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PALM BEACH COUNTY, FLORIDA

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## MEMORANDUM

**TO:** Honorable Chair and Members of the School Board  
Michael J. Burke, Superintendent  
Chair and Members of the Audit Committee

**FROM:** Teresa Michael, Inspector General 

**DATE:** November 4, 2021

**SUBJECT:** Transmittal of Final Investigative Report:  
*20-0015-I/Misrepresenting Time-Department of Transportation Services*

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Attached please find a copy of the Palm Beach County School District Office of Inspector General (OIG) Final Report of OIG Case 20-0015-I related to the Department of Transportation Services. On February 24, 2020, the Office of Inspector General (OIG) received a (written) anonymous complaint. The complaint alleged that Sharon Thomas did not accurately account for her work hours at the District, and received overtime for hours that she did not work. The complaint also alleged that Sharon Thomas had a second place of employment (outside of the School District) that interfered with her duties as a District employee.

The OIG investigation concluded both allegations are **unsubstantiated**.

In accordance with *School Board Policy 1.092.9.b.iv.*, on September 22, 2021, the draft of this investigation was provided to Sharon Thomas and Director of Transportation Services Shane Searchwell for a response. Shane Searchwell was provided with additional time to provide a response. No response was received from Shane Searchwell. A written response from Sharon Thomas was received by the OIG and included in the final report.

The report is finalized and will be posted on the Inspector General's website; [https://www.palmbeachschools.org/about\\_us/reports\\_and\\_publications/inspector\\_general\\_reports](https://www.palmbeachschools.org/about_us/reports_and_publications/inspector_general_reports).



# ***OIG CASE NUMBER 20-0015-I***

## ***Misrepresenting Time***

***TYPE OF REPORT: FINAL***

***DATE OF REPORT: 11/4/2021***



*Teresa Michael*

**Teresa Michael, Inspector General  
Office of Inspector General  
School District of Palm Beach County**

# Office of Inspector General

## Report of Investigation 20-0015-I

### EXECUTIVE SUMMARY

From April 21, 2020 to June 18, 2020, the Office of Inspector General (OIG) conducted interviews, reviewed relevant documentation, and analyzed records. As a result of the investigation, the OIG determined that the allegation that Employee Services Technician Sharon Thomas violated School Board Policy 2.61 (3)(c) by misrepresenting her work hours and is receiving overtime pay for hours she did not work was **Unsubstantiated**. The OIG also determined that the allegation that Thomas has a second job, outside of the School District that interferes with her job duties for the School District in violation of District Policy 3.02 (4)(j) was **Unsubstantiated**.

On September 22, 2021, OIG staff forwarded a copy of the draft report to Sharon Thomas and Shane Searchwell for a response by October 21, 2021. On two occasions, the OIG attempted to illicit a response from Searchwell. None was received. Thomas' response has been attached as **Exhibit 8**.

A review of the response illustrates that Thomas does not dispute the investigative findings.

### RECOMMENDATIONS

During the investigation, the following issues were discovered and will be referred to the Director of Transportation Services Shane Searchwell and handled as deemed appropriate.

- Transportation Services In-house Overtime form be submitted to and approved by I.T. Solutions Technician Michelle Strawmire.

### INVESTIGATIVE PREDICATE

On February 24, 2020, the OIG received a (written) anonymous complaint. The allegations made involve Transportation Services Department Employee Services Technician Sharon Thomas. The complaint alleges that Sharon Thomas is not accurately accounting for her work hours at the District, and is receiving overtime for hours that she did not work (Allegation 1). The complaint also alleges (Allegation 2) that Sharon Thomas has a second place of employment (outside of the School District) that is interfering with her duties as a District employee.

On March 18, 2020, OIG investigator Tanya Lawson was assigned this complaint for investigation.

The OIG concluded that Allegations 1 and 2 were Unsubstantiated. The investigative findings of the allegations will be discussed in detail later in this report.

## **BACKGROUND**

Transportation Services consists of 1,202 employees located across six transportation facilities. Bus travel spans 2,386 square miles each day to include over 18,624 bus stops, making the total miles driven over 13.2 million miles per year.<sup>1</sup>

Director of Transportation Services Shane Searchwell has been a School District employee since 2007 and has been the Director of Transportation Services since 2018.

Area Transportation Team Leader Ross Larson has been with the District since 2000. Larson was transferred to the central facility in February 2020 and is the Team Leader for Transportation Services. Larson is the afternoon supervisor and works from 10:00 AM to 6:00 PM.

Area Transportation Team Leader (Team Leader) Teliska Jackson-Wolliston has been with the District for 26 years. Her current position is Team Leader with Transportation Services at the Royal Palm Beach facility. Jackson-Wolliston was Thomas' site location supervisor from August 2014-February 2020. (No relation to Senior (Sr.) Coordinator Venetrice Jackson).

Senior (Sr.) Transportation Coordinator Venetrice Jackson is located in Transportation Services. Jackson also serves as an interim team leader. Jackson has been with the District since 1994. Jackson was relocated to the Royal Palm Beach facility in February 2020 but was not in charge of approving employee's time. Jackson is the morning supervisor, working from 5:00 AM-1:00 PM.

Sr. Human Resources Analyst (HR Analyst) Tiffany Floyd has been an HR Analyst for the past five years and with the District for 13 years. Floyd oversees payroll.

Employee Services Technician (aka Payroll Technician/Clerk) Sharon Thomas has been a District employee for 26.5 years. She has been in Transportation Services for the past 11 years. Thomas processes payroll for approximately 250 department employees.

## **ALLEGATION 1**

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It is alleged that Employee Services Technician Sharon Thomas violated School Board Policy 2.61 (3)(c) by misrepresenting her work hours and is receiving overtime pay for hours she did not work. Thomas is alleged to have violated the following:

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<sup>1</sup> Source: [https://www.palmbeachschools.org/departments/transportation\\_services](https://www.palmbeachschools.org/departments/transportation_services)

School Board Policy 2.61 (3)(c)-Fraud states in part:

*Fraud is a willful or deliberate act or omission by which an individual intends to unlawfully deprive the District through an unauthorized benefit, service, property, or something of value by deception, misrepresentation, or other unethical or unlawful means. Fraudulent acts include, but are not limited to:*

*(c) Falsification or misrepresentation of reports, timesheets, and travel claims for reimbursement or other expense reimbursement claims*

Additional applicable governances;

Fair Labor Standards Act (FLSA)<sup>2</sup>

Basic Wage Standards;

*Nonexempt workers must be paid overtime pay at a rate of not less than one and one-half times their regular rates of pay **after** 40 hours of work in a workweek.*

School Board Policy 6.12 (1)(e)-Overtime/Compensatory Time Off Under Certain Circumstances states the following:

*Overtime/Compensatory Time:*

*Consistent with the FLSA and CFR, eligible employees must have actually worked and performed services on behalf of the District in excess of forty (40) hours during the course of a work week in order to be eligible to receive cash overtime or compensatory time off, unless contrary to the terms of the applicable collective bargaining agreement, if any.*

## **COMPLAINANT INTERVIEW**

On February 24, 2020, the OIG received an anonymous complaint. No additional information was provided by the complainant. The written complaint is quoted below as it relates to Allegation 1.

“Sharon Thomas/Payroll Clerk works for the Transportation Department. Not only is the employee very rude to staff and drivers she is also stealing time. And has been for some time. I am a bus driver, and I have to deal with her rudeness and lack of professionalism, and now I have to deal with her stealing time. This is not right and she needs to be stopped. I went to the hospital on February 8, 2020, to visit a family member and I saw her there

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<sup>2</sup> <https://www.dol.gov/agencies/whd/flsa>

working. When I came to work on that Monday the 10th I overheard her telling Ms. Jackson that she got her work complete that passed Saturday. How could she get her work done on that Saturday when I personally saw her working at the hospital? Something needs to be done because stealing time should not be tolerated. How can a person be paid from two jobs at the same time? This needs to be looked into and this needs to be stopped. She works unapproved overtime during the week working over 12 hours a day including Saturdays and Sundays this has been going on for months and months and needs to be stopped.”

## **WITNESS INTERVIEW[S]**

**On April 21, 2020, the OIG conducted a sworn telephonic interview of Director of Transportation Services Shane Searchwell. The following represents actual and paraphrased statements made by “Searchwell” as it relates to Allegation 1:**

Searchwell stated that during the beginning of each school year, he issues an “all hands on deck” email to supervisors. The directive is to support a smooth transition for the start of the school year. All staff is expected to assist in helping in any way possible. Thomas would be required to participate to help with any paperwork or other duties that may be required of her by her supervisor. Searchwell did not know if he would have any copies of requests for overtime for Thomas, but he will check and forward the OIG anything that he has. Searchwell has not had any concerns regarding Thomas being paid overtime or receiving overtime pay for hours that she was not entitled to receive.

**On May 8, 2020, the OIG conducted a sworn telephonic interview of Central Facility Team Leader Ross Larson was conducted. The following represents actual and paraphrased statements made by “Larson” as it relates to Allegation 1:**

Larson said that he occasionally signs off on overtime for Thomas. There are two team leaders; one for the morning shift and one for the afternoon shift. Larson is the supervisor for the afternoon shift (10:00 AM to 6:00 PM). During the State of Florida student transportation survey,<sup>3</sup> which is a requirement four times each school year (**Exhibit 1**), Thomas would accrue overtime along with many other individuals in the Transportation Department. Larson said he has never had a problem with Thomas’ work schedule, or Thomas working overtime and receiving overtime pay for hours not legitimately earned.

**On May 14, 2020, the OIG conducted a sworn telephonic interview of Area Transportation Leader Teliska Jackson-Wolliston. The following represents actual and paraphrased statements made by “Jackson-Wolliston” as it relates to Allegation 1:**

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<sup>3</sup> Source: FDOE Student Information Database Reporting Requirements: School districts must report via the Automated Student Information System each student who is transported during survey week regardless of whether or not the student is eligible for transportation funding.

Jackson-Wolliston is currently assigned to the Royal Palm Beach facility and supervised Sharon Thomas until February 2020. Per Jackson-Wolliston, Thomas is the payroll clerk for bus drivers and maintenance employees and performs such duties as processing sick leave, leave of absences, missed punch reports, and other payroll-related matters. It is common for Thomas to accrue overtime. During Jackson-Wolliston's time at the central facility, she approved Thomas' overtime request reports before overtime being performed and did not have any incidents of Thomas being paid for overtime she did not work

**On May 7, 2020, the OIG conducted a sworn telephonic interview of Senior Coordinator Venetrice Jackson. The following represents actual and paraphrased statements made by "Jackson" as it relates to Allegation 1:**

Jackson stated that Thomas is the payroll clerk, processes payroll, and missed punch reports for approximately 200-250 employees in Transportation Services including the mechanics. Thomas also assists in the yearly student transportation survey that has to be done for the Florida Department of Education (FDOE). Because Thomas would be assisting with processing the surveys, overtime would be common. Jackson stated that she is not in charge of approving Thomas' overtime. The team leader is in charge of approving overtime (previously Jackson-Wolliston and currently Larson).

**On May 21, 2020, the OIG conducted a sworn telephonic interview of Sr. Human Resources Analyst Tiffany Floyd. The following represents actual and paraphrased statements made by "Floyd" as it relates to Allegation 1:**

Floyd does not approve overtime for Thomas. To the best of her knowledge, she is not aware of any issues or concerns regarding Thomas' time or her work schedule. Floyd asserts that Director of Transportation Services Shane Searchwell gives the final approval for overtime. Floyd could not offer any additional information.

## **SUBJECT INTERVIEW**

**On June 18, 2020, the OIG conducted a sworn telephonic interview of Employee Services Technician Sharon Thomas. The following represents actual and paraphrased statements made by "Thomas" as it relates to Allegation 1:**

Thomas stated that any overtime that she has worked has been approved before the overtime occurred. The Transportation Department does what is called "all hands on deck" protocol at the start of the school year. Staff is requested to assist with this process, which usually results in overtime. Per Thomas, she prepares paperwork for the bus drivers for the state-required annual Student Transportation Survey<sup>4</sup> (every student that rides the bus must be counted). The state survey is conducted three times during the school year (and one time in July) and is to be provided to FDOE. Thomas also does additional work as instructed by management, which may also result in overtime. Per

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<sup>4</sup> Source: <http://www.fldoe.org/core/fileparse.php/7507/urlt/2021FTEGeneralInstruct.pdf>

Thomas, she is in charge of processing payroll for approximately 250 employees in the Transportation Department including the mechanics.

## **RECORDS ANALYSIS**

The OIG reviewed the Department of Transportation Services In-house Overtime forms, email documentation, and PeopleSoft Overtime Report. The in-house overtime forms contain the amount of overtime for Thomas. Of the nine Overtime Report forms obtained, only one did not have Searchwell's final approval (**Exhibit 2**). The overtime forms also detailed the duties that were performed by Thomas, which included, "all hands on deck", in addition to payroll duties. The documentation illustrates that Thomas' overtime was approved by Jackson-Wolliston and Searchwell. PeopleSoft shows Thomas received pay for overtime work performed. A sample of email documentation shows communication from Jackson-Wolliston referencing Thomas' overtime and assignments for the department (**Exhibit 3**). For example, email communication from Jackson-Wolliston shows her advising Tiffany Floyd that Thomas would be accruing hours on the weekend. An additional email from Jackson-Wolliston advises that Thomas will be incurring overtime during the week due to purging/adding folders for all employees. Illustrating work to be performed to justify receipt of overtime pay.

The OIG also reviewed email documentation that illustrates that the Transportation Department is required to participate in duties where staff will incur overtime. The directive was issued by the Director of Transportation Services Searchwell. The project is called "all hands on deck", and staff is expected to participate and contribute (**Exhibit 4**). This accounts for individuals in the department receiving overtime.

