LIMITED REVIEW OF SELECTED PAYROLL
TRANSACTIONS/DISBURSEMENTS

AUDIT NO. 07-006

Prepared By
Office of Independent Auditor General

Victor I. Igwe, CPA, CIA
Auditor General
December 21, 2006

Honorable Members of the
City Commission
City of Miami
3500 Pan American Drive
Coconut Grove, FL 33133-5504

Re: Limited Review of Selected Payroll Transactions/Disbursements
Audit No. 07-006

Pursuant to Section 48 of the City of Miami’s (City) Charter and a request from the Director of Employee Relations, we have performed a limited review of selected payroll transactions and related disbursements. The limited review was performed to determine whether selected payroll transactions were processed and disbursed in accordance with Labor Union Agreements, City Code, Fair Labor Standards Act, and other guidelines. Additionally, we examined the internal control policies and procedures relative to the selected payroll transactions and related disbursements to determine whether they were adequate and effective.

The selected payroll transactions and related disbursements were processed during calendar years 2004 through 2006.
Sincerely,

Victor Igwe

Victor I. Igwe, CPA, CIA
Independent Auditor General
Office of Independent Auditor General

C: The Honorable Mayor Manuel A. Diaz
   Pedro H. Hernandez, Chief Administrator/City Manager
   Members of the Audit Advisory Committee
   Mary Conway, Chief of Operations/Director, Capital Improvement & Transportation
   Larry M. Spring, Chief of Strategic Planning, Budgeting and Performance
   Peter W. Korinis, Chief Information Officer, Information Technology Department
   Rosalie Mark, Director, Employee Relations Department
   Ernest Burkeen, Director, Parks and Recreation Department
   John Timoney, Chief of Police
   Laura L. Billberry, Director, Public Facilities Department
   Teresita L. Fernandez, Executive Secretary, Office of Hearing Board
   Glenn Marcos, Director, Purchasing Department
   Jorge L. Fernandez, City Attorney, City Attorney's Office
   Priscilla A. Thompson, City Clerk, City Clerk's Office
   Diana M. Gomez, CPA, Director, Finance Department
   Donald Riedel, Director, Office of CitiStat
   Audit Documentation File

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INTRODUCTION

The City’s current workforce is approximately 4,000, and payroll records indicated that approximately $322 million, $353 million, and $343 million of salaries and fringe benefits (including health/life insurance, worker’s compensation, and pension) were processed and disbursed to employees during the fiscal years ended September 30, 2004, September 30, 2005, and September 30, 2006, respectively. During said fiscal years, salaries and fringe benefits constitute approximately 76%, 77%, and 76% of City’s total General Fund expenditures.

The labor union agreements, the Fair Labor Standards Act (FLSA); the Administrative Policy Manual (APM); the salary schedule, among others, determine how personnel (sworn and civilian) would be compensated for regular hours worked, overtime, and other supplemental payment benefits.

This limited review was performed to determine whether payroll and related transactions were processed and disbursed in accordance with all applicable Labor Union Agreements, City Code, Fair Labor Standards Act, and other guidelines. Additionally, we examined internal control policies and procedures relating to the processing of payroll/fringe benefits transactions to determine whether they were adequate and effective.

The Employee Relations Department (ERD) is responsible for the coordination of the hiring of all new employees. The ERD manages the City’s employment program based on policies and procedures developed in accordance with Commission mandates, labor union agreements, civil service rules/regulations, Federal, and State legislation. The ERD is made up of seven sections namely: employment, selection and records; testing and validation; classification and pay; medical; training; equal opportunity program; and labor relations.
The main functions of the Payroll Section are to record payroll transactions and to process and prepare the related payroll paychecks. The personnel/payroll transactions are accumulated and processed in the Moore Payroll accounting system. This computer application was purchased and implemented in March 1990. The City is in the process of implementing a new payroll accounting system.
SCOPE AND OBJECTIVES

This limited review was performed pursuant to the authority set forth in Section 48 of the City’s Charter titled, “Office of the Independent Auditor General”, and was conducted at the request of the Director of the Employee Relations Department. As part of our oversight responsibilities, the Office of the Independent Auditor General performs financial and operational audits to determine the extent of compliance and management’s fulfillment of its responsibilities. The operational audit process determines the extent to which internal control practices promoted and encouraged compliance with City Code provisions, policies, procedures, contracts/agreements, and other guidelines.

