



**DIVISION OF HUMAN RESOURCES EMPLOYEE  
OVERTIME REVIEW  
AUGUST 10, 2022**

Board of Education of Baltimore County Public Schools  
Office of Internal Audit

The purpose of the review is to determine whether Non-Exempt employees in the Division of Human Resources are paid overtime.

**Report Distribution:**

Dr. Darryl L. Williams, Superintendent

Ms. Margaret-Ann Howie, Esq., PRP,  
General Counsel

Ms. Mildred Charley-Green, Chief of Staff

Ms. Andrea Barr, Chief Auditor

## **BACKGROUND**

The Office of Internal Audit (Internal Audit) received EthicsPoint case numbers 2022-074, 092, and 099 that contained various concerns related to the Division of Human Resources (HR). The case was referred to management for review and disposition. Management evaluated the allegation details and requested that Internal Audit determine if non-exempt employees in HR were paid overtime.

## **REVIEW PERIOD and METHODOLOGY**

Review of documentation:

- Listing of BCPS Non-Exempt Employees as of April 4, 2022 (provided by Division of Information Technology)
- Overtime Report % of Salary, for FY 22, as of January 28, 2022. This report is produced semi-annually by the Office of Budget and Reporting. It lists the employees year-to-date overtime pay and shows that amount as a percentage of base pay.

Data Analysis:

- Internal Audit completed the following:
  - merged the source data above into one file
  - extracted employees from the departments in the chart below into a new file highlighting employees that both received overtime and employees that did not
  - summarized the extracted data

## **LIMITATIONS**

- On March 30, 2022, Internal Audit requested specific information from the anonymous reporter using the EthicsPoint portal, however, no response was received.
- Due to other investigations in the Division of Human Resources, Internal Audit did not conduct any interviews related to overtime payments paid to non-exempt employees.
- The report used to determine overtime payments was as of January 28, 2022. The report used to identify non-exempt employees was as of April 4, 2022. Consequently, overtime payments to former non-exempt employees as well as new<sup>1</sup> non-exempt employees may be unintentionally excluded from this analysis.

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<sup>1</sup> Non-exempt employees hired between January 28, 2022 and April 4, 2022.

## **RESULTS**

Internal Audit determined that as of January 28, 2022, 19 of 41 non-exempt employees received overtime payments during FY 2022, totaling \$29,033.

<b>First Name</b>	<b>Last Name</b>	<b>Department<sup>2</sup></b>	<b>Amount Paid</b>
Carole	Bartels	Assistant Superintendent HR Staffing	\$ 5,714
Robina	Dyer	Assistant Superintendent HR Staffing	\$ 569
Kellie	Goff	Assistant Superintendent HR Staffing	\$ 103
Janice	Reilly	Assistant Superintendent HR Staffing	\$ 1,187
Mercedes	Thompson	Assistant Superintendent HR Staffing	\$ 116
Angela	Wilks	Assistant Superintendent HR Staffing	\$ 450
Joanne	Wrzesinski	Assistant Superintendent HR Staffing	\$ 67
Jennifer	Duckworth	Chief Human Resources Officer	\$ 117
Susanne	Mccoy	Employee Benefits, Leaves, and Retirement	\$ 136
Brandy	Smith	Employee Benefits, Leaves, and Retirement	\$ 25
Sabrina	Batten	HR	\$ 199
Timothy	Dogbey	HR	\$ 8,461
Charles	Fultz	HR	\$ 773
Marilyn	Pollard	HR	\$ 918
Paul	Sauer	HR	\$ 3,741
Lonny	Smith	HR	\$ 790
Melinda	Basler	Human Resources Operations	\$ 4,096
Judith	Iman	Human Resources Operations	\$ 957
Stacey	Swink	Human Resources Operations	\$ 614
		<b>Total</b>	<b>\$ 29,033</b>

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<sup>2</sup> No overtime payments were made to the non-exempt employee in Staff Relations and Employee Performance Management.