



PERSONNEL RULES AND REGULATIONS

RULE 6: <i>General Terms and Conditions</i>	EFFECTIVE: <i>January 1, 2015</i>
REGULATION 4: <i>Whistleblower Activities</i>	Pages: <i>1 of 2</i>

Section 1: Introduction

Employees who become aware of alleged wrongful conduct are strongly encouraged to make a disclosure to their Department Head or the Human Resources Director as soon as possible.

To prohibit adverse action being taken against employees as a result of their good faith disclosure of alleged wrongful conduct, employees who disclose and subsequently suffer adverse personnel action as a result are subject to the protection of this Regulation.

Section 2: Alleged Wrongful Conduct

No adverse personnel action may be taken against employees in known retaliation for any lawful disclosure of information on a matter which they, in good faith, believe evidences the following, which collectively refers to an alleged wrongful conduct.

- A. A violation of any law,
- B. A misappropriation of County resources,
- C. An abuse of authority, or
- D. A violation of these Rules and Regulations.

Adverse personnel action is an employment-related act or decision by a Department Head, supervisor, or individual holding authority to complete such personnel action which negatively affects employees.

Section 3: Making a Disclosure

Employees must make the disclosure no later than 365 calendar days after becoming aware and/or have suspicions of the alleged wrongful conduct in order to allow the Department Head or the Human Resources Director an opportunity to review the alleged wrongful conduct and to take the necessary corrective action. Employees will complete the Whistleblower Activities Form and submit it to their Department Head or the Human Resources Director as soon as possible. The receipt of the form shall serve as authorization for an investigation to be conducted. The Whistleblower Activities Form is available online or in the Human Resources Department.



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Section 4: False Allegations of Wrongful Conduct

Employees who knowingly make false allegations of alleged wrongful conduct to their Department Head or the Human Resources Director will be disciplined, up to and including termination.

Section 5: Legitimate Employment Action

This Regulation may not be used as a defense by employees against whom an adverse personnel action has been taken for legitimate reasons or cause. It will not be a violation to take adverse personnel action against employees whose conduct or performance warrants that action separate and apart from making a disclosure of alleged wrongful conduct.