

- Ethics Officer's April 2007 Monthly Report

## Summary

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This report provides a general update on the progress and activities for the Ethics Office for April 2007.

## Attachments

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None

## Detailed Report

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### Activities

1. The April 9 dinner-discussion drew 35 attendees, including seven directors.
2. The Employee Ethics Manual is in progress.
3. The Ethics Educator was the invited speaker on a Colorado River Employee Inspection Trip. He addressed 31 employees.
4. The Ethics Office staff conducted Day 1 employee orientations for ten new hires and Day 2 orientations for twelve employees.
5. The Ethics Educator and Senior Administrative Analyst attended the Society for Corporate Compliance and Ethics Meeting in Los Angeles April 12 and 13, 2007.
6. The Ethics Office Web site logged 875 visitors from April 1-30, 2007.

### Logged Questions and Matters of Concern

1. **March 5, 2007 – Issue: Wage/Hour Issues**  
An employee expressed concern that another employee was not working full-time despite being in a full-time position. The employee's supervisor has been contacted and an explanation requested. The supervisor has been counseling this employee for some time regarding the employee's special circumstances. The supervisor will meet with an Employee Relations representative for guidance on attendance as it relates to exempt employees. The supervisor will inform the Ethics Office when this consultation is complete. (215)  
Disposition: Pending
2. **April 4, 2007 – Issue: Conflict of Interest**  
An employee who is the spouse of an engineer works for a contractor who is bidding on work with Metropolitan. The employee asked if there was a conflict of interest as one of the employee's duties is to assist in writing technical specifications for the RFPs. As the employee is not involved in the decision-making process of awarding or administering the contracts, there is no conflict of interest.  
Disposition: Closed
3. **April 4, 2007 – Issue: Nepotism**  
The spouse of an employee is applying for a position at Metropolitan. Both partners are engineers. The employee asked if it would be a violation of Metropolitan's nepotism policy for the spouse to also work at Metropolitan. As the relatives would be in different work groups with different supervisors, there is no violation of the nepotism policy.  
Disposition: Closed

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4. **April 9, 2007 – Issue: Misuse of Funds**

An employee contacted the Ethics Office with a concern that a supervisor had taken an employee out for a social dinner using a Metropolitan credit card. The supervisor has been contacted for justification. The supervisor stated that the credit card used was that person's personal credit card, but that there was a business purpose for the dinner.

Disposition: Closed

5. **April 9, 2007 – Issue: Outside Employment**

An employee expressed concern that an employee was performing private business during work hours. The Intake Committee met. The General Manager's office will investigate.

Disposition: Pending