



County of Santa Cruz

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HUMAN RESOURCES AGENCY

Cecilia Espinola, Administrator
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January 2, 2002

Agenda: January 29, 2002

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 two employees of the Agency due to administrative error. The first employee was to receive a step advancement on July 7, 2001. Unfortunately, there was an error in the calculation of the step advancement. The Probationary to Permanent evaluation which was due January 17, 2001 was not completed and returned to the HRA Payroll Clerk until November 26, 2001. This resulted in the employee not receiving \$1,487.20. The second employee was to receive a step increase in June, 2001. The error was not discovered until December, 2001. This resulted in the employee not receiving \$605.60. These errors were discovered during a conversion of HRA's previous tracking system. We are now using a new system that should eliminate the chance for these errors. This request has been reviewed by the Personnel Department, who concurs.

IT IS THEREFORE RECOMMENDED that your Board:

1. Approve a gross pay adjustment in the amount of \$1,487.20; and
2. Approve a gross pay adjustment in the amount of \$605.60.

very truly yours,

CECILIA ESPINOLA
Human Resources Agency Administrator

RECOMMENDED:

Susan A. Mauriello
County Administrative Officer

cc: Personnel Department
Fran Hicks/Mark Reader