



EMPLOYMENT & HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608-5000 • Fax (925) 313-9748 • www.ehsd.org

To: All EHSD Staff-less CSB (Code 2) Date: April 30, 2021
From: Cheryl McDaniel, EHSD Payroll Supervisor
Subject: Annual Notice of Enrollment for Compensatory Time for FY 2021-2022

This is the annual notice for eligible employees to elect compensatory time in lieu of straight time pay/overtime pay, flexible pay, and/or holiday pay. Permanent full time and permanent part time employees who elect to accrue compensatory time must notify their departmental payroll staff of their election by May 31 of each year. Your election will remain in effect for the entire fiscal year. It cannot be changed until the next comp time open enrollment for the following fiscal year. Please note, if you select "pay," all categories must be checked "pay." The same goes if you select "compensation." If you wish to continue with your current election, then you do not need to submit a form.

If applicable, please complete the attached form provided by the Auditor/Controller by indicating your preference. Original signed forms must be submitted to Payroll at 40 Douglas Drive, Martinez, CA, 94553 to the ATTENTION of Charisse Medley, and received no later than May 31, 2021, for the 2021 - 2022 fiscal year. We cannot accept late submissions. As a reminder, unless specifically arranged in the work area, overtime must be discussed and pre-approved by your supervisor.

If you have questions regarding this notice, please contact your assigned Payroll Team Member.

Table with 4 columns: Bureau & Assignments, Payroll Staff, Phone, Email. Rows include Administration & Workforce Development Board, Aging & Adult Services, Children & Family Services (Kathy Marsh, Lori Castillo, Kimberly Baker), and Children & Family Services (Roslyn Gentry, Debra Bidwell, Nicole Gremillion, Vicky Quinto, Cindy Vogl).

Bureau & Assignments	Payroll Staff	Phone	Email
Workforce Services (Kelley Curtis, Sandy Bustillo, Jerald Sams, Christina Navarro)	Baboucar Diatta	608-5035	bdiatta@ehsd.cccounty.us
Workforce Services (Rebecca Darnell, Robyn Currie, Drina Roland, Jay David)	Rashonda Trammel	608-5034	rtrammel@ehsd.cccounty.us
Workforce Services (Renee Giometti, Hoa Van, Alice Dietrich)	Manuel Ayala	608-5039	Mayala2@ehsd.cccounty.us

Attachment C

Election of Compensatory Time in Lieu of Pay

Employee Number: _____

Employee Name: _____

Effective Date: 07/01/2021 - 06/30/2022

Flexible Hours

- Flexible Pay
- Flexible Comp

Holiday Hours

- Holiday Pay
- Holiday Comp

Straight Time Overtime Hours

- Straight Pay/Overtime Pay
- Straight Comp/Overtime Comp

Employee Signature: _____

Date Signed: _____