

- Ethics Officer's November 2009 Monthly Report

Summary

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

Attachments

None

Detailed Report

Activities

1. The revised Directors' ethics manual is in the vetting process.
2. The member agency Afternoon of Ethics is 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 Metropolitan Headquarters.
4. The Ethics Educator represented the Ethics Office in presentations given on November 6 and 7 at the CRG Leadership Forum at La Verne. Approximately 70 managers attended.
5. The Ethics Office staff conducted Day 2 orientation for 5 employees.
6. The Ethics Office Web site logged 907 visitors from November 1-30, 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 21, 2009 – Issue: Accounting/Audit Irregularities**

An anonymous concern was received regarding the recent "Voices" employee survey. There was miscommunication and the matter was addressed. No audit of the survey results is indicated. (423)
Disposition: Closed

3. **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 was notified and the matter will be monitored. (425)
Disposition: Closed

4. **November 2, 2009 – Issue: Employee Relations**

A concern was received from an employee regarding the alleged slander of his/her name. The matter was investigated and no finding of slander was found. However, the dispute between the manager and employee is acknowledged and the matter will be monitored. (429)
Disposition: Closed

5. **November 2, 2009 – Issue: Favoritism**

A concern was received from an employee regarding the alleged favoritism to an employee by providing the employee with a company vehicle. Discussions with management confirmed that the vehicle was appropriately assigned and that the employee commuted to Headquarters at Union Station via train and then, as approved by management, used an assigned vehicle between Headquarters at Union Station and a work assignment for the duration of the assignment. (430)
Disposition: Closed

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6. **November 3, 2009 – Issue: Policy Issues**

A query was received from an employee regarding whether it is permissible to share data or materials with an outside company. As there is no propriety interest in this case, data or materials may be shared. (431)
Disposition: Closed

7. **November 11, 2009 – Issue: Director's Conflict of Interest/Commitment**

A query was received from a member of the public regarding the voting procedure of Metropolitan Board members and how they may obtain documents. The voting procedure was explained to the member of the public and information regarding how to obtain public records was provided. (432)
Disposition: Closed

8. **November 12, 2009 – Issue: Outside Employment**

An anonymous concern was received from the Hotline regarding the alleged use of Metropolitan property for an outside personal business. Management was notified and the matter was discussed with the employee. The employee has been counseled and management will monitor the situation. (433)
Disposition: Closed

9. **November 17, 2009 – Issue: Outside Employment**

A query was received from an employee regarding outside work activity. As there is no violation of Ethics Policy H-03, the outside work activity is allowed. (434)
Disposition: Closed