

Resource Guide for Work-Related Problems



Problem	Student	Staff	Faculty
Harassment related to race, color, sex, religion, national origin, age, physical or mental ability, veteran status	If applicable, immediate supervisor or AA/EEO Office in the absence of a supervisor or his/her failure to act		
Unfair practice in hiring, firing, training, retraining, promoting, or providing educational opportunity	Student Employment or AA/EEO Office	AA/EEO or Human Resources	AA/EEO or Department Head/Dean/Provost
Unfair administration of personnel action (e.g., compensation, benefits, transfer, or leave)		Supervisor or Human Resources	Supervisor or Provost
Unfair practice related to the work environment	Student Employment or AA/EEO Office	AA/EEO or Human Resources	AA/EEO or Department Head/Dean/Provost
Unfair violation, misrepresentation, misapplication, or discriminatory or unreasonable application of a university policy, rule, or regulation regarding employment conditions		Human Resources	Department Head/Dean/Provost
On-the-job injury	Supervisor. If time is missed from work due to injury, Risk Management must be involved.		
Problems with, or questions about, insurance (health, life, disability, etc.)	Int'l students – International Education	Payroll and Employee Benefits	
	Domestic students – Office of the Dean of Students		

Resource contact Information

Affirmative Action/Equal Employment Opportunity (AA/EEO) Office
005 Quad Center — 844-4794

Human Resources (HR), the Employee Relations Office
Langdon Hall — 844-4145

Office of the Dean of Students Foy Student Union — 844-1300

Office of the International Education
201 Hargis Hall — 844-5766

Office of the Provost and Vice President for Academic Affairs
208 Samford Hall — 844-5771

Payroll and Employee Benefits Office
212 Ingram Hall — 844-4183

Risk Management and Safety
316 Leach Science Center — 844-4870

Student Employment Office
303 Martin Hall — 844-3879

notes

1. Where a supervisor is listed as the resource/contact, you should give that person the first opportunity to address the problem and take the issue or problem up through the chain of supervision.
2. Where both AA/EEO and HR are listed, the employee may contact either office. The office contacted will then ensure that the problem is investigated by the appropriate office, and you will be notified if the resolution of the problem is transferred from the office that you originally contacted.
3. Use the Auburn University Ethics Line to report activities that may involve improper conduct or violation of Auburn University's policies concerning financial irregularities and similar ethics related matters as well as NCAA violations. The line can be found at the Internal Auditing home page or at https://secure.ethicspoint.com/domain/en/report_custom.asp?clientid=7852.
4. Students should follow the procedure outlined in *Tiger Cub* to file an academic grievance.
5. If you have a problem or issue not covered by these suggestions, you may call the Employee Relations Office in Human Resources (844-4145) and ask for assistance in determining which activity might be able to help.

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