

From: [Board Of Supervisors](#)
To: [Jesseka Rodriguez](#)
Subject: FW: Request to Work from Home 100% for Five Weeks Following Surgery
Date: Friday, February 14, 2025 4:08:45 PM
Attachments: [EE# \[REDACTED\] -BARNES DENICE AnnualEval April2024 FINAL SIGNED.pdf](#)

From: Denice Barnes [REDACTED]
Sent: Thursday, February 6, 2025 2:35 PM
To: Board Of Supervisors <boardofsupervisors@santacruzcountyca.gov>
Subject: Request to Work from Home 100% for Five Weeks Following Surgery

****CAUTION:This is an EXTERNAL email. Exercise caution. DO NOT open attachments or click links from unknown senders or unexpected email.****

Santa Cruz County Board of Supervisors:

My name is Denice Barnes. I have worked for the county of Santa Cruz since May 2018. I am writing today to request your assistance appealing the denial of my request to work from home 100% for five weeks following orthopedic surgery. Unless this decision is overturned, I must come in to the office two days per week or work without salary the entire time.

On Friday, January 31st, Dr. Zackary Vaughn, Stanford Medicine orthopedic surgeon, performed a right hip arthroscopy, lysis of adhesions, acetabuloplasty, and iliopsoas tendon lengthening on me. Dr. Vaughn is a world renowned physician, a Stanford Medical School professor and former team surgeon for both the San Francisco 49ers and the Golden State Warriors professional sports teams. Dr. Vaughn completed paperwork required for Santa Cruz County employees to take and return from medical leave. He also completed the required documentation for employees who have restrictions upon return to work. Dr. Vaughn expressly stated that I can do 100% of my job, but must do it from home.

Based on physicians orders, I submitted a request to work from home five days per week, February 10 - March 14. My request was denied on Wednesday, February 5, by Personnel and the CAO. I understand that county policy requires employees to work in the office at least two days per week. I have complied with this policy and prior to surgery used a cane or walker to get to and from the office. However, following surgery, I cannot put weight on my leg and cannot get to and from the office. Therefore, I requested permission to work from home a total of 10 additional days rather than risk falling and/or critically injuring myself in the County parking lot or office building.

I request that this board overturn the decision to deny my request to work from home 100% for five weeks. Dr. Vaughn is an expert and his medical opinion is more valuable and persuasive than that of administrators in this particular situation. Dr. Vaughn knows that I can perform my

duties using my mind, just not my right leg.

I value and appreciate the opportunity to work from home. I pride myself on having an excellent work ethic and I make sure that I am focused, available and extra productive when I work remotely. My most recent performance evaluation is attached for your reference. Working from home for five weeks will allow me to heal properly, perform my duties, receive my salary, and return to the office where I love my job.

Sincerely,
Denice Barnes

Attachment

Sent from my iPhone

SANTA CRUZ COUNTY

EMPLOYEE PERFORMANCE EVALUATION AND DEVELOPMENT REPORT

☒ ANNUAL REPORT Step 4 ☐ SPECIAL REPORT --mo. ☐ PROBATIONARY REPORT --mo. ☐ FINAL

Employee # Employee Name Barnes Denice
Last First Initial

Class Title Admin Aide Position # UR1056AA Department 367200- C. Munoz-Chappell

Rating Period from 4/20/23 to 4/18/24 Due Date 4/18/24

If Applicable: Status Change Effective Date NA Merit Increase Effective Date 4/13/24

The purpose of the Employee Performance Evaluation and Development Report is to increase communication between employees and supervisory personnel concerning the performance of employees in the accomplishment of their assigned duties and responsibilities, the establishment of specific work-related goals and objectives and the preparation of a personal development plan for further employee development.

INSTRUCTIONS

1. Review employee's work performance for the entire period; try to refrain from basing judgment on recent events or isolated incidents only. Disregard your general impression of the employee and concentrate on one factor at a time.
2. Evaluate the employee on the basis of the standards you expect to be met for the job to which assigned considering the *length* of time in the job. *Rate only those factors that are applicable to the job.* Check the number which most appropriately fits the level of performance for the factor appraised using the rating scale described below.
3. RATING SCALE:

1 UNSATISFACTORY	The employee's work performance is inadequate and definitely inferior to the standards of performance required for the position. Performance at this level cannot be allowed to continue.
2 IMPROVEMENT NEEDED	The employee's work performance is occasionally below the minimum standards of the position. Serious effort is needed to improve performance.
3 MEETS JOB STANDARDS	The employee's work performance consistently meets the standards of the position.
4 EXCEEDS JOB STANDARDS	The employee's work performance is frequently or consistently above the level of a satisfactory employee, but has not achieved an overall level of outstanding performance.
5 OUTSTANDING	The employee's work performance is consistently excellent when compared to the standards required of the job.