The selected payroll transactions and related disbursements were processed during calendar years 2004 through 2006. In general, the audit focused on the following broad objectives:

- To gain an understanding of the components of internal controls including computer environment controls relative to the processing and disbursing of selected payroll/fringe benefit transactions.

- To determine whether selected payroll/fringe benefits and related transactions were processed and disbursed in accordance with Labor Union Agreements, City Code, Fair Labor Standards Act, and other guidelines.

- To determine whether salary adjustments and other supplemental payments were properly authorized prior to disbursement.

- Other audit objectives as deemed necessary.
METHODOLOGY

We conducted the review in accordance with generally accepted government auditing standards, issued by the Comptroller General of the United States. The audit methodology included the following:

- Interviewed and inquired of appropriate personnel, reviewed and observed applicable written policies and procedures in order to gain an understanding of the internal controls, assessed control risk, and planned substantive testing.
- Performed substantive testing consistent with the audit objectives.
- Examined, on a test basis, applicable transactions and records.
- Determined compliance with all the objectives noted on page 3.
- Performed other audit procedures as deemed necessary.
- Drew conclusions based on the testing, made corresponding recommendations, and obtained the auditee’s responses and action plans.
SUMMARY OF LIMITED REVIEW FINDINGS

EMPLOYEES RELATIONS DEPARTMENT

THE REQUIRED SIGNATURES ON THE REQUEST FOR PERSONNEL ACTION FORMS WERE RUBBER STAMPED.

As noted on page 11, payroll and related financial transactions constitute a significant portion of the City’s total General Fund disbursements. The City’s Employee Relations Department (ERD) policy requires that a Request for Personnel Action Form (PAF) be prepared, approved, and submitted to the ERD. Properly approved PAFs are used by appropriate ERD staff to record and activate authorized changes relative to job classification, rate of pay changes, promotions, anniversary increases, termination payouts, and other payroll transactions in the City’s Moore Payroll Computer System. The City Manager or designee is one of the officials designated to sign (approve) all PAFs. Our review disclosed that the Director of the City’s ERD was the official designated to sign for the City Manager. However, we noted that the Director’s signature was rubber stamped on the designated signature space by the Director’s Administrative Assistant on approximately 169 PAFs reviewed in connection with approvals for termination payouts (accrued vacation, sick, compensatory, 25 years service, and other benefits), and on approximately 650 PAFs reviewed in connection with changes to rates of pay for citywide part-time/temporary employees. The amount of payroll to be disbursed is determined by various provisions of the four labor union agreements, the Fair Labor Standards Act (FLSA) provisions, the Administrative Policy Manual (APM), and salary schedules for Fire Fighters, Police Officers and General employees. Therefore, the PAF, which activates and/or modifies payroll disbursement transactions, should be closely reviewed and approved only by those who have proper understanding of the various job classifications and related compensations/benefits.
Differences Between the Approved Accrued Leave Balances and the Actual Termination Payout.

We reviewed approximately 169 PAFs relating to termination payouts processed during the period November 2004 through July 2006. Our review disclosed differences between the equivalent dollar value of the accrued leave balances approved by all the designated officials for disbursement and the actual amount disbursed by the Payroll Section of the Employee Relations Department. Said differences were noted in 37 (or 22%) of the 169 instances reviewed. There were 27 instances of overpayments totaling $53,329.96, and 10 instances of underpayments totaling $65,088.15.
PAYROLL COMPUTER EXCEPTION REPORTS WERE NOT RETAINED FOR AUDIT.

The Moore Payroll Computer system generates an Exception Report on a daily basis. The content of the daily report, changes from day to day depending on computer input edits performed by payroll staff as authorized by the designated officials. An Exception Report shows all changes to payroll transactions processed by the Moore Payroll Computer system. The changes may include the processing of payroll transactions such as:

- Overtime benefits for exempt employees. Exempt employees are precluded from earning overtime benefits.
- Part time employees that worked in excess of the scheduled number of hours.
- Employees taking vacation in excess of the available balance.
- Payroll payment that exceeded the maximum allowed amount

We requested copies of the Exception Reports for the period November 2004 through July 2006 for review but was advised that said reports were not retained for audit. Chapter 119, Florida Statutes (General Records Schedule for Local Government Agencies) provides that the original documents supporting payroll records shall be retained for three calendar years provided applicable audits have been released. Also, said statutory provision mandates that duplicate copies shall be retained until obsolete, superseded or when administrative value is lost.