The OIG reviewed the Collective Bargaining Agreement Between The School Board of Palm Beach County and The Association of Educational Secretaries and Office Professionals (AESOP) Article 3, Section A for District compliance, which states the following regarding overtime:

*All authorized and approved work actually performed by an employee in excess of forty (40) hours worked in any workweek shall be considered overtime and shall be compensated as follows:*

*One and one-half (1.5) times the employee's regular rate of pay*

The OIG verified via PeopleSoft the overtime pay for Thomas. Thomas was compensated for her overtime hours after working 40 hours of work in a workweek.

The OIG discussed the subject of overtime with the Director of Transportation Services Searchwell ultimately, this documentation was provided by Jackson-Wolliston and Thomas, which demonstrates that in all likelihood, historically, Thomas has received final approval to accrue overtime (**Exhibit 5**).



Moreover, the OIG contacted the individual responsible for approving District forms, Information Technology (IT) Specialist II Michelle Strawmire. Strawmire advised the OIG that she could not retrieve overtime documentation for the Transportation Services Department because it appears that the document being utilized by Transportation, had not been approved by her, therefore, she cannot retrieve the records. Therefore, the OIG could not obtain all the overtime approval forms.

## CONCLUSION

Thomas' previous supervisor, Jackson-Wolliston stated that she did not have concerns with Thomas' scheduled work time, Thomas' overtime, or Thomas not completing her work hours. According to interviews, Thomas has maintained the same work schedule since 2009 without any problems or concerns of abuse of overtime. Thomas works her required 40 hours or gets pre-approval to work overtime hours. Additionally, the documents obtained by the OIG illustrate that Thomas has been/is receiving approval for overtime. None of the individuals interviewed expressed any concern or prior history of Thomas misrepresenting her work hours or receiving overtime for work not legitimately performed.

Based on the testimonies and the documentation that were obtained by the OIG, Thomas is receiving pre-approval for overtime being worked beyond her 40-hour workweek, and the in-house overtime forms were approved by either Jackson-Wolliston (when she was located at the central facility) or Larson and had final approval by Searchwell. None of the witnesses interviewed expressed any concerns or provided any additional testimony about Thomas being paid for overtime that she was not entitled to receive. The allegation that Employee Services Technician Sharon Thomas violated School Board Policy 2.61 (3)(c) by misrepresenting her work hours and is receiving overtime pay for hours she did not work was **Unsubstantiated**

## ALLEGATION 2

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It is being alleged that Thomas has a second job outside of the School District that interferes with her job duties for the School District in violation of School Board Policy 3.02(4)(j).

School Board Policy 3.02(4)(j) states:

Accountability and Compliance;

*Each employee agrees and pledges:*

*To be efficient and effective in the delivery of all job duties.*

## COMPLAINANT INTERVIEW

On February 24, 2020, the OIG received an anonymous complaint. No additional information was provided by the complainant. The written complaint is quoted below as it relates to Allegation 2:

“Shane Searchwell knows that she works a second job and has given her special time to work when the other payroll clerks have to work a different shift.”

## WITNESS INTERVIEWS

**On April 21, 2020, the OIG conducted a sworn telephonic interview of Director of Transportation Shane Searchwell. The following represents actual and paraphrased statements made by “Searchwell” as it relates to Allegation 2:**

Searchwell acknowledged that he is aware that Thomas has a second job, but to his knowledge, it has not interfered with her duties with the District. Searchwell stated, Thomas’ schedule has been the same for several years and he does not have any issues with her schedule nor has he received any complaints from supervisors that she is not fulfilling her job duties as required.

Searchwell stated that due to Jackson-Wolliston being Thomas’ immediate supervisor, she would know more about Thomas’ day-to-day activities than he does. Searchwell referred the OIG to Jackson-Wolliston and Venetrice Jackson.

**On May 8, 2020, the OIG conducted a sworn telephonic interview of Central Facility Team Leader Ross Larson. The following represents actual and paraphrased statements made by “Larson” as it relates to Allegation 2:**

Larson stated that he vaguely remembers that Thomas has a second job, but does not have any concerns with Thomas’ time, or her job performance as it pertains to the School District. Larson does not have any complaints regarding Thomas’ second place of employment. It is to Larson’s knowledge, that Thomas completes her required job duties without incident.

**On May 7, 2020, the OIG conducted a sworn telephonic interview of Senior Coordinator Venetrice Jackson. The following represents actual and paraphrased statements made by “Jackson” as it relates to Allegation 2:**

Jackson has been at the central facility (3376 Summit Blvd, West Palm Beach) since February 3, 2020, and was not aware of Thomas’ second job. It is Jackson’s statement, that she does not approve employees’ time, but rather the team leader does. To Jackson’s knowledge, Thomas reports to work as required and leaves at the end of her shift as scheduled. Jackson could not provide any additional information.

**On May 21, 2020, the OIG conducted a sworn telephonic interview of Sr. Human Resources Analyst Tiffany Floyd. The following represents actual and paraphrased statements made by “Floyd” as it relates to Allegation 2:**

Floyd was aware of Thomas’ second job, but to her knowledge as a Human Resources Analyst, she has not received any complaints from management regarding Thomas’ job performance with the School District. No further information was provided by Floyd.

## **SUBJECT INTERVIEW**

**On June 18, 2020, the OIG conducted a sworn telephonic interview of Employee Services Technician Sharon Thomas. The following represents actual and paraphrased statements made by “Thomas” as it relates to Allegation 2:**

Thomas’ statement is that her work schedule is Monday through Friday 6:00 AM-2:30 PM and has been since she began in the Transportation Department in 2009. Thomas does have a second place of employment at a local hospital (Wellington Regional Hospital). Per Thomas, the second job does not interfere with her job duties with the District. Thomas asserts that she completes all of her assigned tasks with Transportation. Thomas is scheduled to leave the District at 2:30 PM, and report to the second job at 3:00 PM, giving her sufficient time to report to the second place of employment. Thomas stated that there has never been an issue with her second job, and management is aware that she has a second job outside of the District.

## **RECORDS ANALYSIS**

The OIG retrieved Time Collection Device (TCD)<sup>5</sup> data from PeopleSoft covering January 2020 to September 2020. The TCD report for Thomas illustrates that on average, she reports to work at or before 6:00 AM, and leaves at or by 2:30 PM (excluding days where overtime is being accrued) fulfilling her eight-hour day job requirement.

See **Table 1** for the TCD report, which covers January 2020-October 2020. For comparison, Please see **Table 2** for time clock check-in at Wellington Regional.

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<sup>5</sup> The District uses Time Collection Devices to record hours worked for non-exempt and employees who work in hourly, temporary positions

Table 1 TCD Sample<sup>6</sup>

TCD Sample			
DATE	TIME IN	TIME OUT	TOTAL HOURS
1/2/2020*	5:00 AM	6:24 PM	13.40
1/3/2020	5:03 AM	2:44 PM	9.68
1/6/20	5:16 AM	2:41 PM	9.41
2/8/20*	5:01 AM	3:26 PM	10.41
2/13/20*	5:27 AM	7:08 PM	13.68
2/18/20*	5:19 AM	2:58 PM	9.65
2/18/20	3:40 PM	7:11 PM	3.51
2/20/20	5:35 AM	3:23 PM	9.80
2/22/20*	6:01 AM	4:24 PM	10.38
2/25/20	5:17 AM	2:38 PM	9.35
3/12/20*	5:28 AM	6:42 PM	13.23
3/16/20	7:20 AM	3:09 PM	7.81
9/1/20*	9:12 AM	5:43 PM	8.51
9/11/20	5:55 AM	2:35 PM	8.66
9/18/20*	6:25 AM	2:54 PM	8.48
9/21/20	5:21 AM	2:37 PM	9.26
10/1/20	7:04 AM	2:23 PM	7.31
10/9/20	5:08 AM	2:30 PM	9.36
10/12/20	4:57 AM	2:24 PM	9.45

\*Dates requiring clarification. See Conclusion on page 12.

Table 2 Wellington Regional

Wellington Regional

DATE	TIME IN
1/2/2020	DID NOT WORK
1/3/2020	3:02 PM
1/6/2020	DID NOT WORK
2/8/2020	DID NOT WORK
2/13/2020	DID NOT WORK
2/18/2020	DID NOT WORK
2/20/2020	3:45PM
2/22/2020	DID NOT WORK
2/25/2020	3:02 PM
3/12/2020	DID NOT WORK
3/16/2020	3:28 PM
9/1/2020	DID NOT WORK
9/11/2020	3:00 PM
9/18/2020	3:31 PM
9/21/2020	3:00 PM

<sup>6</sup> Source: PeopleSoft. Random sample period January 2020-September 2020

The OIG compared the PeopleSoft (TCD) sample to the Wellington Regional information provided by Thomas (the dates provided for Wellington Regional did not extend to October). Tables 1 and 2 illustrate that Thomas did not work at her second job on those dates, or when she did work at both jobs, she arrived at the second job after leaving the District. From the sample taken, the OIG determined that there is no overlap of time between leaving the District and the time arriving at the second job.

## CONCLUSION

The OIG contacted Thomas to clarify dates that were not in line with her regularly scheduled hours at the District (6:00 AM-2:30 PM). The dates requiring clarification were 1/2/20, 2/8/20, 2/13/20, 2/18/20, 2/22/20, 3/12/20, 9/1/20, and 9/18/20 (**Exhibit 6**). On these dates, Thomas did not work at her second place of employment therefore, no conflict exists with her time at the District. Thomas sent screenshots of her timecards from her second place of employment via email, for the period covered in this investigative report (**Exhibit 7**). The timecards illustrate that for the dates covered, there was no conflict.

The OIG contacted Supervisor Arleen Morea at Wellington Regional Medical Center to verify the word "ALERT" which appears on the timecard. Morea verified telephone communication when the word "ALERT" appeared on the timecard for Thomas, she was present at work; however, she neglected to punch out for her lunch break. The OIG also notes that the timecards from Thomas' second place of employment were requested to verify if there were any discrepancies in her time at either location. This information was willingly provided by Thomas. Additional places of employment are not within the purview of the OIG unless the second place of employment directly interferes with the duties at the District.

The specific date included by the anonymous complainant is February 8, 2020. Specifically, the complaint stated, "I went to the hospital on February 8, 2020, to visit a family member and I saw her there working. When I came to work on that Monday the 10<sup>th</sup> I overheard her telling Ms. Jackson that she got her work complete that passed Saturday. How could she get work done on that Saturday when I personally saw her working at the hospital?" PeopleSoft TCD report illustrated that Thomas reported to work at the District on February 8, 2020, at 5:01 AM and left at 3:26 PM. Although a specific time was not provided by the anonymous complainant, according to the records for Wellington Regional, Thomas was not working the day of February 8, 2020.

Based on the testimonies and the documentation received, the allegation that Thomas has a second job, outside of the School District that interferes with her job duties for the School District in violation of School Board Policy 3.02(4)(j) was **Unsubstantiated**.

*The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. Preponderance of the evidence is contrasted with “beyond a reasonable doubt,” which is the more severe test required to convict a criminal, and “clear and convincing evidence,” a standard describing proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as “substantiated” means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as “unfounded” means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as “unsubstantiated” means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.*


**ATTESTATION**

I, the undersigned, do hereby swear, under penalty of perjury, to the best of my personal knowledge, information, and belief, the contents of this report are true and accurate; and I have not knowingly or willfully deprived or allowed another to deprive, the subject of the investigation of any rights contained in Sections 112.532 and 112.533, Florida Statutes. This investigation was conducted pursuant to School District Policy 1.092, Inspector General, and in accordance with applicable Principles and Standards for Offices of Inspectors General as published by the Association of Inspectors General.

  
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Tanya Lawson, Investigator II

**STATE OF FLORIDA  
COUNTY OF PALM BEACH**

Sworn to (or affirmed) and subscribed before me this 04 day of November 2021, by Tanya Lawson, Investigator for the School District of Palm Beach County, Office of Inspector General, who is personally known by me.

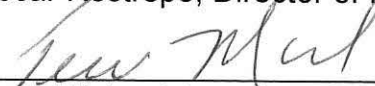
  
\_\_\_\_\_  
Signature of Notary Public

Notary Public or  Law Enforcement Officer



This investigation was conducted by Tanya Lawson, supervised and approved by Director of Investigations Oscar Restrepo. The investigation was conducted in accordance with guidance from the Association of Inspectors General handbook and within standards as prescribed by the Commission for Florida Law Enforcement Accreditation.

