

INVESTIGATIVE REPORT

Work time theft and aiding and abetting the falsification of records allegations against Cristy Connor.

Submitted by Jason Dahlberg, HR Investigator

September 5, 2024

INTRODUCTION; SUMMARY OF ALLEGATION

The Seattle Public Schools (SPS) Human Resources Department (HR) investigated allegations made against Custodial Engineer Cristy Connor (Connor.) Connor was alleged to have falsified her work time sheets, submitted false timesheets and was paid for time that she did not work. Connor was also alleged to have aided and abetted the falsification of records of Custodial Engineer Cory Hendrix (Hendrix) when she filled out his allegedly inaccurate timesheets.

Supervisor Facilities Admin & Budget Custodial Services Manager Julia Silva (Silva) sent an email (**Exhibit A**) to HR dated June 27, 2024, where she stated that Connor's security check in and check out log¹ times were not consistent with the work time that she submitted. Silva said that from July 14, 2023, through August 31, 2023, Connor submitted for one hour of overtime, from 2:30 pm to 3:30 pm but Security check in and check out logs show that she left the building at 2:30 pm.

A thorough investigation has been conducted into this matter and the following is the investigative report. Findings were reached after considering all the information obtained during the investigation. The report may not include an exhaustive account of all investigative efforts, or all the evidence obtained, but may include only what is relevant to the findings.

The evidentiary standard used for the investigation is "preponderance of the evidence" relevant to the factual findings and any conclusions. Under this standard, the assigned decision-maker will determine whether an alleged policy violation was more likely than not to have occurred after considering all the evidence presented.

POLICIES REVIEWED

The following policies were reviewed as part of this investigation²:

- SPS District Policy No. 5006 – Unprofessional Conduct of Staff
- SPS District Policy No. 5281 – Staff Disciplinary Action and Discharge

INVESTIGATION

A. Persons Interviewed/Consulted³

- John Hughes, Custodial Services Manager, witness. Interviewed on June 20, 2024, via MS Teams.
- Julia Silva, Supervisor Facilities Admin & Budget, witness. Interviewed on June 20, 2024, at HR with Investigator Shannon McBride present.

¹ Security check in/check out logs are logs where security staff calls into the security office when then report to and leave work locations and security staff records the date and times.

² Note that this is not an exhaustive list of possible applicable policies for a decision-maker to consider when making a determination whether a district policy was or was not violated.

³ Interview transcripts and/or Records of Interviews/Contacts are located in the investigative file.

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- Cristy Connor, Custodial Engineer. Interviewed on August 23, 2024, at HR with Union Representative Shelly Filippi present.

B. Documents Reviewed/Exhibits

- **Exhibit A** – Silva’s email dated June 27, 2024, with concerns of Connor’s time sheets.
- **Exhibit B** – Connor’s timesheets.
- **Exhibit C** – Connor’s security check in/out log.
- **Exhibit D** – Connor’s overtime overpayment.

C. Narrative of Investigation

Hughes said that a monthly audit of timesheets showed some discrepancies with timesheets submitted by Custodial Engineer Cory Hendrix (Hendrix). The audit showed that Hendrix was submitting for overtime and claimed that he was working until 6pm, when security check in and check out logs showed he was leaving work at around 2:30 pm.

Hughes said that he suspected Connor was assisting Hendrix with his work time theft. He said that Conner had filled out Hendrix’s timecards with the inaccurate work times. As background, Hughes said that Hendrix had been out on medical leave prior and when he came back to work he was unable to fill out or sign his timesheets. Hughes said that Connor filled out Hendrix’s timesheets for him as it was the same handwriting that she had used for her own timesheets.

Hughes explained Hendrix and Connor live together in Tacoma Washington (later determined to be Algonia, Washington) and drive to and from work together every day. He said that they are a couple and are married or dating. Hughes said Conner would have known that Hendrix was not working until 6 pm as she drove home with him after work at around 2:30 pm and filled out his time sheets claiming he had worked until 6 pm.