Additionally, the statutory provisions require Municipal entities to follow certain procedures before the disposition of public records. We requested, but were not provided with, any evidence to show that proper disposition procedures were followed.

In an internal audit report number 00-001, titled “Audit of the Human Resources and Payroll System”, dated November 29, 1999, we observed that Payroll Exception
Reports were not provided to the Labor Relations as required for review and proper follow-up.
THE HOURLY RATE OF PAY FOR CERTAIN TEMPORARY AND PART TIME EMPLOYEES WERE NOT WITHIN THE ESTABLISHED PAY RANGE.

The Administrative Policy Manual 4-02, which provides guidelines relative to the employment, hours of work, and benefits for temporary and part time employees, stipulates that compensation for temporary and part time employees shall be paid at the equivalent hourly rates of pay established for the classification as determined by the Employee Relations Department. Our review of the hourly rates paid to 659 temporary and part time employees City-wide, as of August 17, 2006, disclosed 13 (or 2%) instances where the rates of pay were either below the minimum or exceeded the maximum pay range established as noted on page 16.

The total annual compensation for temporary and part time employees City-wide is included as part of the annual salary budget appropriation. Said annual budget appropriations for temporary and part time employees are determined by the proposed rate of pay (which must be within each established pay range) and the anticipated period of employment. Therefore, budget constraints would require rates of pay offered to temporary and part time employees to be within the specified range of pay for each classification.
TEMPORARY EDUCATOR’S CERTIFICATES WERE NOT VERIFIED.

The Employee Relations Department is responsible for coordinating all recruitments including verification of academic qualifications and prior job experience. Our limited review disclosed that the Temporary Educator’s Certificates, which attests to an applicant’s satisfactory completion of all requirements of the law and State Board of Education rules, were not verified for authenticity. The Employee Relations Department accepts the computer generated certificate from the applicant without any verification.

When copies of diplomas are accepted from prospective job applicants as evidence of academic achievement and when said academic achievements are not verified, the Employee Relations Department could inadvertently accept falsified academic records, thereby hiring an unqualified applicant. Such verification will ensure that an applicant meets all the requirements for the position.
LIMITED REVIEW FINDINGS AND RECOMMENDATIONS

EMPLOYEES RELATIONS DEPARTMENT

THE REQUIRED SIGNATURES ON THE REQUEST FOR PERSONNEL ACTION FORMS WERE RUBBER STAMPED.

The City’s payroll records indicated that approximately $322 million, $353 million, and $343 million of salaries and fringe benefits (including health/life insurance, worker’s compensation, and pension) were processed and disbursed to employees during the fiscal years ended September 30, 2004, September 30, 2005, and September 30, 2006, respectively. During said fiscal years, salaries and fringe benefits constituted approximately 76%, 77% and 76% of the City’s total General Fund expenditures, respectively.

The City’s Employee Relations Department (ERD) policy requires that a Request for Personnel Action Form (PAF) be prepared, approved and submitted to the ERD to record and activate authorized changes relative to job classification, rate of pay changes, promotions, anniversary increases, termination payouts, and other payroll transactions in the City’s Moore Payroll Computer System. The City Manager or designee is one of the officials designated to sign (approve) all PAFs. Our review disclosed that the Director of the City’s ERD was the official designated to sign for the City Manager. However, we noted that the Director’s signature was stamped on the designated signature space by the Director’s Administrative Assistant on approximately 169 PAFs reviewed in connection with approvals for termination payouts, and on approximately 650 PAFs reviewed in connection with changes to rate of pay for citywide part-time/temporary employees. As noted above, payroll and related financial transactions constitute a significant portion of the City’s total General Fund disbursements. Also, the amount of payroll to be disbursed is determined mainly by the provisions of the four labor union agreements, the Fair Labor Standards Act (FLSA), the Administrative Policy Manual (APM), and salary schedules. Therefore, the PAF, which activates and/or modifies payroll disbursement transactions,
should be closely reviewed and approved only by those who have proper understanding of the various job classifications and related compensations/benefits.

Recommendation.

We recommend that all PAFs be reviewed and approved only by those who have proper understanding of the various job classifications and related compensations/benefits.

Auditee’s Response and Action Plan.

