



**CUYAHOGA COUNTY
AGENCY OF INSPECTOR GENERAL**

REPORT OF INVESTIGATION

CASE NUMBER: INVEST-000377

SUBJECT(S) INFO:
Name: Cynthia Hinske
Position: Support Officer III
Department: Child Support Enforcement Agency

SOURCE OF REFERRAL: County Employee

METHOD OF REFERRAL: Direct Phone Call

INITIATED: February 7, 2012

DATE OF REPORT: June 29, 2012

ALLEGATION(S)

Cuyahoga County employee Cynthia Hinske ("Hinske") works a second job at Kmart while on paid leave from her Cuyahoga County job.

AUTHORITY

- Cuyahoga County Agency of Inspector General Ordinance Section 2(c):
 - *The Inspector General is hereby appointed to conduct examinations under Section 2.05 of the County Charter and shall, therefore, have all such rights and duties to investigate fraud,...abuse,...misfeasance... without interference or pressure from any other Public Official or Employee.*

COMPLAINT SUMMARY

Complainant states that while Hinske is on paid leave from her position with the Cuyahoga County Child Support Enforcement Agency ("CSEA") she is working a part-time job at Kmart.

BACKGROUND

Hinske was originally hired by CSEA on October 26, 1998 as a Support Officer I. In 2005, Hinske was promoted to Support Officer III. In August 2007, to assist with supervisory vacancies, Hinske was approved for a Temporary Work Level Assignment as the Principal Support Officer Supervisor from August 27, 2007 thru February 23, 2008. To date, Hinske remains in the position of Support Officer III.

A review of Hinske's personnel file shows no disciplinary actions against her. Employee reviews show that Hinske consistently meets or exceeds expectations.

INVESTIGATIVE SUMMARY

Cuyahoga County Time Records Review

Hinske's timesheets¹ from MyHR Online for August 8, 2011 thru March 16, 2012 were reviewed.

From August 8, 2011 to December 31, 2011 Hinske used:

- One (1) Personal Day
- 4.50 hours of Comp Time
- 44 hours of Vacation
- 8 hours of Sick Time

From January 1, 2012 to March 16, 2012 Hinske used:

- 26.75 hours of Vacation
- 105.50 hours of Sick Time

Timesheets indicate Hinske used thirteen (13) sick days from January 25, 2012 through February 10, 2012. Timesheets also reveal beginning February 13, 2012 Hinske worked her normal working hours of 8:00 am to 4:00 pm.

Kmart (Sears Holding Management Corporation) Records Review

In response to a March 16, 2012 document request, Sears Holding Management Corporation ("Sears") provided, among other documents, confirmation of Hinske's employment with Sears and a copy of Hinske's time history² from January 1, 2012 to March 16, 2012. Time history provided by Sears indicates Hinske worked on January 21, 2012 and did not return to work at Sears until February 9, 2012.

On Thursday, February 9, 2012, Hinske clocked in at 11:56 am and clocked out at 5:02 pm. Additionally, Hinske worked Friday, February 10, 2012 from 4:58 pm to 10:20 pm;

¹ Attached as **Exhibit A.**

² Attached as **Exhibit B.**

Saturday, February 11, 2012 from 10:05 am to 3:02 pm; and Sunday, February 12, 2012 from 3:58 pm to 8:35 pm.

Secondary Employment Disclosure Form

As required by the Cuyahoga County Ethics Ordinance, on June 4, 2012 Hinske completed a Secondary Employment Disclosure Form regarding her employment at Sears. According to the Secondary Employment Disclosure Form, Hinske began work as a Customer Service Supervisor October 1999.

Interviews

Cynthia Hinske (Cuyahoga County Child Support Enforcement Agency – Support Officer III) – 6/28/12

Hinske stated that she began working for CSEA in October 1998. In 2005, she was promoted to Support Officer III where she supervises and reviews the work of Support Officers II. Hinske is assigned to Unit 7, the Interstate Unit. This unit oversees support orders when one party is located out of state.

Currently, Karen Loparich is Interstate Supervisor of Unit 7. Ms. Loparich reports to Michael Falatach, Manager of the Establishment Division for CSEA. Mr. Falatach reports to Tony Sharaba, Assistant Director, who reports to Dr. Richard Jones, Administrator for CSEA and Employment and Family Services.

