

INTERNAL COMMUNICATION

(Sec. 46a-68-79)

September 2023

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

During the 2023 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. Interim Chief Executive Officer, UConn Health Executive Vice President for Health Affairs, Dr. Bruce T. Liang supported the implementation of all aspects of UConn Health's Affirmative Action Plan. Letissa Reid, J.D., 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, Letissa Reid, J.D., 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 third 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.

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 25, 2023, all UConn Health employees were sent copies of the policies along with notification that the 2022 *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**)

Internal Communication

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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 on their first day of employment as part of New Employee Orientation (NEO). The training is currently online and available for any employees who do not attend NEO. This training includes several options such as polling software and chat features to facilitate participant engagement. Attendance is verified by a WebEx generated report at the conclusion of each session. This interactive program focuses on preventing and responding appropriately to workplace sexual harassment. During this *Plan* year 584 employees attended Diversity Awareness Training and 678 attended Sexual Harassment Prevention Training. This training 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 2023 *Plan* were asked to submit comments no later than September 23, 2023. (Please see **Exhibit # 1**, Transmittal Memo). No comments were received regarding the 2022 *Plan*.

POLICY AND COMPLIANCE INFORMATION

Affirmative Action Plan Update & Policy Statements

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

FROM: Letissa Reid, J.D., Associate Vice President
ADA Coordinator and Equal Employment Opportunity Officer
Office of Institutional Equity

DATE: May 25, 2023

SUBJECT: Affirmative Action Plan Update and Distribution of Policy Statements

UConn Health's 2022 Affirmative Action Plan for Employment (Plan) was approved by the Commission on Human Rights and Opportunities on December 14, 2022. 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 2022 Plan until September 15, 2023. A full copy of the Plan is available for review and comment in the following locations:

- [The Office of Institutional Equity \(OIE\)](#)
16 Munson Road, 3rd Floor
Farmington, CT 06030
- [The Connecticut Commission on Human Rights and Opportunities \(CHRO\)](#)
450 Columbus Boulevard
Hartford, CT 06103

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

[Letissa Reid, J.D.](#),
Associate Vice President
ADA Coordinator
Equal Employment Opportunity Officer
Office of Institutional Equity
UConn Health
263 Farmington Avenue
Farmington, CT 06030-5310
860-679-3563

The following policies and procedures have been included in the Plan, distributed to every employee through The Office of Institutional Equity's webpage and the University's policy website, and posted throughout the University:

- [Affirmative Action and Equal Employment Opportunity](#)
- [Policy Against Discrimination, Harassment and Related Interpersonal Violence](#)

- [Policy Statement: Policy with Disabilities](#)
- [University of Connecticut Discrimination Complaint Procedures](#)

Policy Posting Obligation

As in previous years, 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.

Employee Demographic Data

As a federal contractor, the University is required to annually report demographic data about the workforce, which includes disability and veteran data. To ensure the most accurate demographic profile of the current employee population is reported, all employees are requested to voluntarily provide their demographic information including race/ethnicity, gender, disability, and veteran status. All demographic information is kept confidential and only used in accordance with applicable laws and regulations, used for federal and state aggregate reporting only, and does not affect current employment status.

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.

Mandatory Search Training

All Faculty and Director and above positions are required to have formal search committees and to develop detailed strategies for the recruitment of qualified goal applicants. OIE facilitates training workshops providing information about conducting an AA/EEO compliant search and hiring process. Search Committee Training is currently available as a web-based training course.

Mandatory Sexual Harassment Prevention and Diversity Awareness Trainings

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 environments for all members of our community. OIE offers Sexual Harassment Prevention Training (SHPT) and in partnership with the Office of Diversity and Inclusion (ODI) developed a Diversity Awareness Training (DAT). 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 SHPT Training can also be accessed as a self paced fully online course to accommodate varied schedules.

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 whether 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.

Americans with Disabilities Act (ADA) Compliance Activities

OIE monitors the University's compliance with the Americans with Disabilities Act (ADA) requirements. In this regard, OIE is responsible for resolving allegations of discrimination based on disability; ensuring University compliance with all laws and regulations related to the ADA; and providing consultation, information, and referral to appropriate resources for disability-related issues. More information can be found online at [Accessibility at UConn Health](#) or by contacting OIE at (860) 486-2943 or by email at equity@uconn.edu.

The Department of Human Resources processes and facilitates requests for employee workplace accommodations. If you believe that you may need an accommodation, or if you are a supervisor or manager who has been presented with an employee request for an accommodation, please contact the ADA Case Manager at (860) 679-2426.

For more information, contact: Theresa Segar at segar@uchc.edu

Other stories from the [UConn Health Lifeline for Thursday, May 25, 2023 >>](#)

Policy Statement: Affirmative Action & Equal Employment Opportunity

Equal Employment Opportunity

UConn Health is an equal employment opportunity/affirmative action employer. In order to ensure that employees and job applicants are not subjected to unlawful discrimination, it is UConn Health's policy to comply with all State and Federal laws and regulations that prohibit employment discrimination and mandate specific actions for the purpose of eliminating the present effects of past discrimination. Equal employment opportunity is the purpose and goal of affirmative action. UConn Health has established equal employment opportunity and affirmative action as immediate and necessary objectives because we are committed to its concepts, principles and goals.

