
UCLA Procedure 620.1: Whistleblower Retaliation Complaints

Issuing Officer: Vice Chancellor & CFO

Responsible Dept: Administrative Policies & Compliance Office

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I. PURPOSE & SCOPE

This Procedure sets out the process for submitting a whistleblower retaliation complaint and for determining whether a complaint that has been submitted qualifies to be investigated under the standards of the University's Whistleblower Protection Policy (WPP). A whistleblower retaliation complaint may be filed by a UCLA employee, former employee, or applicant for employment as outlined in this Procedure. A complaint form with filing instructions is provided as Attachment A.

II. DEFINITIONS

The following definitions from the Whistleblower Protection Policy are applicable to this Procedure:

Adverse Personnel Action is a management action that affects an individual'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.

Illegal Order is 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.

Improper Governmental Activity is any activity undertaken by the University or by a University employee that is undertaken in the performance of the employee's duties, whether or not that activity is within the scope of his or her employment, and that (1) is in violation of any State or federal law or regulation, including, but not limited to, corruption, malfeasance, bribery, theft of government property (including University property and facilities), fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property (including University property and facilities), or willful omission to perform duty, or (2) is economically wasteful or involves gross misconduct, gross incompetence, or gross inefficiency.

Locally Designated Official (LDO) is the UCLA-designated official responsible for receiving whistleblower retaliation complaints and determining whether a complaint is eligible for processing under the University's Whistleblower Protection Policy.

Protected Disclosure is 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.

III. GENERAL POLICY

A UCLA employee, former employee, or applicant for employment who believes that he/she has been subjected to an Adverse Employment Action in retaliation for having made a Protected Disclosure or for having refused to obey an Illegal Order, may file a whistleblower retaliation complaint as outlined in this Procedure. Such a complaint must be filed with the Locally Designated Official (LDO) within twelve (12) months of the alleged retaliation. The Whistleblower Retaliation Complaint Form with instructions is provided as Attachment A.

Not all complaints of “retaliation” qualify as “whistleblower retaliation.” The LDO determines whether a complaint qualifies to be investigated under the standards set out in the WPP. A claim that does not qualify under the WPP may qualify under an applicable employee personnel policy or collective bargaining agreement grievance process. An employee should contact his/her employment representative for more information about the employee’s grievance or complaint options and the applicable filing deadlines.

IV. WHISTLEBLOWER RETALIATION COMPLAINT STANDARDS

For your claim to qualify as “whistleblower retaliation,” your complaint statement must set forth the facts that constitute your claim for each of the following:

1. **Protected Activity.** 1) Describe each Protected Disclosure you made, to whom each disclosure was made, the date or approximate date of each disclosure, and how each disclosure was communicated, for example written report, hotline call, etc.
Or 2) Describe each Illegal Order you refused to obey, who ordered you to do what, the date or approximate date each order was given, your response to each order, and date or approximate date of your refusal to obey each order.
2. **Adverse Personnel Action.** Describe each Adverse Personnel Action that you believe was a result of your protected activity. Your statement must specify when you were given notice or otherwise became aware of each Adverse Personnel Action and must identify the person responsible for taking each action.
3. **Contributing Factor Basis.** Describe the facts that support your belief that your protected activity was a contributing factor in the decision to take each Adverse Personnel Action.

For additional guidance, refer to Attachment B, Standards for Accepting and Evaluating a Whistleblower Retaliation Complaint and Attachment C, Frequently Asked Questions.

V. FILING A WHISTLEBLOWER RETALIATION COMPLAINT

A. Submission Requirements

Your complaint must satisfy the following submission requirements:

1. **Written. your complaint must be in writing.** A complaint may not be phoned in or submitted through the University’s whistleblower hotline. The Whistleblower Retaliation Complaint instructions and complaint form are provided as Attachment A.