Supervised by:  Date: 11/9/21  
Oscar Restrepo, Director of Investigations

Approved by:  Date: 11/9/21  
Teresa Michael, Inspector General

**EXHIBIT LIST**

Schedule-State of Florida Processing Dates ..... **Exhibit 1**  
Overtime Reports ..... **Exhibit 2**  
Pertinent Emails ..... **Exhibit 3**  
All Hands on Deck Emails ..... **Exhibit 4**  
Additional Overtime Reports ..... **Exhibit 5**  
Work Dates Clarification ..... **Exhibit 6**  
Wellington Regional Timecards ..... **Exhibit 7**  
Sharon Thomas' Response ..... **Exhibit 8**

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**APPENDIX A**  
**Schedule of State Processing Dates**  
**2020-21 through 2023-24**

Activity #: 20-0015-I  
 OIG Staff: LAWSON  
 Date Rec'd: 5/14/20 Pages: 1  
 Redacted: Yes No N/A Req'd TBD  
 Exhibit/Reference #: 1

<p><b>2020-2021</b></p> <p><u>Survey 1</u>        Survey Week: July 6-10, 2020        Due Date: July 24, 2020        State Processing: July 20-September 11, 2020        Final Update/Amendment Date: September 30, 2020</p> <p><u>Survey 2</u>        Survey Week: October 5-9, 2020        Due Date: October 16, 2020        State Processing: October 12- October 30, 2020        Final Update/Amendment Date: December 15, 2020</p> <p><u>Survey 3</u>        Survey Week: February 8-12, 2021        Due Date: February 19, 2021        State Processing: February 15-March 5, 2021        Final Update/Amendment Date: April 15, 2021</p> <p><u>Survey 4</u>        Survey Week: June 14-18, 2021        Due Date: July 2, 2021        State Processing: June 21-July 9, 2021        Final Update/Amendment Date: August 15, 2021</p>	<p><b>2021-2022</b></p> <p><u>Survey 1</u>        Survey Week July 12-16, 2021        Due Date: July 30, 2021        State Processing: July 26 – September 10, 2021        Final Update/Amendment Date: September 30, 2021</p> <p><u>Survey 2</u>        Survey Week: October 11-15, 2021        Due Date: October 22, 2021        State Processing: October 18 – November 5, 2021        Final Update/Amendment Date: December 15, 2021</p> <p><u>Survey 3</u>        Survey Week: February 7-11, 2022        Due Date: February 18, 2022        State Processing: February 14 – March 4, 2022        Final Update/Amendment Date: April 15, 2022</p> <p><u>Survey 4</u>        Survey Week: June 13-17, 2022        Due Date: July 1, 2022        State Processing: June 20 – July 8, 2022        Final Update/Amendment Date: August 15, 2022</p>
<p><b>2022-2023</b></p> <p><u>Survey 1</u>        Survey Week July 11-15, 2022        Due Date: July 29, 2022        State Processing: July 25 – September 9, 2022        Final Update/Amendment Date: September 30, 2022</p> <p><u>Survey 2</u>        Survey Week: October 10-14, 2022        Due Date: October 21, 2022        State Processing: October 17 – November 4, 2022        Final Update/Amendment Date: December 15, 2022</p> <p><u>Survey 3</u>        Survey Week: February 6-10, 2023        Due Date: February 17, 2023        State Processing: February 13 – March 3, 2023        Final Update/Amendment Date: April 15, 2023</p> <p><u>Survey 4</u>        Survey Week: June 12-16, 2023        Due Date: June 30, 2023        State Processing: June 19 – July 7, 2023        Final Update/Amendment Date: August 15, 2023</p>	<p><b>2023-2024</b></p> <p><u>Survey 1</u>        Survey Week July 10-14, 2023        Due Date: July 28, 2023        State Processing: July 24 – September 8, 2023        Final Update/Amendment Date: September 30, 2023</p> <p><u>Survey 2</u>        Survey Week: October 9-13, 2023        Due Date: October 20, 2023        State Processing: October 16 – November 3, 2023        Final Update/Amendment Date: December 15, 2023</p> <p><u>Survey 3</u>        Survey Week: February 5-9, 2024        Due Date: February 16, 2024        State Processing: February 12 – March 1, 2024        Final Update/Amendment Date: April 15, 2024</p> <p><u>Survey 4</u>        Survey Week: June 10-14, 2024        Due Date: June 28, 2024        State Processing: June 17 – July 5, 2024        Final Update/Amendment Date: August 15, 2024</p>

THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
TRANSPORTATION SERVICES

# Transportation Services Overtime Report

Activity #: 20-0015-I  
OIG Staff: LAWSON  
Date Rec'd: 5/14/20 Pages: 6  
Submitted by: TELISKA WOLLISTON  
Redacted:  Yes  No  N/A  Req'd  TBD  
Exhibit/Reference #: 2

Complete the information below and click "Go" to submit.

Employee ID #: 1029017 Date: 8/21/2017

Employee Name: First Sharon Last Thomas

Area Facility: Central **REQUIRED**

Details: Opening Week of School, Payroll and helping out in office.

Pay Period:	Overtime Dates	Overtime Time In	Overtime Time Out	Total Overtime Hours	Description
From: <u>8/5/2017</u>	<u>8/14/2017</u>	<u>4:06 am</u>	<u>6:00 am</u>	<u>2.00</u>	<u>Opening Day of Scho</u>
To: <u>8/18/2017</u>	<u>8/15/2017</u>	<u>4:04 am</u>	<u>6:00 am</u>	<u>2.00</u>	<u>Helping In Office</u>
	<u>8/16/2017</u>	<u>4:57 am</u>	<u>6:00 am</u>	<u>1.00</u>	<u>Helping In Office</u>
	<u>8/16/2017</u>	<u>2:30 pm</u>	<u>2:40 pm</u>	<u>0.25</u>	<u>Payroll</u>
	<u>8/17/2017</u>	<u>4:05 am</u>	<u>6:00 am</u>	<u>2.00</u>	<u>Helping In Office</u>
	<u>8/17/2017</u>	<u>2:30 pm</u>	<u>3:10 pm</u>	<u>0.75</u>	<u>Payroll</u>
	<u>8/18/2017</u>	<u>4:14 am</u>	<u>6:15 am</u>	<u>2.00</u>	<u>Helping In Office</u>
					Select One
					Select One
					Select One
<b>Grand Total</b>				<b>10.00</b>	

Signature of Employee

Sharon Thomas  
Monday, August 21, 2017 7:56:13 AM

Signature of Supervisor

Teliska Jackson-Wolliston  
8/21/2017 3:17:44 PM

Signature of Supervisor

Supervisor's signature

Signature of Director \*

Director's Signature

*Rec'd via  
email for  
Teliska  
Wolliston  
5/14/20*

*1/4*



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
TRANSPORTATION SERVICES

# Transportation Services Overtime Report

Complete the information below and click "Go" to submit.

Employee ID #:  Date:

Employee Name: First  Last

Area Facility:

Details: 

Preparation for opening of school and other duties assigned by Administrator.

Pay Period:	Overtime Dates	Overtime Time In	Overtime Time Out	Total Overtime Hours	Description
From: <input type="text" value="8/3/2019"/>	<input type="text" value="8/5/2019"/>	<input type="text" value="4:10 am"/>	<input type="text" value="6:00 am"/>	<input type="text" value="1.75"/>	<input type="text" value="Preparing for Opening ▼"/>
To: <input type="text" value="8/16/2019"/>	<input type="text" value="8/6/2019"/>	<input type="text" value="2:30 pm"/>	<input type="text" value="7:00 pm"/>	<input type="text" value="4.50"/>	<input type="text" value="Preparing For Openin. ▼"/>
	<input type="text" value="8/7/2019"/>	<input type="text" value="4:01 am"/>	<input type="text" value="6:00 am"/>	<input type="text" value="2.00"/>	<input type="text" value="Preparing For Openin. ▼"/>
	<input type="text" value="8/7/2019"/>	<input type="text" value="2:30 pm"/>	<input type="text" value="2:39 pm"/>	<input type="text" value="0.25"/>	<input type="text" value="Payroll ▼"/>
	<input type="text" value="8/8/2019"/>	<input type="text" value="4:06 am"/>	<input type="text" value="6:00 am"/>	<input type="text" value="2.00"/>	<input type="text" value="Preparing For Openin. ▼"/>
	<input type="text" value="8/8/2019"/>	<input type="text" value="2:30 pm"/>	<input type="text" value="2:39 pm"/>	<input type="text" value="0.25"/>	<input type="text" value="Payroll ▼"/>
	<input type="text" value="8/9/2019"/>	<input type="text" value="4:29 am"/>	<input type="text" value="6:00 am"/>	<input type="text" value="1.50"/>	<input type="text" value="Preparing For Openin. ▼"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One ▼"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One ▼"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One ▼"/>
<b>Grand Total</b>				<input type="text" value="12.25"/>	

Signature of Employee

*Sharon Thomas*  
10/9/2019 11:22:41 AM

Signature of Supervisor

*Teliska Jackson-Wolliston*  
10/10/2019 7:31:55 AM

Signature of Supervisor

Supervisor's signature

Signature of Director

*Shane Searchwell*  
10/16/2019 12:39:55 PM

2/10

THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
TRANSPORTATION SERVICES

# Transportation Services Overtime Report

Complete the information below and click "Go" to submit.

Employee ID #:  Date:

Employee Name: First  Last

Area Facility:  **REQUIRED**

Details:

Pay Period:	Overtime Dates	Overtime Time In	Overtime Time Out	Total Overtime Hours	Description
From: 8/3/2019	8/10/2019	5:49 am	4:19 pm	10.00	Typing Labels For Tir ▼
To: 8/16/2019	8/11/2019	5:59 am	2:28 pm	8.00	Putting Labels On Tin ▼
	8/12/2019	4:12 am	6:00 am	1.75	All Hands On Deck ▼
	8/12/2019	2:30 pm	2:39 pm	0.25	Payroll ▼
	8/13/2019	5:14 am	6:00 am	0.75	All Hands On Deck ▼
	8/14/2019	4:15 am	6:00 am	1.75	All Hands On Deck ▼
	8/14/2019	2:30 pm	2:42 pm	0.25	Payroll ▼
	8/15/2019	5:15 am	6:00 am	0.75	All Hands On Deck ▼
	8/15/2019	2:30 pm	5:49 pm	3.25	All Hands On Deck ▼
	8/16/2019	4:01 am	5:45 am	1.75	All Hands On Deck ▼
<b>Grand Total</b>				<b>28.50</b>	

Signature of Employee

*Sharon Thomas*  
10/9/2019 11:32:42 AM

Signature of Supervisor

*Teliska Jackson-Wolliston*  
10/10/2019 7:32:32 AM

Signature of Supervisor

**Supervisor's signature**

Signature of Director

*Shane Searchwell*  
10/16/2019 12:38:55 PM

3/4



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
TRANSPORTATION SERVICES

# Transportation Services Overtime Report

Complete the information below and click "Go" to submit.

Employee ID #:  Date:

Employee Name: First  Last

Area Facility:  **REQUIRED**

Details:

Pay Period:	Overtime Dates	Overtime Time In	Overtime Time Out	Total Overtime Hours	Description
From: 8/17/2019	8/17/2019	5:05 am	1:34 pm	8.00	Phone & Address Lis ▼
To: 8/30/2019	8/18/2019	5:17 am	7:19 am	2.00	Phone & Address Lis ▼
	8/20/2019	2:45 pm	3:12 pm	0.50	Payroll ▼
	8/21/2019	5:46 am	6:00 am	0.25	Payroll ▼
	8/24/2019	8:42 am	5:15 pm	8.00	Personnel Files ▼
	8/29/2019	2:45 pm	5:09 pm	2.50	All Hands On Deck ▼
					Select One ▼
					Select One ▼
					Select One ▼
					Select One ▼
<b>Grand Total</b>				<b>21.25</b>	

Signature of Employee

*Sharon Thomas*  
10/9/2019 11:06:09 AM

Signature of Supervisor

*Teliska Jackson-Wolliston*  
10/10/2019 7:25:24 AM

Signature of Supervisor

Supervisor's signature

Signature of Director

*Shane Searchwell*  
10/16/2019 12:40:27 PM

*2/16*



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
TRANSPORTATION SERVICES

# Transportation Services Overtime Report

Complete the information below and click "Go" to submit.

Employee ID #:  Date:

Employee Name: First  Last

Area Facility:

Details:

Pay Period:		Overtime Dates	Overtime Time In	Overtime Time Out	Total Overtime Hours	Description
From:	<input type="text" value="10/12/2019"/>	<input type="text" value="10/12/2019"/>	<input type="text" value="6:32 am"/>	<input type="text" value="10:39 am"/>	<input type="text" value="4.25"/>	<input type="text" value="Surveys"/> ▼
To:	<input type="text" value="10/25/2019"/>	<input type="text" value="10/13/2019"/>	<input type="text" value="6:12 am"/>	<input type="text" value="2:41 pm"/>	<input type="text" value="8.00"/>	<input type="text" value="Surveys"/> ▼
		<input type="text" value="10/14/2019"/>	<input type="text" value="5:17 am"/>	<input type="text" value="6:17 am"/>	<input type="text" value="1.00"/>	<input type="text" value="Surveys"/> ▼
		<input type="text" value="10/15/2019"/>	<input type="text" value="2:30 pm"/>	<input type="text" value="6:23 pm"/>	<input type="text" value="4.00"/>	<input type="text" value="Surveys"/> ▼
		<input type="text" value="10/16/2019"/>	<input type="text" value="2:30 pm"/>	<input type="text" value="2:39 pm"/>	<input type="text" value="0.25"/>	<input type="text" value="Surveys"/> ▼
		<input type="text" value="10/17/2019"/>	<input type="text" value="4:48 am"/>	<input type="text" value="6:00 am"/>	<input type="text" value="1.25"/>	<input type="text" value="Surveys"/> ▼
		<input type="text" value="10/17/2019"/>	<input type="text" value="2:30 pm"/>	<input type="text" value="2:39 pm"/>	<input type="text" value="0.25"/>	<input type="text" value="Payroll"/> ▼
		<input type="text" value="10/18/2019"/>	<input type="text" value="5:04 am"/>	<input type="text" value="6:00 am"/>	<input type="text" value="1.00"/>	<input type="text" value="Surveys"/> ▼
		<input type="text" value="10/18/2019"/>	<input type="text" value="2:30 pm"/>	<input type="text" value="2:39 pm"/>	<input type="text" value="0.25"/>	<input type="text" value="Payroll"/> ▼
						<input type="text" value="Select One"/> ▼
<b>Grand Total</b>					<input type="text" value="20.25"/>	

Signature of Employee

*Sharon Thomas*  
10/21/2019 9:44:40 AM

Signature of Supervisor

*Teliska Jackson-Wolliston*  
10/22/2019 2:33:37 PM

Signature of Supervisor

Supervisor's signature

Signature of Director

*Shane Searchwell*  
10/23/2019 8:18:35 AM

5/6



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
TRANSPORTATION SERVICES

# Transportation Services Overtime Report

Complete the information below and click "Go" to submit.

