



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

From: Sarah Chipman, Interim Associate Vice President, Office of Institutional Equity

Date: February 26, 2025

Subject: State of Connecticut Affirmative Action Plan Update and Distribution of Policy Statements

UConn Health's 2024 State of Connecticut Affirmative Action Plan for Employment (*Plan*) was approved by the Connecticut Commission on Human Rights and Opportunities on December 11, 2024. The *Plan* reports UConn Health's good faith efforts relative to attaining goals and achieving equal employment opportunity as required by [Connecticut General Statute \(CGS\) §46a-68](#).

All employees are invited to review and comment on the 2024 *Plan* until September 12, 2025. A copy of the 2024 *Plan* is available for review and comment by appointment at:

[The Office of Institutional Equity \(OIE\)](#)

16 Munson Road, 3rd Floor
Farmington, CT 06030

All comments or questions about the *Plan* are welcome and may be sent to:

[Sarah Chipman, J.D.](#)

Interim Associate Vice President, 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*, available to every employee through OIE's webpage and the University's policy website, and posted throughout UConn Health:

[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](#)

Office of Institutional Equity

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An Equal Opportunity Employer

Policy Posting Obligation

OIE satisfies the statutory requirement of policy distribution to employees via this notification. Additionally, relevant policies are posted in visible locations throughout the University.

Compliance Obligations for Searches

Search committee members are required to complete search committee training for all Faculty, Director, and above positions. The Search Committee Training, providing information about conducting compliant search and hiring process, is currently available as a web-based training course. To enroll in a training session, please contact HR.

Searches for all positions are expected to comply with AA/EEO regulations by implementing proactive recruitment strategies, providing qualification-related, objective, and specific reasons for applicant evaluations and detailed explanations of the search committee or hiring manager's qualification-based rationale for rejecting and selecting applicants for hire.

Diversity Awareness and Sexual Harassment Prevention Training

Sexual Harassment Prevention and Diversity Awareness Trainings are important components of the University's commitment to maintaining safe, inclusive, and non-discriminatory learning and working environments for all members of our community. The University complies with Connecticut statute by offering these trainings as part of the orientation program for new employees at UConn and UConn Health.

Discrimination Complaint Management

OIE's staff investigators address concerns regarding employee conduct pursuant to UConn Health's [non-discrimination policies](#). OIE reviews, and where applicable, objectively investigates complaints of discrimination and harassment to determine whether employee conduct violates the University's non-discrimination policies and makes recommendations designed to mitigate the effects of discriminatory conduct.

More information about how to report discrimination and [OIE's complaint process](#) can be found online at www.equity.uconn.edu. If you have a specific question regarding the complaint process or need further assistance, please do not hesitate to contact a member of OIE at 860.486.2943 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. OIE also provides consultation, information, and referral to appropriate resources related to disability-related access and accommodations. 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 HR Employee Resource Center at (860) 679-2426.