



D E L A S C A N



April 8, 1966

Youth Education

Population explosion is featured around the Upper Lagoon these days. Swans, Canada Geese, Coots, and Mallards are nesting. Humming birds are ready to leave the nest and Vireos about to hatch a new family. The Orioles are back at the feeders and White Crowns and Juncos leaving for the north.

Sunday, March 27, the Children's Workshop "Plant Propagation" from South Coast Botanic Garden visited the Youth Section at the Arboretum. Their instructor, Lydia Birt, and their parents came, saw, and were completely conquered. They want more workshops down there - and soon!

Plans are moving ahead to complete the children's greenhouse and establish a permanent outdoor work area by summer.

On April 26 and 28 curriculum personnel from six Bay-Harbor Districts will visit South Coast Botanic Garden to audit a school field trip and make evaluations in respect to the needs of their next year's programs for school trips.

At Descanso the gardens for the handicapped children show more growth than ever before and Tak's workshop gardens are a credit to all. He has recently built a small lath house, a much needed addition to the facility.

At the Arboretum Don Herman is having classes plant small plots of cereal grasses for observation. Pumpkins and cucumbers are up and eggplant, peppers, and okra are putting up a good fight against birds and smog.

From the Business Office

Beginning with the May 25, 1966 pay check the Auditor's office will determine the amount payable to each employee. Hitherto it has been the responsibility of the department Payroll Clerk to figure all deductions for every employee and report the amount to be paid on an Earned Salary Advance (ESA). From now on, the Payroll Clerk will not have any responsibility for employee deductions. If there is any question as to deductions the Auditor's office will be the one to contact. Only the gross amount will concern the Payroll Clerk.

In the near future each employee must complete a new W4 Form (a statement of the number of exemptions claimed for Income Tax purposes). All of this is necessary due to a new system of withholding Federal Income Tax from wages which will go into effect on May 1, 1966.

The rates at which taxes are withheld have been changed to more closely approximate the amount that must be paid so that employees will not have to pay so much at the end of the year. Although deduction rates may increase slightly for some employees, there is no tax increase and any over payment will be refunded at the end of the year. More about this later.

From Lee Wakeman

I should like to call your attention to the new benefit approved by the Board of Supervisors regarding the \$5.00 plan for all County employees beginning June 1. This may be the beginning of a fully-subsidized plan in the future.

Some pertinent facts about the "Overtime Authorization and Report" form being used in our department.

1. Should be filled out by the employee's supervisor who assigned the work.
2. Should then be signed by the Division Head as approval.
3. Should be sent to the office of the Executive Assistant for reviewing to make certain form is complete.
4. Written authorization must be had before overtime work may be performed and must also be had before the overtime can be taken off.



1966. "From personnel office [February 10, 1966]." *Delascan* 1966,

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