

MMTA BASIC INSTITUTE

ETHICAL PRESENTATION SCENARIO HANDOUTS

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MAY 1, 2019

1. Your sister-in-law applies for a job with your department. You know she is an excellent worker with a solid work ethic. She desperately needs the job.
 - a. She calls you and asks if you could “put in a good word” to the hiring committee. What do you do?
 - b. Assume she passes the initial screening and is invited for an interview and then asks you what to expect from the interview process and what questions she should be prepared for. What do you do?

2. Your supervisor enters your office and requests a check for \$150.00 for expenses he tells you he incurred entertaining a client last night. He submits receipts from a restaurant and lounge. At lunch your supervisor’s girlfriend stops by to pick him up for lunch and you overhear her telling the receptionist what a great time she had at dinner and dancing with your supervisor the night before. What do you do?

3. Your department receives a FOIA request. Release of the documents could jeopardize the Commission approving a contract on a major project in your department. Your supervisor tells you to delay releasing the documents until after the Commission votes on the major project. What do you do?

4. You apply for a mortgage with a bank. Your department has deposited funds in the same bank. The bank waives the \$125.00 application fee because of your department’s relationship with the bank but charges you the customary mortgage rate and points. What do you do?

5. Your cousin is delinquent in payment of her real estate taxes. May you set up a customary repayment schedule?
6. You serve on the Board of Directors of a nonprofit corporation that is delinquent in paying real estate taxes. May you arrange a monthly payment schedule?
7. The bank is about to foreclose on your brother's property. You have negotiated with the bank a large sum of your department's money. May you call the bank and intervene for your brother?
8. Your department is under federal grand jury investigation. The grand jury issues a subpoena requesting specific documents. Your task is to gather the documents. You discover documents that were not mentioned in the subpoena. You believe the additional documents are relevant to the investigation. What do you do?
9. A co-worker who has become a good friend tells you that her daughter is extremely ill and that she must have an operation to survive. She also tells you that she has no insurance and the operation costs \$10,000.00. Sometime later you ask her about her daughter and she tells you she is fine now. She then confides in you that she took \$10,000.00 from a dormant account in your department to pay for the operation. She assures you that she has already started paying it back and will continue to do so until it is all returned. What do you do?
10. The Treasurer is up for re-election. During the work day you are asked to speak at a community event about a new program offered by the Treasurer. The Treasurer asks if you could pass out his campaign literature following your presentation. What do you do?