

Shelli Rael

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**From:** Shelli Rael  
**Sent:** Thursday, September 26, 2013 12:56 PM  
**To:** Kevin Bernatz; Julie Cloud  
**Cc:** Terry Lewis  
**Subject:** RE: question

Hi Kevin,

As you and I just talked about, Terry should **not** approve any timesheets that are inaccurate or for which there is any question about what the employee recorded and why. I recommend he speak with Trisha asap regarding the discrepancies he found and determine her actual time worked and any leave taken. He also should discuss any errors found in prior time periods so we can make necessary corrections.

The following is stated in our policies:

Attendance (Absenteeism and Tardiness): "Employees are responsible to accurately report all work performed and leave time in I-Time. I-Time is the Idaho State Controller's Office online time-entry system. It serves as the official timesheet record."

Time Records and Reporting: "Time records are a legal document, and should always be recorded and submitted electronically through I-Time as provided by the State Controller's Office, and care must be taken by both the employee and the supervisor to assure that hours reported are accurate." "Employees are expected to complete timesheets on a daily basis, accurately reflecting all hours worked."

Terry should document his concerns and his conversations with Trisha, as well as what his findings are. As you know, an employee can be disciplined for "falsifying any information or official records such as logs, case notes, travel claims, time sheets, and statistics" (Ethics and Standards of Conduct policy). If he is able to determine that to be the case, we can discuss the situation and assist you in proceeding with any corrective/disciplinary action.

The first thing is to discuss the information with Trisha to determine what the facts are, so you can ensure her current timesheet is accurate. This will also assist us in getting corrections for prior time periods. The expectation for her to accurately report her time in the future needs to be clearly stated to her and followed up in an e-mail.

I am hoping to get her computer usage information Terry requested by the end of tomorrow, but I would not wait for that for Terry to talk with Trisha. Terry can always have that second conversation with her if he needs to.

As far as her being late on reports and paperwork, Terry may want to think about doing a performance improvement plan outlining specific expectations, maybe including setting weekly meetings for her with him to discuss due dates and progress, having her keep a time log for what she does on shift, having her attend some time management training, or other? Whatever the expectations and activities you utilize to assist her in improving her performance, you should document the details of what she is supposed to do, the deadlines agreed upon and then follow up on a regular basis to ensure she is meeting those expectations.

Thanks,

Shelli

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**From:** Kevin Bernatz  
**Sent:** Thursday, September 26, 2013 9:27 AM  
**To:** Shelli Rael; Julie Cloud  
**Cc:** Terry Lewis  
**Subject:** FW: question

Good Morning!

I don't know who needs to help us with this, but Terry has been doing some research on time usage and attendance claims of Trisha Campbell. The research is in response to her repeated inability to get done in 40 hours what her peers do, asking to work from home a lot, and having more comp time on the books than them, as well as in response to others in the building suspecting that she isn't working all her hours.

Terry has requested random days of computer use to be tracked to ascertain if habits associated with that realm are keeping her from timely documentation and tasks, and he has also looked at control logs of staff enter/exit and checked videos to verify, to the second, when her actual time in the building is. Terry has already found that a time period already paid has false claims from Trisha, and he knows that the current period is falsely recorded by her. Terry's question below is whether or not he accepts her numbers knowing they don't represent her actual hours, or if he declines them. I think the concern is doing anything that complicates the investigation prior to action regarding her time.

Please advise.

Thanks!

Kevin

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**From:** Terry Lewis  
**Sent:** Wednesday, September 25, 2013 5:49 PM  
**To:** Kevin Bernatz  
**Subject:** question

Kevin, I still have the question about Trisha's timesheet up for my signature on Monday. There are discrepancies and I don't think I can approve it, knowing what I know. trl