Conner confirmed that she filled out Hendrix’s timesheets for him. She said he verbally gave her his work hours and she would fill out his timesheets and then he would sign them. She said she has always filled out Hendrix’s timesheets and did not do this due to an injury to Hendrix. Conner confirmed that she filled out Hendrix’s timesheets that listed that he worked until 6 pm.

Conner confirmed that she and Hendrix lived together and would carpool to work every day. Conner said that she and Hendrix would drive home together after work just after 2:30 pm.

Conner was asked how she and Hendrix could drive home together after work every day, as she had just stated, when she worked until 2:30 pm and Hendrix’s timesheets claimed he worked until 6 pm? Conner took a long pause (5 seconds) and said, “I am not sure about that. I don’t really know which days? I am not sure. “I am trying to think when he worked overtime.”

Silva submitted Connor’s timesheets (**Exhibit B**) from July 14, 2023, through August 31, 2023, and compared them to Connor’s security check in /out log (**Exhibit C**) at Sandpoint. Silva said Connor submitted one hour of overtime each day, from 2:30 pm to 3:30 pm, but her security log showed she left the building at 2:30 pm each day.

Silva said that Connor submitted and was paid for 33 hours over inaccurate overtime, resulting in an overpayment of \$1,376.76. See attached email (**Exhibit D**).

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Connor confirmed that she submitted for overtime from 2:30 pm to 3:30 pm while working at Sandpoint from July 14, 2023, through August 31, 2023. She said that her timesheets were accurate and that she filled them out and signed them.

Connor confirmed that she called into the security office daily when she got to work and when she left work, as per procedure. She said that these dates and times were recorded in the Security check in/check out logs.

Connor was asked how she was completing the overtime work from 2:30 pm to 3:30 pm when her Security check in/check out logs showed she was leaving the work at 2:30 pm. Connor took a long pause (five seconds) and said, "I was doing the work, unless I left early."

Connor was asked again, how was she doing the overtime work from 2:30 pm to 3:30 pm when her Security check in/check out logs showed she was leaving the work at 2:30 pm and she took a long pause (five seconds) and said, "I looked at it as I was doing the work." Connor became upset and started to cry at this time. She said again, "I looked at it as I was doing the work. There is nothing more I can say."

FINDINGS OF FACT

After considering all the evidence obtained in the investigation into Connor's conduct, the following are findings of fact as they relate to the District's policies regarding unprofessional staff conduct.

It was found that Connor inaccurately submitted for work time that she did not complete and was paid for. Connor submitted for overtime from July 14, 2023, through August 31, 2023, as working from 2:30 pm to 3:30 pm and it was found that she did not work this time.

Connor's Security check in/check out logs showed she was regularly leaving work at 2:30 pm during this time period.

Further evidence of Connor not working her claimed overtime was that she and Hendrix both confirmed that they carpooled to and from work and both stated that they both left work at around 2:30 pm each workday.

When Connor was asked how she was completing the overtime work from 2:30 pm to 3:30 pm when her Security check in/check out logs showed she was leaving the work at 2:30 pm, Connor took a long pause (five seconds) and said, "I looked at it as I was doing the work." Connor also became upset and cried at this time.

It was found that Connor knowingly aided and abetted the falsification of Hendrix inaccurate timesheets.

Connor admitted to filling out Hendrix timesheets and these timesheets were found to be falsified, claiming he worked until 6 pm.

Additionally, Connor admitted that she drove home after work with Hendrix at around 2:30 pm every workday, so she would have known that he was not working until 6 pm everyday as he claimed.

Policy 5006 under section B (Classified Staff) states that unprofessional conduct includes: 4. *Providing false information to the District (i.e., timesheets...)*

Policy 5281 regarding Staff Disciplinary Action and Discharge lists under 6. *Falsifying application materials or District records, timesheets, or reports.*

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This report and exhibits are being forwarded to HR management for further review and personnel action as warranted.



Jason Dahlberg, Investigator

9/5/24

Date