



County of Santa Cruz

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DEPARTMENT OF PUBLIC WORKS

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THOMAS L. BOLICH
DIRECTOR OF PUBLIC WORKS

AGENDA: NOVEMBER 20, 2001

November 7, 2001

SANTA CRUZ COUNTY BOARD OF SUPERVISORS

701 Ocean Street

Santa Cruz, California 95060

SUBJECT: GROSS PAY ADJUSTMENT REQUEST

Members of the Board:


It has been brought to our attention that an employee in the Department of Public Works Fleet Maintenance section has not been compensated for eight hours of overtime work on the Memorial Day weekend and on Friday, June 8, 2001.

The employee works a schedule that requires overtime to be carried over to the next week's time card, which he forgot to do. He did not realize his error until later and it was brought to the Payroll section's attention on October 24, 2001. The overtime pay totals \$272.72.

In order to assure this error does not reoccur, the supervisor has incorporated an additional step to his review of time cards.

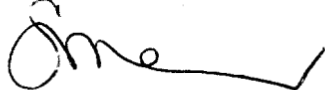
It is therefore recommended that the Board of Supervisors approve a gross pay adjustment of \$272.72 for the Department of Public Works Heavy Equipment Mechanic 11.

Yours truly,


THOMAS L. BOLICH
Director of Public Works

CDK:mg

RECOMMENDED FOR APPROVAL:



County Administrative Officer

copy to: Public Works
Auditor Controller
Personnel Department

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