



CATHERINE E. PUGH
Mayor
250 City Hall, 100 North Holliday Street
Baltimore, Maryland 21202

December 17, 2018

Ms. Isabel Mercedes Cumming, Inspector General
Office of the Inspector General
100 North Holliday Street, Suite 640
Baltimore, MD 21202

Dear Inspector General Cumming:

On December 5, 2018, I received a Report of Investigation for case 2019-0033, which related to Baltimore City [REDACTED]. I thank you for your thorough report and have reviewed the findings with the [REDACTED].

Your report found that the [REDACTED] was erroneously entered into the Human Resources Information System (HRIS) as both a salaried and an hourly employee. As a result, the employee received double payments every pay period for ten (10) pay periods. I concur with your finding that the employee knew or should have known about the overpayment. As a matter of policy, City employees are expected to exercise a degree of diligence by monitoring their pay and reporting any discrepancies to their immediate supervisor or payroll clerk. Detailed information is provided on pay stubs to facilitate this so that overpayments are detected as early as possible and rectified. This duty is heightened when the employee serves in a position of trust. In this case, the duties of the position of trust include direct oversight and leadership of the payroll unit and management of the payroll system, the aim of which is to ensure all staff are paid on a timely and accurate basis.

Further, your report notes the [REDACTED] did not appear to meet the minimum qualifications as set forth in the position description. After reviewing the evidence you provided and after conferring with the [REDACTED] I concur with this finding. [REDACTED] did not exercise the appropriate degree of diligence during the hiring process.

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As a result of these findings, [REDACTED] has been separated from City employment. I have also directed [REDACTED] and the Interim Director of Human Resources to recover the salary overpayment. Finally, I have directed [REDACTED] to develop processes and procedures to better ensure minimum qualifications are met when hiring.

Sincerely,

A handwritten signature in black ink, appearing to read 'Catherine E. Pugh', with a long, sweeping horizontal line extending to the right.

Catherine E. Pugh
Mayor
City of Baltimore