In a written response, the Director of Employee Relations Department stated that the Deputy Director has been designated to sign all PAFs. See Page 20.
DIFFERENCES BETWEEN THE APPROVED ACCRUED LEAVE BALANCES AND THE ACTUAL TERMINATION PAYOUT.

Upon termination of employment from the City, a Request for Personnel Action Form (PAF), which reflects all types of accrued leave balances, is generated, verified by the Records Section of the Employee Relations Department, and approved (signed) by all the designated officials. We reviewed approximately 169 PAFs relating to termination payouts processed during the period November 2004 through July 2006.

Our review disclosed differences between the equivalent dollar value of the accrued leave balances approved (as noted on pages 11 and 12, one of the signatures was rubber stamped) by all the designated officials for disbursement and the actual amount disbursed by the Payroll Section of the Employee Relations Department. Said differences were noted in 37 (or 22%) of the 169 instances reviewed. There were 27 instances of overpayments totaling $57,340.89, and 10 instances of underpayments totaling $61,545.15.

Recommendation.

The Payroll Department should only disburse the equivalent dollar value of the accrued leave balances approved by all the designated officials. Any changes/adjustments made to correctly reflect vacation/sick time earned or used should be re-submitted including support documents for re-authorization.

Auditee’s Response and Action Plan.

In a written response, the Director of Employee Relations Department provided several reasons that could have caused the differences and also offered corrective action plan. See Pages 20 through 23.
PAYROLL COMPUTER EXCEPTION REPORTS WERE NOT RETAINED FOR AUDIT.

During the period ended September 30, 2004, September 30, 2005, and September 30, 2006, approximately $322 million, $353 million, and $343 million of salaries and related fringe benefits, respectively (including health/life insurance, worker’s compensation, and pension) were processed and disbursed through the Moore Computer system. The Moore Payroll Computer system generates an Exception Report on a daily basis. The content of the daily report, which changes from day to day depending on computer input edits performed by payroll staff as authorized by the designated officials, are distributed to certain payroll staff for review. The Wednesday of the payroll week, the final Exception report is generated and forwarded to Labor Relations. An Exception Report, which shows all changes to payroll transactions processed by the Moore Payroll Computer system, may include changes relating to the processing of payroll transactions such as:

- Overtime benefits for exempt employees. Exempt employees are precluded from earning overtime benefits.
- Part time employees that worked in excess of the scheduled number of hours.
- Employees taking vacation in excess of the available balance.
- Payroll payment that exceeded the maximum allowed amount

As noted above, the existing procedures require the Payroll Section of the Employee Relations Department to provide the Exception Report to the Office of Labor Relations (OLR). Upon receipt, the OLR is required to review the Exception Report and determine the nature of each exception (if any) encountered by the Moore payroll system and the proper disposition of the exception noted. We requested copies of the Exception Reports for the period November 2004 through July 2006 for review but was advised that said reports were not retained for audit.

Chapter 119, Florida Statutes (General Records Schedule for Local Government Agencies) provides that the original documents supporting payroll records shall be retained for three calendar years provided applicable audits have been released. Also,
said statutory provision mandates that duplicate copies shall be retained until obsolete, superseded or when administrative value is lost.

Additionally, the statutory provisions require Municipal entities to follow certain procedures before the disposition of public records. We requested, but were not provided with, any evidence to show that proper disposition procedures were followed.

In an internal audit report number 02-022, titled “Audit of Selected Payroll Transactions”, dated September 09, 2002, we observed that Payroll Exception Reports were not provided to the Labor Relations as required for review and proper follow-up.

Recommendation.

We recommend that all payroll records be retained and the appropriate procedures for the disposition of public records be followed, as required by Chapter 119, Florida Statutes (General Records Schedule for Local Government Agencies).

Auditee’s Response and Action Plan.

In a written response, the Director of Employee Relations Department, stated that henceforth Payroll Computer Exception Reports will be retained. Also, she stated that Employee Relations Department will follow the proper disposition procedures. See page 23.
THE HOURLY RATE OF PAY FOR CERTAIN TEMPORARY AND PART TIME EMPLOYEES WERE NOT WITHIN THE ESTABLISHED PAY RANGE.

