

Date: May 21, 2009

Code: HR 2009-08

To: CSU Presidents

From: Gail E. Brooks   
Vice Chancellor  
Human Resources

Subject: Whistleblower Protection Act Requirements

Overview

**Audience:** Campus designee(s) responsible for implementation of the Whistleblower Protection Act requirements

**Action Items:**

- Post the Whistleblower Protection Act poster at locations where other employee notices are posted
- Send the electronic mail notice to employees via electronic mail
- Complete the Survey to Confirm Compliance with the California Whistleblower Protection Act and submit it to the Chancellor's Office by June 15, 2009

**Affected Employee Groups/Units:** All employees

Summary

This HR letter informs campuses of the California Whistleblower Protection Act requirements regarding notices to be provided to employees. A copy of the notices is provided for the campuses' use. Campuses shall confirm compliance by submitting the attached survey to the Chancellor's Office.

California Government Code §8548 requires the California State University to inform our employees of the California Whistleblower Protection Act (WPA Government Code §§8547 et seq.) Campuses are required to print notices containing information about the WPA and post them in locations where other employee notices are posted. Additionally, the CSU is required to notify employees annually by electronic mail of the provisions of the WPA.

The Bureau of State Audits has posted the electronic mail and poster notices containing the required information on their website (<http://web.archive.org/web/20070622201422/http://www.bsa.ca.gov/hotline/respons.php> and <http://www.bsa.ca.gov/pdfs/other/whstlblr.pdf>). Copies are attached for your information. Campuses shall print the poster and add the name, title, campus address and phone number of the campus administrator responsible for compliance with CSU E.O. 929 and E.O. 822.

---

**Distribution:**

Chancellor  
Human Resources Directors  
EEO Directors

I have attached a form to monitor compliance with Government Code §8548. Please complete the form and return it to Ellen Bui, Senior Manager, EEO, Campus Relations & Dispute Resolution, by **June 15, 2009**.

Additionally, effective January 1, 2004, Senate Bill 777 requires the California State University to prominently display a notice informing employees of their rights and employers' responsibilities under Labor Code §1102, which also protects employees from retaliation for whistleblowing activities. A hotline to the State Attorney General's office must be included. SB 777 however, exempts the CSU from this posting requirement if we include information about the Attorney General's hotline, 1(800) 952-5225, on the poster and notice required by Gov. Code §8547 described above. Campuses shall also add to the downloaded materials discussed above, the following statement, "You may also call the State Attorney General's confidential hotline, 1 (800) 952-5225 to report improper activities or retaliation." Please note the similarities of the two hotlines and post them in a manner to avoid confusion (i.e. use different fonts).

Campus Presidents are responsible for compliance with these requirements.

If you have any questions, please call Ellen Bui at (562) 951-4427. This HR letter is available on Human Resources Administration's Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

GEB/eb

Attachments: (3)

---

**Fax to: Ellen Bui – (562) 951-4954**

Senior Manager, EEO, Campus Relations & Dispute Resolution  
Human Resources Department

---

## **Survey to confirm compliance with the California Whistleblower Protection Act**

*Please complete this form confirming that you have distributed the information required by the California Government Code, Section 8548, and return to Ellen Bui, Senior Manager, EEO, Campus Relations & Dispute Resolution by **June 15, 2009**.*

---

### **General Questions:**

Campus: \_\_\_\_\_

Number of employees on campus: \_\_\_\_\_

Number of employees with access to electronic mail: \_\_\_\_\_

Date required information was sent to employees via electronic mail: \_\_\_\_\_

Number of locations where required information was displayed, i.e., bulletin boards or other locations where employee notices are maintained: \_\_\_\_\_

Name and signature of person responsible for campus's compliance with the California Whistleblower Protection Act:

Signature \_\_\_\_\_ Printed Name \_\_\_\_\_

Title \_\_\_\_\_ Phone Number \_\_\_\_\_

Date \_\_\_\_\_

#### **CSU Campuses**

Bakersfield  
Channel Islands  
Chico  
Dominguez Hills  
East Bay

Fresno  
Fullerton  
Humboldt  
Long Beach  
Los Angeles  
Maritime Academy

Monterey Bay  
Northridge  
Pomona  
Sacramento  
San Bernardino  
San Diego

San Francisco  
San José  
San Luis Obispo  
San Marcos  
Sonoma  
Stanislaus

TO: All Department Employees

FROM: [Department Director or Designated Representative]

RE: Ready – Set – Blow the Whistle on State Government Fraud and Waste

The California Whistleblower Hotline -1 (800) 952-5665 - gives you the opportunity to report the improper activities of state agencies or employees.

