



● Ethics Officer's April 2011 Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for April 2011.

Attachments

None

Detailed Report

Activities

1. The Ethics Officer compiled a list of Directors who represent Metropolitan on external boards and civic groups. This information will be available in the Chairman of the Board's office, General Manager's office, Legal Department, and Ethics Office.
2. The Ethics Officer is working with the Legal Department and the General Manager's office on needed policy revisions.
3. The Ethics Officer is working with Business Services & Information Technology, Human Resources, and the Legal Department to develop a social media policy.
4. The H-03 Operating Policy was distributed to employees for their required annual review, along with a quiz, Test your Ethics Quotient.
5. The Ethics Office Quarterly Report, Ethics in the Public Eye, was posted on the Board of Directors' website and distributed to Metropolitan managers.
6. The Ethics Office staff conducted New Employee Orientation for one employee.
7. The Ethics Office website logged 1,031 visitors from April 1-30, 2011.

Logged Questions and Matters of Concern

1. **March 19, 2011 – Issue: Policy Issue**

A concern was received from the Hotline regarding retired employees who were rehired as contractors by Metropolitan. The matter was investigated. It was determined that the retired employees were rehired without violation of PERS or Metropolitan operating policies. (522)

Disposition: Closed

2. **March 24, 2011 – Issue: Policy Issue**

A query was received from a member of the public regarding Metropolitan's lobbying rules. Metropolitan's lobbying rules do not extend to external lobbyists. (523)

Disposition: Closed

3. **March 30, 2011 – Issue: Customer Relations**

A query was received from a member of the public regarding water conservation. The inquiry was referred to the Water Resource Management Group. (526)

Disposition: Closed

4. **April 5, 2011 – Issue: Gifts**

A query was received from a member of the public regarding Metropolitan's policy regarding the acceptance of gifts. It was explained that Metropolitan follows the Fair Political Practices Commission (FPPC) rules and Metropolitan's Administrative Code. Those provisions were made available to the caller. (527)

Disposition: Closed

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5. **April 25, 2011 – Issue: Outside Employment**

A query was received from an employee regarding whether it is permissible to provide consulting services to another agency. The intent of Operating Policy H-03 is to prevent employees from having a conflict of interest between their work for Metropolitan and their outside employment. As the agency is a governmental agency or special district within Metropolitan's service area, the employee may not provide consulting services if those services relate to the employee's duties performed for Metropolitan. (528)

Disposition: Closed

6. **April 25, 2011 – Issue: Misuse of MWD Resources**

A query was received from an employee regarding the receipt of spam emails. The employee was advised to contact the help desk and that the help desk will block the spam emails. (529)

Disposition: Closed

7. **April 26, 2011 – Issue: Outside Employment**

A query was received from an employee regarding whether he/she could work part-time for another company while employed by Metropolitan. The company has no relationship with Metropolitan. The employee's core duties at the outside company are not related to his/her duties for Metropolitan, and the outside employment will not affect his/her ability to perform work for Metropolitan. The employee was advised that he/she may work for the other company provided that that employment does not negatively affect his/her work at Metropolitan. (530)

Disposition: Closed

8. **April 29, 2011 – Issue: Customer Relations**

A query was received from a member of the public regarding handicapped access to the water at Diamond Valley Lake. The inquiry was referred to the Real Property and Management Group. (531)

Disposition: Pending