



# County of Santa Cruz

0189

## HUMAN RESOURCES AGENCY

Cecilia Espinola, Administrator  
1000 Emeline Avenue, Santa Cruz, CA 95060  
(831) 454-4130 or 454-4045 FAX: (831) 454-4642

August 7, 2002

Agenda: August 27, 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 and compensatory time adjustment for an employee who worked overtime during the period of January 10, 2002 through February 7, 2002. The employee worked the overtime with the approval of his supervisor. Unfortunately, due to miscommunication between the employee and supervisor, the Payroll Clerk was never notified of the appropriate timecard adjustments until July. As a result, the employee has not received \$105.90 for the 3 hours paid overtime nor has an adjustment been made to the employee's compensatory time balance for the 20 hours of compensatory time worked. To ensure that this situation does not occur again, the employee and the supervisor have been counseled regarding the established procedure for compensatory/overtime requests and timecard adjustments.

This request has been reviewed by the Personnel Department, who concurs.

**IT IS THEREFORE RECOMMENDED** that your Board approve a gross pay adjustment in the amount of \$105.90 and 20 hours of compensatory time.

Very truly yours,

CECILIA ESPINOLA  
Human Resources Agency Administrator

RECOMMENDED:

Susan A. Mauriello  
County Administrative Officer

cc: Personnel Department  
Sandor Rodriguez