Employee ID #:  Date:

Employee Name: First  Last

Area Facility:  **REQUIRED**

Details:

Pay Period:	Overtime Dates	Overtime Time In	Overtime Time Out	Total Overtime Hours	Description
From: 2/1/2020	2/1/2020	5:04 am	10:39 am	5.25	Overtime Slips ▼
To: 2/7/2020	2/2/2020	5:11 am	2:38 pm	9.00	Filing, TDE's & Payr ▼
	2/3/2020	5:20 am	6:20 am	1.00	Payroll ▼
	2/4/2020	5:34 am	6:00 am	0.50	Payroll ▼
	2/4/2020	2:30 pm	6:13 pm	3.75	Payroll, TDE's & Ov ▼
	2/5/2020	5:04 am	6:00 am	1.00	Payroll ▼
	2/5/2020	2:30 pm	2:41 pm	0.25	Payroll ▼
	2/6/2020	5:10 am	6:10 am	1.00	Payroll ▼
	2/7/2020	5:00 am	6:00 am	1.00	Payroll ▼
	2/7/2020	2:30 pm	2:41 pm	0.25	Payroll ▼
<b>Grand Total</b>				<b>23.00</b>	

Signature of Employee

*Sharon Thomas*  
2/11/2020 7:59:42 AM

Signature of Supervisor

*Ross Larson*  
3/5/2020 5:04:20 PM

Signature of Supervisor

*Geoff McKee*  
3/9/2020 6:35:34 PM

Signature of Director

*Shane Searchwell*  
3/10/2020 5:22:29 PM



TANYA Lawson <tanya.lawson@palmbeachschools.org>

**Fwd: OVERTIME**

1 message

**Tiffany Floyd** <tiffany.floyd@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Activity #: 20-0015-I  
OIG Staff: LAWSON  
Date Rec'd: 5/21/20 Pages: 4  
Rec'd: Tiffany Floyd  
Redacted: Yes No N/A Req'd TBD  
Exhibit/Reference #: 3

FYI

----- Forwarded message -----

From: **Teliska Jackson-Wolliston** <teliska.jackson-wolliston@palmbeachschools.org>  
Date: Thu, Aug 23, 2018 at 9:07 AM  
Subject: Re: OVERTIME  
To: Tiffany Floyd <tiffany.floyd@palmbeachschools.org>

Will do.

**Teliska Jackson-Wolliston, MS**  
Central Facility Area Team Leader  
teliska.jackson-wolliston@palmbeachschools.org  
Phone (561)242-6544 PX: 56544  
FAX: 561-242-6550 PX:56550  
District Cell:561-707-6092

**"Education is the foundation" upon which we build our future.**

Christine Gregoire

On Thu, Aug 23, 2018 at 8:32 AM Tiffany Floyd <tiffany.floyd@palmbeachschools.org> wrote:  
Thank you. Please ensure that Sharon completes an overtime form.

On Thu, Aug 23, 2018 at 7:54 AM, Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org> wrote:  
Please be advised that Ms Sharon Thomas, will be working on the emergency contact information and review PeopleSoft with hours this weekend.  
Thanks in advance!

**Teliska Jackson-Wolliston, MS**  
Central Facility Area Team Leader  
teliska.jackson-wolliston@palmbeachschools.org  
Phone (561)242-6544 PX: 56544  
FAX: 561-242-6550 PX:56550

*Yc*





TANYA Lawson &lt;tanya.lawson@palmbeachschools.org&gt;

**Fwd: Overtime**

1 message

**Tiffany Floyd** <tiffany.floyd@palmbeachschools.org>  
 To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Thu, May 21, 2020 at 12:28 PM

FYI

----- Forwarded message -----

From: **Teliska Jackson-Wolliston** <teliska.jackson-wolliston@palmbeachschools.org>  
 Date: Mon, Dec 17, 2018 at 12:34 PM  
 Subject: Re: Overtime  
 To: Tiffany Floyd <tiffany.floyd@palmbeachschools.org>  
 Cc: Lutrella Miller <lutrella.miller@palmbeachschools.org>

Thank you!

On Mon, Dec 17, 2018 at 10:50 AM Tiffany Floyd <tiffany.floyd@palmbeachschools.org> wrote:  
 Ok, thanks for the heads up. The information was forwarded to Shane.

On Fri, Dec 14, 2018 at 12:35 PM Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org> wrote:  
 Good afternoon,  
 Please be advised that Ms Sharon will incur overtime next week. She will be purging/adding to folders  
 for all employees.  
 Thanks in advance!

--

Warm regards,

**Teliska Jackson-Wolliston, MS**  
 Central Facility Area Team Leader  
 teliska.jackson-wolliston@palmbeachschools.org  
 Phone (561)242-6544 PX: 56544  
 FAX: 561-242-6550 PX:56550  
 District Cell:561-707-6092

*"Education is not the learning of the facts, but the training of the mind to think."  
 Albert Einstein*

--  
**Tiffany Floyd**  
 Senior Human Resources Analyst  
 Transportation Services  
 Division of Support Operations



Sharon Thomas <sharon.thomas@palmbeachschools.org>

## Fwd: Work authorization

1 message

**Simona Falana** <simona.falana@palmbeachschools.org>  
To: Sharon Thomas <sharon.thomas@palmbeachschools.org>

Tue, Jun 23, 2020 at 10:25 AM

For your records,

Kind Regards,

### **Simona S. Falana, MST**

North Area Team Leader, Transportation Services  
The School Board of Palm Beach County  
7061 Garden Rd.  
Riviera Beach, FL. 33404  
561-494-0061 PX: 50061 (Office)  
561-951-3592 (Cell)  
Simona.Falana@palmbeachschools.org

----- Forwarded message -----

From: **Teliska Jackson-Wolliston** <teliska.jackson-wolliston@palmbeachschools.org>  
Date: Fri, Jan 24, 2020 at 1:08 PM  
Subject: Work authorization  
To: Tiffany Floyd <tiffany.floyd@palmbeachschools.org>  
Cc: Simona Falana <simona.falana@palmbeachschools.org>

Good afternoon,  
Please be advised that Simona and I approved Ms Sharon Thomas to work tomorrow, 1/25/2020 from 6AM to 1:30PM.  
If you have any questions, please email me.  
Have a great weekend.

Kind Regards,

**Teliska Jackson-Wolliston, MS**  
Area Team Leader, Central Facility  
teliska.jackson-wolliston@palmbeachschools.org  
Phone (561)242-6544 PX: 56544  
Fax: 561-242-6550 PX:56550  
District Cell:561-707-6092

*"It is better to fail in originality than to succeed in imitation. Herman Melville*

3/6



TANYA Lawson &lt;tanya.lawson@palmbeachschools.org&gt;

## Fwd: All Hands on Deck This Weekend

1 message

**Teliska Jackson-Wolliston** <teliska.jackson-wolliston@palmbeachschools.org>  
 To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Thu, May 14, 2020 at 1:26 PM

FYI

----- Forwarded message -----

From: **Eileen Lacey** <eileen.lacey@palmbeachschools.org>

Date: Thu, Aug 11, 2016 at 12:31 PM

Subject: All Hands on Deck This Weekend\*

To: Clarinda Shabazz <clarinda.shabazz@palmbeachschools.org>, Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org>, Anthony Becker <anthony.becker@palmbeachschools.org>, Howard Brown <howard.brown@palmbeachschools.org>, Lydia Sanchez (Mgr Transp Ops) <lydia.sanchez@palmbeachschools.org>, Filomena Chance <filomena.chance@palmbeachschools.org>, Millicent Rollins <millicent.rollins@palmbeachschools.org>, Venetrice Jackson <venetrice.jackson@palmbeachschools.org>, Terrence Andrews <terrence.andrews@palmbeachschools.org>, Tammy Pierre <tammy.pierre@palmbeachschools.org>, Gary Mosley <gary.mosley@palmbeachschools.org>, Ann Skakandy <ann.skakandy@palmbeachschools.org>, Carmita Singletary <carmita.singletary@palmbeachschools.org>, Faye Ingraham <faye.ingraham@palmbeachschools.org>, Karla Longsworth <karla.longsworth@palmbeachschools.org>, Annie Hunter <annie.watts@palmbeachschools.org>, Salliejo Blue <salliejo.blue@palmbeachschools.org>, Melissa Brown (Transportation Central Comprd) <melissa.brown.2@palmbeachschools.org>, Angela Davis <angela.davis@palmbeachschools.org>, CYNTHIA HOLLOMAN <cynthia.holloman@palmbeachschools.org>, Franklin Nozistel <franklin.nozistel@palmbeachschools.org>, Jason Stegall <jason.stegall@palmbeachschools.org>, Daniel Barone <daniel.barone@palmbeachschools.org>, Vanya Hayes <vanya.hayes@palmbeachschools.org>, Bonnie Smith <bonnie.smith@palmbeachschools.org>, Aaronnetta Campbell <aaronnetta.campbell@palmbeachschools.org>, Ricki Gardner <ricki.gardner@palmbeachschools.org>, Flesena Scott <flesena.scott@palmbeachschools.org>, Toyce Bennett <toyce.bennett@palmbeachschools.org>, Louise Randall <louise.randall@palmbeachschools.org>, Glendale Bess <glendale.bess@palmbeachschools.org>, Althamelia Mcallister <althamelia.mcallister@palmbeachschools.org>, Linda Shorter <linda.shorter@palmbeachschools.org>  
 Cc: Shane Searchwell <shane.searchwell@palmbeachschools.org>, Pete Didonato <pete.didonato@palmbeachschools.org>

Team,

We are currently working on updating some routes that did not reflect safe stops in either the AM or the PM. This work is being done by the routers and we may ask facilities to assist over the weekend.

We need all transportation supervisory staff to report to work this weekend. You will need to print your routes again on Sunday afternoon.

Thank you,

**Shane Searchwell**  
 General Manager, Transportation Services  
 Division of Support Operations  
*Exceeding Expectations*

Eileen Lacey

Eileen Lacey  
 Administrative Assistant II

*"All Hands on Deck"*  
 20-0015-I

4/6

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**From:** Sharon Thomas <sharon.thomas@palmbeachschools.org>  
**Sent:** Monday, August 6, 2018 10:28 AM  
**To:** Tiffany Floyd  
**Subject:** Re: Overtime

I didn't realize when I came in on Friday that I was going to occur overtime. It was my intentions to make up the time I missed during the week. I'm aware that overtime has to be pre approved, I wouldn't have come in if I knew it was going to be overtime.

On Mon, Aug 6, 2018 at 10:12 AM, Tiffany Floyd <tiffany.floyd@palmbeachschools.org> wrote:  
Good morning Sharon,

While entering your TDE for July 17, 2018, I noticed that you punched in on one of our off days (Friday, July 20, 2018). Was this overtime pre-approved by anyone?

Kindest Regards,

Search Results (9/2017-8/16/2017) Sharon Thomas, Central CA Transportation Services, Overtime Report (Aug 21, 2017, 9:18 PM)

Notes History

Assigned From	Action Taken	Assigned To	Date/Time
Tiffany Floyd	Transferred	Shane Searchwell	Aug 21, 2017 5:27 PM
Teliska Jackson-Wolliston	Approved	Tiffany Floyd	Aug 21, 2017 3:18 PM
Sharon Thomas	Assigned	Teliska Jackson-Wolliston	Aug 21, 2017 7:56 AM

Example of  
Chain of Approval  
Screen shot provided by  
Teliska J. Wolliston  
5/14/20



TANYA Lawson <tanya.lawson@palmbeachschools.org>

Activity #: 20-0015-I  
OIG Staff: Lawson  
Date Rec'd: 5/14/20 Pages: 5  
Rec'd: Teliska Wolliston  
Redacted: Yes N/A  
Exhibit/Reference #: 4

**Fwd: All Hands on Deck This Weekend**

1 message

**Teliska Jackson-Wolliston** <teliska.jackson-wolliston@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Redacted: Yes N/A  
Exhibit/Reference #: 4

FYI

----- Forwarded message -----

From: **Eileen Lacey** <eileen.lacey@palmbeachschools.org>

Date: Thu, Aug 11, 2016 at 12:31 PM

Subject: All Hands on Deck This Weekend\*

To: Clarinda Shabazz <clarinda.shabazz@palmbeachschools.org>, Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org>, Anthony Becker <anthony.becker@palmbeachschools.org>, Howard Brown <howard.brown@palmbeachschools.org>, Lydia Sanchez (Mgr Transp Ops) <lydia.sanchez@palmbeachschools.org>, Filomena Chance <filomena.chance@palmbeachschools.org>, Millicent Rollins <millicent.rollins@palmbeachschools.org>, Venetrice Jackson <venetrice.jackson@palmbeachschools.org>, Terrence Andrews <terrence.andrews@palmbeachschools.org>, Tammy Pierre <tammy.pierre@palmbeachschools.org>, Gary Mosley <gary.mosley@palmbeachschools.org>, Ann Skakandy <ann.skakandy@palmbeachschools.org>, Carmita Singletary <carmita.singletary@palmbeachschools.org>, Faye Ingraham <faye.ingraham@palmbeachschools.org>, Karla Longworth <karla.longworth@palmbeachschools.org>, Annie Hunter <annie.watts@palmbeachschools.org>, Salliejo Blue <salliejo.blue@palmbeachschools.org>, Melissa Brown (Transportation Central Compnd) <melissa.brown.2@palmbeachschools.org>, Angela Davis <angela.davis@palmbeachschools.org>, CYNTHIA HOLLOWAN <cynthia.holloman@palmbeachschools.org>, Franklin Nozistel <franklin.nozistel@palmbeachschools.org>, Jason Stegall <jason.stegall@palmbeachschools.org>, Daniel Barone <daniel.barone@palmbeachschools.org>, Vanya Hayes <vanya.hayes@palmbeachschools.org>, Bonnie Smith <bonnie.smith@palmbeachschools.org>, Aaronnetta Campbell <aaronnetta.campbell@palmbeachschools.org>, Ricki Gardner <ricki.gardner@palmbeachschools.org>, Flesena Scott <flesena.scott@palmbeachschools.org>, Toyce Bennett <toyce.bennett@palmbeachschools.org>, Louise Randall <louise.randall@palmbeachschools.org>, Glendale Bess <glendale.bess@palmbeachschools.org>, Althamelia Mcallister <althamelia.mcallister@palmbeachschools.org>, Linda Shorter <linda.shorter@palmbeachschools.org>  
Cc: Shane Searchwell <shane.searchwell@palmbeachschools.org>, Pete Didonato <pete.didonato@palmbeachschools.org>

Team,

We are currently working on updating some routes that did not reflect safe stops in either the AM or the PM. This work is being done by the routers and we may ask facilities to assist over the weekend.