FACTOR DEFINITIONS

1. JOB SKILLS AND ABILITY
 - A. **Job Understanding** – The degree to which the employee perceives clearly and fully the nature and functioning of his or her job in the organizational setting.
 - B. **Job Knowledge and Skills** – The extent to which the employee possesses the knowledge or skill to perform the job.
 - C. **Analytical Ability** – The ability to analyze facts, arrive at alternative solutions and provide acceptable recommendations.
 - D. **Judgment** – The ability to interpret correctly a situation and make sound evaluations as demonstrated by practical decisions and their results.
 - E. **Initiative in Work Improvement** – The extent to which the employee applies himself or herself to their responsibilities and seeks to improve the level of work by initiating action on their own to accomplish the task without direction.
 - F. **Supervision Required** – The amount of supervision needed to assure that the employee will perform his or her assigned duties in an acceptable manner.
 - G. **Physical Condition** – The extent to which the employee is physically capable of performing the more strenuous aspects of the job.
2. QUANTITY

- A. **Amount of Work Performed** – The volume of work produced in relation to the amount of work requiring completion or attention.
 - B. **Completion of Work on Schedule** – The extent to which an employee completes work within given or reasonable time limits.
3. **QUALITY**
- A. **Accuracy** – The extent to which work is free from errors or omissions.
 - B. **Thoroughness** – The extent to which work is completed, with all details covered, avoiding the necessity to perform further work to complete it.
 - C. **Neatness of Work Product** – The extent to which a finished work product exceeds the acceptable standard for legibility, cleanliness and orderliness.
 - D. **Oral Expression** – The extent to which an employee is capable of verbally expressing himself or herself clearly, concisely and effectively to others.
 - E. **Written Expression** – The extent to which an employee is capable of expressing his or her thoughts in writing in a logical manner and sequence, using appropriate grammar, punctuation and sentence structure.
4. **WORK HABITS**
- A. **Observance of Working Hours** – The extent to which an employee deviates, without permission, being prompt and/or present during designated work periods.
 - B. **Attendance** – The extent to which an employee absences himself or herself from the job.
 - C. **Observance of Rules and Procedures** – The extent to which an employee follows established County and departmental rules and procedures.
 - D. **Follows Instructions** – The ability to perform according to written or verbal instructions.
 - E. **Plans and Organizes Work** – The ability to develop an approach to work which will effectively utilize time, material and manpower in an equitable manner to achieve the greatest results with a minimum of time and effort.
 - F. **Coordinating With Others** – The extent to which the employee organizes his or her work activities to operate harmoniously with the work of others to achieve the best possible results for all.
 - G. **Attention to Duty** – The extent to which an employee accomplishes work goals with a minimum amount of time and effort.
 - H. **Care of Equipment** – The extent to which County equipment is properly expended, used and cared for.
 - I. **Exercises Proper Safety Practices** – The extent to which the employee practices rules of safety to protect self and others.
5. **ADAPTABILITY**
- A. **Performance in New Situation** – The extent to which the employee adapts with a minimum of difficulty to new orders, policy changes, new personnel, different assignments, etc. and performs properly.
 - B. **Performance with Minimum Instructions** – The extent to which the employee effectively performs with brief instructions without further explanations.
 - C. **Performance Under Stress** – The extent to which the employee is able to react quickly and properly under adverse conditions or in emergencies.
6. **PERSONAL RELATIONS**
- A. **Acceptance of Supervision** – The manner in which the employee carries out orders or suggestions relating to specific tasks or recurring responsibilities.
 - B. **Getting Along with Fellow Employees** – The extent to which the employee willingly cooperates with other employees when the job requires it.
 - C. **Meeting and Handling the Public** – The effectiveness of the employee in relating to the public for the mutual satisfaction of both in carrying out specific responsibilities.
7. **OTHER**
- This section is to be used for the listing of additional factors of critical importance to the job. Describe the factors to be evaluated in the space provided. Use the comments section to describe the level of performance.**
8. **SUPERVISORY ABILITY**
- A. **Accepting Responsibility** – The extent to which the employee voluntarily performs assigned duties, accepts new duties and assumes responsibility for the actions of subordinates.
 - B. **Planning** – The extent to which the employee anticipates needs, preplans work, and establishes appropriate schedules.
 - C. **Organizational Skills** – The ability of the employee to effectively establish, coordinate and prioritize work assignments for the work group.
 - D. **Decision Making** – The ability to consider and interpret correctly all of the important facts in solving a problem and arriving at a prompt and effective decision.
 - E. **Directing Work** – The extent to which the employee gives appropriate direction and instruction to subordinates to effectively accomplish the work of the group.
 - F. **Improving Work Methods** – The extent to which the employee takes actions or provides recommendations which result in improved work efficiency or service.
 - G. **Training** – The extent to which the employee recognizes deficiencies in subordinates and provides personnel training through proper instruction.
 - H. **Evaluating Performance** – The extent to which the employee accurately evaluates the performance of subordinates, documents observations, and works with subordinates on correcting their deficiencies.
 - I. **Disciplinary Control** – The extent to which the employee maintains a consistent and impartial standard of acceptable conduct, performance and quality of work while exercising proper and effective discipline when required.
 - J. **Communication Skills** – The ability to organize thoughts and effectively express them verbally and/or in writing.
 - K. **Counseling Skills** – The extent to which the employee offers advice and guidance to employees on work areas that can be improved.
 - L. **Employee Complaints and Grievances** – The extent to which the employee successfully resolves complaints or grievances of subordinates.
 - M. **Approachability** – The extent to which others feel free to approach him or her for guidance, advice and counsel.
 - N. **Fairness and Impartiality** – the extent to which the employee judges subordinates honestly and on merit and interacts impartially toward each.
 - O. **Leadership and Motivational Ability** – The ability to inspire the confidence, loyalty and willing cooperation and compliance of subordinates in accomplishing the groups' responsibilities.

