

Department of Plant & Soil Sciences

How to proceed when you want to express a concern

For building concerns in laboratory or offices, please contact the main office in 105 PSB, (for PSB), or Susan Leopold susan.leopold@UKY.EDU (in Ag North)

Department Facility Management, visit <http://pss.ca.uky.edu/supportstaff> to see who oversees the different departmental functions and contact that person

Issues with pay rate, raises, etc: please contact Maggie Maynard, 105 PSB, Maggie.maynard@uky.edu, (our departmental HR administrator), your direct supervisor, or our department head.

The department has an electronic anonymous suggestion box available <http://pss.ca.uky.edu/internal/suggestion-box> for sharing your concerns. NOTE: The suggestion box is NOT the appropriate channel to use for reporting employee or student issues/incidents related to *harassment, misconduct, disagreements or conflicts*. For those issues you **MUST** directly contact your immediate supervisor, the department chair or UK employee relations. See below.

Any problems, questions, concerns, complaints, etc. may also be taken to HR Employee Relations: <http://www.uky.edu/hr/employee-relations/contact-employee-relations>

Harassment or discrimination of any kind (please contact whomever you feel most comfortable with):

1. Supervisor
2. Department Head: Dr. Rebecca McCulley (Rebecca.McCulley@uky.edu), Office: 105 Plant Science Building
3. CAFE Dean: Dr. Nancy Cox Nancy.Cox@uky.edu
4. CAFE Director of Operations & Assoc. General Counsel: Mr. Timothy West Timothy.West@uky.edu
5. UK Office of Institutional Equity and Equal Opportunity <https://www.uky.edu/eoo/>

Please note that if a victim of harassment shares a complaint with you, it is your responsibility to report it immediately to any of the contacts listed above

Any illegal or dishonest activity may be reported anonymously with the University of Kentucky Comply Line: **1-877-898-6072** or online: <https://www.mycompliancereport.com/report.asp?fid=11&cid=uok&rpt=1>

Useful UK websites:

- Office of Legal Counsel: <http://www.uky.edu/Legal/ethics.htm>
- Human Resources - Equal Opportunity, Discrimination or Harassment Policy: <http://www.uky.edu/hr/policies/equal-opportunity-discrimination-and-harassment>
- Human Resources – Staff handbook: <http://www.uky.edu/hr/sites/www.uky.edu.hr/files/hrgeneral/documents/Handbook2015.pdf>
- Human Resources – Nepotism policy: <https://www.uky.edu/hr/policies/nepotism>