



- Ethics Officer's December 2010 Monthly Report

Summary

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

Attachments

None

Detailed Report

Activities

1. The revision of the employee ethics manual is in process.
2. The Ethics Educator visited the Mills facility on December 2, 2010.
3. The Ethics Educator conducted ethics training regarding holiday gift giving/receiving on December 1 at LaVerne. Forty-one employees and managers from the Water Quality lab attended.
4. The Ethics Educator conducted ethics training for 33 employees at Lake Mathews on December 7, 2010.
5. The Ethics Office staff conducted Day 1 orientation for three employees.
6. The Ethics Office website logged 1,001 visitors from December 1-31, 2010.

Logged Questions and Matters of Concern

1. **November 18, 2010 – Issue: Policy Issues**

A query was received from an employee regarding participating in a celebratory luncheon provided by contractors. The matter was reviewed. District employees were allowed to attend the event as it followed established practices of legitimate working dinners and milestone meetings as defined in the contract; the estimated cost of attending the celebration, if otherwise paid for by the invitees, was nominal. (504)
Disposition: Closed

2. **November 27, 2010 – Issue: Release of Proprietary or Confidential Information**

A concern was received from an employee regarding the alleged release of personal information. The matter was investigated by the Human Resources Department in cooperation with the Legal Department. The Ethics Office will be kept informed of progress in investigating and resolving the matter. (505)
Disposition: Pending

3. **December 7, 2010 – Issue: Theft of Goods/Services**

An anonymous concern was received from an employee regarding the alleged theft of goods by an employee for his/her own use. After investigation by security, the matter was deemed not credible. (506)
Disposition: Closed

4. **December 7, 2010 – Issue: Policy Issues**

A query was received from an employee regarding whether a celebratory luncheon could be charged to work time. Generally, when an employee exceeds their allotted time for a meal period, the employee should submit a leave request and charge their time to Annual Leave or Personal Leave. However, each manager has the flexibility to allow employees to have a workgroup celebratory luncheon if all relevant employees are included. (507)
Disposition: Closed

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5. **December 13, 2010 – Issue: Policy Issues**

An anonymous concern was received from an employee regarding employees who are allegedly violating Metropolitan's Rideshare Vanpool Agreement. The matter was investigated and a letter was sent by the Vanpool Coordinator to the employees advising them that they must comply with the Agreement or they may not participate in the Rideshare Vanpool Program. (508)

Disposition: Closed

6. **December 13, 2010 – Issue: Policy Issues / Theft of Goods/Services**

An anonymous concern was received through The Network from an employee regarding employees who are allegedly violating Metropolitan's vehicle use policy and taking Metropolitan property home for private use. The matter is under investigation. (509)

Disposition: Pending

7. **December 21, 2010 – Issue: Policy Issues**

An anonymous concern was received through the Hotline regarding an employee substituting his/her signature for another employee on a project. The matter was reviewed by management and irregularities in procedure were addressed. (510)

Disposition: Closed

8. **December 21, 2010 – Issue: Outside Employment**

A query was received from an employee regarding a job opening with a Metropolitan contractor. The matter was reviewed and it was found that the contractor is not engaged in negotiations with Metropolitan concerning a matter within the employee's areas of responsibility or upon which the employee must act or make a recommendation. The employee may consider possible employment with the consultant. (511)

Disposition: Closed