We need all transportation supervisory staff to report to work this weekend. You will need to print your routes again on Sunday afternoon.

Thank you,

Shane Searchwell  
General Manager, Transportation Services  
Division of Support Operations  
*Exceeding Expectations*

--

*Eileen Lacey*

Eileen Lacey  
Administrative Assistant II

*"All Hands on Deck"*  
20-0015-I

*1/5*



TANYA Lawson &lt;tanya.lawson@palmbeachschools.org&gt;

---

**Fwd: OPERATIONS/ALL HANDS ON DECK**

1 message

---

**Teliska Jackson-Wolliston** <teliska.jackson-wolliston@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Thu, May 14, 2020 at 1:28 PM

FYI

----- Forwarded message -----

From: **Teliska Jackson-Wolliston** <teliska.jackson-wolliston@palmbeachschools.org>

Date: Mon, May 21, 2018 at 7:53 AM

Subject: OPERATIONS/ALL HANDS ON DECK

To: Mia Silberfine &lt;mia.silberfine@palmbeachschools.org&gt;, Cheryl Bennett &lt;cheryl.bennett@palmbeachschools.org&gt;

Cc: Venetrice Jackson &lt;venetrice.jackson@palmbeachschools.org&gt;, Terrence Andrews &lt;Terrence.Andrews@palmbeachschools.org&gt;

Good morning,

I am asking that everyone pull together the next 2 weeks during the closing of school year to finish successfully.

Thanks in advance for your assistance!

**Teliska Jackson-Wolliston, MS**

Central Facility Area Team Leader

[teliska.jackson-wolliston@palmbeachschools.org](mailto:teliska.jackson-wolliston@palmbeachschools.org)

Phone (561)242-6544 PX: 56544

FAX: 561-242-6550 PX:56550

District Cell:561-707-6092

**"Education is the foundation" upon which we build our future.**

Christine Gregoire

--

**Best Regards,****Teliska Jackson-Wolliston, MS****Area Team Leader, Royal Palm Facility**[teliska.jackson-wolliston@palmbeachschools.org](mailto:teliska.jackson-wolliston@palmbeachschools.org)

Phone (561)904-9083

District Cell:561-707-6092

2/5



TANYA Lawson &lt;tanya.lawson@palmbeachschools.org&gt;

## Fwd: All Hands on Deck This Weekend

1 message

**Teliska Jackson-Wolliston** <teliska.jackson-wolliston@palmbeachschools.org>  
 To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Thu, May 14, 2020 at 1:26 PM

FYI

----- Forwarded message -----

From: **Eileen Lacey** <eileen.lacey@palmbeachschools.org>

Date: Thu, Aug 11, 2016 at 12:31 PM

Subject: All Hands on Deck This Weekend

To: Clarinda Shabazz <clarinda.shabazz@palmbeachschools.org>, Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org>, Anthony Becker <anthony.becker@palmbeachschools.org>, Howard Brown <howard.brown@palmbeachschools.org>, Lydia Sanchez (Mgr Transp Ops) <lydia.sanchez@palmbeachschools.org>, Filomena Chance <filomena.chance@palmbeachschools.org>, Millicent Rollins <millicent.rollins@palmbeachschools.org>, Venetrice Jackson <venetrice.jackson@palmbeachschools.org>, Terrence Andrews <terrence.andrews@palmbeachschools.org>, Tammy Pierre <tammy.pierre@palmbeachschools.org>, Gary Mosley <gary.mosley@palmbeachschools.org>, Ann Skakandy <ann.skakandy@palmbeachschools.org>, Carmita Singletary <carmita.singletary@palmbeachschools.org>, Faye Ingraham <faye.ingraham@palmbeachschools.org>, Karla Longsworth <karla.longsworth@palmbeachschools.org>, Annie Hunter <annie.watts@palmbeachschools.org>, Salliejo Blue <salliejo.blue@palmbeachschools.org>, Melissa Brown (Transportation Central Compnd) <melissa.brown.2@palmbeachschools.org>, Angela Davis <angela.davis@palmbeachschools.org>, CYNTHIA HOLLOWMAN <cynthia.holloman@palmbeachschools.org>, Franklin Nozistel <franklin.nozistel@palmbeachschools.org>, Jason Stegall <jason.stegall@palmbeachschools.org>, Daniel Barone <daniel.barone@palmbeachschools.org>, Vanya Hayes <vanya.hayes@palmbeachschools.org>, Bonnie Smith <bonnie.smith@palmbeachschools.org>, Aaronnetta Campbell <aaronnetta.campbell@palmbeachschools.org>, Ricki Gardner <ricki.gardner@palmbeachschools.org>, Flesena Scott <flesena.scott@palmbeachschools.org>, Toyce Bennett <toyce.bennett@palmbeachschools.org>, Louise Randall <louise.randall@palmbeachschools.org>, Glendale Bess <glendale.bess@palmbeachschools.org>, Althamelia Mcallister <althamelia.mcallister@palmbeachschools.org>, Linda Shorter <linda.shorter@palmbeachschools.org>  
 Cc: Shane Searchwell <shane.searchwell@palmbeachschools.org>, Pete Didonato <pete.didonato@palmbeachschools.org>

Team,

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Thank you,

**Shane Searchwell**  
 General Manager, Transportation Services  
 Division of Support Operations  
*Exceeding Expectations*

--

*Eileen Lacey*

Eileen Lacey  
 Administrative Assistant II

3/5



Subject: Fwd: 12-Month Staff Overtime Records and TDE's  
 To: Crystal Washington <[crystal.washington@palmbeachschools.org](mailto:crystal.washington@palmbeachschools.org)>

FYI

Thank you,

**Shane Searchwell**  
 Director, Transportation Services  
*Exceeding Expectations*

2775 Homewood Road  
 West Palm Beach, FL 33406  
 Phone 561.242.8322 Px58322 FAX 561.242.8340  
[Shane.Searchwell@palmbeachschools.org](mailto:Shane.Searchwell@palmbeachschools.org)  
[palmbeachschools.org/transportation](http://palmbeachschools.org/transportation)

*Each year, the School District of Palm Beach County recycles enough paper and cardboard to save over 68,000 trees and 28 million gallons of water. You can help save even more by not printing this email.*

Palm Beach County Schools  
 Rated "A" by the Florida Department of Education 2005-2011  
 Home of Florida's first **LEED** Gold Certified School  
[www.palmbeachschools.org](http://www.palmbeachschools.org)

The School District of Palm Beach County is an Equal Education Opportunity Provider and Employer.

----- Forwarded message -----

From: **Tiffany Floyd** <[tiffany.floyd@palmbeachschools.org](mailto:tiffany.floyd@palmbeachschools.org)>  
 Date: Mon, Feb 25, 2019 at 4:18 PM  
 Subject: Fwd: 12-Month Staff Overtime Records and TDE's  
 To: Shane Searchwell <[shane.searchwell@palmbeachschools.org](mailto:shane.searchwell@palmbeachschools.org)>

FYI

----- Forwarded message -----

From: **Tiffany Floyd** <[tiffany.floyd@palmbeachschools.org](mailto:tiffany.floyd@palmbeachschools.org)>  
 Date: Wed, May 31, 2017 at 2:35 PM  
 Subject: Fwd: 12-Month Staff Overtime Records and TDE's  
 To: Lutrella Miller <[lutrella.miller@palmbeachschools.org](mailto:lutrella.miller@palmbeachschools.org)>

FYI

----- Forwarded message -----

From: **Tiffany Floyd** <[tiffany.floyd@palmbeachschools.org](mailto:tiffany.floyd@palmbeachschools.org)>  
 Date: Mon, Aug 8, 2016 at 2:31 PM  
 Subject: 12-Month Staff Overtime Records and TDE's  
 To: Terrence Andrews <[terrence.andrews@palmbeachschools.org](mailto:terrence.andrews@palmbeachschools.org)>, Venetrice Jackson <[venetrice.jackson@palmbeachschools.org](mailto:venetrice.jackson@palmbeachschools.org)>, CYNTHIA HOLLOWAN <[cynthia.holloman@palmbeachschools.org](mailto:cynthia.holloman@palmbeachschools.org)>, Franklin Nozistel <[franklin.nozistel@palmbeachschools.org](mailto:franklin.nozistel@palmbeachschools.org)>, Jason Stegall <[jason.stegall@palmbeachschools.org](mailto:jason.stegall@palmbeachschools.org)>, Daniel Barone <[daniel.barone@palmbeachschools.org](mailto:daniel.barone@palmbeachschools.org)>, Sharon Thomas <[sharon.thomas@palmbeachschools.org](mailto:sharon.thomas@palmbeachschools.org)>, Jodi Cummings <[jodi.cummings@palmbeachschools.org](mailto:jodi.cummings@palmbeachschools.org)>, Joyce Brown <[joyce.brown@palmbeachschools.org](mailto:joyce.brown@palmbeachschools.org)>, Raeshena Walker Willis <[raeshena.walker-willis@palmbeachschools.org](mailto:raeshena.walker-willis@palmbeachschools.org)>, Jesus Medero <[jesus.medero@palmbeachschools.org](mailto:jesus.medero@palmbeachschools.org)>, Tim Myrick <[tim.myrick@palmbeachschools.org](mailto:tim.myrick@palmbeachschools.org)>, "Javier Jimenez (Mech Trans Equipment I)" <[javier.jimenez.1@palmbeachschools.org](mailto:javier.jimenez.1@palmbeachschools.org)>, Enrique Omar Sanchez <[enriqueomar.sanchez@palmbeachschools.org](mailto:enriqueomar.sanchez@palmbeachschools.org)>, Juan Alfonso <[juan.alfonso@palmbeachschools.org](mailto:juan.alfonso@palmbeachschools.org)>, Dale Bedwell <[dale.bedwell@palmbeachschools.org](mailto:dale.bedwell@palmbeachschools.org)>, Jorge Gonzalez <[jorge.gonzalez.1@palmbeachschools.org](mailto:jorge.gonzalez.1@palmbeachschools.org)>, Keith Heaven <[keith.heaven@palmbeachschools.org](mailto:keith.heaven@palmbeachschools.org)>, Don John Luzincourt <[donjohn.luzincourt@palmbeachschools.org](mailto:donjohn.luzincourt@palmbeachschools.org)>, Marilyn Hughes <[marilyn.hughes@palmbeachschools.org](mailto:marilyn.hughes@palmbeachschools.org)>, Ann-Marie Haddad <[ann-marie.haddad@palmbeachschools.org](mailto:ann-marie.haddad@palmbeachschools.org)>, Pat Myrick <[pat.myrick@palmbeachschools.org](mailto:pat.myrick@palmbeachschools.org)>, 4/5

Kathi Kornofski <kathi.kornofski@palmbeachschools.org>, Tammy Pierre <tammy.pierre@palmbeachschools.org>, Gary Mosley <gary.mosley@palmbeachschools.org>, Vanya Hayes <vanya.hayes@palmbeachschools.org>, Bonnie Smith <bonnie.smith@palmbeachschools.org>, Justino Sucno <justino.sucno@palmbeachschools.org>, JOSE Pacheco <jose.pacheco@palmbeachschools.org>, Faye Ingraham <faye.ingraham@palmbeachschools.org>, Karla Longsworth <karla.longsworth@palmbeachschools.org>, Toyce Bennett <toyce.bennett@palmbeachschools.org>, Louise Randall <louise.randall@palmbeachschools.org>, Gloria Thompson <gloria.thompson@palmbeachschools.org>, Arcelia Paulk <arcelia.paulk@palmbeachschools.org>, Jack Orozco <jack.orozco@palmbeachschools.org>, "Alexander Lopez (Trans Central)" <alexander.lopez.2@palmbeachschools.org>, Cesar Mustelier <cesar.mustelier@palmbeachschools.org>, Tanecia Ward <tanecia.ward@palmbeachschools.org>

Cc: Teliska Jackson-Wolliston <teliska.jackson-wolliston@palmbeachschools.org>, GEORGE MILLAR <george.millar@palmbeachschools.org>, Carl Boucard <carl.boucard@palmbeachschools.org>, Angela Barbato <angela.barbato@palmbeachschools.org>, Anthony Becker <anthony.becker@palmbeachschools.org>, "Lydia Sanchez (Mgr Transp Ops)" <lydia.sanchez@palmbeachschools.org>, Shane Searchwell <shane.searchwell@palmbeachschools.org>, Pete Didonato <pete.didonato@palmbeachschools.org>

Good afternoon all,

To process employee bi-weekly payroll accurately and in a timely manner and ensure payment is in accordance with applicable bargaining agreements and pay plans, standard procedures must be in place. Our goal is to maintain a system for leave and overtime requests, and to define a routine payroll review procedure for auditing purposes.

