



County of Santa Cruz

DEPARTMENT OF CHILD SUPPORT SERVICES
LYNN C. MILLER, DIRECTOR

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August 27, 2002

AGENDA DATE: September 10, 2002

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

APPROVAL OF GROSS PAY ADJUSTMENTS

Members of the Board:

This letter requests your Board's approval for two gross pay adjustments.

In the first request, the employee's supervisor left the County for other employment without completing the annual performance evaluation. Accordingly, the performance evaluation supporting step advancement was not processed within 90 days after the employee's anniversary date. Your Board's approval is necessary in order to retroactively compensate the employee in the amount of \$474.13.

In the second request, the employee was promoted to supervisor and assumed supervisory duties on August 5, 2002. The Personnel - Payroll Action Form effecting the promotional increase was submitted on August 1, 2002, too late for processing for the pay period beginning August 3. Your Board's approval is necessary in order to retroactively compensate the employee in the amount of \$167.20.

These requests have been reviewed by the Personnel Director who concurs with the request for gross pay adjustments. The Payroll Clerk for the Department of Child Support Services has implemented a spreadsheet integrating pay periods with anniversary dates in an effort to reduce the future incidence of retroactive pay adjustments. Departmental supervisors have been reminded of the need for timely completion of performance reviews and payroll actions.

IT IS THEREFORE RECOMMENDED that your Board: Approve gross pay adjustments in the amount of \$474.13 and \$167.20 for two Department of Child Support Services employees.

RECOMMENDED FOR APPROVAL:

Susan A. Mauriello, County Administrative Officer
cc: Auditor-Controller
Personnel Department

Sincerely,

Lynn C. Miller, Director