

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, CA 90802-4210
(562) 951-4425

Date: March 18, 2005

Code: HR 2005-13
Respond by April 22, 2005

To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **Whistleblower Protection Act Requirements**

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://www.bsa.ca.gov/bsa/hotline/respons.html>. 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. 821 and E.O. 822.

I have attached a form to monitor compliance with Government Code §8548. Please complete the form and return it to Maria Santos, Senior Director, Employee Relations, by April 22, 2005.

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. SB777 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

Distribution:

Chancellor
EEO Directors
Human Resource Directors

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 Maria Santos at (562) 951-4425. This HR letter is available on Human Resources Administration’s Web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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 two 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

The BSA cannot accept complaints via their Web site or 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, 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, for a link to information on its current policy.



THE CALIFORNIA STATE UNIVERSITY

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 Maria Santos, Senior Director Employee Relations, Fax # (562) 951-4954 by April 22, 2005.*

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 campuses compliance with the California Whistleblower Protection Act:

Signature _____

Printed Name _____

Title _____

Phone Number _____

Date _____

The California State University
Human Resources Department
401 Golden Shore, 4TH Floor
Long Beach, California 90802-4210
Phone (562) 951-4425 • Fax (562) 951-4954

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.

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- California State University (CSU) has its own system. If you work for CSU, check our Web site, www.bsa.ca.gov/bsa/hotline/filecomp.html, for a link to information on its current policy.

REPORT WHAT YOU KNOW—Call 1 (800) 952-5665, or

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

We cannot accept complaints via our Web site or e-mail. However, visit our Web site at www.bsa.ca.gov/bsa/hotline/filecomp.html for more information on filing complaints.

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.