



June 1, 2022

Dr. Michael V. Drake, President
University of California
Office of the President
1111 Franklin Street, 12th Floor
Oakland, California 94607-5220

Re: California Whistleblower Protection Act: It's Time to Provide the Required Annual Information Notices to Your Employees

Dear Dr. Drake:

Every state agency is subject to the employee notice provisions of the California Whistleblower Protection Act (Whistleblower Act). Under the Whistleblower Act, state employees can confidentially report improper governmental activities to my office and are protected from retaliation for doing so (Gov. Code §§ 8548-8548.5).

Your agency must annually provide information to your employees about how they can report improper governmental activities and the protections the Whistleblower Act provides. Compliance is easy: just download the informational materials from my office's website, distribute them as directed, and confirm these actions by completing and returning the attached **Compliance Checklist**.

My office can answer questions you may have about this process and the Whistleblower Act itself. In addition, an informational webinar is available to your employees through CalHR at <https://www.youtube.com/watch?v=9WFYlhJDOss>. My office can also present a live, interactive informational session at your offices. For questions or to learn more about our informational sessions, contact Serna Daniels, Office Technician, at (916) 445-0255.

Thank you for your ongoing cooperation in complying with the Whistleblower Act.

Sincerely,

A handwritten signature in black ink that reads "Michael Tilden".

MICHAEL S. TILDEN, CPA
Acting California State Auditor

cc: Jacqueline Spivey, Investigations Coordinator and Molly Theodossy, Systemwide Director of Investigations (by electronic mail)
Attachment: Compliance Checklist

California Whistleblower Protection Act Employee Information Notice Requirements

COMPLIANCE CHECKLIST

Complete the following tasks by June 30, 2022, to ensure that your agency complies with the employee notice provisions of the California Whistleblower Protection Act for 2022-2023:

☐ PRINT THE POSTER (2022-2023)

Go to www.auditor.ca.gov/hotline/notification and click on "poster" to download and print a ledger-sized version of the Whistleblower Hotline poster, or click on "letter size" for an 8.5"x11" version. Please note that editing the text of the Whistleblower Hotline poster is prohibited.

☐ POST THE POSTER at your offices in every location where other employee notices are maintained.

☐ EMAIL THE NOTICE (BROCHURE) TO EMPLOYEES

At www.auditor.ca.gov/hotline/notification, right-click on "brochure" and download the annual employee notice that you must email to all employees. Attach this file to an email that you will distribute to all employees who have an email account within your office. Please note that editing the text of the Whistleblower Hotline annual employee notice is prohibited.

☐ CONFIRM COMPLIANCE BY EMAIL

Once you complete the tasks above, confirm your compliance by doing the following:

- Send an email to WhistleblowerNotification@auditor.ca.gov stating that you've posted the Whistleblower Poster in all appropriate locations.
- Forward to WhistleblowerNotification@auditor.ca.gov the exact email that you sent to your employees, including the attachment that you included with that email distribution.