



Ethics Office Monthly Report

September 2022

SPECIAL PROJECTS

Collaborated with Equal Employment Opportunity (EEO) Officer to revise ad hoc committee process applicable to EEO investigations involving directors and department heads. Joint proposal will be presented at the October A&E Committee meeting and, if approved, the November Board meeting.

EDUCATION

Conducted three of six live webinars on safety-related retaliation in the workplace. Training is required for all Metropolitan employees and is being coordinated in partnership with Metropolitan's Water System Operations group training staff.

COMPLIANCE

Continued management of the Form 700 annual filing season which began January 1, 2022 and ended April 1, 2022. To date, 676 filings have been received and filed; a filing from one employee is pending. Staff continues efforts to obtain full compliance for Metropolitan.

Assisted employees with Assuming Office and Leaving Office Form 700 filings. Assistance included troubleshooting the electronic filing system and notifications of deadlines.

Monitored the status of past due Assuming Office and Leaving Office Form 700 filings; sent notices to four current employees and two former employees, and obtained compliance from two current employees and one former employee.

ADVICE

Addressed 6 advice matters involving:

conflicts of interest, financial disclosure, political activities, and other ethics-related topics.

INVESTIGATIONS

Received complaints alleging that: 1) Management is allowing a group of employees to improperly enter work hours on their timesheets; 2) An employee submitted false information on work-related documents; 3) An employee is working an outside job during Metropolitan work hours and misusing their authority for private gain; 4) A manager improperly influenced the promotion of a relative; 5) An employee cheated on a work-related examination; 6) A supervisor improperly released confidential information about an employee; 7) A supervisor made inappropriate comments at work; 8) Performance evaluation forms used by Metropolitan are inadequate; and 9) A supervisor retaliated against an employee.

ADVICE AND INVESTIGATIVE DATA

Advice Matters	6
Compliance Assistance	13
Complaints Received	9
Investigations Opened	0
Pending Investigations	1