THE UNIVERSITY OF RHODE ISLAND

AFFIRMATIVE ACTION PLAN

July 1, 2017 ~ June 30, 2018

Accepted by David M. Dooley, Ph.D. Date
President, University of Rhode Island

Approved by State Equal Date
Opportunity Office

The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action.
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SECTION B

B. AGENCY ORGANIZATION AND STRUCTURE
B. AGENCY ORGANIZATION AND STRUCTURE

Mission

The University of Rhode Island is the State’s public learner-centered research university. We are a community joined in a common quest for knowledge. The University is committed to enriching the lives of its students through its land, sea, and urban grant traditions. URI is the only public institution in Rhode Island offering undergraduate, graduate, and professional students the distinctive educational opportunities of a major research university. Our undergraduate, graduate, and professional education, research, and outreach serve Rhode Island and beyond. Students, faculty, staff, and alumni are united in one common purpose: to learn and lead together. Embracing Rhode Island’s heritage of independent thought, we value:

- Creativity and Scholarship Diversity,
- Fairness, and Respect
- Engaged Learning and Civic Involvement
- Intellectual and Ethical Leadership

Individuals living in cities and towns throughout the state are found working and studying within our institution’s population. In the spring 2016 the statewide distribution of URI alumni, faculty, staff and students who are Rhode Island residents were as follows; 50,865 Alumni, 2,433 faculty and staff and 9,169 students.

The History

The University was chartered as the state’s agricultural school in 1888. The Oliver Watson farm was purchased as a site for the school, and the old farmhouse, now restored, still stands on the campus. The school became the Rhode Island College of Agriculture and Mechanic Arts in 1892, and the first class of 17 members was graduated two years later.

The Morrill Act of 1862 provided for the sale of public lands. Income from these sales was to be used to create at least one college in each state with the principal purpose of teaching agriculture and mechanic arts. From this grant of land comes the term “land grant,” which applied to the national system of state colleges. In a later adaptation of the concept, federal funds given to colleges for marine research and extension are called “sea grants.”

In 1909 the name of the college was changed to Rhode Island State College, and the program of study was revised and expanded. In 1951 the college became the University of Rhode Island by an act of the General Assembly.

The Structure

The University of Rhode Island, Rhode Island College and the Community College of Rhode Island; all three public institutions make up the Rhode Island higher education system and overseen by the Rhode Island Board of Education.

The Board of Education is the chief policy-setting body overseeing K-20 education in Rhode Island. Through its designated powers and duties, the Board helps shape the course of public education to ensure that all of the state’s students receive the best possible education. The Board of Education consists of; the Council on Elementary and Secondary Education and the Council on Postsecondary Education and the Rhode Island Office of Higher Education.
University Leadership

The University of Rhode Island is the state’s flagship institution of higher education, and its only public university. As such, we are uniquely positioned, ready and able to provide innovative ideas, adaptive intelligence and breakthrough research to enhance the lives of the people in our state, nation, and world.

President: Dr. David M. Dooley became the 11th president of the University of Rhode Island in July 2009.

Provost and Vice President for Academic Affairs: Dr. Donald H. DeHayes joined the University in March 2008.

Vice President for Student Affairs: Dr. Kathy Collins was appointed vice president for student affairs in July 2016.

Vice President for Research and Economic Development: Dr. Gerald Sonnenfeld joined the University in October 2013.

Vice President for Administration and Finance: Abigail Rider, BA, Phi Beta Kappa, joined the University in March 2017

Associate Vice President for Community, Equity and Diversity: Naomi R. Thompson, JD joined the University in August 2012.

Director, Department of Athletics: Thorr D. Bjorn joined the University in August 2007.

Executive Director, External Relations and Communications: Kelly K. Mahoney joined the University in January 2015.

Chief-of-Staff: Michelle S. Curreri joined the University in June 1992.

The University Campuses

**KINGSTON CAMPUS**
Located in the historic village of Kingston, the University of Rhode Island is close to the ocean and major beaches. Our 1,200-acre campus is a handsome mix of ivy-covered buildings and contemporary architecture. Just 30 miles south of Providence, URI is within easy reach of Newport, Boston, and New York City.

**FEINSTEIN PROVIDENCE CAMPUS**
The University’s Alan Shawn Feinstein College of Education and Professional Studies (CEPS) and several other departments are housed at the renovated, historic Shepard Building in the heart of downtown Providence. CEPS has been serving students for more than 50 years and offers a wide variety of degree and certificate programs.

**NARRAGANSETT BAY CAMPUS**
Overlooking the West Passage of Narragansett Bay, this 153-acre campus is home to URI’s highly acclaimed Graduate School of Oceanography, one of the top five oceanographic institutions in the country. The campus also houses the University’s Coastal Institute on Narragansett Bay, which features an interactive coastal environment exhibit and conference center.

**W. ALTON JONES CAMPUS**
Located in the western section of Rhode Island just 30 minutes from Providence, the Alton Jones Campus features 2,300 acres of pristine forests, streams, ponds, and a 75-acre lake. Alton Jones offers an ideal
setting for conferences and retreats; school field trips; team-building for executives and support staff; and summer day, overnight, and teen camps.

College Organization

The University is comprised of nine colleges and the Graduate School of Oceanography, with the exception of the University College; all others award undergraduate and graduate degrees. Graduate School of Oceanography awards degrees at the master and doctorate levels. Pharmacy offers professional and doctorate degrees.

- College of Arts and Sciences  Winifred Brownell, Dean

Mission

The College of Arts and Sciences encourages excellence in teaching through academic programs in the arts, humanities, social sciences, Harrington School of Communication and Media, mathematics, and physical sciences; engages in internationally renowned programs of research, scholarship, and creative activities; and supports application of knowledge through outreach to serve the changing needs of the state, the country, and the world.

Vision

The College of Arts and Sciences forms the core of the University of Rhode Island, delivering a liberal arts education for the 21st century and performing a central role in fulfilling the mission of the University in undergraduate and graduate education, research, and outreach. We aspire to be a College of first choice for prospective students and faculty, offering internationally and nationally renowned programs.

