

STAFF COUNCIL - EMPLOYEE RESOURCES - 2020

COMPLAINT, CONCERN OR QUESTION	UNIVERSITY POLICY	RESOURCES
Discrimination or Harassment	Discrimination and Harassment Policy	AAEO Office, In Person: 428 Waterman Building; By Phone: (802) 656-3368; or Online: Bias, Discrimination & Harassment Incident Reporting Form; see p. 5 of the policy for confidential resources.
Workplace disputes, other than discrimination or harassment	Grievance Policy for Non-Represented Staff or the grievance procedure in the applicable collective bargaining agreement.	Non-represented staff can reach out to their immediate supervisor or UVM's Compliance and Ethics Reporting and Helpline: (877) 310-0413 or file a report through the web: <a href="http://uvm-helpline.ethicspoint.com">uvm-helpline.ethicspoint.com</a> . <b>Represented staff should reach out to the appropriate union contact as follows:</b> • Represented faculty can contact United Academics at <a href="mailto:contract@unitedacademics.org">contract@unitedacademics.org</a> • Service and Maintenance staff represented by United Electrical Machine Workers of America can contact Mike Wells (Michael.wells-II@uvm.edu) or Charity Dugener ( <a href="mailto:charity.dugener@uvm.edu">charity.dugener@uvm.edu</a> ) • Police Services Staff represented by Teamsters can contact William Ploof or Melanie Waldbrise at 656-3473
Ethical complaints, reports of suspected violations of law	Code of Conduct and Ethical Standards and the Whistleblower Policy	UVM's Compliance and Ethics Reporting and Helpline: (877) 310-0413 or file a report through the web: <a href="http://uvm-helpline.ethicspoint.com">uvm-helpline.ethicspoint.com</a> .
Suspected criminal conduct		University Police Services: EMERGENCY: 911; Non-emergency: (802) 656-3473
Suspected abuse or neglect of a minor	Protecting Minors Policy	The report must be made within 24 hours, and can be done by calling the DCF Child Abuse Hotline at 1-800-649-5285.
Question about employee benefits and general HR policies	Benefits forms and policies can be found at <a href="https://www.uvm.edu/hrs">https://www.uvm.edu/hrs</a>	Human Resources: Call: 802-656-3150; Visit: 228 Waterman Building
Employee Counseling - Mental Health, Substance Abuse, etc.	UVM Employee Assistance Program (EAP)	Contact information available via website: <a href="https://www.investeap.org/about-eap">https://www.investeap.org/about-eap</a>
Employee received a subpoena, complaint or other legal document, or communication from an attorney		Office of General Counsel: (802) 656-8585; <a href="mailto:General.Counsel@uvm.edu">General.Counsel@uvm.edu</a>
Employee injury on the job	Workers Compensation Claim Procedures	See <a href="https://www.uvm.edu/riskmanagement/workers-compensation">https://www.uvm.edu/riskmanagement/workers-compensation</a>
Request for university records from a third party (Public Records Act)	Records and Document Requests	VP Operations & Public Safety, Gary Derr: <a href="mailto:Gary.Derr@uvm.edu">Gary.Derr@uvm.edu</a> ; Phone: (802) 656-8937