2. **Required Elements.** Your complaint statement must set forth the required elements in sufficient detail for the LDO to determine whether your complaint meets the WPP's standards for acceptance, as outlined in Section IV. of this Procedure. You should use the complaint form appearing as Attachment A to this procedure and may attach such additional sheets as may be needed to complete your complaint statement. Alternatively, if you submit a separate narrative complaint statement, the statement must include all the information called for in the form, setting forth in separately labeled sections the Adverse Personnel Action(s) you experienced, the name of the Respondent(s) responsible for carrying out the Adverse Personnel Action, the Protected Activity in which you engaged, and the reason you believe your Protected Activity contributed to the Adverse Personnel Action(s).

You need not provide all the details of what transpired or any documentary evidence in support of your claim. If your complaint qualifies for review, then you will have an opportunity during the investigation process to identify potential witnesses and present additional information/evidence.

3. **Sworn.** Your complaint must conclude with the following declaration or substantially similar words and be signed and dated by you:
"I swear under penalty of perjury under the laws of the State of California that the facts set forth in my Whistleblower Retaliation Complaint and in any supporting documents I have submitted with the complaint are true and correct to the best of my knowledge and belief."
4. **Timely.** Your complaint must be filed within (12) twelve months of when you were notified or otherwise became aware of the Adverse Personnel Action you alleged to be retaliatory. If you allege an ongoing pattern of retaliation, your complaint must be filed within twelve (12) months of the most recent Adverse Personnel Action.

B. Filing Instructions

The timeliness of complaints that are mailed is determined by the US Postal Service postmark date. For complaints that are personally delivered or sent via campus mail (Mail Code 136648), email, or fax (use fax number 310-794-8536), the timeliness is determined by the date the complaint is received in the office of the LDO. If you file your complaint with your supervisor, the supervisor will be responsible for forwarding it to the office of the LDO.

For US Postal Service delivery, complaints should be addressed to:

UCLA Administrative Policies & Compliance Office
Attn: Locally Designated Official
Box 951366, Wilshire Center 700
Los Angeles, CA 90095-1366

Alternatively, complaints should be addressed as follows and delivered during University business hours to:

UCLA Administrative Policies & Compliance Office
Attn: Locally Designated Official
Wilshire Center, Suite 700
10920 Wilshire Boulevard
Los Angeles, CA 90024

For an email submission, you must print, sign, and scan the three-page complaint form as a PDF, and email it to compliance@conet.ucla.edu.

C. Optional Representative

You have the option to designate an individual to represent you in the complaint process. Your representative should be someone who understands or will learn about the complaint process. Your representative may be a union representative or an attorney but may not be someone who is involved in the complaint in any way or who may be a potential witness in the proceeding. For this reason you should avoid designating someone from your University department to function as your representative.

You may identify your representative on the complaint form or at a later time. You should indicate if you want further communications about your complaint directed to that individual instead of to you. If you ever decide to change your representation, you should promptly notify the LDO in writing.

VI. PRELIMINARY REVIEW

Once your complaint is filed, the LDO will review your complaint to determine whether it qualifies for investigation under the standards of the WPP. The LDO will notify you in writing if your whistleblower retaliation complaint is accepted, accepted in part, or not accepted at all.

The acceptance of your complaint means that the allegations are sufficiently clear and meet the WPP standards for acceptance. Acceptance of a complaint does not mean that any facts alleged in the complaint have been established as true. Reaching conclusions concerning the facts of a complaint is the responsibility of the designated factfinder.

If the allegations of your complaint are not sufficiently clear, the LDO may require that you clarify your complaint before the LDO decides whether or not the complaint can be accepted. If you are notified of the opportunity to clarify your complaint, you will have fifteen (15) calendar days from the LDO's notification to clarify your complaint.

If the LDO notifies you that your complaint does not qualify to be considered under the Whistleblower Protection Policy complaint standards or that your complaint was not filed within the twelve (12) month deadline, you have the right to appeal that decision to the Systemwide LDO at the UC Office of the President within thirty (30) days of the notification.

VII. INVESTIGATION AND FINAL DECISION

If your complaint is accepted, a Retaliation Complaint Officer or other individual designated by the LDO to serve as factfinder will investigate your claim of whistleblower retaliation. Typically, the factfinder interviews you, the named respondent(s) to the complaint (the parties), and relevant witnesses identified by the parties. The factfinder requests that each of the parties submit documents containing information relevant to the complaint. The factfinder is responsible for determining the relevance of evidence offered by the parties and may choose to exclude certain witness testimony or documents. If at any time during the factfinding process you decide to withdraw your complaint, you are expected to notify the LDO of your decision in writing.

