

**From:** [Cara L. Yoder](#)  
**To:** [Karen Shawver](#)  
**Cc:** [Greg T. Kopniske](#)  
**Subject:** RE: [External]Fwd: following up  
**Date:** Thursday, October 19, 2023 10:37:00 AM  
**Attachments:** [image001.png](#)

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Hi Karen.

I understand your concerns and I'm hoping this email helps clarify things as we received information which might not be something the Police and Law Departments have shared with you.

- The TeleStaff system does not reflect the Chief's actual time worked. Since he is an over-time exempt, salaried employee the Chief's schedule in TeleStaff is only used as a mechanism to show a standard 40 hours that then rolls into the payroll system to initiate his payroll. The only thing we would expect to see in TeleStaff for the Chief would be leave taken. Since the Chief has a default of 40 hours per week in the system, TeleStaff cannot be used as a source to determine hours of work performed. Your scenarios are using the data from TeleStaff as the basis for determining if the Chief was working or not, which is not correct.
- The assumption that HPP for Acting Chief pay is only proper when the Chief is not working is incorrect. HPP is assigned anytime the Chief is considered "unavailable". The Chief (or his designee) has sole authority to determine if HPP is required and who is assigned. Since the Chief's working hours are not documented in Telestaff, it is unknown if the times Captains earned HPP are during times when the Chief was "working" or not. Additionally, just because the Chief is "working" doesn't prevent a Captain from being assigned as Acting Chief if the Chief designated himself as unavailable. Following are a couple scenarios:
  - On the weekends, which is normally when the Chief is not working, if the Chief is going to be local and can be reached if needed, he would not assign an Acting Chief. On the other hand, if the Chief is going to be out of town and unable to respond he would assign an Acting Chief.
  - The Chief might be working, but unavailable to be reached and in that scenario would assign an Acting Chief. Some examples of this would be training, court, lengthy meetings, etc...

Based on this information, we are unable to determine if HPP for Acting Chief pay was issued improperly.



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**From:** Karen Shawver <kashawver@gmail.com>

**Sent:** Wednesday, October 18, 2023 10:23 AM  
**To:** Cara L. Yoder <CLYoder@ohioauditor.gov>  
**Subject:** [External]Fwd: following up

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Good morning

After giving our conversation careful thought, I do have concerns with the police captains and chief payroll matter as it stands.

The contract and policy manual both indicate that HPP must be assigned.

If police chief is working as he indicates, why then did his captains change their schedules in telestaff to be paid HPP in his absence? This then resulted in those hours being entered into the payroll system and paid. According to policy, the HPP must have been assigned to the captains by the chief. If Chief is working then perhaps the captains were overpaid HPP they were not entitled to.

It is not in the best interest of our city, nor lawful, that two people are being paid the chief's wages at the same time.

The payroll system clearly proves that while the chief was being paid regular hours he approved the HPP for his captains. These hours are entered into the payroll system and approved by the chief. If he was working, he should have not approved the HPP for his captains.

I believe this warrants further review to determine if possibly the captains were overpaid.

Thanks.

Karen

Sent from my iPhone

Begin forwarded message:

**From:** Karen Shawver <[kashawver@gmail.com](mailto:kashawver@gmail.com)>

**Date:** October 11, 2023 at 8:26:48 AM EDT

**To:** "Cara L. Yoder" <[CLYoder@ohioauditor.gov](mailto:CLYoder@ohioauditor.gov)>

**Subject: Re: Update - Call**

Good morning. I am available this morning....whenever it is good for you.

Sent from my iPhone

On Oct 11, 2023, at 8:12 AM, Cara L. Yoder <[CLYoder@ohioauditor.gov](mailto:CLYoder@ohioauditor.gov)> wrote:

Hi Karen. Let me know when you have a few minutes for a call. I'd like to give you a case update.

<image001.png>

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