I. PERFORMANCE EVALUATION AND ACHIEVEMENTS

Please review Factor Definitions before rating employee and then check the appropriate rating 1, 2, 3, 4, or 5.
 COMMENTS – Use spaces below to substantiate factor ratings of Unsatisfactory, Improvement Needed, Exceeds Job Standards, or Outstanding. Describe employee's strengths and/or weaknesses. Use additional sheets if necessary.

1. JOB SKILLS & ABILITY

1 2 3 4 5

- A. Job understanding ☐ ☐ ☐ ☒ ☐
- B. Job knowledge & skills ☐ ☐ ☐ ☒ ☐
- C. Analytical ability ☐ ☐ ☒ ☐ ☐
- D. Judgment ☐ ☐ ☒ ☐ ☐
- E. Initiative in work improvement ☐ ☐ ☒ ☐ ☐
- F. Supervision required ☐ ☐ ☐ ☒ ☐
- G. Physical condition ☐ ☐ ☒ ☐ ☐

During the past evaluation period you have consistently demonstrated exceptional proficiency and dedication in every aspect of your role as an Administrative Aide. Your commitment to excellence, coupled with your attention to detail and strong work ethic, has consistently set a high standard for performance. Not only have you consistently met the expectations of your role, but you have often surpassed them, delivering outstanding results on various tasks and projects. The projects include but are limited to the successful submission of EH's annual contracts, purchase orders and fixed asset projects. Your diligence and attention to detail have played a pivotal role in ensuring the smooth execution of these critical projects. In addition, your ability in scheduling, coordinating interviews, and completing our hiring paperwork has been instrumental in driving the success of our recruiting and hiring efforts. Your dedication and contributions have not gone unnoticed. You are undeniably a valuable asset to our team, consistently delivering your best and embodying our organization's values. Your continued commitment to excellence is truly appreciated, and I look forward to your continued contributions to our team's success.

2. QUANTITY

1 2 3 4 5

- A. Amount of work performed ☐ ☐ ☐ ☒ ☐
- B. Completion of work on schedule ☐ ☐ ☒ ☐ ☐

Your dedication to exceed expectations is remarkable, setting a example for our team. Your proactive approach and willingness to go the extra mile demonstrate an exceptional work ethic and team spirit. Thank you for your tireless efforts in contributing to our team's success.

3. QUALITY

1 2 3 4 5

A. Accuracy

☐ ☐ ☒ ☐ ☐

B. Thoroughness

☐ ☐ ☐ ☒ ☐

C. Neatness of work product

☐ ☐ ☒ ☐ ☐

D. Oral expression

☐ ☐ ☐ ☒ ☐

E. Written expression

☐ ☐ ☐ ☒ ☐

Your dedication to your work is commendable. Your attention to detail ensures accuracy in your tasks. Your exceptional verbal and communication skills enhance our team's interactions with our internal and external audiences, fostering an overall better understanding and collaboration. Keep up the excellent work!

