

## ● Ethics Officer's April 2009 Monthly Report

### Summary

---

This report provides a general update on the progress and activities for the Ethics Office for April 2009.

### Attachments

---

None

### Detailed Report

---

#### Activities

1. Operating Policy H-03 Ethics Policy was sent out for the annual employee review in April 2009.
2. The Ethics Officer is working with General Counsel to revise the Administrative Code regarding Ethics Office investigation and enforcement processes.
3. The Ethics Officer and Ethics Educator continue to create online materials for the Board of Directors Web site and Intranet.
4. The Ethics Officer has begun revisions to the Directors' ethics manual to reflect policy changes put into effect since the 2005 initial writing.
5. The Ethics Educator represented Metropolitan at the Loyola Marymount Fortnight Ethics Competition as an invited judge on April 16, 2009.
6. The Ethics Office staff conducted Day 2 orientation for one employee.
7. The Ethics Office Web site logged 898 visitors from April 1-30, 2009.

#### Logged Questions and Matters of Concern

1. **March 18, 2009 – Issue: Outside Employment**  
A query was received from an employee regarding whether he/she could provide services to a member agency on his/her own time. The employee has been asked to provide further information regarding the nature of the services. Based on the information provided by the employee, no conflict of interest was found in performing work for our member agency. However, the employee was directed to read and follow Operating Policy H-03. (349)  
Disposition: Closed
2. **March 19, 2009 – Issue: Theft of Time**  
An anonymous concern was received from the hotline regarding a coworker who allegedly misreports his/her work time. The matter is under investigation. (354)  
Disposition: Pending
3. **March 19, 2009 – Issue: Policy Issues**  
An anonymous concern was received from the hotline regarding a coworker who allegedly smokes in nonsmoking areas. The matter was referred to the facility supervisor and the Ethics Office is waiting for resolution. (355)  
Disposition: Pending

## Board Report (Ethics Officer's April 2009 Monthly Report)

4. **March 24, 2009 – Issue: Favoritism**

A concern was received from an employee that a coworker was allegedly given the opportunity to obtain skills necessary for a special project while other employees who had the necessary skills for the special projects were overlooked. The matter was investigated and the temporary promotion was found to be appropriate. (357)

Disposition: Pending

5. **April 1, 2009 – Issue: Discrimination**

A concern was received from an employee regarding alleged acts of harassment by the employee's supervisors. This matter is currently being handled by the Human Resources Group. (360)

Disposition: Closed

6. **April 2, 2009 – Issue: Conflicts of Interest/Commitment**

A query was received from an employee regarding whether a conflict of interest exists. The employee serves as contract administrator for a contractor with whom the employee has also coauthored academic papers. The employee does not receive monetary compensation from the contractor or for coproduced work. The employee is not in violation of Metropolitan's Operating Policy H-03. (361)

Disposition: Closed

7. **April 2, 2009 – Issue: Employee Relations**

A query was received from an employee regarding whether Metropolitan's Statement of Values has changed or remained static over time. In 1995 Metropolitan's board of directors and executive team identified six core values to guide the organization. Since then, the Ethics Office has changed the look of the Statement of Values poster but the six core values remain the same. (362)

Disposition: Closed

8. **April 9, 2009 – Issue: Policy Issues**

A concern was received from a manager that one of the charities on the Metropolitan charitable organization list was being given unfair advantage to solicit donations from employees. Criteria for charities inclusion on the list and processes for informing employees about the charities is under review by the Ethics Office, External Affairs, and Human Resources. (363)

Disposition: Closed

9. **April 14, 2009 – Issue: Employee Relations**

A query was received from an employee regarding the process used to create ethics codes for businesses. After a discussion with the Ethics Educator, the employee was directed to many online resources. (364)

Disposition: Closed

10. **April 15, 2009 – Issue: Customer Relations**

A concern was received from the Hotline and via facsimile from a member of the public regarding Metropolitan's Water Rebate Program. The member of the public was referred to the Water Resource Management Group. (365)

Disposition: Closed

11. **April 17, 2009 – Issue: Retaliation/Harassment**

A concern was received from an employee regarding the continued alleged acts of retaliation and harassment by members of his/her team. This matter was referred to the Human Resources Group as this is a matter which is currently being handled by the Human Resources Group. (366)

Disposition: Closed

12. **April 17, 2009 – Issue: Discounts**

A query was received from an employee regarding whether there is a list of discounts which are available to Metropolitan employees and whether Metropolitan employees may accept government rates for hotel rooms while travelling for pleasure and not Metropolitan business. A list of discounts is in the process of being created for posting on the Intranet. Government rates may be accepted as long as they are offered in a way that is consistent and transparent for all governmental employees. (367)

Disposition: Closed

## Board Report (Ethics Officer's April 2009 Monthly Report)

13. **April 20, 2009 – Issue: Outside Employment**

A query was received from an employee regarding whether he/she could teach a specialized class to staff members at a member agency. As Metropolitan does not and has no intention of providing this specialized training in the future, there is no conflict of interest or violation of Metropolitan outside employment policies. (368)

Disposition: Closed

14. **April 21, 2009 – Issue: Gifts**

A query was received from an employee regarding gifts. An employee received a gift from a member of the public. Small tokens of appreciation are allowed provided they have low monetary value, do not target a specific employee and/or are impractical to return. However, the employee was asked to discourage such response in the future. (369)

Disposition: Closed

15. **April 21, 2009 – Issue: Employee Relations**

A concern was received from the Hotline regarding the appropriateness of a spouse receiving a spouse's employee information. The matter was referred to the Human Resources Group. The sharing of information was found to be acceptable due to special circumstances. (370)

Disposition: Closed

16. **April 24, 2009 – Issue: Policy Issues**

A concern was received regarding the length of time needed to resolve a Job Audit. The matter is under investigation. (371)

Disposition: Pending

17. **April 28, 2009 – Issue: Gifts**

A query was received from a potential vendor regarding whether it is permissible to buy dinner for Metropolitan employees. The vendor was directed to Metropolitan's Administrative Code § 7130(b) "No Board member, officer, or employee, shall receive or agree to receive, directly or indirectly, any compensation, reward or gift from any source, except from his or her appointing authority or employer, for any action related to the conduct of Metropolitan's business." (372)

Disposition: Closed