- College of Business Administration  Maling Ebrahimpour, Dean

The URI College of Business, the first accredited business school in Rhode Island, is recognized for its leadership in business education, research, and outreach. The College of Business is the only institution in Rhode Island with accredited programs at the undergraduate, Master’s, and PhD levels.

The College of Business Administration has been accredited since 1972 by (AACSBS), The Association to Advance Collegiate Schools of Business. In addition, the Accounting Program has been separately accredited at both the undergraduate and graduate levels since 1994. AACSBS accreditation is highly sought after by universities due to its high level of academic merit and accreditation has been achieved by fewer than 15% of the institutions teaching management education.

- College of Education And Professional Studies (Alan Shawn Feinstein Providence Campus)  Lori Ciccomascolo, Interim Dean

The Alan Shawn Feinstein College of Education and Professional Studies (CEPS) is designed to provide an innovative and interconnected approach to undergraduate, graduate and adult education for traditional and adult students.

The College also includes a collaborative entrepreneurial entity with educational programs and industry-related partnerships for professional and workforce development to serve the University and external constituents.

As one College with two campuses, the focus is on the synergistic efforts across the Providence and Kingston campuses aimed at preparing teachers, adult learners, and professionals to be leaders in their careers and communities through active lifelong learning. With programs and courses in Providence,
Kingston, and online, we offer rich and diverse learning environments in a variety of settings, both in and out of the classroom.

- **College of Engineering**  Raymond Wright, Dean

Mission

The College of Engineering is a diverse community of scholars, learners, and professional staff dedicated to the development and application of advanced technologies, and working together to enhance the quality of life for all. We are creative problem solvers, innovators, inventors, and entrepreneurs, applying our skills for the advancement of knowledge, service to our community, and the economic development of the state of Rhode Island and beyond. We prepare our graduates to be global leaders in a wide range of engineering disciplines and to create new knowledge, products, and services.

Vision

Be a global leader in engineering, education and research.

- **College of the Environment and Life Sciences**  John Kirby, Dean

Mission

The College of Environment and Life Sciences strives for excellence in teaching, research and service. We prepare our students with the skills, knowledge and insight to address the challenges of today’s world and support their development as lifelong learners. We foster collaboration among our undergraduate and graduate students, staff and faculty in experiential learning and provide opportunities for students to apply their knowledge beyond the University. We address contemporary problems through innovative, relevant and scholarly research. We extend our research based knowledge through community engagement in the tradition of our Land Grant and Sea Grant heritage and are dedicated to outreach and service to our state, national, and global community.

URI established the Academic Health Collaborative which brings together a range of disciplines that focus on human health and wellness, creating a unique space for interdisciplinary teaching, research and innovation you won’t find anywhere else. Our students won’t just be prepared to participate in the future of health care. They'll be ready to lead it. The College of Nursing, the College of Pharmacy, and the College of Health Sciences are the academic core of the collaborative.

- **College of Health Sciences**  Gary Liguori, Dean

Mission

The College of Health Sciences promotes the health and well-being of individuals, families, and populations in a diverse global society through excellence in teaching, research, and outreach.

Vision

The College of Health Sciences seeks to be a leader in education, research, and outreach in the promotion of optimal health and wellness across the life span. We are committed to high quality teaching that emphasizes evidence-based practices, engages students in multidisciplinary learning, and produces graduates who can effectively translate and apply knowledge in their professions. Our research seeks to develop innovative solutions to complex problems that improve the health and well-being of others. Recognizing that the best solutions occur when issues are approached from multiple perspectives, we value our diverse faculty and community, state, and national partnerships in both teaching and research. Through service and outreach, we
strive to better the health, well-being and quality of life among members of the University community, the State of Rhode Island and beyond.

- **College of Nursing**   Barbara Wolfe, Dean

**Mission**

The mission of the University of Rhode Island, College of Nursing is to prepare nurses to excel as outstanding and compassionate clinicians, scholars, and leaders who will enhance the health and health care of individuals, families, communities, and populations both locally and globally.

**Vision**

The University Of Rhode Island College Of Nursing is a dynamic catalyst for improving health and transforming healthcare through innovation and excellence in education, knowledge development, discovery and professional practice to meet the needs of a global society.

The baccalaureate degree in nursing/master’s degree in nursing/Doctor of Nursing Practice program at The University of Rhode Island is accredited by the Commission on Collegiate Nursing Education.

- **College of Pharmacy**   Paul Larrat, Dean

**Mission**

The College of Pharmacy fosters a learning-centered, research-oriented educational environment that encourages individuals to make positive lifelong contributions to global health. We prepare professional degree students to provide compassionate pharmacist-delivered patient care, and inspire our students through innovative problem-based learning, rich experiential curricula, and inter-professional collaboration. We foster a community of scholars who will further the body of knowledge in pharmaceutical, biomedical, and clinical sciences. We strive to improve quality of life locally, nationally, and globally.

**Vision**

URI's College of Pharmacy will lead the way toward effective global health care by developing innovative teaching practices, advancing research and practice, and merging true entrepreneurial spirit with care and compassion.

- **Graduate School of Oceanography**   Bruce Corliss, Dean

**Mission**

Prepare the next generation of world-class marine scientists; contribute relevant research at the leading edge of science; and provide education, outreach and communication to diverse audiences around the world. This mission is achieved through a well-articulated strategic plan, an aggressive development strategy, innovative and novel ideas, and a supported master plan that enables refurbishment, replacement, and maintenance of state-of-the-art facilities and research vessels that keep pace with continually advancing technology, tools, and science/research/teaching protocols.
Vision

To be the gold standard for ocean science academics, land and sea-based research, and facilities that guide and enable domestic and international efforts to protect, preserve, and understand our world’s oceans, waterways, and changing coastal landscape and environment; as well as the impact on our national security and economic interests.

- **Graduate School** Nasser Zawia, Dean

Mission

The Graduate School articulates and advocates for the role and value of graduate education both within the university community, and beyond and facilitates the recruitment and retention of talented men and women to Graduate Programs at the University of Rhode Island. We develop and ensure adherence to standards that reinforce the quality of graduate education and strive to efficiently administer central processes, such as admissions, for all Graduate Programs. We are committed to inspiring and motivating graduate students and faculty alike to excel in the research endeavors of their chosen fields of expertise and to promote the availability of the intellectual and financial resources necessary for graduate students and faculty to become exceptional learners of what is known, and discoverers of what is not known.

