

Crook, Kathleen

From: Tamkin, Janice
Sent: Friday, August 23, 2019 10:13 AM
To: Crook, Kathleen
Cc:
Subject: RE: Retiree Hours
Attachments: SKM_658e19082310070.pdf

Good Morning,

Per our conversation I am writing this to explain what happened causing me to go over my hours, by 7 hours, from my 960 limit.

I had received a letter which I will attach, explaining what my hours were at, so that I can use that to schedule my time/remaining work hours. I brought the letter to my director and scheduled my remaining hours. We did it incorrectly as we were confused with the pay periods, which in turn caused me to be over 7 hours. I take full responsibility for the error and will not let that happen again.

Again I apologize for inconvenience this may cause you

I would appreciate you sending me the date, time and place of the board meeting in Sept. so that I can attend.

My home e-mail is:

Thank you

From: Crook, Kathleen <kcrook@sbccera.org>
Sent: Thursday, August 22, 2019 11:40 AM
To: Tamkin, Janice <Janice.Tamkin@hss.sbcounty.gov>
Subject: Retiree Hours

Hello Janice,

Can you contact me. I need to talk to you regarding the next steps we will be taking with the board because you inadvertently exceeded the 960 hours in the fiscal year 18/19.

Kathleen Crook
Retirement Benefits Officer



e: kcrook@SBCERA.org | p: 909.885.7980 ext. 383 | f: 909.884-1904
348 W. Hospitality Lane, Third Floor | San Bernardino, CA 92415-0014

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