



At a Glance

Why We Did This Audit

The U.S. Environmental Protection Agency (EPA) Office of Inspector General (OIG) recently issued several reports focusing on the use of administrative leave and overtime. We also received a hotline complaint that alleged possible time and attendance irregularities related to overtime pay and administrative leave for an employee within the Office of Air and Radiation's (OAR's) Immediate Office. Due to the high interest in those prior audits on administrative leave and overtime, we initiated this audit looking into the hotline allegations regarding OAR. Our objective was to determine whether the allegations were valid.

This report addresses the following EPA goal or cross-agency strategy:

- *Embracing EPA as a high-performing organization.*

Send all inquiries to our public affairs office at (202) 566-2391 or visit www.epa.gov/oig.

Listing of [OIG reports](#).

Management of Overtime Improved at EPA's Immediate Office of Air and Radiation

What We Found

The allegations associated with the misuse of overtime by an employee in OAR's Immediate Office were unsubstantiated. However, we identified weaknesses in the approval and management of overtime. We found that both the employee and the approver pre-signed several incomplete *Request for Overtime Authorization* forms (EPA Form 2560-7).

The incomplete pre-signed forms did not contain a justification or reason for the overtime, or dates and hours the estimated overtime was expected to be worked. The pre-signing of incomplete overtime request forms does not meet the intent of EPA policies and procedures.

For the period March 2013 through March 2015, the OAR employee in question recorded 262 hours of overtime and was compensated approximately \$12,948 for those hours. OAR management informed us they were attentive to the number of overtime hours the employee worked, and plan to monitor it more closely and attempt to reduce overtime hours incurred by the employee. No overtime has been reported by the employee since early August 2015.

The allegation of misuse of administrative leave to attend a funeral, by the same employee, was valid. Under the EPA's leave policy, administrative leave can be granted under certain conditions to attend a funeral or memorial service (such as a funeral for an Armed Forces service member who died in a combat zone). The employee and OAR agreed those circumstances did not apply. Subsequently, the administrative leave charges were removed and replaced with sick leave.

An OAR employee may have incurred unnecessary overtime costs, and incurred improper administrative leave charges.

Recommendation and Agency Corrective Actions

We recommend that the Deputy Administrator require OAR to conduct an assessment to identify and establish procedures to hold overtime charges to a minimum within its Immediate Office. OAR completed corrective actions to address this recommendation.