

DATE: April 11, 2019

TO: David Mann

FROM: Kathy Johnson-Louis

201900786

---

RE: Health Dept., Home Health Overtime Usage Abuse and Approval Process

My name is Kathy Johnson – Louis. I have worked for the City of Cincinnati for over 27 years. I have processed payroll for over 22 years. I was the payroll supervisor for MSD and GCWW (The Joint Utility) for over 5 years. This is just to say I do know a little about payroll/CHRIS.

I transferred to Health Dept., Home Health Division February 2018. Jill Byrd and I approve Home Health timesheets in CHRIS.

I am attaching the email that I sent to Jill Byrd stating that I'm no longer comfortable approving the timesheets for Home Health nurses.

We had one nurse that stated she worked 15 hours on Sunday March 31. When I asked her about the time she got upset. I was trying to see if she meant, she worked 8 hours and that she should be receiving double time for working on a Sunday. She told me that I don't need to be questioning her time. So after we had words, I sent the attached email to Jill stating that I'm no longer comfortable approving her time in CHRIS.

I'm writing this letter because I think there needs to be an audit of Home Health overtime usage and approval process. There is three nurses in Home Health and two of them are sisters. The PHN 3 and the PHN 2 are sisters. The PHN 3 assigns the overtime to the PHN 2's. No one approves the overtime hours before they are worked.

I have attached a spreadsheet of Home Health overtime hours for the first quarter. Home Health division is always on the chopping block when it comes the budget. I believe the overtime is being abused.

If you have any further questions I can be reached at 513-235-7736.

Home Health - Nurses

2019 First Quarter Overtime

	Pay Period	Traci Lewis	Richena Robinson	Stacey Watkins
OTH	1	9	10.8	6
OT2	1	2	9.6	9.7
HD2	1	0	2.3	0
<b>TOTAL</b>		11	22.7	15.7

	Pay Period	Traci Lewis	Richena Robinson	Stacey Watkins
OTH	2	7	2	9.5
OT2	2	2	10.4	7.5
HD2	2	2		0
<b>TOTAL</b>		11	12.4	17

	Pay Period	Traci Lewis	Richena Robinson	Stacey Watkins
OTH	3	7	6.2	14
OT2	3	4	2	23.3
HD2	3	2	11.3	0
<b>TOTAL</b>		13	19.5	37.3

	Pay Period	Traci Lewis	Richena Robinson	Stacey Watkins
OTH	4	8	4.3	10
OT2	4	4	5	3.3
HD2	4	0	0	0
<b>TOTAL</b>		12	9.3	13.3

	Pay Period	Traci Lewis	Richena Robinson	Stacey Watkins
OTH	5	5	4	3.8
OT2	5	4	2.8	10.8
HD2	5	6	5.4	11
<b>TOTAL</b>		15	12.2	25.6

	Pay Period	Traci Lewis	Richena Robinson	Stacey Watkins
OTH	6	6.5	6.7	9.25
OT2	6	4	6.9	11.5
HD2	6	0	0	0
<b>TOTAL</b>		10.5	13.6	20.75

	Pay Period	Traci Lewis	Richena Robinson	Stacey Watkins
OTH	7	8	10.1	13.5
OT2	7	2	0	10.4
HD2	7	0	0	0
<b>TOTAL</b>		10	10.1	23.9

<b>First Quarter Total OT</b>		82.5	99.8	153.55
-------------------------------	--	------	------	--------

## Stacey Watkins OT

Louis, Kathy

Tue 4/9/2019 4:28 PM

To: Byrd, Jill <Jill.Byrd@cincinnati-oh.gov>

Cc: Schulte, Kathy <Kathy.Schulte@cincinnati-oh.gov>; Kathy Johnson (kathyj36@msn.com) <kathyj36@msn.com>

 1 attachments (104 KB)

Stacey Watkins timesheet PP008.pdf;

Jill,

I'm sure you heard by now that I had a problem with Stacy Watkins overtime. I received it today around 3pm. So I ask her how did she work 15 hours on Sunday March 31. The calculation didn't add up for me. She has a problem with me questioning her OT. She states that if I don't know how to add it up maybe I shouldn't be approving her overtime. I explain that I don't have any problem adding up Richenas and Traci OT. But that is fine. Jill needs to approve your time.

She explains that they work long hours over the weekends and we need to go out in the field with them one day. She goes on to state that they have to go into houses with roaches and they don't have access to restrooms, etc. I stated that she chose her occupation and I chose my occupation. I chose to sit in a office all day.

