

S P O K A N E C O U N T Y L I B R A R Y D I S T R I C T

<b>Policy Title</b>	HR09 – Employee Whistleblower Protection		
<b>Approval Date</b>	January 1, 1993	<b>Revision Date</b>	January 1, 2025
<b>Related</b>	RCW 42.41.010 Policy & Procedure HR10.04 Retaliation		
<b>Purpose</b>	To set forth the District’s policy regarding whistleblower protections.		
<b>Scope</b>	Applies to all District employees.		

The Board reserves the right to change and/or modify this policy at any time, as circumstances dictate and in accordance with applicable law.

Failure to follow policy and meet District expectations may result in disciplinary action, up to and including termination.

The Local Government Whistleblower Act was enacted by the 1992 session of the Washington State Legislature and was codified as RCW 42.41. Its purpose is to encourage local government employees to disclose improper governmental actions of local government officials and employees, to protect local government employees who make good-faith reports to appropriate governmental bodies, and to provide remedies for such individuals who are subjected to retaliation for having made such reports.

Every employee has the right to report to the appropriate person or persons, information concerning an alleged improper governmental action by Spokane County Library District officials and/or employees.

Employees who make good faith reports following established procedures will be protected from any retaliation for having made such reports. Their identity will be kept confidential to the extent possible under the law, unless the employee authorizes disclosure of their identity in writing.

**Definition**

*Improper Governmental Action:* any action by a District officer or employee that (a) is undertaken in the performance of her/his official duties, and (b) is in violation of any law, is an abuse of authority, is of substantial and specific danger to the public health or safety, or is a gross waste of public funds. It does not include personnel actions, including employee grievances, complaints, appointments, promotions, transfers, assignments, reassignments, reinstatements, restorations, re-employment, performance evaluations, reduction-in-pay, dismissals, suspensions, demotions, or reprimands.

*Retaliatory Action:* any adverse change in an employee’s employment status or the terms and conditions of employment.

*Emergency:* a circumstance that if not immediately changed may cause damage to persons or property.

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The Executive Director will establish administrative procedures necessary to implement this policy. In accordance with the administrative procedures, any appeal of an administrative action under

this policy will first be made in writing to the Executive Director. Any subsequent appeal of Executive Director action and/or decision will be made in writing to the Board of Trustees.

The District will make a good faith effort to implement this policy in a fair and consistent manner.

In the event of the amendment of any law, regulation, or ordinance incorporated into these policies or upon which these policies rely, these policies shall be deemed amended in conformance with those changes. In cases where these policies conflict with any local ordinance, state or federal law, the terms of that law, and its underlying rules or regulations shall prevail. In all other cases, these personnel policies and practices prevail.