

INTERNAL COMMUNICATION

(Section 46a-68-79)

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

During the 2018 Affirmative Action Plan period, University and UConn Health leaders explicitly communicated 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. Chief Executive Officer and Executive Vice President for Health Affairs, Dr. Andrew Agwunobi supported the implementation of all aspects of UConn Health's Affirmative Action Plan. Elizabeth Conklin, Associate Vice President of the Office of Institutional Equity, was designated the Equal Employment Opportunity Officer

Subsection (a)

UConn Health has continued to utilize established procedures for distributing the *Affirmative Action, Non Discrimination and Equal Employment Opportunity Policy Statement* and other related policies and notifying the agency personnel about the *Affirmative Action Plan (Plan)*.

The policy statements are posted on UConn Health bulletin boards and are distributed annually to all employees. The policy statements are also available on the [Office of Institutional Equity's website](#) as well as [UConn Health's 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 Institutional Equity, Elizabeth Conklin, who is identified by name and address.

Copies of the *Plan* are available in the Office of Institutional Equity (OIE). 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.

A [complete copy of the Plan](#) is also posted on the Office of Institutional 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.

On October 24, 2017, Dr. Agwunobi sent an email notifying all UConn Health employees and community members, that the 2017 *Plan* was available for review and comment, **Exhibit # 1**. UConn Health employees were encouraged to review the *Plan* and the Executive Summary on OIE's website. The broadcast message included the objectives of the *Plan*, and reiterated Dr. Agwunobi's commitment to the implementation of the *Plan* goals and initiatives.

On May 1, 2018, all UConn Health employees were sent copies of the policies along with notification that the 2017 *Plan* was approved by CHRO and was available for review and comment. UConn Health employees received the following:

- A transmittal memo from the Associate Vice President of the Office of Institutional Equity
- *Affirmative Action, Non Discrimination and Equal Employment Opportunity Policy Statement*
- *Policy Against Discrimination, Harassment and Related Interpersonal Violence*
- *Policy Statement: Persons with Disabilities*
- *HIV/Aids Non-Discrimination*

(Please see **Exhibit # 2**)

In addition, new employees received these policies and OIE's contact information, in New Employee Orientation, conducted on their first day of employment. **Exhibit # 3**

Subsection (b)

UConn Health, 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. No comments from employees were received during this reporting period.

Subsection (c)

During this *Plan* year, new employees attended the Diversity Awareness Training on their second day of employment. The training was conducted every two (2) weeks by OIE. Stipulated Agreement 2.2 Sexual Harassment Prevention training was conducted for all new Correctional Managed Health Care employees.

Newly hired managers or individuals promoted into managerial positions receive Sexual Harassment Prevention training within one (1) year of their appointment. The "Managing a Respectful and Harassment-Free Workplace program, conducted jointly by the Office of Institutional Equity and Human Resources is a three-hour, interactive program that focuses on preventing and responding appropriately to workplace sexual harassment. It is designed to provide managers with the tools needed to ensure compliance with University conduct expectations and policies in these areas.

Please see **Exhibit # 4** for the detailed training attendee demographic information.

To achieve 100% participation with Diversity Awareness and Sexual Harassment Prevention training Human Resources notified managers of employee(s) who did not attend training.

Subsection (d)

At any time of the year, the Associate Vice President Institutional Equity welcomes comments regarding the *Plan* and its implementation. Employees wishing to have their comments on the *Plan* considered for the 2017 *Plan* were asked to submit comments no later than September 30, 2018, (Please see **Exhibit # 2**, Transmittal Memo). No comments were received regarding the 2017 *Plan*.

From: [CEO UConn Health and EVP for Health Affairs](#)
Subject: 2017 Affirmative Action Plan
Date: Tuesday, October 24, 2017 12:07:03 PM

UConn Health continues its steadfast commitment to affirmative action, equal employment opportunity, inclusion and diversity. Our ongoing efforts to advance these principles in all aspects of the recruitment and employment process are detailed in the *2017 Affirmative Action Plan*, completed by the [Office of Institutional Equity \(OIE\)](#). The *Plan* also provides a comprehensive account of UConn Health's major initiatives designed to promote an inclusive and discrimination-free workplace environment that values diversity and inclusion. I encourage the UConn Health community to review the [Executive Summary](#) of the *Plan* on OIE's website. The Executive Summary provides an analysis of hiring goal achievement, discusses achieved and future program goals and includes graphical and statistical data of the workforce and new hires based on the *Plan* year.