Once all the necessary evidence has been considered, the factfinder delivers his/her investigation report with findings and conclusions to the LDO. The LDO reviews the report to confirm that the factfinder properly applied the WPP evidentiary standards (see Attachment B). Assuming the standards have been properly applied, the LDO refers the report to the Chancellor or other official with the delegated authority to review the complaint matter and render a final decision on the complaint. If your claim of whistleblower retaliation is substantiated, it is the responsibility of the final decision-maker to determine an appropriate remedy for the complainant and the appropriate action(s) to be taken against any employee who engaged in retaliation.

VIII. CONFIDENTIALITY

Upon acceptance of your complaint by the LDO, copies of your complaint will be sent to the designated factfinder and to those accepted as the respondents to your complaint. Copies may also be sent to the human resources department and other University officials with a need to know.

Parties and witnesses involved in a complaint are expected to treat the pending investigation as a confidential matter. In particular, you and the other parties are expected to refrain from discussing the complaint with any potential witness in any way that may influence or be perceived as influencing the witness' testimony. However, this admonition is not intended to prevent or discourage anyone from reporting suspected wrongdoing to a responsible University or other public official, or to prevent an employee from discussing bona fide workplace concerns with other employees or the employee's representative.

IX. RESPONSIBILITIES

- A. A Supervisor who receives a written whistleblower retaliation complaint is responsible for documenting when the complaint was received and promptly forwarding it to the office of the LDO. Supervisors are encouraged to check with human resources officials about the retaliation complaint options available to employees.
- B. The Locally Designated Official (LDO) is responsible for determining whether a retaliation complaint can be accepted under the standards set forth in the WPP. The LDO is responsible for designating a Retaliation Complaint Officer or other individual to serve as the factfinder to investigate a complaint that has been accepted. The LDO is responsible for ensuring that complaints are processed in a timely manner and in accordance with the WPP.
- C. The Retaliation Complaint Officer (RCO)/Designated Factfinder is responsible for overseeing the investigation of an accepted whistleblower retaliation complaint. The RCO/factfinder is responsible for forwarding to the LDO within the appropriate time limit, a final report of his/her findings and conclusions, and for making a written request to the LDO for any time extension and reason for extension that may be needed.
- D. The Final Decision-Maker is responsible for rendering a decision after reviewing the investigation report. When there is a finding of whistleblower retaliation, the final decision-maker determines remedy to the complainant and the appropriate action(s) to be taken against any employee who engaged in whistleblower retaliation. The Chancellor has authority to function as the final decision-maker and may delegate any of his/her duties to another UCLA official.

X. REFERENCES

1. UC Whistleblower Protection Policy (5/1/2015).

XI. ATTACHMENTS

- A. Whistleblower Retaliation Complaint instructions and complaint form;
- B. Whistleblower Protection Policy Standards Summary;
- C. Frequently Asked Questions.

Issuing Officer

/s/ Steven A. Olsen

Vice Chancellor & CFO

**Questions concerning this policy or procedure should be referred to
the Responsible Department listed at the top of this document.**

**UCLA ADMINISTRATIVE POLICIES & COMPLIANCE OFFICE
WHISTLEBLOWER RETALIATION COMPLAINT FORM**

This form is to be completed to file a “whistleblower retaliation” complaint pursuant to the standards set out in the UC Whistleblower Protection Policy. To determine whether your claim qualifies under this policy, please review UCLA Procedure 620.1: Whistleblower Retaliation Complaints and Attachment B (Standards for Accepting and Evaluating a Whistleblower Retaliation Complaint) and Attachment C (Frequently Asked Questions) of that Procedure. This complaint form appears as Attachment A of UCLA Procedure 620.1.

