



# BOARD OF RETIREMENT

## Staff Report

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**File #:** 19-1027

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

**Agenda #:** 6.

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

**SUBJECT:** Special Assignment Compensation for the Office Specialist and Disability Retirement Benefits Technician in the Disability Retirement Unit

**RECOMMENDATION:**

Approve Special Assignment Compensation in the amount of 7.5% of base salary for the Office Specialist and Disability Retirement Benefits Technician in the Disability Retirement Unit, effective May 9, 2020 through October 23, 2020 or such sooner date as the CEO determines SAC pay is no longer appropriate.

**BACKGROUND:**

Ivette Vega, Office Specialist and Sonya Holmes, Disability Retirement Benefits Technician in the Disability Retirement Unit have assumed the majority of the duties for the vacant Office Specialist position. In light of Covid-19, we have consciously delayed this recruitment to determine the feasibility of training a new staff member to fill this position in our remote work environment. As such, it is appropriate that Ms. Vega and Ms. Holmes 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 October 23, 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 \$320 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.