The Bureau of State Audits (BSA), operator of the Hotline, investigates:

- Illegal acts like theft, fraud, or conflicts of interest by state employees
- Misuse or abuse of state property or time by state employees
- Gross misconduct, incompetence, or inefficiency by state employees

*Remember! The BSA can only follow up on state government improprieties. They do not investigate misconduct by federal or local governments or by private businesses or organizations.*

## **SHARE WHAT YOU KNOW**

You have three ways to share information with the BSA:

- Call the Whistleblower Hotline at **1 (800) 952-5665**
- Mail it to  
**Investigations**  
**Bureau of State Audits**  
**555 Capitol Mall, Suite 300**  
**Sacramento, CA 95814**
- Submit it online at **<https://www.bsa.ca.gov/contactus/complaint.php>**

The BSA cannot accept complaints via e-mail.

## **THE BSA FOLLOWS UP**

The BSA reviews all tips and investigates whenever possible. Although they have no enforcement power, they keep the ball rolling by reporting investigations that substantiate improprieties to:

- The head of the agency involved
- The attorney general or other enforcement agencies, legislative committees, and any other authority with jurisdiction
- The general public, keeping your identity confidential

## **YOU'RE PROTECTED BY STATE LAW**

The California Whistleblower Protection Act goes to bat for you.

- It requires the BSA to protect your identity (except from law enforcement).
- It helps guard against intimidation, threats, or coercion by state employees that could interfere with your right to disclose improper government activities.
- It shields you from reprisal, retaliation, threats, or coercion for reporting such information.

## **IF YOU EXPERIENCE RETALIATION, SPEAK UP!**

- If you're a state employee, contact the State Personnel Board in writing at 801 Capitol Mall, MS53, Sacramento, CA 95814. For additional information, call (916) 653-1403.
- University of California (UC) has its own system. If you work for UC, check the BSA Web site, [www.bsa.ca.gov/bsa/hotline/filecomp.html](http://www.bsa.ca.gov/bsa/hotline/filecomp.html), for a link to information on its current policy.
- California State University (CSU) has its own system. If you work for CSU, check the BSA Web site, [www.bsa.ca.gov/bsa/hotline/filecomp.html](http://www.bsa.ca.gov/bsa/hotline/filecomp.html), for a link to information on its current policy.

**CALL THE STATE AUDITOR'S**

# **WHISTLEBLOWER HOTLINE**

**TO REPORT THE IMPROPER ACTS OF  
STATE AGENCIES OR EMPLOYEES**



# **1 (800) 952-5665**

## **BLOW THE WHISTLE ON STATE GOVERNMENT FRAUD AND WASTE**

### **WHAT WE INVESTIGATE**

- Illegal acts like theft, fraud, or conflicts of interest by state employees.
- Misuse or abuse of state property or time by state employees.
- Gross misconduct, incompetence, or inefficiency by state employees.

### **WE FOLLOW THROUGH WHEN OUR INVESTIGATION SUBSTANTIATES YOUR ALLEGATION**

Although we have no enforcement power, we keep the ball rolling by reporting the results of investigations that substantiate improprieties to:

- The head of the employing agency
- The attorney general or other enforcement agencies, legislative committees, and any other authority with jurisdiction
- The general public, keeping identities confidential

### **STATE LAW GOES TO BAT FOR YOU**

- It requires the Bureau of State Audits to shield your identity (except from law enforcement).
- It helps guard against intimidation, threats, or coercion by state employees that could interfere with your right to disclose improper government activities.
- It helps keep you safe from reprisal, retaliation, threats, or coercion for reporting such information.

### **IF YOU EXPERIENCE RETALIATION, SPEAK UP!**

- If you're a state employee, contact the State Personnel Board in writing at 801 Capitol Mall, MS53, Sacramento, CA 95814  
For additional information, call (916) 653-1403.
- University of California (UC) has its own system. If you work for UC, check our Web site, [www.bsa.ca.gov/bsa/filecomp.html](http://www.bsa.ca.gov/bsa/filecomp.html), for a link to information on its current policy.
- California State University (CSU) has its own system. If you work for CSU, check our Web site, [www.bsa.ca.gov/bsa/filecomp.html](http://www.bsa.ca.gov/bsa/filecomp.html), for a link to information on its current policy.

### **You have three ways to share information with the BSA:**

Mail the information to:  
Investigations  
Bureau of State Audits  
555 Capitol Mall, Suite 300  
Sacramento, CA 95814

Call the Whistleblower Hotline at 1 (800) 952-5665

Submit it online at <https://www.bsa.ca.gov/contactus/complaint.php>

**We cannot accept complaints via e-mail.**

**Remember! The Bureau of State Audits can only investigate state government improprieties.  
We do not investigate misconduct by federal or local governments or by private businesses or organizations.**