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

Subsection (a)

Career mobility at UConn Health is an organizational commitment in compliance with section 4–61t of the Connecticut (CT) General Statutes and section 46a-68-91 of the CT State Regulations to provide opportunities to employees for career as well as personal development. This commitment is a natural extension of UConn Health's mission of education, research and patient care. The ongoing training and educational culture within an institution of higher education fosters the creation, development, implementation, and continuous improvement of employee development programs that support upward mobility opportunities.

UConn Health continues to offer trainings to staff that provide the necessary skills that impact career mobility. Many of the identified competencies such as communication skills, email etiquette, career exploration, etc., are addressed through the Learning Opportunities that are available at UConn Health and Department of Administrative Services. This information is posted on the Department of Human Resources website, Exhibit #1.

UConn Health was not able establish any specific upward mobility programs due to current collective bargaining contracts that do not allow targeted movement from one unit to another. The majority of positions at UConn Health where true Upward Mobility could be established require negotiations between the affected bargaining units in order to target an employee or a class to move from one position to another.

Other upward mobility activities that UConn Health supports are as follows:

1199 Career Mobility Committee

UConn Health participated along with representatives of other human service agencies, on the Funds Committee of the New England Health Care Employees Union, District 1199. The Committee funds a bank of leave hours for employees who are pursuing a post-secondary degree. The general eligibility requirements have exceptions/waivers for students pursuing Licensed Practical Nurse, Registered Nurse, and Masters of Social Work degrees. The Committee also funds reimbursement of health care related certificates.

Tuition Reimbursement Program

The Tuition Reimbursement Program is another mechanism used by Department of Human Resources to facilitate professional development for employees. The program is available to all classified and unclassified bargaining unit employees as well as managerial/confidential employees.
Classified bargaining unit contracts provide tuition reimbursement. Each contract determines the amount reimbursed per credit and the amount of credits allowed per fiscal year. Some collective bargaining funds may be exhausted during the reporting period. The Fiscal Policy Division of the Office of the State Comptroller maintains the state priority lists for the collective bargaining units utilizing such lists. Each employee receives reimbursement in the order of application and reimbursement is issued in sequence of these lists.

The University Health Professionals contract is administered through UConn Health and provides for the following:

**Article 21.4 - Tuition Reimbursement**
Tuition is reimbursed at the rate of 100% for courses taken at the University of Connecticut, and for courses taken elsewhere 75% of the UConn rate or the rate at the school he/she attends, whichever is less. Reimbursement for part-time employees will be pro-rated based on their full time equivalent (FTE). Employees are eligible for reimbursement up to 6 credits per semester, not to exceed 12 credits per fiscal year.

For professionally related courses, which a principal investigator or a supervisor outside the bargaining unit requires an employee to take, all tuition shall be reimbursed provided that the employee successfully completes the course.

An employee shall be eligible for up to $450.00 per year to attend conferences and workshops.

**Tuition Waiver:**
The Tuition Waiver Program is available to all University Health Professionals (UHP) and Managerial/Confidential employees. The University shall provide a waiver of tuition and a partial waiver of credit fees equivalent to tuition for undergraduate and graduate courses taken at UConn on a space available basis. To qualify for a graduate waiver, the employee must either be a matriculated student or the class must be work related. The employee must be employed at least 50%; the waiver will be pro-rated to the employee's full-time equivalent.

The tuition waiver program only applies to the Fall and Spring semesters; there is no limit to the amount of credits that may be waived. Intersession, Summer semester, or laboratory courses are not covered under this program.

**Educational Leave:**
Request for leaves for University Health Professionals staff is based upon union contract.

**Article 12.4 - Educational Leave**
12.4a - Non-degree paid or unpaid educational leave to attend conferences, seminars or workshops may be granted by the Executive Vice President for Health Affairs (Vice President for Health Affairs and Dean, School of Medicine) or his/her designee or the Hospital Director as appropriate, for purposes of professional growth and personal
development. Such leave shall be related to the employee's duties and be of perceived value to the employer.

