

## **INTERNAL COMMUNICATION**

*(Section 46a-68-79)*

January 2016

This section was in compliance in the 2014 filing of the University's *Plan*.

During the 2015 *Plan* period, University leaders continued explicit communication of the priority they placed on workforce diversity, the relationship of diversity to the University's mission, and the implementation of additional mechanisms to monitor and evaluate progress toward meeting affirmative action and diversity goals. Through the 2015 *Plan* year, Elizabeth Conklin held the position of Associate Vice President of the Office of Diversity and Equity and was designated the Equal Employment Opportunity Officer for the University.

### **Subsection (a)**

The University's *Policy Statement: Affirmative Action & Equal Employment Opportunity, Summary Objectives of the Affirmative Action Plan*, and other related policy statements are widely posted at physical, prominent, and accessible locations on each campus and are distributed to all employees annually. The policy statements are also available on the Office of Diversity and Equity's [website](#), as well as the University's [e-Policy website](#).

All employees are notified of the right to a reasonable period of review and comment upon the *Affirmative Action Plan for Employment (Plan)* and that all comments should be addressed to the Associate Vice President of the Office of Diversity and Equity, Elizabeth Conklin, who is identified by name and address. Copies of the *Plan* are available in the Office of Diversity and Equity (ODE), the Department of Human Resources (DHR), and the Homer Babbidge Library on the main campus in Storrs. A [complete copy of the Plan](#) is also posted on the Office of Diversity and Equity website.

The *Plan* has, and will continue, to include a summary of all comments from employees concerning the *Plan* and note any response. No comments from employees were received during this reporting period.

All University faculty and staff were sent copies of the policies along with notification that the 2014 *Affirmative Action Plan* was available for review and comment. The University community received the following:

- A transmittal memo from the Associate Vice President of the Office of Diversity and Equity
- *Policy Statement: Affirmative Action & Equal Employment Opportunity* (with a list of relevant state and federal laws attached)
- *Policy Against Discrimination, Harassment and Related Interpersonal Violence*
- *Policy Statement: People with Disabilities*
- *Summary Objectives of the Affirmative Action Plan*

See **ATTACHMENT A**.

### **Subsection (b)**

The University maintains, as required by the agency's state library records retention schedules for state agencies, copies of all affirmative-action related internal communications and comments received pursuant to subsection (a) of this section and notes the dates such comments were received.

### **Subsection (c)**

At any time of the year, the Associate Vice President of Diversity and Equity welcomes comments regarding the *Plan* and its implementation. Employees wishing to have their comments on the *Plan* considered for the 2015 *Plan* were asked to submit comments no later than September 30, 2015 (**ATTACHMENT A**, Transmittal Memorandum, and Summary Objectives of the Plan).

University policy is reflected in its *Policy Statement: Affirmative Action & Equal Employment Opportunity* which may be found in the Policy Statement section of the *Plan* and in **ATTACHMENT A** of this section. The activities undertaken, during the reporting period, to comply with §46a-68-79 are detailed below.

To ensure the effectiveness and full implementation of affirmative action policies and programs and to fully acquaint all University employees with the *Affirmative Action Plan* and policies, several avenues were utilized during this *Plan* year:

1. Annual Letter to the Community From the Associate Vice President of the Office of Diversity and Equity and Equal Employment Opportunity Officer

This year's [message](#) to the University community discussed policy posting obligations, recruitment, compliance, and diversification, Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veteran's Readjustment Act Revisions, Americans with Disabilities Act (ADA) compliance activities discrimination complaint management, and Diversity and Sexual Harassment Prevention Training. Hiring managers and search committee members were reminded of their compliance obligations relevant to good faith recruiting, evaluation, and hiring. Additionally, Vice Provosts, Vice Presidents, Deans, Directors, and other supervisory employees were asked to ensure that the policies were posted in their respective units in locations highly visible to employees, students, and the general public. **ATTACHMENT A**.

2. University Wide Search Orientations provided by the Office of Diversity & Equity

During this *Plan* year, the Office of Diversity and Equity offered eight Search Orientation Workshops to University employees. This *Plan* year achieved a record high training attendance of 255 employees. An increase of 76% from the

last *Plan* year. The workshops focused on affirmative action goals, proactive recruiting strategies, objective applicant evaluation, and search policies and procedures. The training also reflected enhanced content as a result of a collaboration between ODE, the Provost's Office, and the Department of Human Resources including an additional element focused on inherent bias in the search and hiring process as outlined in the 2014 Program Goals. Copies of the training materials can be found on the ODE [website](#). The Training Analysis found in **ATTACHMENT B** of this section contains detailed demographic analysis of employees trained. Additionally, plans were finalized to implement a mandatory search training requirement to serve on a search committee. Results of this process change will be discussed in next year's Affirmative Action Plan.

### 3. Individualized trainings, workshops, and presentations

The Office of Diversity and Equity (ODE) conducted 11 customized trainings on compliance issues, search committee roles, applicant evaluation, recruiting strategies, competitive search process, interviewing skills, best practices, and documentation requirements. See **ATTACHMENT B** of this section for detailed demographic information.

- *10/2/2014 Financial Aid Search Training* – EEO and Search Compliance Specialist Katherine Johansen conducted search and hiring training for the Financial Aid Department.
- *10/9/2014 Police Department Search Training* - EEO & Search & Search Compliance Specialist Katherine Johansen and EEO and Search Compliance Coordinator Fred Kyeremeh conducted search and hiring training for the University Police Department.
- *10/10/2014 Avery Point Campus Director Search Committee Training* – EEO and Search Compliance Specialist Katherine Johansen conducted search and hiring training for the search committee for the Avery Point Campus Director.
- *12/18/2014 Sports Medicine Search Committee Training* – EEO and Search Compliance Manager Hanna Prytko conducted search and hiring training for the Sports Medicine search committee.
- *1/7/2015 Student Activities Search Committee* – EEO and Search Compliance Manager Hanna Prytko conducted search and hiring training for the Sports Medicine search committee.
- *6/3/2015 Fire Department Search Committee* – EEO and Search Compliance Manager Hanna Prytko conducted search and hiring training for various search committees in the Fire Department.
- *6/4/2015 Registrar's Office* – EEO and Search Compliance Specialist Katherine Johansen conducted search and hiring training for the Registrar's Office Search Committee.
- *6/30/2015 Avery Point Search Committee* – EEO and Search Compliance Manager Hanna Prytko conducted search and hiring training for a search committee at Avery Point Campus.

- *8/20/2015 Library Search Committee* – EEO and Search Compliance Specialist Katherine Johansen conducted search and hiring training for the Library search committee.
- *9/4/2015 Human Development and Family Studies and Economics Search Committee* – EEO and Search Compliance Specialist Katherine Johansen and Assistant Vice Provost for Diversity Dana Wilder provided search and hiring training for committees in the HDFFS and Economics department.
- *9/29/2015 Greater Hartford Campus* – EEO and Search Compliance Specialist Katherine Johansen provided search and hiring training to search committees at the Greater Hartford Campus.

Throughout the *Plan* year, Office of Diversity and Equity staff participated in the various trainings, workshops and meetings related to affirmative action and equity issues:

- *10/23/14 – Diversity Report Presentation to UCPEA Board* – AVP Elizabeth Conklin and EEO and Search Compliance Manager Hanna Prytko presented results of diversity workforce reports to UCPEA collective bargaining unit.
- *10/30/14 – Provost Commission on the Status of Women Community Conversation* – AVP Elizabeth Conklin participated in a community conversation held on behalf of the Provost Commission on the Status of Women. This event was meant to foster communication and involvement with the campus community.
- *11/5/14 – Meeting with AAUP* – AVP Elizabeth Conklin met with AAUP collective bargaining unit to share results of diversity workforce reports.
- *1/8/15 – Transgender Working Group* – AVP Elizabeth Conklin attended meeting of the transgender working group. This group focused on ensuring UConn is up to date on policies surrounding support of transgender individuals in the work and educational environment, and worked to ensure an inclusive and supportive environment.
- *2/10/15 – ACES Diversity Training* – AVP Elizabeth Conklin provided Diversity Training to Academic Center for Entering Students (ACES) department.
- *3/5/15 – Meeting with President, Provost, and Alumni Diversity Committee* – AVP Elizabeth Conklin met with committee to discuss diversity goals and policies and the committee’s activities to further those goals.
- *4/6/15 – Diversity Data Sub Group* – AVP Elizabeth Conklin participated in a meeting of the Diversity Data sub group of the Diversity Task Force. This sub group was focused on identifying and providing quantitative metrics to support the production of the Diversity Task Force Report.
- *4/15/15 – Campus Wide Diversity Training Planning* – AVP Elizabeth Conklin, along with members of the ODE Case Management Team and

EEO and Search Compliance team, met with Cultural Center Directors to enhance content of Diversity Training and plan for future sessions.

- *6/16/15 – Diversity Data Portal Development* – AVP Elizabeth Conklin and EEO and Search Compliance Manager Hanna Prytko met with members of Office of Institutional Research and Effectiveness Staff to develop a diversity data portal interface. This portal will be used to assist departments in tracking their own efforts and success in hiring and supporting underrepresented populations.
- *6/29/15 – TA Orientation Meeting* – AVP Elizabeth Conklin attended the Teaching Assistant (TA) orientation to provide information on non-discriminatory policies and Title IX related practices.
- *7/29/15 – ADA Committee* – AVP Elizabeth Conklin attended a meeting of the Americans with Disabilities Act (ADA) committee to discuss access and accommodation on campus, and various other compliance initiatives related to ADA policies and regulations.
- *8/26/15- New Faculty Orientation* - AVP Elizabeth Conklin attended the Teaching Assistant (TA) orientation to provide information on non-discriminatory policies and Title IX related practices.
- *8/27/15 – New Department Head Workshop* - AVP Elizabeth Conklin attended the Teaching Assistant (TA) orientation to provide information on non-discriminatory policies and Title IX related practices.

Additionally, several members of the ODE staff participated in reoccurring meetings and presentations:

- *The President’s Task Force on Civility and Campus Culture:* AVP Elizabeth Conklin, a member of the task force, attended meetings on 12/9/14 and 1/6/15.
- *The Committee on Access & Accommodation* – AVP Elizabeth Conklin attended on 10/6/14, 11/4/14, 2/24/15, and 3/2/15.
- *Diversity Task Force* – AVP Elizabeth Conklin and members of the EEO & Search Compliance Team participated in meetings of the committee on 11/17/14, 12/16/14, 1/12/15, 2/9/15, 2/23/15, 3/9/15, 3/23/15, 3/31/15, 4/6/15, 4/20/15, 5/4/15, 7/21/15. The Diversity Task force submitted a draft report with all recommendations accepted in September of 2015.
- *Senate Diversity Committee* – AVP Elizabeth Conklin and members of the EEO and Search Compliance Team participated in meetings of the Senate Diversity Committee on 11/19/14, 2/4/15, 2/24/15, and 9/22/15.
- *Management Support and Development Program* – AVP Elizabeth Conklin presented an overview of ODE, policies, complaint processes, and accommodation procedures to new and current University managers and supervisors on 10/27/14 and 11/13/14.

- *Veterans Advisory Council* – EEO & Search Compliance Coordinator Frederick Kyeremeh continued to serve on the University’s Veterans Advisory Council. Meetings were held on 10/28/14, 12/2/14, 1/28/15, 2/25/15, 3/25/15, and 9/23/15.

4. Diversity and Sexual Harassment Prevention Training

During this Plan year, 643 University employees attended state mandated Diversity Awareness and 668 employees attended state mandated Sexual Harassment Prevention training conducted by the Case Management Team of the Office of Diversity and Equity. [Training materials](#) are posted on the ODE website. See **ATTACHMENT B** of this section for detailed attendee demographic information.

5. New Employee Orientations

All new employees received copies of the Affirmative Action and Equal Employment Opportunity, Policy against Discrimination, Harassment, and Inappropriate Romantic Relationships, and Policy Statement on People with Disabilities, as well as complaint procedures. 438 employees attended the new employee orientation facilitated by the Department of Human Resources (DHR) during this reporting period. Members of the Office of Diversity and Equity were regularly present to provide more in-depth information and answer questions. See **ATTACHMENT B** for detailed attendee demographic information.

