

INTERNAL COMMUNICATION
Section 46a-68-79

This section was found to be in compliance in the previous filing, and there were no proposals/recommendations.

Chief Executive Officer and Executive Vice President for Health Affairs, Dr. Andrew Agwunobi and prior Equal Employment Opportunity Officer, Arnold Lizana supported UConn Health's Affirmative Action Plan and responded to all employment concerns as they related to our commitment to affirmative action. Dr. Agwunobi supported the implementation of all aspects of UConn Health's Affirmative Action Plan and expressed his personal commitment to affirmative action in a system-wide email on June 7, 2016, encouraging commitment to and support of equal employment opportunity and building a diverse workforce. Dr. Agwunobi also attended meetings of the Diversity Leadership Team and the Campus Resource Team and events such as the Underrepresented Minority Reception where he expressed his commitment to increasing the participation of underrepresented minorities and creating a harassment free environment.

Exhibit #1

President Susan Herbst also communicated her commitment to ensuring diversity through several system-wide emails:

November 4, 2015, Conversation on the Future of UConn;
November 23, 2015, Value and Imperative of Embracing Diversity; and
June 13, 2016, Embracing Diversity. (**Exhibit #2**)

As of July 1, 2016, UConn Health Office of Diversity and Equity merged with the Office of Institutional Equity (OIE) in Storrs and the regional campuses to create one office to serve the entire University community.¹ Although operating as one office, OIE will continue to maintain its separate office locations at UConn Health and Storrs. The name change to OIE more clearly articulates the charge, role and responsibilities of the office including investigations of discrimination and harassment complaints; implementation of measures intended to mitigate the effects of demonstrated discriminatory conduct; ensuring compliance with state and federal equal employment, affirmative action, and civil rights laws and related University policies through training; and Americans with Disabilities Act and Title IX compliance efforts.

Elizabeth Conklin, Equal Employment Opportunity Officer, has a direct line of communication to the appointing authority, Chief Executive Officer and Executive Vice President for Health Affairs, Dr. Andrew Agwunobi. The Office of Institutional Equity is located on the fourth floor of 16 Munson Road. The mailing address is 263 Farmington Avenue, Farmington, CT 06030-5310; and the office telephone number is (860) 679-3563. The location of the office allows the OIE staff to provide confidential services to employees, students and volunteers.

¹ Throughout this document, ODE is referred to as its current name, OIE.

The OIE staff includes Theresa Segar, Affirmative Action (AA) Specialist; Sharon Gaddy, Special Payroll Affirmative Action Specialist (part-time); Paul Carroza, Affirmative Action Coordinator (part-time); and Michelle Askew, Administrative Program Assistant 2. Additionally, the Department of Human Resources staff including Joyce Smith, University Director of Employment Services and Compensation and Susan Keegan, Human Resources Information Administrator support OIE in affirmative action efforts. Robert Camilleri, Senior EEO Investigator and Ellen Keane, EEO Investigator are available to discuss Equal Employment Opportunity/Affirmative Action concerns and complaints raised by employees. Employees are encouraged to contact OIE with any questions and concerns relating to Equal Employment Opportunity/Affirmative Action, Discrimination, Sexual Harassment, and the Americans with Disabilities Act.

UConn Health has continued to utilize established procedures for notifying the agency personnel about the Affirmative Action Plan and ensuring the effectiveness and full implementation of affirmative action policies and programs. Information is disseminated in the following ways:

1. The Equal Employment Opportunity Officer meets directly with and corresponds via email and the Diversity Committee SharePoint platform with the Chief Executive Officer and Executive Vice President for Health Affairs, regularly to discuss all AA/EEO related information. Please see **Exhibit #3** for meetings and samples of emails.
2. Diversity Committee
3. UConn Health Bulletin Boards
4. Office of Institutional Equity web page: <http://equity.uconn.edu/uconn-health-oie/>
5. Broadcast Messages
6. A section dedicated to Affirmative Action in the required Management Development Training Program
7. Search Committee Member Training for faculty and above positions.

The UConn Health community was notified on June 7, 2016, that the 2015 Affirmative Action Plan was available for review and comment, **Exhibit #1**. They were encouraged to review the Plan and given a reasonable three (3) week time period to do so. The objectives and program goals of the Affirmative Action Plan were contained in this broadcast message and included the Affirmative Action Plan's availability, locations for review, and time frame for review. Copies of the Plan were available in OIE and on our web page for review.

We maintain copies of all affirmative action related internal communications and any comments received. Comments that are received via mail are date stamped upon receipt. No comments were received during this reporting period.

