

BART Required DRIP Retirees to Return Property but Individual Noncompliance Occurred

Office of the Inspector General



Investigation Results

Managers of employees who retired under the District Retirement Incentive Program (DRIP) were properly informed and required to collect BART property from their retiring staff. DRIP employees were likewise informed to return their BART issued property upon their retirement. Furthermore, BART Human Resources

continues to timely implement recommendations from an audit done by BART’s internal audit function concerning the offboarding process.

The Office of Inspector General (OIG) received information that a DRIP employee was not asked to return property belonging to BART when the employee retired in March 2021. The OIG initiated an investigation to determine whether the DRIP offboarding process ensured the retirees returned their BART property upon retirement.

Under the DRIP program, 287 BART employees retired on March 21, 2021. This was a substantial number of employees to retire on the same day and during the COVID-19 pandemic when many employees were not working from their normal work locations. Beginning in December 2020 and through March 15, 2021, Human Resources released a series of educational videos, districtwide and individual emails, and traditional mailings to both DRIP employees and managers informing them of the requirement to return or collect BART property upon retirement. Communications in March 2021, just prior to the DRIP retirement date, included an offboarding checklist requiring managers to collect BART property such as keys, radios, operations manuals, and identification cards. Human Resources updated this offboarding checklist for the DRIP retirements based on a February 2021 audit conducted by the Department of Performance and Audit. The audit included recommendations for managers to complete the checklists to collect property and return the checklists to Human Resources for central monitoring. Human Resources received 130 of the 287 offboarding checklists from managers. However, some of the retirees included managers who were responsible for collecting the property and completing the offboarding checklists. Additionally, not all employees followed the directions. Human Resources responded timely to implement the Department of Performance and Audit’s recommendations but the volume of retirees through DRIP, which include managers who were required to collect the property, has meant that not all property was collected as required.

Recommendation

Contact the remaining 157 DRIP retirees whose offboarding checklists were not returned to ensure BART property is returned.



Contact Information



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Providing independent oversight of the District’s use of revenue.

BART OFFICE OF THE GENERAL MANAGER RESPONSE TO OIG FINDINGS & RECOMMENDATIONS

Report Title: BART Required DRIP Retirees to Return Property but Individual Noncompliance Occurred

Management Response:

1	Recommendation:	Contact the remaining 157 DRIP retirees whose offboarding checklists were not returned to ensure BART property is returned.
	Responsible Department:	Human Resources - Benefits
	Implementation Date:	7/30/2021
	Corrective Action Plan:	In regards to the outstanding offboarding checklists for the remaining 157 DRIP retirees, follow-up emails have been sent out to the respective departments of the former employees. All offboarding checklists are required to be submitted to Human Resources by August 13, 2021. Additional follow up will continue for non-responsive departments.