

## El Dorado County Board of Supervisors Response

### Case 21-02: Analysis of County Employee Timekeeping

The Grand Jury has requested responses from the Board of Supervisors to Finding 1 and to Recommendation 1. The Chief Administrative Officer was asked to respond to Finding 6 and Recommendation 6. The Auditor-Controller was also asked to prepare a response to this report.

Consistent with previous practice and pursuant to Board Policy A-11, the Chief Administrative Office is responsible for coordinating the County's response to the Grand Jury. Responses to the Grand Jury Report are directed by Board Policy A-11 and Penal Code 933.05. Accordingly, the Chief Administrative Office has reviewed and compiled the responses from all non-elected department heads into this Initial Draft Response for the Board's consideration.

#### **FINDINGS**

- Fl. Daily time entry, as required by County Policy E-1, is routinely ignored by employees and management.

*The Board of Supervisors disagrees partially with the finding.*

*The Board has no data to substantiate this statement. While the County's timekeeping system allows for reporting of when an employee approves their timecard for a particular pay period, there is no mechanism that allows for the reporting of when individual time entries are added. Verification of daily time entry would require supervisors and managers to review each of their employees' time entry on a daily basis. For large departments this could amount to hours of time, which is simply not practical or efficient. Further, there are instances where it is not feasible for staff to enter their time on a daily basis, such as a first responder, social worker, or other positions where emergencies make it unpractical to enter time every day.*

- F6. Our interviews revealed that there is a weak working relationship or lack of understanding between Payroll and other departments.

*The Board of Supervisors disagrees partially with the finding.*

*The Board of Supervisors agrees that the working relationship between Payroll and other County departments could be improved but disagrees that there is a fundamental weak working relationship or lack of understanding.*

## **RECOMMENDATIONS**

- R1. The Grand Jury recommends that the Board of Supervisors reaffirm their commitment to the policy regarding daily time entry. The Board of Supervisors should also communicate this requirement to the Chief Administrative Officer (CAO) and the elected heads of the departments within 90 days of the date of this report.

*Recommendation has not been implemented but will be implemented no later than October 15, 2022.*

*The Board agrees with the importance of daily time entry, while also recognizing there are some cases in which daily time entry is not feasible. The Chief Administrative Office will send written direction to all County department heads that Board Policy E-1 should be followed to the maximum extent practicable.*

- R6. Chief Administrative Officer and Auditor-Controller co-sponsor a committee to improve communication between the Auditor-Controller Payroll department and their counterparts in other County departments within 90 days of the date of this report.

*The recommendation will not be implemented because it is not warranted.*

*Working relationships between County departments can always be improved. Pursuant to the El Dorado County Charter Article III, Section 304(a), the Chief Administrative Office continually strives to coordinate the work of all departments, thus improving communication and relationships. The Chief Administrative Officer and Auditor-Controller meet regularly and will continue to work together to improve the communication between Payroll and their counterparts in other County departments.*