



# County of Santa Cruz

## HUMAN RESOURCES AGENCY

Cecilia Espinola, Administrator  
1000 Emetine Avenue, Santa Cruz, CA 95060  
(831) 454-4130 or 454-4045 FAX: (831) 454-4642

October 17, 2001

Agenda: November 6, 2001

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

### RE: GROSS PAY ADJUSTMENT

Dear Members of the Board:

The Human Resources Agency (HRA) is requesting approval for a pay adjustment for an employee of the Agency due to administrative error. The employee was to receive a step advancement on April 28, 2001. Unfortunately, the evaluation was not completed and returned to the HRA Payroll Clerk until September 28, 2001, resulting in the employee not receiving \$689.98. To ensure that this situation does 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. This request has been reviewed by the Personnel Director, who concurs.

IT IS THEREFORE RECOMMENDED that your Board approve a gross pay adjustment in the amount of \$689.98.

Very truly yours,

CECILIA ESPINOLA  
Human Resources Agency Administrator

RECOMMENDED:

Susan A. Mauriello  
County Administrative Officer

cc: County Administrative Office  
Auditor-Controller

Personnel Department  
Kasie Morrison