

**TRINITY COUNTY GRAND JURY  
2004-2005**

**JUDICIAL COMMITTEE  
FINAL REPORT**

**TRINITY COUNTY BOARD OF SUPERVISORS**

**This Report was Approved  
May 20, 2005**

## **2004-2005 TRINITY COUNTY GRAND JURY**

### **JUDICIAL COMMITTEE FINAL REPORT**

#### **TRINITY COUNTY BOARD OF SUPERVISORS**

##### **PURPOSE:**

The Trinity County Grand Jury is required to periodically review the scope and function of county departments. Upon the verbal concerns of several county employees, the 2004-2005 Grand Jury undertook a review of these concerns.

##### **BACKGROUND:**

The County of Trinity is on a monthly pay schedule, resulting in an estimate of approximately 10 days of the month for all employees to project their hours worked, in advance. This could very easily be a major area of error and possibly a financial loss to the county. Time sheets are on the "honor system" and everyone records their own in and out times.

##### **FINDING #1:**

County employees are paid once a month. This requires the employees to anticipate approximately 10 days a month, in advance, as to how many hours they will work each particular month.

Employees are also on the "honor system" every day as to the time they arrive and leave in the morning and at lunch, as well as, the end of the day.

##### **RECOMMENDATION #1:**

The county is fully computerized and should implement a two week pay schedule. By withholding a two week (2) period and paying the two week period actually worked, rather than paying an amount estimated by each employee, it would eliminate any possible errors.

The Grand Jury also sees the need for time clocks, rather than the "honor system". It wouldn't be necessary for each department to have one, if each building had one centrally located. This should be a "hand scan" machine such as those used at private businesses to avoid fraudulent usage. It has been proved to be a considerable savings to the businesses and public entities that use them.

**CONCLUSION:**

The Grand Jury feels the payday schedule is outdated. It may have been acceptable before the age of computers, however, it leaves too much room for error with the number of employees on the current payroll. Individuals keeping track of their own hours seems outdated as well. Time clocks would eliminate this and would most likely be a financial savings to the county.

This report is not meant as a criticism, merely a recommendation we feel is long overdue.

We feel the Board of Supervisors are doing a good job and should be commended during this financially trying time.

<b><u>ENTITY</u></b>	<b><u>FINDING</u></b>	<b><u>RECOMMENDATION</u></b>	<b><u>RESPOND IN</u></b>
Trinity County Board Of Supervisors	1	1	90 days
Auditor/Controller	1	1	60 days