



BOPC

JUN 05 2020

RECEIVED

June 3, 2020

Allen Garfinkle, Executive Director
Board of Pilot Commissioners for the Bays of San Francisco, San Pablo, and Suisun
660 Davis Street
San Francisco, California 94111

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

Dear Mr. Garfinkle:

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,

A handwritten signature in black ink that reads "Elaine M. Howle".

ELAINE M. HOWLE, CPA
State Auditor

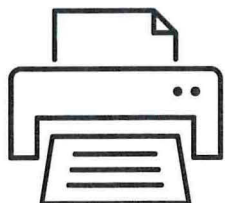
cc: Allen Garfinkle, Executive Director and Roma Cristia-Plant, Assistant Director (by electronic mail)
Encl: Compliance Checklist

California Whistleblower Protection Act Employee Information Notice Requirements



COMPLIANCE CHECKLIST

Complete the following tasks by **June 30, 2020**, to ensure that your agency complies with the employee notice provisions of the California Whistleblower Protection Act for 2020–2021:



PRINT THE POSTER (2020–2021)



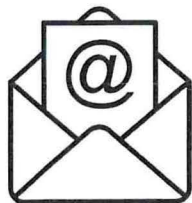
Go to www.auditor.ca.gov/hotline/notification and click on "poster" to download and print a ledger-sized version of the Whistleblower Hotline poster, or click on "letter size" for an 8.5"x11" version. Please note that editing the text of the Whistleblower Hotline poster is prohibited.



POST THE POSTER



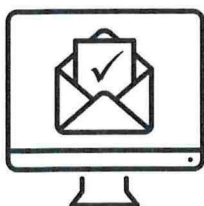
Post the Whistleblower Hotline poster at your offices in every location where other employee notices are maintained.



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 emailing to us the following:

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