




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


Date: July 6, 2020
To: Megan Montgomery, Health Education Specialist 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 Program Coordinator assigned to Emergency Preparedness as the current Program Coordinator is on an approved leave of absence. This assignment is effective July 6, 2020 and ending July 31, 2020; a period of 20 work days.

During this time, you will be compensated at the rate you would receive were you promoted to Program Coordinator. 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 Program Coordinator 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
Asst.

Cc: Personnel Files (2)



Mental Health
phone: (707) 268-2990
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Public Health
phone: (707) 445-6200
fax: (707) 445-6097

Social Services
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