

**FRAUD REPORTING SYSTEM INFORMATION**  
**Acknowledgment of Receipt of Auditor of State**



**SECTION 1**

Pursuant to Ohio Revised Code 117.103(B) (1) Employer is required to provide information about the Ohio Fraud Reporting System and the means of reporting fraud to each new faculty and staff employees upon employment. Each new employee has 30 days after beginning employment to confirm receipt of this information.

If in the course of your employment with Employer, you become aware of a violation of state or federal statutes, rules or regulations or the misuse of public resources, you may file a written report identifying the violation or misuse with your supervisor, who has the authority to correct the violation or misuse.

In addition to, or instead of filing a written report with your supervisor, you may file a written report or contact one of the following:

<p><b>U.S. Mail</b>                  Ohio Auditor of State's Office                  Special Investigations Unit                  88 East Broad Street                  PO Box 1140                  Columbus, OH 43215</p>	<p><b>OR</b></p>	<p><b>Call the Fraud Hotline</b>                  1-866-FRAUD OH (1-866-372-8364)</p>
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**SECTION 2**

By signed below you are acknowledging that Employer provided you with information about the fraud reporting system as described by Section 117.013 (a) of the Ohio Revised Code and that you read and understand the information provided. You also are acknowledging that you have received and read the information regarding Section 124.341 of the Ohio Revised Code and the protections you are provided as a classified or unclassified employee (faculty or staff) if you use the fraud reporting system. See below for specific information about the two relevant statutes.

I, \_\_\_\_\_, have read the information provided by Employer regarding the fraud reporting system operated by the Ohio auditor of state's office. I further state that the signature acknowledges receipt of this information.

<b>Print Name:</b>	<b>Title:</b>
<b>Signature:</b>	<b>Date:</b>

Please sign and date this form and return to your supervisor within 30 days of receipt.  
 This form will be maintained in your personnel file.

## **SECTION 3**

Ohio Revised Code Section 117.103 and Section 124.341

### **Section 117.103**

(A) The auditor of state shall establish and maintain a system for the reporting of fraud, including misuse and misappropriation of public money, by any public office or public officials. The system shall allow Ohio residents and the employees of any public office to make anonymous complaints through a toll-free telephone number, the auditor of state's website or the United States mail to the auditor of state's office. The auditor of state shall review all complaints in a timely manner.

The auditor of state shall keep a log of all complaints filed under this section, which is a public record under section 149.43 of the Revised Code. The log shall include the date the complaint was received, a general description of the nature of the complaint, the name of the public office or agency with regard to which the complaint is directed and a general description of the status of the review by the auditor of state. If section 149.43 of the Revised Code or another statute provides for an applicable exemption from the definition of public record for the information recorded on the log, that information may be redacted.

(B)(1) A public office shall provide information about the Ohio fraud-reporting system and the means of reporting fraud to each new employee upon employment with the public office. Each new employee shall confirm receipt of this information within 30 days after beginning employment. The auditor of state shall provide a model form on the auditor of state's website to be printed and used by new public employees to sign and verify their receipt of information as required by this section. The auditor of state shall confirm, when conducting an audit under section 117.11 of the Revised Code, that new employees have been provided information as required by this division.

(2) On the effective date of this section, each public office shall make all its employees aware of the fraud-reporting system required by this section.

(3) Divisions (B)(1) and (2) of this section are satisfied if a public office provides information about the fraud-reporting system and the means of reporting fraud in the employee handbook or manual for the public office. An employee shall sign and verify the employee's receipt of such a handbook or manual.

### **Section 124.341**

(A) If an employee in the classified or unclassified civil service becomes aware in the course of employment of a violation of state or federal statutes, rules or regulations or the misuse of public resources, and the employee's supervisor or appointing authority has authority to correct the violation or misuse, the employee may file a written report identifying the violation or misuse with the supervisor or appointing authority. In addition to or instead of filing a written report with the supervisor or appointing authority, the employee may file a written report with the office of internal auditing created under section 126.45 of the Revised Code or file a complaint with the auditor of state's fraud-reporting system under section 117.103 of the Revised Code.

If the employee reasonably believes that a violation or misuse of public resources is a criminal offense, the employee, in addition to or instead of filing a written report or complain with the supervisor,

appointing authority or the office of internal auditing, or the auditor of state's fraud-reporting system, may report it to a prosecuting attorney, director of law, village solicitor or similar chief legal officer of a municipal corporation, to a peace officer, as defined in section 2935.01 of the Revised Code or, if the violation or misuse of public resources is within the jurisdiction of the inspector general, to the inspector general in accordance with section 121.46 of the Revised Code. In addition to that report, if the employee reasonably believes the violation or misuse is also a violation of Chapter 102 Section 2921.42, or section 2921.43 of the Revised Code, the employee may report it to the appropriate ethics commission.

(B) Except as otherwise provided in division (C) of this section, no officer or employee in the classified or unclassified civil service shall take any disciplinary action against an employee in the classified or unclassified civil service for making any report or filing a complaint as authorized by division (A) of this section, including, without limitation, doing any of the following:

- (1) Removing or suspending the employee from employment;
- (2) Withholding from the employee salary increase or employee benefits to which the employee is otherwise entitled;
- (3) Transferring or reassigning the employee;
- (4) Denying the employee promotion that otherwise would have been received;
- (5) Reducing the employee in pay or position.

(C) An employee in the classified or unclassified civil service shall make a reasonable effort to determine the accuracy of any information reported under division (A) of this section. The employee is subject to disciplinary action, including suspension or removal, as determined by the employee's appointing authority, for purposely, knowingly or recklessly reporting false information under division (A) of this section.

(D) If an appointing authority takes any disciplinary or retaliatory action against a classified or unclassified employee as a result of the employee's having filed a report or complaint under division (A) of this section, the employee's sole and exclusive remedy, notwithstanding any other provision of law, is to file an appeal with the state personnel board of review within 30 days after receiving actual notice of the appointing authority's action. If the employee files such an appeal, the board shall immediately notify the employee's appointing authority and shall hear the appeal. The board may affirm or disaffirm the action of the appointing authority or may issue any other order as is appropriate. The order of the board is appealable with Chapter 119 of the Revised Code.