

Whistleblower Policy

REPORTING IMPROPER GOVERNMENT ACTION AND PROTECTING EMPLOYEES AGAINST RETALIATION

It is the Library's Policy (1) to provide a procedure for employees to report improper governmental action by Library officer's or employees, and (2) protect employees who have reported improper governmental actions in accordance with Library policies and procedures.

Definitions

As used in this policy, the following terms will have them meanings indicated:

1. "Improper governmental action" means any action by a Library officer or employee.
 - a. That is undertaken in the performance of the officer's or employees' official duties as a Library employee, regardless of whether the action is within the scope of the employee' employment; and
 - b. That (i) is in violation of any federal, State, or local law or written departmental policy, (ii) is an abuse of authority, (iii) is of substantial and specific danger to the public health or safety or (iv) is a gross waste of public funds.

"Improper governmental action" does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, reemployments, performance evaluations, reductions in pay, dismissals, suspensions, demotions, violations of collective bargaining or civil service laws, alleged violations of labor agreements or reprimands.

2. Retaliatory action" means any adverse change in the terms and conditions of a Library employee's employment.
3. "Emergency" means a circumstance that if not immediately changed may cause damage to persons or property.

Procedures for Reporting

Library employees who become aware of improper governmental action should report the issue first with their supervisor. Where the employee reasonable believes that the improper governmental action involves his or her supervisor, the employee should report the issue to the Library Director or designee.

In the case of an emergency, where the employee believes that damage to persons or property may result if immediate action is not taken, the employee may report the issue to the Board of Trustees.

Supervisors will take prompt action to assist the Library in properly investigating the report of improper governmental action. Library officers and employees involved in the investigation will keep the identity of reporting employees confidential to the extent possible.

After an investigation has been completed, the employee reporting the improper governmental action will be advised of the investigation results.

Protection Against Retaliatory Actions

Library officers and employees are prohibited from taking retaliatory action against a Library employee because he or she has, in good faith reported improper governmental action in accordance with these policies and procedures.

Employees who believe that they have been retaliated against for reporting an improper governmental action should advise the Library Director or, if the retaliation is believed to have been committed by the Library Director, the Board of Trustees. The Board of Trustees will take appropriate action to investigate and address complaints of retaliation.

Approved by Board of Trustees November 22, 2021