I approved her time in CHRIS and it was still wrong. So she had to call Maya to fit it. The 15 hours was suppose to be on Saturday March 30.

She took her timesheet to Traci to see if she could add it up. I don't know if Traci was able to or not.

I had to go down stairs for something.

So I'm requesting for some else to approve Stacey's time. I'm not comfortable approving it any longer.

PS: About 2 weeks ago Stacey and I had a problem with her travel reimbursement. She said that her luggage fee was \$70 on their return flight. I told her that you are only allowed one luggage. She states that they had to bring about some books. I ask her to write something up so I can submit it with the travel reimbursement. She got upset with me again because I had questions regarding her travel reimbursements. So she said that she will talk to you (Jill). I said fine again.

I know the city rules regarding travel reimbursement and I was just trying to follow the rules. But that seem to be a problem.



Pay Begin Date: 24-MAR-2019  
 Pay End Date: 08-APR-2019  
 Run ID: U68  
 Taskgroup: 2642A - 2642A - Daphne Byrd

**Watkins, Stacey R 24957**  
 2642445 - HLT PHC CNS WD Home Nursing  
 277 - Public Health Nurse 2

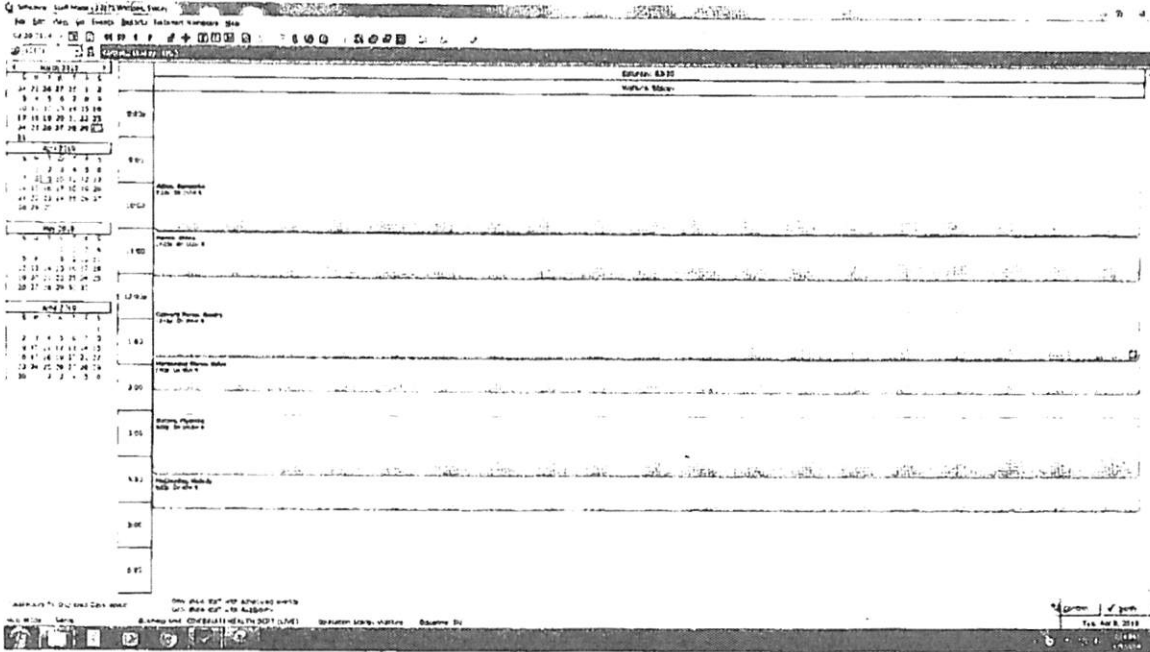
DATE	TRC	HOURS	UNITS	DOLLARS	TASK	PROJECT	PROJECT DESCRIPTION COMMENTS	ACTIVITY
03/25/2018	REG	8.00						
03/26/2018	REG	8.00						
03/27/2018	REG	8.00						
03/28/2018	REG	8.00						
03/29/2018	REG	8.00						
03/30/2018	OTH	8.50						
03/31/2018	OT2	12.30						
	CT2	3.00						
04/01/2018	REG	8.00						
04/02/2018	REG	8.00						
04/03/2018	REG	8.00						
04/04/2018	REG	8.00						
04/05/2018	REG	8.00						
04/06/2018	TRL			\$354.29				
	OTH	8.50						
	<b>Total:</b>	<b>112.30</b>		<b>\$354.29</b>				
<b>Summary:</b>	CT2	3.00						
	OT2	12.30						
	OTH	17.00						
	REG	80.00						
	TRL			\$354.29				
<b>Total Summary:</b>		<b>112.30</b>		<b>\$354.29</b>				



