

FINDINGS

The following findings were identified during the audit.

- Ten (10) former employees whose badges are still active. The badges were deactivated on January 23, 2018 after the finding was reported to Building Services.
- Two (2) former field employee badges were unable to be confirmed as collected upon separation of employment.
- Seven (7) badges issued to contractors no longer performing work at the System Office, all related to housekeeping contracts.
- 230 employees/contractors have badge access. 120 employees/contractors have 24-hour access to the building. Depending on the work performed, this could be an excessive number of people with 24-hour access.

RECOMMENDATIONS

The following recommendations are submitted for consideration.

Recommendation 1

Human Resources should consider additional controls to ensure field employees return badges upon separation from employment.

Recommendation 2

Building Services should consider additional controls to ensure badges are deactivated upon separation of employment rather than the current policy of deactivating upon collection of the badge. Human Resources may include said controls in the employee separation process.

Recommendation 3

Building Services should consider adding a verification control, possibly included on a checklist, to the badge collection and deactivation process to ensure all badges are properly deactivated upon employee separation.

Recommendation 4

Management should consider requiring supervisors review badge access rights for employees biannually to determine if access permissions are appropriate for each respective employee.

