

- Ethics Officer's May 2008 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for May 2008.

Attachments

None

Detailed Report

Activities

1. The Ethics Officer worked with the General Manager's office and Legal Counsel to create policy regarding sponsorships at Solar Cup. A policy recommendation has been drafted.
2. The Ethics Officer and Ethics Educator are continuing construction of the first on-line training module regarding gifts and discounts.
3. The H-03 ethics policy for employees will be sent out for the annual employee review in June 2008.
4. The Ethics Office has been working with the Legal Department and General Manager's Office to update the ethics sections of the Administrative Code and Operating Policy.
5. The Ethics Office staff conducted Day 1 employee orientation for 3 new hires.
6. The Ethics Office Web site logged 1,216 visitors from May 1-30, 2008.

Logged Questions and Matters of Concern

1. **January 22, 2008 – Issue: Director Staff Concerns**
A concern was received regarding director involvement with business outreach. The Intake Committee convened February 26, 2008 to review the matter and the matter was forwarded to the Inquiry & Review Committee. The matter is currently under investigation. (275)
Disposition: Pending
2. **March 13, 2008 – Issue: Safety Issues and Sanitation**
An employee brought concerns to the Ethics Office regarding the need for hazardous waste training, after believing that his concerns were not addressed through proper channels. The matter has been referred to management and the Legal Department with a request for a report back to the Ethics Office. The employee met with a representative from the Legal Department and a remedy is in process. (282)
Disposition: Pending
3. **May 7, 2008 – Issue: Gifts**
A manager was offered sports event tickets valued at approximately \$375. The tickets were offered to the manager from a personal friend who has no affiliation with Metropolitan. The manager is a designated employee who must complete a Form 700 annually. The employee was advised that he/she could accept the tickets (as a reportable gift), but the employee declined the offer.
Disposition: Closed
4. **May 7, 2008 – Issue: Outside Employment**
An employee was asked to lead a special projects team for a company doing business outside of California. The employee was advised that he/she could accept this position as long the employee followed all outside employment policies.
Disposition: Closed

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5. **May 8, 2008 – Issue: Conflicts of Interest/Commitment**

An employee who is also a private business owner asked if his/her products could be displayed at the “Metropolitan Water District Spring Green Fling.” The employee was informed that he/she could not take part in the event as this would constitute a conflict of interest. The employee was given a list of other Southern California events where he/she could display materials.

Disposition: Closed

6. **May 8, 2008 – Issue: Nepotism**

An employee applied for a management position. Before interviews were scheduled, the employee’s relative accepted a position with Metropolitan. That position would be supervised by the successful candidate that applied for the management position. Relatives cannot supervise each other. The applicant for the manager position may no longer be considered for that position.

Disposition: Closed

7. **May 22, 2008 – Issue: Employee Relations**

An employee raised concerns regarding how his/her supervisors are communicating with him/her regarding an investigation of other employee allegations in regard to him/her. The employee asked that the Ethics Office be aware of the concern, but not proceed at this time.

Disposition: Closed