During the reporting period, UConn Health utilized the most effective method for distribution of policies to all employees by posting on UConn Health bulletin boards throughout the campus and in OIE and Human Resources and the on the UConn Health Policies web page. The following policies were distributed:

- *Affirmative Action, Non Discrimination and Equal Employment Opportunity*
- *Policy Against Discrimination, Harassment and Related Interpersonal Violence*
- *Policy Statement: Persons with Disabilities*
- *HIV/Aids Non-Discrimination*
- *Rules of Conduct*

Our policies were also sent out in a system-wide e-mail to all UConn Health employees on the following dates:

- The non-discrimination policies were sent out on October 7, 2015 and January 8, 2016 to ensure employees aware of their responsibilities. **Exhibit #4**
- A new University-wide Policy Against Discrimination, Harassment, and Related Interpersonal Violence effective January 1, 2016 was sent out on December 28, 2015. This policy was an updated, streamlined policy that more clearly articulated UConn Health's commitment to maintaining a safe and non-discriminatory learning and working environment. The new policy replaced the Sexual Assault Response Policy and Prohibition of Sexual Harassment under one coordinated, easier-to-reference policy. **Exhibit #4A**
- The Code of Conduct Policy was sent out on November 5, 2015, as a reminder to employees that retaliation is not permitted and encouraged employees to bring forward information and/or complaints about violations of state or federal law, policies, rules or regulations. **Exhibit #5**

In effort to provide employees with current information about affirmative action programs and policies and to assist managers in the hiring process, the following updates were made to the Office of Institutional Equity's (OIE) website:

- Affirmative Action Plan and Policies were added and updated, **Exhibit #6.**
- Hiring and Promotional Goals were updated to assist managers in the employment process. A broadcast message was sent out to all employees regarding the availability of the updated hiring and promotional goals to be reviewed prior to recruiting for every job opening, **Exhibit # 1.**
- Content on the introductory page, main links to Equal Employment Opportunity resources, innovative programs, community engagement opportunities, and community highlights and events were updated. Please see **Exhibit #6A** for an e-mail outlining our new website.

The hiring and promotional goals were updated and distributed to our Human Resource staff who works with the hiring managers to ensure the best strategies for recruitment are being utilized to achieve a more diverse workforce, **Exhibit #7.**

Information such as vacancy announcements, examination announcements, and posters relevant to affirmative action are also disseminated through other available avenues and are posted on appropriate bulletin boards throughout UConn Health.

New employees received the following information on affirmative action programs and policies in the new employee orientation, conducted on the first day of employment:

1. Affirmative Action, Non-Discrimination, and Equal Opportunity Policy Statement
2. HIV/AIDS Non-Discrimination Policy
3. Persons with Disabilities Policy
4. Policy Against Discrimination, Harassment, and Related Interpersonal Violence
5. OIE's contact information including the phone number to report harassment/discrimination and a list of policies are included in the orientation booklet, **Exhibit # 8**.

New employees attend the Diversity Awareness Workshop on their second day of employment, and Stipulated Agreement 2.2 Sexual Harassment Prevention training is conducted for all new Correctional Managed Health Care employees.

UConn Health took the following action steps to ensure maximum participation in the mandatory Diversity Training, Connecticut General Statute, Section 46a-54(16):

- During this Plan year, Diversity Awareness Training was conducted every two (2) weeks by OIE. A class schedule is posted on UConn Health Human Resources website. **Exhibit #9** is a sample of Diversity Trainings that were made available throughout the year.
- All new employees are scheduled to attend Diversity Awareness Training on their second day of employment.

As a result of the above action steps UConn Health achieved 92.7% compliance with Diversity training. Please see **Exhibit #10** for the race and sex break down of training attendance. During the next reporting period, UConn Health will continue the above action steps to ensure maximum Diversity Awareness Training compliance.

All newly hired managers or individuals promoted into managerial positions receive Sexual Harassment Prevention training within one (1) year of their appointment per "Managing a Respectful and Harassment – Free Workplace". **Exhibit # 9**

To achieve 100% participation with Diversity Awareness and Sexual Harassment Prevention Training Human Resources notified managers of employee(s) who did not attend training. Please see **Exhibit # 10**, for all employees by race and sex who participated in Sexual Harassment Prevention training.

To provide a better training to employees the Diversity Awareness and Sexual Harassment Prevention trainings were updated with additional content regarding the new University of Connecticut Policy Against Discrimination, Harassment, and Related Interpersonal Violence. The presentation slides provide information on responding to reports of sexual assault, stalking, and interpersonal violence in a timely and comprehensive manner and providing information to victims about medical treatment and support services, **Exhibit #11**.