Employee Signature: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

3/30/19



955- 5:10 7<sup>0</sup>:15 min

DOE 4.5

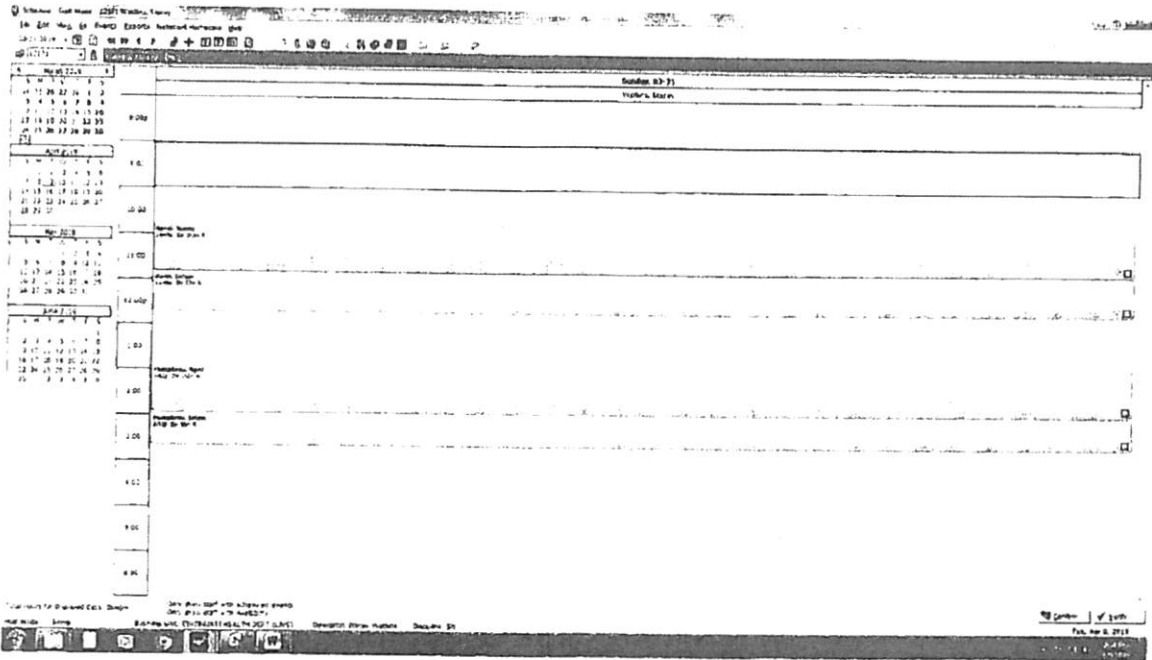
11.75

Anc. .5

12<sup>0</sup> 15 min

12.3

3/31/19



~~10:45~~

$$10:45 - 3:43 = 5$$

Doc: 3

Anc: 5

8.5





# COMPENSATORY TIME EARNED PAYROLL PERIOD



**Part 1. To be completed by employee for instances of overtime hours worked for which compensation will be made in compensatory time. If multiple instances occur within a pay period the entire pay period can be listed on one form. Please follow directions below:**

Employee's Name <i>Stacey Watkins</i>	Title <i>PHN II</i>	Dept/Div <i>MCH</i>
Date <i>3/31/19</i>	Overtime Hours Worked	Comp Time Hours Earned <i>3</i>
Reason <i>Charts</i>		

Employee's Signature: *[Signature]* Date *4/9/19*

**Part 2. To be signed by the appropriate supervisors and forwarded to the payroll clerk for the section.**

I hereby certify that the overtime hours reported above were authorized by my office and were in fact worked on the date(s) stated.

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept/Division Head Initials \_\_\_\_\_ Date \_\_\_\_\_  
*where required*

**Part 3. If more than one occurrence of overtime is worked within the same pay period, please list the dates of the overtime worked and the times of each below, then add the total number of overtime hours worked above in the "Overtime Hours Worked" section.**

	Date	Hours		Date	Hours
1.	_____	_____	8.	_____	_____
2.	_____	_____	9.	_____	_____
3.	_____	_____	10.	_____	_____
4.	_____	_____	11.	_____	_____
5.	_____	_____	12.	_____	_____
6.	_____	_____	13.	_____	_____
7.	_____	_____	14.	_____	_____