



# County of Santa Cruz

SHERIFF - CORONER

701 OCEAN STREET, RM 340 SANTA CRUZ, CA 95060

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MARK TRACY  
SHERIFF - CORONER

March 4, 2002

AGENDA: March 19, 2002

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

RE: PAY ADJUSTMENT FOR SHERIFF'S OFFICE EMPLOYEE

Dear Members of the Board:

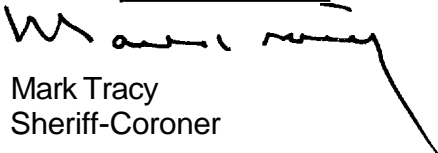
It has recently come to our attention that an employee of the Sheriff's Office did not receive the appropriate amount of career differential pay for two pay periods. This letter is intended to provide your Board with background information and request the Auditor-Controller to process a pay adjustment.

In October 2001, the Sheriff's Office processed a Personnel Action Form for Deputy Shea Johnson to transfer her from the Patrol index (661300) to the Court Security index (664001). The career differential should have remained as an integral component of her pay. Due to an administrative error that occurred when the action form was processed, her career differential was turned off for pay period 23 and 24. The total amount owed to Shea Johnson is \$82.16.

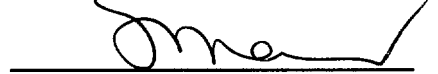
The Sheriff's Office administrative and payroll staff are now aware of these oversights and will monitor future transfers for accuracy.

It is, therefore, RECOMMENDED that your Board request the Auditor-Controller to process a pay adjustment for Deputy Shea Johnson in the amount of \$82.40.

Sincerely,

  
Mark Tracy  
Sheriff-Coroner

RECOMMENDED:

  
Susan A. Mauriello  
County Administrative Officer

cc/Sheriff-Coroner  
Auditor-Controller

# GROSS PAY ADJUSTMENTS

0096

Date: 2/14/02 Dept.: 64001 Pay Period: \_\_\_\_\_  
 Employee Name: Shen Jones Employee No. 5553  
 Effective Date of Increase: \_\_\_\_\_ Employee Position No. RES-418-AB  
 \_\_\_\_\_  
 Payroll Clerk Signature: [Signature] Dept. Supervisor Signature: [Signature]

**ADJUSTMENT DATA**

Pay Per	Hours	Rate	Amount	Pay Type	EXPLANATION FOR ADJUSTMENT AND PERIOD COVERED
					HOURLY RATE WAS: /HR.
					HOURLY RATE SHOULD BE: /HR.
					ADJUSTMENT DUE: /HR.

**SPECIAL PAY (Use to calculate Shift Differential, Career Incentive, etc.)**

GROSS	RATE	AMOUNT	PAY TYPE	EXPLANATION FOR ADJUSTMENT AND PERIOD COVERED	
23	72	.52	37.44	Career	Career Diff turned off
24	80	.52	41.60	Career	Career Diff turned off
24	4	.78	3.12	OT w/ Career	Career Diff turned off

INPUT (To be completed by Auditor's Office)

EMPLOYEE NO.

AMOUNT

PAY CODE

\_\_\_\_\_

\_\_\_\_\_

10 Regular Adjustment

Overtime

20J Administrative Pay

12 Shift Differential

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_