12.4b – Degree. Leave of absence without pay may be granted by the President for reasons considered being in the best interest of the University and in the interest of professional growth and improvement of the staff member concerned. All such cases are treated as special cases. Staff members desiring such leaves should apply through their Department Head and Dean to the Executive Vice President.

In accordance with the By-Laws of the University of Connecticut (Section XIV.L.1) the privilege of sabbatical leave is open to all full-time teachers who have at least the rank of assistant professor or a corresponding rank and who have been in continuous full-time service at the institution for at least six years. Following a grant of sabbatical leave, the privilege may be renewed after an additional period of continuous full-time service of at least (6) years.

Information and applications for this reimbursement are on the UConn Health website under Human Resources/Benefits. A total of one hundred and forty-two (142) employees took advantage of tuition reimbursement benefits.

Examinations/Promotions

UConn Health has utilized the “promotion by reclassification” process, which allows promotions to competitive positions without requiring the candidate to take the state examination as long as all requirements under this provision are met.

Career Counseling and Professional Development

Career Counseling is available through the Department of Human Resources. The counseling is designed to assist employees in determining work interests, aptitudes and aspirations in planning for promotional opportunities within UConn Health and within the larger state system. Talent Acquisition Specialists are a direct service provider to both external and internal customers. The Talent Acquisition Specialist provides counseling to employees requesting guidance and information on promotional requirements and opportunities. Employees are made aware of the statewide open competitive system and promotion opportunities. The State career ladder and job titles with required training and experience are outlined. Emphasis is on the employee's job position/title, performance, education and experience as a springboard to upward mobility.

During this Plan year, 35 total employees in the clerical, paraprofessional and service maintenance categories were counseled: 8 WM, 12 WF, 2 BM, 5 BF, 4 HF, 1 AM and 3 AM.

Talent Acquisition Specialists are not only responsible for the recruitment function, but are active in UConn Health's training and development program. HR has developed and taught various training modules such as resume writing and interviewing techniques. On average Talent Acquisition Specialists devote 10% to 15% of their time to career counseling which includes employees experiencing layoffs due to the non-renewal of grants.
UConn Health also offers Professional Development via online web trainings and in-person classroom trainings. All Professional Development offerings are highlighted on the Human Resources webpage, and are updated as additional courses are added. Education and Staff Development Specialists from the Organizational Staff Development Team coordinate and administer the trainings. Career Counseling and Professional Development Trainings include “Harnessing Your Stress for Good,” Career Exploration at UConn Health,” and Capitalizing on Your Workstyle, and MBTI-Meyers Briggs Type Indicator-Individual Assessment.”

Training and Development

The Organization and Staff Development (OSD) unit of Human Resources serves and supports UConn Health staff and managers by developing and conducting in-house professional development programs throughout the year. A range of classroom courses and workshops are offered, allowing employees to choose specific topics that meet their professional and personal development needs. General topics include communication skills, interpersonal skills, leadership skills, Lean training, workplace effectiveness and wellness programs. If needs within a specific work unit or department extend beyond these courses, OSD also offers customized workshops, consultation, facilitation and coaching. Topics include career/employee development, communication skills, business communication, business process redesign, change management, customer service, customized training and team building. Additionally, a Management Development Program is offered twice in the year, offering tools, knowledge and skills needed to succeed as an UConn Health leader. Experts in the areas of human resources, financial management and compliance regulations guide managers and supervisors through a variety of managerial topics.

OSD created a career development training for employees, Career Exploration at UConn Health. The workshop’s curriculum includes planning for education and training, navigating UConn Health hiring system, planning career goals, and assessment of experiences, interests, skills, and resume. This is being offered to employees in the fall and spring, Exhibit #2.

Subsection (b)

Process for Accommodations

UConn Health has an established and effective program of accommodation for employees. Human Resources is currently responsible for compliance with the Americans with Disabilities Act (ADA) and related federal and state statutes. Human Resource is charged with processing and facilitating requests for employee ADA accommodations. Associate Vice President Elizabeth Conklin is UConn Health’s ADA Coordinator.