I recognize that the goals set forth in this *Plan* go beyond compliance with state laws and are essential to advancing the priorities of UConn Health leadership. As a world-class health center, medical research center and school of medicine and dentistry, these goals are infused into all aspects of strategic planning. I am committed to our continual efforts to implement successful diversity, equity, and inclusion initiatives at UConn Health. I look forward to achieving our affirmative action goals in the coming year as a multicultural workplace that recognizes and embraces the unique talents and contributions of our diverse workforce.

Andrew Agwunobi, M.D., M.B.A.

Chief Executive Officer, UConn Health
Executive Vice President for Health Affairs

TO: All UConn Health Faculty, Staff, and Union Representatives

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

DATE: May 1, 2018

SUBJECT: Affirmative Action Plan Update and Distribution of Policy Statements

UConn Health's 2017 Affirmative Action Plan for Employment (*Plan*) was approved by the Commission on Human Rights and Opportunities on January 10, 2018. The *Plan* reports UConn Health's good faith efforts relative to diversifying the workforce, attaining goals, and achieving equal employment opportunity.

All employees are invited to review and comment on the 2017 *Plan* until September 30, 2018. A full copy of the *Plan* is available for review in the following locations:

- [The Office of Institutional Equity \(OIE\)](#)
16 Munson Road, 4th Floor
Farmington, CT 06030
- [The Connecticut Commission on Human Rights and Opportunities \(CHRO\)](#)
450 Columbus Boulevard
Hartford, CT 06103

An electronic (PDF) version also is available on OIE's website.

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

[Elizabeth A. Conklin](#), Associate Vice President
Office of Institutional Equity
16 Munson Road,
Farmington, CT 06030-5310
860-679-3563

Policy Statements

The following policies have been included in the *Plan*, distributed to all employees through UConn Health's Office of Institutional Equity's (OIE) [webpage](#) and posted on bulletin boards throughout UConn Health.

- [Affirmative Action and Non-Discrimination, and Equal Opportunity Policy](#)
- [Persons with Disabilities](#)

- [HIV/AIDS Non-Discrimination](#)
- [Policy Against Discrimination, Harassment, and Related Interpersonal Violence](#)
- [UConn Discrimination Complaint Procedures](#)

Policy Posting Obligation

As in previous years, the Office of Institutional Equity (OIE) will satisfy the statutory requirement of policy distribution to employees via this notification and mail distribution as necessary. Additionally, policies are posted in visible locations throughout UConn Health. 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 public.

Employee Demographic Data

As a federal contractor, UConn Health is required to report demographic data about the workforce including disability and veteran data annually. To ensure that UConn Health has the most accurate demographic profile of the current employee population, all employees are requested to update their demographic information including race/ethnicity, gender, disability and veteran status. Providing this information is voluntary. Demographic information is kept confidential and used for federal and state aggregate reporting purposes only. This information does not affect current employment status.

To provide easily accessible and efficient data collection, The Department of Human Resources Information Management integrated the fields into the employee self-service module of Banner, the Human Resources personnel system. To update your information voluntarily:

1. Log onto the Central Administrative Portal, <https://cap.uhc.edu/cp/home/displaylogin>
2. Login with your username and password
3. Click the link for Self Service Banner
4. Click the tab marked Personal Information
5. Locate and complete the voluntary surveys at the bottom of the list.

The updated demographic data will allow for a more accurate calculation of availability and setting of Affirmative Action goals that are reflective of truly underrepresented race/gender groups.

More information regarding the requirements of federal contractors as determined by the United States Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) can be found on the OFCCP website, <https://www.dol.gov/ofccp>

Questions about the collection and use of the data should be directed to the Office of Institutional Equity at 860-679-3563 or via [email](#).

For technical assistance in updating the data or with Banner, please contact HR Information Systems and Operation at 860-679-4579.

