

March 5, 2013

Mr. John Buyce  
Audit Director  
Office of the State Comptroller  
Division of State Government Accountability  
110 State Street, 11<sup>th</sup> floor  
Albany, NY 12236-0001

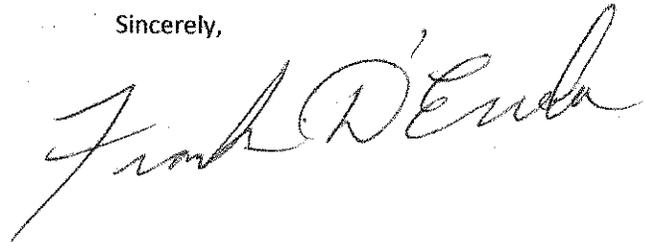
RE: Audit Report on Questionable Timekeeping  
Practices Relating to the Dual Employment  
Of Stationary Engineers  
Report 2011-S-27

Dear Mr. Buyce,

Parks has carefully considered the recommendations regarding the above referenced audit. Attached is Parks Implementation Plan for those recommendations.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Frank DeLuca". The signature is written in a cursive style with a large, prominent "F" and "D".

# THE NEW YORK CITY DEPARTMENT OF PARKS AND RECREATION

## RESPONSE TO RECOMMENDATIONS

### AUDIT 2011 –S-27

**Recommendation 1)** Increase oversight of stationary engineers and their supervisors to ensure that all schedule changes are properly documented and approved.

**Parks Response:** Although Parks had an oversight system in place prior to the audit, it has been enhanced and implemented through a series of measures. The Stationary Engineers must call from the facility landline to Central Communications to report their arrival and departure. Additionally the Engineer is to report midway through the shift to report on the functionality of mechanical equipment. Furthermore, Central Communications may randomly call the facility whereby the Engineer must respond or return the call. The Engineer must write the time called in/out on the posted bi-weekly schedule, which is posted 2 weeks in advance, in the "actual section", on their timecards, and in the log book. No changes to the posted schedule are permitted without prior approval in writing. Documentation for Mutual swaps must be submitted in writing and approved prior to and such shift changes. The Senior Stationary Engineer will keep a copy of the written swap request and the time actually worked must be indicated on both employees' time cards. All time cards reflecting Mutual's must be signed off by the Assistant Commissioner for Technical Services, his deputy or Senior Stationary Engineer.

**Implementation Date: October 2012**

**Recommendation 2)** Implement automated timekeeping systems which generate accurate and properly approved timesheets that are transmitted to payroll.

**Parks Response:** Although timesheets are properly authorized and submitted manually to the timekeeping office, Parks is exploring avenues to automate the system through the use of scanners, card-swipe devices, central time clocks, etc. Parks would like to implement an automated system as logistics allow in the near future. Until then, Parks will continue to use the enhanced oversight procedures mentioned in our response to Recommendation #1.

**Implementation Date: Ongoing**

**Recommendation 3)** Ensure that stationary engineers submit the required dual employment forms and verify the integrity and reasonableness of their work schedules.

**Parks Response:** Parks is actively working with the Stationary Engineers to have them complete the required forms. Additionally, Parks will continue to work closely with CUNY to coordinate work schedules.

**Implementation Date: Ongoing**

**Recommendation 4)** Establish, and ensure compliance with, formal standards for the maximum number of consecutive hours that the stationary engineers may work.

**Parks Response:** Parks is currently exploring the implementation of a policy of no more than 16 consecutive hours worked by Stationary Engineers. Parks is also investigating limiting the number of hours that a Stationary Engineer may work on the outside.

**Implementation Date: Ongoing**