

PROGRAM GOALS

Section 46a-68-88

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

UConn Health established program goals that are meaningful, measurable and reasonably attainable and consistent with section 46a-68-92 of the Regulations of Connecticut State Agencies to ensure:

1. the promotion of equal opportunity and to achieve a workplace free of discrimination;
2. opportunities for all qualified applicants including underutilized groups;
3. the utilization of a fair and nondiscriminatory recruitment and selection process; and
4. that career development opportunities are available to all interested and qualified employees, including minorities and women.

UConn Health did not identify any employment policy or practice that adversely affects any protected candidates including individuals with disabilities or older persons.

UConn Health has elected to set program goals for employment practices that were not identified as having an adverse impact pursuant to section 46a-68-87 of the Regulations of Connecticut State Agencies. Goals for the *Plan* year are designed to encourage creativity, and the use of best practices in recruitment and retention activities.

Goal #1 The Office of Institutional Equity (OIE) will collaborate with the Department of Human Resources and the Office of Diversity & Inclusion to enhance the search orientation trainings offered to search committees, chairs and administrators. The trainings will focus on affirmative action and equal employment, strategic recruiting, and the search process including applicant evaluation, interviewing, and applicant selection. The comprehensive training will include modules focused on the development of job descriptions and qualifications, inherent bias and best practices and resources for eliminating bias in the search process. This new training will provide search committees, chairs and administrators with comprehensive training relative to the search process.

Responsible Units: Office of Institutional Equity
Target Date: June 30, 2017

Goal #2 The Office of Institutional Equity (OIE) will create additional reporting tools including a statistical report of the current staff workforce and applicant data to enable managers to examine workforce statistics and hiring trends. The detailed report will provide a comprehensive examination of the workforce, new hires

and applicants in the latest hiring cycle. This report will provide Unit Heads, Directors, Department Heads, and Managers with statistical and graphical representations of the workforce and hires to assist in better understanding their future proactive recruitment and hiring efforts.

Responsible Unit: Office of Institutional Equity
Target Date: June 30, 2017

Goal #3 The Office of Institutional Equity (OIE) will develop a training module focused on the American with Disabilities Act (ADA). The training will be offered to a wide range of employees, managers, and supervisors as well as members of the UConn Health community to ensure clear understanding of rights and responsibilities under state and federal disability laws. OIE staff will present the training in various formats including in-person and online. The materials will be made available online for departments to review.

Responsible Units: Office of Institutional Equity
Target Date: June 30, 2017

Goal #4 The Office of Institutional Equity (OIE) will review existing on-line Affirmative Action/Equal Employment Opportunity best practice and guidance materials to identify subject areas lacking resources. OIE will update the website with resources on all aspects of the search process, including recruitment, evaluation, interviewing, and hiring. The new website will provide a centralized location for information specifically developed for search committees.

Responsible Unit: Office of Institutional Equity
Target Date: June 30, 2017

Goal #5 In an attempt to obtain a more accurate demographic profile of the current UConn Health population, a re-survey of the workforce will be conducted during this Plan year. The Department of Human Resources, in collaboration with the Office of Institutional Equity (OIE) will design a process that will allow all employees an opportunity to voluntarily provide race, gender, and ethnicity information. The more accurate demographic data will allow for more accurate calculation of availability and setting of Affirmative Action goals that are reflective of the truly underrepresented race/gender groups.

Responsible Unit: Office of Institutional Equity
Department of Human Resources
Target Date: June 30, 2017

All reductions in each occupational category are detailed in the **Employment Process Analysis Section 46a-68-86**.

All non-voluntary terminations are reviewed by the Office of Labor Relations prior to implementation to ensure discrimination or contract violations did not occur. All employees voluntarily separating from UConn Health are offered the opportunity to participate in an exit interview. Exit Interviews are available on-line with the option of anonymity. All exit interviews are reviewed by Human Resource Officers to identify any employment concerns. The Office of Institutional Equity reviews the exit interview for signs of discrimination or harassment issues and to analyze potential concerns that can be remedied by training or programming.