

Exhibit 1

OIG Case #23-0017-I

REPORT FRAUD, WASTE AND ABUSE

HOTLINE: 443-984-3476/800-417-0430 EMAIL: OIG@BALTIMORECITY.GOV WEBSITE: OIG.BALTIMORECITY.GOV

This public synopsis is only a summary of a more comprehensive report of investigation submitted to the appropriate City management official

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AM 200-13-1

m

Telework Agreement

Employee Name: _____
 Title: _____ Date: 3/17/20
 Department/ Division: _____ Work Location: Home
 Supervisor Name/Title: _____

Teleworking at the City of Baltimore ("City") is the practice of working at home or another alternative work location instead of the City's main office location. It is a work alternative arrangement that the City offers to eligible employees when it would benefit both the City and its employees.

Not all positions are suited for telework. Those positions responsible for providing in-person customer service, direct handling of secure materials determined to be inappropriate for telework by the Agency Head, or requiring on-site presence are not suited for telework. Telework is a privilege which may be granted in accordance with *AM 200-13 Telework Policy*. Determinations will be made by the Immediate Supervisor/Manager and/or the Agency Head.

Employees who telework shall adhere to the City's policy and procedures governing telework as well as all other City policies, procedures, and guidelines, including the acceptable use of information technology. The employee is responsible for maintaining confidentiality and security at the alternate work location.

Section I: To be completed by the Employee

TELEWORK LOCATION AND REPORTING

Outlined below are the specific conditions for teleworking agreed upon by the participating employee and his/her supervisor(s), which must include in each instance a requirement specified by the Agency head that the teleworking employee complete a written document or report itemizing the work done and tasks performed during each teleworking day in detail reasonably satisfactory to the Agency head to be submitted in a form or format approved by the Agency head to the person designated by the Agency head promptly following the teleworking day .

12/13/17 (new)

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Temporary. Please briefly explain and provide timeframe: _____

Please enter your complete weekly work schedule, including days/hours/locations in and out of the office during the telework week.

Day	Hours – Include meal period and breaks for each day of your work week (i.e., 8:30 am – 4:30 pm)	Location (City or Alternate Location)
Monday	8 am - 4 pm	Home / Telework
Tuesday	8 am - 4 pm	Home / Telework
Wednesday	8 am - 4 pm	Home / Telework
Thursday	8 am - 4 pm	Home / Telework
Friday	8 am - 4 pm	Home / Telework

WORK SPACE ENVIRONMENT

Participating employees must designate a specific work space at the alternate work location. The employee's alternate work location will be considered an extension of the City's main office location. Therefore, the City will continue to be liable for job-related accidents of employees that occur in the alternate work location during the employee's working hours. Workers' compensation liability is limited to the designated work space as opposed to all areas of the alternate work location. A photograph of the alternate location must accompany this signed agreement.

Describe in detail the specific work space at the alternate location: _____

My home office.

12/13/17 (new)



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Telework Agreement

Note any additional conditions agreed upon by the applicant and supervisor(s): _____

PRINT FORM AND FOLLOW REMAINING DIRECTIONS TO BEGIN APPROVAL PROCESS

Certifications

I certify that all information contained in this checklist is true and complete to the best of my knowledge. I understand that any erroneous, misleading or fraudulent information is sufficient grounds for my preclusion from teleworking and/or disciplinary action.

Further, I understand that this telework agreement is not an employment contract and may not be construed as such. I certify that I have read, understand, and agree to comply with the terms of the City's Telework Policy and the specific terms of this agreement.



Teleworker Signature
(Approved in accordance with the considerations noted above)

3/17/20

Date

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AM 200-13-1

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Telework Agreement

Section II: To be completed by the Immediate Supervisor/Manager, or Agency Head

Approved telework agreements are subject to review and renewal no less frequently than annually, twelve months from the date the arrangement began or was last renewed.

Whenever there is a change in supervision, the unit will review and determine whether to continue all alternate work schedules.

In approving this request for telework, I have considered whether:

- Service delivery to internal and external customers will be maintained;
- Operational requirements will be met;
- Adequate coverage for offices or operations will be maintained during normal periods of public service;
- Satisfactory performance of the employee is evidenced by the most recent performance evaluation;
- There will be a positive impact on the environment;
- Increased employee engagement will be supported through improved work/life balance; and/or
- There will be any budgetary impact of such a request.



Agency Head
(Approved in accordance with the considerations noted above)

Date

3/17/2020

Date

Exhibit 2

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This public synopsis is only a summary of a more comprehensive report of investigation submitted to the appropriate City management official

Brandon M. Scott
Mayor, City of Baltimore

Johnette Richardson
Chair, Baltimore City Board
of School Commissioners

Dr. Sonja Brookins Santellises
Chief Executive Officer

February 24, 2022

Dear [REDACTED]:

Congratulations, your assignment as [REDACTED] – Office of the Chief Technology Officer has been approved by the Board of School Commissioners to be made effective March 14, 2022. Your annualized salary will be \$116,743. This position is not affiliated with any bargaining union. You will receive benefits associated with this unaffiliated position.

All City Schools staff members are required to have been fully vaccinated against COVID-19, or to have applied for and received a medical or religious exemption from this mandate. Please initial below to confirm that you understand and agree that:

1. This offer of employment is contingent upon you demonstrating proof that you have been fully vaccinated against COVID-19 or that you have applied for and been granted a medical or religious exemption from this mandate.
2. Your start date may be affected by your vaccination or exemption status.

[REDACTED] Initials

If you have prior years of service with the State Retirement system, please contact Joyce Cooper in the Human Capital Retirement Office at 410-396-8885 within 48 hours of signing this letter.

Please indicate your acceptance by signing below:

[REDACTED] Signature

2/26/2022

Date

Your signed offer letter must be returned to the Compensation Office within 48 hours.

On behalf of all Baltimore City Public Schools employees, we extend to you our best wishes in your new assignment.

Sincerely,

Sarah Diehl

Sarah Diehl
Interim Chief Human Capital Officer

zj

cc: Personnel File

** I understand that Baltimore City Public Schools reserves the right to amend the aforementioned salary due to any unintentional errors.

200 East North Avenue • Baltimore, Maryland 21202 • www.baltimorecityschools.org

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