

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

Category:	Personnel	Policy # P2021-03
Title:	Whistleblower Policy	

PURPOSE

The purpose of this policy is to encourage reporting by Rancho Murieta Community Services District (District) employees of improper governmental action taken by District officers and employees and protect District employees who have reported improper governmental actions in accordance with District policies and procedures or dishonest or illegal activities that are a violation of federal, state or local laws.

POLICY

A whistleblower as defined by this policy is an employee of the Rancho Murieta Community Services District who in good faith reports an activity that he/she reasonably considers to be illegal or dishonest to one or more of the parties specified in this Policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management officials are charged with these responsibilities.

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.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact either his/her immediate supervisor or the Director of Administration. 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 the prohibition on retaliation. Insofar as possible, the confidentiality of the whistleblower's report will be maintained. However, the whistleblower's 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 District 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. Any whistleblower who believes he/she is being retaliated against must contact the Director of Administration immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated. w

All reports of illegal and dishonest activities will be promptly submitted to the Director of Administration or designee as determined by the General Manager, who is responsible for investigating and coordinating corrective action.

Employees with any questions regarding this policy should contact the Director of Administration or designee as determined by the General Manager.

Adopted by Rancho Murieta Community Services District's Board of Directors	Date Adopted June 16, 2021
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