

Hotline Update

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**CITY OF ROANOKE
AUDIT COMMITTEE
SEPTEMBER 7, 2016**

Purpose of Hotline

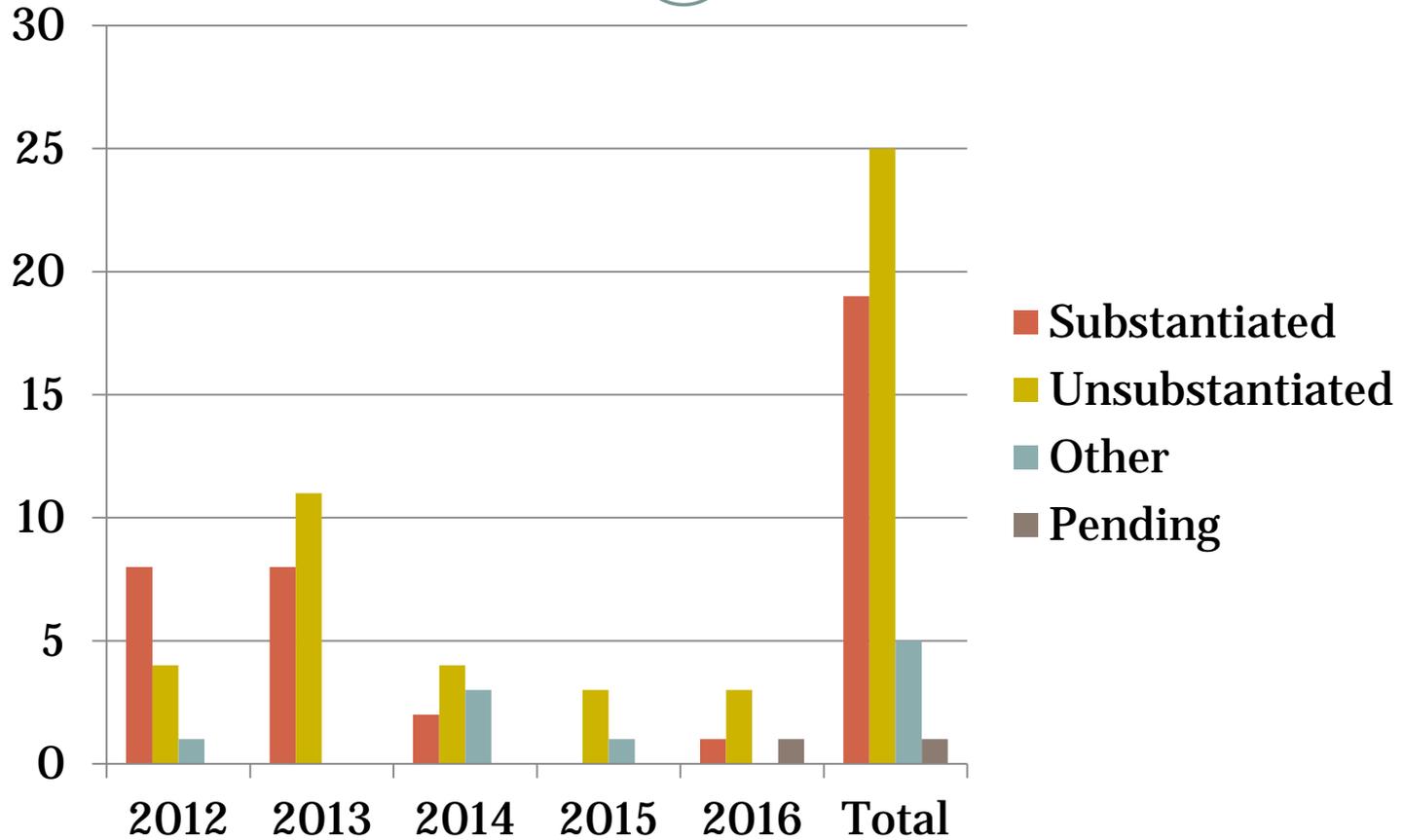
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- **To Provide Open Channels of Communication**
- **To Promote a Positive Work Environment**
- **To Foster a Culture of Integrity and Ethical Decision Making**

