

REPORTING IMPROPER GOVERNMENTAL ACTION

POLICY:

The District encourages the reporting of improper governmental action by any District officer or employee and will protect employees against retaliatory employment actions for reporting improper governmental actions when the reports are made in compliance with this policy and related procedures. District officers and employees are prohibited from taking retaliatory action against an employee because the employee has in good faith reported alleged improper governmental action in accordance with this policy and related procedures.

The Superintendent shall establish procedures for receiving and acting on employee reports of improper governmental actions and responding to allegations or retaliation.

Legal references: Ch. 44, Laws of 1992 Local Government
Whistle Blowers

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PROCEDURES:

1. Upon becoming aware of improper governmental action, the employee should report the complaint in writing to his/her immediate supervisor except in a situation where the complaint is against the immediate supervisor. In such a case, the complaint will be filed with the supervisor's superior.
2. The supervisor/investigator must conduct a prompt and effective investigation of the complaint.
3. The investigator should protect the identity of the reporting employee to the extent provided by law unless the employee authorizes disclosure.
4. The reporting employee should be advised that an investigation is occurring.
5. After the investigation has been concluded and all relevant facts have been documented and reported to the Superintendent, the Superintendent should determine:
 - A. what action be taken to address the improper government action, and
 - B. what personnel steps are required.
6. The reporting employee should be informed of the final result to the extent allowable under personnel practices typically used by the District.
7. All those involved in the reporting should be assured that there will be no retaliation.