6. Bulletin boards throughout the Storrs and regional campuses

All Deans and Department Heads are sent copies of policies and discrimination complaint procedures annually to post in their respective units in locations highly visible to employees, students, and the general public. This *Plan* year a mailing was distributed to over 250 departments on campus including relevant EEO posters and policy and complaint process information. Discrimination and sexual harassment posters are available to all departments for posting. Vacancy and examination announcements are posted to the ODE and DHR bulletin boards as well as other appropriate boards throughout all campuses. Efforts are continuously made to ensure employees without computer access are notified of, and kept current on appropriate Affirmative Action and Equal Employment Opportunity policies and complaint procedures.

7. The Office of Diversity & Equity website – [www.ode.uconn.edu](http://www.ode.uconn.edu)

Strengthening the effort to provide a centralized resource for current EEO/AA information, the Office of Diversity and Equity continued to review and update the department website. The website includes policies, discrimination complaint procedures, training materials and information, relevant laws and regulations,

search process information, targeted recruitment sources, and links to other resources. Updated affirmative action goals are also posted. The current *Affirmative Action Plan* with all attachments is also posted on the [website](#) and available for review.

8. Hiring Administrator Toolkit – Faculty Search and Hire  
<http://www.hr.uconn.edu/faculty/index.html>

To assist search administrators with all aspects of the search and hiring process, the Office of Diversity & Equity and the Department of Human Resources collaborated to create a centralized depository for all search related materials. This new website contains comprehensive information detailing the search process from the initiation of a search through hire. The website includes templates for drafting job postings, guidance for search committees, checklists for interview and hire approval, recruiting strategies and planning, applicant evaluation guidelines, interviewing, offer letters, and compliance.

9. The Something’s Happening Initiative

The “Something’s Happening” Committee’s (SHC) overall goal is to advocate for continued efforts and resources that will create and maintain a respectful, civil, ethical, diverse and safe campus community. Efforts include educating employees about policies, procedures and resources that currently exist; providing professional development and skill building for both employees and supervisors; identifying the personnel and resources that can influence the necessary climate changes; and affecting a commitment from individuals and the institution to be accountable and responsible for a civil and respectful work environment. The SHC’s [website](#) includes the AA/EEO and Discriminatory Harassment policies and links to resources for employees. A major initiative of the SHC was the creation and distribution of “Our People” posters to promote a respectful workplace.

10. Faculty and Staff Resource Guide

The faculty and staff resource guide was updated as needed to reflect current resources on campus. This guide was developed by the Office of the Provost in response to the need for an up-to-date reference covering all aspects of the University's operations, policies, programs, and services. The intention of the guide is to provide a brief overview with links to the appropriate websites within the University's edu domain. This [website](#) provided an easily accessible link to the Office of Diversity and Equity, policies, complaint procedures, and the search process.

11. The African-American Cultural Center, the Puerto-Rican and Latino Cultural Center, the Asian-American Cultural Center, the Women’s Center, and the Rainbow Center

The cultural centers provide advocacy and support to those seeking assistance with issues of harassment and discrimination based on gender, sexual orientation, and/or race/ethnicity. Advocacy and support can take the form of providing an overview of the options and resources available, short-term crisis intervention, and/or providing general assistance.

OFFICE OF DIVERSITY & EQUITY

TO: All University Faculty, Staff, and Union Representatives

FROM: Elizabeth A. Conklin, Associate Vice President  
Office of Diversity and Equity

DATE: July 10, 2015

SUBJECT: Affirmative Action Plan Update and Distribution of Policy Statements

The University of Connecticut's 2014 Affirmative Action Plan for Employment (*Plan*) was approved by the Commission on Human Rights and Opportunities on May 20, 2015. The *Plan* reports the University's good faith efforts relative to diversifying the workforce of the University, attaining goals, and achieving equal employment opportunity.

All employees are invited to review and comment on the 2014 *Plan* until September 30, 2015. A full copy of the *Plan* is available for review in the following locations:

- [The Office of Diversity and Equity \(ODE\)](#)  
Wood Hall, 241 Glenbrook Road  
Storrs, CT 06269
- [The Department of Human Resources \(DHR\)](#)  
9 Walters Avenue,  
Storrs, CT 06269
- [Homer Babbidge Library](#)  
369 Fairfield Way  
Storrs, CT 06269
- [The Connecticut Commission on Human Rights and Opportunities \(CHRO\)](#)  
25 Sigourney Street  
Hartford, CT 06106

An electronic (PDF) version also is available on [ODE's website](#).

**An Equal Opportunity Employer**

241 Glenbrook Road  
Wood Hall – Unit 4175  
Storrs, CT 06269-4175

Telephone: 860-486-2943

Fax: 860-486-5943

Email: [ode@uconn.edu](mailto:ode@uconn.edu)

Websites: [www.ode.uconn.edu](http://www.ode.uconn.edu)

[www.sexualviolence.uconn.edu](http://www.sexualviolence.uconn.edu)

All comments or questions are welcome and may be sent to:

[Elizabeth A. Conklin, Associate Vice President](#)

Office of Diversity and Equity

Wood Hall, Unit Box 4175

241 Glenbrook Road

Storrs, CT 06269-4175

The following policies and procedures have been included in the *Plan* and are available to every employee:

- [Affirmative Action and Equal Employment Opportunity](#)
- [Policy Against Discrimination, Harassment and Inappropriate Romantic Relationships](#)
- [Policy Statement: People with Disabilities](#)
- [University of Connecticut Discrimination Complaint Procedures](#)

The above documents and other relevant policies are posted throughout the University. These policies may also be viewed on [ODE's website](#) and the University's [e-policy website](#).

1. **Policy Posting Obligation:**

As in previous years, ODE will satisfy the statutory requirement of policy distribution to employees via this notification and mail distribution as necessary. Additionally, policies will be posted in visible locations throughout the campuses. Vice Provosts, Vice Presidents, Deans, Directors, and other supervisory employees are asked to ensure that the policies above are posted in their respective units in locations highly visible to employees, students, and the general public.

2. **Recruitment, Compliance, and Diversification:**

As a federal contractor and state agency, the University's recruiting and hiring activities are audited regularly by external and government enforcement units. Directors, Department Heads, Hiring Managers, and Search Committee Chairs are accountable for ensuring compliance with state and federal regulations and record-keeping requirements concerning recruitment and applicant evaluation activities. Both state and federal regulatory agencies mandate policies and processes that promote equal employment opportunity and endorse aggressive recruitment programs.

Proactive and aggressive recruitment programs not only fulfill the University's compliance obligations but also work to support the University's goal of increasing the diversity of the workforce. To encourage proactive and strategic recruitment efforts, it is crucial for department faculty and staff to engage in professional networking, join professional and discipline specific associations, and participate in Ph.D. pipeline-building initiatives with an aggressive focus on the diversity of graduate students.

To assist search committees and hiring departments, ODE in collaboration with the Department of Human Resources and the Assistant Vice Provost for Diversity and Academic Affairs, offers University-wide and individualized [search orientation training](#). These trainings focus on affirmative action and equal employment, strategic recruiting, and the search process including developing job descriptions, applicant evaluation, interviewing, applicant selection, the hiring process, and an interactive module on inherent bias and best practices for elimination of bias in the search processes. Additionally, the ODE [EEO & Search Compliance team](#) is available for consultation about the search process, compliance obligations, best practices in building diverse pools of qualified applicants, and objective evaluation techniques. For more information on the recruitment and the search process, [please visit our website](#).

3. **Section 503 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Act (VEVRAA) Revisions:**

In March 2014, the Office of Contract Compliance Programs (OFCCP) imposed new requirements regarding applicant and employee self-identification, goals and benchmarks for recruitment and outreach, and data collection, analysis and reporting for veterans and individuals with disabilities. In an effort to meet the new data collection and reporting requirements, all employees will shortly be requested to complete a brief survey to update demographic information including disability and veteran status. Response to this survey is voluntary, but highly encouraged. The information provided will be kept confidential and will only be used for federal reporting purposes. The provided information will not impact an employee's current employment status

4. **Americans with Disabilities Act (ADA) Compliance Activities:**

ODE is responsible for facilitating the interactive process used to evaluate employee requests for accommodations under Title I of the Americans with Disabilities Act (ADA) and providing guidance to employees and managers

regarding reasonable accommodations under the ADA. ODE acts as the University's compliance office under § 504 of the Rehabilitation Act and the ADA, and accepts and investigates complaints alleging non-compliance with the ADA or § 504. To request an accommodation, or if you are a supervisor or manager who has been presented with a request for an accommodation, please contact a member of the Case Management Team at (860) 486-2943 or via e-mail at [ODE@uconn.edu](mailto:ODE@uconn.edu) and/or visit our page on [Employee Accommodations](#). A guide to ODE's reasonable accommodations process can be found [here](#). Students who require an accommodation in the academic setting should contact the [Center for Students with Disabilities](#).

5. **Discrimination Complaint Management:**

The Case Management Team (CMT) of ODE is a neutral investigatory unit charged with fielding and objectively [investigating claims of discrimination and harassment](#) on the basis of legally protected characteristics. The CMT's investigations determine if employee conduct violates [non-discrimination policies](#) which have been construed to provide protections aligned with current law. The CMT addresses inquiries and complaints made in-person, by telephone, e-mail, and regular mail ranging from employee requests for confidential consultations about options for action and relief, to managers' calls for disparate treatment analyses of intra-office conflicts. The CMT thoroughly investigates discrimination complaints, makes determinations regarding discriminatory animus and violations of University policy, and follows statutory requirements regarding recommendations for remedial action when there is evidence of policy violations.

ODE also assists with developing and implementing the University's non-discrimination and affirmative action policies, procedures, and programs and offer information, consultation, and training to the University community on these areas of focus.

Additional information about reporting discrimination and ODE's complaint procedures, as well as a complaint form, can be found on [ODE's website](#). If you have a specific question or need further assistance, please do not hesitate to contact a member of the Case Management Team at (860) 486-2943 or via e-mail at [ODE@uconn.edu](mailto:ODE@uconn.edu).

6. **Diversity and Sexual Harassment Prevention Training:**

ODE provides ongoing Diversity Awareness and Sexual Harassment Prevention training to all permanent University employees pursuant to General Statutes §46a-

54. Along with the Cultural Center Directors, ODE's [Case Management Team \(CMT\)](#) conducts numerous [sessions](#) each semester. Additionally, the CMT provides customized trainings to individual departments or groups of employees or students seeking further guidance or training around discrimination and/or harassment issues. Members of the CMT also present tailored trainings, speakers or information sessions to a variety of groups upon request or where a specific need is evident. For further information, please visit [our website](#).

## **OBJECTIVES OF THE AFFIRMATIVE ACTION PLAN**

January 2015

In accordance with state and federal laws and regulations, the University of Connecticut is an Equal Employment Opportunity/Affirmative Action Employer. As such, the University does not tolerate unlawful discrimination in its employment practices, and employs affirmative action to achieve equal employment opportunity.

The University of Connecticut prepares an *Affirmative Action Plan (Plan)* each year in compliance with Connecticut General Statute (CGS), Section 46a-68 and sections 46a-68-75 to 46a-68-114, inclusive, of the Regulations of Connecticut State Agencies. The *Plan* is a detailed, results-oriented set of procedures, which articulate the University's strategy to combat discrimination and implement affirmative action in employment. The objectives of the *Plan* are to establish goals, which promote affirmative action and eliminate any policy or employment practice that adversely affects members of protected classes.

The *Plan* includes a report on the University workforce as a whole and by occupational category. The *Plan* also sets forth the degree of parity within the relevant labor market area, and illustrates the University's degree of success in accomplishing hiring, promotion, and program goals. Additionally, the *Plan* details the vigorous recruitment strategies undertaken to ensure opportunities for all qualified applicants including underutilized groups.

Affirmative action supports the University's goal of developing a diverse workforce by ensuring equal employment opportunity. For instance, the University makes special efforts to recruit qualified candidates from groups that are underutilized in our workforce. Where goals have not been achieved, the University's *Plan* demonstrates its good faith efforts in the conduct of its recruiting, hiring, and other employment policies and practices.

All materials contained in the *Affirmative Action Plan* are public documents available for review at locations around the state. The complete version of the current year's *Plan* is on file in the Reference Collection of the Homer Babbidge Library in Storrs, Connecticut, The Department of Human Resources, and the Office of Diversity and Equity as well as on-line at <http://ode.uconn.edu/diversity/affirmative-action/universitys-affirmative-action-plan-for-employment/>. Included in the *Plan* is a listing of pertinent state and federal civil rights laws, statutes, and regulations.

