



- Ethics Officer's March 2010 Monthly Report

## Summary

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This report provides a general update on the progress and activities for the Ethics Office for March 2010.

## Attachments

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None

## Detailed Report

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### Activities

1. The Metropolitan Employee Ethics Manual has been vetted for policy changes and will be revised next fiscal year. The Ethics Manual for Contractors has been vetted for policy changes and does not require revision at this time.
2. The Ethics Educator visited Soto St. on March 3, Gene Camp on March 16-17, and Jensen on March 30, 2010.
3. The Sexual Harassment prevention online training for Directors is in production.
4. The Ethics Office, with assistance of staff from various offices, has reviewed changes regarding vendor access and approved charities list and has made recommendations to the Chief Administrative Officer.
5. The Ethics Office staff conducted Day 1 orientation for three employees.
6. The Ethics Office Web site logged 1,009 visitors from March 1-31, 2010.

### Logged Questions and Matters of Concern

1. March 1, 2010 – Issue: Policy Issues  
A query was received from an employee regarding the acquisition of property that was once owned by Metropolitan. The employee may acquire the item as the item was sold to a member of the public and is no longer Metropolitan surplus. The Ethics Officer will work with the Legal Department and General Manager's office to clarify this policy. (454)  
Disposition: Closed
2. March 2, 2010 – Issue: Customer Relations  
A concern was received from a member of the public regarding the misuse of property adjacent to the property owned by the member of the public. It was determined that the property in question is not owned by Metropolitan. (455)  
Disposition: Closed
3. March 2, 2010 – Issue: Policy Issues  
A query was received from a manager regarding whether an employee may be paid for time spent attending a webinar related to professional development. Employees may attend work -related webinars during work time with their supervisor's permission. (456)  
Disposition: Closed
4. March 4, 2010 – Issue: Customer Relations  
A query was received from an employee regarding the hiring of a vendor for repair work when the vendor had previously been employed by Metropolitan. The potential vendor should be reviewed consistently with the rest of the pool. (457)  
Disposition: Closed

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5. March 9, 2010 – Issue: Policy Issues

A query was received from an employee regarding whether H-03 Ethics Policy would be violated if the employee accepted a position with another company. The company is not engaged in negotiations with Metropolitan concerning a matter within the employee's area of responsibility or upon which the employee must act or make a recommendation. Further, if hired, the employee would not continue his/her employment with Metropolitan. There is no violation of H-03 Ethics Policy. (458)

Disposition: Closed

6. March 10, 2010 – Issue: Conflict of Interest

A query was received from an employee regarding whether a conflict of interest exists when a Metropolitan employee serves as a guest speaker at a conference or trade show if the presentation includes an endorsement of a vendor's product. The employee may serve as a guest speaker at a conference or trade show and was provided guidelines to follow. The employee's presentation was reviewed. The endorsement did not violate Metropolitan policy. (459)

Disposition: Closed

7. March 16, 2010 – Issue: Theft of Time

An anonymous concern was received regarding the alleged misappropriation of time by an employee. The matter was reviewed with Human Resources and the allegation was found to be unsubstantiated. (460)

Disposition: Closed

8. March 23, 2010 – Issue: Gifts

A query was received from an employee regarding whether the attendance by a Metropolitan employee at a Metropolitan cosponsored business training academy would be considered a reportable gift if the employee attended as a scholarship recipient. If the employee attends the training as professional development, approved by his/her supervisor, it is not a gift to an individual and the employee may take the course within his/her capacity as a Metropolitan employee. (461)

Disposition: Closed

9. March 26, 2010 – Issue: Gifts

A query was received from an employee regarding whether the employee could accept an invitation to dinner and a concert that would be paid by a vendor. This would be prohibited under our Administrative Code Section 7130. However, the employee may join the vendors for drinks as long as the employee pays for his/her own. (462)

Disposition: Closed

10. March 28, 2010 – Issue: Director Staff Concerns

A concern was received from an employee regarding the alleged actions of a Director. The matter will be reviewed by the Intake Committee for Director Concerns on April 12, 2010. (463)

Disposition: Pending

11. March 29, 2010 – Issue: Favoritism

A query was received from an employee regarding a potential favoritism situation. The situation was reviewed. Suggestions were given to the employee to avoid the perception of favoritism. (464)

Disposition: Closed