

Memorandum



Date:

To: Honorable Janet Wolf, Chair
Members, Board of Supervisors

From: Jeri Muth, Human Resources Director

Subject: Response to 2nd District Inquiry – Administrative Leave Use

cc: Mona Miyasato, CEO

Members of the Board: Based on direction received yesterday, changes have been made to attachments to the September 15 Board Letter: *Terms and Conditions of Employment: Certain Unrepresented Managers – Classification and Salary Plan*. Specifically, Section J – Plan Administration has been revised with the bolded language below:

As unusual or unique circumstances arise, and when rigid adherence to the foregoing principles relating to salary adjustments or appointments would be discriminatory, unfair, or detrimental to the best interests of the County, the County Executive Officer and Human Resources Director may justify a business case and approve and implement off-cycle salary adjustments in order to attract and retain talent in the organization. Any such adjustments may not exceed the top of the salary range.

Attached are the revised documents. The changes can be found at on page 8 of Attachment A and page 9 of Attachment II.

Please replace the referenced attachments in your notebooks with these. Please let me know if you have any questions. -j