

Hotline Update

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**CITY OF ROANOKE
AUDIT COMMITTEE
SEPTEMBER 3, 2014**

Purpose of Hotline

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- To Provide Open Channels of Communication
- To Promote a Positive Work Environment
- To Foster a Culture of Integrity and Ethical Decision Making

Background

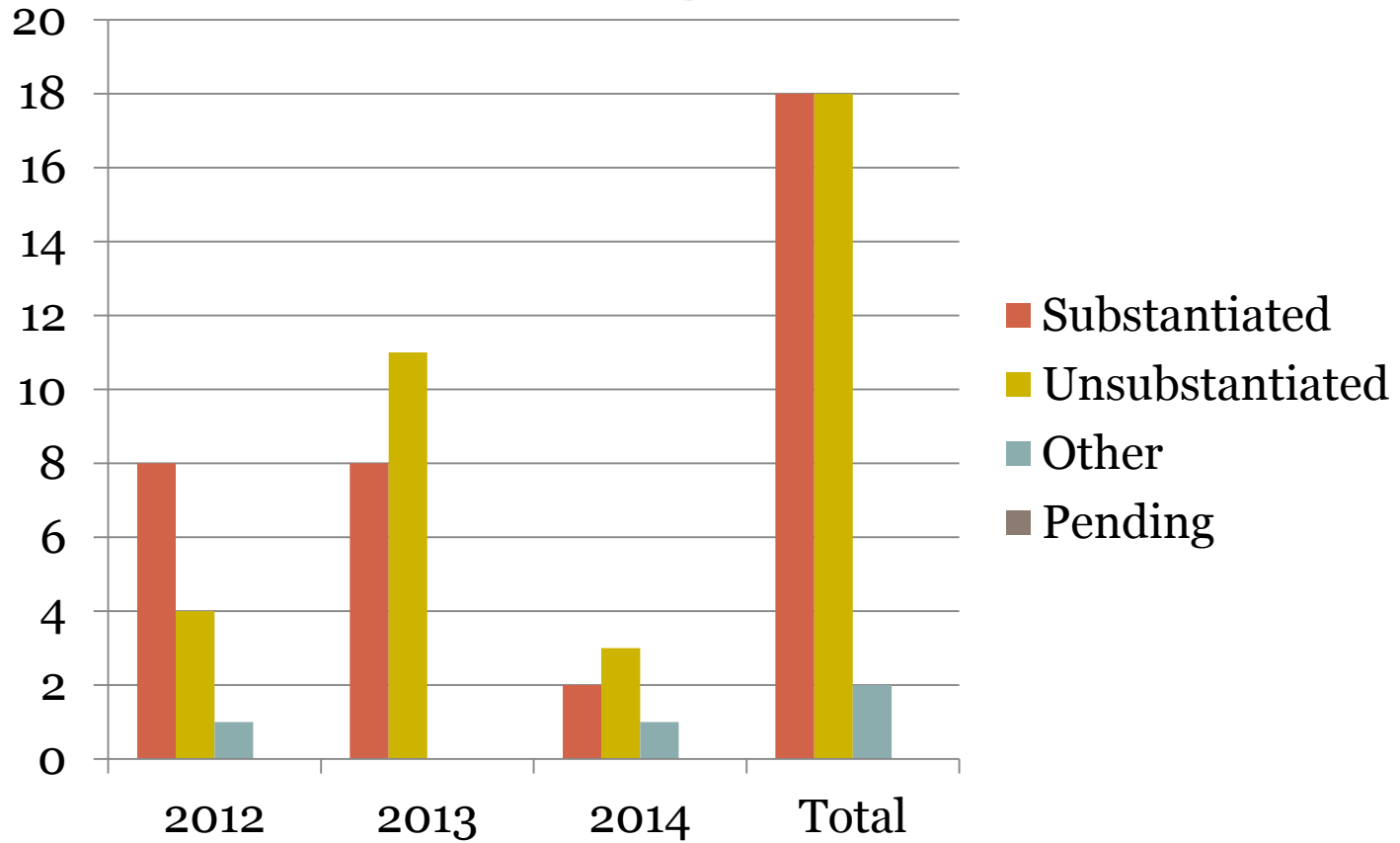
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- EthicsPoint Provides Call Center, Website & System
- City Auditing Department Administers the System and Investigates Allegations
- Awareness Campaign Began in April 2012
 - Flyers Posted in All Departments
 - Presentation to City Leadership
 - Presentations at Every Employee Orientation
 - Information & Link on Auditing Webpage
- City Audit Committee Briefed Quarterly

