



● Ethics Officer's February Monthly Report

Summary

This report provides a general update on the progress and activities for the Ethics Office for February 2013.

Attachments

None

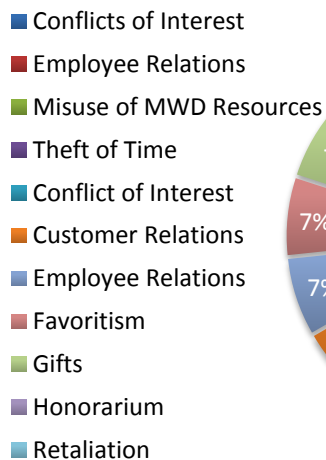
Detailed Report

Activities

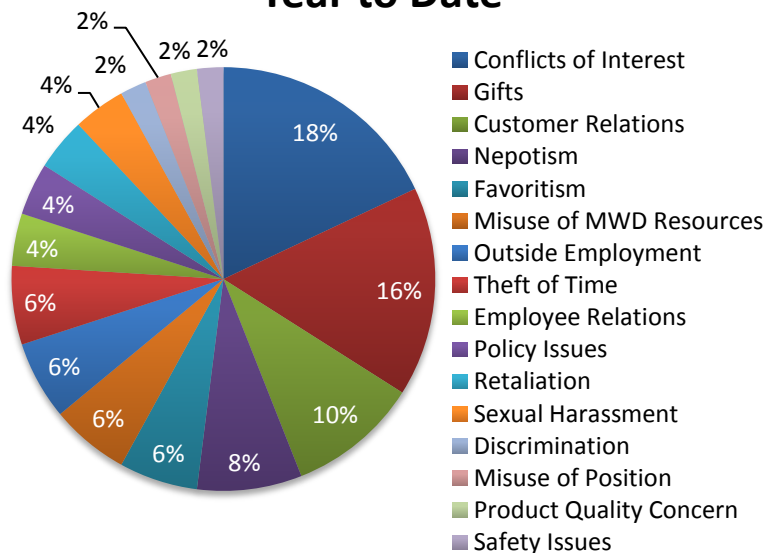
1. The Ethics Officer continues to prepare an overview of the Ethics Office addressing its mandate, its resources, and her recommendations for the Department going forward.
2. The Ethics Educator represented the Ethics Office at the Southern California Business Ethics Roundtable on February 4, 2013 at Loyola Marymount University.
3. The Ethics Educator visited Iron Mountain on February 12, 2013.
4. The Ethics Officer and Ethics Educator provided an overview and introduction to the Ethics Office for employees at La Verne on February 13, 2013.
5. The Ethics Officer attended an in-house seminar titled "The Colorado River: Yesterday, Today, and Tomorrow" presented by the Legal Department on February 19, 2013.
6. The Ethics Educator conducted New Manager Orientation for six managers at La Verne on February 21, 2013.
7. The Ethics Educator conducted New Employee Orientation for five employees.
8. The Ethics Office website logged 877 visitors from February 1-28, 2013.

Matters Brought to the Attention of the Ethics Office

Ethics Office Matters for February 2013



Ethics Office Matters Year to Date



Type	February 2012	YTD 2012/2013
Ethics Complaints		
<i>Customer Relations</i>	1P	4
<i>Favoritism</i>	1	3
<i>Nepotism</i>		3
<i>Employee Relations</i>	1P	2
<i>Sexual Harassment</i>		2
<i>Conflict of Interest</i>	1P	
<i>Discrimination</i>		1
<i>Theft of Time</i>	1+1P	2
<i>Misuse of MWD Resources</i>		2
<i>Misuse of Position</i>		1
<i>Policy Issues</i>		1
<i>Product Quality Concerns</i>		1
<i>Retaliation</i>	1P	1
<i>Safety</i>		1
<i>Total</i>	2	23
<i>P = Pending</i>	5P	
Ethics Advice		
<i>Conflicts of Interest</i>	2	9
<i>Gifts</i>	1	8
<i>Outside Employment</i>		3
<i>Policy Issues</i>		1
<i>Theft of Time</i>		1
<i>Customer Relations</i>		1
<i>Employee Relations</i>	2	
<i>Misuse of MWD Resources</i>	2	1
<i>Nepotism</i>		1
<i>Honorarium</i>	1	
<i>Total</i>	8	25

Summaries of Queries and Ethics Office Responses

1. **February 5, 2013 – Issue: Potential Conflict of Interest**

A query was received regarding whether Metropolitan can enter into a contract with a contractor which employs former Metropolitan employees. As long as no Metropolitan employee involved with awarding the contract or any member of the Board has a financial interest in the contractor, its employment of a former Metropolitan employee will not prevent Metropolitan from entering into a contract with it.
Disposition: Closed

2. **February 5, 2013 – Issue: Potential Conflict of Interest**

A query was received regarding whether there is a conflict of interest if Metropolitan hired a firm that has contributed to a Metropolitan director's political campaign. Unless the contribution was given to acquire the contract, it will not disqualify the contractor from being awarded the contract.
Disposition: Closed

3. **February 7, 2013 – Issue: Gifts**

A query was received regarding whether an employee could accept a gift from another government entity which was addressed personally to him or her. The employee was advised to return the gift with a letter explaining that Metropolitan employees cannot accept gifts for doing Metropolitan work (Administrative Code section 7130).

Disposition: Closed

4. **February 20, 2013 – Issue: Potential Misuse of MWD Resources**

A query was received regarding whether Metropolitan could provide transportation to a member agency representative. There is no provision in Metropolitan's Administrative Code prohibiting such an accommodation.

Disposition: Closed

5. **February 21, 2013 – Issue: Potential Misuse of MWD Resources**

A query was received regarding whether Metropolitan could participate in sponsoring a water education conference. In conjunction with analysis provided by the General Counsel's office, it was determined that Metropolitan's participation as a sponsor in the event would not violate Metropolitan regulations or other applicable provisions.

Disposition: Closed

6. **February 25, 2013 – Issue: Honoraria**

A query was received regarding whether employees may accept honoraria for giving speeches at a local university. It was found that the employee may accept an honorarium for his or her participation during the employee's own time. However, if the employee is a Statement of Economic Interests filer and this is a reportable item for that employee, he or she may not accept the honorarium.

Disposition: Closed

7. **February 28, 2013 – Issue: Employee Relations**

A query was received regarding Metropolitan's internal recruitment policies. The employee was referred to Human Resources.

Disposition: Closed

8. **February 28, 2013 – Issue: Employee Relations**

A query was received regarding an employee's request for an accommodation for his or her disability. The employee was referred to Human Resources.

Disposition: Closed