UConn Health employees in need of an accommodation are encouraged to contact HR and complete a Reasonable Accommodation Request Form for Employees, Exhibit #3. In order to evaluate the accommodation request, HR may need medical information from the employee’s health care provider. The Authorization for Disclosure and Release of Medical Information Form authorizing HR to contact the employee’s health care provider or qualified practitioner is available for this purpose, Exhibit #4. All employee requests for an accommodation and
accompanying medical information are promptly evaluated and kept confidential consistent with state and federal laws. To respond to an employee's request for accommodation, an ADA Accommodations Case Manager will review the accommodation forms, medical documents, the essential job functions of his/her position, and the specific facts of each request. The ADA Accommodations Case Manager will follow up with the employee if there are any questions regarding this information. HR utilizes this information to determine whether the employee has an underlying medical condition or disability and the reasonable accommodation the employee is seeking to explore. This is a framework of the steps taken in most cases, but individual cases may vary.

HR will facilitate a discussion with the employee's manager to determine what accommodations may be reasonable. To explore the request, the department is informed of the employee’s functional limitations/restrictions and the accommodation he or she requested only. Following this interactive dialogue between the employee and manager, HR assists the parties in determining whether an agreement regarding specific accommodations can be reached. As a result of the interactive process, HR communicates to both the employee and the manager the steps that were taken and the process for providing any mutually agreed-upon accommodation(s). The employee is responsible for contacting the ADA Accommodations Case Manager if the reasonable accommodations are not implemented in an effective and timely manner, or if the accommodations require additional modifications. HR works with the employee and the manager to resolve disagreements regarding the agreed-upon accommodations.

OIE monitors UConn Health compliance with the ADA’s requirements for workplace accommodations. UConn Health forbids all forms of disability discrimination, including the failure to provide reasonable accommodations and discrimination or harassment based on physical or mental disabilities. To that end, incidents of discrimination or discriminatory harassment (including disability discrimination, and failure to provide a reasonable accommodation) by UConn Health employees are investigated by OIE. Complaints regarding such incidents are processed in accordance with OIE’s complaint procedures. Please see Discrimination Complaint Process, Exhibit #1.

Disability Initiatives

The Deputy ADA Coordinator for the Office of Institutional Equity met with various departments, deans, chairs, and directors to ensure UConn Health’s compliance with all relevant laws and regulations related to the ADA and provided consultation, information and referral to appropriate resources for disability related issues. Deputy ADA Coordinator Joshua Rucker:

1. Attended Campus Planning, Design and Construction capital projects meetings on a monthly basis to provide guidance for conformance with the Standards for Accessible Design under the Americans with Disabilities Act.
2. Participated in ongoing discussions of ADA compliance issues, strategies, and education initiatives with the UConn Health Access and Accommodations Committee.
3. Collaborated with the Coordinator of Interpreting Services to identify staff members to train and assist in providing auxiliary aids and services for patients who are deaf or hard of hearing.

Career Mobility
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4. Participated as a member of the UConn Center for Excellence in Developmental Disabilities (UCEDD) Consumer Advisory Council to assist in the development of the UCEDD five year strategic plan.

Innovative Disability Program

Project Search is a unique, business led, one (1) year, school-to-work program that takes place entirely at the workplace. The program’s goal is to build a workforce that includes people with disabilities. UConn Health partners with Favarh, a local chapter of the ARC, to run the program at UConn Health. This year, the following UConn Health departments taught employment skills to prepare the interns for future employment: University Medical Group Ophthalmology, Dermatology Clinic, Food and Nutrition/Sodexo, University Dentists, Linen, Warehouse, Mail Room, and Central Sterile Supply. Five (5) interns graduated in 2019. These interns gained valuable work experience under the guidance of dedicated UConn Health staff mentors. UConn Health’s annual internship program has a 94% placement rate of interns into competitive employment and has trained more than 25 interns since its start. Because of its continued success, four (4) more programs will be started at other organizations throughout Connecticut. Exhibit #5
Human Resources

Organization and Staff Development

Human Resources is committed to our most important resource, you. We are here at every turn, offering you many opportunities to grow and develop your talents in order to successfully meet the ever-changing needs of our dynamic organization.

