



Sarpy County Whistleblower Policies

Sarpy County includes a Whistleblower policy for all employees within their respective Policies & Procedures Manuals, as summarized below:

1. **UNCLASSIFIED EMPLOYEES** [elected officials, department heads, assistant directors, attorneys, bailiffs, deputy sheriffs and emergency management employees] [page 44]
<https://www.sarpy.gov/DocumentCenter/View/2422/Personnel-Policies--Procedures-Manual>

Section 1. Purpose

To prohibit supervisory personnel from taking adverse action against an employee as a result of the employee's good faith disclosure of alleged wrongful conduct. An employee who discloses and subsequently suffers adverse personnel action as a result is subject to the protection of this policy.

Section 2. Alleged Wrongful Conduct

No adverse personnel action may be taken against a Sarpy County employee in knowing retaliation for any lawful disclosure of information on a matter which the employee in good faith believes evidences: (1) a violation of any law, (2) a misappropriation of Sarpy County resources, (3) an abuse of authority, or (4) a violation of the Sarpy County Policies and Procedures Manual; collectively referred to as "alleged wrongful conduct". Adverse personnel action is an employment-related act or decision by an Elected Official, Department Head or supervisor which negatively affects an employee.

Section 3. Making a Disclosure

An employee who becomes aware of alleged wrongful conduct is encouraged to make a disclosure to the Elected Official, Department Head or the Personnel Coordinators as soon as possible. An employee must make the disclosure no later than 365 days after becoming aware of the alleged wrongful conduct. In order to allow the Elected Official, Department Head or the Personnel Coordinators an opportunity to review alleged wrongful conduct and to take the necessary corrective action, employees are encouraged to report the alleged wrongful conduct in writing. A form for reporting alleged wrongful conduct is available in the Personnel Department.

Section 4. False Allegations of Wrongful Conduct

An employee who knowingly makes false allegations of alleged wrongful conduct to an Elected Official, Department Head or the Personnel Coordinators will be subject to discipline in accordance with Sarpy County Disciplinary Procedure.

Section 5. Legitimate Employment Action

This policy may not be used as a defense by an employee against whom an adverse personnel action has been taken for legitimate reasons or cause under Sarpy County Policies and Procedures. It will not be a violation of this policy to take adverse personnel action against an employee whose conduct or performance warrants that action separate and apart from that employee making a disclosure of alleged wrongful conduct.

2. **CLASSIFIED EMPLOYEES** [all other County employees] [Rule 6, Regulation 4, page 78]
<https://www.sarpy.gov/DocumentCenter/View/596/Complete-Personnel-Rules-and-Regulations---Revised-8-15-23?bidId=>

Section 1: Introduction

Employees who become aware of alleged wrongful conduct are strongly encouraged to make a disclosure to their Department Head or the Human Resources Director as soon as possible.

To prohibit adverse action being taken against employees as a result of their good faith disclosure of alleged wrongful conduct, employees who disclose and subsequently suffer adverse personnel action as a result are subject to the protection of this Regulation.

Section 2: Alleged Wrongful Conduct

No adverse personnel action may be taken against employees in known retaliation for any lawful disclosure of information on a matter which they, in good faith, believe evidences the following, which collectively refers to an alleged wrongful conduct.

- A. A violation of any law,
- B. A misappropriation of County resources,
- C. An abuse of authority, or
- D. A violation of these Rules and Regulations.

Adverse personnel action is an employment-related act or decision by a Department Head, supervisor, or individual holding authority to complete such personnel action which negatively affects employees.

Section 3: Making a Disclosure

Employees must make the disclosure no later than 365 calendar days after becoming aware and/or have suspicions of the alleged wrongful conduct in order to allow the Department Head or the Human Resources Director an opportunity to review the alleged wrongful conduct and to take the necessary corrective action. Employees will complete the Whistleblower Activities Form and submit it to their Department Head or the Human Resources Director as soon as possible. The receipt of the form shall serve as authorization for an investigation to be conducted. The Whistleblower Activities Form is available online or in the Human Resources Department.

Section 4: False Allegations of Wrongful Conduct

Employees who knowingly make false allegations of alleged wrongful conduct to their Department Head or the Human Resources Director will be disciplined, up to and including termination.

Section 5: Legitimate Employment Action

This Regulation may not be used as a defense by employees against whom an adverse personnel action has been taken for legitimate reasons or cause. It will not be a violation to take adverse personnel action against employees whose conduct or performance warrants that action separate and apart from making a disclosure of alleged wrongful conduct.