

● Ethics Officer's May 2009 Monthly Report

Summary

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

Attachments

None

Detailed Report

Activities

1. The proposed amendments to the Administrative Code regarding Ethics Office investigation and enforcement processes were approved by the Board at the May 12, 2009 board meeting.
2. The Ethics Officer and Ethics Educator are continuing to create online materials.
3. The Directors' ethics manual is in revision to reflect policy changes put into effect since the 2005 initial writing.
4. The Ethics Office staff conducted Day 1 for one new hire and Day 2 orientation for two employees.
5. The Ethics Office Web site logged 976 visitors from May 1-31, 2009.

Logged Questions and Matters of Concern

1. **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 was investigated and will be monitored. (354)
Disposition: Closed
2. **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 determined to be a "he said she said" situation. The matter will be monitored. (355)
Disposition: Closed
3. **April 24, 2009 – Issue: Policy Issues**
A concern was received from an employee regarding the length of time needed to resolve a Job Audit. The matter was referred to the Human Resources Group and a response was sent to the employee. (371)
Disposition: Closed
4. **May 5, 2009 – Issue: Conflicts of Interest/Commitment**
A query was received from an employee regarding outside political activities and the use of Metropolitan, property and equipment. It was determined that use of Metropolitan property would be incidental. (373)
Disposition: Closed
5. **May 6, 2009 – Issue: Policy Issues**
A query was received from an employee regarding Metropolitan's fundraising policy. The matter is being researched. (374)
Disposition: Pending

Board Report (Ethics Officer's May 2009 Monthly Report)

6. **May 7, 2009 – Issue: Conflicts of Interest/Commitment**

A query was received from an employee regarding whether Metropolitan staff may distribute materials for a vendor who did not attend the Spring Green Fair this year. It was determined that the distribution of materials was acceptable. (375)

Disposition: Closed

7. **May 10, 2009 – Issue: Policy Issues**

A query was received from an employee regarding who should be allowed to reside in Metropolitan-owned residences. The matter was referred to the facility supervisor and is under review. (376)

Disposition: Pending

8. **May 18, 2009 – Issue: Policy Issues**

A query was received from an employee regarding the use of time to participate in a community or political activity. It was determined that there is no conflict. (377)

Disposition: Closed

9. **May 19, 2009 – Issue: Policy Issues**

A concern was received from an employee regarding the alleged refund of sick leave. The matter was investigated and it was found that the sick leave was improperly recorded as the employee had telecommuted on certain days. The refund of time was appropriate. (378)

Disposition: Closed

10. **May 21, 2009 – Issue: Policy Issues**

Another concern was received from an employee regarding the alleged refund of sick leave to certain employees. The matter was investigated and it was found that the sick leave was improperly recorded as the employee had telecommuted on certain days. The refund of time was appropriate. (379)

Disposition: Closed

11. **May 22, 2009 – Issue: Product Quality Concerns**

A query was received from a member of the public regarding whether the water source to a certain area was purified ocean water. The query was referred to the Water System Operations Group. (380)

Disposition: Closed