



● Ethics Officer's May 2010 Monthly Report

Summary

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

Attachments

None

Detailed Report

Activities

1. A process for staffing the Intake Committee for Director Concerns and the Inquiry & Review Committee, as pertains to director concerns, was presented to Board Officers and the Audit and Ethics Committee by the Ethics Officer and Audit and Ethics Committee Chair Wunderlich.
2. The Metropolitan Employee Ethics Manual has been vetted for policy changes and will be revised next fiscal year. The Ethics Manual for Contractors does not require an update at this time.
3. The Ethics Educator presented an overview of the Ethics Office to the Water System Operations Group at their Unit Staff meeting at their request on May 13, 2010.
4. A new online training module designed to facilitate decisions regarding the use of Metropolitan equipment and resources has been posted to the Intranet.
5. The Sexual Harassment prevention online training for Directors is in production.
6. The Ethics Office staff conducted Day 1 orientation for three employees.
7. The Ethics Office website logged 1,046 visitors from May 1-31, 2010.

Logged Questions and Matters of Concern

1. May 5, 2010 – Issue: Policy Issues
An anonymous concern was received from the hotline regarding the mileage reimbursement program. The caller was concerned that employees may not understand when they are entitled to mileage reimbursement. Per the MWD Travel Guide, when traveling to a temporary work location, reimbursement is made only for mileage that exceeds the normal commute from the traveler's residence to their usual job location. This means that the traveler is reimbursed for travel for mileage in excess of his/her normal commute to work. However, if employees travel to locations closer to his/her residence and, thus, the mileage does not exceed that from the traveler's residence to their usual work location, they are not reimbursed for mileage.
Disposition: Closed
2. May 6, 2010 – Issue: Policy Issues
A query was received from an employee regarding whether he/she may accept sports event tickets won in a vendor raffle. The raffle was open to all vendor customers, did not target a specific employee based on their job function or status within Metropolitan and was not related to work performed or scheduled to be performed by the employee or Metropolitan. Therefore, acceptance of the tickets was permitted.
Disposition: Closed
3. May 7, 2010 – Issue: Theft of Time
An anonymous concern was received regarding how an employee's time had been recorded. The matter was investigated and it was determined that the employee was paid for the hours actually worked.
Disposition: Closed

Board Report (Ethics Officer's May 2010 Monthly Report)

4. May 19, 2010 – Issue: Employee Relations

A query was received from an employee regarding what to do if a hostile work environment exists after an argument with a coworker. The employee verified that a physical threat did not exist and was advised to speak with his/her supervisor.

Disposition: Closed

5. May 25, 2010 – Issue: Gifts

A query was received from an employee regarding the receipt of a remote controlled toy from a vendor. The vendor requested a meeting with the employee to demonstrate operation of the toy. Metropolitan employees may not receive gifts for completing their Metropolitan work. Therefore, the employee was advised to return the gift with a polite thank you note.

Disposition: Closed