

**HUMAN RESOURCES DEPARTMENT
EMPLOYEE RELATIONS DIVISION
AUDIT 15-12
JANUARY 11, 2016**



CITY OF TAMPA

Bob Buckhorn, Mayor

Internal Audit Department

Christine Glover, Internal Audit Director

January 11, 2016

Honorable Bob Buckhorn
Mayor, City of Tampa
1 City Hall Plaza
Tampa, Florida

RE: Human Resources - Employee Relations, Audit 15-12

Dear Mayor Buckhorn:

Attached is the Internal Audit Department's report on Employee Relations.

We thank the management and staff of the Human Resources Department for their cooperation and assistance during this audit.

Sincerely,

/s/ Christine Glover

Christine Glover
Internal Audit Director

cc: Dennis Rogero, Chief of Staff
Sonya Little, Chief Financial Officer
Kimberly Crum, Director of Human Resources

**HUMAN RESOURCES DEPARTMENT
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AUDIT 15-12**

/s/ Vivian Walker

Vivian Walker, Auditor

/s/ Christine Glover

Christine Glover, Audit Director

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BACKGROUND

The City of Tampa's Human Resources Department has four divisions: Employee Relations, Employment Services, Training and Development, and Risk Management. This audit reviewed the activities of the Employee Relations Division (Division), with the exception of payroll related activities.

The Division has an authorized staff of 25 and its responsibility includes:

- Negotiating and administering collective bargaining agreements, disciplinary actions, and labor grievance procedures.
- Salary and benefits processing.
- Affirmative action, unemployment compensation, Equal Employment Opportunity and Americans with Disabilities Act compliance.

Other activities handled by the Central Records Processing section include: all personnel data transactions on the Human Resources Management System, and City-wide personnel file maintenance.¹

STATEMENT OF OBJECTIVES

This audit was conducted in accordance with the Internal Audit Department's FY2015 Audit Agenda. The objective of this audit was to ensure that disciplinary actions comply with City policy.

STATEMENT OF SCOPE

The audit period covered disciplinary activity that occurred from June 2013 through June 2015. Tests were performed to determine whether the Division ensured City departments complied with City policy when administering disciplinary actions. Original records as well as copies were used as evidence and verified through observation and physical examination.

To achieve the audit's objectives information was obtained from an Excel spreadsheet maintained by the Division. Internal controls related to access and security surrounding the spreadsheet were evaluated and determined to be adequate.

STATEMENT OF METHODOLOGY

The notice of disciplinary action for sampled employees was reviewed for compliance with City policy and union agreement requirements.

¹ City of Tampa's IntraNet site description for Employee Relations – About Us.

STATEMENT OF AUDITING STANDARDS

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objectives. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objectives.

AUDIT CONCLUSIONS

Based upon the test work performed, we conclude that disciplinary actions comply with City policy.