All Reports - Inception to Date

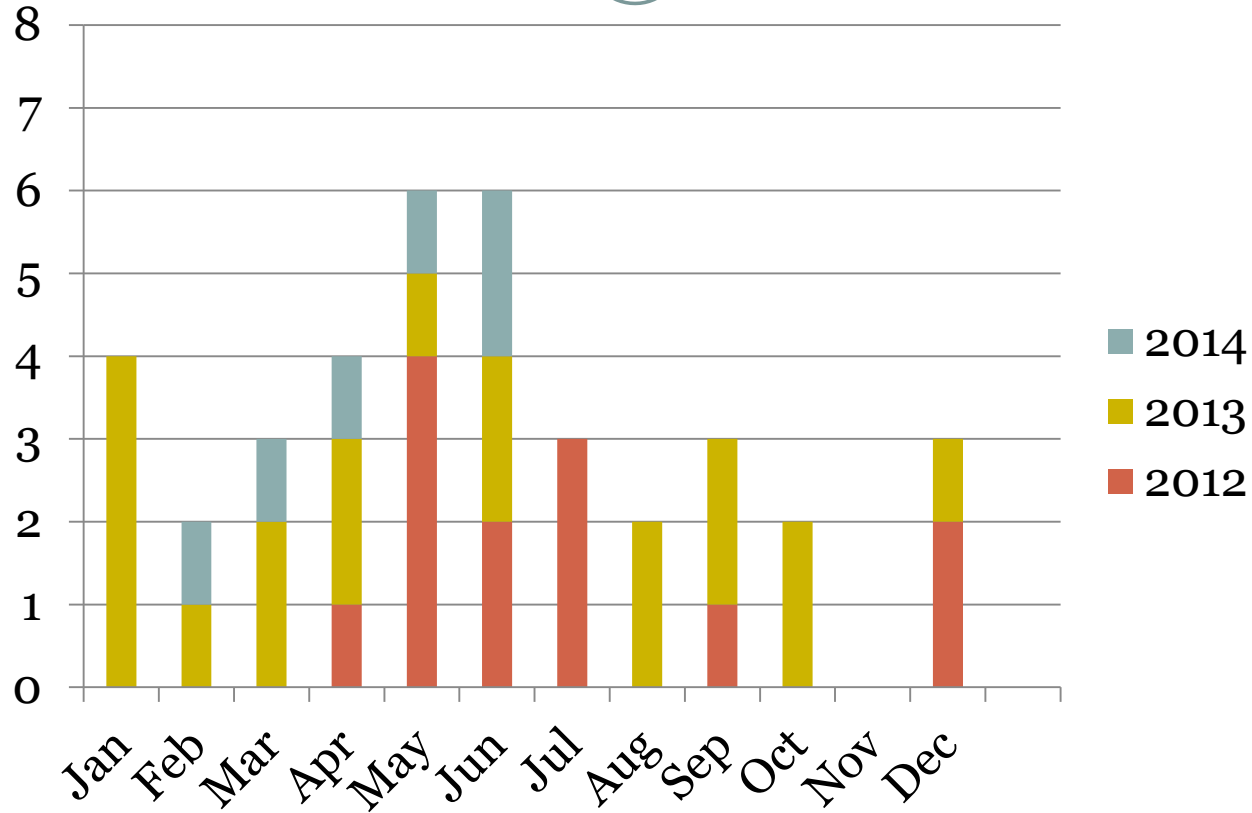
[Calendar Year Basis]

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Reports Received by Month

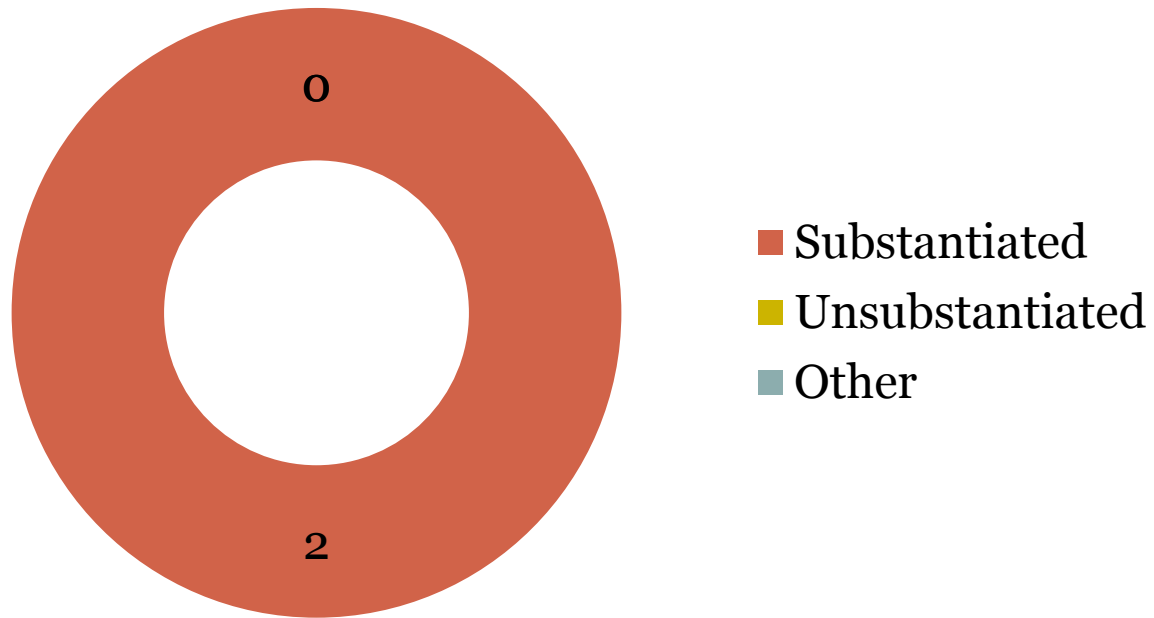
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Reports Closed

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6/1/14 thru 8/31/14



Synopsis of Closed Investigations

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TYPE	ALLEGATION(S)	RESULT
Violation of Policy #14-310	<p>Concern that hourly employees were not being paid overtime for working in excess of 40 hours.</p> <p>Concern that management was hostile to employees, using abusive and threatening behaviors and language.</p> <p>We observed that the department did not have adequate processes in place to ensure hourly employees were paid for all hours worked.</p> <p>We consulted with Human Resources, the City Attorney's Office and other affected bodies to review the concerns about the workplace environment. Based on lines of authority and protocols set out in applicable laws and regulations, we could only advise management of the concerns and provide suggestions that might help improve employee relations. Management asserted that they do not use abusive or threatening behaviors or language.</p>	Substantiated (2 Reports)

End of Update