



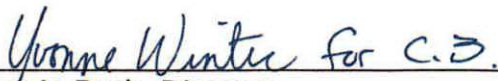
Administration
Connie Beck, Director
507 F Street, Eureka, CA 95501
phone: (707) 441-5400 | fax: (707) 441-5412

Date: April 15, 2020
To: Janine Davis, Mental Health Clinician II
From: Connie Beck, Director
RE: Assignment of Supervisor's Duties

In accordance with Section 12.4.1 of the MOU, I am assigning you the principal duties of the Supervising Mental Health Clinician as the current Supervising Mental Health Clinician is on an approved leave of absence. This assignment is effective April 20, 2020 and ending May 15, 2020; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to the Supervising Mental Health Clinician. Should the assignment continue beyond 20 consecutive workdays, a request will be made to the Board of Supervisors to extend your additional compensation until the current Supervising Mental Health Clinician returns from approved leave.

I appreciate your willingness to assume this role and encourage you to contact me should you have any questions or concerns throughout this assignment.



Connie Beck, Director



Kelly Barns, Interim Human Resources Director

Cc: Personnel Files (2)



Mental Health
phone: (707) 268-2990
fax: (707) 476-4049

Public Health
phone: (707) 445-6200
fax: (707) 445-6097

Social Services
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