Affirmative Action Plan Program Goals

The following program goals were established in the 2017 UConn Health State Affirmative Action Plan:

- The Office of Institutional Equity (OIE) will design and launch a new, streamlined website highlighting OIE's areas of focus: accessibility; AA/EEO compliance; discrimination and harassment investigations; Title IX compliance; and education and training. The design of the website will allow users to more easily navigate to information, resources and policies. The website will include links to comprehensive materials related to OIE's areas of focus.
- The Office of Institutional Equity (OIE) will collaborate with the Department of Human Resources and the Office for Diversity and Inclusion to develop a training focused on faculty recruitment and hiring for the Schools of Medicine and Dental Medicine. The training will include strategies and best practices for recruiting diverse applicants, building networks and pipelines with other medical schools, developing applicable qualifications for the evaluation of faculty candidates, and navigating the search process. Additionally, the three offices will assess existing practices to determine the areas needing additional focus
- The Office of Institutional Equity (OIE) will initiate a review of the existing Americans with Disabilities Act (ADA) program. The goal of the review will be to determine how best to ensure access at UConn Health, with a focus on enhancing employee training and education on issues related to accessibility. OIE will develop both a new accessibility website to provide information and resources for employees, students and visitors, as well as an ADA-related brochure to be used in employee education and training programs.
- The Office of Institutional Equity (OIE) will form a working group to assess current UConn Health practice as well as nationally identified best practices for preventing and responding to discriminatory harassment in the clinical setting.

Recruitment, Compliance, and Diversification

As a federal contractor and state agency, UConn Health's recruiting and hiring activities are audited regularly by 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 UConn Health's compliance obligations but also work to support the goal of increasing the diversity of the workforce. To encourage proactive and strategic recruitment efforts, it is necessary for department faculty and staff to engage in professional networking, join professional and discipline specific associations, and participate in pipeline-building initiatives with an aggressive focus on the diversity of graduate students.

To assist search committees and hiring departments, OIE is available for consultation about the search process, compliance obligations, best practices in building diverse pools of qualified applicants, and objective evaluation techniques

Discrimination Complaint Investigations

OIE's Staff investigators are responsible for objectively investigating complaints of discrimination and discriminatory harassment to determine if employee conduct violates UConn Health's [non-discrimination policies](#). These policies are construed to provide the same or similar protections as those contained pursuant to state and federal law and regulation. Where investigations reveal the presence of discriminatory or harassing behavior, OIE is responsible for making recommendations that are designed to mitigate the effects of discriminatory conduct. OIE thoroughly investigates discrimination complaints, makes determinations regarding violations of UConn Health policy, and follows statutory requirements regarding recommendations for remedial action when there is evidence of policy violations. OIE also assists with developing and implementing UConn Health's non-discrimination and affirmative action policies, procedures, and programs. OIE offers information, consultation, and training to the University community on these areas of focus.

Additional information about reporting discrimination and [OIE's complaint procedures](#), as well as OIE's [Discrimination and Discriminatory Harassment Complaint form](#), can be found online. If you have a specific question or need further assistance, please do not hesitate to contact a member of OIE at (860) 679-3563 or by email at equity@uconn.edu or visit the website: <https://equity.uconn.edu/>.

Diversity Awareness Training

OIE provides ongoing Diversity Awareness training to all UConn Health employees pursuant to General Statutes §46a-54. OIE conducts [sessions](#) every two weeks. Additionally, OIE provides customized trainings to individual departments or groups of employees or students seeking further guidance or training around discrimination and/or harassment issues. For further information, please visit [OIE's website](#).

Legislative Update

Two new state statutes went into effect on October 1, 2017:

[Public Act 17-127](#): AN ACT CONCERNING DISCRIMINATORY PRACTICES AGAINST VETERANS, LEAVES OF ABSENCE FOR NATIONAL GUARD MEMBERS, APPLICATION FOR CERTAIN MEDICAID PROGRAMS AND DISCLOSURE OF CERTAIN RECORDS TO FEDERAL MILITARY LAW ENFORCEMENT.

This Act prohibits discrimination based on a veteran's status in the various state statutes prohibiting discrimination, including employment and public accommodations. It authorizes any veteran aggrieved by an alleged discriminatory practice to file discrimination complaints with the Commission on Human Rights & Opportunities (CHRO). A veteran is identified as anyone honorably discharged or released under honorable conditions from active service in the armed

forces. This act also extends state military leaves of absence for National Guard Members serving in another state.

Public Act 17-118: AN ACT CONCERNING PREGNANT WOMEN IN THE WORKPLACE

This Act expands the non-discrimination protections and accommodations employers must make for pregnant employees. The Act expands the pregnancy discrimination/accommodations protections to include lactation. The Act also explicitly prohibits employers from: (1) denying employment opportunities to an employee or person seeking employment due to the employee's request for a reasonable accommodation due to her pregnancy; (2) forcing an employee or person seeking employment affected by pregnancy to accept a reasonable accommodation if the employee or person seeking employment does not have a known limitation related to her pregnancy, or does not require a reasonable accommodation to perform the essential duties related to her employment; (3) requiring an employee to take a leave of absence if a reasonable accommodation can be provided in lieu of such leave; and (4) retaliating against an employee in the terms, conditions or privileges of her employment based upon such employee's request for a reasonable accommodation.