At UConn Health equal employment opportunity (EEO) means nondiscrimination in employment policies and practices. UConn Health is committed to ensuring that individual employees and applicants are not excluded from participation in the employment process based on an individual's legally protected status which includes race, color, ethnicity, religious creed, age, sex (including pregnancy and sexual harassment), marital status, national origin, ancestry, sexual orientation, genetic information, physical or mental disabilities (including learning disabilities, intellectual disabilities, past/present history of a mental disorder), prior conviction of a crime (or similar characteristic), veteran status, status as a victim of domestic violence, workplace hazards to reproductive systems, gender identity or expression, or other factors which cannot lawfully be the basis for employment actions, unless there is a bona fide occupational qualification.

Affirmative action is a positive program of purposeful activity undertaken with conviction and effort to overcome the present effects of past practices, policies and barriers to equal employment opportunity. Affirmative action plans and programs are designed to achieve the full and fair participation of all protected class members found to be underutilized in the workforce or adversely affected by past policies and practices.

Affirmative Action

Affirmative action plays a role at all stages of the employment process, including, but not limited to: recruitment, evaluation, interview, selection, hire, promotion, demotion, transfer, discipline, layoff, termination, benefits, rates of pay or other forms of compensation, selection for training, the use of all facilities, and participation in all UConn Health sponsored employee activities. Provisions in applicable laws providing for bona fide occupational qualifications, business necessity or age limitations will be adhered to by UConn Health where appropriate. Accordingly, UConn Health pledges to regularly reexamine all policies and procedures to identify and eliminate barriers to access, and to change practices that may have a discriminatory impact.

UConn Health's commitment to affirmative action requires that we make the good faith efforts that may be necessary in all aspects of personnel administration to ensure that the recruitment and hire of underrepresented individuals reflect their availability in the job market; that the causes of underutilization are identified and eliminated; that alternative approaches are explored

when personnel practices have a negative impact on protected classes; and that the terms, conditions, and privileges of employment, including upward and lateral mobility, are equitably administered.

UConn Health recognizes the employment difficulties experienced by individuals with disabilities and by many older persons. Therefore, UConn Health will take necessary steps to identify and overcome areas of underutilization of such persons in the workforce and to achieve their full participation in all UConn Health programs, processes and services.

UConn Health is committed to ensuring that all services and programs are provided in a fair and impartial manner and thus has established affirmative action and equal employment opportunity as immediate and necessary agency objectives.

As a Connecticut state agency, UConn Health prepares its *Affirmative Action Plan* each year. The *Plan* is a detailed, results-oriented set of procedures, which blueprints a strategy to combat discrimination and implement affirmative action. The objectives of the *Plan* are to set both quantitative and non-quantitative goals, which promote affirmative action and/or eliminate any policy or employment practice that adversely affects protected class members.

A complete version of UConn Health's current *Affirmative Action Plan* is available at the Office of Institutional Equity (OIE) and may also be found [online](#) on the OIE website.

Procedure

For more information and advice regarding rights and responsibilities under the *Plan*, UConn Health's Equal Employment Opportunity Officer can be contacted by telephone, email or in person during regular office hours. All comments are welcome.

Letissa Reid, J.D.
Associate Vice President, Office of Institutional Equity
Equal Employment Opportunity Officer
16 Munson Road, 4th Floor
263 Farmington Avenue, MC 5310
Farmington, CT 06030-5310
letissa.reid@uconn.edu
860-679-3563

UConn Health's [policies against discrimination and harassment](#) are included in the *Plan* along with [complaint procedures](#). Employees and others wishing to file complaints of discrimination or of affirmative action policy violations may do so by contacting the Office of Institutional Equity by telephone, email or in person during regular office hours:

Office of Institutional Equity
16 Munson Road, 4th Floor
263 Farmington Avenue, MC 5310
Farmington, CT 06030-5310

860-679-3563

equity@uconn.edu

www.equity.uconn.edu

Employees and others shall not be subjected to harassment, intimidation or any type of retaliation because they have (1) filed a complaint; (2) assisted or participated in an investigation, compliance review, hearing or any other activity related to the administration of any federal, state or local law requiring equal employment opportunity; (3) opposed any act or practice made unlawful by any federal, state or local law requiring equal opportunity; (4) exercised any other legal right protected by federal, state or local law requiring equal opportunity.

Accountability

As Chief Executive Officer and Executive Vice President for Health Affairs, I commit UConn Health and myself to make every effort to implement an effective *Affirmative Action Plan* within timetables set forth in the *Plan*. I fully expect my managerial and supervisory staff to treat compliance with Federal and State of Connecticut affirmative action statutes as a top priority and take positive steps to ensure the successful implementation of the policies, procedures and objectives of affirmative action and equal opportunity at UConn Health.

In issuing UConn Health's affirmative action policy, I reiterate the need for affirmative action and attest to UConn Health's determination to identify strengths and weaknesses in our employment system, resolve problems when they appear, recruit employees vigorously and affirmatively, and retain current employees while also helping them prepare for advancement.

