

18-01 Management Policies and Procedures Audit - FIFTH Follow-up



City Auditor's Office
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Internal Auditor

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| Follow-up Status in Management Responses |
| As of February 2021 |
| Original Report Issuance - November 2017 |
| Fifth Follow-up Result: All audit findings have been resolved. Audit is now closed. |

| Findings (condensed) | Recommendations | Management Response |
|---|---|--|
| 16 Personnel Policies Are Not Defined For All Employee Groups | | |
| The policies and procedures specific to employee groups without Collective Bargaining Agreements are not clear. For several benefit groups Mid-Management, Municipal Court, Management, and Unrepresented Hourly, the employment policies often referred to as "HR policies" that govern sick leave, annual leave, etc. are not conveniently located for access by employees. | We recommend the standards for each group be identified and coalesced into a document that can be readily accessed by employees for their reference and planning purposes to better support employee success of compliance. | HR is currently working with the City Attorney's Office to consolidate all Resolutions concerning Management, Mid-Management, and Unrepresented Hourly (formerly known as Confidential) employees so that there is a clear document for each group that explains such benefits. We are planning to take the consolidated Resolutions to the Reno City Council in March of 2018. When amendments are made to Resolutions governing these employee groups, we will make sure all applicable documentation is updated and available on BLI for employees. Further, we will endeavor to keep the Resolutions as clear and concise as possible to foster understanding. |

Follow-up Status:

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| July 2018 | The auditor's recommendation is currently being implemented. This will be a long-term project. |
| | <u>Internal Audit (IA) Comment to Follow-up:</u> Discussed with departmental process owner, this is an ongoing project that is not yet complete. Additional follow-up on this item is scheduled for 6-months from follow-up issuance date. |
| February 2019 | February 2019: Human Resources has been tasked with this item and resolutions are being drafted. Additional follow-up on this item is scheduled for 6-months from follow-up issuance date. |
| | <u>IA Comment:</u> Additional follow-up will be conducted by audit. |
| October 2019 | October 2019: Human Resources has been tasked with this item and resolutions are being drafted. |
| | <u>IA Comment:</u> Additional follow-up on this item is scheduled for 6-months from follow-up issuance date. |
| May 2020 | May 2020: Human Resources is working with the City Attorney's Office on this item. This is a long-term project that requires extensive research on behalf of both Human Resources and the City Attorney's Office. |
| | <u>IA Comment:</u> This finding remains outstanding, audit follow-up of management's action will be conducted in 6 months. |
| February 2021 | Internal Audit received the document from the team from HR and CAO on February 18, 2021. This item is now closed. |