

## Employee Procedures for filing a grievance or complaint related to AA/EEO, Civil Rights, or Sexual Misconduct

OSU Extension takes complaints related to affirmative action, equal employment opportunity, civil rights, and sexual misconduct very seriously. We want to ensure that all work environments are free from discrimination and promote respect and appreciation of differences. The following are steps that individuals may take when there is a complaint or concern from OSU Extension employees. For more information about reporting and options, visit [equity.osu.edu](http://equity.osu.edu).

### Level 1

- Inform your immediate supervisor as soon as possible, if you are comfortable doing so. Make sure your concern is clearly documented. If it is related to sexual misconduct, contact Ohio State Human Resources at 614-292-2800.
- If it is not possible to discuss the issue(s) with your supervisor, or if the complaint is against the supervisor, contact your area leader (or the supervisor of your supervisor). If there is not satisfactory progress made, the complaint should be taken to the next level.

### Level 2

- If you do not feel the issue/complaint has been adequately addressed by your immediate supervisor or area leader, contact the director of OSU Extension Operations. If he or she cannot resolve the complaint, it should be taken to the next level.
- You can also contact the HR generalist assigned to OSU Extension (614-292-1500).

### Level 3

- Contact Greg Davis, department chair and associate director, OSU Extension (614-292-8793; or [davis.1081@osu.edu](mailto:davis.1081@osu.edu)).
- If the result is not satisfactory, consider the next level.

### Level 4

- Contact Jackie Kirby Wilkins, interim director, OSU Extension (614-292-1842; or [wilkins.201@osu.edu](mailto:wilkins.201@osu.edu)).

### Level 5

- If the complaint is still not resolved, contact OSU Extension's Human Resources consultant (614-292-2800).

### Level 6

- Contact the Ohio Civil Rights Commission. Toll-free number: 888-278-7101
- Federal Equal Employment Opportunity Commission:  
1-800-669-4000; TTY: 1-800-669-6820; <http://www.eeoc.gov>

\*Please note that these are recommended steps that may be taken. Any of the people or agencies can be contacted at any time.

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