Services

- Compliance Training
- New Employee Orientation Program
- Online Learning Center – Saba
- Professional Development
- Unpaid Experiences
- Work Life

Recognition

- Unpaid Experiences
- Work Life

Unpaid Experiences

Work Life

UConn Health is a great workplace and Human Resources is dedicated to creating a supportive environment. Explore our Work Life resources and see why UConn Health is a great place to work!
Human Resources

Curriculum

Drive Your Career
Organization and Staff Development is committed to helping you strengthen your workplace effectiveness and professional profile. Continuous learning is key to thriving in today’s rapidly changing work environments. All UConn employees are encouraged to set professional goals and enroll in the variety of online and classroom courses that meet your professional development needs. Visit often as offerings are continually added throughout the year.

Enrolling Is Easy
1. Obtain manager/supervisor approval prior to enrollment.
2. Click on the Register button to begin the process.

Offerings
UConn Health Campus
All courses are held in the Munson Road Training Room unless noted.

- Active Assailant Survivor Training, Online
- Capitalizing on Your Personal Workstyle
- Career Exploration at UConn Health
- Communicating to Build Relationships
- Job Seeking Image and Etiquette
- MBTI - Myers Briggs Type Indicator - Individual Assessment
- The Art of Effective Business Note Taking
- Workplace Email Etiquette

Career Mobility - Exhibit 2
Page 1 of 1
Authorization for Disclosure and Release of Medical Information Form

As required by Connecticut law, the Department of Human Resources may not use or disclose your individually identifiable information without your authorization.

Your completion of this form means that you are giving permission for the use(s) and disclosure described below.

Please review and complete this form carefully. It may be invalid if not fully completed.

Please forward this form, along with the Request for Reasonable Accommodation Form to the Department of Human Resources upon completion.

HR USE ONLY

I, __________________________________ [employee's name] whose home address is ___________________________________________________________ and whose date of birth is ___________________________ HEREBY AUTHORIZE ____________________________________________________________ [provider's name, address, phone and fax] to release medical information pertinent to the reasonable accommodation I requested to:

FOR UCONN HEALTH:
ADA Accommodations Case Manager
UConn Health
P.O. Box 4035
Farmington, CT 06034-4035
Telephone - (860) 679-2831
Facsimile - (860) 679-1051

To any licensed physician, other licensed practitioner, hospital, clinic, or other medically related facility, or United States Veteran Administration:

I authorize you to release to the Department of Human Resources information to be used solely for the purpose of evaluating my request for reasonable accommodation. The information being requested relates only to any condition that affects my ability to perform my essential job functions. The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, do not provide any genetic information when responding to this request for medical information.

Initial ______

This Authorization shall be valid for a period of 180 days after the date of my signature or earlier if revoked by me in writing to the Department of Human Resources.

Initial ______

ACKNOWLEDGEMENT

I understand that the Department of Human Resources may not use or disclose my medical information except for the expressed purposes identified above, unless another authorization is obtained from me or unless such use or disclosure is specifically required or permitted by law.

I understand that once this information is disclosed pursuant to this Authorization, it is no longer protected by the Department of Human Resources privacy policies, and may possibly be re-disclosed by the recipient.

I hereby acknowledge that I have been informed of my right to receive a copy of this authorization request.

I acknowledge that I have the right to refuse to sign this Authorization.

I acknowledge that I may revoke this Authorization in writing at any time. I understand that if I revoke this Authorization, the information described above may no longer be used or disclosed for the purpose described in this written Authorization. To revoke this Authorization, please send a written statement to:

ADA Accommodations Case Manager
UConn Health, Human Resources
P.O. Box 4035
Farmington, CT 06034-4035

My signature below indicates that I have read and understand this Authorization and its terms.

______________________________  ____________________________
Signature                        Date

Reference: Career Mobility - Exhibit 4
Page 1 of 1

Revised 2/19
Instructions: Individuals who are employed at UConn Health and are requesting a reasonable accommodation(s) under the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act, relevant state law, and accompanying state and federal regulations, are encouraged to complete this form in its entirety.

