

June 11, 2018

<<Addressee>>

<<Department>>

<<Address>>

<<City>>, California <<Zip_Code>>

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

Dear <<Salutation>>:

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 the 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 Sema Daniels, Office Technician, at (916) 445-0255.

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

Sincerely,

Elaine M. Howle

ELAINE M. HOWLE, CPA
State Auditor

cc: <<cc>> (by electronic mail)

Attachment: Compliance Checklist