It's imperative staff consistently submit the following electronic documents in a timely manner: **Time Clock Missed Punch Report (MPR)** to clear up exceptions, **Transportation Services Overtime Report** weekly for ALL overtime worked and **Leave of Absence or TDE Application PBSO 0032** for time off. The documents mentioned have been attached for referencing purposes only. They can be accessed under the e-forms desktop tile once logged into the district portal.

As Transportation staff, we all have a responsibility to be an informed employee and held accountable for our actions. If you have not done so already, please verify any overtime worked and submit your Transportation Services Overtime Reports to your supervisor for approval. I have attached the 2017 Payroll Time Periods and request overtime documents are completed from July 1, 2016 and forward.

**Each employee has the responsibility to:**

1. Submit requests for leave and overtime to the appropriate supervisor in advance of the need for the leave or overtime, using the E-forms Desktop system required by the district. If leave or overtime is not foreseeable, an employee must notify his/her supervisor(s) as soon as possible.
2. Ensure requests for leave have a sufficient balance available by the date the leave is taken. When completing a TDE with more than one date, specify the amount of time needed per day in the notes section.
3. Use the employee self-service system to verify any overtime and prepare his/her Transportation Services Overtime Report record weekly.
4. Ensure his/her time record is accurate for actual hours worked, leave taken, and other pertinent pay information, using proper earn codes (Sick, Annual, Without Pay, etc.).
5. Complete his/her Transportation Services Overtime Report no later than 10:00 A.M. on the Monday following the week overtime was worked, unless payroll staff or his/her supervisor requires an alternate deadline.
7. Provide his/her supervisor with all pertinent back-up documents such as jury duty summons or doctor's orders.

**Manager/supervisor responsibilities:**

1. Each supervisor must maintain an appropriate record system monitoring work hours, leave usage, and overtime approved or assigned.
2. Managers and supervisors must take corrective action as necessary by returning TDE's and Transportation Services Overtime Reports with errors to the employee.
3. After verifying overtime, TDE's and resolving errors, supervisors must approve, and forward documents by the end of the last day of each pay period, unless an alternate deadline has been established.

5/5



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
TRANSPORTATION SERVICES

# Transportation Services Overtime Report

Activity #: 20-0015-I  
 IG Staff: LAWSON  
 Date Rec'd: 6/22/20 Pages: 3  
 Rec'd: Sharon Thomas  
 Redacted: Yes  No  N/A  Req'd TBD  
 Exhibit/Reference #: 5

Complete the information below and click "Go" to submit.

Employee ID #: 1029017 Date: 10/9/2019

Employee Name: First Sharon Last Thomas

Area Facility: Central **REQUIRED**

Details: Preparation for opening of school and other duties assigned by Administrator.

Pay Period:	Overtime Dates	Overtime Time In	Overtime Time Out	Total Overtime Hours	Description
From: <u>8/3/2019</u>	<u>8/5/2019</u>	<u>4:10 am</u>	<u>6:00 am</u>	<u>1.75</u>	<u>Preparing for Openin</u> ▼
To: <u>8/16/2019</u>	<u>8/6/2019</u>	<u>2:30 pm</u>	<u>7:00 pm</u>	<u>4.50</u>	<u>Preparing For Openir</u> ▼
	<u>8/7/2019</u>	<u>4:01 am</u>	<u>6:00 am</u>	<u>2.00</u>	<u>Preparing For Openir</u> ▼
	<u>8/7/2019</u>	<u>2:30 pm</u>	<u>2:39 pm</u>	<u>0.25</u>	<u>Payroll</u> ▼
	<u>8/8/2019</u>	<u>4:06 am</u>	<u>6:00 am</u>	<u>2.00</u>	<u>Preparing For Openir</u> ▼
	<u>8/8/2019</u>	<u>2:30 pm</u>	<u>2:39 pm</u>	<u>0.25</u>	<u>Payroll</u> ▼
	<u>8/9/2019</u>	<u>4:29 am</u>	<u>6:00 am</u>	<u>1.50</u>	<u>Preparing For Openir</u> ▼
					<u>Select One</u> ▼
					<u>Select One</u> ▼
					<u>Select One</u> ▼
<b>Grand Total</b>				<b>12.25</b>	

Signature of Employee  
Sharon Thomas  
 10/9/2019 11:22:41 AM

Signature of Supervisor  
Teliska Jackson-Wolliston  
 10/10/2019 7:31:55 AM

Signature of Supervisor  
Supervisor's signature

Signature of Director  
Shane Searchwell  
 10/16/2019 12:39:55 PM

1/3



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
TRANSPORTATION SERVICES

# Transportation Services Overtime Report

Complete the information below and click "Go" to submit.

Employee ID #:  Date:

Employee Name: First  Last

Area Facility:

Details: 

State Reports and All Other Duties Assigned by Supervisors.

Pay Period:		Overtime Dates	Overtime Time In	Overtime Time Out	Total Overtime Hours	Description
From:	<input type="text" value="2/15/2020"/>	<input type="text" value="2/15/2020"/>	<input type="text" value="5:09 am"/>	<input type="text" value="2:41 pm"/>	<input type="text" value="9.00"/>	<input type="text" value="State Reports"/>
To:	<input type="text" value="2/22/2020"/>	<input type="text" value="2/16/2020"/>	<input type="text" value="5:06 am"/>	<input type="text" value="11:38 am"/>	<input type="text" value="6.25"/>	<input type="text" value="State Reports"/>
		<input type="text" value="2/18/2020"/>	<input type="text" value="5:19 am"/>	<input type="text" value="6:19 am"/>	<input type="text" value="1.00"/>	<input type="text" value="State Reports"/>
		<input type="text" value="2/18/2020"/>	<input type="text" value="2:30 pm"/>	<input type="text" value="2:58 pm"/>	<input type="text" value="0.50"/>	<input type="text" value="State Reports"/>
		<input type="text" value="2/18/2020"/>	<input type="text" value="3:40 pm"/>	<input type="text" value="7:11 pm"/>	<input type="text" value="3.75"/>	<input type="text" value="State Reports"/>
		<input type="text" value="2/20/2020"/>	<input type="text" value="2:00 pm"/>	<input type="text" value="3:23 pm"/>	<input type="text" value="1.50"/>	<input type="text" value="State Reports"/>
		<input type="text" value="2/21/2020"/>	<input type="text" value="2:00 pm"/>	<input type="text" value="3:00 pm"/>	<input type="text" value="1.00"/>	<input type="text" value="Select One"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/>
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select One"/>
<b>Grand Total</b>					<input type="text" value="23.00"/>	

Signature of Employee

*Sharon Thomas*  
2/24/2020 10:47:59 AM

Signature of Supervisor

*Ross Larson*  
3/5/2020 5:11:38 PM

Signature of Supervisor

*Geoff McKee*  
3/9/2020 6:34:14 PM

Signature of Director

*Shane Searchwell*  
3/10/2020 5:22:10 PM

2/3



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
TRANSPORTATION SERVICES

# Transportation Services Overtime Report

Complete the information below and click "Go" to submit.

Employee ID #:  Date:

Employee Name: First  Last

Area Facility:  **REQUIRED**

Details:

Pay Period:	Overtime Dates	Overtime Time In	Overtime Time Out	Total Overtime Hours	Description
From: <input type="text" value="2/15/2020"/>	<input type="text" value="2/22/2020"/>	<input type="text" value="6:01 am"/>	<input type="text" value="4:24 pm"/>	<input type="text" value="10.00"/>	<input type="text" value="Payroll, Absenteeism"/>
To: <input type="text" value="2/28/2020"/>	<input type="text" value="2/24/2020"/>	<input type="text" value="5:13 am"/>	<input type="text" value="6:13 am"/>	<input type="text" value="1.00"/>	<input type="text" value="State Reports"/>
	<input type="text" value="2/25/2020"/>	<input type="text" value="5:17 am"/>	<input type="text" value="6:17 am"/>	<input type="text" value="1.00"/>	<input type="text" value="State Reports"/>
	<input type="text" value="2/26/2020"/>	<input type="text" value="5:43 am"/>	<input type="text" value="6:43 am"/>	<input type="text" value="1.00"/>	<input type="text" value="Payroll"/>
	<input type="text" value="2/27/2020"/>	<input type="text" value="5:05 am"/>	<input type="text" value="6:05 am"/>	<input type="text" value="1.00"/>	<input type="text" value="Payroll"/>
	<input type="text" value="2/28/2020"/>	<input type="text" value="5:19 am"/>	<input type="text" value="6:19 am"/>	<input type="text" value="1.00"/>	<input type="text" value="Payroll"/>
					<input type="text" value="Select One"/>
					<input type="text" value="Select One"/>
					<input type="text" value="Select One"/>
					<input type="text" value="Select One"/>
<b>Grand Total</b>				<input type="text" value="15.00"/>	

Signature of Employee

*Sharon Thomas*  
3/2/2020 7:00:34 AM

Signature of Supervisor

*Ross Larson*  
3/5/2020 5:18:46 PM

Signature of Supervisor

*Geoff McKee*  
3/9/2020 6:33:35 PM

Signature of Director

*Shane Searchwell*  
3/10/2020 5:21:05 PM

3/3



TANYA Lawson <tanya.lawson@palmbeachschools.org>

Clarification of Time

6 messages

TANYA Lawson <tanya.lawson@palmbeachschools.org>
To: Sharon Thomas <sharon.thomas@palmbeachschools.org>

Mon, Nov 30, 2020 at 11:24 AM

Sharon,

During your interview, you stated that your daily work schedule is 6:30 AM-2:30PM. Please clarify the following dates with the corresponding times:

- 1/2/20 5 AM-6:24 PM
2/8/20 5:01 AM-3:26 PM
2/13/20 5:27 AM-7:08 PM
2/18/20 5:19 AM-2:58 PM
2/22/20 6:01 AM-4:24 PM
3/12/20 5:28 AM-6:42 PM
3/16/20 7:20 AM-3:09 PM
9/1/20 9:12 AM-5:43 PM
9/18/20 6:25 AM-2:54 PM

Activity #: 20-0015-I
OIG Staff: LAWSON
Date Rec'd: 11/30/20 Pages: 2
Rec'd: Sharon Thomas
Redacted: Yes No N/A Req'd TBD
Exhibit/Reference #: 6 8

Thank you,
Tanya M. Lawson, Investigator
Office of Inspector General
561-434-8511, PX 48511

Sharon Thomas <sharon.thomas@palmbeachschools.org>
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Mon, Nov 30, 2020 at 1:22 PM

No mam, I stated that my hours are 6:00 am - 2:30 pm.

I was given verbal permission to work overtime from the Team Leaders, Ms. Simona Falana, Ms. Teliska Jackson-Wolliston & Ms. Venetrice Jackson for the dates listed below:

- 1/2/20
2/8/20
2/13/20
2/18/20
2/22/20
3/12/20

I wasn't feeling well and called Ms. Jackson and informed her that I wasn't feeling well. No overtime was earned, I have alot of stomach issues. The dates below:

- 3/16/20
9/18/20

I had a doctor's appointment and was approved by Ms. Jackson to come in afterwards. Again, no overtime was earned:

- 9/1/20

Thank you!

[Quoted text hidden]

--
Sharon M. Thomas
Accounting Clerk IV

1/2

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Dec 1, 2020 at 7:48 AM

Good Morning Ms. Tanya,

Attached you will find my punch timesheets from my other job, for the dates listed above. Also, it only takes me maybe 10 minutes to travel from the compound to the hospital:

- 1/2/20 - Thursday - I was off from the hospital - As you can see I have no punches that day
- 2/2/20 - Saturday - I was off that weekend - As you can see I have no punches that day
- 2/13/20 - Thursday - I was off from the hospital - As you can see I have no punches that day
- 2/18/20 - Tuesday - I was off from the hospital - As you can see I have no punches that day
- 2/22/20 - Saturday - I was off that weekend - As you can see I have no punches that day
- 3/12/20 - Thursday - I was off from the hospital - As you can see I have no punches that day
- 3/16/20 - Monday - I clocked out @ 3:09 pm at Compound - I clocked in at 3:28 pm at the hospital - I was late to work as you can see
- 9/1/20 - Tuesday - I was off from the hospital - As you can see I have no punches that day
- 9/18/20 - Friday - I clocked in at 3:03 pm at the hospital - Previously I thought I was flexed on that day from the hospital but I wasn't

Thank you!

