



Community and Workplace Culture Committee Meeting

# Ethics Education

Item 6a

April 8, 2025

## Item 6a

### Subject

Prohibited Director Communications  
Administrative Code Section 7125

### Purpose

To briefly review the ethics policy prohibiting certain director communications with staff.

# Prohibited Communications with Staff

Metropolitan Directors may not communicate, directly or indirectly, with Metropolitan employees to influence:

- The selection of a specific vendor, contractor, or consultant for a specific contract or procurement;
- Any hiring or employment decisions, other than decisions involving Department Heads; or
- Real property transactions.

## Examples

# Prohibited Communications with Staff

- Recommending that a manager hire a certain candidate for employment, internship, or apprenticeship.
- Giving someone's resume to a staff member.
- Recommending that staff contract with a particular firm.
- Discussing whether to buy or lease a certain property.
- Suggesting that staff sponsor or donate to a specific association or event.

# Hypotheticals

## Hypo #1

Someone reaches out seeking a Metropolitan contract, sponsorship, or job. What should you do?

## Hypo #2

You have questions about an upcoming Board item regarding pending real estate transactions. What should you do?

# Permitted Communications with Staff

Metropolitan Directors may:

- Communicate with employees about Metropolitan procurement and personnel policies, procedures, or other general matters;
- Request and receive information from employees about matters to be considered at public meetings;
- Discuss the prohibited topics with staff on the record at a public meeting (so long as they do not have a conflict of interest requiring their recusal on the matter);

## Purpose

### The Policy is Intended to Help:

- Ensure the integrity of processes for hiring, contracting, grants, sponsorships, and real estate transactions.
- Reinforce the proper roles of staff and directors in these areas.
- Avoid actual or perceived influence of directors on these types of staff decisions.
- Prevent directors from inadvertently participating in matters in which they may have a conflict of interest.
- Avoid concerns over favoritism, undue influence, or deviation from established processes.
- Generally support fair process and opportunities in Metropolitan employment, contracts, funding decisions, and real estate transactions.



# Questions?



