

- Ethics Officer's June 2007 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for June 2007.

Attachments

None

Detailed Report

Activities

1. The Employee Ethics Manual is complete and will be distributed to all employees in July 2007.
2. The Ethics Officer reviewed changes to the Contractors' conflict of interest form and worked with Metropolitan's Contracting Services Manager to draft a policy on employee discounts for the General Manager's review.
3. The Ethics Office staff conducted Day 1 employee orientations for 23 new hires and Day 2 orientation for 21 employees.
4. The Ethics Office Web site logged 1163 visitors from June 1-30, 2007.

Logged Questions and Matters of Concern

1. **October 6, 2006 – Issue: Employee Relations**
An employee provided a series of allegations regarding a former supervisor that the employee contends were not addressed by management. The matter was discussed by the Intake Committee with the determination that an investigation should be conducted through EEO. The external investigation has been completed and the investigator has reported that while the supervisor's conduct was not linked to any protected categories, there were allegations of inappropriate interactions with subordinates that required further scrutiny. The matter was discussed by the Inquiry & Review Committee. Further investigation will be conducted and the Inquiry & Review Committee will meet again after receipt of the secondary report. (185)
Disposition: Pending
2. **May 17, 2007 – Issue: Employee Relations**
An employee expressed concerns regarding issues that might be construed as favoritism or unfair work assignments. The supervisor has been contacted and was not aware of a problem. The caller was requested through The Network to provide specifics. The caller did not provide additional information. (228)
Disposition: Closed
3. **June 1, 2007 – Issue: Misuse of MWD Resources**
An employee noticed that employees are receiving personal packages sent to them at Metropolitan. This is a violation of Administrative Code Section 7104, which prohibits Board members, officers and employees from using or permitting the use of Metropolitan owned vehicles, equipment, telephones, materials or property for personal convenience or profit. The matter was referred to the General Manager's office with the suggestion that employees be reminded of this policy. (229)
Disposition: Closed

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4. **June 11, 2007 – Issue: Misuse of MWD Resources**

A member of the public called, alleging that an employee had misused Metropolitan property and posed a physical threat to him/her. The Ethics Officer returned the phone call, and left a voice mail message, requesting that the caller call back. Metropolitan Security was alerted and the employee's supervisor was notified. The supervisor said that he/she had no evidence of employee misuse. The caller returned the call to the Ethics Officer on June 18. The caller was told to call the police if he/she felt in danger and that Metropolitan Security should be notified regarding the allegations being made regarding Metropolitan property. The caller was provided the Security phone number. Security was notified and given the caller's phone number. The caller called the Ethics Officer on June 20 and left a voice mail message alleging continuing problems with the employee. Security was notified. (230)

Disposition: Closed

5. **June 12, 2007 – Issue: Customer Relations**

A member of the public e-mailed the Ethics Office regarding his/her concern of the upcoming fluoridation. The concern was forwarded to the appropriate department, which replied to the member of the public. (231)

Disposition: Closed