

University of California, Irvine Whistleblower Retaliation Complaint Form

This form is intended for use by an individual who believes 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 completed form and any supporting documentation should be submitted in an envelope marked "Confidential" to the following: Kirsten K. Quanbeck, Associate Vice Chancellor, Locally Designated Official, University of California, Irvine, 345 Aldrich Hall, Irvine, CA 92697-1000.

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://www.evc.uci.edu/whistleblower/>.

Complainant (person alleging retaliation against himself/herself)

Name:	Job Title:
Department:	Location:
Mailing Address:	Telephone:

Complainant's Designated Representative (optional)

Name:	Job Title:
Department:	Location:
Mailing Address:	Telephone:

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

Name(s):	Dept(s):	Relationship(s) to Complainant:
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Protected Activity (engaged in by Complainant alleged to be the basis for the retaliation)

Briefly state what protected activity the complainant engaged in and when the activity occurred. You may also submit supporting documentation with the complaint form.

Alleged Retaliation (engaged in by Respondent or Respondents)

Briefly state what adverse employment action(s) was initiated against the complainant (for example termination, demotion) and when the adverse employment action(s) occurred. You may also submit supporting documentation with the complaint form.

Related Actions (other related proceedings/grievances)

Type of Proceeding/Case Number:	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 and that I can find information about grievance procedures at the following links.

Please initial. _____.

For Staff Members:

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/personnel_policies/spp70.html

For Academic Personnel:

<http://www.ucop.edu/acadadv/acadpers/apm/welcome.html>

For Represented Employees:

http://atyourservice.ucop.edu/employees/policies_employee_labor_relations/collective_bargaining_agreements.html

For Non-Senate Academic Personnel:

www.ap.uci.edu/APP/4-14_grievance.html

For Postdoctoral Scholars:

www.ap.uci.edu/APP/4-15_grievance.html

For Academic Senate Members:

http://www.senate.uci.edu/senateweb/default2.asp?active_page_id=446

Confidentiality Statement

A Whistleblower Retaliation Complaint is dealt with by the University as a confidential matter. The complaint and any information derived as a result of an investigation of the complaint will be disclosed only to persons with a legitimate need to know in order to resolve the complaint or to assist in an investigation of the matter, or in other circumstances where the University is required by law to release the information.

The complaint itself and other information submitted by the complainant in support of the complaint will be made available to the person accused of the retaliation. Other information that may be derived from an investigation of the matter may, at the discretion of the investigator, be revealed to other persons, including a party to the complaint, in order to ascertain the truth of matters asserted or to otherwise further the investigation. Before the investigator reports the results of an investigation, the person

accused of the retaliation shall be given a reasonable opportunity to review and provide a response to any information upon which the investigator intends to rely in reaching findings or conclusions adverse to such person.

Until a decision in the matter is reached or the complaint is dismissed or otherwise resolved, persons who are parties to the complaint are expected to treat the matter as confidential so as not to compromise any investigation and to respect the rights of the parties. All University employees are required to cooperate as requested in the investigation of Whistleblower Retaliation Complaints. The unwillingness or inability of a party to a complaint to cooperate in an investigation may warrant findings adverse to that party.

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.

Complainant's Signature

Date

County Where Signed

U.S. State Where Signed