

Reporting and Resolving Issues at Whitney

This set of guidelines is intended to help anyone at the Whitney campus decide who they should report an issue or incident to. There are both formal and informal avenues for most of these categories. There are some things to keep in mind as far as the duties of different individuals on campus

Reporting at Whitney vs. to the Gainesville Campus: While reporting internally may result in a fast resolution to a problem there are a variety of reasons why someone may feel uncomfortable reporting to someone within Whitney's small community. There are many official and unofficial avenues on main campus that are available to you, these are included in the flowcharts.

Whitney Maintenance and facilities requests: These should always go through the online form found here - <https://forms.office.com/r/3zpAL6rFjs> or on the internal lab site under facilities requests.

In case of emergency (broken pipe, chemical spill, etc.)

Please call Adam Pacetti: 904.669.5385 or Patrick Thompson: 352.278.5200

Issues with a PI or Supervisor

Whitney Options:

- Have a direct conversation with the supervisor
- Report the issue to Terra Bellegarde (HR)
- Report the issue to Whitney's Grad Advisor - Elaine Seaver
- Find a trusted neutral party to mediate the discussion (Terra Bellegarde can assist)
- Talk through this problem with another trusted member of the community

Gainesville Options:

- Report the issue to the department graduate coordinator
- Report the issue to departmental HR
- Report to departmental administrative specialist for your graduate school department (i.e. Susan Spaulding, Lori Clark)
- Report the issue to campus employee relations (#6 below)
<https://hr.ufl.edu/manager-resources/employee-relations/>
- Report the issue to a committee member or unofficial advisor
- Report to the GAU (#2 below)

Issues with an employee or student

Whitney Options:

- Have a direct conversation with the person involved
- Speak with your supervisor about the issue
- Find a trusted neutral party to mediate the discussion (Terra Bellegarde can assist)
- Report the issue to Terra Bellegarde (HR)

Gainesville Options:

- Report the problem to departmental HR
- Report to departmental administrative specialist (i.e. Susan Spaulding, Lori Clark)
- Report to campus employee relations (#6 below)

Interpersonal issues between co-workers**Whitney Options:**

- Have a direct conversation with the person involved
- Speak with your supervisor about the issue
- Talk through this problem with another trusted member of the community
- Find a trusted neutral party to mediate the discussion (Terra Bellegarde can assist)
- Report the issue to Whitney's graduate advisor - Elaine Seaver
- Report the issue to Terra Bellegarde (HR)

Gainesville Options:

- Report to departmental HR
- Report to campus employee relations (#6 below)
- Report to department

Concerns about Whitney as a whole**Whitney Options**

- Speak with your supervisor
- Speak with the Operations Manager (Patrick Thompson)
- Speak directly with the Director (Mark Martindale)
- Report the concern to HR (Terra Bellegarde)
- Report the concern to the IDEA committee (#3 below)

Gainesville/External Options

- report the concern to Whitney's Board of Scientific Advisers
<https://www.whitney.ufl.edu/people/boards--committees/board-of-scientific-advisers/>
- report the concern to main campus HR
- report the concern to Ombuds <https://www.ombuds.ufl.edu>

Additional Information

1. Whitney Campus Security Authorities: These individuals are required to report certain crimes identified by the Clery Act that are reported to them, which occurred on or around UF campuses and properties. These individuals include: Elaine Seaver, Adam Pacetti, Christine Schnitzler, Jessica Long, Jimmy Liao, Mark Martaindale, Brenda Cannaliato, Patrick Thompson
More information about the Clery act: <https://clery.compliance.ufl.edu/>

2. UF Graduate Assistants United: For graduate students, this is an important reminder that members of the graduate student union are able to file grievances related to working conditions and benefits. You can do so here - <https://www.ufgau.org/grievance.html> These grievances should be discussed with the union within 25 days of an incident and before filing other forms (e.g. complaint to HR) to avoid any possible interference with the process.

3. In addition the Graduate student handbook can also be found here for more detailed resolution strategies: : <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>

4. Whitney IDEA Reporting: If anyone wishes to report to the Inclusion, Diversity, Equity and Accessibility committee they can do so through various channels. There is a mailbox in the mailroom that can be used to deliver an anonymous report. Our email is idea@whitney.ufl.edu and sends a copy to all IDEA members. You can also report to any individual IDEA committee member, these members, along with more information about the committee can be found at <https://www.whitney.ufl.edu/idea/>.

5. HR at Whitney: Terra Bellegarde our local HR generalist will take reports on any of these topics and can officially record this information and work out a plan with you to resolve the issue or informally chat about your options without filing any kind of report. Terra has also stated that she is willing to bring other helpful parties into the discussion if it may be useful. Terra generally reports to Patrick Thompson, so as Manager of Operations he can help resolve the problem. If you do not want information to be shared with Patrick or Mark Martindale just let her know.

6. UF Employee Relations: Provides consultation, direction, and oversight in performance appraisals, disciplinary processes, employee complaints, workplace injuries and workers' compensation, union contracts, and effective manager-employee relationships. This is a resource for all UF employees regardless of position. They are willing to talk through an issue 1 on 1 and give suggestions on the best way to resolve them. They can also direct you to the best help that main campus can provide and file an official report. <https://hr.ufl.edu/manager-resources/employee-relations>