Submission Deadline and Oath Requirement. Your written complaint must be postmarked by the U.S. Postal Service, personally delivered during University business hours, or received via fax, campus mail, or email within twelve (12) months of when you were formally notified of or otherwise became aware of the Adverse Personnel Action that you allege to be retaliatory. If you allege an ongoing pattern of retaliation, your complaint must be submitted within twelve months of the most recent Adverse Personnel Action. Your complaint must include the Declaration text that appears at the end of the complaint form, or substantially similar words, followed by your signature and the date. If your complaint is accepted, you may then submit to the designated factfinder additional documents and other evidence in support of your complaint.

Delivery Options. You must either submit your complaint to the Locally Designated Official or to your supervisor (who shall promptly forward it to the Locally Designated Official):

MAILING/DELIVERY ADDRESS
UCLA Administrative Policies & Compliance Office
Attn: Locally Designated Official
Box 951366, Wilshire Center 700
Los Angeles, CA 90095-1366

CAMPUS MAIL
UCLA Administrative Policies & Compliance Office
Attn: Locally Designated Official
Mail Code 136648

FAX
Attn: Locally Designated Official
(310) 794-8536

EMAIL
For an email submission, you must print, sign, and scan the three-page complaint form as a PDF, and email it to compliance@conet.ucla.edu.

Complainant *Current UCLA employee* *Former UCLA employee* *Applicant for UCLA employment*

Your Name	Department	Phone
Mailing Address		E-mail

You have the option to designate someone to function as your representative during the complaint process. This individual could be an attorney, union representative, or another person who is not involved as a party or potential witness in the proceeding or otherwise conflicted in his or her role. Before naming a representative in your complaint form, you should confirm that any person you may designate as your representative is willing to serve in that capacity. Also, if you intend that further correspondence concerning your complaint should be sent to your designated representative, please check the box below.

Complainant’s Representative (optional) *Correspondence about your complaint will be sent to your representative.*

Name	Affiliation/Company (e.g., law firm, union)	Phone
Mailing Address		E-mail

Other Actions. Identify any other grievances/formal complaints you have filed over the same adverse personnel action(s) listed in this complaint form.

Grievance/Complaint Number	Date Filed	Filed with (Department or Entity)

**UCLA ADMINISTRATIVE POLICIES & COMPLIANCE OFFICE
WHISTLEBLOWER RETALIATION COMPLAINT FORM**

Respondent (you must identify at least one person responsible for each Adverse Personnel Action you experienced)

Name/Title of Respondent No. 1	Name/Title of Respondent No. 2
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(if more than two individuals, attach additional pages labeled "RESPONDENTS")

Adverse Personnel Action(s) you experienced

As to each action, identify when it occurred and the Respondent(s) responsible for taking the action.

(as needed, attach additional pages labeled "ADVERSE PERSONNEL ACTIONS")

Protected Activity

For each Protected Disclosure, identify what you reported and specify when, to whom, and how (e.g., in person, via email) the report was made.

For each Refusal to Obey an Illegal Order, identify the order you refused to obey and specify who gave the order, when and how it was communicated to you, what law or regulation the order violated, and when and how you refused to obey it.

(as needed, attach additional pages labeled "PROTECTED ACTIVITY")

**UCLA ADMINISTRATIVE POLICIES & COMPLIANCE OFFICE
WHISTLEBLOWER RETALIATION COMPLAINT FORM**

Contributing Factor Basis

Identify the facts that you believe demonstrate that your Protected Activity contributed to the Adverse Personnel Action you experienced.

(as needed, attach additional pages labeled "CONTRIBUTING FACTOR BASIS")

If your whistleblower retaliation complaint is accepted for evaluation, the complaint and any supporting documents you submit may be shared, at the discretion of the factfinder, with the Respondent(s) you claim retaliated against you and with University officials responsible for processing and evaluating the complaint.

Declaration. I swear under penalty of perjury under the laws of the State of California that the facts set forth in my Whistleblower Retaliation Complaint and in any complaint statement submitted herewith are true and correct to the best of my knowledge and belief.

Complainant Name (printed)

Signature

Date

WHISTLEBLOWER PROTECTION POLICY STANDARDS SUMMARY

Eligibility

To submit a whistleblower retaliation complaint, you must have been a UCLA employee or applicant for employment at the time the alleged retaliation occurred.

