

Department of Industrial Relations

Failure to Monitor Adequately Employees' Time Reporting (Case I2008-0902)

REPORT NUMBER I2011-1, CHAPTER 6, ISSUED AUGUST 2011

This investigation found that an official and a supervisor at a district office of the Department of Industrial Relations (Industrial Relations) failed to monitor adequately the time reporting of four subordinate employees from July 2007 through June 2009.

In reporting on the investigation, the California State Auditor (state auditor) made the following recommendation to Industrial Relations. The state auditor's determination regarding the current status of recommendations is based on Industrial Relations' response to the state auditor as of September 2011.

Recommendation—See pages 39 and 40 of the investigative report for information about the related findings.

To ensure that employees at this district office follow time-reporting requirements in accordance with applicable state law and department policies, Industrial Relations should continue to monitor the time-reporting practices of the official and his staff.

Industrial Relations' Action: Fully implemented.

Industrial Relations reported that it provided further time-reporting and record-keeping training to all of its managers and supervisors. In addition, Industrial Relations issued a memorandum about attendance and reporting requirements to all of its district offices. Finally, Industrial Relations stated that it had provided training to all attendance reporting officers about the proper documentation of all hours worked and leave taken.