



ALGONQUIN TOWNSHIP HIGHWAY DEPARTMENT

3702 U.S. Hwy 14, Crystal Lake, IL 60014

April 8, 2019

FROM: ANDREW GASSER
Algonquin Township Highway Commissioner

TO: MEMO FOR RECORD

RE: ANNA MAY MILLER TIME CARDS & OLD HARD DRIVE

Today, upon clearing out our safe, once again, an old time card (dated 5/08/17 – 5/12/17) of Anna May Miller's fell out. The time card also had a yellow sticky note on top, stating "I have already put in my time." The time card was for 56 regular hours, including 8 "Comp hours."

We, (Colleen Schor & Dorothy Wildeboer) have cleaned out our safe on more than one occasion, and never came across a time card. However, this time I (Colleen Schor) got down on my hands and knees and pulled out an old file, in which the time card apparently was stuck to the back of this file. Also in the file titled, "January 2018 – December 2018 Payroll," another time card of Anna May Miller (dated 5/01/17 – 5/05/17) stuck between current time cards, was discovered by Danijela Sandberg.


Colleen Schor & Danijela Sandberg
Algonquin Township Highway Office
Administrators

Employee Time Sheet

Employee Anna May Miller
 Department Road District

Week Ending 5/07/17

Date	Start Time	Meal Time	End Time	Regular Hrs	Overtime Hrs
5/01/17	8:00	12-1	4:30	8	
5/02/17	8:00	12-1	5:00	8	
5/03/17	8:00	12-1	4:30	8	
5/04/17	8:00	12-1	4:30	8	
5/05/17	8:00	No lunch	4:30	8	Reg
Totals					

.5 hrs extra REG time

.5 hrs extra REG time

32 Reg

.5 hrs extra REG time

.5 hrs SHORT REG time

Total Extra Time on this Time Card = .5 hrs Reg Time

EMPLOYEE SIGNATURE _____

SUPERVISOR SIGNATURE _____

DATE 5/08/17

Employee Time Sheet

Employee

Anna May Miller

Week Ending

5/15/17

Department

Road District

.5 hrs extra Overtime

.5 hrs extra Overtime

Date	Start Time	Meal Time	End Time	Regular Hrs	Overtime Hrs
5/08/17	8:00	12-1	5:00	8	.5
5/09/17	8:00	12-1	5:00	8	.5
5/10/17	8:00	—	10:00	6 Comp 2 Reg = 8	
5/11/17	8:00	12-1	4:30	8	
5/12/17	8:00	12-1	4:30	8	
5/15/17				8 Comp = 8 Reg	
Totals				56 Reg	

.5 hrs extra REG time

.5 hrs extra REG time

} 40
lot

EMPLOYEE SIGNATURE

[Signature]

Total Extra Time on this time card = 1 hr extra Overtime, 1 hr extra Reg Time, and 8 hrs reg time claimed COMP time on 5/15/2017, three days after her retirement.

SUPERVISOR SIGNATURE

DATE

5/12/17

I have already
put in my
time.