Acceptance and Evaluation

Whistleblower retaliation is defined in the University's Whistleblower Protection Policy as an Adverse Personnel Action that results from an individual having made a Protected Disclosure or having refused to obey an Illegal Order. Your complaint will not be accepted if the facts you describe do not clearly set forth that you engaged in such an activity. Even if your complaint is accepted for review, the designated fact-finder may later conclude, after examining the evidence, that you did not engage in activity that is protected under the Policy, and your complaint may be denied. For this reason, you may want to consider your other complaint options.

Other Complaint Options

Not all claims of "retaliation" qualify as "whistleblower retaliation." If you are unsure of whether you can meet the above standards, you should also consider pursuing any grievance option that may be available under the applicable personnel policy or collective bargaining agreement provision. As strict filing deadlines apply, you should promptly check with your employment representative for more information about such an option.

Key Terms (Whistleblower Protection Policy, Section II.)

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.

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.

Improper Governmental Activity. Any activity undertaken by the University or by a University employee that is undertaken in the performance of the employee's duties, whether or not that activity is within the scope of his or her employment, and that (1) is in violation of any state or federal law or regulation, including, but not limited to, corruption, malfeasance, bribery, theft of government property (including University property), fraudulent claims, fraud, coercion, conversion, malicious prosecution, misuse of government property (including University property and facilities), or willful omission to perform duty, or (2) is economically wasteful, or involves gross misconduct, gross incompetence, or gross inefficiency.

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.

Evidentiary Standards (Whistleblower Protection Policy, Section III.E.1.)

Consistent with California Government Code Section 8547.10(e), a Complainant who brings a Retaliation Complaint must demonstrate by a Preponderance of the Evidence that he or she either made a Protected Disclosure or refused to obey an Illegal Order and that such activity was a contributing factor in the alleged Adverse Personnel Action. If the Complainant has met that standard, the burden of proof shifts to the supervisor, manager, or University to demonstrate by Clear and Convincing Evidence that the alleged Adverse Personnel Action would have occurred for legitimate, independent reasons even if the Complainant had not made a Protected Disclosure or refused to obey an Illegal Order. If that burden is not met, the Complainant shall have a complete affirmative defense to the Adverse Personnel Action that was the subject of the complaint.

Consistent with California Government Code Section 8547.10(d), nothing in this policy is intended to prevent a manager or supervisor from taking, directing others to take, recommending, or approving any personnel action or from taking or failing to take an Adverse Personnel Action with respect to any employee or applicant for employment if the manager or supervisor reasonably believes any action or inaction is justified on the basis of evidence separate and apart from the fact that the person has made a Protected Disclosure or refused to obey an Illegal Order.

Frequently Asked Questions

1. Can anyone who has been retaliated against file a complaint under this procedure?

To be accepted for review in the whistleblower retaliation complaint process, your claim must meet all three of the standards as set forth in Section IV. of UCLA Procedure 620.1. Not all claims of “retaliation” qualify as “whistleblower retaliation.” If your claim does not qualify, you may still be eligible to file a complaint or grievance under a different process. You should promptly check with your employment representative about other options, as strict filing deadlines apply.

2. I reported suspected wrongdoing – can I file a whistleblower retaliation complaint to protect myself from some future act of retaliation?

No. An action alleged to be retaliatory must have already taken place in order for the University to be able to investigate whether that action was in violation of the University’s Whistleblower Protection Policy.

3. I’ve learned my department plans to terminate me – if I file a whistleblower retaliation complaint, can my termination be put on hold?

The UCLA Locally Designated Official who administers the University’s whistleblower policies cannot intervene to prevent a department from taking a planned Adverse Personnel Action. Only at the conclusion of the complaint process, if your allegation of whistleblower retaliation is substantiated, can a remedy be made available to you. You may discuss with department management or your employment representative any options to postpone a planned termination until after the resolution of a pending complaint.

4. I did not report suspected wrongdoing, but my supervisor mistakenly suspects that I did and is now retaliating against me – what is my complaint option?

