

● Ethics Officer's October 2009 Monthly Report

Summary

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

Attachments

None

Detailed Report

Activities

1. The revised Directors' ethics manual is in the vetting process.
2. The member agency Afternoon of Ethics has been scheduled for Wednesday, December 9, 2009.
3. The Ethics Educator is representing the Ethics Office in Human Resources alcohol and drug training for managers; seminars were held this month at Union Station, Mills, Skinner and Diemer.
4. The Ethics Educator attended the Southern California Business Ethics Roundtable hosted Tuesday, October 27, by the Los Angeles City Ethics Commission.
5. The Ethics Office staff conducted Day 1 orientation for 1 employee.
6. The Ethics Office Web site logged 1,108 visitors from October 1-31, 2009.

Logged Questions and Matters of Concern

1. **September 15, 2009 – Issue: Policy Issues**
A query was received from an employee regarding whether it is permissible for vendors to send advertisements to employees through Metropolitan's email system. The matter is being reviewed. (411)
Disposition: Pending
2. **October 2, 2009 – Issue – Conflict of Interest**
A query was received from an employee regarding the possible conflict of interest in providing a recommendation for a vendor who has previously done work for Metropolitan. There is no ethical problem with one department providing a recommendation to another department. (416)
Disposition: Closed
3. **October 5, 2009 – Issue: Theft of Time**
An anonymous concern was received from an employee regarding the alleged theft of time at a Metropolitan facility. Management has reminded employees that appropriate leave time must be taken if employees leave early from work. Management will also be mindful of days when one of their comanagers is absent. (417)
Disposition: Closed
4. **October 9, 2009 – Issue: Misuse of Funds**
A concern was received from a member of the public regarding the possible changes in retirement benefits of Metropolitan employees. The matter was referred to management. (418)
Disposition: Closed
5. **October 11, 2009 – Issue: Misuse of Funds**
A concern was received from a member of the public regarding the possible changes in retirement benefits of Metropolitan employees. The matter was referred to management. (419)
Disposition: Closed

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6. **October 14, 2009 – Issue: Misuse of Funds**
A concern was received from a member of the public regarding the possible changes in retirement benefits of Metropolitan employees. The matter was referred to management. (420)
Disposition: Closed
7. **October 14, 2009 – Issue: Misuse of Funds**
Another concern was received this date from a member of the public regarding the possible changes in retirement benefits of Metropolitan employees. The matter was referred to management. (421)
Disposition: Closed
8. **October 20, 2009 – Issue: Outside Employment**
A query was received from an employee regarding whether he/she could provide work to an outside vendor. The work that will be provided will not duplicate the employee's Metropolitan duties and is therefore permissible. (422)
Disposition: Closed
9. **October 21, 2009 – Issue: Accounting/Audit Irregularities**
An anonymous concern was received regarding the recent "Voices" employee survey. The matter is being reviewed. (423)
Disposition: Pending
10. **October 21, 2009 – Issue: Policy Issues**
A query was received from an employee regarding whether a testimonial may be provided to a vendor for advertising purposes. A testimonial that accurately reflects the work history with Metropolitan may be provided without future commitments. (424)
Disposition: Closed
11. **October 22, 2009 – Issue: Policy Issues**
An anonymous concern was received regarding an employee who allegedly takes overly long breaks on a consistent basis. Management has again been notified and the matter is being reviewed, as is the appropriateness of a nonsupervisor tracking another employee's time and effort. (425)
Disposition: Pending
12. **October 26, 2009 – Issue: Nepotism**
A query was received from an employee regarding whether an employee could be supervised by a former spouse. Alternate management choices will be made. (426)
Disposition: Closed
13. **October 27, 2009 – Issue: Gifts**
A query was received from an employee regarding whether an employee may accept a gift from a visitor on an inspection trip. Employees may not accept tips or gratuities for doing their Metropolitan work. (427)
Disposition: Closed
14. **October 29, 2009 – Issue: Customer Relations**
A concern was received from a member of the public regarding a tax incurred on the consumer's water bill. The consumer was informed that Metropolitan does not sell water directly to consumers and the consumer was given the appropriate contact information. (428)
Disposition: Closed