University Resources for Filing Complaints and Reporting Incidents

Report a Law or Policy Violation: Office of Human Resources
http://www1.umn.edu/ohr/er/reportviolations/index.html or by calling 866-294-8680, toll-free.

University employees can report a law or policy violation using the University's anonymous and confidential reporting service, UReport.

You should report any situation or University conduct you believe violates an applicable law, regulation, government contract or grant requirement, or University policy. You do not need to know the exact law or requirement, or be certain a violation has or will occur. If you suspect something is wrong, the better course of action is always to report it.

Examples include theft; wage, benefit, or hours abuses; discrimination or sexual harassment; misuse of University property or equipment; violation of safety rules; OSHA or environmental abuse concerns; conflicts of interest; NCAA violations; and intentional misuse of the University's network or computers.

Report Discrimination: Consult with the Office of Equal Opportunity and Affirmative Action (EOAA)
http://www.eoaa.umn.edu/services/reporting.html or contact Jan Batt, CDes HR Director and EOAA Liaison at 612-624-0788 or jbatt@umn.edu

Report Bias, Graffiti, Anonymous Phone Calls and E-mails
See EOAA reporting information at: http://www.eoaa.umn.edu/services/reporting.html or contact Jan Batt, CDes HR Director and EOAA Liaison at 612-624-0788 or jbatt@umn.edu

Other Reporting Options and Contacts

"Local Reporting." Frequently, the best place to raise a concern may be within your own college or unit through ordinary supervisory channels, beginning with the immediate supervisor, instructor, or advisor. Usually, the local unit is most familiar with the issues and parties and is best equipped to handle the concern. Many colleges and units also have identified specific people to handle problems. These may include

- Certified Approver – financial transactions on sponsored research projects
  - Jill Bezeecny, Accountant II – 32 McNeal Hall – 612-624-3456 /beze001@7mn.edu
- Designated Key Administrator – financial operational misconduct
  - Kathy Witherow – 101 Rapson Hall – 612-624-7488 /kwithero@umn.edu
- EOAA Liaison – discrimination and sexual harassment concerns)
  - Jan Batt, HR Director – 32 McNeal Hall – 612-624-0788 /jbatt@umn.edu
- Human Resources Professionals – employment issues
  - Jan Batt, HR Director – 32 McNeal Hall – 612-624-0788 /jbatt@umn.edu
  - Matt Kegler, HR Specialist – 32 McNeal Hall – 612-624-4-1721 /mkegler@umn.edu
- Resource Responsibility Center Manager (RRC) – financial issues
  - Stephanie Dilworth, Finance Director – 32 McNeal Hall
Reporting to Central Offices. Sometimes, because of the subject matter involved or because of work or personal relationships, concerns may be best first raised through a central office established to handle such concerns. Examples include:

- Department of Audits – financial misconduct  
  o [http://www1.umn.edu/audit/?](http://www1.umn.edu/audit/)
- Athletics Compliance Office – NCAA violations  
- Department of Environmental Health and Safety – environmental safety/OSHA  
  o [http://www.dehs.umn.edu/?](http://www.dehs.umn.edu/)

Conflict Resolution Alternatives

Office for Conflict Resolution. Offers informal and formal conflict resolution actions. It provides an integrated conflict management system for University employees who have workplace concerns. The office replaces the University Grievance Office, but continues to offer the hearing procedures that were previously available. The office provides a coordinated network of options for managing workplace conflicts, and works to encourage dialogue, identify interests, generate options, build accords, and conduct fair hearings.

- [http://www1.umn.edu/ocr/](http://www1.umn.edu/ocr/)

Employee Assistance Program. Offers confidential counseling and referral services for employees and faculty who are experiencing work and personal-related difficulties.

- [http://www1.umn.edu/ohr/eap](http://www1.umn.edu/ohr/eap)  
  o Jim Meland - 209 Donhowe Building - 612 625-4073 / [meland001@umn.edu](mailto:meland001@umn.edu)

Disability Services. Offers services and support for employees and students with disabilities.

- 180 McNamara Center –Ph. 612-626-1333 /Fax: (612) 626 – 9654 / TTY: (612) 626 – 1333 / Email: ds@umn.edu / [http://ds.umn.edu](http://ds.umn.edu)

Office of Human Resources. Provides guidance about human resources policies for all University employees.

- Twin Cities Campus, 200 Donhowe Building, 612-625-2000 / [www1.umn.edu/ohr](http://www1.umn.edu/ohr)


- Academic Freedom and Responsibility
- Academic Misconduct
- Code of Conduct
- Conflict Resolution Process for Employees
- Employees Campaigning for or Holding Public Office
- Equal Opportunity
- Individual Business or Financial Conflict of Interest
- Institutional Conflict of Interest
- Legal Defense and Indemnification of Employees
- Nepotism and Personal Relationships
- Sexual Harassment

September, 2009