Vision

The Graduate School seeks to facilitate the training and graduation of leaders who will be instrumental in making significant contributions to their fields of expertise in particular, and to the world-community in general. In doing so, the expectation is that our Graduate Programs will be widely respected as being among the best available anywhere.

- **University College for Academic Success** Jayne Richmond, Dean

University College for Academic Success (UCAS) is where you will find support on every step of your URI journey, from admission right through to graduation, and beyond. We’ll focus on getting your first years off to a great start with our freshmen seminars and orientation, early alert and mentoring programs. We also provide academic advising that’s customized to fit your major, and if you haven’t decided on a major yet, we’ll help with that too. And we’ll support you in many other ways to help you to be successful both at URI and on your future path, such as internships, service learning, transfer resources, tutoring, and career advising.

Mission

University College for Academic Success helps you have the most successful undergraduate experience possible, from transitioning into college, to finding the academic support you may need to connect your major with career and life goals. We know that the search for the “right” major can be challenging so we offer many workshops and advising services to help you do that. We want you to understand what these next four years will look like so we provide you with an Academic Map that shows you which classes to take and which milestones to be aware of, to help you graduate in four years. We focus on getting the first years off to a great start with our freshmen seminars and orientation, early alert and mentoring programs, and continue this support through the undergraduate years, helping students to find the right majors and careers that will lead to success.
ACADEMIC AFFAIRS (continued)

PROVOST & V.P.
DONALD DEHAYES

INFORMATION TECHNOLOGY SERVICES
CHIEF INFO. OFFICER
(INTERIM)
R. KUBICA

UNIVERSITY LIBRARIES
DEAN
K. BOUGHIDA

BUDGET & FINANCIAL PLANNING
DIRECTOR
L. BARRETT

FACULTY SENATE COORDINATOR
N. NEFF

THINK BIG. WE DO.
ACADEMIC AFFAIRS (continued)

PROVOST & V.P.
DONALD DEHAYES

ACADEMIC HEALTH COLLABORATIVE
COORDINATING DEAN
P. LARRATT

INSTITUTE FOR
INTEGRATED HEALTH &
INNOVATION
DIRECTOR

ACADEMIC HEALTH
COLLABORATIVE
SHARED SERVICES
DIRECTOR

HEALTH SCIENCES
DEAN
G. LIGUORI

NURSING
DEAN
B. WOLFE

PHARMACY
DEAN
P. LARRATT

THINK BIG. WE DO™
ADMINISTRATION & FINANCE (continued)
SECTION C

C. PLAN ADMINISTRATION
C. PLAN ADMINISTRATION

C. 1. STATEMENT OF POLICY ON EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION

The University of Rhode Island prohibits discrimination, including harassment and retaliation on the basis of race, color, creed, national or ethnic origin, gender, gender identification or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a special disabled veteran, recently separated veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. In the recruitment, admission or treatment of students, the recruitment, hiring or treatment of faculty and staff, and in the operation of its activities and programs, (except in those special circumstances permitted or mandated by law) and cases that may arise under applicable federal and state law and regulations including but not limited to Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the 1972 Educational Amendments to the Higher Education Act; the Age Discrimination in Employment Act of 1967; Sections 503 of the Rehabilitation Act of 1973, as amended and 504 of the Rehabilitation Act of 1973, as amended; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; the Equal Pay Act of 1963, as amended; the Americans with Disabilities Act of 1990; ADA Amendment Act of 2008; the Genetic Information Nondiscrimination Act, Executive Order 11246, as amended; Executive Order 91-39; Executive Order 92-2; and Rhode Island General Law 28-5.1 as amended, and all other laws which pertain to access and equity.

The University of Rhode Island is committed to the principles of Affirmative Action and the attainment of Equal Employment and Equal Educational opportunities for all qualified individuals. The Director of Affirmative Action, Equal Opportunity and Diversity has been designated by the President as the person who shall have overall responsibility for the implementation and maintenance of such programs. For further information, please contact the Affirmative Action Office at (401) 874-2442.

David M. Dooley, Ph.D., President

2.20.18

Date
Posting Vacancies

The University of Rhode Island normally posts all vacancies, including transfers, in an attempt to promote equal employment opportunity and affirmative action in all job classifications. Access to an applicant on line tracking system is available 24 hours a day, up until midnight of the posting’s closing date. This allows the greatest numbers of applicants to apply within that given time. The University also posts some of its vacancies in The Chronicle of Higher Education and Higher Education Recruitment Consortium (HERC), which offers the largest database of higher education and related jobs in the world. Posting advertisements varies; some are advertised on local, regional and national levels. The University is committed to non-discriminatory actions without regard to recruitment, hiring, and promotion of persons in all job classifications. The University prohibits discrimination with regard to race, color, creed, national or ethnic origin, gender, gender identifications or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a special disabled veteran, recently separated veteran, Vietnam era veteran, or any other veteran who served on active duty during a war campaign or expedition for which a campaign badge has been authorized.

Sexual Harassment

Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy (See policy in Appendix)

It is the policy of the Council on Postsecondary Education ("CPE"), its constituent institutions of higher education (specifically, the University of Rhode Island, Rhode Island College, the Community College of Rhode Island) and the Office of Postsecondary Commissioner (collectively referred to as the “Covered Entities”) to prohibit all forms of unlawful sexual harassment and sexual violence, as those terms are defined herein.

1. Defines the types of conduct that will be considered to be prohibited sexual harassment, sexual assault and sexual violence at the Covered Entities;
2. Provides examples of such prohibited conduct;
3. Sets forth the mandatory and discretionary reporting obligations and procedures pertaining to such conduct that is witnessed, experienced or learned about by, or reported to, employees of the Covered Entities.
4. Provides a list of contacts, and internal and external resources available to individuals who experience or witness acts of sexual harassment, sexual assault and sexual violence or who have questions relating to those subjects.