Inquiries or complaints regarding the Affirmative Action policy or its implementation should be addressed to Elizabeth Conklin, Associate Vice President, Office of Diversity and Equity, Wood Hall Unit 2175, 241 Glenbrook Road, University of Connecticut, Storrs, Connecticut, 06269-4175, telephone (860) 486-2943. In order to be considered in the annual edition of the *Plan*, comments or inquiries must be submitted no later than December 31 of each year.

# Policy Statement: Affirmative Action & Equal Employment Opportunity

<b>Policy Owner:</b>	President and Office of Diversity & Equity
<b>Applies to:</b>	Faculty, Staff
<b>Campus Applicability:</b>	All University departments at all campuses except UConn Health
<b>Effective Date:</b>	October 14, 2012
<b>For More Information, Contact:</b>	Office of Diversity & Equity
<b>Contact Information:</b>	(860) 486-2943
<b>Official Website:</b>	<a href="http://www.ode.uconn.edu/">http://www.ode.uconn.edu/</a>

In issuing the University of Connecticut's affirmative action policy, I reiterate my personal commitment to and the need for affirmative action and attest to the University's determination to identify strengths and weaknesses in our employment system, resolve problems when they appear, recruit employees vigorously and affirmatively, and retain current employees while also helping them prepare for advancement.

We are committed to reducing and, wherever possible, eliminating actual and apparent under-representation of minorities and women in our workforce. We are equally dedicated to removing procedural and attitudinal barriers to access for persons with disabilities and older persons. Our efforts over the past few years indicate that we are headed in the right direction. We must, however, persevere with a sense of urgency, with keen awareness of our timetables, and with clarity of purpose until minority persons and women are fairly included throughout our work force.

The University of Connecticut is an equal employment opportunity/affirmative action employer. In order to ensure that employees and job applicants are not subjected to unlawful discrimination, it is the University's policy to comply with all laws and regulations that prohibit employment discrimination and mandate specific actions for the purpose of eliminating the present effects of past discrimination. Equal employment opportunity is the purpose and goal of affirmative action. The University has established equal employment opportunity and affirmative action as immediate and necessary objectives because we are committed to its concepts, principles, and goals.

Equal employment opportunity (EEO) means nondiscrimination — that is, hiring and promoting without regard to race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disabilities, past/present history of a mental disorder), prior conviction of a crime (or similar characteristic), workplace hazards to reproductive systems, gender identity or expression, or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification. To attain parity demands affirmative action, a program of purposeful activity undertaken with conviction and

effort to overcome barriers to equal employment opportunity. Affirmative action plans and programs are designed to achieve the full and fair participation of women, Asians, Blacks, Hispanics, Native Americans, persons with disabilities, and other protected groups found to be underutilized in the workforce or adversely affected by past policies and practices.

Affirmative action is necessary throughout the employment process, from the posting of job notices through hiring to the termination of employment. The University of Connecticut regularly reexamines all policies and procedures to discover and remove barriers to access, and to change practices that may have an illegally discriminatory impact. We also seek to accelerate the entry of members of underrepresented groups into the workforce, and to support their mobility once they are hired. We are equally vigilant in ensuring that all terms, conditions, and privileges, including upward and lateral mobility, are equitably administered.

Hiring is the traditional focus of affirmative action plans. The University of Connecticut's current monitoring and support systems are largely concentrated on hiring. It is now time to direct equal attention and creativity toward retention and career mobility.

We need new mechanisms to increase opportunities for career development. These mechanisms must serve all classes of employees, but they must also allow us to combat cultural forces that lead women and minorities into stereotypical roles.

All services and programs are to be provided in a fair and impartial manner. These activities must reflect the positive, active spirit of this policy. All vice presidents, deans, directors, department heads, managers by all other titles, and faculty are expected to support the University's *Affirmative Action Plan for Employment (Plan)*. All executives and managers must be fully acquainted with the University's *Plan*, assure that their subordinate managers are aware of their obligations, and make their support observable and meaningful. This policy also mandates that employees at every level shall support and respect the advancement of equal employment principles and our workplace community. Affirmative action and equal employment opportunity are University-wide priorities, and will remain so until our goals are met for all categories of employees, regardless of classification.

As a Connecticut state agency, the University of Connecticut prepares its *Affirmative Action Plan* each year. The *Plan* is a detailed, results-oriented set of procedures, which blueprints a strategy to combat discrimination and implement affirmative action. The objectives of the *Plan* are to set both quantitative and non-quantitative goals, which promote affirmative action and/or eliminate any policy or employment practice that adversely affects protected class members.

More detailed information relating to the University's *Affirmative Action Plan* may be found on the Office of Diversity and Equity Web site <http://www.ode.uconn.edu>. The complete version of the current year's *Plan* is on file in the Reserve Room of the Homer Babbidge Library, as well as each regional campus and School of Law libraries. The Department of Human Resources and the Connecticut State Library also retain a copy.

A listing of federal and state constitutional provisions, laws, executive orders, and regulations mandating Equal Employment Opportunity and Affirmative Action is attached to this Policy

Statement. As necessary, revisions will be made to reflect changes in both federal and state laws as well as other changes consistent with the affirmative action regulations.

For more information and advice regarding rights and responsibilities under the *Plan*, consult Elizabeth Conklin, Associate Vice President for Diversity and Equity (ODE), Wood Hall, Unit 4175, 241 Glenbrook Road, Storrs, Connecticut 06269-4175; telephone 860-486-2943; e-mail, [elizabeth.conklin@uconn.edu](mailto:elizabeth.conklin@uconn.edu). Your comments are welcomed and should be directed to Ms. Conklin at this address and telephone number.

Employees and others wishing to file complaints of discrimination or of affirmative action policy violations may do so by contacting the ODE. The University of Connecticut's policies against discrimination and harassment appear in the *Plan* along with complaint procedures, all of which may be viewed on the website listed above.

As President of the University, I commit the University of Connecticut and myself to make every effort to achieve the goals set forth in the *Plan* for Employment, within the timetables articulated in the *Plan*.

Susan Herbst

President

Attachment: [List of Relevant Federal and State Constitutional Provisions](#)

# Policy Against Discrimination, Harassment and Inappropriate Romantic Relationships

<b>Policy Owner:</b>	Office of Diversity & Equity
<b>Applies to:</b>	Faculty, Staff, Students
<b>Campus Applicability:</b>	The policy applies to the Storrs and regional campuses (including the Law School and the School of Social Work) including any and all off campus programs and any other site under the control of the University where university employees work.
<b>Effective Date:</b>	September 24, 2013
<b>For More Information, Contact:</b>	Office of Diversity and Equity
<b>Contact Information:</b>	(860) 486-2943
<b>Official Website:</b>	<a href="http://ode.uconn.edu/">http://ode.uconn.edu/</a>

## I. Statement of Purpose

The University is committed to maintaining an environment free of discrimination or discriminatory harassment directed toward any person or group within its community – students, employees, or visitors. Academic and professional excellence can exist only when each member of our community is assured an atmosphere of mutual respect. All members of the University community are responsible for the maintenance of an academic and work environment in which people are free to learn and work without fear of discrimination or discriminatory harassment. In addition, inappropriate Romantic relationships can undermine the University’s mission when those in positions of authority abuse or appear to abuse their authority. To that end, and in accordance with federal and state law, the University prohibits discrimination and discriminatory harassment, as well as inappropriate Romantic relationships, and such behavior will be met with appropriate disciplinary action, up to and including dismissal from the University.

## II. Non-Discrimination

It is the policy of the University to maintain an academic and work environment free from discrimination. Discrimination is contrary to the mission and standards of the University, it diminishes individual dignity, and it impedes equal employment and educational opportunities. Discrimination is conduct that is based upon an individual’s race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disabilities, past/present history of a mental disorder), veteran status, prior conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, or membership in other protected classes set forth in state or federal law that excludes an individual from participation, denies the individual the benefits of, treats the individual differently, or otherwise adversely affects a term or condition of an individual’s employment, education, living

environment or participation in a University program or activity. Discrimination includes failing to provide reasonable accommodation, consistent with state and federal law, to persons with disabilities.

### **III. Sexual and Discriminatory Harassment**

The University will not tolerate discriminatory harassment directed toward any person or group within its community. Discriminatory harassment consists of offensive behavior directed at an individual or group based upon an individual's race, color, ethnicity, religious creed, age, sex, marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disability, past/present history of a mental disorder), veteran status, prior conviction of a crime, workplace hazards to reproductive systems, gender identity or expression, or membership in other protected classes set forth in state or federal law. Harassing conduct may take many forms, including verbal acts, name-calling, graphic or written statements (including the use of cell phones or the Internet), or other conduct that may be humiliating or physically threatening. The University strictly prohibits making submission to discriminatory harassment a term or condition of an individual's employment, performance appraisal, or evaluation of academic performance. The University also forbids discriminatory harassment that has the effect of unreasonably interfering with an individual's performance or creating a hostile environment. Such behavior is particularly offensive to the spirit of this policy when those in positions of authority are involved in perpetrating harassment.

Sexual harassment is any unwelcome conduct of a sexual nature. It can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, such as sexual assault or acts of sexual violence.<sup>[1]</sup> Sexual harassment also may include inappropriate touching, suggestive comments and public display of pornographic or suggestive calendars, posters, or signs where such images are not connected to any academic purpose. Sexual harassment, including sexual assault, can involve persons of the same or opposite sex. Acts that do not necessarily involve conduct of a sexual nature but are based on sex or sex-stereotyping, and which may include physical aggression, intimidation or hostility, are considered sex-based harassment and are similarly prohibited. All forms of sexual and sex-based harassment and discrimination are considered serious offenses by the University.

A violation of this policy will be found where: (a) submission to harassment of any kind is made either explicitly or implicitly a term or condition of an individual's employment, performance appraisal, or evaluation of academic performance; or (b) these actions have the effect of creating a hostile learning or working environment. Discriminatory harassment creates a hostile environment when the harassment is sufficiently severe, pervasive, or persistent to deny, limit or unreasonably interfere with a student's or employee's ability to participate in or benefit from the academic or work environment.<sup>[2]</sup> State and federal law protects individuals from discrimination or discriminatory harassment in connection with employment and all academic, educational, extracurricular, athletic or other programs of a school. This protection extends to conduct that occurs both on and off University property.

### **IV. Reporting Concerns of Discrimination or Harassment**

Any person who believes that s/he is being or has been discriminatorily harassed or otherwise subjected to discrimination by a University employee or person doing business with the University is encouraged to contact the Office of Diversity and Equity (ODE), which includes the Title IX Coordinator. ODE is located in Wood Hall, Unit 4175, 241 Glenbrook Road, Storrs, Connecticut 06269-4175; Telephone (860) 486-2943; Email: [ode@uconn.edu](mailto:ode@uconn.edu). In particular, any person who believes s/he has been sexually harassed or discriminated against by any member of the University community on the basis of his or her sex (gender) is encouraged to contact the University's Title IX Coordinator, Elizabeth Conklin, Wood Hall, Unit 4175, 241 Glenbrook Road, Storrs, Connecticut 06269-4175, Telephone: (860) 486-2943; Email: [titleix@uconn.edu](mailto:titleix@uconn.edu). The Title IX Coordinator will ensure that complaints of this nature are addressed by the appropriate University administrators and will assist the parties in receiving support services. The Title IX Coordinator also will facilitate any interim measures that may be necessary during the investigation to protect the parties in the University setting.

Early reporting of concerns is encouraged because early intervention can prevent a situation from escalating. No person should feel compelled to wait to report concerns until discriminatory harassment becomes sufficiently severe, pervasive or persistent to create a hostile environment.

Complaints against students are handled by Community Standards and are governed by the provisions of The Student Code. Therefore, complaints about student misconduct (including graduate students) should be reported to Community Standards, Wilbur Cross Building, Room 301, 233 Glenbrook Road, Unit 4119, Storrs, CT 06269-4119; Telephone: (860) 486-8402; Email: [community@uconn.edu](mailto:community@uconn.edu).