The Administrative Policy Manual number 4-02, which provides guidelines relative to the employment, hours of work, and benefits for temporary and part time employees, stipulates that compensation for temporary and part time employees shall be paid at the equivalent hourly rates of pay established for each classification as determined by the Employee Relations Department. Our review of the hourly rates paid to 659 temporary and part time employees City wide, as of August 17, 2006, disclosed 13 (or 2%) instances where the rates of pay were either below the minimum or exceeded the maximum pay range established as noted below:

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<th>Title</th>
<th>Pay Rng</th>
<th>Hire Date</th>
<th>Job Entry Date</th>
<th>Step</th>
<th>Hrly</th>
<th>Min</th>
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<td>12/1/03</td>
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<td>Over Max</td>
<td>2700</td>
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</tr>
</tbody>
</table>
The total annual compensation for all City employees including temporary and part time employees are predetermined and included as part of the City wide annual salary budget appropriation. The annual budget appropriations for temporary and part time employees are determined by the proposed rate of pay (which must be within each established pay range) and the anticipated period of employment. Therefore, budget constraints would require rates of pay being offered and paid to temporary and part time employees to be within the specified range of pay for each classification. Upon audit inquiry, all the rates of pay below the minimum were corrected and we were advised that appropriate personnel actions would be taken to address all rates of pay in excess of the maximum established by the Employee Relations Department.

Recommendation.

We recommend that all rates of pay offered to temporary and part time employees be within the specified range of pay for each classification. Any exceptions must be approved by the City Manager and/or the City Commission.

Auditee’s Response and Action Plan.

In a written response, the Director of Employee Relations Department, stated that all the hourly rate of pay below the maximum has been corrected. Also, she noted that appropriate personnel actions would be taken to address all rates of pay in excess of the maximum established by the Employee Relations Department. See written response on pages 24 and 26.
The Employee Relations Department is responsible for coordinating all recruitments including verification of academic qualifications and prior job experience. The City’s Parks and Recreation Department operate after school programs for certain school grade levels and Summer Reading Programs funded through Miami-Dade County Public Schools. The Temporary Educator’s Certificate, which is issued by the State of Florida’s Department of Education, is the basic requirement for employees who teach in the said program. Said Temporary Certificate certifies that an applicant has satisfactorily completed all requirements of law and State of Florida’s Board of Education Rules and is qualified to teach the subjects listed on the Certificate.

Our limited review disclosed that the Temporary Educator’s Certificates, which attests to an applicant’s qualifications, were not verified for authenticity. The Employee Relations Department accepts the computer generated Temporary Certificate from the applicant without any verification.

When copies of diplomas are accepted from prospective job applicants as evidence of academic/scholastic achievements and when said achievements are not verified for authenticity, the Employee Relations Department could inadvertently accept falsified academic records, thereby hiring an unqualified applicant to teach in its education programs. Such verification will ensure that applicants meet all the requirements for the positions they hold.
Recommendation.

We recommend that all Temporary Educator’s Certificates, which attests to applicants’ satisfactory completion of all requirements of the law and State Board of Education rules, be verified for authenticity.

Auditee’s Response and Action Plan.

The auditee concurred with the finding and recommendation. See written response on pages 24 and 25.
Pursuant to your request, the following are responses to the above referenced subject. If you require additional information, please contact me. Thank you.

**THE REQUIRED SIGNATURES ON THE REQUEST FOR PERSONNEL ACTION FORMS WERE STAMPED.**

Response: Effective immediately, the Deputy Director Employee Relations has been designated to sign the PAF (a.k.a. AG’s). In his absence, the Director will sign the PAF’s.

**DIFFERENCES BETWEEN THE APPROVED ACCRUED LEAVE BALANCES AND THE ACTUAL TERMINATION PAYOUT.**

Response: The operating department’s payroll liaison lists the hours for Vacation, Ill and Compensatory as reflected on the “Accrued Leave Balance Summary” report at the time the retirement/termination of employment AG is created. There are a few factors that need to be considered when using the Accrued Leave Balance Summary Report to determine payouts. The factors include: timing of generation of the report; the timing that accruals occur; and the difference in the report date and the actual date of retirement and/or other
termination of employment. If the employee uses time within the pay cycle or if time accrues, there will be differences in the amounts reflected on the AG that is initially generated and the actual payouts.

The following are several reasons for the differences between the hours reflected on the AG, (processed by ER – Records Section) and the leave balances disbursed by Payroll:

Reason 1:
The “Accrued Leave Balance Summary” report does not capture hours not accrued. Accrued bank hours are manually calculated based on the employee accrued rate and the number of months of accrued time.