Sexual harassment, as defined herein, is prohibited in employment by Title VII of the 1964 Civil Rights Act and the Rhode Island Fair Employment Practices Act, and in education programs, activities and benefits by Title IX of the Educational Amendments of 1972 and Title VI of the 1964 Civil Rights Act.

Sexual violence (as defined herein) is prohibited in both the employment context, as well as in the educational programs, activities and benefits context, under Title IX of the Educational Amendments of 1972 ("Title IX") and the Violence Against Woman Reauthorization Act of 2013 ("VAWA").

All faculty, staff, and students at all Covered Entities must comply with this policy in an effort to foster an inclusive and safe academic and work environment. This policy applies to the perpetration of sexual harassment, sexual assault or sexual violence by one member of the Covered Entity’s community (faculty, staff, student, or volunteer) against another. Depending on the context, the policy may also apply where one of the involved or affected parties is a visitor or a contractor performing work on behalf of the Covered Entity. The policy applies to all such behavior occurring on campus, and to behavior occurring off campus when the behavior arises in the context of a Covered Entity event or otherwise has a significant relation to, or could have a significant impact on, the Covered Entity’s living, learning or employment environments.
Equal Employment Opportunities

The University of Rhode Island is committed to promoting the principles of equal employment opportunity. The University does not discriminate against employees or applicants for employment on the basis of race, color, creed, national or ethnic origin, gender, gender identification or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a special disabled veteran, recently separated veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized and others in accordance with applicable state and federal laws. These include, but are not limited to, appointments, promotions, demotions, work assignments, tenure, transfers, layoffs, and recall benefits, and other forms of compensation, disciplinary actions, and selection for training.

Designated Officials to Administer Programs

Roxanne Gomes, Director of Affirmative Action, Equal Opportunity and Diversity is responsible for the overall administration of the EEO/Affirmative Action Program.

Laura Kenerson, Director of Personnel Services oversees personnel policies/procedures, administration and recruitment. As director monitors and approves the employment process.

Anne Marie Coleman, the Assistant Vice President for Human Resources Administration administers labor relations, negotiations and contract, personnel policies and practices.

The Office of Human Resource Administration mission is to provide easily accessible customer service and quick responses and resolutions to questions regarding recruitment, benefits, compensation, labor relations and employee records. The HRA provides leadership to the campus in all human resource related issues. The web site is designed to provide faculty, staff and visitors with information concerning, available positions, benefits, employee wellness, human resource policy and procedures, and collective bargaining agreements.

Designated Americans with Disabilities Act/504 Coordinator

Roxanne Gomes, the Director of Affirmative Action, Equal Opportunity and Diversity, is the person designated as the American with Disabilities Act/504 Coordinator.

C.2. APPOINTMENT OF EQUAL OPPORTUNITY ADVISORY COMMITTEE

**URI Equity Council**

The following is a list of the University of Rhode Island’s Equity Council members for the 2016-2017 academic year:

<table>
<thead>
<tr>
<th>Member Name</th>
<th>Title</th>
<th>Race/Sex</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anderson, Cody</td>
<td>Undergraduate student - President of Student Senate</td>
<td>White/Male</td>
</tr>
<tr>
<td>Austin, Alycia-Mosley</td>
<td>Graduate School Diversity Committee</td>
<td>Black/Female</td>
</tr>
<tr>
<td>Baker, Stephen</td>
<td>Public Safety</td>
<td>White/Male</td>
</tr>
<tr>
<td>Bolotow, Tamara</td>
<td>CEPS Diversity Committee</td>
<td>White/Female</td>
</tr>
<tr>
<td>Boudreaux-Bartels, Faye</td>
<td>Co-chair Equity Council; President's Commission on the Status of Women</td>
<td>White/Female</td>
</tr>
<tr>
<td>Charpentier, Margaret</td>
<td>Pharmacy Diversity Committee</td>
<td>White/Female</td>
</tr>
<tr>
<td>Cloud, Mary</td>
<td>Nursing Diversity Committee</td>
<td>White/Female</td>
</tr>
<tr>
<td>Cooper, Elizabeth</td>
<td>Chair, College of Business Administration Diversity Committee</td>
<td>White/Female</td>
</tr>
<tr>
<td>Costa, Liliana</td>
<td>Division of Administration and Finance Diversity Committee</td>
<td>White/Female</td>
</tr>
<tr>
<td>Couch, Sarah</td>
<td>Communications/Marketing, Alumni</td>
<td>White/Female</td>
</tr>
<tr>
<td>Name</td>
<td>Title/Role</td>
<td>Gender/Other Information</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Derbyshire, Lynne</td>
<td>Foundation Diversity Committee</td>
<td>White/Female</td>
</tr>
<tr>
<td>Donohue, Michael</td>
<td>Division of Administration and Finance Diversity Committee</td>
<td>White/Male</td>
</tr>
<tr>
<td>Fontes-Barros, Michelle</td>
<td>CELS Diversity Committee</td>
<td>Black/Female</td>
</tr>
<tr>
<td>Gomes, Roxanne</td>
<td>Title IX officer; AAEOD</td>
<td>Black/Female</td>
</tr>
<tr>
<td>Guzman, Fernando</td>
<td>CED Office</td>
<td>Hispanic/Male</td>
</tr>
<tr>
<td>Holder, Gerard</td>
<td>Affirmative Action</td>
<td>Black/Male</td>
</tr>
<tr>
<td>Kern, Diane</td>
<td>Associate Professor</td>
<td>White/Female</td>
</tr>
<tr>
<td>Kern, Victoria</td>
<td>Graduate Student, Gender and Sexuality Center</td>
<td>White/Male</td>
</tr>
<tr>
<td>Kosar, Annie M.</td>
<td>Gender and Sexuality Center</td>
<td>White/Female</td>
</tr>
<tr>
<td>Kusz, Kyle</td>
<td>HSS Diversity Committee</td>
<td>White/Male</td>
</tr>
<tr>
<td>McCarthy, Melissa</td>
<td>Chair, Division of Research and Economic Development Diversity Committee</td>
<td>White/Female</td>
</tr>
<tr>
<td>Mederer, Helen</td>
<td>Professor</td>
<td>White/Female</td>
</tr>
<tr>
<td>Morokoff, Patricia</td>
<td>Associate Dean</td>
<td>White/Female</td>
</tr>
<tr>
<td>Neugent, Dana</td>
<td>At-Large</td>
<td>White/Male</td>
</tr>
<tr>
<td>Olson, Amy</td>
<td>Chaplains Association &amp; Hillel</td>
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</tr>
<tr>
<td>Pegg, Carol</td>
<td>Student Affairs Diversity Task Force, Co-Chair</td>
<td>Indian/Female</td>
</tr>
<tr>
<td>Rohland, Pamela</td>
<td>Chair, President's Commission on People with Disabilities</td>
<td>White/Female</td>
</tr>
<tr>
<td>Russell, Annie</td>
<td>Co-chair Equity Council</td>
<td>White/Female</td>
</tr>
<tr>
<td>Samuels, Robert</td>
<td>Director, Counseling Center</td>
<td>Black/Male</td>
</tr>
<tr>
<td>Shear, Edward</td>
<td>Talent Development</td>
<td>White/Male</td>
</tr>
<tr>
<td>Smith, Earl</td>
<td>Co-Chair, President's Commission on the Status of Students, Staff and Faculty of Color</td>
<td>Black/Male</td>
</tr>
<tr>
<td>Sparks, Jacqueline</td>
<td>Chair, College of HSS Diversity Committee</td>
<td>White/Female</td>
</tr>
<tr>
<td>Suggs, Debbie</td>
<td>Student Veterans Committee</td>
<td>White/Female</td>
</tr>
<tr>
<td>Vincent, Robert</td>
<td>Co-Chair, Student Affairs Diversity Task Force</td>
<td>White/Male</td>
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<tr>
<td>Wade, Melvin</td>
<td>Representing: Multicultural Center</td>
<td>Black/Male</td>
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<tr>
<td>Walters, Delores</td>
<td>Nursing</td>
<td>Black/Female</td>
</tr>
<tr>
<td>Williams, Gerald</td>
<td>Director Of Talent Development</td>
<td>Indian/Males</td>
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<td>Other Attendees during meetings:</td>
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<td>Amos, Racine</td>
<td>Women's Center</td>
<td>Black/Female</td>
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<tr>
<td>Buck, Ryan</td>
<td>Student, (2017) President of Student Senate</td>
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</tr>
<tr>
<td>Collins, Kathy</td>
<td>Vice President for Student Affairs</td>
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<tr>
<td>DeHayes, Donald</td>
<td>Provost and Vice President for Academic Affairs</td>
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<tr>
<td>Dooley, David</td>
<td>URI President</td>
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<tr>
<td>Earle, Erin</td>
<td>Assistant Director Admissions</td>
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<td>Leuzarder, Karol</td>
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<tr>
<td>Oliveira, Karoline</td>
<td>Interim Director, Multicultural Student Services Center</td>
<td>Black/Female</td>
</tr>
<tr>
<td>Ravello, Joanna</td>
<td>Director of Organization and Development</td>
<td>Black/Female</td>
</tr>
</tbody>
</table>
The University Manual states the following:

5.36.10 The University’s Equity Council is a university-wide advisory and advocacy group for issues of diversity and equity for the entire university community. Its purpose is to provide a forum for university individuals, groups, committees, commissions and offices that are active in university diversity and equity issues and to make recommendations to the President and the Chief Diversity Officer.

5.36.11 The President shall appoint in consultation with the Chief Diversity Officer, the members from a list of nominees recommended by the council representing diversity commissions, college and divisional committees, the Student Senate Cultural Affairs Committee, directors of the diversity centers, graduate student, and faculty, staff and administrators interested in issues of community, equity and diversity.

5.36.12 Members serve for a three-year term and shall be appointed on a staggered basis.

5.36.13 The Chair shall be appointed from the membership by the President in consultation with the Chief Diversity Officer. The term of the Chair shall be for two years.

5.36.14 The Council shall meet at least once each month during the academic year. The Chair shall be responsible for preparing the agenda and calling the meetings, with notification to members of at least one week in advance.

5.36.15 Meetings of the Council are open to all community members who have an interest in matters of equity and diversity.

5.36.16 The Council shall meet with the Chief Diversity Officer regularly to discuss progress on recommendations and emerging issues.


I. The Equity Council met approximately monthly on the following dates and locations. Approved minutes will be uploaded to http://web.uri.edu/equity/documents/

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>September 1, 2016</td>
<td>3-5pm</td>
<td>Gender and Sexuality Center Conference room</td>
</tr>
<tr>
<td>September 15, 2016</td>
<td>9:30-11am</td>
<td>MSSC Hardge Forum</td>
</tr>
<tr>
<td>October 5, 2016</td>
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<td>Gender and Sexuality Center Conference Room</td>
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<tr>
<td>November 1, 2016</td>
<td>9:30-11am</td>
<td>MSSC Hardge Forum</td>
</tr>
<tr>
<td>November 21, 2016</td>
<td>1-2:30pm</td>
<td>Memorial Union Student Senate Room 300</td>
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<tr>
<td>December 14, 2016</td>
<td>2-3:30pm</td>
<td>Gender and Sexuality Center Conference Room</td>
</tr>
<tr>
<td>February 14, 2017</td>
<td>1-2:30pm</td>
<td>Memorial Union Student Senate Room 300</td>
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<tr>
<td>March 23, 2017</td>
<td>9:30-11am</td>
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</tr>
<tr>
<td>April 13, 2017</td>
<td>10-11:30am</td>
<td>Memorial Union Student Senate Room 300</td>
</tr>
</tbody>
</table>
II. Activities and Accomplishments:

a) The Equity Council drafted a Strategic Plan to facilitate the University implementing the following prioritized Goals:

1. Create University Diversity Strategic Plan
2. Include Diversity Fundraising Goals in 125th URI Anniversary Campaign
3. Increase Access and Inclusion
4. Increase Support for Student Veterans, including disabled Veterans.
5. Regularly administer Campus Climate Survey regarding Equity & Diversity
6. Address bullying, workplace hostility, Public Health & Well-being, and accessibility
7. Promote pro-active Policy and Procedures regarding LGBTQ Issues
8. Maintain and Promote Grass Roots structure of Equity Council
9. Effective Interactions between Equity Council and Administration
10. Pro-active measures to reduce sexual assault, harassment and stalking on campus
11. Effective Campus Policing and Safety
12. Hiring and Retention Efforts to increase diversity among faculty and staff.
13. Improve Access to Institutional Data
14. Increase Transparency & Fairness of Student Senate Funding allocation procedures.
15. Review policies for Campus Events
16. Mandate consistent, transparent & equitable search/review/evaluation procedures

b) The Equity Council met with the following URI Administrators:

1. Nov. 1, 2016: President David Dooley and Chief Diversity Officer Naomi Thompson to discuss expediting the following priority goals from the EC Strategic Plan:
   i. University Strategic Plan for Diversity
   ii. Diversity and Inclusion Fundraising Goals in 125th Anniversary Capital Campaign
   iii. Increase Access and Inclusion
   iv. Improve support for Student Veterans
   v. Fair and regular process for administering Campus Climate and other surveys on Equity and Diversity.
   vi. Address Bullying, workplace hostility, Public Health and Well-being, accessibility, privacy

2. Feb. 14, 2017: Provost Don DeHayes to discuss the following items:
   i. Institute URI scholarships which cover both tuition and fees, so low income students do not self-select out of majors with high program and lab fees.
   ii. Increase access and inclusion by encouraging faculty to use Universal Design Principles in course materials.
   iii. Increase mechanisms to support faculty who teach courses, or provide leadership, on topics of diversity and inclusion.
   iv. DACA (Deferred Action for Childhood Arrivals)
   v. Academic Affairs Diversity Task Force Initiatives
   vi. RI Promise Scholarships
   vii. Potential impact of President Trump’s recent immigration ban on URI students, faculty and staff.

3. Feb. 14, 2017: Vice President of Student Affairs Kathy Collins to discuss the following items:
   i. Increase support for student Veterans, including disabled Veterans.
   ii. Institute URI scholarships which cover both tuition and fees, so low income students do not self-select out of majors with high program and lab fees.
iii. Promote methods to increase Access and Inclusion.
iv. Pro-active steps to address issues such as bullying, workplace hostility, Public Health and Well-Being, accessibility, privacy, etc.
v. Review event policies for all campus events (fraternities, sororities, Memorial Union) and examine whether existing discrepancies are fair and appropriate.

4. April 13, 2017: Chief Diversity Officer Naomi Thompson and CEO Director, Community and Organizational Development Joanna Ravello to provide feedback on the draft of the Diversity Strategic Plan.

C. 3. DIVISION HEADS, SUPERVISORS, AND HUMAN RESOURCES

Responsibilities

The University of Rhode Island consists of the Office of the President, the Office of Community, Equity, and Diversity in the President’s Division and is further organized into four divisions: Academic Affairs, Administration and Finance, Research and Economic Development, and Student Affairs. The Vice President and Provost of the Division of Academic Affairs and the other Vice Presidents head the remaining three divisions. The Provost and Vice Presidents are responsible for employees and employment actions. Deans, Department Chairpersons and Directors are responsible for reviewing the employment actions of individual departments to ensure that all procedures are in compliance with the University Affirmative Action Policy.

The Associate Vice President for Community, Equity and Diversity is a member of the President’s executive team and is charged with influencing effective policy formation and collaborating with the Equity Council and various Presidential Commissions and divisional, college and departmental diversity committees, ensuring the accomplishment of strategic diversity goals integral to the overall success of the University.

The final responsibility, authority, and accountability reside with the President of the University. The Director of the Affirmative Action Office advises the President, Provost, Vice Presidents, Associate Vice President for Community, Equity and Diversity, Deans, Department Chairpersons, and Directors on equal opportunity/affirmative action policies and their obligations under Federal and State laws.

Roxanne Gomes, Director of Affirmative Action, Equal Opportunity and Diversity, is the University of Rhode Island’s designated official responsible for the administration of the Affirmative Action Program.

The Office of Affirmative Action is responsible for assisting with the development and implementation of programs, the coordination of institutional activities, and the monitoring of affirmative action and equal opportunity as well as Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990 and the ADA Amendments Act of 2008. Additional responsibilities include: providing training to faculty, staff and students, monitor investigations on complaints of discrimination and harassment and providing information and referral to individuals and groups with concerns regarding equity and access at the University.

Anne Marie Coleman, Assistant Vice President, Human Resource Administration, is also the Director of Labor Relations. Her responsibilities include, but are not limited to, labor relations, negotiations and contract administration, personnel policies and practice.

Laura Kenerson, Director, Personnel Services, oversees personnel policies/procedures, administration, recruitment, benefits, records administration, incentive credits, internal payroll and immigration.
C.4. DIVERSITY LIAISON

Naomi Thompson, Chief Diversity Officer, and Associate Vice President of Community, Equity and Diversity. First Diversity Liaison. Advises and informs the President on all issues related to diversity, equity, and the development and sustenance of a vibrant and diverse community of students, staff, and faculty throughout the University. Interfaces regularly with all vice presidents and all divisions to ensure that active and viable diversity and community initiatives are being developed and implemented in all divisions. Oversees the development, measurement, and reporting of campus-wide progress related to diversity, campus climate, and community, and provides direct leadership and support for student centers that support under-represented populations within the University community. Working as part of the senior leadership team, leads the effort to integrate diversity, equity, and community into the University’s core mission, vision, and strategies. Serves as a member of the President’s Team.

Roxanne Gomes, Director of Affirmative Action, Equal Opportunity and Diversity. Second Diversity Liaison. Consults regularly with the First Diversity Liaison on various issues regarding equity and diversity. Coordinates the URI community Search Procedures Trainings. During the pre-posting process for non-classified staff and faculty positions, reviews the language in the job postings, the required qualifications, the search committee composition, application period, advertisement and recruitment sources and, if necessary, recommendations for modifications are sent to the search chair and Human Resources. Upon application deadline; request for interviews are received along with the applicant master rubric; the EEO summary report is reviewed and recommendations to include qualified candidates who have self-identified as underrepresented, covered veteran status and disabled are recommended for interviews. During the recommended for hire stage, approval is sought and diverse candidates are suggested for the hire when among one of the finalist.