## **V. Deans, Directors, Department Heads and Supervisors – Reporting Obligations for Discrimination and Harassment**

All members of the University community are responsible for the maintenance of a social environment in which people are free to work and learn without fear of discrimination or harassment. The failure of supervisors at any level to remedy known discrimination or discriminatory harassment violates this policy as seriously as that of the original discriminatory act. As a result, deans, directors, department heads, and supervisors receiving information, including but not limited to informal and formal complaints and reports, that any University employee or person doing business with the University has engaged in discrimination or discriminatory harassment must alert ODE as to the nature of the incident and also refer the inquirer to ODE as soon as it is disclosed or becomes known to the dean, director, department head or supervisor.

Deans, directors, department heads, and supervisors receiving information, including but not limited to informal and formal complaints and reports, that a student (including graduate students) has engaged in discrimination or discriminatory harassment must alert Community Standards as to the nature of the incident and refer the inquirer to Community Standards as soon as it is disclosed or becomes known to the dean, director, department head or supervisor.

## **VI. Inappropriate Romantic Relationships**

For the purposes of this policy, “Romantic relationships” are defined as intimate, sexual, and/or any other type of amorous encounter or relationship, whether casual or serious, short-term or long-term.

## **A. Instructional/Student Context**

All faculty and staff must be aware that Romantic relationships with students are likely to lead to difficulties and have the potential to place faculty and staff at great personal and professional risk. The power difference inherent in the faculty-student or staff-student relationship means that any Romantic relationship between a faculty or staff member and a student is potentially exploitative or could at any time be perceived as exploitative and should be avoided. Faculty and staff engaged in such relationships should be sensitive to the continuous possibility that they may unexpectedly be placed in a position of responsibility for the student’s instruction or evaluation. In the event of a charge of sexual harassment arising from such circumstances, the University will in general be unsympathetic to a defense based upon consent when the facts establish that a faculty-student or staff-student power differential existed within the relationship.

### i. Undergraduate Students

Subject to the limited exceptions herein, all members of the faculty and staff are prohibited from pursuing or engaging in a Romantic relationship with any undergraduate student.

### ii. Graduate Students

With respect to graduate students (including but not limited to Master’s, Law, Doctoral, and any other post-baccalaureate students), all faculty and staff are prohibited from pursuing or engaging in a Romantic relationship with a graduate student under that individual’s authority. Situations of authority include, but are not limited to: teaching; formal mentoring or advising; supervision of research and employment of a student as a research or teaching assistant; exercising substantial responsibility for grades, honors, or degrees; and involvement in disciplinary action related to the student.

Students and faculty/staff alike should be aware that pursuing or engaging in a Romantic relationship with any graduate student will limit the faculty or staff member’s ability to teach, mentor, advise, direct work, employ and promote the career of the student involved with him or her in a Romantic relationship.

### iii. Graduate Students in Positions of Authority

Like faculty and staff members, graduate students, while at all times considered students and not employees for the purposes of this policy, may nonetheless themselves be in a position of authority over other students, for example, when serving as a teaching assistant in a course or when supervising other students in research. The power difference inherent in such relationships means that any Romantic relationship between a graduate student and another student over whom they have authority is potentially exploitative and should be avoided. All graduate students currently or previously engaged in a Romantic relationship with another student are

prohibited from serving in a position of authority over that student. Graduate students also should be sensitive to the continuous possibility that they may unexpectedly be placed in a position of responsibility for another student's instruction or evaluation.

iv. Pre-existing Relationships with Any Student

The University recognizes that a Romantic relationship may exist prior to the time a student enrolls at the University or, for Romantic relationships with graduate students, prior to the time the faculty or staff member is placed in a position of authority over the graduate student. [Using the Romantic Relationships Disclosure Form](#), the current or prior existence of such a Romantic relationship must be disclosed to the Office of Diversity and Equity and/or the Office of Faculty and Staff Labor Relations by the employee in a position of authority immediately if the student is an undergraduate, and prior to accepting a supervisory role of any type over any graduate student.

All faculty and staff currently or previously engaged in a Romantic relationship with a student are prohibited from the following unless effective steps have been taken in conjunction with Labor Relations and the applicable dean or vice president to eliminate any potential conflict of interest in accordance with this policy: teaching; formal mentoring or advising; supervising research; exercising responsibility for grades, honors, or degrees; considering disciplinary action involving the student; or employing the student in any capacity – including but not limited to student employment and internships, work study, or as a research or teaching assistant.

Similarly, all graduate students currently or previously engaged in a Romantic relationship with another student are prohibited from serving in a position of authority over that student.

v. If a Romantic Relationship Occurs with Any Student

If, despite these warnings, a faculty member, staff member, or graduate student becomes involved in a Romantic relationship with a student in violation of this policy, the faculty member, staff member, or graduate student must disclose the relationship immediately to the Office of Diversity and Equity or the Office of Faculty and Staff Labor Relations [using the Romantic Relationships Disclosure Form](#). Absent an extraordinary circumstance, no relationships in violation of this policy will be permitted while the student is enrolled or the faculty or staff member is employed by the University. In most cases, it will be unlikely that an acceptable resolution to the conflict of interest will be possible, and the faculty or staff member's employment standing or the graduate student's position of authority may need to be adjusted until s/he no longer has supervisory or other authority over the student.

In addition to the Romantic relationship itself, a faculty, staff or graduate student's failure to report the existence of an inappropriate Romantic relationship with a student is also a violation of this policy. The University encourages immediate self-reporting, and will consider this factor in the context of any resolution that may be able to be reached.

**B. Employment Context**

Romantic relationships between supervisors and their subordinate employees often adversely affect decisions, distort judgment, and undermine workplace morale for all employees, including those not directly engaged in the relationship. Any University employee who participates in supervisory or administrative decisions concerning an employee with whom s/he has or has had a Romantic relationship has a conflict of interest in those situations. These types of relationships, specifically those involving spouses and/or individuals who reside together, also may violate the State Code of Ethics for Public Officials as well as the University's Policy on Employment and Contracting for Service of Relatives.

Accordingly, the University prohibits all faculty and staff from pursuing or engaging in Romantic relationships with employees whom they supervise. No supervisor shall initiate or participate in institutional decisions involving a direct benefit or penalty (employment, retention, promotion, tenure, salary, leave of absence, etc.) to a person with whom that individual has or has had a Romantic relationship. The individual in a position of authority can be held accountable for creating a sexually hostile environment or failing to address a sexually hostile environment and thus should avoid creating or failing to address a situation that adversely impacts the working environment of others.

i. Pre-existing Romantic Relationships Between Supervisors and Subordinate Employees

The University recognizes that a Romantic relationship may exist prior to the time an individual is assigned to a supervisor. Supervisory, decision-making, oversight, evaluative or advisory relationships for someone with whom there exists or previously has existed a Romantic relationship is unacceptable unless effective steps have been taken to eliminate any potential conflict of interest in accordance with this policy. The current or prior existence of such a relationship must be disclosed by the employee in a position of authority prior to accepting supervision of the subordinate employee to the Office of Diversity and Equity and/or the Office of Faculty and Staff Labor Relations [using the Romantic Relationships Disclosure Form](#). Working with the Office of Faculty and Staff Labor Relations, the relevant managers will determine whether the conflict of interest can be eliminated through termination of the situation of authority. The final determination will be at the sole discretion of the relevant dean or vice president.

ii. If a Romantic Relationship Occurs or has Occurred between a Supervisor and his/her Subordinate Employee

If, despite these warnings, a University employee enters into a Romantic relationship with someone over whom s/he has supervisory, decision-making, oversight, evaluative, or advisory responsibilities, that employee must disclose the existence of the relationship immediately to the Office of Diversity and Equity and/or the Office of Faculty and Staff Labor Relations [using the Romantic Relationships Disclosure Form](#). In consultation with appropriate University administrators, the relevant dean or vice president will determine whether the conflict of interest can be eliminated. The final determination will be at the sole discretion of the relevant dean or vice president. In most cases, it will be unlikely that an acceptable resolution to the conflict of interest will be possible. If the conflict of interest cannot be eliminated, the supervisor's employment standing may need to be adjusted. In addition to the Romantic relationship itself, a

supervisor's failure to report the existence of the relationship with a subordinate employee is also a violation of this policy. The University encourages immediate self-reporting, and will consider this factor in the context of any resolution that may be able to be reached.

### **C. Deans, Directors, Department Heads and Supervisors –Reporting Obligations for All Romantic Relationships in Violation of this Policy**

Any dean, director, department head or supervisor who is aware or becomes aware of the existence of a Romantic relationship involving any University employee with a student or subordinate employee in violation of this policy must inform the Office of Diversity and Equity and/or the Office of Faculty and Staff Labor Relations as to the existence of the relationship as soon as it is disclosed or becomes known to the dean, director, department head or supervisor. The failure of supervisors at any level to report the existence of a prohibited Romantic relationship is a violation of this policy.

Any dean, director, department head or supervisor who is aware or becomes aware of the existence of a Romantic relationship involving any University graduate student with a student in violation of this policy must alert Community Standards.

Any employee, even those without supervisory authority, who becomes aware of a Romantic relationship that may be in violation of this policy is encouraged to alert the Office of Diversity and Equity and/or the Office of Faculty and Staff Labor Relations as to the existence of the relationship. Non-supervisory employees also may choose to utilize the Office of Audit, Compliance and Ethics Anonymous Reportline: (888) 685-2637.

## **VII. Non-Retaliation**

The University encourages individuals to bring forward information and/or complaints about alleged violations of state or federal law, and University policy, rules, or regulations. Retaliation against any individual who, in good faith, reports or who participates in the investigation of alleged violations is strictly forbidden. For more information, please see the University's Non-Retaliation Policy: <http://policy.uconn.edu/?p=415>

## **VIII. Related University Policies**

- Sexual Assault Response Policy: <http://policy.uconn.edu/?p=2139>
- Policy Statement: Affirmative Action and Equal Employment Opportunity: <http://policy.uconn.edu/?p=102>
- Policy Statement: People With Disabilities: <http://policy.uconn.edu/?p=419>
- Age Act Policy: <http://policy.uconn.edu/?p=2007>
- Non-Retaliation Policy: <http://policy.uconn.edu/?p=415>
- Code of Conduct (employees): <http://policy.uconn.edu/?p=140>
- Code of Conduct for University of Connecticut Vendors: <http://policy.uconn.edu/?p=2718>
- Responsibilities of Community Life: The Student Code: <http://community.uconn.edu/the-student-code-preamble/>

- Policy on Employment and Contracting for Service of Relatives: <http://policy.uconn.edu/?p=357>
- Child Abuse and Neglect Reporting Policy: <http://policy.uconn.edu/?p=2165>

## **IX. Review Period**

The Title IX Coordinator is required to oversee the review of this policy in accordance with the University’s Policy Protocol. The Title IX Coordinator will oversee a full review of this policy no later than two years after initial approval and then subsequently as needed.