The Correctional Managed Health Care (CMHC) is a major division of the UConn Health, charged with fulfilling UConn Health's responsibility for providing health care to the state's jail and prison inmates. To assist with achieving CMHC's mission, the Associate Vice President of OIE and the Senior EEO Investigator serve on the Department of Correction's Sexual Harassment Advisory Committee. The Committee strives to maintain a respectful work environment free of sexual harassment, by providing a forum for all employees working in the correctional setting, to express their concerns about sexual harassment and Sexual Harassment Prevention training. The committee meets regularly throughout the year.

The UConn Health Campus Resource Team (CRT) is required by Connecticut law and is charged with reviewing UConn Health policies and protocols for supporting students and employees who report being victims of sexual assault and/or domestic violence. Members of this committee were invited to serve on this important team because of their relevant expertise and experience. The committee contains a range of on and off campus partners who are working to address issues of sexual violence, intimate partner violence, and stalking on campus. The goals of the CRT are to quickly discover and investigate when a sexual assault has potentially occurred, develop a reporting system that encourages victims to come forward with their complaints or concerns, insure that we have the appropriate resources in place to support victims of alleged sexual assault, take proactive and aggressive action to prevent sexual assaults from occurring on our campus and affiliated facilities. CRT's collaborative work ensures that UConn Health provides a coordinated, compassionate, trauma-informed response to victims and survivors.

Dr. Agwunobi attended the first CRT meeting in July 2015 to discuss the importance of this newly established committee and the goals of the committee. The CRT held meetings in July 2015, September 2015, October 2015, November, 2015, and December 2015. During these meetings:

- Members reviewed UConn Health's Sexual Harassment, Non-Retaliation, and Sexual Assault Response policies.
- An overview of Title IX was provided to the members, and the members discussed Title IX and reasonable belief and good faith complainant definitions, **Exhibit #12**.
- UConn Health Police Department provided training on their procedures in a sexual assault situation, and provided a presentation on the upcoming Rape Aggression Defense Systems of Self-Defense offered to students and employees.
- The members were provided an overview of Public Act NO. 14-11, Concerning Sexual Assault, Stalking, and Intimate Partner Violence on Campus and Connecticut General Statute Section 10a-55m, Sexual assault, stalking, and intimate partner violence policies, and the UConn Health report required to be submitted under the

- Act. The Act required an awareness and prevention campaign, so the CRT and OIE developed posters to be circulated in employee areas, student social media pages and resident emails, **Exhibit #13**.
- Members reviewed and discussed the content of the newly drafted University of Connecticut Policy Against Discrimination, Harassment, and Related Interpersonal Violence.

Broadcast messages were sent throughout the year notifying employees of the wide range of training opportunities designed to enhance their existing skill levels, add new areas of competence, or prepare them for future growth, **Exhibit #14**.

OIE conducted an approximate total of fifty-four (54) trainings on a range of topics including diversity, sexual harassment, sexual assault, cultural competency, search equity, and dispute resolution. We also provided Unconscious Bias Training in search committee training for faculty, director, and above positions, **Exhibit #15**. A total of thirty (30) search committee members received this training.

UConn Health's Human Resources Department applicant tracking system called iGreentree Employment System has allowed both the Human Resources Department and the Office of Institutional Equity to track pertinent information for the Affirmative Action Plan. All applications for UConn Health positions are submitted into the iGreentree system. Applicants set up an account and submit their applications electronically. The system allows applicants to attach a resume, cover letter, and references. If an applicant applies by submitting a paper resume and application, this information is scanned into the system and attached to the appropriate requisition. Internal and external applicants can access employment information in person, or on UConn Health's web page at <http://employ.uhc.edu> . Questions regarding the process can be addressed by calling (860) 679-2426.

UConn Health managers use the iHiring Manager Module of the iGreentree system. The system allows managers to view qualified applicants directly, copy any pertinent documents, and complete their hiring justifications online. This process has allowed the hiring managers to set up and conduct interviews in a more expedient manner. Human Resources developed an interactive online training program on using iHiring Manager, which includes the importance of affirmative action goals and appropriate justifications. New hiring managers are required to complete this mandatory training from their work stations.

Human Resources staff provides the hiring managers with tips and suggestions in using the electronic recruitment system on their website, **Exhibit #16**. The Office of Institutional Equity also provides "Hiring Manager Responsibilities to Ensure Equal Employment Opportunity and Documenting Fairness and Equal Opportunity" on its website, which includes guidelines for appropriate justification comments, **Exhibit #17**.

UConn Health undertakes these and other activities to ensure that all employees are aware of UConn Health's commitment to Affirmative Action, Equal Employment Opportunity, and a workplace free from any type of harassment. These activities underscore the responsibility of the Office of Institutional Equity, the Human Resources Department, and all the hiring departments in assuring that every avenue is explored to support UConn Health's efforts in meeting its Affirmative Action goals.