



● Ethics Officer's November 2011 Monthly Report

Summary

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

Attachments

None

Detailed Report

Activities

1. The Ethics Officer interviewed two external search firms for their suitability for the new Ethics Officer search and made recommendations to the Audit & Ethics Committee, reviewed the previous Ethics Officer job description and job posting and made recommendations for revising it, completed a peer Ethics Office salary review and made recommendations for the new Ethics Officer's salary range.
2. The Ethics Office continues to work with Graphics, External Affairs, and the Legal Department on the development of Metropolitan-specific online AB 1234 training. The overall design, content, and audio have been created and the online training is scheduled for completion in January 2012.
3. The Ethics Educator conducted New Manager Orientation training for six managers.
4. The Ethics Educator visited Hinds, Eagle Mountain, Iron Mountain, and Gene camp on November 29 and 30, 2011.
5. The Ethics Office staff conducted New Employee Orientation for one employee.
6. The Ethics Office website logged 835 visitors from November 1-30, 2011.

Matters Brought to the Attention of the Ethics Office

1. **November 1, 2011 – Issue: Gifts**

A query was received from an employee regarding whether he/she could accept an invitation to a luncheon. A vendor had purchased a table for the function and invited one of Metropolitan's managers to be a guest at their table. The employee was advised to either pay for his/her lunch or decline the invitation, as employees are not allowed to accept gifts from contractors (Administrative Code section 7130). The employee declined the invitation. (580)

Disposition: Closed

2. **November 11, 2011 – Issue: Wage/Hour Issues**

An anonymous concern was received through the Hotline regarding employee performance reviews. The caller alleges that performance reviews have not been completed in a timely fashion. Human Resources was informed. Human Resources indicated that reminders were sent to managers regarding when performance reviews were due for each employee and agreed that some reviews were delinquent. Human Resources is working with management to resolve this matter. (581)

Disposition: Closed

3. **November 18, 2011 – Issue: Favoritism**

An anonymous concern was received through the Hotline from an employee regarding alleged favoritism. It was alleged that work assignments for recurrent employees were being distributed unfairly. The matter was reviewed and no favoritism was found. It was also found that proper checks were in place as union representatives may review assignment records. (582)

Disposition: Closed

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4. **November 23, 2011 – Issue: Theft of Goods/Services**

An anonymous concern was received through the Hotline from an employee regarding alleged theft of goods. The matter was discussed with Security and is currently under investigation. Methods for keeping track of inventory are also under review. (583)

Disposition: Closed.