## **Attachment A: University Resources**

### The Office of Diversity and Equity (ODE) and Title IX Coordinator

ODE investigates complaints alleging violations of University Policy against Discrimination, Harassment and Inappropriate Romantic Relationships, and coordinates the University’s response to allegations of sex discrimination, sexual harassment, and sexual violence arising under University Policy and Title IX of the Education Amendments Act. ODE also conducts state-mandated and university-mandated diversity and sexual harassment prevention trainings. ODE is located on the first floor of Wood Hall, 241 Glenbrook Road, Unit 4175; Storrs, CT 06269-4175. Telephone: (860) 486-2943; Email: [ode@uconn.edu](mailto:ode@uconn.edu); [titleix@uconn.edu](mailto:titleix@uconn.edu)

### The Office of Faculty and Staff Labor Relations (OSFLR)

OFSLR provides direction and guidance on how to effectively manage relationships with the numerous labor organizations that represent the University’s workforce. In close collaboration with Human Resources and the University administration, OFSLR ensures that personnel actions are in compliance with University-specific and statewide collective bargaining agreements. OFSLR actively participates in developing and enforcing workplace policies and procedures and supports the University’s ongoing compliance with laws and regulations that govern the employment relationship. OFSLR is located on the Depot Campus in the Brown Building, 9 Walters Avenue, Unit 5075; Storrs, CT 06269-5075. Telephone: (860) 486-8724; Email: [laborrelations@uconn.edu](mailto:laborrelations@uconn.edu)

### The Office of Community Standards

The Office of Community Standards is responsible for managing “Responsibilities of Community Life: The Student Code,” which sets forth the standards for student behavior in the University community. Community Standards is a resource where student conduct is at issue and is located within the Wilbur Cross Building, Room 301, 233 Glenbrook Road, Unit 4119; Storrs, CT 06269-4119. Telephone: (860) 486-8402; Email: [community@uconn.edu](mailto:community@uconn.edu)

### The Office of Audit, Compliance and Ethics (OACE)

OACE is responsible for promoting a University-wide culture of compliance and ethics, and accepts reports of compliance concerns or requests for advice. Reports can be submitted using

the twenty-four hour confidential Reportline – (888) 685-2637. Individuals who report possible compliance issues in good faith will be accorded confidentiality and/or anonymity to the extent possible under the law. OACE is located in the Brown Building, 9 Walters Avenue, Unit 5084; Storrs, CT 06269-5084. Telephone: (860) 486-4526; Email: [reportline@uconn.edu](mailto:reportline@uconn.edu)

## **Attachment B: External Reporting Options**

### Office for Civil Rights (OCR)

OCR enforces federal laws prohibiting discrimination in programs or activities that receive federal financial assistance from the Department of Education. Boston Office, U.S. Dept. of Education, 5 Post Office Square, 8<sup>th</sup> Floor; Boston, MA 02109-3921. Telephone: (617) 289-0111; TTD: (877) 521-2172; [www.ed.gov/ocr](http://www.ed.gov/ocr)

### Equal Employment Opportunity Commission (EEOC)

The EEOC enforces federal laws prohibiting employment discrimination because of a person's race, color, religion, sex, national origin, age, or disability. Boston Area Office, John F. Kennedy Federal Building, 475 Government Ctr.; Boston, MA 02203. Telephone: (800) 669-4000; TTD: (800) 669-6820; [www.eeoc.gov](http://www.eeoc.gov)

### Connecticut Commission on Human Rights and Opportunities (CHRO)

The CHRO enforces state and federal civil rights laws that ban illegal discrimination in employment, housing, public accommodations, and credit transactions. Administrative Headquarters, 25 Sigourney Street; Hartford, CT 06106. Telephone: (800) 477-5737; TTD: (860) 541-3459; [www.ct.gov/chro](http://www.ct.gov/chro)

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[1] For more on the University's policies related to sexual violence, please see the University's Sexual Assault Reporting Policy found on the University's sexual violence awareness website: [www.sexualviolence.uconn.edu](http://www.sexualviolence.uconn.edu).

[2] A single instance of sexual violence may be sufficient to create a hostile environment.

Policy Adopted: August 7, 2013

Revised: September 24, 2013

# Policy Statement: People with Disabilities

<b>Policy Owner:</b>	Office of Diversity & Equity
<b>Applies to:</b>	Faculty, Staff, Students, Others
<b>Campus Applicability:</b>	All University departments at all campuses except UConn Health
<b>Effective Date:</b>	November 15, 2011
<b>For More Information, Contact:</b>	Office of Diversity and Equity
<b>Contact Information:</b>	(860) 486-2943
<b>Official Website:</b>	<a href="http://www.ode.uconn.edu/">http://www.ode.uconn.edu/</a>

The University of Connecticut is committed to achieving equal educational and employment opportunity and full participation for persons with disabilities. It is the University's policy that no qualified person be excluded from consideration for employment, participation in any University program or activity, be denied the benefits of any University program or activity, or otherwise be subjected to discrimination with regard to any University program or activity. This policy derives from the University's commitment to nondiscrimination for all persons in employment, academic programs, and access to facilities, programs, activities, and services.

A person with a disability must be ensured the same access to programs, opportunities, and activities at the University as all others. Existing barriers, whether physical, programmatic, or attitudinal must be removed. Further, there must be ongoing vigilance to ensure that new barriers are not erected.

The University's efforts to accommodate people with disabilities must be measured against the goal of full participation and integration. Services and programs to promote these benefits for people with disabilities shall complement and support, but not duplicate, the University's regular services and programs.

Achieving full participation and integration of people with disabilities requires the cooperative efforts of all of the University's departments, offices, and personnel. To this end, the University will continue to strive to achieve excellence in its services and to assure that its services are delivered equitably and efficiently to all of its members.

Anyone with questions regarding this policy is encouraged to consult the Office of Diversity and Equity (ODE). The office is located in Wood Hall, Unit 2175, 241 Glenbrook Road, Storrs, Connecticut 06269-2175, telephone, 860-486-2943.

**FEDERAL AND STATE ANTI-DISCRIMINATION LAWS**

**CONNECTICUT**

**CONSTITUTIONAL PROVISIONS**

**SUBJECT**

Article First, Section 1	Equality of Rights
Article First, Section 3	Right of Religious Liberty
Article First, Section 20, as amended by Article V and Article XXI of the Amendments to the Connecticut Constitution	Equal Protection under the law for all persons; nondiscrimination in exercise of civil and political rights on the basis of religion, race, color, ancestry, national origin and sex or physical and mental disability.

**CONNECTICUT GENERAL STATUTES**

**SUBJECT**

C.G.S. Section 2-120	Establishment of Latino and Puerto Rican Affairs Commission.
C.G.S. Section 2-121	Establishment of African Affairs Commission.
C.G.S. Section 4-61t	Committee on Career Entry and Mobility established re: needs of persons with disabilities
C.G.S. Section 4-61u	Upward mobility, accommodation/training of persons with disabilities
C.G.S. Section 4-61aa	Committee to encourage employment by the State of persons with disabilities
C.G.S. Section 4-61dd(b)(2)(3)	Whistleblower complaint provisions, allows state or quasi-public agency employees, or employees of large state contractors to file retaliation complaints with CHRO Chief Human Rights Referee or Attorney General.
C.G.S. Section 4-61nn	Adaptation of administration of tests to needs of persons with disabilities
C.G.S. Section 4a-2c	Diversity Training Program
C.G.S. Section 4a-59	Award of Contracts
C.G.S. Section 4a-59a	Restrictions of contract extensions
C.G.S. Section 4a-60	Affirmative Action provisions in state contracts and nondiscrimination on the basis of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation and physical disabilities (including blindness)

**CONNECTICUT GENERAL STATUTES****SUBJECT**

C.G.S. Section 4a-60a	Nondiscrimination clauses in state contracts on the basis of sexual orientation
C.G.S. Section 4a-60g to 4a-60j	Establishment of small business and minority business set-aside program involving state contracts administered by the Department of Administrative Services
C.G.S. Section 4a-61	Requirement of procedures for the award of state contracts concerning minority business enterprises
C.G.S. Section 4a-62	Establishment of Minority Business Enterprise Review Committee
C.G.S. Section 5-195	Merit principles to be observed
C.G.S. Section 5-219	Character of examinations, qualifications for admission
C.G.S. Section 5-227	Prohibition of discrimination in state classified service because Of discriminatory employment practices (as defined in CGS Section 46a-51) and discrimination due to political affiliation.
C.G.S. Section 5-227a	Promotion by reclassification of promotion
C.G.S. Section 5-228	Promotional appointments, original appointments, hiring protected class members, sex discrimination
C.G.S. Section 5-228e	Meeting affirmative action goals in state agencies
C.G.S. Section 5-267	Officers, appointing authorities and employees to comply with law
C.G.S. Section 8-265c	Non-discrimination in housing financed by Connecticut Housing Finance Authority (CHFA) on the basis of race, creed, color, national origin, ancestry or sex; affirmative action required of contractors engaged in construction of housing financed by CHFA
C.G.S. Section 10-15c	Discrimination in public schools prohibited on the basis of race, color, sex, religion, national origin or sexual orientation.
C.G.S. Section 10-17f	Requirement of program of bilingual education in public schools where applicable.
C.G.S. Section 10-18a	Requires use in public schools of instructional materials representative of all races, ethnic origins and both sexes.
C.G.S. Section 10-153	Nondiscrimination in employment of teachers by local or regional boards of education on the basis of sex and marital status.

**CONNECTICUT GENERAL STATUTES****SUBJECT**

C.G.S. Section 10a-10	Establishment of Office of Educational Opportunity to aid disadvantaged students and ensure workforce diversity in public institutions of higher education.
C.G.S. Section 10a-11(a)	The Board of Governors for Higher Education shall develop a strategic plan to Strategic plan to ensure racial and ethnic diversity of workforce within state system of higher education.
C.G.S. Section 17a-541, 17a-549	Prohibition against denying housing, employment, civil or legal rights on the basis of psychiatric disability or past or present history of mental disability.
C.G.S. Section 19a-581 to 19a-590	AIDS testing and medical information
C.G.S. Section 27-59	Prohibition against discrimination and segregation in armed Forces of the state on the basis of race, creed or color
C.G.S. Section 29-7m	Record and classification of crimes motivated by bigotry or bias
C.G.S. Section 31-22p	Non-discrimination in apprenticeship program training standards within state on the basis of race, color, religion, sex, age and national origin; provide training, employment and upgrading opportunities for disadvantaged workers.
C.G.S. Section 31-40	Breastfeeding in the Workplace
C.G.S. Section 31-51d	Apprenticeship programs
C.G.S. Section 31-75	Discrimination in compensation based solely on the basis of sex
C.G.S. Section 31-128i	Privacy Rights for State Employees
C.G.S. Section 32-9e through h	Set aside program for minority business enterprises
C.G.S. Section 36a-737	Prohibition against discrimination in granting of mortgage and home improvement loans for owner-occupied properties by financial institutions on the basis of geographical or neighborhood areas.
C.G.S. Section 38a-446	Prohibition against discrimination towards classes of insureds in transactions involving life insurance.
C.G.S. Section 38a-488	Discrimination in insurance prohibited
C.G.S. Section 38a-543	Age discrimination in group insurance coverage prohibited

**CONNECTICUT GENERAL STATUTES****SUBJECT**

C.G.S. Section 38a-816	Prohibition against unfair insurance practices on the basis of race, color, creed, physical disability, mental retardation, blindness and genetic information.
C.G.S. Section 38a-824	Prohibition against redlining in real estate transactions.
C.G.S. Section 40a-60g	Transferring enforcement of the Set-aside program from DECD to DAS and CHRO
C.G.S. Section 46a-1	Establishment of a Permanent Commission on Women.
C.G.S. Section 46a-10	Establishment of an Office of Protection and Advocacy for persons with disabilities
C.G.S. Section 46a-27	Establishment of a commission for the advocacy of deaf and hearing impaired persons; and providing of qualified interpreter services
C.G.S. Section 46a-52	Concerning the review and dismissal of discriminatory practice complaints by CHRO
C.G.S. Section 46a-54	Concerning Diversity Training for State Employees
C.G.S. Section 46a-54(15)(a)	Sexual harassment education and training in the workplace
C.G.S. Section 46a-54(16)	Requirement that state agencies conduct diversity training for state employees
C.G.S. Section 46a-56	Broad grant of authority regarding discriminatory practices
C.G.S. Section 46a-57 (d)	Chief Human Rights Referees
C.G.S. Section 46a-58	Deprivation of rights, desecration of property, or cross burning
C.G.S. Section 46a-58(a)	Prohibition against deprivation of civil rights on the basis of religion, national origin, alienage, color, race, sex, blindness or physical disability
C.G.S. Section 46a-59(a)	Prohibition against discrimination in professional and occupational associations on the basis of race, national origin, creed, sex or color
C.G.S. Section 46a-60	Discriminatory employment practices prohibited

