfortunately, an administrative error was made by our staff in processing of the demotion paperwork, and the employee received the basic bilingual differential (\$.50) for 6 pay periods. This has resulted in the employee not receiving \$168.00 for those 6 pay periods. To assure that this situation does not occur again, staff has been trained regarding appropriate processing of bilingual pay issues. 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 \$168.00

Very truly yours,

CECILIA ESPINOLA  
Administrator

CE:MD:li

cc: Auditor-Controller  
Personnel Department

RECOMMENDED:

Susan A. Mauriello  
County Administrative Officer