

WORKPLACE REPORTING RESOURCES 101

BOSTON
UNIVERSITY

OBJECTIVES

01

EMPLOYEE RELATIONS AT BU

Meet the team and learn the difference between your HRBP and HR Liaison

02

STAFF REPORTING RESOURCES

Overview of reporting resources readily available at BU and the differences between each

03

EXERCISE

Practice identifying the appropriate departments to approach for different situations through exercises.

04

Q+A

Opportunity to hear from your HRBP
Thais Alkhal on important questions



EMPLOYEE RELATIONS AT BOSTON UNIVERSITY



BUHR EMPLOYEE RELATIONS

Employee Relations acts as strategic consultants across departments, assisting with problem-solving and mediation, gathering stay and exit metrics through the Improving With You program, and ensuring policy consistency for higher engagement, retention, and risk management.

BU HR Employee and Labor Relations

Locations:



📍 25 Buick St, Boston MA



📍 609 Albany St, Boston MA

Contact us:

✉ ERHR@bu.edu

🌐 <https://www.bu.edu/hr/>

MEET THE TEAM



Judi Burgess, *Executive Director Employee and Labor Relations*



Rhonda Hospedales, *Senior Director of Employee Relations*



Palak Shah, *Improving With You Coordinator*



Sarah Walsh, *HR Project/Communication Specialist*

Human Resources Business Partners (HRBPs)



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To learn which HRBP is yours please visit <https://www.bu.edu/hr/home/contacts/hrbp-contact/>

BU HR Employee and Labor Relations

External Affairs HRBP: Thais Alkhal (She/her/hers)



10 years of experience in Human Resources



Joined BU in May 2023



M.Sc. in Human Resources from HEC Montreal

B.A. in Industrial Relations from the University of Montreal

“What I like the most about being an HRBP is having the possibility to work with people from different personal and professional backgrounds, and learning from their experiences. There sometimes are negative connotations about what we do, but problem-solving and finding solutions for employees and managers is at the forefront.”

EMPLOYEE RELATIONS TEAM



Sarah Walsh, *HR Project/Communication Specialist*



Joined BU in April 2024



Previously worked in HR in cybersecurity



B.A. From UMass Amherst in Journalism
and Communication

SO... WHAT IS THE DIFFERENCE BETWEEN YOUR HRBP AND YOUR HR LIAISON ?

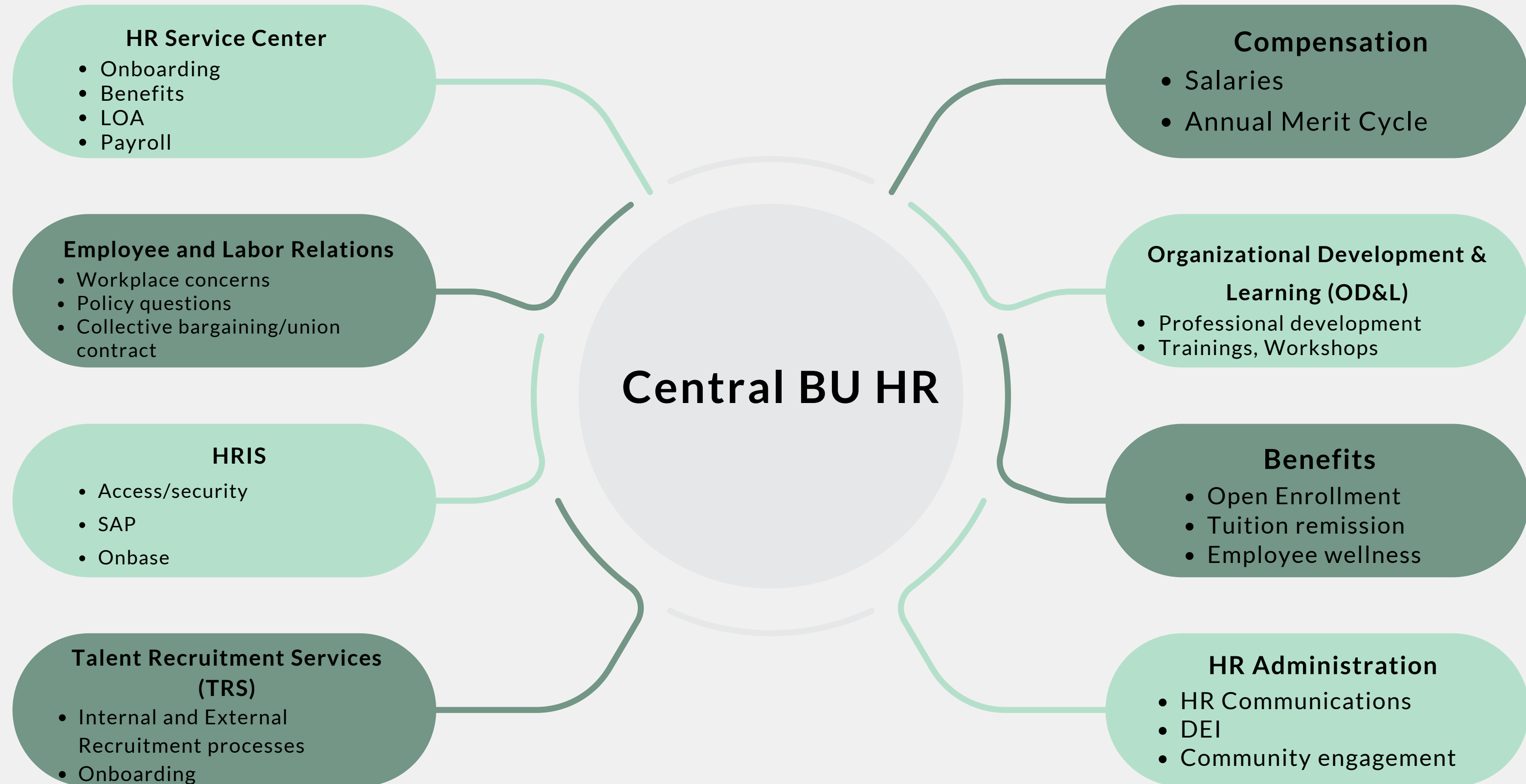
Thais Alkhal (HRBP)