9/26/2022

Date



Bruce T. Liang, M.D., FACC

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

About UConn Health

A commitment to human health and well-being has been of utmost importance to UConn Health since the founding of the University of Connecticut schools of Medicine and Dental Medicine in 1961. Based on a strong foundation of groundbreaking research, first-rate education, and quality clinical care, we have expanded our medical missions over the decades. In just over 50 years, UConn Health

has evolved to encompass more research endeavors, to provide more ways to access our superior care, and to innovate both practical medicine and our methods of educating the practitioners of tomorrow.

Watch the video below and learn more about the great institution you have chosen, UConn Health.



Policies & Resources

health.uconn.edu/policies

UConn Health policies 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 Offices of Compliance and Audit & Management Advisory Services are available for assistance with questions on any of the policies listed here.

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.

		Compliance	OIE	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		●	●			●
	Effective Communication with Deaf and Hard Of Hearing Patients	●	●				
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					●	
	Acceptable Use, UConn Health	●				●	
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 860.679.3945
health.uconn.edu/finance/bursar

Compliance, University 860.679.1969
university_compliance@uconn.edu
compliance.uconn.edu

Compliance, Healthcare 860.679.1802
compliance.officer@uchc.edu
health.uconn.edu/healthcare-compliance

Compliance, Healthcare Privacy 860.679.7226
privacyoffice@uchc.edu
privacy.uconn.edu/health/uconn-health

Child Care Center 860.679.2124
health.uconn.edu/creative-child-center

Emergency Closings 860.679.2001
health.uconn.edu/closing-and-cancellations

Employee Assistance Program 860.679.2877
health.uconn.edu/occupational-environmental/employee-assistance-program

Harassment/Discrimination 860.679.3563
equity.uconn.edu

Information Technology Help Desk 860.679.4400
health.uconn.edu/information-technology

Logistics Management 860.679.1958
opa.uchc.edu

Police 860.679.2121
publicsafety.uconn.edu/police

HR Employee Resource Center

860.679.2426
HR-EmployeeResource@uchc.edu
Monday through Friday, from 8 a.m. to 4:30 p.m.

The Center serves as a one-stop hub for various employee inquiries, providing prompt and thorough assistance to faculty, staff, and retirees. Dedicated Employee Resource Specialists answer employees' questions and provide information about health insurance, tuition programs, payroll deductions, supplemental benefits, pension contributions, and much more. If the question can't be answered immediately, employees will receive a status update within 24 hours.

Emergency Alerts

Emergency Closings

860.679.2001 | 860.486.9292

health.uconn.edu/closing-and-cancellations

The nature of UConn Health's activities requires that emergency closing decisions be made ONLY by UConn Health. General closing announcements from any other State office, including the Governor's office, do not constitute authorization for any UConn Health unit to close or any UConn Health employees to be absent from work. Unless officially notified in accordance with this policy, all UConn Health units must maintain normal operations. Call the UConn Health Hotline to find out the status of work that day. Correctional Managed Health Care staff are to follow policy 2001-01.

UConnAlert

alert.uconn.edu

UConnAlert is the on-demand mass notification service in use at UConn Health. It supplements our existing ways of notifying the entire UConn Health community of storm closings, construction-related disruptions, and other important news. All employees, students, residents, and others on campus automatically receive notifications via their available UConn Health e-mail address, work phone number, mobile number and home number.

Reference: Emergency Closing Policy, health.uconn.edu/policies/wp-content/uploads/sites/28/2015/07/policy_2001_02.pdf

Good Security Practices are Critical

It is your responsibility to keep UConn Health confidential data secure. Remember, UConn Health electronic messaging systems are not for personal use. Email spam and phishing pose extreme risk to UConn Health so do not click on unsolicited links or attachments in messages. When in doubt, call the IT Help Desk at 860-679-4400.



2023 UConn Health
Diversity Awareness Training by EEO
June 1, 2022 - May 31, 2023

EEO	GRAND TOTAL	TOTAL MALE	TOTAL FEMALE	WM	WF	BM	BF	HM	HF	AM	AF	2+M	2+F	UM	UF
1 - Executive/Administrative	13	5	8	4	5	1	1	0	1	0	1	0	0	0	0
2 - Faculty	37	21	16	11	7	0	2	0	1	10	6	0	0	0	0
3 - Professional/Non-Faculty	282	65	217	39	150	4	20	4	15	16	27	0	0	2	5
4 - Secretarial/Clerical	91	38	53	36	0	1	27	1	19	0	5	0	0	0	2
5 - Technical/Paraprofessional	138	24	114	11	55	6	24	1	22	3	11	0	0	3	2
6 - Skilled Craft	3	3	0	3	0	0	0	0	0	0	0	0	0	0	0
7 - Protective Services	12	5	7	0	3	2	0	2	4	1	0	0	0	0	0
7 - Service/Maintenance	8	5	3	3	2	1	0	0	0	1	0	0	0	0	1
TOTAL	584	166	418	107	222	15	74	8	62	31	50	0	0	5	10