



County of Santa Cruz

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HEALTH SERVICES AGENCY

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HEALTH SERVICES AGENCY
ADMINISTRATION
July 10, 2002

Agenda: August 6, 2002

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

RE: AUTHORIZE PAY FOR EXTRA HELP EMPLOYEE

Dear Members of the Board:

The Health Services Agency (HSA) requests your Board's approval to pay an extra help employee who returned to work prior to processing by County Personnel.

Each year HSA managers and supervisors identify extra help employees who are no longer working, those who will not be needed in the coming fiscal year, and those that will continue working in an extra help capacity. As part of this process, HSA terminates those extra help employees who are no longer working for the County.

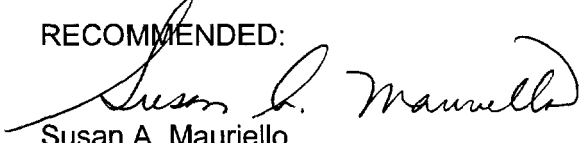
In June 2002, a supervisor in **HSA** Mental Health called back an extra help Typist Clerk II to fill in for vacant positions during a workload peak. The supervisor did not remember that this person had been terminated as an extra help employee in April 2002. This extra help employee worked twelve hours in pay period fourteen (June 21st – July 5th) before they were processed by County Personnel.

To ensure that this situation does not occur again, HSA Personnel will send a list of terminated extra help employees to HSA managers and supervisors each year at the conclusion of the extra help survey process. However, in this specific situation, the employee worked twelve hours and is due pay for that time. Board action is required to be able to make that payment, and the Personnel Department concurs in this recommendation to the Board to accomplish that action.

It is, therefore, **RECOMMENDED** that your Board authorize payment for time worked by an extra help Typist Clerk II employee in the Health Services Agency prior to completion of employment processing.

Sincerely,

Rama Khalsa, Ph.D.
Health Services Agency Director

RECOMMENDED:

Susan A. Mauriello
County Administrative Officer

CC: Auditor-Controller, County Personnel