

POLICY AND COMPLIANCE INFORMATION

5/26 Affirmative Action Plan Update & Policy Statements

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

FROM: Sarah Chipman, J.D., Interim Associate Vice President
Interim Title IX Coordinator & ADA Coordinator
Director of Investigations
Office of Institutional Equity

DATE: May 26, 2021

SUBJECT: Affirmative Action Plan Update and Distribution of Policy Statements

UConn Health's 2020 Affirmative Action Plan for Employment (*Plan*) was approved by the Commission on Human Rights and Opportunities on December 9, 2020. 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 2020 *Plan* until September 17, 2021. A full copy of the *Plan* is available for review and comments in the following locations:

- o [The Office of Institutional Equity \(OIE\)](#)
16 Munson Road, 4th Floor
Farmington, CT 06030
- o [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:

[Sarah Chipman](#), J.D., Interim Associate Vice President

Interim Title IX Coordinator & ADA Coordinator

Director of Investigations

Office of Institutional Equity

UConn Health

263 Farmington Avenue

Farmington, CT 06030-5310

Affirmative Action and Non-Discrimination, and Equal Opportunity Policy

The [Affirmative Action and Non-Discrimination, and Equal Opportunity Policy](#) has been included in the *Plan*, distributed to all employees through UConn Health's Office of Institutional Equity's (OIE) [webpage](#), UConn Health's Policies [website](#), and posted on bulletin boards throughout UConn Health.

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 are displayed in their respective units in locations highly visible to employees, students, and the public.

Sexual Harassment Prevention and Diversity Awareness Training

UConn Health's Sexual Harassment Prevention and Diversity Awareness Trainings are important components of the University's commitment to maintaining a safe, inclusive, and non-discriminatory learning and working environment for all members of our community. The Office of Institutional Equity (OIE) offers Sexual Harassment Prevention Training and in partnership with the Office of Diversity and Inclusion (ODI) developed a Diversity Awareness Training. Both trainings are incorporated as part of the New Employee Orientation at UConn Health during the first and second day of hire. Both are presented bi-monthly on WebEx and the SHP Training can also be accessed as a self-paced fully online course to accommodate varying schedules.

Recruitment, Compliance, and Diversification

As a federal contractor and state agency, UConn Health's recruiting and hiring activities are audited regularly by state and federal regulatory agencies who mandate policies and processes to promote equal employment opportunity and endorse aggressive recruitment programs. Directors, Department Heads, Hiring Managers, and Search Committee Chairs are accountable for ensuring compliance with state and federal regulations, record-keeping requirements concerning recruitment and applicant evaluation activities and progressive and proactive recruitment programs.

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

Discrimination Complaint Investigations

OIE Staff investigators are responsible for addressing concerns regarding employee conduct pursuant to 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. OIE is responsible for reviewing, and where applicable, objectively investigating complaints of discrimination and harassment to determine if employee conduct violates UConn Health's non-discrimination policies and making recommendations that are designed to mitigate the effects of discriminatory conduct. Additional information about reporting discrimination and OIE's complaint process can be found at www.equity.uconn.edu. If you have a specific question or need further assistance, please contact OIE at (860) 679-3563 or by email at equity@uconn.edu.

For more information, contact: Office of Institutional Equity at 860-679-3563