



BOARD OF RETIREMENT

Staff Report

File #: 19-1150

Agenda Date: 11/5/2020

Agenda #: 17.

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

SUBJECT: Special Assignment Compensation for one Retirement Benefits Technician in the Member Services Department

RECOMMENDATION:

Approve Special Assignment Compensation in the amount of 7.5% of base salary for one Retirement Benefits Technician in the Member Services Department, effective November 6, 2020 through December 17, 2020 or such sooner date as the CEO determines SAC pay is no longer appropriate.

BACKGROUND:

Alva Castro will assume the majority of the duties for a Retirement Benefit Technician who will be on maternity leave in addition to training two new Retirement Benefit Technicians at the same time. As such, it is appropriate that Ms. Castro 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 December 17, 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 \$241 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.