



# county of Santa Cruz

## HUMAN RESOURCES AGENCY

**CECILIA ESPINOLA, ADMINISTRATOR**

1000 EMELINE ST., SANTA CRUZ, CA 95060  
(408) 454-4130 OR 454-4045 FAX: (408) 454-4642

August 29, 2001

Agenda: October 2, 2001

### BOARD OF SUPERVISORS

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

### **RE: GROSS PAY ADJUSTMENTS**

Dear Members of the Board:

The Human Resources Agency (HRA) is requesting Board approval for a pay adjustment for two employees of the Agency due to an administrative error. One employee was to receive a step increase on May 12, 2001. Unfortunately, the evaluation was not signed and returned to the HRA Payroll Clerk until August 15, 2001. This has resulted in the employee not receiving \$358.40.

Another employee was to receive advanced level bilingual differential (\$.85) while taking over the duties of a vacant position for two pay periods (July 7, 2001 through August 10, 2001). Unfortunately, the request to activate bilingual pay submitted by her supervisor was not received in the HRA Personnel Department. This resulted in the employee not receiving \$136.00 for those two pay periods.

To ensure that these situations do not occur again, the new HRA Payroll Clerk has been instructed to refer to an evaluation tracking system that former HRA Payroll Clerks have used to track late evaluations. In addition, we will be including in our future supervisor training sessions information regarding timely submission of payroll documents. This request has been reviewed by the Personnel Director who concurs.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve a gross pay adjustment for one employee in the amount of \$358.40; and
2. Approve a gross pay adjustment for one employee in the amount of \$136.00.

Very truly yours,

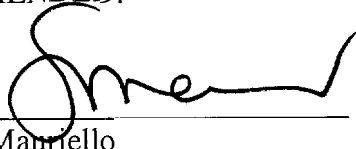
CECILIA ESPINOLA  
Human Resources Agency Administrator

BOARD OF SUPERVISORS  
Agenda: October 2, 2001  
Approval of Gross Pay Adjustments

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RECOMMENDED:

A handwritten signature in black ink, appearing to read 'Smaur', written over a horizontal line.

Susan A. Mauriello  
County Administrative Officer

cc: County Administrative Office  
Auditor-Controller  
Diana Lares

Personnel Department  
Ronald Caldwell