University Resources for Filing Complaints and Reporting Incidents

**Report a Law or Policy Violation:** Office of Human Resources - Ureport
https://humanresources.umn.edu/employee-relations/report-law-policy-violation
You may also make a report by calling toll-free 866-294-8680.

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 and Harassment, Sexual Assault, Stalking, Relationship Violence, Nepotism and Retaliation:** Consult with the Office of Equal Opportunity and Affirmative Action (EOAA)
https://diversity.umn.edu/eqaa/process or contact Jessica McCann, CDes EOAA Liaison and HR Generalist and at 612-624-1721 or mccann@umn.edu Jan Batt, HR Director, is also a resource and may be reached at 612-624-0788 or jbatt@umn.edu

**Report a Bias Incident:** Bias incidents may be reported to the Bias Response Referral Network (BRRN): submit a report using Ureport (https://secure.ethicspoint.com/domain/media/en/gui/9167/index.html); call BRRN at 612-314-3850; reach out to a member of the BRRN; or email endbias@umn.edu

*Call 911 in case of an emergency.*

**Other Reporting Options and Contacts**

“Local Reporting.” 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. 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 include for CDes:

- **Certified Approver** – financial transactions on sponsored research projects
  - Jill Bezecny, Grant Coordinator 2 – 32 McNeal – 612-624-3456 / bezec001@umn.edu
- **EOAA Liaison** – discrimination and sexual harassment concerns
  - Jessica McCann, HR Generalist 3 – 32 McNeal – 612-624-1721 / mccann@umn.edu
- **Employment Issues**
  - Janis Batt, HR Director – 32 McNeal – 612-624-0788 / jbatt@umn.edu
  - Jessica McCann, HR Generalist 3 – 32 McNeal – 612-624-1721 / mccann@umn.edu
- **Payroll Issues**
  - Nancy Galas, Payroll Manager – 32 McNeal – 612-624-4839 / galas001@umn.edu
- **Resource Responsibility Center Manager (RRC) – financial misconduct and other financial issues**
  - Stephanie Dilworth, Finance Director – 32 McNeal – 612-626-6985 / sdilwort@umn.edu
**Reporting to Central Offices.** 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. Examples include:

- Department of Audits – financial misconduct, [http://audit.umn.edu/](http://audit.umn.edu/)

Anonymous reports may also be made to **Ureport**

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**Conflict Resolution Alternatives**

**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](mailto: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](mailto: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](mailto:drc@umn.edu) and [https://diversity.umn.edu/disability/](https://diversity.umn.edu/disability/)

**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](mailto: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 Personal Relationships
- Outside Consulting and Other Commitments
- Postemployment
- Research Involving Human Subjects
- Sexual Harassment

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