The Second Diversity Liaison also serves as the Title IX Coordinator/Administrator, as an educator and spokesperson on the campus and in the community regarding issues of affirmative action, equal opportunity and diversity. Other responsibilities include, but are not limited to, maintaining record keeping procedures, assisting with compliance reviews, preparing the state AA/EEO reports and plans. Provides training on the Responsible Employee, Campus Security Authority and Title IX, Prevention of Sexual Assault and Sexual Harassment; monitors complaints and provides training and counseling on matters related to equity and affirmative action. Serves on the President’s Commissions and various other university committees.
C. 5. DESIGNATED AMERICANS WITH DISABILITIES ACT/504 COORDINATOR

Procedures

Americans with Disabilities 504/Complaint Procedures are administered under the Council on Postsecondary Education Complaint Procedures for Discrimination, Sexual Harassment and Sexual Violence. (See CPE Procedures in Appendix)

Requests for work accommodation must be made in writing to the Director of Personnel Services in Human Resource Administration who will consult with appropriate officials to consider the request. Once an accommodation is made for an employee, its effectiveness will be periodically monitored by both the employee and the Office of Human Resource Administration. If, at some point, the accommodation ceases to be effective in enabling the person to perform the job, or is no longer deemed to be necessary (upon medical documentation), alternative accommodation will be sought if appropriate.

An employee may voluntarily declare his or her disability status by providing documentation from the Division of Vocational Rehabilitation, Veterans’ Administration or other appropriate medical certification. The Office of Human Resource Administration will enter this information in the employee’s personnel file using a Personnel Action Form (CS-3).

Duties/Responsibilities of 504 Coordinator

Roxanne M. Gomes, Director of Affirmative Action, Equal Opportunity and Diversity is the Americans with Disabilities Coordinator. The Director of Personnel Services is responsible for employee approval and monitoring qualified disability status and requests for accommodations, and determining reasonable action upon consultation with the 504 Coordinator, Director of Affirmative Action, Equal Opportunity and Diversity, Director of Student Life, Disability Services and the appropriate vice president/provost and/or department head.

The University of Rhode Island will continue to provide reasonable accommodation in a timely and cost-effective manner for qualified employees with disabilities upon certification of need. Reasonable accommodation is an adaptation of the workplace, the equipment, or the job itself which enables an employee with disabilities to do a particular job for which she or he is qualified in training and abilities. Such accommodations may include making facilities accessible, adjusting work schedules and assignments, providing assistive devices or equipment, readers or interpreters. Reasonable accommodations will be made to qualified employees with disabilities unless it presents an undue hardship on the University, pursuant to Section 503 and 504 of the Rehabilitation Act of 1973 as amended, the Americans with Disabilities Act of 1990; ADA Amendment Act of 2008.

Persons with disabilities are assured reasonable access to programs, opportunities and activities at the University of Rhode Island that is equal to the access afforded to non-disabled persons.

Inclusion of persons with disabilities in all aspects of life at the University will benefit the community and improve the quality of life within the university community. Disability is a concern of cultural diversity/equal opportunity; therefore, accessibility is a community concern. Achieving full participation and integration of people with disabilities requires the cooperative efforts and responsibility of all the University’s departments, offices and personnel.
President David Dooley established the President’s Commission on People with Disabilities (PCPD) in September 2017. The PCPD includes 25 persons, including representatives from the student population, staff, faculty, and administration who are concerned about issues related to all types of accessibility for people with disabilities at the University of Rhode Island. Members are appointed by the President.

<table>
<thead>
<tr>
<th>First Name</th>
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<tbody>
<tr>
<td>Stephen</td>
<td>Baker</td>
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<tr>
<td>Tamara</td>
<td>Bolotow</td>
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<tr>
<td>Emily</td>
<td>Clapham</td>
<td>Kinesiology</td>
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<td>Clark</td>
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<td>Paul</td>
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<td>Jason</td>
<td>Dwyer</td>
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<td>Ferreira</td>
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<td>Michelle</td>
<td>Flippin</td>
<td>Communicative Disorders</td>
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<tr>
<td>Roxanne</td>
<td>Gomes</td>
<td>Affirmative Action Equal Opportunity and Diversity</td>
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<td>Hernandez</td>
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</tr>
<tr>
<td>Christine</td>
<td>Sullivan</td>
<td>Co-Chair, Office of the Controller</td>
</tr>
</tbody>
</table>

Mission

The PCPD shall work to ensure an inclusive, universally designed, and welcoming community in terms of safety, well-being, and education for students, faculty and staff who have disabilities.

To accomplish the mission of the PCPD, in the context of social justice, the PCPD will identify issues of concern, best practices, and solutions related to accessibility of the entire community of people with disabilities at the University of Rhode Island. Many issues will be based on state and federal laws of ADAAA (Americans with Disabilities Act Amendments Act of 2008) and Sections 504/508 of the Rehabilitation Act. Issues, best practices, and solutions will be submitted to Naomi Thompson, Associate Vice President and Chief Diversity Officer, for Community, Equity, and Diversity, who will advocate for these issues at the highest level of the senior leadership team.
Specifically:

1. Encourage a climate to celebrate differences and abilities among all people at URI, while affirming the many outstanding contributions of people with disabilities to the campus community;

2. Identify major topics of concern for people with disabilities;

3. Propose policies, programs and training so that URI’s ongoing dialogue of social justice and civil rights continues to include issues related to disability;

4. Collaborate with all areas of the university community to recommend accessibility, safety, and universal design of buildings, the curriculum, programs, and services;

5. Advise primary URI administrators on issues of disability;

6. Monitor the effectiveness of proposed/implemented policies and initiatives;

7. Communicate progress of these efforts to the administration and surrounding community; and

8. Submit to the senior leadership team and their designees, recommendations that would enhance inclusion and equal opportunity for people with disabilities.

C. 6. DISSEMINATION OF PLAN AND POLICY

Internal Dissemination
The University disseminates its policy internally as follows:
(a) The policy is included in the University’s Policies and Procedures Manual.
(b) The policy is publicized in the University’s newspapers, magazines, publications, website (most frequently searched) and other media.

