2453 – Whistleblower

A whistleblower is defined as an employee of the College who reports an activity that he/she considers to be illegal or dishonest to one or more of the parties specified in this Procedure. Examples of illegal or dishonest activities are violations of federal, state or local laws; billing for services not performed or for goods not delivered; and other fraudulent financial reporting. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate officials are charged with these responsibilities. As noted above, this procedure has a very specific and limited scope and in no way changes or affects normal college disciplinary policies or procedures.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact his/her immediate supervisor or the Director of Human Resources. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas – confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The College will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. In addition, any supervisor or anyone acting on a supervisor's behalf that knowingly retaliates against a whistleblower will be subject to discipline up to and including termination. Any whistleblower who believes he/she is being retaliated against must contact the Director of Human Resources immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

All reports of illegal and dishonest activities will be promptly submitted to the Director of Human Resources who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Director of Human Resources.

(Based on policy 1435; approved by President on 2/23/09)