[Quoted text hidden]

 Timesheet From My 2nd Job.pdf  
282K

# 20-0015 - I

2/2

Activity #: 20-0015-I Page 1 of 1  
 OIG Staff: LAWSON  
 Date Rec'd: 12/1/20 Pages: 7  
 Rec'd: Sharon Thomas  
 Redacted: Yes No  N/A  Req'd TBD  
 Exhibit/Reference #: 7

Timecard Inquiry | Schedules | Accruals | Request Time | Employee Missing Punch Request

**Timecard Inquiry**

Name & ID/Badge THOMAS, SHARON 104330 / 13221

Position to date

Time Period 12/23/19 1200A - 1/03/20 1159P

Return	Select	Actions	View	Previous	Next			
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Hours	\$
<input type="checkbox"/>	Monday	12/23/19	248P	805P	5.25			
<input type="checkbox"/>	Monday	12/23/19	830P	S 1111P	3.25		8.50	
<input type="checkbox"/>	Tuesday	12/24/19	602P	1054P	5.00		5.00	
<input type="checkbox"/>	Wednesday	12/25/19	232P	823P	6.00			
<input type="checkbox"/>	Wednesday	12/25/19	900P	L 1100P	1.88		7.88	
<input type="checkbox"/>	Thursday	12/26/19	257P	615P	3.25		3.25	
<input type="checkbox"/>	Friday	12/27/19	250P	759P	5.25			
<input type="checkbox"/>	Friday	12/27/19	833P	1123P	3.00		8.25	
<input type="checkbox"/>	Monday	12/30/19	301P	801P	5.00			
<input type="checkbox"/>	Monday	12/30/19	827P	S 1125P	3.50		8.50	
<input type="checkbox"/>	Tuesday	12/31/19	251P	727P	4.75			
<input type="checkbox"/>	Tuesday	12/31/19	757P	1123P	3.50		8.25	
<input type="checkbox"/>	Wednesday	1/01/20	245P	1140P	9.00			
<input type="checkbox"/>	Wednesday	1/01/20	245P		.50	ALERT	9.50	
<input type="checkbox"/>	Friday	1/03/20	302P		.50	ALERT	9.25	
<input type="checkbox"/>	Friday	1/03/20	302P	1140P	8.75			

*No punches  
1/2/20*

<b>Totals</b>					
Pay Code Hours Breakdown					
REGS1: 4.75	REGS2: 37.75	HOLI1: .75	HOLI2: 16.13	REGS5: 7.12	



Timecard Inquiry | Schedules | Accruals | Request Time | Employee Missing Punch Request

**Timecard Inquiry**

Name & ID/Badge THOMAS, SHARON 104330 / 13221

Position to date

Time Period 2/02/20 1200A - 2/15/20 1159P

Return	Select	Actions	View					S
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Hours	
<input type="checkbox"/>	Sunday	2/02/20	302P		.50	ALERT	9.00	
<input type="checkbox"/>	Sunday	2/02/20	302P	1126P	8.50			
<input type="checkbox"/>	Monday	2/03/20	307P	830P	5.50			
<input type="checkbox"/>	Monday	2/03/20	904P	1125P	2.50		8.00	
<input type="checkbox"/>	Wednesday	2/05/20	303P	817P	5.25			
<input type="checkbox"/>	Wednesday	2/05/20	847P	1142P	3.00		8.25	
<input type="checkbox"/>	Thursday	2/06/20	304P	932P	6.50			
<input type="checkbox"/>	Thursday	2/06/20	1005P	1125P	1.50		8.00	
<input type="checkbox"/>	Friday	2/07/20	306P	934P	6.50			
<input type="checkbox"/>	Friday	2/07/20	1007P	1140P	1.75		8.25	
<input type="checkbox"/>	Monday	2/10/20	303P	801P	5.00			
<input type="checkbox"/>	Monday	2/10/20	830P	1023P	2.00		7.00	
<input type="checkbox"/>	Tuesday	2/11/20	305P		.50	ALERT	9.00	
<input type="checkbox"/>	Tuesday	2/11/20	305P	1125P	8.50			
<input type="checkbox"/>	Wednesday	2/12/20	302P	832P	5.50			
<input type="checkbox"/>	Wednesday	2/12/20	859P	1203A	3.00		8.50	
<input type="checkbox"/>	Friday	2/14/20	318P	816P	5.00			
<input type="checkbox"/>	Friday	2/14/20	846P	1132P	2.75		7.75	
<input type="checkbox"/>	Saturday	2/15/20	304P	728P	4.50			
<input type="checkbox"/>	Saturday	2/15/20	759P	1053P	3.00		7.50	

*2/13/20  
No punch*

*ALERT = Did not take a lunch*

Totals					
Pay Code Hours Breakdown					
REGS5: 22.75	ALERT: 1.00	REGS2: 52.25	OVT5: .25	OVT1: .75	

Timecard Inquiry | Schedules | Accruals | Request Time | Employee Missing Punch Request

**Timecard Inquiry**

Name & ID/Badge THOMAS, SHARON 104330 / 13221

Position to date

Time Period 2/16/20 1200A - 3/01/20 1159P

Return	Select	Actions	View					S
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Hours	
<input type="checkbox"/>	Sunday	2/16/20	245P	627P	3.75			
<input type="checkbox"/>	Sunday	2/16/20	657P	1123P	4.50		8.25	
<input type="checkbox"/>	Monday	2/17/20	401P	1124P	7.50		7.50	
<input type="checkbox"/>	Wednesday	2/19/20	303P	829P	5.50			
<input type="checkbox"/>	Wednesday	2/19/20	901P	1138P	2.75		8.25	
<input type="checkbox"/>	Thursday	2/20/20	345P	845P	5.00			
<input type="checkbox"/>	Thursday	2/20/20	915P	1209A	3.00		8.00	
<input type="checkbox"/>	Friday	2/21/20	316P	830P	5.25			
<input type="checkbox"/>	Friday	2/21/20	900P	1138P	2.75		8.00	
<input type="checkbox"/>	Monday	2/24/20	304P	732P	4.50			
<input type="checkbox"/>	Monday	2/24/20	804P	1127P	3.50		8.00	
<input type="checkbox"/>	Tuesday	2/25/20	302P	917P	6.25			
<input type="checkbox"/>	Tuesday	2/25/20	948P	1125P	1.75		8.00	
<input type="checkbox"/>	Wednesday	2/26/20	333P	746P	4.25			
<input type="checkbox"/>	Wednesday	2/26/20	818P	1159P	3.75		8.00	
<input type="checkbox"/>	Friday	2/28/20	303P		.50	ALERT	8.50	
<input type="checkbox"/>	Friday	2/28/20	303P	1055P	8.00			
<input type="checkbox"/>	Saturday	2/29/20	300P		8.00	PTO	8.00	
<input type="checkbox"/>	Sunday	3/01/20	301P	846P	5.75			
<input type="checkbox"/>	Sunday	3/01/20	916P	1126P	2.25		8.00	

*9/18/20 no punches*  
*9/20/20 no punches*

<b>Totals</b>					
Pay Code Hours Breakdown					
REGS1: 4.75	REGS5: 23.50	REGS2: 51.75	ALERT: .50	PTO: 8.00	

*3/7*

Timecard Inquiry | Schedules | Accruals | Request Time | Employee Missing Punch Request

**Timecard Inquiry**

Name & ID/Badge THOMAS, SHARON 104330 / 13221

Position to date

Time Period 3/01/20 1200A - 3/14/20 1159P

Return	Select	Actions	View					S
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Hours	
<input type="checkbox"/>	Sunday	3/01/20	301P	846P	5.75			
<input type="checkbox"/>	Sunday	3/01/20	916P	1126P	2.25		8.00	
<input type="checkbox"/>	Monday	3/02/20	305P	745P	4.75			
<input type="checkbox"/>	Monday	3/02/20	300P		.50	PTO		
<input type="checkbox"/>	Monday	3/02/20	813P	1056P	2.75		8.00	
<input type="checkbox"/>	Wednesday	3/04/20	305P	929P	6.50			
<input type="checkbox"/>	Wednesday	3/04/20	959P	1125P	1.50		8.00	
<input type="checkbox"/>	Thursday	3/05/20	300P		2.25	PTO	2.25	
<input type="checkbox"/>	Thursday	3/05/20	556P	1139P	5.75		5.75	
<input type="checkbox"/>	Friday	3/06/20	305P	1031P	7.50			
<input type="checkbox"/>	Friday	3/06/20	1102P	1126P	.50		8.00	
<input type="checkbox"/>	Monday	3/09/20	300P	831P	5.50			
<input type="checkbox"/>	Monday	3/09/20	905P	1132P	2.50		8.00	
<input type="checkbox"/>	Tuesday	3/10/20	324P	1156P	8.50			
<input type="checkbox"/>	Tuesday	3/10/20	324P		.50	ALERT	9.00	
<input type="checkbox"/>	Wednesday	3/11/20	300P		1.00	PTO	1.00	
<input type="checkbox"/>	Wednesday	3/11/20	313P	844P	5.50			
<input type="checkbox"/>	Wednesday	3/11/20	917P	1044P	1.50		7.00	
<input type="checkbox"/>	Friday	3/13/20	300P		.50	PTO	.50	
<input type="checkbox"/>	Friday	3/13/20	332P	900P	5.50			
<input type="checkbox"/>	Friday	3/13/20	930P	1130P	2.00		7.50	
<input type="checkbox"/>	Saturday	3/14/20	305P	829P	5.50			
<input type="checkbox"/>	Saturday	3/14/20	900P	1125P	2.50		8.00	

*3/10/20  
No punches*

<b>Totals</b>				
Pay Code Hours Breakdown				
REGS5: 23.00	REGS2: 48.75	PTO: 4.25	REGS1: 4.50	ALERT: .50

*4/17*

Timecard Inquiry | Schedules | Accruals | Request Time | Employee Missing Punch Request

Timecard Inquiry

Name & ID/Badge THOMAS, SHARON 104330 / 13221

Position to date

Time Period 3/15/20 1200A - 3/28/20 1159P

Return	Select	Actions	View					S
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Hours	
<input type="checkbox"/>	Sunday	3/15/20	1032A	731P	9.00			
<input type="checkbox"/>	Sunday	3/15/20	759P	1053P	3.00		12.00	
<input type="checkbox"/>	Monday	3/16/20	328P	830P	5.00			
<input type="checkbox"/>	Monday	3/16/20	900P	1138P	2.75		7.75	
<input type="checkbox"/>	Wednesday	3/18/20	305P	832P	5.50			
<input type="checkbox"/>	Wednesday	3/18/20	903P	1139P	2.75		8.25	
<input type="checkbox"/>	Thursday	3/19/20	315P	804P	4.75			
<input type="checkbox"/>	Thursday	3/19/20	834P	1139P	3.25		8.00	
<input type="checkbox"/>	Friday	3/20/20	518P	1125P	6.25		6.25	
<input type="checkbox"/>	Monday	3/23/20	304P		.50	ALERT	9.00	
<input type="checkbox"/>	Monday	3/23/20	304P	1123P	8.50			
<input type="checkbox"/>	Tuesday	3/24/20	303P		.50	ALERT	9.50	
<input type="checkbox"/>	Tuesday	3/24/20	303P	1153P	9.00			
<input type="checkbox"/>	Wednesday	3/25/20	300P		8.00	PTO	8.00	
<input type="checkbox"/>	Friday	3/27/20	300P		8.00	PTO	8.00	
<input type="checkbox"/>	Saturday	3/28/20	300P		8.00	PTO	8.00	

Totals

Pay Code Hours Breakdown				
REGS5: 9.75	REGS4: 4.50	REGS2: 41.50	REGS1: 1.75	OVTS1: .50

5/17

Timecard Inquiry | Schedules | Accruals | Request Time | Employee Missing Punch Request

**Timecard Inquiry**

Name & ID/Badge THOMAS, SHARON 104330 / 13221

Position to date

Time Period 8/30/20 1200A - 9/12/20 1159P

Return	Select	Actions	View					S
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Hours	
<input type="checkbox"/>	Sunday	8/30/20	302P	657P	4.00			
<input type="checkbox"/>	Sunday	8/30/20	725P	1124P	4.00		8.00	
<input type="checkbox"/>	Monday	8/31/20	329P	831P	5.00			
<input type="checkbox"/>	Monday	8/31/20	900P	1157P	3.00		8.00	
<input type="checkbox"/>	Wednesday	9/02/20	307P	654P	4.00			
<input type="checkbox"/>	Wednesday	9/02/20	724P	1140P	4.25		8.25	
<input type="checkbox"/>	Thursday	9/03/20	300P		2.00	PTO	2.00	
<input type="checkbox"/>	Thursday	9/03/20	645P	1229A	5.75		5.75	
<input type="checkbox"/>	Friday	9/04/20	304P	744P	4.75			
<input type="checkbox"/>	Friday	9/04/20	814P	1140P	3.50		8.25	
<input type="checkbox"/>	Monday	9/07/20	300P	825P	5.50		5.50	
<input type="checkbox"/>	Monday	9/07/20	900P		1.00	PTO	1.00	
<input type="checkbox"/>	Tuesday	9/08/20	304P	854P	6.00			
<input type="checkbox"/>	Tuesday	9/08/20	924P	1154P	2.50		8.50	
<input type="checkbox"/>	Wednesday	9/09/20	303P	728P	4.50			
<input type="checkbox"/>	Wednesday	9/09/20	803P	1147P	3.75		8.25	
<input type="checkbox"/>	Friday	9/11/20	300P		8.00	PTO	8.00	
<input type="checkbox"/>	Saturday	9/12/20	304P	715P	4.25			
<input type="checkbox"/>	Saturday	9/12/20	745P	1154P	4.25		8.50	

*9/1/20  
no punches*

Totals					
Pay Code Hours Breakdown					
REGS5: 20.00	REGS2: 42.75	PTO: 11.00	REGS1: .75	HOLI2: 5.50	

*6/17*

Timecard Inquiry | Schedules | Accruals | Request Time | Employee Missing Punch Request

