

## ● **Ethics Officer's November 2008 Monthly Report**

### **Summary**

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

### **Attachments**

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None

### **Detailed Report**

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#### **Activities**

1. The Ethics Officer has begun to contact Member Agency General Managers to gather information regarding their ethics programs and processes and to offer assistance if desired.
2. The Ethics Officer is in the process of revising Operating Policy H-03 Ethics Policy – Involvement in Community or Political Activities with External Affairs and the Legal Department.
3. The Ethics Officer is developing revisions for the Administrative Code regarding Ethics Office investigation and enforcement processes.
4. The Ethics Educator gave an ethics orientation to 20 employees at Diamond Valley Lake.
5. The Ethics Office has verified that all but five MWD Directors and Officers are now in compliance with the AB 1234 ethics training requirement.
6. The Ethics Office staff conducted Day 1 employee orientation for 9 new hires and Day 2 orientation for 21 employees.
7. The Ethics Office Web site logged 1,140 visitors from November 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 investigation is completed. Inquiry & Review Committee's and the Ethics Officer's reports were given at the Executive Committee meeting on Tuesday, November 25, 2008. The Executive Committee will meet again regarding this matter on December 8, 2008. (275)  
Disposition: Pending.
2. **August 13, 2008 – Issue: Misuse of Position**  
A concern was received at the Ethics Office regarding alleged retaliation by a manager. The parties met in September and the Ethics Officer continues to monitor the situation on a monthly basis. (305)  
Disposition: Pending
3. **September 25, 2008 – Issue: Misuse of MWD Resources**  
An anonymous concern was received from the hotline regarding a Metropolitan employee who is allegedly harassing a member of the public while in a company vehicle. The matter was investigated and vehicle misuse could not be verified. No further information has been received from the caller. (315)  
Disposition: Closed

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4. **October 9, 2008 – Issue: Policy Issues**

An anonymous concern was received through the hotline that managers were using company vehicles for personal use. The matter was reviewed with the supervisor and no vehicle misuse was found. The caller provided additional dates of alleged misuse and the supervisor has again been asked to investigate the matter. The supervisor has verified that no vehicle misuse was found. Vehicle use records are being reviewed. (318)

Disposition: Pending

5. **October 10, 2008 – Issue: Theft of Time**

An anonymous concern was received through the hotline that a Metropolitan employee was making personal visits in the caller's neighborhood during the workday using a Metropolitan vehicle. An investigation of the matter could not provide evidence for the caller's claims. No further information has been received from the caller. (319)

Disposition: Closed

6. **November 1, 2008 – Issue: Policy Issues**

A concern was received from a member of the public regarding policy issues at Diamond Valley Lake. The concern involved permissible vessels on the lake. The matter was referred to the Real Property Development and Management Group. (320)

Disposition: Closed

7. **November 5, 2008 – Issue: Policy Issues**

A query was received from a member agency regarding public records law. The matter was referred to the Legal Department. (321)

Disposition: Closed

8. **November 13, 2008 – Issue: Wage/Hour Issues**

An anonymous concern was received through the hotline regarding overtime work performed by a manager instead of a team member. The caller was asked to pursue this matter through management or the union. (322)

Disposition: Closed

9. **November 13, 2008 – Issue: Falsification of Company Records**

An anonymous concern was received through the hotline regarding an employee who may have falsified a vanpool document. The matter is under investigation. (323)

Disposition: Pending

10. **November 17, 2008 – Issue: Gifts**

A vendor/contractor called the Ethics Office regarding gift giving during the holidays. The vendor/contractor asked if any Metropolitan policy would be violated if a holiday basket was given to a group of people at Metropolitan with a value of less than \$50.00. Metropolitan's Administrative Code does prohibit employees from accepting gifts or gratuities for work done on behalf of Metropolitan but gift baskets and other traditional holiday items may be accepted by a team, section, or group but must be made available to all relevant members. (324)

Disposition: Closed

11. **November 18, 2008 – Issue: Policy Issues**

A query was received from an employee regarding donations to charitable organizations during the holidays. It was suggested to the employee to ask the group for names of charitable organizations and then to vote on which organization to give donations to. (325)

Disposition: Closed

12. **November 19, 2008 – Issue: Retaliation/Harassment**

An employee expressed concern regarding the alleged acts of retaliation and harassment by members of his/her team. The employee was referred to the Human Resources Group. (326)

Disposition: Closed

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13. **November 25, 2008 – Issue: Conflicts of Interest/Commitment**

An anonymous concern was received regarding whether a Metropolitan employee may hold a position as a Director on a member agency board while employed by Metropolitan. There is no conflict of interest. (327)

Disposition: Closed

14. **November 25, 2008 – Issue: Discrimination/Retaliation/Harassment**

An employee expressed concern regarding alleged acts of discrimination, retaliation, and harassment. The matter is being handled by the Legal Department. (328)

Disposition: Closed