

NOTE TO SUPERVISORS AND MANAGERS: UPON RECEIPT OF THIS FORM, YOU ARE REQUIRED TO IMMEDIATELY DELIVER IT TO THE APPROPRIATE ADMINISTRATOR AT YOUR CAMPUS RESPONSIBLE FOR ADMINISTERING THIS EXECUTIVE ORDER

---CONFIDENTIAL---

**Complaint of Retaliation for Having Made a Protected Disclosure Under the California Whistleblower Protection Act**

Government Code Section 8547.12 and Education Code Section 89571 forbid Retaliation by any Employee of the California State University (CSU) against Employees, Former Employees, or Applicants for CSU employment for having made Protected Disclosures under that statute. "Protected Disclosure" is a good faith communication, including a communication based on, or when carrying out, job duties that discloses or demonstrates an intention to disclose information that may evidence (1) an Improper Governmental Activity, or (2) a condition that may significantly threaten the health or safety of Employees or the public if the disclosure or intention to disclose was made for the purpose of remedying that condition. "Improper Governmental Activity" means any activity by the CSU, a CSU department or Employee that is undertaken in the performance of the Employee's duties, undertaken inside a CSU office, or if undertaken outside a CSU office by the Employee, directly relates to the CSU, whether or not that action is within the scope of employment, and that (1) is in violation of any state or federal law or regulation, including, but not limited to, corruption, malfeasance, bribery, theft of government property, fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property, or willful omission to perform duty, or (2) is economically wasteful, or involves gross misconduct, incompetence, or inefficiency. "Improper Governmental Activity" includes Significant Threats to Health or Safety and Illegal Order(s).

Allegations of such Retaliation may be submitted with the Employee's supervisor or manager or with the Appropriate Administrator.

**Please provide the requested information. Use additional sheets of paper if necessary and write your name and the date at the top of each page.**

PLEASE TYPE OR PRINT CLEARLY

Campus: \_\_\_\_\_ Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Check one:**

**Employee**

Position title: \_\_\_\_\_

**Former Employee**

Position held on last day worked: \_\_\_\_\_

**Applicant for employment**

Position applied for: \_\_\_\_\_

1. Describe in detail the actions that were the basis for the original Protected Disclosure and constituted the alleged Improper Governmental Activity. In the alternative, please provide a copy of the EO 1115 investigation report related to the original reported Protected Disclosure.

2. As related to your original reported Protected Disclosure, list all persons allegedly involved in the Improper Governmental Activity and their involvement.

3. List all persons to whom the alleged Improper Governmental Activity was reported, the date reported, and whether the report was oral or in writing (if in writing, attach a copy of the original complaint).

4. Describe the specific alleged retaliatory actions taken, the names and titles of the persons who retaliated, the dates of the alleged retaliatory actions and the reasons why those actions constitute Retaliation.

5. List all witnesses to the alleged retaliatory actions including their names, position titles, contact information, and the facts known by each.

6. Please attach any documentation in support of your charge. List all supporting documentation that is attached. Also identify any other documentation you believe exists but do not have authority to access.

**I hereby declare under penalty of perjury that the contents of this written complaint are true, or are believed by me to be true.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For University Use Only:** Date Retaliation Complaint Received \_\_\_\_\_

Signature \_\_\_\_\_