

- Ethics Officer's May 2007 Monthly Report

## Summary

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

## Attachments

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None

## Detailed Report

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### Activities

1. The Employee Ethics Manual is being vetted by the final vetting committee.
2. The Ethics Office staff conducted Day 1 employee orientations for 21 new hires and Day 2 orientation for 11 employees.
3. The Ethics Officer met with a representative from a member agency regarding the implementation of an ethics office at their agency.
4. The Ethics Educator made field visits to Eagle Mountain and Julian Hinds Pumping Plants, meeting with ten employees on May 9, 2007.
5. The Ethics Office Web site logged 1088 visitors from May 1-31, 2007.

### Logged Questions and Matters of Concern

1. **October 6, 2006 – Issue: Employee Relations**  
An employee provided a series of allegations regarding a former supervisor that the employee contends were not addressed by management. The matter was discussed by the Intake Committee with the determination that an investigation should be conducted through EEO. The external investigation has been completed and the investigator has reported that while the supervisor's conduct was not linked to any protected categories, there were allegations of inappropriate interactions with subordinates that required further scrutiny. The matter is being referred to the Inquiry & Review Committee for formal action. (185)  
Disposition: Referred to Inquiry & Review Committee
2. **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 was contacted by the Ethics Office. The supervisor reported that he had discussed the matter with the employee and planned to meet with a representative from Employee Relations to assist in the matter. That meeting took place. The supervisor has drafted a work plan which will be reviewed with the employee. (215)  
Disposition: Closed
3. **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 investigated the matter. Internal Security reported that they could find nothing to substantiate the claim. (225)  
Disposition: Closed

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4. **May 4, 2007 – Issue: Gifts**

An employee contacted the Ethics office regarding discounts for employees who purchase computers on their own. Review by the contract administrator, the Legal Department and the Ethics Office determined that it was acceptable for IT to send an e-mail to employees letting them know of the discount which is offered to all government employees, but that the discounts should not be part of the negotiated contract with the vendor. (226)

Disposition: Closed

5. **May 9, 2007 – Issue: Employee Relations**

An anonymous concern was received through The Network regarding the “inappropriate” dress of an employee. The matter was discussed with the EEO Manager and two managers knowledgeable of the employee’s worksite. The managers’ judgment is that there is not a problem with this employee’s dress, rather that there is conflict between this employee and others at the site. The managers are working to resolve the primary conflict. (227)

Disposition: Closed

6. **May 17, 2007 – Issue: Employee Relations**

An employee expressed concerns regarding issues that might be construed as favoritism or unfair work assignments. The supervisor has been contacted and was not aware of a problem. The caller was requested through The Network to provide specifics. (228)

Disposition: Pending