

E.O. 822

Revised Complaint Procedure for Allegations of Retaliation for Disclosure under the California Whistleblower Protection Act

All E.O. 822 complaints are referred to the Vice Chancellor HR.

Action to be taken

Employee or Applicant	Employee or applicant files a complaint within <u>12 months</u> of alleged act of retaliation.
HR Director/ Campus Appointee	All complaints filed on campus should be promptly referred to the VC HR. Each campus president is responsible for developing and issuing a campus directive implementing this requirement.
Vice Chancellor of HR	VC HR writes a letter of receipt within <u>10 days</u> ; assigns investigator.
Investigator	Investigator interviews complainant within <u>30 days</u> of receipt of complaint.
HR Director/ Campus Appointee	Assists investigator in setting up interviews and gathering of documents
Investigator	Investigator submits a written report to VC HR within <u>60 days</u> of filing of complaint.
Vice Chancellor of HR	VC HR transmits summary & conclusion to complainant within <u>10 days</u> of receiving report.
Employee or Applicant	Employee or applicant may file a written response to the summary and conclusion with the vice chancellor within <u>14 days</u> of receipt of the summary and conclusion.
Vice Chancellor of HR	VC HR shall respond with a letter of determination within <u>14 days</u> of receipt of the complainant's written response. This response will constitute the final CSU decision re: the complaint, GC §8547.12c.

Reporting Procedures for Protected Disclosure of Improper Governmental Activities and/or Significant Threats to Health or Safety

Protected Disclosure to Chancellor's Office or Campus

Action to be Taken

Employee or Applicant	Employee or applicant writes protected disclosure to Vice Chancellor, HR within <u>30 days</u> of alleged act.
Vice Chancellor of HR or Campus Appointee	(1) acknowledges receipt of written protected disclosure within <u>10 days</u> of receipt, (2) may commission an investigation of the matter, (3) keep confidential the identity of the complainant in so far as feasible and consistent with the law, (4) determines whether there is reasonable cause to believe occurrence of improper governmental activity or significant threat to health or safety of public or employees, (5) reports this information to the Chancellor or Campus President with a recommendation for appropriate action, (6) within <u>90 days</u> of receipt of the protected disclosure, the VC HR or Campus Appointee shall issue a formal response to the complainant that includes whether the allegations were substantiated and what, if any, actions were taken. (7) protect the privacy interests of those involved
Chancellor or Campus President	Chancellor or campus president will determine what action, if any, is necessary.
CSU or Campus	<u>Campus</u> shall notify the Vice Chancellor of HR of all cases of actual or suspected fraud, theft, or other irregularity. <u>CSU or campus</u> will notify the California Department of Finance, Office of State Audits and Evaluation, and the Bureau of State Audits, of all cases of actual or suspected fraud, theft or other irregularities it <i>learns</i> of as the result of any protected disclosures made under this executive order.

Protected Disclosure to Bureau of State Audits

HR Director/ Campus Appointee	For guidance in handling protected disclosures that are forwarded by the California State Auditor, the campuses should consult the Office of University Auditor at the Chancellor's Office.
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