



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

Date: June 19, 2019
To: Sarah Duncan, Mental Health Clinician II
From: Connie Beck, Director
RE: Assignment of Supervisor's Duties

RECEIVED

JUL 01 2019

PERSONNEL DEPT.

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 July 1, 2019 and ending July 26, 2019; 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

Lisa DeMatteo, 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
phone: (707) 476-4700
fax: (707) 441-2096