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UNITED STATES GENERAL ACCOUNTING OFFICE  
WASHINGTON, D.C. 20548



DIVISION OF FINANCIAL AND  
GENERAL MANAGEMENT STUDIES

B-184661

NOV 26 1975

The Honorable Bella Abzug  
Chairwoman, Government Information  
and Individual Rights Subcommittee  
Committee on Government Operations  
House of Representatives *H 1504*

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Dear Madam Chairwoman:

Mr. Timothy H. Ingram, Staff Director, inquired on August 25, 1975, whether we had followed up on the allegations of Maryann Geich, San Pedro, California, regarding possible improper accounting and payroll procedures at the Federal Correctional Institution, Terminal Island, *P. 2265* California. Ms. Geich charged that the time and attendance reports of a particular employee were falsified to show her working a regular day when the employee was absent during normal working hours. She also claimed the employee was receiving overtime pay for work not approved in advance.

We investigated these charges and found that the time and attendance reports were not properly prepared and the employee in question was working irregular, unscheduled hours. However, we did not substantiate any improper payments. The Federal Personnel Manual provides for variations in work schedules for educational purposes and overtime for work in excess of 8 hours a day or 40 hours in an administrative work week. There is a stipulation that the work week be scheduled at least one week in advance and that overtime be approved in advance.

The employee was a full-time student participating in an intern program and was allowed to work the irregular, unscheduled hours. In addition, the records did not show that approval of overtime worked on three different occasions had been approved in advance. The employee's supervisor told us that he approved the irregular working hours and the overtime worked by the employee. While the employee's work week has

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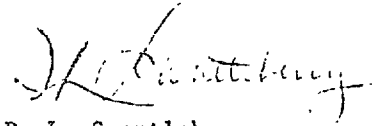
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been scheduled in advance since September 14, 1975, and the hours worked are shown on the time and attendance reports, the employee apparently was still allowed to vary this schedule on short notice.

We have written the Warden of the Federal Correctional Institution advising him of the need for adhering to the scheduled work week and approving overtime in advance. A copy of our letter is enclosed.

Sincerely yours,



D. L. Scantlebury  
Director

Enclosure

ENCLOSURE

ENCLOSURE



UNITED STATES GENERAL ACCOUNTING OFFICE  
REGIONAL OFFICE  
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200 NORTH LOS ANGELES STREET  
LOS ANGELES, CALIFORNIA 90012

OCT 24 1975

Mr. Lee E. Jett  
Warden  
Federal Correctional Institution  
Box 7, Terminal Island  
San Pedro, California 90731

Dear Mr. Jett:

We were advised that an employee at the Federal Correctional Institution, Terminal Island, California, was receiving favored treatment, working irregular and unscheduled hours, not working a full day but charging regular time, receiving unauthorized overtime, and incorrectly recording the time and attendance record. Accordingly, we made a limited review of the timekeeping activities at the Institution.

We did not find any major discrepancies in our review of the accounting system and related controls; however, we confirmed that the employee worked irregular, unscheduled hours and probably was paid for overtime not approved in advance. The employee's supervisor advised us that the employee was allowed to work the irregular hours because the employee is a full time college student on an intern program. He also stated that he approved the overtime.

As you know, the Federal Personnel Manual provides for variations in work schedules for educational purposes. A special tour of duty of not less than 40 hours can be authorized, providing such assignments are scheduled in advance over periods of not less than one week. In addition, overtime can be authorized providing an employee works in excess of 8 hours in a day or 40 hours in an administrative work week.

We were advised that corrective action was taken, starting with the pay period of September 14, 1975, to schedule the employee's work week in advance and record the hours worked on the time and attendance report.

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ENCLOSURE

Mr. Lee B. Jett

However, variations to the scheduled work week have apparently been allowed. We believe that the scheduled work week should be adhered to and not subject to further variations on a daily basis.

While the deficiencies we observed may be minor in relation to the total system, there is a need for uniformity in scheduling work assignments and compliance with applicable regulations for adhering to the schedule and advanced approval for overtime. Since the deficiencies seem to be isolated, we are referring the matter to you for your consideration and resolution. Please advise us as to any corrective action taken or planned.

If you have any questions regarding this matter, please call us.

Sincerely yours,

E. J. KOLACOWSKI

E. J. KOLACOWSKI  
Assistant Regional Manager

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was of poor quality.