



# COUNTY OF VENTURA

## AUDITOR-CONTROLLER'S OFFICE

### Employee Fraud Hotline Report

For the Period January through June 2016 **Update #30**

I am pleased to present the Semiannual Report of the Employee Fraud Hotline for the period January through June 2016. The Employee Fraud Hotline was established as an avenue to report fraud, waste, and abuse occurring at the County of Ventura. I encourage employees to resolve concerns through their normal administrative channels whenever possible. However, the Employee Fraud Hotline provides an alternative reporting mechanism to ensure that concerns about possible wrongdoing in our County government are properly addressed. This report reflects information provided to the Board of Supervisors on July 26, 2016.

*Jeffery S. Burgh*  
Auditor-Controller

#### THREE WAYS TO CONTACT THE HOTLINE

**Call:**  
**(805) 644-6019**

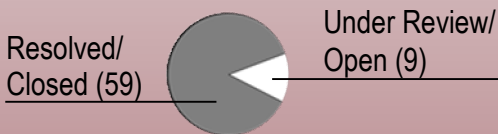
**Write:**  
Employee Fraud Hotline  
Ventura County Auditor-Controller  
Administration Building L#1540  
800 South Victoria Avenue  
Ventura, CA 93009

**E-Mail \*:**  
Fraud.Hotline@ventura.org  
\* E-mail is not confidential



**HOTLINE ACTIVITY AT A GLANCE . . .** During January through June 2016, the Employee Fraud Hotline received 68 new complaints of improper activity, of which we pursued 27 (40%). Thirty-five (35) of the new issues were not pursued because the complainants were redirected to other hotlines or other appropriate agencies, and 6 issues were not pursued due to insufficient information.

As of June 30, 2016, most of the 68 new issues have been resolved/closed:



During January through June 2016, we resolved/closed a total of 70 Hotline issues out of the 81 total complaints that were under review/open (68 new complaints and 13 complaints from prior periods):

#### Summary Outcomes of 70 Hotline Issues Resolved/Closed during January-June 2016

Substantiated (see description below).....	6
Unsubstantiated .....	18
Redirected to Other Hotlines/Agencies.....	39
Insufficient Information .....	7

Most of the new complaints were made by telephone:

#### Contact Method

Telephone .....	81%
E-Mail .....	16%
U.S. or Brown Mail .....	3%

#### DESCRIPTION OF SUBSTANTIATED COMPLAINTS

- Misuse of County Information.** An employee misused information obtained as part of employment with the County. The department took corrective action steps, including reinforcing staff on the agency's policy regarding confidentiality/conflict of interest and reassigning the employee to other needed duties.
- Time Abuse.** An exempt employee of an agency with shared County oversight was abusing work hours. The agency reported that the employee's behavior improved significantly after counseling by the employee's supervisor and manager. In addition, Human Resources has recommended that an entry level position at the agency be reclassified from exempt to nonexempt in accordance with the Fair Labor Standards Act.

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## DESCRIPTION OF SUBSTANTIATED COMPLAINTS

3. **Misuse of County Time.** An employee misused work hours by engaging in activities related to an outside business and not performing actual work during the work day. The department took corrective action steps to ensure the employee complies with County/agency policy regarding performance standards, and will continue to monitor this matter and take additional steps if necessary.
4. **Outside Employment.** An employee did not follow proper procedures for outside employment, including not completing the required form. The department took corrective action steps to ensure the employee complies with County/agency policy regarding outside employment, and will continue to monitor this matter and take additional steps if necessary.
5. **Student Worker Double Pay.** A student worker was paid twice for the same days worked by the County and by a temporary staffing agency. The department will track time and balance hours for staff who have maximum allotted hours (1,040 hours in a 12-month period for student workers) to ensure timely removal from the Ventura County Human Resources/Payroll system, and the \$294 double payment was repaid to the County.
6. **Manipulation of Student Worker Positions.** A department continued using a student worker through a temporary staffing agency as a way to continue using the individual for similar job duties after reaching the maximum annual 1,040 hours as a student worker. The department was notified to cease such action immediately, and periodic review of records will ensure compliance with said direction.