**Timecard Inquiry**

Name & ID/Badge THOMAS, SHARON 104330 / 13221

Position to date

Time Period 9/13/20 1200A - 9/26/20 1159P

Return	Select	Actions	View	Previous	Next			
	Day	Actual In Date	Actual In Time	Actual Out Time	Punch Hours	Pay Code	Shift Hours	S
<input type="checkbox"/>	Sunday	9/13/20	301P	833P	5.50			
<input type="checkbox"/>	Sunday	9/13/20	906P	1124P	2.50		8.00	
<input type="checkbox"/>	Monday	9/14/20	304P	845P	5.75			
<input type="checkbox"/>	Monday	9/14/20	915P	1123P	2.25		8.00	
<input type="checkbox"/>	Wednesday	9/16/20	304P	726P	4.50			
<input type="checkbox"/>	Wednesday	9/16/20	756P	1123P	3.50		8.00	
<input type="checkbox"/>	Thursday	9/17/20	301P	825P	5.50			
<input type="checkbox"/>	Thursday	9/17/20	856P	1124P	2.50		8.00	
<input type="checkbox"/>	Friday	9/18/20	331P	725P	4.00			
<input type="checkbox"/>	Friday	9/18/20	755P	1123P	3.50		7.50	
<input type="checkbox"/>	Monday	9/21/20	300P	638P	3.75		3.75	
<input type="checkbox"/>	Tuesday	9/22/20	305P		.50	ALERT	8.50	
<input type="checkbox"/>	Tuesday	9/22/20	305P	1103P	8.00			
<input type="checkbox"/>	Wednesday	9/23/20	259P	1101P	8.00			
<input type="checkbox"/>	Wednesday	9/23/20	259P		.50	ALERT	8.50	
<input type="checkbox"/>	Friday	9/25/20	303P		.50	ALERT	9.00	
<input type="checkbox"/>	Friday	9/25/20	303P	1123P	8.50			
<input type="checkbox"/>	Saturday	9/26/20	1105A		.50	ALERT	12.75	
<input type="checkbox"/>	Saturday	9/26/20	1105A	1112P	12.25			

**Totals**

Pay Code Hours Breakdown					
REGS5: 23.25	REGS2: 44.00	REGS1: 8.25	ALERT: 2.00	OVTS5: .50	

7/7



TANYA Lawson <tanya.lawson@palmbeachschools.org>

## 20-0015-I 20-Day Notice

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Mon, Sep 27, 2021 at 11:43 AM

Good Morning,

I have nothing further to add regarding the allegations made against me since the findings were Unsubstantiated.

Thank you!

[Quoted text hidden]

Activity #: 20-0015-I  
 DIG Staff: L Lawson  
 Date Rec'd: 9/27/21 Pages: 1  
 Rec'd: Sharon Thomas  
 Redacted: Yes No N/A Re: TBD  
 Exhibit/Reference #: 8



TANYA Lawson <tanya.lawson@palmbeachschools.org>

**Fwd: Member Telework Daily Report - Central**

1 message

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Activity #: 20-0015-I  
OIG Staff: LAWSON  
Date Rec'd: 9/29/20 Pages: 13  
Rec'd: Sharon Thomas  
Redacted: Yes  No  N/A  Req'd  TBD  
Exhibit/Reference #: 6

----- Forwarded message -----  
From: Google Forms <forms-receipts-noreply@google.com>  
Date: Wed, Aug 19, 2020 at 9:42 AM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>



Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

### Member Telework Daily Report - Central

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc. \*

Date: →

8/19/20  
5:00 am - 10:25 am - Overtime Slips  
10:25 am - 10:41 am - Conference Call  
10:42 am - 11:30 am - Check Email & Respond  
11:31 am - 12:31 pm - Lunch  
12:32 - 4:00 pm - Called Drivers  
4:01 pm - 4:30 pm - Check Email & Respond  
4:31 pm - 6:30 pm - Overtime Slips

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-6506 / PX 56506  
Fax: (561) 242-6551 / PX 56531

1/13





**Fwd: Member Telework Daily Report - Central**

1 message

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 8:11 AM

----- Forwarded message -----  
From: Google Forms <forms-receipts-noreply@google.com>  
Date: Tue, Jun 9, 2020 at 10:50 AM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>

Google Forms

Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc. \*

6/8/20  
5:00 am - 9:00 am - Overtime Slips  
9:01 am - 10:24 am - Check Email & Respond  
10:25 am - 10:30 am - Conference Call  
10:31 am - 11:30 am - Input Time into Peoplesoft & Run Reports  
11:31 am - 12:00 pm - Check Email & Respond  
12:01 pm - 1:01 pm - Lunch  
1:02 pm - 2:30 pm - Called Drivers

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-6508 / FX 56506  
Fax (561) 242-6551 / PX 56551

2/13



**Fwd: Member Telework Daily Report - Central**  
1 message

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 8:11 AM

----- Forwarded message -----  
From: Google Forms <forms-recap@noreply.google.com>  
Date: Fri, Jun 5, 2020 at 12:42 AM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>



Thanks for filling out Member Telework Daily Report - Central  
Here's what we got from you:

### Member Telework Daily Report - Central

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc. \*

6/4/20  
6:00 am - 9:30 am - Overtime Slips  
9:31 am - 10:30 am - Check Email & Respond  
10:31 am - 10:36 am - Conference Call  
10:37 am - 11:15 am - Run Reports  
11:16 am - 12:16 pm - Lunch  
12:17 pm - 12:30 pm - Check Email & Respond  
12:31 pm - 2:30 pm - Called Drivers

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-6506 / FX 56506  
Fax (561) 242-6551 / PX 56551

3/13



**Fwd: Member Telework Daily Report - Central**

1 message

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 8:14 AM

----- Forwarded message -----  
From: Google Forms <forms-receipts-noreply@google.com>  
Date: Mon, Jul 13, 2020 at 12:11 PM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>



Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc. \*

7/9/20

- 5:00 am - 10:20 am - Overtime Slips
- 10:21 am - 10:44 am - Conference Call
- 10:45 am - 11:30 am - Check Email & Respond
- 11:31 am - 12:31 pm - Lunch
- 12:32 pm - 2:25 pm - Called Drivers

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-6508 / PX 56506  
Fax (561) 242-6551 / PX 56551

4/13



**Fwd: Member Telework Daily Report - Central**

1 message

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 8:16 AM

----- Forwarded message -----

From: Google Forms <forms-recv@no-reply@google.com>  
Date: Tue, Jul 28, 2020 at 10:43 AM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>



Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*  
Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc. \*

7/27/20  
5:00 am - 10:21 am - Overtime Slips  
10:22 am - 10:43 am - Conference Call  
10:44 am - 11:29 am - Check Email & Respond  
11:30 am - 12:30 pm - Lunch  
12:31 pm - 2:30 pm - Called Drivers

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-8506 / PX 56506  
Fax (561) 242-8551 / PX 56551

5/13



**Fwd: Member Telework Daily Report - Central**

2 messages

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 8:18 AM

----- Forwarded message -----  
From: Google Forms <forms-receipts-noreply@google.com>  
Date: Wed, Jul 29, 2020 at 1:11 PM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>



Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

### Member Telework Daily Report - Central

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc. ^

7/29/20

- 5:00 am - 10:24 am - Overtime Slips
- 10:25 am - 10:44 am - Conference Call
- 10:45 am - 11:45 am - Lunch
- 11:46 am - 12:30 pm - Check Email & Respond
- 12:31 pm - 2:30 pm - Called Drivers

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-6506 / PX 56506  
Fax (561) 242-8551 / PX 58561

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 8:17 AM

[Quoted text hidden]

6/13



**Fwd: Member Telework Daily Report - Central**

1 message

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 8:17 AM

----- Forwarded message -----  
From: Google Forms <forms-recap@noreply.google.com>  
Date: Tue, Aug 4, 2020 at 11:29 AM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>



Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc. \*

8/3/20

8:00 am - 10:21 am - Overtime Slips

10:22 am - 10:39 am - Conference Call

10:40 am - 12:00 pm - Check Email, Respond & Input Time Into PeopleSoft

12:01 pm - 1:01 pm - Lunch

1:02 pm - 6:30 pm - Called Drivers

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-6506 / PX 56506  
Fax (561) 242-6551 / PX 56551

7/13



**Fwd: Member Telework Daily Report - Central**

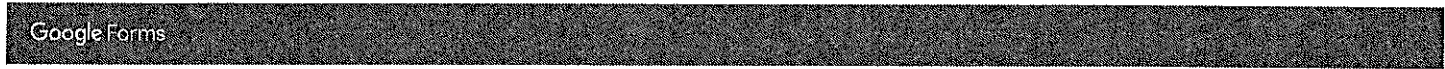
1 message

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 8:18 AM

----- Forwarded message -----

From: Google Forms <forms-receipts-noreply@google.com>  
Date: Tue, Aug 11, 2020 at 12:20 AM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>



Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc. \*

8/10/20  
5:00 am - 10:30 am - Overtime Slips  
10:31 am - 11:31 am - Check Email & Respond  
11:32 am - 12:32 pm - Lunch  
12:33 pm - 2:30 pm - Called Drivers

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-8800 / FX 56508  
Fax (561) 242-8651 / PX 56551

8/13



**Fwd: Member Telework Daily Report - Central**

1 message

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 8:18 AM

----- Forwarded message -----  
From: Google Forms <forms-receipts-noreply@google.com>  
Date: Thu, Aug 13, 2020 at 7:28 AM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>

Google Forms

Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc. \*

8/12/20  
5:00 am - 9:51 am - Overtime Slips  
9:52 am - 10:36 am - Check Email & Respond  
10:37 am - 11:00 am - Conference Call  
11:01 am - 12:02 pm - Lunch  
12:03 pm - 2:29 pm - Called Drivers

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-5506 / FX 56506  
Fax (561) 242-6551 / FX 56551

9/13





**Fwd: Member Telework Daily Report - Central**

1 message

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 8:19 AM

----- Forwarded message -----

From: Google Forms <forms-receipts-noreply@google.com>  
Date: Tue, Aug 18, 2020 at 12:29 PM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>

Google Forms

Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task? Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc. \*

8/17/20

5:00 am - 10:20 am - Overtime Stlps

10:21 am - 10:40 am - Conference Call

10:21 am - 12:04 pm - Check Email, Run Reports & Input Info Into PeopleSoft

12:05 pm - 1:05 pm - Lunch

1:06 pm - 2:30 pm - Called Drivers

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-6506 / PX 66606  
Fax (561) 242-6561 / PX 66561

10/13



**Fwd: Member Telework Daily Report - Central**

1 message

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 7:53 AM

----- Forwarded message -----  
From: Google Forms <forms-receipts-noreply@google.com>  
Date: Wed, Apr 1, 2020 at 7:46 AM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>

Google Forms

Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task?  
Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc, \*

3/31/2020  
7:30 am - 7:45 am - Conference Call  
7:46 am - 8:00 am - Check Email  
8:01 am - 11:00 am - Putting TDE's In Order To File  
11:01 am - 12:07 pm - Lunch  
12:08 pm - 2:42 pm - Putting TDE's In Order To File  
2:43 pm - 3:00 pm - Conference Call  
3:01 pm - 3:30 pm - Check Email

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-6506 / FX 56506  
Fax (561) 242-6561 / FX 56551

11/13



**Fwd: Member Telework Daily Report - Central**

1 message

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 7:54 AM

----- Forwarded message -----

From: Google Forms <forms-receipts-noreply@google.com>  
Date: Thu, Apr 2, 2020 at 7:50 AM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>

Google Forms

Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task?  
Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc. \*

4/1/20  
7:30 am - 8:00 am - Conference Call  
8:01 am - 8:30 am - Check Email  
8:31 am - 11:00 am - Overtime Slips  
11:01 am - 12:07 pm - Lunch  
12:08 pm - 2:45 pm - Overtime Slips

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-6506 / PX 56506  
Fax (561) 242-6551 / PX 56551

12/13



**Fwd: Member Telework Daily Report - Central**

1 message

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Tue, Sep 29, 2020 at 7:56 AM

----- Forwarded message -----

From: Google Forms <forms-receipts-noreply@google.com>  
Date: Mon, Apr 6, 2020 at 11:23 AM  
Subject: Member Telework Daily Report - Central  
To: <sharon.thomas@palmbeachschools.org>

**Google Forms**

Thanks for filling out Member Telework Daily Report - Central

Here's what we got from you:

**Member Telework Daily Report - Central**

Report is to be completed by each member of the team at the end of the day as a review of task completed and action taken.

Your email address (sharon.thomas@palmbeachschools.org) was recorded when you submitted this form.

Submitted by (Name) \*

Sharon Thomas

What tasks did you complete today and what was your start and end time for each task?  
Ex. Route Consolidation 7:00 am - 9:45am Route Safety Checks 10:15am - 11:30am etc. \*

4/7/20  
7:30 am - 7:45 am - Conference Call  
7:46 am - 8:15 am - Check Email & Respond  
8:16 am - 11:15 am - Exceptions & Enter Time into PeopleSoft  
11:16 am - 12:17 pm - Lunch  
12:18 pm - 1:55 pm - Overtime Slips  
2:00 pm - 2:15 pm - Conference Call

Create your own Google Form

Sharon M. Thomas  
Accounting Clerk IV  
Central Transportation Facility  
Phone (561) 242-8506 / FX 56500  
Fax (561) 242-6551 / PX 58551

13/13



TANYA Lawson <tanya.lawson@palmbeachschools.org>

**20-0015-I 20-Day Notice**

Sharon Thomas <sharon.thomas@palmbeachschools.org>  
To: TANYA Lawson <tanya.lawson@palmbeachschools.org>

Mon, Sep 27, 2021 at 11:43 AM

Good Morning,

I have nothing further to add regarding the allegations made against me since the findings were Unsubstantiated.

Thank you!

[Quoted text hidden]

Activity #: 20-0015-I  
 OIG Staff: LAWSON  
 Date Rec'd: 9/27/21 Pages: 1  
 Rec'd: LAWSON  
 Redacted: Yes  No  N/A  Req'd  TBD  
 Exhibit/Reference #: 8