

**University of California, Irvine
Whistleblower Retaliation Complaint Form**

This form is intended for use by an individual who believes that he/she has been retaliated against in his/her role as a UCI employee or applicant for UCI employment, in violation of the University of California's Whistleblower Protection Policy.

The UC Whistleblower Protection Policy and UCI Administrative Policies & Procedures Section 700-06: Guidelines for Reporting Improper Activities and for Filing Complaints of Retaliation for Reporting Improper Activities are available at <http://whistleblower.uci.edu/>.

Complainant (person alleging retaliation against himself/herself)

Name: _____ Title: _____

Department: _____ Location: _____

Email Address: _____

Mailing Address: _____

Telephone Number: Work _____ Home _____

Complainant's Designated Representative (optional)

Name: _____ Telephone Number: _____

Relationship to Complainant: _____

Mailing Address: _____

Accused Employee(s) (person or persons alleged to have retaliated against Complainant)

Name:	Department:	Job Title:
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I. Protected Disclosureⁱ (engaged in by Complainant alleged to be the basis for the retaliation). If the alleged retaliation occurred for having refused to obey an illegal order, skip this section and proceed to II. Describe what was disclosed; identify the person(s) to whom each Protected Disclosure was made; specify the date or approximate date of each Protected Disclosure; and specify how each Protected Disclosure was communicated.

II. Refusing to Obey an Illegal Orderⁱⁱ. Describe the Illegal Order; including the University employee(s) who gave the Illegal Order; the date or approximate date on which the Illegal Order was given; what the Complainant did in response to the Illegal Order that constituted a refusal to obey; and the date or approximate date when the refusal occurred.

III. Adverse Personnel Actionⁱⁱⁱ. Describe the Adverse Personnel Action(s); including the University employee(s) responsible for each Adverse Personnel Action; and the date or approximate date on which each Adverse Personnel Action occurred:

IV. The basis for Complainant's belief that the Protected Disclosure or Illegal Order was a contributing factor in the Adverse Personnel Action(s). Describe the basis for your belief that the adverse personnel action was taken because you made a protected disclosure or refused to follow an illegal order.

V. Related Actions (other related proceedings/grievances)

Type of Proceeding/Case No.	Date Initiated:	Administrator coordinating the matter:
State the outcome or current status of the proceeding(s):		

Grievance Rights

I understand that I may have the right to file a personnel grievance based on the facts I am alleging in this complaint.

Please initial. _____.

How did you hear about the UCI Whistleblower office?

Declaration (required per the California Whistleblower Protection Act)

I swear under penalty of perjury under the laws of the State of California that the facts set forth in the statement of the complaint, and in any supporting information submitted with the complaint, are true and correct to the best of my knowledge and belief. I agree to cooperate in any investigation of this matter and declare that I have read, understand, and will comply with the confidentiality requirements stated above. If I have designated a person above to represent me in this matter, I understand that all notices to and communications with the named representative will be treated as if such notices and communications had been made to me.

Signature: _____ Date: _____

Please mail, fax, or email the completed form and any related attachments to:

UCI Office of the Whistleblower

Email: Whistleblower@uci.edu

Mailing Address:

103 Multipurpose Science & Technology

Irvine, CA 92697-1130

Fax: (949) 725-2867

ⁱ **Protected disclosure:** A good faith communication, including a communication based on, or when carrying out, job duties, that discloses or demonstrates an intention to disclose information that may evidence either (1) an Improper Governmental Activity or (2) a condition that may significantly threaten the health or safety of employees or the public if the disclosure or intention to disclose was made for the purpose of remedying that condition. A Protected Disclosure may be made internally to the Complainant's supervisor, to the LDO, or to any University official identified in the University's Whistleblower Policy for that purpose. A Protected Disclosure also includes a good faith communication to the California State Auditor's Office or the Office of the Attorney General alleging an Improper Governmental Activity and any evidence delivered to the either of those offices in support of such allegation.

ⁱⁱ **Illegal Order:** A directive to violate or assist in violating a federal, state, or local law, rule, or regulation or an order to work or cause others to work in conditions outside of their line of duty that would unreasonably threaten the health or safety of employees or the public.

ⁱⁱⁱ **Adverse Personnel Action:** A management action that affects the Complainant's existing terms and conditions of employment in a material and negative way, including, but not limited to, failure to hire, corrective action (including written warning, corrective salary decrease, demotion, suspension), and termination.