



## ● Ethics Officer's May 2011 Monthly Report

### Summary

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

### Attachments

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None

### Detailed Report

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#### Activities

1. The Ethics Office created a list of all members of the Board of Directors and the Executive Team who represent Metropolitan on external boards, collaborative initiatives, or civic groups at the Chairman's request.
2. The Ethics Office Tracking and Retention Policy was reviewed and revised.
3. The Ethics Officer worked with the Legal Department and the General Manager's Office on policy revisions.
4. The Ethics Officer worked with the Legal Department to develop a social media policy.
5. The Ethics Office reviewed software to support ethics training modules that can be used on a variety of electronic platforms, including the iPad.
6. The Ethics Educator visited Gene Camp on May 31, 2011.
7. The Ethics Office sent a reminder to employees who have not acknowledged receipt of the H-03 Operating Policy, increasing employee response to more than 60 percent.
8. The Ethics Office staff conducted New Employee Orientation for two employees.
9. The Ethics Office website logged 1,099 visitors from May 1-31, 2011.

#### Logged Questions and Matters of Concern

1. **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 member of the public was advised that handicapped access is currently available from the fishing ramps. (531)

Disposition: Closed

2. **April 29, 2011 – Issue: Director's Conflict of Interest/Commitment**

A query was received from a Director regarding Metropolitan's policy for directors in the selection of contractors. Directors may not be involved in the "procurement". (532)

Disposition: Closed

3. **May 2, 2011 – Issue: Kickbacks and Safety Issues**

A concern was received from an employee regarding alleged kickbacks and safety violations. The matter was investigated and the employee making the allegation said that there was no evidence of kickbacks and that had been speculation. However, concerns about safety have been discussed with management and the Legal Department and are being addressed. (533)

Disposition: Closed

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4. **May 3, 2011 – Issue: Policy Issues**

A query was received from an employee regarding Metropolitan's charitable contributions policy. Metropolitan no longer participates in payroll deductions to charities. Employees are encouraged to donate directly through charity websites. (534)

Disposition: Closed

5. **May 5, 2011 – Issue: Outside Employment**

A query was received from an employee regarding an opportunity for outside employment. The employee stated that the work would be performed on his/her own time from home, the employee's work for Metropolitan is not related to the work he/she would perform for the outside interest, and the employee's responsibilities do not include decision making or recommendations for contracts/work related to the outside interest. The employee was advised that the ethics guidelines governing outside work activities have been met. (535)

Disposition: Closed

6. **May 5, 2011 – Issue: Employee Relations**

A query was received from an employee regarding employee relations. After review of the employee's situation, the employee will seek to resolve his/her inquiry informally. He/she has been advised to contact the Ethics Office with any continuing concern. (536)

Disposition: Closed

7. **May 6, 2011 – Issue: Gifts**

A query was received from an employee regarding Metropolitan's gift policy. A vendor delivered the completed project to the employee together with a box of cookies. The employee was advised it is acceptable to keep the cookies as it is of nominal value and the cookies were distributed to all employees who worked on the project. However, the employee was asked to send a letter to the vendor explaining that the cookies were enjoyed by all members who worked on the project but not to send such gifts in the future as it is prohibited by Metropolitan's gift policy. (537)

Disposition: Closed

8. **May 9, 2011 – Issue: Conflict of Interest/Commitment**

A query was received from an employee regarding whether it is permissible to serve on the Board for an agency who is not one of Metropolitan's member agencies. The employee was advised that there is no conflict of interest. (538)

Disposition: Closed

9. **May 17, 2011 – Issue: Director's Conflict of Interest/Commitment**

A query was received from a Director regarding whether it is appropriate for a Director to participate in the organization of a staff social affair. The Director was advised that making such arrangements is a staff function. (539)

Disposition: Closed

10. **May 18, 2011 – Issue: Theft of Time / Misuse of Position**

An anonymous concern was received from an employee through the Hotline alleging that a manager does not abide by the work schedule and allows subordinates to conduct personal business on company time. The matter is under investigation. (540)

Disposition: Pending

11. **May 18, 2011 – Issue: Conflicts of Interest/Commitment**

A concern was received from an employee regarding whether an employee may provide advice to certain members of the public regarding Metropolitan surplus items. The employee was advised not to provide such advice as Metropolitan employees may have specialized knowledge of said items which is not available to the general public. (541)

Disposition: Closed

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12. **May 19, 2011 – Issue: Policy Issues**

A query was received from an employee regarding whether Metropolitan items designated as “E-Waste” may be donated for a fundraiser. The items requested are those that Metropolitan sells for scrap and, thus, are of value to Metropolitan and they cannot be donated. However, with manager’s approval, the employee may collect privately owned items donated by other employees. (542)

Disposition: Closed

13. **May 19, 2011 – Issue: Gifts**

A query was received from an employee regarding whether the employee may accept a raffle prize. The event organizers did not comp for travel, registration or admission to the event. As the raffle was a bona fide public event, the employee was advised that he/she may keep the raffle prize. But, if he/she is a Form 700 filer, he/she may need to report the prize as income. (543)

Disposition: Closed

14. **May 23, 2011 – Issue: Policy Issues**

A query was received from an employee regarding Metropolitan’s Educational Activities Policy. Employees who are simultaneously engaged in learning activities, including but not limited to undergraduate or graduate level courses for credit, professional development workshops (aside from those offered through Metropolitan), or other professional or personal seminars or classes, shall complete those learning activities, including research or homework, outside of Metropolitan work time. (544)

Disposition: Closed

15. **May 23, 2011 – Issue: Theft of Goods/Services**

An anonymous concern was received through the Hotline regarding the alleged theft of goods by an employee for his/her own use. The matter is under investigation. (545)

Disposition: Pending

16. **May 23, 2011 – Issue: Theft of Time**

A concern was received from an employee regarding the alleged theft of time by an employee. The matter is under investigation. (546)

Disposition: Pending