4. WORK HABITS

1 2 3 4 5

A. Observance of working hours

☐ ☐ ☒ ☐ ☐

B. Attendance

☐ ☐ ☒ ☐ ☐

C. Observance of rules & procedures

☐ ☐ ☒ ☐ ☐

D. Follows instruction

☐ ☐ ☐ ☒ ☐

E. Plans and organizes work

☐ ☐ ☐ ☒ ☐

F. Coordinating with others

☐ ☐ ☐ ☒ ☐

G. Attention to duty

☐ ☐ ☒ ☐ ☐

H. Care of equipment

☐ ☐ ☒ ☐ ☐

I. Exercises proper safety practices

☐ ☐ ☒ ☐ ☐

Thank you for consistently following EH's work rules and diligently completing your tasks according to our guidelines. Your continued attention to detail and your commitment to following directions enhances the accuracy and timely completion of your tasks. Your proactive approach to planning and organization shows exceptional time management skills, ensuring smooth and efficient workflow on a daily basis. Furthermore, your flexibility and willingness to adapt to evolving demands have been instrumental to our team's success, enabling us to navigate challenges with agility and resilience. Your dedication and contributions are truly invaluable, enriching the collective success of our team and division. Thank you for your continued commitment and hard work—it is deeply appreciated!

5. ADAPTABILITY

1 2 3 4 5

A. Performance in new situations

☐ ☐ ☒ ☐ ☐

B. Performance with minimum instruction

☐ ☐ ☐ ☒ ☐

C. Performance under stress

☐ ☐ ☒ ☐ ☐

Your ability to manage new and challenging situations is commendable. Your proactive approach in seeking clarification when faced with uncertainties demonstrates your dedication and eagerness to understand concepts thoroughly. Your problem-solving skills shine, especially in complex situations, making you a valuable asset to our team. Your reliability and competence are evident in how you handle tasks with minimal instructions, showing your reliability and capability. Your ability to work independently reflects your expertise and confidence, contributing significantly to the smooth operation of our team. I am grateful to have such an exceptional work partner like you. Keep up the excellent work—it's truly appreciated!

6. PERSONAL RELATIONS 1 2 3 4 5

- A. Acceptance of supervision ☐ ☐ ☐ ☒ ☐
- B. Getting along with fellow employees ☐ ☐ ☒ ☐ ☐
- C. Meeting & handling the public ☐ ☐ ☒ ☐ ☐

Your dedication and exceptional work are greatly appreciated. Not only do you excel as a team player, but you consistently go above and beyond when needed. What sets you apart is not just your ability and talent but also your exceptional interpersonal skills. Co-workers describe you as knowledgeable, helpful, personable, and always willing to go the extra mile. As your supervisor, I agree 100%!! Denice, your professionalism, kindness, and exceptional customer service skills make you a truly wonderful work partner. Thank you for your commitment to our Division and our Admin Team. Your efforts are deeply appreciated. Thank you for all you do!!

7. OTHER (identify) 1 2 3 4 5

- A. ☐ ☐ ☐ ☐ ☐
- B. ☐ ☐ ☐ ☐ ☐
- C. ☐ ☐ ☐ ☐ ☐
- D. ☐ ☐ ☐ ☐ ☐

<NARRATIVE>

8. SUPERVISORY ABILITY (For Supervisors) 1 2 3 4 5

- A. Accepting responsibility ☐ ☐ ☐ ☐ ☐
- B. Planning ☐ ☐ ☐ ☐ ☐
- C. Organizational skills ☐ ☐ ☐ ☐ ☐
- D. Decision making ☐ ☐ ☐ ☐ ☐
- E. Directing work ☐ ☐ ☐ ☐ ☐
- F. Improving work methods ☐ ☐ ☐ ☐ ☐
- G. Training ☐ ☐ ☐ ☐ ☐
- H. Evaluating performance ☐ ☐ ☐ ☐ ☐
- I. Disciplinary control ☐ ☐ ☐ ☐ ☐
- J. Communication skills ☐ ☐ ☐ ☐ ☐
- K. Counseling skills ☐ ☐ ☐ ☐ ☐
- L. Employee complaints & grievances ☐ ☐ ☐ ☐ ☐
- M. Approachability ☐ ☐ ☐ ☐ ☐
- N. Fairness and impartiality ☐ ☐ ☐ ☐ ☐
- O. Leadership and motivational ability ☐ ☐ ☐ ☐ ☐