**CONNECTICUT GENERAL STATUTES**

**SUBJECT**

C.G.S. Section 46a-60 (a)(1)	Prohibition against refusal to hire or employ, to bar or discharge from employment, discriminate in compensation, or in terms, conditions or privileges of employment, or on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disability, mental retardation, learning disability and physical disability (including blindness) without bona fide occupational qualifications or need
C.G.S. Section 46a-60 (a)(2)	Prohibition against employment agencies' failure or refusal to properly classify or refer one on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disability, mental retardation, learning disability and physical disability (including blindness)
C.G.S. Section 46a-60 (a)(3)	Prohibition against discrimination regarding membership and membership rights; discrimination against members or employers or to expel from membership by labor organizations on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disorder, mental retardation, learning disability and physical disability (including blindness)
C.G.S. Section 46a-60 (a)(4)	Prohibition against retaliation for exercising right to file or participate in the processing of a discrimination complaint; prohibition against retaliation on the basis of opposing discriminatory employment practices
C.G.S. Section 46a-60 (a)(5)	Prohibition against aiding, abetting or inciting discriminatory employment practices
C.G.S. Section 46a-60 (a)(6)	Prohibition against advertising of employment opportunities in a manner that discriminates on the basis of race, color, religious creed, age, sex, marital status, national origin, ancestry, present or past history of mental disability, mental retardation, learning disability and physical disability (including blindness)
C.G.S. Section 46a-60 (a)(7)	Prohibition against termination of employment because of pregnancy; right of reinstatement and employment benefits; right to request temporary transfer
C.G.S. Section 46a-60 (a)(8)	Prohibition against sexual harassment in employment
C.G.S. Section 46a-60 (a)(9)	Prohibition against requiring information on familial responsibilities, pregnancy or birth control information in employment situations

**CONNECTICUT GENERAL STATUTES**

**SUBJECT**

C.G.S. Section 46a-60 (a)(10)	Requirement of employer to take reasonable measures to protect employee from exposure to workplace hazard pursuant to C.G.S. Section 46a-60 (a) (9)
C.G.S. Section 46a-60(a)(11)	Use of genetic information in employment decisions prohibited
C.G.S. Section 46a-64	Prohibition against discrimination and segregation in places of public accommodations on the basis of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, mental retardation, mental disability, or physical disability; requirement of full and equal access to blind, deaf or mobility impaired persons with guide dog; prohibits limiting breastfeeding
C.G.S. Section 46a-64a	Discrimination against families with children prohibited
C.G.S. Section 46a-64c	Prohibition against housing discrimination on the basis of race, color, creed, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability
C.G.S. Section 46a-66	Prohibition against discriminatory credit practices by creditors On the basis of sex, age, race, color, religious creed, national Origin, ancestry, marital status, mental retardation, learning Disability, blindness or physical disability
C.G.S. Section 46a-68 (as amended by Public Acts 99-233 & 01-28)	State affirmative action plans; filing; monitoring report; affirmative action officers; regulations
C.G.S. Section 46a-68(a)	Each state agency shall develop and implement, in cooperation with CHRO an affirmative action plan that commits the agency to a program of affirmative action in all aspects of personnel and administration.
C.G.S. Section 46a-68(b)(2)	CHRO shall provide training and technical assistance to affirmative action officers in plan development and implementation.
C.G.S. Section 46a-68(b)(3)	CHRO and the Permanent Commission on the Status of Women shall provide training concerning state and federal discrimination laws and techniques for conducting internal investigations of discrimination complaints to persons designated by state agencies as affirmative action officers and persons designated by the Attorney General or the Attorney General's designee to represent the agency. Such training shall be provided for a minimum of ten hours during the first year of service and a minimum of five hours per year thereafter

**CONNECTICUT GENERAL STATUTES**      **SUBJECT**

C.G.S. Section 46a-68(b)(4)	Each person designated by an agency or department board as an affirmative action officer shall (A) be responsible for mitigating any discriminatory conduct within the agency or department, (B) investigate all complaints of discrimination made against the state agency or department, (C) report all findings and recommendations upon the conclusion of an investigation to the commissioner or director of a state agency or department for proper action and (D) complete 10 hours of training by the CHRO and PCSW
C.G.S. Section 46a-68(b)(5)	No person designated by an agency or department as an affirmative action officer shall represent the agency or department before CHRO or EEOC. If a complaint of discrimination is filed with CHRO or EEOC against a state agency or department, the Attorney General or designee, of the Attorney General, other than the affirmative action officer shall represent the agency or department before CHRO and EEOC
C.G.S. Section 46a-68(c)	Requires state agencies to file affirmative action plans with CHRO. Agencies with fewer than 20 employees to file biennially.
C.G.S Section 46a-69	Discriminatory practices by state agencies
C.G.S. Section 46a-70 (as amended by Public Act 01-28)	Guarantee of equal employment in state agencies on the basis of race, color religious creed, sex, marital status, age, national origin, ancestry, mental retardation, mental Disability, learning disability or physical disability (including blindness)
C.G.S. Section 46a-70 (a)	Judicial Department included in guarantee of equal employment in State Agencies.
C.G.S. Section 46a-71 (as amended by Public Act 01-28)	Non-discrimination in services provided by state agencies on the basis of race, color, religious creed, sex, marital status, age, national origin, ancestry, mental retardation, mental disability, learning disability or physical disability (including blindness)
C.G.S. Section 46a-72 (as amended by Public Act 01-28)	Discrimination in job placement by state agencies prohibited
C.G.S. Section 46a-73 (as amended by Public Act 01-28)	Discrimination in state licensing and charter procedures prohibited

**CONNECTICUT GENERAL STATUTES**

**SUBJECT**

C.G.S. Section 46a-74	State agencies not to permit discriminatory practices in professional or occupational associations, public accommodations or housing
C.G.S. Section 46a-75(a) (as amended by Public Act 01-28)	Non-discrimination in state educational, counseling, apprenticeship and on the job training programs on the basis of race, color, religious creed, sex, marital status, age, national origin, ancestry, mental retardation, mental disability, learning disability or physical disability (including blindness)
C.G.S. Section 46a-76(a) (as amended by Public Act 01-28)	Non-discrimination in allocation of state benefits on the basis of basis of race, color, religious creed, sex, marital status, age, national origin, ancestry, mental retardation, mental disability, learning disability or physical disability (including blindness)
C.G.S. Section 46a-77	Cooperation with CHRO required of all state agencies. Compliance with Americans with Disabilities Act
C.G.S. Section 46a-77(a)	All state agencies shall cooperate with CHRO in their enforcement and educational programs
C.G.S. Section 46a-77(b)	All state agency shall comply with CHRO's request for information concerning practices inconsistent with the state policy against discrimination and shall consider recommendations for effectuating and implementing that policy
C.G.S. Section 46a-77(c)	Each state agency shall comply in all of its services, programs and activities with provisions of the Americans with Disabilities Act (42USC 12101) to the same extent that provides rights and protections for persons with physical or mental disabilities beyond those provided for by the laws of the state
C.G.S. Section 46a-79	Statement of encouragement for employers to hire qualified persons with criminal conviction records; re employment of criminal offenders
C.G.S. Section 46a-80	Denial of employment based on prior conviction of a crime. Dissemination of arrest record prohibited
C.G.S. Section 46a-81a to 46a-81r, inclusive	Discrimination on the basis of sexual orientation
C.G.S. Section 46a-81b	Prohibition against discrimination in professional and occupational associations on the basis of sexual orientation
C.G.S. Section 46a-81c	Prohibition against employment discrimination on the basis of sexual orientation

**CONNECTICUT GENERAL STATUTES****SUBJECT**

C.G.S. Section 46a-81d	Prohibition against discrimination and segregation in places of public accommodation on the basis of sexual orientation
C.G.S. Section 46a-81e	Prohibition against housing discrimination on the basis of sexual orientation
C.G.S. Section 46a-81f	Prohibition against discriminatory credit practices by creditors on the basis of sexual orientation.
C.G.S. Section 46a-81h	Requirement of equal employment in state agencies on the basis of sexual orientation. State agencies to promulgate written directives and conduct orientation and training programs.
C.G.S. Section 46a-81i	Non-discrimination in services provided by state agencies on the basis of sexual orientation.
C.G.S. Section 46a-81j	Non-discrimination in job placement activities by state agencies on the basis of sexual orientation.
C.G.S. Section 46a-81k	Non-discrimination in state licensing and charter procedures on the basis of sexual orientation.
C.G.S. Section 46a-81 l	Prohibition against state agencies allowing discriminatory practices in professional or occupational associations, public accommodations, or housing in violation of state anti-discrimination laws regarding sexual orientation.
C.G.S. Section 46a-81m	Non-discrimination in state educational, counseling, apprenticeship, and on-th-job programs on the basis of sexual orientation.
C.G.S. Section 46a-81n	Non-discrimination in allocation of state benefits on the basis of sexual orientation.
C.G.S. Section 46a-82	Discrimination Complaint Filing Procedure
C.G.S. Section 46a-83	Complaint Procedure of CHRO
C.G.S. Section 46a-83a	Right of appeal by complainant. Reconsideration requests by CHRO
C.G.S. Section 46-83b	Alternative Dispute Resolution/ available to address discriminatory practice complains field with CHRO; CHRO can promulgate procedural regulations for ADR.
C.G.S. Section 46a-94a (c)	Concerning the reopening of matters by CHRO.
C.G.S. Section 47-59a	Recognition of equal rights & privileges for resident Indians of State tribes.

**CONNECTICUT GENERAL STATUTES**

**SUBJECT**

C.G.S. Section 47-59b (a)	Establishment of Indian Affairs Council to oversee rights of Indians of State tribes.
C.G.S. Section 51-279d	Hate Crimes Advisory Committee
C.G.S. Section 53-37	Fine imposed for ridicule on account of race, creed or color, denomination, nationality or race prohibited.
C.G.S. Section 53-37a	Deprivation of a person's civil rights by a person wearing a mark or hood
C.G.S. Section 53-37b	Deprivation of a person's equal rights and privileges by force or threat
C.G.S. Section 53-40a	Persistent offenders of crimes involving bigotry and bias
C.G.S. Section 53a-181b	Intimidation based on bigotry and bias
C.G.S. Section 54-1m(f)(6)	Municipal and state police prohibited from stopping, detaining or searching a person solely on basis of race, color, ethnicity, age, gender or sexual orientation; African-American Affairs Commission authorized to review reports and make recommendations.

**GUIDELINES**

**SUBJECT**

Guidelines prepared by the Committee on Upward Mobility	Upward Mobility Guidelines established in 1978
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**PUBLIC ACTS**

**SUBJECT**

Public Act 03-151	An Act Concerning Affirmative Action Officers
Public Act 07-62	An Act Concerning the Deprivation of Rights on Account Of Sexual Orientation
Public Act 07-142	An Act Concerning Procedures for the Hearing of Complaints Against State Contractors and Subcontractors by the Commission on Human Rights and Opportunities and Documentation of Nondiscrimination Policies Adopted by State Contractors
Public Act 07-181	An Act Concerning the Investigation of a Discrimination Complaint Against or By An Agency Head or State Commission or Board
Public Act 07-245	An Act Concerning Family and Medical Leave for Municipal Employees and the Applicability of Certain Statutory Provisions to Civil Union Status.

**PUBLIC ACTS**

**SUBJECT**

Public Act 08-4	Allows permanent full-time state employees and quasi-public agency employees, who are blind or physically disabled, to use up to 15 days of accumulated paid sick leave to take guide dog or assistance dog training.
Public Act 08-45	Prohibits the state from claiming or applying a lien against any money received as a settlement or award in a public accommodation discrimination case by people who have been supported wholly or in part by the state in a humane institution.
Public Act 08-49	Makes it a violation of the Connecticut General Statutes Section 46a-58 to place a noose or simulation thereof on public property or on private property without the consent of the owner with the intent to intimidate or harass.
Public Act 08-166	Establishes a 13 member Asian Pacific American Affairs Commission within the Legislative Department.
Public Act 09-13	An Act Implementing the Guarantee of Equal Protection under the Constitution of the State for same sex couples
Public Act 09-33	An Act Concerning Confidentiality of certain employer data
Public Act 09-44	An Act Concerning Claims against the State of Connecticut
Public Act 09-55	An Act Concerning the Office of Protection and Advocacy for Persons with Disabilities
Public Act 09-70	An Act Concerning updates to the Family and Medical Leave Act
Public Act 09-145	An Act Concerning Technical Changes to the Statutes regarding Persons with Psychiatric Disabilities and Persons with Substance Use Disorders
Public Act 09-158	An Act Concerning certain state contracting nondiscrimination requirements
Public Act 09-191	An Act Concerning penalties for violations of certain personnel files, statutes and equal pay for equal work
Public Act 09-208	An Act making a number of changes regarding consumer credit licensees.

