



**OFFICE OF INSPECTOR GENERAL**  
*City of Albuquerque*

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**FILE NO:** 22-0046

**SUBJECT:** Timecard Fraud, Library Services Division of Art and Culture Department

**STATUS:** Complete

**INVESTIGATOR:** J.S. *J.S.*

**Informative Case Synopsis**

The mission of the Office of Inspector General (OIG) is to promote a culture of integrity, accountability, and transparency throughout the City of Albuquerque in order to safeguard and preserve the public trust.

Pursuant to City Ordinance 2-17-2, the Inspector General's goals are to: (1) Conduct investigations in an efficient, impartial, equitable and objective manner; (2) Prevent and detect fraud, waste and abuse in city activities including all city contracts and partnerships; (3) Deter criminal activity through independence in fact and appearance, investigation and interdiction; and (4) Propose ways to increase the city's legal, fiscal and ethical accountability to insure that tax payers' dollars are spent in a manner consistent with the highest standards of local governments.

On March 16, 2022, an anonymous complaint was received through the OIG's online tip and reporting form, which stated "Assistant director of library is clocking in her employee, hereinafter referred to as E-1, that regularly arrives 30-40 minutes late most mornings at his scheduled start time of 8am. He usually actually arrives for work between 830am and 9am.' The initial complaint further states "Staff in administration area of library regularly see him come in well after his start time of 8am and can corroborate".

A fact-finding investigation was initiated which involved reviewing E-1's time records, E-1's job description, City personnel policies and related Administrative Instructions (AI). Interviews were conducted to obtain more information on the time reporting for the Library Services Division of the Art and Culture Department.

A Time Card Audit was completed in KRONOS for the time-period of January 1, 2022 through April 15, 2022. In addition, discussions were held between the OIG and a Technology and Innovation Database Administrator to ensure that the audit trail was being interpreted correctly. It was observed during this time period that E-1's supervisor did log in to add or edit a time punch in or out each working day for E-1.

During interviews with E-1 and their supervisor, SUP-1, each stated that E-1 often works in different locations.

SUP-1 stated that E-1 has responsibilities for various library programs at the eighteen (18) library branches. These responsibilities include “programming such as tower gardens, STEM kits, kitchen kits, sphero bots, etc”. E-1 is often “dropping things off or at a program where things may run late”. E-1 also covers desk duties in branches when needed which does occur at least once a week. Between these varying responsibilities, E-1 is traveling daily.

When asked about his job functions and locations reported to, E-1 stated that any of the eighteen (18) library branches could request services and programs for kids. Many times these are scheduled after school or <sup>on</sup> even weekends; this is the core of his work. Further, it was stated fall and spring are busy times; summer is often less busy due to other activities at the libraries and summer reading programs.

E-1 stated that work assigned also includes tending to the tower gardens on a weekly basis, at nine (9) different locations. E-1 explained these are gardens that can grow indoors with no dirt. This is designed to help the community learn how to eat healthy, grow for themselves, etc. In addition, E-1 manages Code Clubs for kids and staff, which teaches coding and also heads the digital programming for the libraries in which they video, format and edit things for YouTube and social media.

E-1 stated that it is a near daily occurrence to be at another location.

The job description for the position states, in part:

*Summary: Coordinate, monitor and manage science education programs and volunteers within the BioPark or Library Education section; recruit, train and supervise volunteer staff; and perform a variety of administrative tasks in support of assigned area of responsibility.*

Essential Functions (in part):

*Establish direction of assigned education initiatives, both on-site and outreach, to address set goals and objectives.*

Both E-1 and SUP-1 stated during the telephone discussion and via email that they will keep strict time logs going forward.

Based on the investigation, the OIG found that the allegation regarding SUP-1 clocking E-1 in due to E-1 arriving late to work could not be substantiated. SUP-1 was often clocking E-1 in and out due to constant and regular changes in E-1’s job assignments, job locations and functions and not due to E-1 being late or not working. SUP-1 immediately began entering information into the KRONOS system, at the suggestion of the OIG, to detail each of these exceptions as they occur each day. These were reviewed by the OIG and demonstrated detail and explanation.