All Reports - Inception to Date

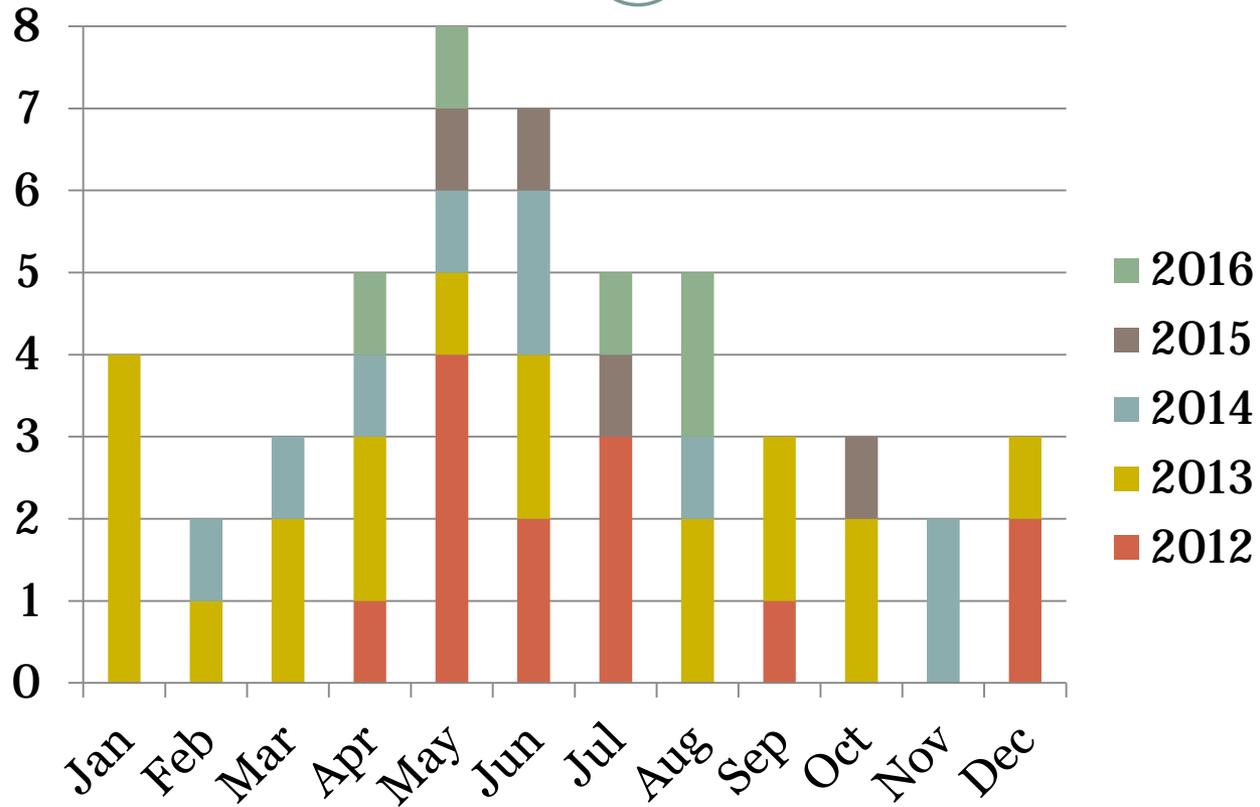
[Calendar Year Basis]

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Reports Received by Month

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Investigations Closed Since Last Report

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TYPE	ALLEGATION(S)	RESULT
Time Abuse #16-304	<p>Various allegations were made about employees not appropriately reporting paid leave when late or absent from work. We identified three issues:</p> <ol style="list-style-type: none"><li data-bbox="370 619 1514 791">1. An employee unexpectedly called in; the employee and the supervisor both forgot to enter the associated paid leave request. The employee's leave accrual was corrected during the investigation.<li data-bbox="370 842 1534 1190">2. Some hourly employees were allowed to take 1:1 compensatory time in lieu of receiving overtime pay. Wage and Hour regulations allow governments to award compensatory time of 1.5 hours for every hour worked in excess of 40 during the defined work week. The additional .5 earned by the employees was not compensated; as such, the City was not in compliance with the wage and hour regulations. The identified employee will be compensated for the additional earnings. <p><i>(continued on next page)</i></p>	Substantiated

Investigations Closed Since Last Report

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TYPE	ALLEGATION(S)	RESULT
Time Abuse #16-304	<p><i>(continued from previous page)</i></p> <p>3. The department did not keep records of hours worked, including overtime hours and compensatory time taken. Wage and hour regulations require that non-exempt employee time be accurately documented and that these records be maintained. The supervisor began keeping a spreadsheet to track time during the investigation.</p>	Substantiated

Investigations Closed Since Last Report

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TYPE	ALLEGATION(S)	RESULT
Violation of Policy #17-301	An employee was alleged to have “talked about getting high at work” indicating he or she was violating the City’s policy prohibiting drug or alcohol use (POP 27). The report was received four (4) days after the alleged incident occurred. The supervisor involved did not observe the employee in question behaving in any way that indicated drug use. Additionally, she did not feel hearsay met the City’s “reasonable suspicion” definition required before asking the employee to submit to a drug screening. Management consulted the Human Resources Department and acted in accordance with policy.	Unsubstantiated
Fraud # 17-302	An employee was alleged to have received free goods / services in exchange for providing fee-based city services to businesses for no charge. Based on the nature of the city services involved, fees were minimal and provided little opportunity / risk for kickbacks or quid pro quo relationships. Inquiries with employees and businesses provided no evidence to support the allegations.	Unsubstantiated

Investigations Closed Since Last Report

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TYPE	ALLEGATION(S)	RESULT
Violation of Policy #17-303	<p>Supervisors were allegedly idle during regular work hours, meeting at breakfast or for coffee, playing golf, taking care of personal shopping, etc. Additionally, management was allegedly using city vehicles for these activities in violation of City's policy on private use of City assets (POP 21).</p> <p>The supervisors named are exempt from the 40-hour work week requirement under wage and hour regulations. The City does not require exempt employees to record time worked and instead relies on employees to file paid leave requests when working less than 80 hours in a pay period.</p> <p>The reporter provided neither specific information about dates and locations nor names of witnesses. Given the absence of time records and the lack of specificity in the report, further investigation was not justified. We discussed the allegations with the Human Resources department and executive management.</p>	Unsubstantiated

End of Update