



OPERATING POLICIES

O.P. NUMBER	TITLE	ISSUE DATE	REVISION DATE
J-03	Participation in Outside Organizations	3/2/98	12/19/05

SUMMARY

This document presents Metropolitan policy and establishes standards for employee participation in external:

- Professional/technical organizations
- Occupational organizations
- Water and power-related organizations
- Civic associations

SUPERSESSON

This Operating Policy supersedes Operating Policy J-03, dated March 2, 1998 and revised June 2, 1998.

AUTHORITY

The Chief Executive Officer (CEO) delegates the authority to approve and facilitate individual employee participation in outside organizations and activities to department heads and group managers. Board approval is required for new memberships exceeding \$3,000, or an increase of existing membership's annual dues by 10 percent or \$3,000, whichever is less, pursuant to Administrative Code section 11202.

DEFINITIONS

Metropolitan participation means supporting, through direct or indirect funding of an employee's membership and/or participation in organizations and activities.

Direct funding refers to a monetary outlay of funds to the organization, or as reimbursement to the employee.

Indirect funding refers to a non-monetary contribution (i.e., it allows an employee to attend an organizational event on Metropolitan time, or donates tangible items or services at Metropolitan cost).

Lobbying Coalition—A lobbying coalition is a group of ten or more persons or entities formed primarily to influence legislative or administrative action whose members make payments to the coalition for the purpose of sharing the expenses of employing or contracting for the services of a lobbying firm. Consult the Legal Department for advice.

POLICIES

1. Participation at Metropolitan expense may be granted only when a benefit to Metropolitan is clearly established and the request is approved by a department head or group manager.



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O.P. NUMBER	TITLE	ISSUE DATE	REVISION DATE
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POLICIES (cont)

2. Metropolitan maintains membership in water- and power-related associations in its own name, whenever possible. Membership in such groups is approved by the CEO and recommended for approval to the Board, in accordance with the Administrative Code, Section 6415, as amended.
3. Department heads and group managers are authorized to join organizations whose purposes benefit the interests of Metropolitan (technical/occupational and professional associations, civic organizations and service clubs). Membership may be in the name of an individual or in the name of Metropolitan. Department heads and group managers may approve payment of membership dues not exceeding \$3,000. Funding is to be provided by the individual department or group.
4. Consideration for Metropolitan’s indirect funding of outside organizations is evaluated against established criteria (see Participation in Outside Organizations procedure) and requires specific signed authorization by a department head or group manager.
5. Metropolitan pays all dues and expenses for employees selected by management to represent Metropolitan in outside organizations or events, as specified by the funding source. Time spent attending such activities is counted as time worked. Employees shall adhere to Operating Policy C-04, Business Travel for travel-related expenses.
6. Speeches, papers, exhibits, or documents (other than technical) presented at any outside organization must have the prior approval and clearance of the Group Manager (or designee). An advance copy of the documents must be made available to the Vice President, External Affairs.
7. Except where authorized under a Memorandum of Understanding (MOU) or a required qualification for a position, Metropolitan does not pay for license fees.



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POLICIES (cont)

8. Except where authorized under a Memorandum of Understanding (MOU), Metropolitan does not pay dues for associations.

Eligibility

9. Employees may be considered for Metropolitan-funded participation in outside organizations. Agency temporaries and consultants/contractors are not eligible for participation except with the written approval of department heads or group managers.

Approvals

10. Approvals to attend organizational or business events during normal work hours must be obtained in advance of the leave, in accordance with department or group procedures.

11. Group managers may approve attendance and participation at meetings within the United States, on Metropolitan time and expense, for Metropolitan-paid memberships.

12. Department heads may approve all participation for Metropolitan-paid memberships, including all normal expenses, to areas beyond those authorized above.

13. Employees may not be compelled to participate in or otherwise support any organization(s) involved in the election of a person to public office.

RESPONSIBILITIES

Employees are responsible for:

- Requesting, in writing, authorization to participate in specific organizations (for approval by group managers, department heads and, if required, the Board of Directors.)
- Ensuring that Metropolitan resources are not used to support activities prohibited by law
- Submitting proper supporting documentation when requesting reimbursement
- Ensuring that authorized attendance at events during working hours does not adversely affect job performance
- Complying with Metropolitan’s Ethics Policy, including the conflict of interest provision, while engaged in outside activities
- Reporting lobbying costs to the Controller’s office for



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RESPONSIBILITIES
(cont.)

individual membership in a lobbying coalition

External Affairs is responsible for creating the annual Organizational Membership Board Report in accordance with Administrative Code Section 11202

All groups and departments are responsible for:

- Processing invoices and funding for their corporate memberships
- Reporting lobbying costs to the Controller’s office for membership in a lobbying coalition
- Providing External Affairs with a complete listing of memberships for inclusion in the annual Organizational Membership Board Report
- Submitting for Board approval any membership requiring Board approval under Administrative Code section 11202

REFERENCES

- [Administrative Code, Sections 6320, 6330, 6332, 6532, and 11202](#)
- [Participation in Outside Organizations Procedure](#)
- [Operating Policy H-03, Ethics Policy](#)
- [Operating Policy C-04, Business Travel](#)
- [Memorandum of Understanding - Supervisors’ Association](#)
- [Memorandum of Understanding—Management and Professional Employees Association](#)
- [Memorandum of Understanding—Association of Federal, State, County and Municipal Employees](#)

APPROVAL

original signed by Debra C. Man

12/21/05

Debra C. Man
Interim CEO/General Manager

Date