

PROCEDURE

Effective Date: January 5, 2010

Approved By: President Bruce Shepard

Authority: [POL-U1000.15](#)

PRO-U1000.15A PUBLIC OFFICIAL RECEIVING STATE WHISTLEBLOWER REPORTS

Definitions:

Improper Governmental Action:

- Gross waste of public funds
- Violation of federal or state law or rule
- Substantial and specific danger to the public health and safety
- Gross mismanagement
- Prevents the dissemination of scientific opinion or alters technical findings without scientifically valid justification

Public Official: The attorney general's designee or designees; the President; an appropriate number of individuals designated to receive whistleblower reports by the President (Whistleblower Designees); or the Executive Ethics Board.

Whistleblower: An employee who makes a report alleging improper governmental action in good faith or an employee perceived to have provided such information to the State Auditor's Office or another public official in connection with an investigation.

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| University Employee | 1. Communicates an allegation of improper governmental action to a Western Whistleblower public official verbally or in writing. If in writing, employee clearly labels the document as "State Whistleblower Report." |
| Western Public Official | 2. a. Receives anonymous mail or email communication that is clearly labeled a "State Whistleblower Report."
Sends document(s) in the U. S. Post Office mail to the State Auditor's Office within 15 days of receipt. Public Official does not make nor retain a copy of the anonymous report. (No further action is required.) OR

b. Receives documented allegations of improper governmental actions directly from university employee. Informs reporting university employee that the State Whistleblower law provides the complainant (whistleblower) with anonymity and protections against retaliation and reprisal. Asks |

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university employee if they want to file an official State Whistleblower Report. **Informs** reporting university employee that they must complete the Whistleblower Reporting Form (paper version or online version), if necessary. OR

- c. **Receives** verbal allegations of improper governmental actions directly from university employee. **Informs** reporting university employee that the State Whistleblower law provides the complainant (whistleblower) with anonymity and protections against retaliation and reprisal. **Asks** university employee if they want to file an official State Whistleblower Report. **Informs** reporting university employee that they must complete the Whistleblower Reporting Form (paper or online version).

3. **Does not advise** university employee about whether or not the allegations qualify as “improper governmental actions” and are, therefore, eligible or ineligible for reporting through the State Whistleblower program.

4. **Informs** reporting university employee, if known, that they have the option to inform their chain of command and/or Western’s Office of the Internal Auditor about the alleged improper governmental action(s), however, this is not considered an official State Whistleblower Report.

Reporting University Employee

5. a. **Completes** a paper State Whistleblower Reporting Form and either, gives a copy to a Western Public Official (go to step #6) **or** sends the form in the U.S. Post Office mail or by fax to the State Auditor’s Office. Reporting University Employee should make a copy of the completed form for their records. **OR**
- b. **Completes** an electronic State Whistleblower Reporting Form on the State Auditor’s Office web site and electronically submits the report. No

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further action is required by Western's public official after this step.

Western Public Official

6. **Receives** the completed hardcopy State Whistleblower Reporting Form from the reporting university employee and **sends** it in the U. S. Post Office mail to the State Auditor's Office within 15 days of receipt. Public Official does not make nor retain a copy of the form.