



Baldwin Union Free School District

960 Hastings Street ♦ Baldwin, NY 11510-4798

www.baldwinschools.org



Shari L. Camhi, Ed.D.
Superintendent of Schools
camhis@baldwinschools.org
516-434-6010 ♦ FAX 516-434-6803

Stephen Draper, Ed.D.
Assistant Superintendent,
Business & Administrative Services
Michelle Gallo, Ed.D.
Assistant Superintendent,
Human Resources
Anthony Mignella
Assistant Superintendent, Instruction

Unit Name: Baldwin Union Free School District
Audit Report Title: Non-instructional overtime
Audit Report Number: 2017M-128

For each recommendation included in the audit report, the following is our corrective actions taken or proposed.

Audit Recommendation 1: The Board should adopt an overtime policy or written procedures that provides for pre-approval of overtime, except in cases of emergency, and required documentation and certification of overtime.

Implementation Plan of Action: The board is currently reviewing all policies and procedures and as part of this process, the board will adopt an overtime policy and procedures that specify the process for requesting, pre-approving, documenting and certifying overtime. These processes are in place and are being tested for accuracy and completeness. Once the review process is completed, the policy and procedures will be drafted for board review and approval.

Implementation Date: March 31, 2018

Person Responsible for Implementation: Stephen Draper, Assistant Superintendent for Business and Administrative Service

Audit Recommendation 2: Ensure that written preapprovals are obtained in all instances where overtime can be planned in advance.

Implementation Plan of Action: All overtime requests are being submitted and approved in advance by email.

Implementation Date: October 1, 2017.

Person Responsible for Implementation: Stephen Draper, Assistant Superintendent for Business and Administrative Service

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Audit Recommendation 3: Discontinue paying additional compensation for break periods and ensure that employees are given the opportunity to take their break and lunch periods.

Implementation Plan of Action: The district has discontinued paying additional compensation for break periods and has ensured that all employees have the opportunity to take their break and lunch periods.

Implementation Date: July 1, 2017

Person Responsible for Implementation: Stephen Draper, Assistant Superintendent for Business and Administrative Service

Audit Recommendation 4: Design a comprehensive overtime record that clearly indicates the exact time and date that the overtime was worked, the reason for the overtime and the employee attesting to the overtime hours worked.

Implementation Plan of Action: The district has developed a comprehensive overtime record, which includes the actual overtime worked, the reason for the overtime and signature of the employing attesting to the overtime hours worked.

Implementation Date: October 1, 2017

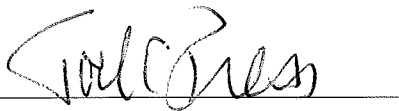
Person Responsible for Implementation: Stephen Draper, Assistant Superintendent for Business and Administrative Service

Audit Recommendation 5: Discuss with the District's legal counsel the possibility of recovering inappropriate overtime payments.

Implementation Plan of Action: The district will confer with legal counsel about the possibility of recovering overtime payments made for breaks.

Implementation Date: December 31, 2017

Person Responsible for Implementation: Stephen Draper, Assistant Superintendent for Business and Administrative Service



Joel Press

Board of Education President



Dr. Shari L. Camhi

Superintendent of Schools

November 8, 2017

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