**REGULATIONS**

**SUBJECT**

Sections 4-66-1 to 4-66-7, inclusive	Employment and training opportunities for women in Connecticut's work force
Sections 4a-52-1 to 4a-52-22, inclusive	State purchasing procedures

**REGULATIONS****SUBJECT**

Sections 19a-586-1 to 19a-586-3, inclusive	Informed consent for and HIV-related testing
Sections 27-1021(d)-72 to 27-1021(d)-74, inclusive	Discrimination and sexual harassment of veterans prohibited
Sections 31-51d-1 to 31-51d-12, inclusive	Work training standards for apprenticeship and training programs
Sections 32-9f-1 to 32-9f-3a, inclusive	Small contractor's set-aside program
Sections 32-9f-4a to 32-9f-10a, inclusive	Minority contractor loans
Sections 46a-54-1 to 46a-54-152	Description of Organizations, Rules of Practices and Personal Data
Sections 46a-54-200 to 46a-54-207, inclusive	Sexual Harassment posting and training requirements
Sections 46a-54-1a – 46a-54-103a	Complaint processing and contested case proceedings Regulations
Sections 46a-68-1 to 46a-68-17, inclusive	Apprenticeship regulations
Sections 46a-68-31 to 46a-74, inclusive	Affirmative action by state government
Sections 46a-68j-21 to 46a-68j-43, Inclusive, Sections 46a-68k –1 to 46a-68k-8, Section 46a-54d-1 to 46a-54(d) 7	Contract compliance regulations re nondiscrimination in state contracts
Sections 46a-68-1 – 46a-68-17	Apprenticeship Programs
Sections 46a- 68-32 – 46a-68-74	Agency Affirmative Action Plan Regulations
Sections 46a-68j-21 – 46a-68j43 Sections 46a-68k-1 through 46a68k-8 Sections 46a-56(d)-1 – 46a- 56(d) – 7	Contract Compliance Regulations
Sections 46a- 54-200 through 46a-54-207	Regulations for Sexual Harassment Prevention posting and training requirements.
Sections 4-61dd-1 through 4-61dd-21	Rules of practice for contested case proceedings under the Whistleblower Protection Act

**EXECUTIVE ORDERS**

Executive Order No. 3,  
Governor Thomas J. Meskill

Executive Order No. 9,  
Governor William A. O’Neill

Executive Order No. 10,  
Governor William A. Weicker

Executive Order No. 11,  
Governor Ella T. Grasso

Executive Order No. 12,  
Governor Ella T. Grasso

Executive Order No. 16,  
Governor John G. Rowland

Executive Order No. 18,  
Governor Thomas J. Meskill

**UNITED STATES**

**CONSTITUTION**

First Amendment

Thirteenth Amendment

Fourteenth Amendment

Fifteenth Amendment

Nineteenth Amendment

**FEDERAL LAWS**

15 U.S.C. Section 1691

20 U.S.C. Section 1681 (a)

29 U.S.C. Section 206 (d) et seq.

**SUBJECT**

Requirement that State Contractors file compliance reports with the Commissioner of Labor on their equal employment opportunity practices

Affirmative action

Governor’s Council for Latino and Puerto Rican Affairs

Equal employment opportunity and affirmative action

Governor’s Council on opportunities for the Spanish speaking

Violence in the Workplace

Affirmative action

**SUBJECT**

Freedom of speech

Prohibits slavery and involuntary servitude

Equal protection

Prohibits denying voting rights on the basis of race and color

Abolishment of voting restrictions on the basis of sex

**SUBJECT**

Equal Credit Opportunity Act, prohibiting discrimination by creditors on the basis of race, color, religion, national origin, sex, marital status, age, or as a result of income derived from public assistance.

Title IX of the Education Amendments of 1972, prohibiting discrimination on the basis of sex, in federally funded educational services and programs.

Equal Pay Act of 1963, prohibiting discrimination in wages on the basis of sex.

## **FEDERAL LAWS**

29 U.S.C. Section 501, et seq.

29 U.S.C. Section 621 et seq.

29 U.S.C. Section 701 et seq.

29 U.S.C. Section 795 et seq.

29 U.S.C. Section 2501 et seq.

29 U.S.C. Section 3001 et seq.

31 U.S.C. Section 1221 et seq.

41 U.S.C. Section 701 et seq.

42 U.S.C. Section 1981 et seq.

42 U.S.C Section 1981 A, et seq.

42 U.S.C. Section 1982

42 U.S.C. Section 1983

42 U.S.C. Section 2000a

42 U.S.C. Section 2000d et seq.

42 U.S.C. Section 2000e et seq.

42 U.S.C. Section 3601 et seq.

42 U.S.C. Section 6101 et seq.

## **SUBJECT**

Rehabilitation Act of 1973, as amended, requiring affirmative action and prohibiting discrimination in the federal sector and federally funded activities and programs on the basis of disability.

Age Discrimination in Employment Act of 1973

Vocational Rehabilitation Act of 1973

Employment Opportunities for Handicapped Individuals Act

Women in Apprenticeship and Non Traditional Occupations

Assistive Technology for Individuals with Disabilities

State and Local Fiscal Assistance Act of 1972

Drug-Free Workplace Act of 1988

Equal rights under law

Civil Rights Act of 1991, providing additional coverage and remedies under several federal anti-discrimination laws, involving age, disability, race, color, national origin, sex, and religious discrimination, specifically provides for damages in cases of intentional discrimination in employment.

Property rights

Civil action for deprivation of rights

Prohibition against discrimination or segregation in places of public accommodation

Title VI of the Civil Rights Act of 1964, prohibition against exclusion from participation in, denial of benefits of, and discrimination under federally assisted programs on grounds of race, color, or national origin.

Title VII of the Civil Rights Act of 1964, as amended, prohibiting employment discrimination on the basis of race, color, religion, national origin and sex.

Title VIII of the Civil Rights Act of 1968, as amended, prohibiting discriminatory housing on the basis of race, color, religion, sex, national origin, disability and familial status, specifically provides for fair housing throughout the United States.

Age Discrimination Act of 1975

**FEDERAL LAWS**

42 U.S.C. Section 12101 et seq.

**SUBJECT**

Americans with Disabilities Act (ADA) of 1990, prohibiting discrimination on the basis of disability in employment, public accommodations, public services and telecommunications.

**PUBLIC LAWS**

PL 101-336

**SUBJECT**

Americans with Disabilities Act of 1990

**FEDERAL REGULATIONS**

12 CFR Part 202.1 et seq.

**SUBJECT**

Equal Credit Opportunity Regulations

28 CFR Part 36

Regulations on nondiscrimination towards persons with disabilities by public accommodations and commercial facilities.

28 CFR Part 35

Regulations on the basis of disability in state and local government

29 CFR Part 30

Nondiscrimination in apprenticeship

29 CFR Part 32

Handicap discrimination regulations

29 CFR Part 35

Nondiscrimination on basis of disability in state services

29 CFR 1600 through 1699

Regulations of the Equal Employment Opportunity Commission (EEOC).

29 CFR Part 1602

EEOC records and reports

29 CFR Part 1620

Equal Pay Act regulations

29 CFR Part 1627

ADEA records and reports

29 CFR Part 1630

Equal employment opportunity for individuals with disabilities

31 CFR Part 51

Nondiscrimination by revenue sharing recipients

41 CFR Part 60-1

OFCCP regulations

41 CFR Part 60-741

Affirmative action regulations for handicapped workers

29 CFR Part 1604

Sex discrimination guidelines

29 CFR Part 1605

Religious discrimination guidelines

29 CFR Part 1606

National origin guidelines

29 CFR Part 1607

Uniform Guidelines on Employee Selection Procedures

**FEDERAL REGULATIONS**

29 CFR Part 1608

29 CFR Part 1620

29 CFR Part 1625

**EXECUTIVE ORDERS**

Executive Order 10590  
President Dwight D. Eisenhower

Executive Order 10652

Executive Order 10952  
President John F. Kennedy

Executive Order 11063

Executive Order 11141

Executive Order 11246 and 11375  
President Lyndon B. Johnson  
Amended by Executive Orders 11375, 11478,  
12086 and 12107

Executive Order 11478, as amended  
By Executive Order 11590, Executive  
Order 12106 and Executive Order 13087

Executive Order 11625

Executive Order 12067  
Amended by Executive Order 12107

Executive Order 12138  
Amended by Executive Order 12608  
President James Carter

Executive Order 12190  
Continued by Executive Orders 12258,  
12399, 12489, 12534, 12610

Executive Order 12259

**SUBJECT**

Affirmative action guidelines

Interpretations of Equal Pay Act

ADEA interpretations

**SUBJECT**

Establishment of the President's Committee on Government  
Employment Policy as amended by EO10722 and supersede by  
EO 11246

Establishment of Equal Opportunity Commission,  
amended EO 10773, amended by EO 11051, Revoked by EO  
12148.

Establishment of Equal Employment Opportunity Commission  
(EEOC).

Establishment of the President's Committee on Equal Opportunity  
In Housing, amended by EO 12259, repealed in part by EO 12892.

Age discrimination

Nondiscrimination in Federal Contracts

Equal Employment Opportunity in Federal Government

Developing minority businesses

Providing for Coordination of Federal Equal Employment  
Opportunity Programs

Women's business enterprises

Establishment of Advisory Committee on Small and Minority  
Business Ownership

Leadership and Coordination of Fair Housing in Federal  
Programs.

**EXECUTIVE ORDERS**

Executive Order 12336, as amended  
by Executive Order 12355

Executive Order 12432  
President Ronald Reagan

Executive Order 12640

Executive Order 12898  
President William Clinton

Executive Order 13050

Executive Order 13078

**SUBJECT**

Task force on Legal Equity

Development of Minority Business Enterprise.

Re-establishment of the President’s Committee on Employment of  
People with Disabilities, See also EO10555.  
Environmental Justice

Advisory board on Race

National Task force on Employment of Adults with Disabilities

**104<sup>th</sup> Congress**

Public Law 104-1

An Act applying and extending rights and protections (including those under Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Rehabilitation Act of 1973, and Title 1 of the Americans with Disabilities Act of 1990) to the legislative branch of the federal government “Congressional Accountability Act of 1995”.

**104<sup>th</sup> Congress**

Public Law 104-76

Act to amend the Fair Housing Act to modify the exemption from certain familial status discrimination prohibitions granted to housing for the older persons “Housing for Older Persons Act of 1995”.

Public Law 104-188

Small Business Job Protection Act of 1996.

Public Act 104-331

(same as above) applied to Executive Office of the President “Presidential and Executive Office Accountability Act”.

**105<sup>th</sup> Congress**

Public Law 105-114

Act amending Title 38, providing for Equal Employment Opportunities for veterans.

Public Law 105-220

“Workforce Investment Act of 1998” Act to consolidate and improve employment, training, literacy and vocational rehabilitation programs in the United States;  
Various programs noted, for example:  
Title 1, Subtitled Section 166 – Native American Programs,  
Section 167 – Migrant and seasonal worker programs,  
Section 168 – Veteran’s workforce investment programs  
Title IV – Rehabilitation Act Amendments of 1998  
Dealing with persons with disabilities.

**105<sup>th</sup> Congress**  
Public Law 105-255

An Act to establish the Commission on the Advancement of Women and Minorities in Science, Engineering and Technology Development.

**106<sup>th</sup> Congress**

Public Law 106-50

An Act to provide technical, financial and procurement assistance to veteran owned small businesses (“Veterans Entrepreneurship and Small Business Development Act of 1999”).

Public Law 106-205

Supporting the Day of Honor 2000 to honor and recognize the Service of minority veterans in the United States Armed Forces during World War II.

**110<sup>th</sup> Congress**

Public Law 110-233

An Act prohibiting discrimination on the basis of genetic Information. Genetic Information Nondiscrimination Act of 2008. (GINA)

# Equal Employment Opportunity is **THE LAW**

## **Private Employers, State and Local Governments, Educational Institutions, Employment Agencies and Labor Organizations**

Applicants to and employees of most private employers, state and local governments, educational institutions, employment agencies and labor organizations are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Title VII of the Civil Rights Act of 1964, as amended, protects applicants and employees from discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment, on the basis of race, color, religion, sex (including pregnancy), or national origin. Religious discrimination includes failing to reasonably accommodate an employee's religious practices where the accommodation does not impose undue hardship.

### **DISABILITY**

Title I and Title V of the Americans with Disabilities Act of 1990, as amended, protect qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship.

### **AGE**

The Age Discrimination in Employment Act of 1967, as amended, protects applicants and employees 40 years of age or older from discrimination based on age in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment.