Policies & Resources

UConn Health's Policy website, health.uconn.edu/policies, is where you will find all the official UConn Health policies that govern the daily activities of our UConn Health community. It is recognized that these policies are not all-inclusive and do not constitute a legal document or contract. The Office of Audit, Compliance & Ethics is available for assistance with questions on any of the policies listed here at 860.679.4177.

Please note, violations of UConn Health policies may be cause for disciplinary action up to and including dismissal. A supervisor's failure to enforce a policy does not excuse an employee or non-employee from complying with it, nor does it prevent UConn Health from taking disciplinary action thereafter. As part of your orientation, you are required to read, understand and comply with each of the UConn and UConn Health policies listed below. Click on each policy to open and review.

	Policy	Compliance	Diversity	HR	IRB	IT	Police
Institutional	Rules of of Conduct	•	•	•	•	•	•
Healthy and Safe Workplace	Drug-Free Schools & Campuses Act and Drug-Free Workplace Act			•			•
	Attendance, Sick Leave Standards, and Procedures						
	Background and Sanctions Check			•			•
	Confidentiality	•		•			
	Smoke and Tobacco-Free Workplace						
Non-Discrimination	Workplace Violence Prevention		•	•			•
	Affirmative Action, Non-Discrimination and Equal Opportunity		•	•			
	HIV/AIDS Non-Discrimination		•	•			
	Persons with Disabilities		•	•			
Use of State Resources	Discrimination, Harassment, and Related Interpersonal Violence		•	•			•
	Disposition of Public Records	•					
	Electronic Monitoring					•	
Conflicts of Interest and Research Misconduct	Information Security - Acceptable Use	•				•	
	Employment and Contracting for Service of Relatives			•			
	Institutional Conflicts of Interest in Research	•					
	Individual Financial Conflicts of Interest in Research	•					
	Review of Alleged Misconduct of Research	•			•		

Key Contacts

Bursar	860.679.3191
Compliance	860.679.3501
Child Care Center	860.679.2124
Emergency Closings	860.679.2001
Employee Assistance Program	860.679.2877
Harassment/Discrimination	860.679.3563
Information Technology Help Desk	860.679.4400
Logistics Management	860.679.1958
Police	860.679.2511

Human Resources 860.679.2426

Call Human Resources for these services and more:

- Administration
- Benefits
- Employment Services
- Health Insurance
- International Services
- Labor Relations
- Leaves
- Organization and Staff Development
- Payroll
- Records
- Recruitment
- Retirement
- Tax Shelters
- Tuition Reimbursement
- Workers' Compensation

For a detailed listing of Human Resources contacts, visit health.uconn.edu/human-resources.



One More Step

Thank you for completing your UConn Health Self Learning Orientation. To attest this training, please print and sign a copy of the [self learning acknowledgement](#) and submit it to the appropriate, authorized UConn Health representative. Also, contact your UConn Health representative regarding additional compliance training that you may need to complete.

Welcome to UConn Health!

2018 AFFIRMATIVE ACTION REPORT
Diversity Awareness Training Attendance by EEO
UConn Health

EEO	TOTAL	TOTAL		WM	WF	BM	BF	HM	HF	OM	OF	NF
		TOTAL MALE	TOTAL FEMALE									
1 - Executive/Administrative	13	5	8	3	7	1	0	0	1	1	0	0
2 - Faculty	37	21	16	9	10		1	4	0	8	5	0
3 - Professional/Non-Faculty	131	22	109	17	80	1	9	1	7	3	10	3
4 - Secretarial/Clerical	47	7	40	4	18	1	5	2	14	0	2	1
5 - Technical/Paraprofessional	67	19	48	15	36	2	1	0	10	2	1	0
6 - Skilled Craft	4	4	0	4	0	0	0	0	0	0	0	0
7 - Protective Services	0	0	0	0	0	0	0	0	0	0	0	0
7 - Service/Maintenance	22	13	9	7	5	3	2	3	2	0	0	0
TOTAL	321	91	230	59	156	8	18	10	34	14	18	4