Reason 2:
The differences in Vacation, Ill and Compensatory hours reflected are the results of accruals occurring between the time that the AG was generated and the time the person retired or otherwise ends employment.

Reason 3:
The differences in Vacation, Ill and Compensatory hours reflected are the results of hours being taken subsequent to the AG being completed and/or disbursement of pay.

Reason 4:
The difference in Ill hours not paid is the result of an employee who has not been employed by the City of Miami for seven years, hence, she/he is not eligible for sick leave payout.

Reason 5:
The difference in Ill hours reflected on the AG is different from the pay disbursed is the result of an employee who has been employed by the City of Miami for
seven years, and Ill Balance exceed 750.00. As indicated on the Labor Agreement the following formula is applied:

Formula:

Total Ill Hours Balance – 750 /2 = Adjusted Ill Hours + 750 = Payable Ill Hours.

Reason 6:
The differences in Vacation hours reflected on the AG is different from the pay disbursed is the result of using the pay code for 25 years of service, which lumps the amount to Vacation payout. This issue will be corrected for the incoming year by setting up a new pay code to independently capture payout for 25 years of service.

Reason 7:
The differences in Vacation, Ill and Compensatory hours reflected are the results of year beginning conversion. Hours are then manually calculated for proper pay out.

Reason 8:
The differences in Vacation, Ill and Compensatory hours reflected are the results of Moore system limitation requiring payroll to produce more than one check to pay out the total amount due the employee.

Reason 9:
The differences in Vacation, Ill and Compensatory hours reflected on the AG is different for the pay disbursed is the result of the operating department omitting to add the hours reflected on the “Accrued Leave Balance Summary” report to the AG.

These reasons were captured based on the thirty seven audited AG’s provided by the office of the Auditor General.

The recommended action plan to potentially eliminate these issues is as follows:

- The ER/Payroll Liaisons will continue the practice of entering the accrued hours on the personnel action form (AG) based upon documented time.
• The Employee Relations, Record Section determines and indicates on the AG when an employee is eligible for the 25 years of service incentive pay. Additionally, Employee Relations will verify that the leave balances on the AG match the documented leave balances in the Moore system.

• Prior to processing for final payout, the Payroll Department will as a final check review the number of hours for Vacation, Ill and Compensatory time the employee is eligible for as payout based upon documented hours records, and factors such as including the Accrued Leave Balance Summary Report and the labor agreements and/or established City policy, and the actual date of retirement/termination.

• Hours identified by Payroll Department for payout would be reviewed and by Payroll Supervisor/Manager prior to disbursing payout. If the hours at the time of scheduled payout do not match what the signatories on the personnel action form have approved, the payroll Division of the Employee Relations Department will not process payment, but will forward the personnel action form with supporting documentation to Employee Relations for review and re-approval.

• The Director of Employee Relations or designee and the City Manager or designee would initial the changes in the amount of leave balances due and date same indicating when the second review was conducted, and the changes approved. Once re-approved, Employee Relations will forward back to payroll.

Employee Relations, Record Section would file the AG and supporting backup in the official personnel file.

*PAYROLL COMPUTER EXCEPTION REPORTS WERE NOT RETAINED FOR AUDIT.*

Response: Effective immediately, the Payroll Division will retain the Payroll Computer Exception Reports generated by the Moore Payroll System on microfiche. The Payroll and Labor Relations Divisions will assure that upon completion of the payroll process a copy of the report is received by the Labor Relations Division on the following day. The duplicate copies will continue to be retained in the Labor Relations Division until they are obsolete or the administrative value is lost. The Payroll Division will also follow the disposition procedures for the reports that are maintained on microfiche. Two employees within the Labor Relations team will be trained to review the reports for unusual or inappropriate pay and report any required changes to Payroll Division.
THE HOURLY RATE OF PAY FOR CERTAIN TEMPORARY AND PART TIME EMPLOYEES WERE NOT WITHIN THE ESTABLISHED PAY RANGE.

Response: See attached Xcel document

TEMPORARY EDUCATOR’S CERTIFICATES WERE NOT VERIFIED.

Response: Recruitment and Selection staff accepts copies of documents for initial qualification purposes. The authenticity of the State of Florida Teacher’s certificates for the After-school program were not checked because it had not been communicated to current staff that it was the department’s standard practice to verify "teaching certificates" for authenticity unless there was an issue which raised concern. What had been communicated was that official transcripts were needed for college degrees.

