RESOURCES FOR SHARING QUESTIONS/CONCERNS, FILING COMPLAINTS, 
AND REPORTING INCIDENTS

- Frequently, the best place to raise a concern may be within CDes or your own unit through ordinary supervisory channels, beginning with the immediate supervisor, instructor, or advisor.
- Sometimes, because of the subject matter involved or work or personal relationships, concerns may be best first raised through a central office established to handle such concerns.
- There are also many University-wide resources available.
- **Call 911 in case of an emergency.**

**Reporting Resources**

**Discrimination and Harassment, Sexual Assault, Stalking, Relationship Violence, Nepotism, and Retaliation**
- Janis Batt, CDes HR Director: 612-624-0788 or jbatt@umn.edu
- The Office of Equal Opportunity and Affirmative Action (EOAA): https://diversity.umn.edu/eoaa/process
- Supervisor, instructor, department administration (all are required to report to EOAA)

**Bias Incident**
- Bias Response Referral Network (BRRN): 612-314-3850, endbias@umn.edu, or a member of the BRRN

**Employment Issues**
- Supervisor
- Janis Batt, HR Director: 32 McNeal / 612-624-0788 / jbatt@umn.edu
- Zang Lee, HR Generalist: 32 McNeal / 612-624-1721 / leex6644@umn.edu

**Payroll and Time & Absence Management Issues**
- Nancy Galas, Payroll Manager – Employees, adjuncts, overall payroll concerns: 32 McNeal / 612-624-4839 / galas001@umn.edu
- Sierra Eastman, Payroll Specialist – Temp/Casual employees, student employees, affiliates, and Time & Absence management: 32 McNeal / 612-625-8183 / eastm129@umn.edu

**Financial Misconduct and Other Financial Issues**
- Stephanie Dilworth, Resource Responsibility Center Manager (RRC) and CDes Finance Director: 32 McNeal / 612-626-6985 / sdiwort@umn.edu
- Jill Bezecny, Certified Approval for financial transactions on sponsored research projects and Grant Coordinator 2: 32 McNeal / 612-624-3456 / bezec001@umn.edu
- Department of Audits: http://audit.umn.edu/?

**Law or Policy Violation**
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;
**Law or Policy Violation, cont.**

violation of safety rules; OSHA or environmental abuse concerns; conflicts of interest; NCAA violations; and intentional misuse of the University’s network or computers.

- Supervisor, instructor, department administration.
- Office for Human Resources: [https://humanresources.umn.edu/employee-relations/report-law-policy-violation](https://humanresources.umn.edu/employee-relations/report-law-policy-violation) / humanresources@umn.edu / 866-294-8680

**Related University Resources**

**Office for Conflict Resolution (OCR).** Provides both formal and informal conflict resolution services to non-bargaining unit University faculty, staff and students who are experiencing employment-related conflicts. OCR serves all system campuses and is a neutral, independent office. With very limited exceptions, services are entirely confidential. University policy prohibits retaliation against any employee for using the conflict resolution services of the OCR. Services include consultations, facilitated dialogues, mediation, and formal dispute resolution through a peer hearing process. Contact OCR at ocr@umn.edu or by phone at 612-624-1030.

**Employee Assistance Program (EAP).** Any benefits-eligible employee may access this program, which provides confidential professional consultation and referral services to address any personal or work concern that may affect the employee’s wellbeing. Eligible employees can receive up to eight sessions at no cost, and spouses and dependent children are also eligible for services. Provider: The Sand Creek Group, Ltd., 612-625-2820 / 888-243-5744, eap@umn.edu or [www.sandcreekeap.com](http://www.sandcreekeap.com)

**Disability Resource Center (DRC).** Collaborates with all members of the University community to improve access for people with disabilities, including determining and implementing reasonable academic workplace and guest accommodations. Contact DRC: 612-626-1333 / TTY: 612-626-1333; email drc@umn.edu and [https://diversity.umn.edu/disability/](https://diversity.umn.edu/disability/)

**Aurora Center for Advocacy and Education.** Provides a free and confidential space for students, faculty, staff, alumni, family members and friends affiliated with the University of Minnesota, Twin Cities or Augsburg University who are victims/survivors/concerned people of sexual assault, relationship violence, or stalking. Contact the Aurora Center: [http://www.aurora.umn.edu](http://www.aurora.umn.edu) / 612-626-2929 / 24-hour Helpline: 612-626-9111.

**Office of Human Resources.** Provides guidance about human resources policies for all University employees. Twin Cities Campus, 100 Donhowe Building, 612-624-8647 / 800-756-2363 or ohr@umn.edu

**Pertinent Board of Regents Policies include:** [https://regents.umn.edu/policies/index](https://regents.umn.edu/policies/index)

- Academic Freedom and Responsibility
- Academic Misconduct
- Code of Conduct
- Conflict Resolution Process for Employees
- Employees Campaigning for or Holding Public Office
- Equity, Diversity, Equal Opportunity, and Affirmative Action
- Individual Conflicts of Interest
- Institutional Conflict of Interest
- Legal Defense and Indemnification of Employees
- Nepotism and Indemnification of Employees
- Outside Consulting and Other Commitments
- Postemployment
- Research Involving Human Subjects
- Sexual Harassment