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# County of Santa Cruz

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Sheriff-Coroner

701 Ocean Street, Suite 340, Santa Cruz, CA 95060  
(831) 454-2985 **FAX:** (831) 454-2353

**Mark Tracy**  
Sheriff-Coroner

February 12, 2002

AGENDA: February 26, 2002

Board of Supervisors  
County of Santa Cruz  
701 Ocean Street, Room 500  
Santa Cruz, CA 95060

**RE: PAY ADJUSTMENT FOR A SHERIFF'S OFFICE EMPLOYEE**

Dear Members of the Board:

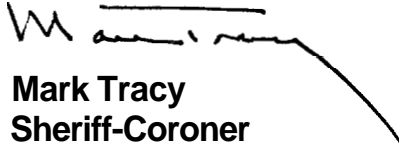
It has recently come to our attention that due to an administrative error an employee in the Sheriffs Office did not receive the appropriate amount of differential pay for three pay periods. This letter is intended to provide your Board with background information and request the Auditor-Controller to process a pay adjustment.

In September 2001, the Sheriffs Office processed a Personnel Action Form for Deputy Mary McConnell to change her scheduled work hours from 30 to 40 per week. Due to an administrative error that occurred when the action form was processed, her career differential was turned off for pay periods 21, 22 and 10 hours of pay period 23. The total amount owed to Deputy McConnell for these pay periods is \$88.40.

The Sheriffs Office administrative and payroll staff have been made aware of these oversights and efforts have been made to ensure that such occurrences are minimized in the future.

It is, therefore, **RECOMMENDED** that your Board request the Auditor-Controller to process a pay adjustment for Deputy Mary McConnell in the amount of \$88.40.

Sincerely,



Mark Tracy  
Sheriff-Coroner

**RECOMMENDED:**



Susan A. Mauriello  
County Administrative Officer

cc: Sheriff-Coroner, Auditor-Controller