In cases where the grant to fill positions were for the Summer Reading Program funded through Miami-Dade County Public Schools, as part of the screening process the employment status of those applicants was verified telephonically with Miami-Dade County Schools prior to being qualified because their employment status with Dade County Public Schools as a Certified Teacher was a condition of the grant. As for the remaining Certified teacher positions which seem to be in question, these were left to be checked for authenticity at the time of hire, as is the norm. Prior to time of hire, qualifying educational credentials beyond the secondary school level - typically degrees - are normally checked for authenticity by staff assigned to the Director's Office.
As a corrective action, staff responsible for the function of verifying educational credentials for authenticity will be informed of the need to verify the authenticity of teacher certifications with the issuing body, and notate said verification on the copy of the document in the City’s possession or attach a copy of the web-based verification that is now available online at http://www.fldoe.org/edcert/public.asp
<table>
<thead>
<tr>
<th>Job Code</th>
<th>Title</th>
<th>Pay Rng</th>
<th>Hire Date</th>
<th>Job Entry Date</th>
<th>Step</th>
<th>Hry</th>
<th>Min</th>
<th>Max</th>
<th>Out-of-Range</th>
<th>Dept</th>
<th>Schd</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td>9242</td>
<td>STAFF SERVICES ASSISTANT, T</td>
<td>00T</td>
<td>2/14/2005</td>
<td>2/14/2005</td>
<td>99</td>
<td>12.65</td>
<td>12.75</td>
<td>17.85</td>
<td>Below Min</td>
<td>5800 T</td>
<td>5800 T</td>
<td>Hourly rate was corrected on 9/15/06, employee was paid retro-active to date that Temp and P/T schedule was changed, Audit #05-161 (9/15/05). corrected</td>
</tr>
<tr>
<td>9039</td>
<td>EVENTS SUPERVISOR, T</td>
<td>05T</td>
<td>6/12/2000</td>
<td>6/17/2006</td>
<td>99</td>
<td>12.65</td>
<td>12.75</td>
<td>17.85</td>
<td>Below Min</td>
<td>3500 T</td>
<td>5800 T</td>
<td>Hourly rate was corrected on 9/15/06, employee was paid retro-active to date that he was hired in this classification (5/17/06), corrected</td>
</tr>
<tr>
<td>9035</td>
<td>LIFEGUARD I, T</td>
<td>03I</td>
<td>5/18/2005</td>
<td>5/18/2005</td>
<td>98</td>
<td>9</td>
<td>10</td>
<td>12.4</td>
<td>Below Min</td>
<td>5800 T</td>
<td>5800 T</td>
<td>Hourly rate was corrected on 8/23/06, employee was paid retro-active to date that the appointment rate for this classification was upgraded, Audit #05-104 (6/15/05), corrected</td>
</tr>
<tr>
<td>9071</td>
<td>RECREATION AIDE I, P/T</td>
<td>01I</td>
<td>5/30/2005</td>
<td>5/30/2005</td>
<td>98</td>
<td>12.65</td>
<td>12.75</td>
<td>17.85</td>
<td>Below Min</td>
<td>5800 T</td>
<td>5800 T</td>
<td>Hourly rate was corrected on 12/8/05, employee's hourly rate was increased per the minimum wage increase, effective 1/06, corrected</td>
</tr>
<tr>
<td>9024</td>
<td>ADMINISTRATIVE ASSISTANT, T</td>
<td>03T</td>
<td>3/6/2006</td>
<td>3/6/2006</td>
<td>99</td>
<td>25.4459</td>
<td>8.96</td>
<td>12.4</td>
<td>Over Max</td>
<td>8800 T</td>
<td>8800 T</td>
<td>Re-hired as temporary employee at her last rate of pay before retirement. The Director intended to retain the employee for a short duration until a permanent replacement is recruited. That process is currently underway. When a need is identified to re-hire an employee, their last rate of pay and future job responsibility will be taken into consideration. The employee will be placed in a classification that falls within the appropriate scope of duties and hourly rate.</td>
</tr>
<tr>
<td>9203</td>
<td>OFFICE CLERK, T</td>
<td>01T</td>
