



# BOARD OF RETIREMENT

## Staff Report

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**File #:** 19-997

**Agenda Date:** 8/6/2020

**Agenda #:** 5.

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**FROM:** Stacey Barnier, Director of Human Resources & Risk Management

**SUBJECT:** Special Assignment Compensation for two Retirement Benefits Technicians in the Member Services Department

**RECOMMENDATION:**

Approve Special Assignment Compensation in the amount of 7.5% of base salary for two Retirement Benefits Technicians in the Member Services Department, effective June 6, 2020 through September 11, 2020 or such sooner date as the CEO determines SAC pay is no longer appropriate.

**BACKGROUND:**

Alva Castro and Stephanie Cardenas in the Member Services department have assumed the majority of the duties for a Retirement Specialist who is presently on an extended leave of absence. As such, it is appropriate that Ms. Castro and Ms. Cardenas be compensated for the performance of these additional duties to maintain service levels to our members while we are short-staffed. Staff recommends that SAC pay should continue through September 11, 2020 or such sooner date as the CEO determines SAC pay is no longer appropriate.

**BUDGET IMPACT:**

Costs for this item, in the amount of \$470 per pay period (calculated at the current base pay), were not included in the administrative budget, but funds exist due to cost savings from temporarily vacant positions.

**STRATEGIC PLANNING GOAL/OBJECTIVE:**

Operational Excellence & Efficiency

**STAFF CONTACT:**

Stacey Barnier

**ATTACHMENTS:**

None.