### **SEX (WAGES)**

In addition to sex discrimination prohibited by Title VII of the Civil Rights Act, as amended, the Equal Pay Act of 1963, as amended, prohibits sex discrimination in the payment of wages to women and men performing substantially equal work, in jobs that require equal skill, effort, and responsibility, under similar working conditions, in the same establishment.

### **GENETICS**

Title II of the Genetic Information Nondiscrimination Act of 2008 protects applicants and employees from discrimination based on genetic information in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. GINA also restricts employers' acquisition of genetic information and strictly limits disclosure of genetic information. Genetic information includes information about genetic tests of applicants, employees, or their family members; the manifestation of diseases or disorders in family members (family medical history); and requests for or receipt of genetic services by applicants, employees, or their family members.

### **RETALIATION**

All of these Federal laws prohibit covered entities from retaliating against a person who files a charge of discrimination, participates in a discrimination proceeding, or otherwise opposes an unlawful employment practice.

### **WHAT TO DO IF YOU BELIEVE DISCRIMINATION HAS OCCURRED**

There are strict time limits for filing charges of employment discrimination. To preserve the ability of EEOC to act on your behalf and to protect your right to file a private lawsuit, should you ultimately need to, you should contact EEOC promptly when discrimination is suspected:

The U.S. Equal Employment Opportunity Commission (EEOC), 1-800-669-4000 (toll-free) or 1-800-669-6820 (toll-free TTY number for individuals with hearing impairments). EEOC field office information is available at [www.eeoc.gov](http://www.eeoc.gov) or in most telephone directories in the U.S. Government or Federal Government section. Additional information about EEOC, including information about charge filing, is available at [www.eeoc.gov](http://www.eeoc.gov).

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## Employers Holding Federal Contracts or Subcontracts

Applicants to and employees of companies with a Federal government contract or subcontract are protected under Federal law from discrimination on the following bases:

### **RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN**

Executive Order 11246, as amended, prohibits job discrimination on the basis of race, color, religion, sex or national origin, and requires affirmative action to ensure equality of opportunity in all aspects of employment.

### **INDIVIDUALS WITH DISABILITIES**

Section 503 of the Rehabilitation Act of 1973, as amended, protects qualified individuals from discrimination on the basis of disability in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment. Disability discrimination includes not making reasonable accommodation to the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, barring undue hardship. Section 503 also requires that Federal contractors take affirmative action to employ and advance in employment qualified individuals with disabilities at all levels of employment, including the executive level.

### **DISABLED, RECENTLY SEPARATED, OTHER PROTECTED, AND ARMED FORCES SERVICE MEDAL VETERANS**

The Vietnam Era Veterans' Readjustment Assistance Act of 1974, as amended, 38 U.S.C. 4212, prohibits job discrimination and requires affirmative action to employ and advance in employment disabled veterans, recently separated veterans (within

three years of discharge or release from active duty), other protected veterans (veterans who served during a war or in a campaign or expedition for which a campaign badge has been authorized), and Armed Forces service medal veterans (veterans who, while on active duty, participated in a U.S. military operation for which an Armed Forces service medal was awarded).

### **RETALIATION**

Retaliation is prohibited against a person who files a complaint of discrimination, participates in an OFCCP proceeding, or otherwise opposes discrimination under these Federal laws.

Any person who believes a contractor has violated its nondiscrimination or affirmative action obligations under the authorities above should contact immediately:

The Office of Federal Contract Compliance Programs (OFCCP), U.S. Department of Labor, 200 Constitution Avenue, N.W., Washington, D.C. 20210, 1-800-397-6251 (toll-free) or (202) 693-1337 (TTY). OFCCP may also be contacted by e-mail at [OFCCP-Public@dol.gov](mailto:OFCCP-Public@dol.gov), or by calling an OFCCP regional or district office, listed in most telephone directories under U.S. Government, Department of Labor.

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## Programs or Activities Receiving Federal Financial Assistance

### **RACE, COLOR, NATIONAL ORIGIN, SEX**

In addition to the protections of Title VII of the Civil Rights Act of 1964, as amended, Title VI of the Civil Rights Act of 1964, as amended, prohibits discrimination on the basis of race, color or national origin in programs or activities receiving Federal financial assistance. Employment discrimination is covered by Title VI if the primary objective of the financial assistance is provision of employment, or where employment discrimination causes or may cause discrimination in providing services under such programs. Title IX of the Education Amendments of 1972 prohibits employment discrimination on the basis of sex in educational programs or activities which receive Federal financial assistance.

### **INDIVIDUALS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973, as amended, prohibits employment discrimination on the basis of disability in any program or activity which receives Federal financial assistance. Discrimination is prohibited in all aspects of employment against persons with disabilities who, with or without reasonable accommodation, can perform the essential functions of the job.

If you believe you have been discriminated against in a program of any institution which receives Federal financial assistance, you should immediately contact the Federal agency providing such assistance.

**2015 AFFIRMATIVE ACTION REPORT  
SHPT Attendance by EEO**

<b>EEO</b>	<b>TOTAL</b>	<b>TOTAL MALE</b>	<b>TOTAL FEMALE</b>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<b>HF</b>	<b>OM</b>	<b>OF</b>	<b>TM</b>	<b>TF</b>
1 - Executive/Administrative	11	6	5	5	4	0	1	0	0	1	0	0	0
2 - Faculty	157	83	74	58	53	2	0	6	2	13	15	4	4
3 - Professional/Non-Faculty	401	175	226	125	179	13	8	3	4	30	28	4	7
4 - Secretarial/Clerical	6	1	5	1	4	0	0	0	0	0	0	0	1
5 - Technical/Paraprofessional	4	1	3	1	2	0	0	0	1	0	0	0	0
6 - Skilled Craft	10	10	0	9	0	0	0	1	0	0	0	0	0
7 - Protective Services	26	18	8	18	5	0	0	0	2	0	1	0	0
7 - Service/Maintenance	28	23	5	17	2	1	1	4	1	1	0	0	1
<b>TOTAL</b>	<b>643</b>	<b>317</b>	<b>326</b>	<b>234</b>	<b>249</b>	<b>16</b>	<b>10</b>	<b>14</b>	<b>10</b>	<b>45</b>	<b>44</b>	<b>8</b>	<b>13</b>

**Training Attendance  
October 1, 2014 - September 30, 2015**

<b>Sexual Harrasment Prevention Training Attendance</b>													
<b>EEO</b>	<b>TOTAL</b>	<b>TOTAL MALE</b>	<b>TOTAL FEMALE</b>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<b>HF</b>	<b>AM</b>	<b>AF</b>	<b>2+ M</b>	<b>2+ F</b>
1 - Executive/Administrative	13	7	6	7	4	0	2	0	0	0	0	0	0
2 - Faculty	154	80	74	61	56	2	0	5	2	8	12	4	4
3 - Professional/Non-Faculty	428	186	242	133	198	16	7	2	4	29	27	6	6
4 - Secretarial/Clerical	4	1	3	1	3	0	0	0	0	0	0	0	0
5 - Technical/Paraprofessional	4	1	3	1	2	0	0	0	1	0	0	0	0
6 - Skilled Craft	8	8	0	7	0	0	0	1	0	0	0	0	0
7 - Protective Services	24	17	7	17	4	0	0	0	2	0	1	0	0
7 - Service/Maintenance	33	25	8	18	5	1	1	5	1	1	0	0	1
<b>TOTAL</b>	<b>668</b>	<b>325</b>	<b>343</b>	<b>245</b>	<b>272</b>	<b>19</b>	<b>10</b>	<b>13</b>	<b>10</b>	<b>38</b>	<b>40</b>	<b>10</b>	<b>11</b>
<b>Diversity Training Attendance</b>													
<b>EEO</b>	<b>TOTAL</b>	<b>TOTAL MALE</b>	<b>TOTAL FEMALE</b>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<b>HF</b>	<b>AM</b>	<b>AF</b>	<b>2+ M</b>	<b>2+ F</b>
1 - Executive/Administrative	11	6	5	5	4	0	1	0	0	1	0	0	0
2 - Faculty	157	83	74	58	53	2	0	6	2	13	15	4	4
3 - Professional/Non-Faculty	401	175	226	125	179	13	8	3	4	30	28	4	7
4 - Secretarial/Clerical	6	1	5	1	4	0	0	0	0	0	0	0	1
5 - Technical/Paraprofessional	4	1	3	1	2	0	0	0	1	0	0	0	0
6 - Skilled Craft	10	10	0	9	0	0	0	1	0	0	0	0	0
7 - Protective Services	26	18	8	18	5	0	0	0	2	0	1	0	0
7 - Service/Maintenance	28	23	5	17	2	1	1	4	1	1	0	0	1
<b>TOTAL</b>	<b>643</b>	<b>317</b>	<b>326</b>	<b>234</b>	<b>249</b>	<b>16</b>	<b>10</b>	<b>14</b>	<b>10</b>	<b>45</b>	<b>44</b>	<b>8</b>	<b>13</b>
<b>Search Committee Training Attendance</b>													
<b>EEO</b>	<b>TOTAL</b>	<b>TOTAL MALE</b>	<b>TOTAL FEMALE</b>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<b>HF</b>	<b>AM</b>	<b>AF</b>	<b>2+ M</b>	<b>2+ F</b>
Search Committee Training	255	79	176	52	144	5	18	3	4	19	10	0	0

**Training Attendance  
October 1, 2014 - September 30, 2015**

<b>Training Title</b>	<b>TOTAL</b>	<b>TOTAL MALE</b>	<b>TOTAL FEMALE</b>	<b>WM</b>	<b>WF</b>	<b>BM</b>	<b>BF</b>	<b>HM</b>	<b>HF</b>	<b>AM</b>	<b>AF</b>	<b>2+ M</b>	<b>2+ F</b>	<b>UM</b>	<b>UF</b>
Caring about "U" Conn	658	92	237	74	211	3	5	5	5	4	12	0	0	6	4
CEUI Technical Training	286	106	37	90	31	5	1	10	5	1	0	0	0	0	0
Dependent Child Waiver	1118	272	287	220	260	6	2	10	6	29	12	0	0	7	7
Eldercare	4	0	2	0	1	0	0	0	0	0	0	0	0	0	1
Email Communications Program	50	5	20	3	20	0	0	1	0	1	0	0	0	0	0
Employee Tuition Reimbursements	308	52	102	40	76	2	6	4	16	5	3	0	0	1	1
Employee Waivers	366	90	93	71	75	7	5	5	10	5	2	0	0	2	1
Goal Setting and Gaining Commitme	60	13	17	6	11	1	1	4	3	2	2	0	0	0	0
Interaction and Leadership Program	198	47	52	34	40	3	2	5	4	4	6	0	0	1	0
Just Move	832	173	243	100	149	19	22	11	30	40	37	0	0	3	5
Management Support and Developm	248	68	56	48	37	5	4	6	4	9	11	0	0	0	0
New Employee Orientation	740	160	210	104	159	8	7	11	17	23	16	1	0	13	11
New Faculty Orientation	136	45	23	22	10	2	1	1	1	19	11	0	0	1	0
Exceeding Expectations	42	9	12	5	9	1	1	0	1	3	1	0	0	0	0
Platinum Husky Service	106	23	30	19	25	1	2	0	1	3	2	0	0	0	0
Police Safety	40	8	12	4	9	1	1	2	1	1	1	0	0	0	0
Reciprocal Tuition Agreements	212	49	57	35	42	3	3	4	3	7	9	0	0	0	0
Spousal Waivers	64	15	17	10	12	1	1	2	4	1	0	1	0	0	0
State in Service Training	1240	290	330	210	253	44	54	33	22	0	0	0	0	3	1
Supervisor Essentials	126	26	37	22	35	3	1	1	1	0	0	0	0	0	0
UCPEA Prof Development	130	28	37	25	34	2	1	1	1	0	0	0	0	0	1
Work Life Expo	416	89	119	40	75	10	9	18	17	21	18	0	0	0	0
<b>Grand Total</b>	<b>7380</b>	<b>1660</b>	<b>2030</b>	<b>1182</b>	<b>1574</b>	<b>127</b>	<b>129</b>	<b>134</b>	<b>152</b>	<b>178</b>	<b>143</b>	<b>2</b>	<b>0</b>	<b>37</b>	<b>32</b>