<td>3/1/2006</td>
<td>3/1/2006</td>
<td>99</td>
<td>9.5</td>
<td>6.15</td>
<td>8.61</td>
<td>Over Max</td>
<td>8200 T</td>
<td>8200 T</td>
<td>New Hire on 3/3/06. I recommend that the incumbent's current hourly rate and job duties be taken into consideration and the appropriate classification be identified so a position audit can take place.</td>
</tr>
<tr>
<td>9130</td>
<td>GRANT WRITER, T</td>
<td>07T</td>
<td>8/22/2006</td>
<td>8/22/2006</td>
<td>99</td>
<td>29</td>
<td>18.36</td>
<td>25.71</td>
<td>Over Max</td>
<td>9800 T</td>
<td>9800 T</td>
<td>Temporary position; AG prepared reflecting appointment, which did not exceed amount on RTF I recommend that the incumbents current hourly rate and job duties be taken into consideration and the appropriate classification be identified so a position audit can take place.</td>
</tr>
<tr>
<td>9757</td>
<td>SPECIAL AIDE P/T</td>
<td>02I</td>
<td>12/1/2003</td>
<td>12/1/2003</td>
<td>99</td>
<td>11</td>
<td>7.38</td>
<td>10.33</td>
<td>Over Max</td>
<td>2102 I</td>
<td>2102 I</td>
<td>Part-time position and within budgeted amount on RTF. Retired employee re-hired. I recommend that the incumbent's current hourly rate and his job duties be taken into consideration and the appropriate classification be identified so a position audit can take place.</td>
</tr>
<tr>
<td>9757</td>
<td>SPECIAL AIDE P/T</td>
<td>02I</td>
<td>6/7/2004</td>
<td>6/7/2004</td>
<td>99</td>
<td>11.5</td>
<td>7.38</td>
<td>10.33</td>
<td>Over Max</td>
<td>2501 I</td>
<td>2501 I</td>
<td>AG signed. I recommend that the incumbents current hourly rate and his job duties be taken into consideration and the appropriate classification be identified so a position audit can take place.</td>
</tr>
<tr>
<td>9757</td>
<td>SPECIAL AIDE P/T</td>
<td>02I</td>
<td>11/29/2005</td>
<td>7/15/2006</td>
<td>99</td>
<td>13.8462</td>
<td>7.38</td>
<td>10.33</td>
<td>Over Max</td>
<td>2194 I</td>
<td>2194 I</td>
<td>AG signed. I recommend that the incumbents current hourly rate and his job duties be taken into consideration and the appropriate classification be identified so a position audit can take place.</td>
</tr>
<tr>
<td>9630</td>
<td>GEN TRADES WORKER, T</td>
<td>02T</td>
<td>8/26/1999</td>
<td>8/26/1999</td>
<td>99</td>
<td>11.462</td>
<td>7.38</td>
<td>10.33</td>
<td>Over Max</td>
<td>3500 T</td>
<td>3500 T</td>
<td>Employee was within the range before Temp and P/T salary schedule revision due to ORACLE. upon revision was placed at step 99 (per audit #06-161) because hourly rate was outside of the max of his new range. I recommend taking incumbent current hourly rate and his duties into consideration and identify the appropriate classification and audit his position.</td>
</tr>
<tr>
<td>9402</td>
<td>POLICE AIDE I</td>
<td>03I</td>
<td>5/24/1974</td>
<td>12/7/2004</td>
<td>99</td>
<td>10.42</td>
<td>7.38</td>
<td>10.33</td>
<td>Over Max</td>
<td>2900 I</td>
<td>2900 I</td>
<td>Employee was granted 10% increase per audit #99-35 which placed her outside of salary range Employee resigned 9/20/06.</td>
</tr>
<tr>
<td>9204</td>
<td>ADMINISTRATIVE ASSISTANT, T</td>
<td>03T</td>
<td>6/19/2006</td>
<td>7/1/2006</td>
<td>99</td>
<td>27</td>
<td>8.66</td>
<td>12.4</td>
<td>Over Max</td>
<td>2700 T</td>
<td>2700 T</td>
<td>Re-hired as temporary employee at his last rate of pay before retirement. He was rehired to train other new hires in his division. When a need is identified to re-hire an employee, their last rate of pay and future job responsibility will be taken into consideration and the employee will be placed in a classification that falls within the appropriate scope of duties and hourly rate.</td>
</tr>
</tbody>
</table>