

Memorandum



Date: July 24, 2008
To: LaKeisha Brown, Manager, Training & Development, WASD
From: Victoria Frigo, Staff Attorney, COE
Subject: INQ 08-127, Vendor Check to Co. Employee, Co. Code § 2-11.1 (k)

You've asked if a mail clerk with WASD may accept a check for \$25 from Pitney Bowes, a County vendor, for his participation in a survey to provide feedback to Pitney Bowes on equipment used in WASD's mail room.

Based on the County Ethics Code at § 2-11.1 (k), a County employee may not "receive any compensation for his or her services as an ... employee of the County, from any source other than the County...."

In the current case, the mail clerk was asked to respond to the survey in his capacity as a County employee and as a representative of his County department. Consequently, he may not receive compensation for these employment-related activities from any source other than the County.

Also attached is Administrative Order 7-1 that advises County employees that they may not accept tips or gratuities in the discharge of their public duties.

As we discussed, the employee should return the check to Pitney Bowes, explaining that the Ethics Code prevents him from accepting it.