



2011 Integrity Line Report January 1, 2011 to December 31, 2011

Summary of Integrity Line Calls

| | |
|--|------------|
| <u>Open Cases on January 1, 2011</u> | <u>48</u> |
| <u>New Calls Received in 2011</u> | <u>86</u> |
| 2011 Cases Closed (63) | |
| • Cases Investigated (41) | |
| ○ 16 Allegations Sustained | |
| 3 Disciplined | |
| 12 Changes in Department Policies or Procedures | |
| ○ 26 Allegations Not Sustained | |
| • No Investigation Conducted (22) | |
| ○ 16 No Investigation Necessary | |
| ○ 5 No Report Referral | |
| ○ 1 Duplicate Call | |
| Remaining Open 2011 Cases (23) | |
| <u>Cases Closed in 2011 (including cases opened before 2011)</u> | <u>127</u> |
| • Cases Investigated (85) | |
| ○ 31 Allegations Sustained | |
| 5 Disciplined | |
| 26 Changes in Department Policies or Procedures | |
| ○ 54 Allegations Not Sustained | |
| • No Investigation Conducted (42) | |
| ○ 23 No Investigation Necessary | |
| ○ 16 No Report Referral | |
| ○ 3 Duplicate Calls | |
| <u>All Open Cases on December 31, 2011</u> | <u>31</u> |



2011 Integrity Line Report January 1, 2011 to December 31, 2011

Closed Cases Where Allegations Sustained

Disciplinary Action (5)

Departmental Change (26)

Case 114296602. Release of Proprietary Information

Department Aviation
Summary Former city employee was using city-owned and city-supported property to develop his private business.
Action taken Ethics Office issued letter of reprimand to respondent.

Case 114377451. Policy Issues

Case 115319092. Employee Relations

Department Public Works
Summary Altercation occurred between two employees. Installation Chief allegedly told supervisors that they were incompetent to do their job.
Action taken Employees received two days suspension without pay. Chief was instructed to be cautious and use decorum when addressing employees.

Case 115080381. Employee Relations

Department Public Works
Summary Employee was subject to intimidation, threats and unfair treatment.
Action taken Employees received verbal warnings and management would continue to monitor their behavior.

Case 115021926. Employee Relations

Department Watershed Management
Summary Employee threatened another employee.
Action taken Received verbal warning.

Case 114989352. Theft of time.

Department Public Works
Summary A timecard audit found that employee made significant edits to his/her timecard.
Action taken Employee received an oral admonishment and additional training on proper time keeping.



2011 Integrity Line Report January 1, 2011 to December 31, 2011

Case 114443089. Conflicts of Interest

Department Aviation
Summary It is a conflict of interest for the assistant general manager to participate in any requests for proposals concerning the company his daughter previously worked for as a summer intern.
Action taken Ethics Office sent an informal advisory letter to the Aviation General Manager with recommendations.

Case 114568381. Employee Relations

Department Parks, Recreation and Cultural Affairs
Summary Employee had a criminal record that included felony convictions that were not expunged from her record.
Action taken Employee was terminated as a result of a separate internal investigation.

Case 115717286. Conflicts of Interest

Department Watershed Management
Summary Allegations of nepotism against employee.
Action taken Employee was terminated based on a separate investigation.

Case 114728230. Policy Issues

Case 114668985. Discrimination

Department Watershed Management
Summary New Management Team acted unfairly to accommodate the needs of an employee by facilitating a transfer.
Action taken Management team will work better with the HR division to ensure that all paperwork is done properly and employee transfers go smoothly in the future.

Case 114242472. Employee Relations

Case 114242565. Employee Relations

Case 114247066. Employee Relations

Department Watershed Management
Summary Mechanics were given an opportunity to take a voluntary Journey Man class to receive a raise; if they failed the course they could keep their current position. After failing the course, three employees were demoted.
Action taken Watershed took steps to ensure this did not occur again; program was retooled for improved administration and enhanced communication between participants and program managers.



2011 Integrity Line Report January 1, 2011 to December 31, 2011

Case 114722219. Sexual Harassment.

Department Corrections
Summary Respondent made sexual comments and advances toward student interns. The allegations could neither be confirmed nor denied.
Action taken Employees would receive annual in-service training to keep them up to date with new and existing policies on sexual harassment.

Case 114826338. Wage/Hour Issues.

Department Watershed Management
Summary Employees shifts were changed from eight to ten hour shifts and employees had to use two hours of sick or vacation pay to make up for the extra two hours accrued from city holiday shifts.
Action taken Employees affected had their time restored.

Case 114729263. Theft of time.

Department Public Works
Summary Employee received overtime pay and slept during work hours. He accrued 70.75 hours of overtime during the period of time in question.
Action taken Measures were taken to ensure that no employee works an excess of 12 hours per day.

Case 114997078. Theft of time.

Department Public Works
Summary Employee's son visited her frequently for long periods in a city vehicle on city time.
Action taken Employee was cautioned against having visitors for extended periods of time during business hours.

Case 114941712. Theft of time.

Department Watershed Management
Summary Manger and Supervisor allowed abuse of overtime.
Action taken Management overhauled the work distribution process to cut down on overtime pay.

Case 115145281. Employee Relations

Case 115001065. Employee Relations

Department Watershed Management
Summary Employees were subject to harassment and unfair treatment.



2011 Integrity Line Report January 1, 2011 to December 31, 2011

Action taken Supervisor received supervisory counseling and team attended workplace sensitivity training.

Case 115346519. Theft of Time

Department Aviation

Summary Employee was not properly completing leave forms.

Action taken Employee was instructed on how to complete forms; managers were retrained on city leave policies.

Case 114223679. Retaliation of Whistleblowers

Case 114224036. Discrimination

Case 114224045. Theft of Goods/Services

Case 114224123. Falsification of Company Records

Department Finance

Summary Employee was retaliated against for filing a grievance.

Action taken Complaint was resolved through the grievance process and through the Civil Service Board.

Case 114745045. Policy Issues

Department Parks, Recreation and Cultural Affairs

Summary Employees were using recreational facilities such as the MLK Center without paying.

Action taken Internal policy developed requiring employees to pay to use the facility as the general public.

Case 114899355. Policy Issues

Case 114902114. Employee Relations

Department Planning and Community Development

Summary Employee watched television during city hours on a daily basis.

Action taken Television was removed from employee's office.

Case 115024013. Employee Relations

Department Public Works

Summary Employee's early arrival for his work shift startled the security guard on duty.

Action taken Employees who arrive early were instructed not to attempt entry into the building during twilight or darkness except through the front door. They must wait until the door has been unlocked.