Tompkins County Employee Complaint Process

This flow chart provides guidance on how to express a concern or file a complaint. Employees are encouraged, but not required to first advise their Department Head and/or Supervisor of their concern or complaint. If the employee does not feel the situation is being addressed or if the situation involves their Department Head and/or Supervisor, the employee can take additional actions to make a report or complaint. No retaliation is permissible or tolerated against an employee for expressing or filing a concern or complaint.

Issue	Policy	Procedure
Accidents, Incidents, Health and Safety Concerns	Policy 10-22 Risk Management and Safety	Submit accident/incident report within 24 hours to Compliance Program Coordinator, Jessi Spudis 274- 5588 jspudis@tompkins- co.org. Report health & safety concerns to Employee Health & Safety Coordinator, Dawn Thorpe dthorpe@tompkins-co.org
Conflicts of Interest, Nepotism, Gifts and Gratuities	Tompkins County Code of Ethics	Submit concerns or complaints verbally or in writing to County Attorney, Holly Mosher 274- 5546 hmosher@tompkins- co.org If necessary complaint will be referred to the Ethics Advisory Board.
Waste, Fraud, Abuse of County Resources	Policy 11-45 Whistleblower & False Claims Acts	Call Confidential Compliance HelpLine: 877-348-1396 or submit written report/complaint to County Compliance Officer, Charlene Holmes 274-5556 cholmes@tompkins-co.org
Breach of Private Information or Protected Health Information	Policy 11-47 Breach-Incident Response	Call Confidential Compliance HelpLine: 877-348-1396 or submit electronic Breach Incident Investigation form on County Administration Compliance Program webpage.
Discrimination or Harassment	Policy 02-42 Sexual Harassment Prevention Policy 02-43 Discrimination and Harassment Prevention	Submit report or complaint verbally or in writing to Commissioner of Human Resources*, 274-5526 Complaint forms on Human Resources webpage.

*In the event that the Commissioner of Human Resources is the subject of the complaint, complaints are to be made to the County Administrator.