



## ● Ethics Officer's April 2012 Monthly Report

### Summary

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This report provides a general update on the progress and activities for the Ethics Office for April 2012.

### Attachments

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None

### Detailed Report

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#### Activities

1. The Ethics Office has completed work with Graphics, External Affairs, and the Legal Department on the development of Metropolitan-specific online AB 1234 training.
2. The Interim Ethics Officer is working with the Legal Department regarding changes to the Nepotism section of Operating Policy H-03 Ethics Policy.
3. The Interim Ethics Officer was invited to speak at the quarterly employees meeting at Jensen on April 26.
4. The Interim Ethics Officer travelled to Gene Camp on April 17 and 18 to meet with managers and employees.
5. The Interim Ethics Officer conducted New Employee Orientation for 25 employees.
6. The Ethics Office website logged 920 visitors from April 1-30, 2012.

#### Matters Brought to the Attention of the Ethics Office

1. **April 2, 2012 – Issue: Theft of Time**  
An anonymous concern was received through the hotline regarding the alleged theft of time. It was alleged that employees were not documenting leave time. The matter was investigated. Management addressed the issue with the employees and the matter is now closed. (598)  
Disposition: Closed
2. **April 4, 2012 – Issue: Nepotism**  
A query was received from an employee regarding whether it is permissible to interview a candidate for a managerial position because if hired, he/she would supervise a family member. The employee was advised that if the family member reported to a different supervisor, then the candidate may be interviewed for the managerial position. However, the candidate, if selected, could not be hired into a position that created nepotism. (599)  
Disposition: Closed
3. **April 18, 2012 – Issue: Conflict of Interest/Commitment – Employee**  
A query was received from an employee regarding whether there is a conflict of interest if the employee participates in a part-time internship with an outside vendor. It was determined that there is no conflict of interest as Metropolitan does not do business with this vendor, the work and study times will be kept separate, and annual or personal leave will be used for all time off. (600)  
Disposition: Closed
4. **April 18, 2012 – Issue: Nepotism**  
An anonymous concern was received from an employee through the hotline regarding concerns that management is allegedly allowing the hire of a candidate into a managerial position who would supervise a family member. The employee was advised that if the family member reported to a different supervisor, then the candidate may be interviewed for the managerial position. However, the candidate, if selected, could not be hired into a position that created nepotism. (601)  
Disposition: Closed

## Ethics Officer's April 2012 Monthly Report

5. **April 20, 2012 – Issue: Outside Employment**

A query was received from an employee regarding outside employment. The employee will use his/her own tools and time to perform the work, the company is not under contract with Metropolitan and there are no contracts pending now or in the foreseeable future, this will not impact the employee's work at Metropolitan and the employee will not be supplying advice, expertise, skills or direction on behalf of Metropolitan. The employee may engage in the requested outside employment. (602)

Disposition: Closed

6. **April 23, 2012 – Issue: Nepotism**

A query was received from an employee regarding whether it is nepotism if a manager supervised a brother-in-law. Per Operating Policy H-03, Ethics Policy, "relative(s)" or "related employee" shall mean a spouse, domestic partner, child, parent, parent-in-law, brother, sister, stepparent, stepchild, grandparent or grandchild or a Metropolitan employee. Child-in-law means son-in-law or daughter-in-law. Brother-in-law is not listed and is allowed. (603)

Disposition: Closed

7. **April 30, 2012 – Issue: Misuse of MWD Resources**

A query was received from an employee regarding whether employees are allowed to use district property/equipment to share their unsolicited religious and/or life philosophy with other employees. The matter was reviewed and found to be inappropriate. (604)

Disposition: Closed