<NARRATIVE>

ACHIEVEMENTS RELATIVE TO OBJECTIVES FOR THIS APPRAISAL PERIOD:

1. Complete Desk Manual by June 30, 2024
PROGRESS: Denice has started working on her Desk Manual and it is a work in progress.
2. Create annual calendar of Tasks, e.g., CAL renewal, PO renewal etc., and make them part of the desk manual.
PROGRESS:
3. Excel
PROGRESS: Denice has taken a few Excel Classes and intends to take more during the next evaluation period.
4. Learn how to create and work with PIVOT tables.
PROGRESS: Denice has registered for a class to take place on April 25, 2024.

II. SUMMARY RATING

Overall Performance Rating – Considering the results obtained against established performance standards as well as overall job performance, the following rating is provided:

- ☐ Unsatisfactory
 ☐ Improvement needed
 ☐ Meets job standards
 ☒ Exceeds job standards
 ☐ Outstanding

Remarks:

1. Continue working on your Desk Manual and have it completed by December 2024.
2. Write up process for CALS and PO Renewals.>

III. FUTURE OBJECTIVES AND DEVELOPMENT PLAN

A. OBJECTIVES

1. Specific objectives to be achieved for next appraisal period:

B. DEVELOPMENT PLAN

1. Formalized education or training required/recommended:

Finance Enterprise

2. Easy Finance (reporting software for Finance Enterprise

3. Conitnue Excel Training

2. Job assignments or experience

<type here>

3. Other recommendations

<type here>

Remarks by Employee: _____

Permanent Status ☐ Yes ☐ No ☒ Not Recommended Merit Step Increase ☐ Yes ☐ No ☒ Not Recommended

Signed by: _____
 Signature of **RATER** Connie Munoz-Chappell Title **Administrative Service Manager** Date 4/17/2024
57187B454AD240B...

☐ If applicable please check this box.
 I would like to discuss this report
 with the Reviewing Officer

In signing this report I do not necessarily agree with the
 conclusions of the rater.

Signed by: _____
Denise Barnes Date 4/17/2024
1CE44FB660B064DE...
 Signature of **EMPLOYEE** Date

As requested, Reviewing Officer
 discussed report with employee on

I concur in the ratings given by the rater. I have made no change
 in the report.

 (date) (initials) Signature of **REVIEWING OFFICER** Date

An evaluation may be appealed as provided in the Civil Service Rules Section XI(E).

APPEAL OF EVALUATION RATINGS

1. Upon presentation of the employee performance evaluation, the employee should discuss it with the supervisor, including any rating or comments that he/she believes is improper. If still not satisfied, in addition to signing the evaluation, the employee should place an "X" in the space provided by his/her signature to indicate he/she wishes to discuss the report with the reviewing officer. The employee shall be given a copy of his/her performance evaluation at that time. The supervisor shall then notify the reviewing officer that the employee has requested a meeting.
2. The reviewing officer shall discuss the evaluation with the employee within ten (10) working days after the employee received his/her copy of the performance evaluation report.
3. If an employee wishes further consideration beyond the review by the reviewing officer (or if the reviewing officer fails to respond within the period specified above), the employee, within five (5) working days following the meeting with the reviewing officer, shall prepare a written request as follows to his/her appointing authority:
 - a. Identifies the report by stating the date of the report, the name of the rater, and the date the report was received;
 - b. Specifies that the ratings or comments which he/she believes are incorrect;
 - c. States the rating or comments he/she believes should be made on the report;
 - d. Gives facts substantiating each change requested;
 - e. Keeps a copy of his/her written request and sends the original to the appointing authority.

Upon receiving this request, the appointing authority has ten (10) working days to either sustain or change the report of performance and notify the employee of his/her decision in writing. In case of a change in the report, a copy shall be included with the decision.

An appeal to the Personnel Director for an informal hearing on a report of performance can be made only after the departmental remedies outlined above have been exhausted. Within ten (10) working days after receiving the appointing authority's decision, or within ten (10) working days after expiration of the ten day period for the appointing authority to respond and no response is received, the employee may present his/her appeal in writing to the Personnel Director. However, a report with an overall rating of "meets job standards," "exceeds job standards," or "outstanding" cannot be appealed to the Personnel Director.