

INTERNAL COMMUNICATION

(Sec. 46a-68-79)

September 2020

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

During the 2020 Affirmative Action Plan period, UConn Health leaders explicitly communicated the priority they placed on workforce diversity, the relationship of diversity to UConn Health'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 *Policy Statement: Affirmative Action & Equal Employment Opportunity* 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 in accessible locations 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 *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 May 27, 2020, all UConn Health employees were sent copies of the policies along with notification that the 2019 *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 that includes the *Policy Statement: Affirmative Action & Equal Employment Opportunity*. (Please see **Exhibit # 1**)

In addition, new employees received these policies and OIE's contact information, in New Employee Orientation, conducted on their first day of employment. **Exhibit # 2**

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 weeks by OIE.

Newly hired employees receive Sexual Harassment Prevention training within six (6) months of hire. 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 employees with the tools needed to ensure compliance with UConn Health conduct expectations and policies in these areas.

Please see **Exhibit # 3** 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 2020 *Plan* were asked to submit comments no later than September 18, 2020, (Please see **Exhibit # 1**, Transmittal Memo). No comments were received regarding the 2019 *Plan*.

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						
	Workplace Violence Prevention		●	●			●
Non-Discrimination	Affirmative Action, Non-Discrimination and Equal Opportunity		●	●			
	HIV/AIDS Non-Discrimination		●	●			
	Persons with Disabilities		●	●			
	Discrimination, Harassment, and Related Interpersonal Violence		●	●			●
Use of State Resources	Disposition of Public Records	●					
	Electronic Monitoring					●	
	Information Security - Acceptable Use	●				●	
Conflicts of Interest and Research Misconduct	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!

2020 AFFIRMATIVE ACTION REPORT
Diversity Awareness Training Attendance by EEO
UConn Health
June 1, 2019 - May 31, 2020

EEO	GRAND TOTAL	TOTAL MALE	TOTAL FEMALE	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F
1 - Executive/Administrative	12	2	10	2	8	0	1	0	1	0	0	0	0
2 - Faculty	40	21	19	10	12	1	0	1	1	9	6	0	0
3 - Professional/Non-Faculty	147	33	114	21	85	4	14	3	7	5	8	0	0
4 - Secretarial/Clerical	56	5	51	1	29	2	9	2	11	0	2	0	0
5 - Technical/Paraprofessional	83	13	70	6	39	3	10	2	20	2	1	0	0
6 - Skilled Craft	5	5	0	4	0	0	0	1	0	0	0	0	0
7 - Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0
7 - Service/Maintenance	9	9	0	7	0	0	0	2	0	0	0	0	0
TOTAL	352	88	264	51	173	10	34	11	40	16	17	0	0

2020 AFFIRMATIVE ACTION REPORT
Managing a Respectful and Harassment Free Workplace by EEO---UConn Health
June 1,2019 - May 31,2020

EEO	GRAND TOTAL	TOTAL MALE	TOTAL FEMALE	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F
1 - Executive/Administrative	19	3	16	3	15	0	0	0	1	0	0	0	0
2 - Faculty	65	36	29	19	21	2	3	2	1	13	4	0	0
3 - Professional/Non-Faculty	107	26	81	17	57	3	9	3	10	3	5	0	0
4 - Secretarial/Clerical	28	2	26	0	12	0	7	2	6	0	1	0	0
5 - Technical/Paraprofessional	49	7	42	1	21	1	7	4	13	1	1	0	0
6 - Skilled Craft	2	2	0	2	0	0	0	0	0	0	0	0	0
7 - Protective Services	0	0	0	0	0	0	0	0	0	0	0	0	0
7 - Service/Maintenance	11	8	3	5	0	0	1	3	2	0	0	0	0
TOTAL	281	84	197	47	126	6	27	14	33	17	11	0	0