In order to explore possible coverage and reasonable accommodations, information is required regarding your medical condition, essential job functions, applicable functional limitations and your requested accommodation(s). It is often necessary for staff of the Department of Human Resources to discuss your medical condition and the documentation you submit to our office with providers such as licensed physicians, psychologists, or other qualified professionals. If you need help in completing this form, someone else may complete it on your behalf, or you may contact the ADA Accommodations Case Manager at donofrio@uchc.edu or 860-679-2831 for assistance.

Upon completion, please forward this form, along with the Medical Release Form, to the ADA Accommodations Case Manager. Make sure you sign both forms.

FOR UCONN HEALTH:
Mailing Address
ADA Accommodations Case Manager
UConn Health
P.O. Box 4035
Farmington, CT 06034-4035
In Person Address
16 Munson Rd., 5th Floor
Farmington, CT 06032-4035

Telephone - (860) 679-2831
Facsimile - (860) 679-1051
Email - donofrio@uchc.edu

Reasonable Accommodation Request Form for Employees

☐ Faculty ☐ Employee/Staff ☐ Other (specify)

Name: ________________________________
  First  Middle  Last

Job Title: ________________________________

Department: ________________________________

Work Address: ________________________________
  City  State  ZIP Code

Work Telephone Number: ____________________________

Work Email: ________________________________

Home Address: ________________________________
  City  State  ZIP Code

Home Telephone Number: ____________________________

Home Email: ________________________________

Preferred method of contact:
  ☐ Home Phone  ☐ Work Phone  ☐ Home Email  ☐ Work Email

How long have you worked/studied in current position? ________________________________

How long have you worked/studied at UConn? ________________________________

Supervisor’s Name: ________________________________
  First  Middle  Last

Job Title: ________________________________

Department: ________________________________

Work Telephone Number: ____________________________

Work Email: ________________________________

Medical Information
Please identify the medical condition(s) for which you are requesting an accommodation.

Please provide the name and contact information for the health care professional who diagnosed the medical condition(s) listed above. Please include the date of diagnosis.
Job and Accommodation Information

Please explain how your medical condition(s) listed in Section 6 affect(s) your ability to perform the essential functions of your position. If you are a new employee, state the anticipated difficulties you foresee in completing your job duties. Be as specific regarding the job duties you are having difficulty performing or believe you will have difficulty performing.

Please provide your recommendations for a reasonable accommodation(s) and any information you may have about any associated costs (attach supporting documentation).

Please describe any accommodations or assistive technologies you currently use.

Please identify any University employee with whom you have discussed this request for a reasonable accommodation (i.e., co-worker, supervisor, HR, etc.). Please include dates.

Please add any comments you feel may be helpful in consideration of your request.

Acknowledgement

I understand that it will be my responsibility to complete a Medical Release Form and provide it to the ADA Accommodations Case Manager for my request to be evaluated. I further understand that the ADA Accommodations Case Manager will evaluate and respond to me based upon the information that I provide.

Signature

Date

☐ Please check here if additional information is attached to this request.
Project SEARCH Favarh at UConn Health

Project SEARCH Favarh at UConn Health is a unique, business-led, one-year, school-to-work program that takes place entirely at the workplace. Since 2014, UConn Health has partnered with Favarh to host Project SEARCH interns. Total workplace immersion facilitates a seamless combination of classroom instruction, career exploration, and relevant job-skills training through strategically designed internships. Based on an international model developed at Cincinnati Children’s Hospital in 1986, Project SEARCH is dedicated to building a workforce that includes people with disabilities.

Agency Partners

UConn Health has partnered with Favarh/The Arc of Farmington Valley, based in Canton, a local chapter of the ARC, a worldwide organization that supports people with intellectual, physical and developmental disabilities. Other agency partners include the Connecticut Department of Developmental Services, Department of Rehabilitation Services, and Region 10 Public Schools.
Get Involved
1. Become a host department
2. Become an email mentor
3. Conduct a life/employability skills course

Any UConn Health department interested in becoming involved should contact Rosie Wright, roswright@uchc.edu.

Any student or young adult interested in applying for the program, should contact Tammy Annis at tannis@favarh.org, or call 860-693-6662 x126.

Contact Us
Sandy Finnimore, Program Manager
sfinnimore@favarh.org

Rosie Wright, UConn Health Business Liaison
roswright@uchc.edu