You should promptly check with your employment representative about what complaint option may be available to you under an applicable personnel policy or collective bargaining agreement grievance process. Strict filing deadlines apply. Only a claim of retaliation wherein you personally engaged in protected activity qualifies for review under the whistleblower retaliation complaint process.

5. I’ve been placed on “investigatory leave” or “paid administrative leave” – can I file a whistleblower retaliation complaint?

Paid leave during a workplace investigation is not considered punitive or an accusation of wrongdoing. Typically, placing you on paid leave does not qualify as an Adverse Personnel Action, unless you can show that such leave harms you in a material and negative way. If, at the conclusion of your leave, formal disciplinary action is taken against you, then at that time you may have a claim that is eligible for review in the whistleblower retaliation complaint process.

6. I’ve received a “Notice of Intent to Dismiss” letter – am I eligible to file a whistleblower retaliation complaint over the intended dismissal?

A notice that the department intends to dismiss you is a preliminary step, to give you an opportunity to respond and explain to the department why you should not be dismissed. You should avail yourself of that opportunity. If the department ends up deciding not to dismiss you, then your complaint may be dismissed for lack of an Adverse Personnel Action.

7. I’ve been formally notified that my UCLA employment will end on a future date, but currently I’m still an employee – can I now file a whistleblower retaliation complaint?

Yes. The deadline to file your complaint is twelve months from when you were formally notified or otherwise became aware of the department’s decision to take the Adverse Personnel Action.

8. My co-worker was retaliated against for being a whistleblower – what can I do?

You may advise your co-worker of the complaint process set forth in UCLA Procedure 620.1. You cannot file a whistleblower retaliation complaint on your co-worker's behalf.

9. Several of my co-workers are whistleblowers, and now all of us, including me, are being retaliated against – can I file a whistleblower retaliation complaint?

You are only eligible to file a whistleblower retaliation complaint if you personally meet all three standards set forth in Section IV. of UCLA Procedure 620.1. If you do not meet these standards, you may still be eligible to file a grievance under an applicable personnel policy or collective bargaining agreement process. You should promptly contact your employment representative, as strict filing deadlines apply.

10. Can someone file a whistleblower retaliation complaint anonymously?

No. The Respondent who is alleged in a complaint to have engaged in retaliation is entitled under the Whistleblower Protection Policy to know who made the complaint. As a practical matter, the factfinder conducting the investigation needs to know the specific retaliatory action in dispute, who was targeted by that action, and needs to conduct an interview with the complainant.

11. Can I submit a whistleblower retaliation complaint to the LDO and also submit a separate grievance under another process (e.g. personnel policy or collective bargaining agreement) when both the complaint and grievance are over the same Adverse Personnel Action?

Yes. Be advised that grievance processes typically come with much shorter filing deadlines than the twelve (12) month deadline for submitting a whistleblower retaliation complaint. Contact your employment representative for more information about any grievance options.

12. Can the University provide someone to act as my representative during the complaint process?

If you file a whistleblower retaliation complaint, the University cannot provide you with a representative or assist you in finding one. If you are a member of a union, you may want to see if a union representative can serve in this capacity.

13. I've found someone who is willing to act as my representative – what would that person's role be in the complaint process?

The representative can facilitate the preparation and submission of documents and other evidence relevant to your complaint. At the discretion of the factfinder, the representative may be present during your interview with the factfinder. The representative's role in such an interview would be limited to being an observer and to offering you counsel, as warranted. During your interview, the representative is not permitted to ask you questions for the purposes of eliciting testimony, to testify on your behalf, or to otherwise participate in the interview itself; nor is it the representative's role to object to questions asked by the factfinder or otherwise seek to limit the scope of the interview.

14. Is there a way to resolve my claim of retaliation informally?

When you submit a whistleblower retaliation complaint to the LDO, you are beginning a formal process. The LDO's role is to oversee that process in a neutral and impartial manner. The LDO cannot negotiate on your behalf or act as a mediator to help resolve the Adverse Employment Action.

If you prefer to resolve the matter informally, you may wish to contact your employment representative or the Office of Ombuds Services. Be advised that any such informal discussions do not affect the twelve (12) month deadline for submitting a formal whistleblower retaliation complaint to the LDO.