Hinske confirmed that from January 25, 2012 through February 10, 2012 she reported her absences from Cuyahoga County as sick time. Her first day of sick leave began on January 25, 2012 and she confirmed her return to work date as February 13, 2012. Prior to the start of her leave, Hinske stated that she provided Ms. Loparich with a document stating that she would be out of work for an extended period of time for medical reasons.


Hinske stated that she is a Customer Service Supervisor at Sears, responsible for the oversight of the cashiers and service desk center. She ensures that operations are running smoothly, deals directly with customers and assists cashiers with various issues. Hinske advised that to clock in and out at Sears, she must enter a personal code into the computer. No one other than herself knows her code. Therefore, only she can clock herself in and out.

When asked if she remembers working on February 9, 2012 from 11:56 am to 5:02 pm when she was reporting as sick to Cuyahoga County, Hinske was not able to recall. When shown a copy of the February 9, 2012 time history from Sears from that day, Hinske did not dispute the accuracy of the record. However, she stated she could not specifically recall working that day. Hinske was also questioned regarding working at Sears on Friday, February 10, 2012 from 4:58 pm to 10:20 pm. Again, she responded that she did not recall working at Sears that day, but when shown the time history from Sears, she did not dispute its accuracy.

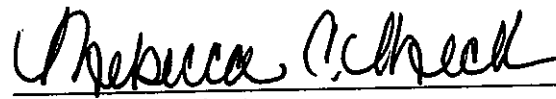
CONCLUSION AND RECOMMENDATIONS

After careful review of the evidence collected in this investigation, it is our opinion that Hinske worked her second job at Sears on Thursday, February 9, 2012 from 11:56 am to 5:02 pm while reporting sick to CSEA. Additionally, it is particularly troubling that Hinske worked at Sears on Friday, February 10, 2012 from 4:58 pm to 10:20 pm, the thirteenth day of her sick leave from CSEA.

Accordingly, it is our recommendation that this matter be referred to the County Executive and Human Resources Department for review and consideration of appropriate disciplinary actions, up to and including termination.

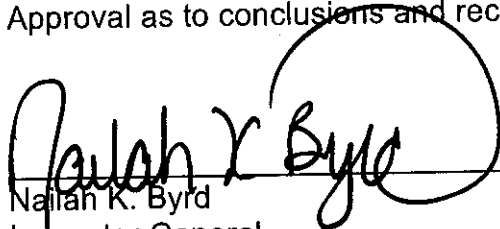


Mark Cutright
Investigator



Rebecca C. Keck
Paralegal

Approval as to conclusions and recommendations:



Nailah K. Byrd
Inspector General

6/29/12
Date

EXHIBIT A

Timesheet History Detail

Time Sheet for: *Cynthia Hinske* - Week Ending: 8/13/2011

Amend Timesheet

DAY	DATE	HOURS WORKED	HOURS OFF	TOTAL	
Sunday	8/7/2011	0	0	0	
Monday	8/8/2011	7.00	1.00	8.00	
	TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
	08:00 AM	03:00 PM	7.00	Normal Work Hours	
	03:00 PM	04:00 PM	1.00	Sick Time	
Tuesday	8/9/2011	8.00	0	8.00	
	TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
	08:00 AM	04:00 PM	8.00	Normal Work Hours	
Wednesday	8/10/2011	8.00	0	8.00	
	TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
	08:00 AM	04:00 PM	8.00	Normal Work Hours	
Thursday	8/11/2011	8.00	0	8.00	
	TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
	08:00 AM	04:00 PM	8.00	Normal Work Hours	
Friday	8/12/2011	8.00	0	8.00	
	TIME IN	TIME OUT	HOURS	TYPE	REASON/COMMENT
	08:00 AM	04:00 PM	8.00	Normal Work Hours	
Saturday	8/13/2011	0	0	0	

Supervisor Comments

No Comments.

Timesheet Activities

Action	Created By	Date
Created by System	Cynthia Hinske	8/4/11
Timesheet entries updated by Cynthia Hinske	Cynthia Hinske	8/8/11

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