



County of Santa Cruz

HEALTH SERVICES AGENCY

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AGENCY ADMINISTRATIVE DIVISION

October 11, 2001

Agenda: October 23, 2001

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

RE: REQUEST TO AUTHORIZE GROSS PAY ADJUSTMENT

Dear Members of the Board:

The Health Services Agency (HSA) is requesting Board approval for a gross pay adjustment for an individual in the Health Services Agency who began work prior to clearance of her physical examination.

Paperwork was submitted for her appointment on August 21, 2001. She was scheduled for processing and medical screening on August 29, 2001. On September 4, 2001 we received notice from Central Personnel that this individual had a lifting restriction. On September 7, 2001 HSA responded to Central Personnel that we could accommodate her lifting restriction, and on September 11, 2001 we received confirmation that the new employee was cleared to begin work.

During this process the new hire and the supervisor were in regular contact regarding the status of her start date. The new employee told the supervisor that she had completed all steps of her processing and was ready to begin work. The supervisor was not aware that she needed to wait for the official call from Central Personnel prior to starting the new hire. Consequently, the supervisor told the new hire she could begin work on September 4, 2001. Since the new employee involved performed work to the benefit of the County and pursuant to direction by the supervisor, the employee should be compensated for 72 hours of time worked.

To ensure that this situation does not occur again, HSA Personnel has developed a supervisor's information sheet explaining the hiring process with special emphasis on new employee start dates. This sheet is attached to each certified eligible list. Additionally, HSA Personnel staff is developing supervisor's training to address this and other routine personnel policies and procedures.


It is therefore RECOMMENDED that your Board authorize payment for time worked by this new employee prior to completion of processing.

Very truly yours,



Rama Khalsa
HSA Administrator

RECOMMENDED:



Susan A. Mauriello
County Administrative Officer

Cc: County Administrative Office
Auditor-Controller
Central Personnel Department
HSA Administration