May 21, 2002

CSU Presidents

Jackie R. McClain
Vice Chancellor
Human Resources

Subject: Senate Bill 413

Senate Bill 413 added California Government Code, §8548. This section requires the California State University to undertake a campaign 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 notices in locations where other employee notices are posted. Additionally, the new law requires that the CSU annually send the information contained in the notice by electronic mail to its employees who have authorized access to electronic mail. The State Auditor has provided the attached form to monitor compliance with §8548. Please complete the form and return it to Maria Santos, Senior Director, Employee Relations by June 17, 2002.

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/respons.html. A copy is 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, and post it in places where other employee notices are placed, and email it to employees no later than June 12, 2002. Systemwide Human Resources will send annual reminders to campuses about these requirements.

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.
CALL THE STATE AUDITOR’S
WHISTLEBLOWER HOTLINE
TO REPORT THE IMPROPER ACTS OF
STATE AGENCIES OR EMPLOYEES

HOTLINE
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 at (916) 653-1456.
- University of California (UC) has its own system. If you work for UC, check our Web site, 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, 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/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.
California State Auditor  
Bureau of State Audits  
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 it to the Bureau of State Audits in the enclosed self-addressed envelope no later than Monday, July 15, 2002. If you have any questions regarding how to complete this form, please contact Ken L. Willis, Manager of Investigations, at (916) 445-0255.

General Questions

Department name: ________________________________

Number of employees in the department: __________

Number of employees with access to electronic mail: __________

Date required information was sent 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 department's compliance with the California Whistleblower Protection Act:

Signature ___________________________ Name (please print) ___________________________

Title ___________________________ Phone Number ___________________________

Date ___________________________