- Workplace concerns
- Policy Questions
- Compliance
- Performance issues
- Collective bargaining/union contract
- Performance evaluation process

Erica Machut (HR Liaison)

- Communication link between External Affairs and the Human Resources Department.
- Oversees some personnel processes for their departments, such as position management, hiring, recruiting, professional development.
- Oversees and provides guidance on policies and procedures on employment for the unit.
- Can serve as first point of contact for workplace concerns.
- Can serve as a conduit to get you to the right part of HR when you have a question or concern

BU HR OFFICE



Below, you will find the reporting options available to you as a BU employee. For further details on each resource, please visit the respective websites or reach out to your Human Resources Business Partner (HRBP).



Human Resources Business Partners

HRBPs support employees with communication, work expectations, and work/life balance issues. They offer problem-solving, mediation, and advocacy for both employees and managers. Conversations are typically confidential unless otherwise agreed or in serious situations. Their goal is to foster a thriving work environment throughout the employee lifecycle.

01



Faculty and Staff Assistance Office (FSAO)

The Faculty and Staff Assistance Office (FSAO) offers BU employees and their families confidential support, including counseling, referrals, and crisis assistance. Services are available in-person, by phone, and virtually, with emergency resources accessible outside regular hours.

02



Below, you will find the reporting options available to you as a BU employee. For further details on each resource, please visit the respective websites or reach out to your HR Business Partner.



Ombuds Office

The BU Office of the Ombuds provides confidential, impartial support for complex issues related to life, work, or study at BU. They help community members find resources and navigate sensitive concerns, ensuring off-the-record conversations in a safe space without immediate solutions.

03



Office of Compliance

The Office of Compliance manages the University's Ethics and Compliance Hotline and handles non-Hotline complaints through multiple channels. They consult on and conduct investigations, prepare reports, and respond to reporters upon case closure.

04



Equal Opportunity Office (EOO)

The Equal Opportunity Office at Boston University is committed to ensuring equitable access and a harassment-free environment for all employees, faculty, and students. They address sexual and gender-based misconduct, promote inclusivity, and facilitate reasonable accommodations to comply with federal and state laws.

05



BU Police Department

BUPD offers 24-hour patrols, investigative services, and crime prevention strategies to keep the BU community safe. Our community policing model encourages collaboration between officers and the university community to enhance public safety and security. 617-353-2121

06

The background features a light gray field with intricate, wavy, concentric line patterns that resemble topographical maps or fluid motion. A thin, dark gray rectangular frame is positioned around the central text, with the top and bottom lines being slightly shorter than the side lines.

WHO TO GO TO WHEN...?

WHO TO GO TO WHEN....

1. One of the leaders in your department always makes jokes you feel are culturally insensitive. Who should you report this to?
2. You and a coworker have a disagreement on expectations of a role. You have discussed with your manager but continue to experience communication issues with this coworker. Who should you report this to?
3. One of your direct reports is consistently out sick for days. You feel it may be a mental health issue. Who should you report this to?
4. Employee has been absent for 2 days with no notice and you are concerned about their safety. Who do you report this to?

Q/A

THANK YOU!

Please reach out to Thais with any
additional questions or concerns you
may have

Talkhal@bu.edu