1) The University’s policy on non-discrimination is published in the staff and in the official URI student handbook.
2) Stationery includes the statement “The University of Rhode Island is an equal opportunity employer committed to community, equity, and diversity and to the principles of affirmative action.” In addition, a statement of non-discrimination is in all areas and has been placed in University publications issued by the Publications Office since 1975. The length of the statement depends upon the size of the publication.
3) Publications such as multi-page departmental brochures, URI catalogs, booklets, smaller brochures, leaflets, and flyers produced for individual departments and programs as well as all official departmental letterheads produced through the University Printing Services contain the following statement:

“URI is an equal opportunity employer committed to the principles of affirmative action.”

“The University of Rhode Island is committed to the principles of affirmative action and the attainment of equal employment and equal educational opportunities for all qualified individuals.” For further information, please contact the Affirmative Action Office at 401-874-2442.

4) HRA website and other publications contain the statement below:

The University of Rhode Island is an Affirmative Action/Equal Opportunity Employer. Women, persons of color, protected veterans, individuals with disabilities, and other protected group members are encouraged to apply.
(c) A copy of the Affirmative Action Plan is sent to approximately 53 university personnel and is available upon request. The Affirmative Action Plan is also available in the University’s libraries.
(d) The University includes non-discrimination clauses in all union agreements and reviews all contractual provisions to insure they are non-discriminatory.
(e) The University periodically publishes articles covering equal employment opportunity programs, progress reports, promotions, etc., of minority, female and disabled employees.
(f) The University posts the policy and equal employment opportunity poster on appropriate bulletin boards.
(g) When employees are pictured in university advertising, employee handbooks, or other university publications, efforts are made to have men and women, minority and non-minority, and disabled employees included.
(h) The University Affirmative Action Plan 2017-2018 will be posted on the Affirmative Action’s website to communicate the existence of the Affirmative Action Program to employees and make available such elements of its program and will enable such employees to know of and avail themselves of its benefits.

External Dissemination
The University disseminates its policy externally as follows:

(a) The policy is stated, in abbreviated form, on all State of Rhode Island Application for employment (CS-14) forms.
(b) The University informs all recruiting sources of its policy, stipulating that these sources actively recruit and refer minorities and women for all positions listed.
(c) Employers recruiting through the University of Rhode Island office of Career Services must comply with Federal and State laws regarding equal employment.
(d) The University incorporates the equal opportunity clause in all purchase orders, leases, contracts, etc., covered by Executive Order 11246, as amended, and it’s implementing regulations.
(e) University policies require all vendors to comply with all non-discrimination clauses relative to equal employment opportunity.
(f) The University of Rhode Island is an Affirmative Action/Equal Opportunity Employer. Women, persons of color, protected veterans, individuals with disabilities, and other protected group members are encouraged to apply.
(g) The University notifies minority and women’s organizations, community agencies, community leaders, veterans and schools of its policy electronically.
(h) When employees are pictured in any university or help wanted advertising, efforts are made to have men and women, minority and non-minority, and disabled employees shown.

The Affirmative Action Officer is responsible for the dissemination of the University of Rhode Island’s Affirmative Action and Equal Employment Opportunity Policy.
C.7. POLICY STATEMENTS

Policy on Complaints of Alleged Discrimination

The University of Rhode Island prohibits discrimination, including harassment and retaliation on the basis of race, color, creed, national or ethnic origin, gender, gender identification or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a special disabled veteran, recently separated veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. In the recruitment, admission or treatment of students, the recruitment, hiring or treatment of faculty and staff, and in the operation of its activities and programs, (except in those special circumstances permitted or mandated by law) and cases that may arise under applicable Federal and State law and regulations including but not limited to Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the 1972 Educational Amendments to the Higher Education Act; the Age Discrimination in Employment Act of 1967; Sections 503 of the Rehabilitation Act of 1973, as amended and 504 of the Rehabilitation Act of 1973, as amended; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; the Equal Pay Act of 1963; the Americans with Disabilities Act of 1990, as amended; ADA Amendment Act of 2008; the Genetic Information Nondiscrimination Act, Executive Order 11246, as amended; Executive Order 91-39; Executive Order 92-2; and Rhode Island General Law 28-5.1 as amended, and all other laws which pertain to access and equity. For further information regarding this statement, please contact Roxanne Gomes, Director, Affirmative Action, Equal Opportunity and Diversity at 401-874-2442.

Gerard Holder, the Assistant Director of Affirmative Action, Equal Opportunity and Diversity Office investigates complaints that allege discrimination and harassment and is located in Room 201, Carlotti Administration Building, University of Rhode Island, Kingston, Rhode Island, 02881, telephone number (401) 874-2442.

The Office of Human Resource Administration and Affirmative Action’s websites provide employees with access to policies and procedures relating to grievance procedures and sexual harassment. Grievances may be filed with Anne Marie Coleman, the Assistant Vice President for Human Resource Administration. In addition, incidents of sexual harassment, as stated in the procedures, may be reported to her as well.

Any individual believing to have been discriminated against as an applicant, employee or student may file a complaint by following the steps below or by accessing our Website to print out an Incident Report Form at: http://www.uri.edu/affirmativeaction

(a) Any aggrieved job applicant may register their complaint with the Affirmative Action Office. Any aggrieved employee may discuss the complaint with either their immediate supervisor or the Director or Assistant Director of Affirmative Action, Equal Opportunity and Diversity.
(b) The Affirmative Action Office shall furnish each individual an explanation of the discrimination complaint procedures and available options; provide a thorough review of the facts; and report these, along with recommendations to the appropriate authority. When necessary, the Director of Affirmative Action will bring the report to the attention of the Chief Diversity Office.
(c) The State Equal Opportunity Office will accept from both state employees and applicants for state employment complaints of discrimination that are based on race, sex, religion, age, color, national origin, sexual orientation, gender identity or expression, or disability. For further information call 401-222-3090.
Policy on Service Delivery

The University policy regarding service delivery mandates that the University and its employees provide all types of service and assistance in a non-discriminatory manner.

Roxanne Gomes, Director of Affirmative Action, Equal Opportunity and Diversity, is the contact person for the policy on service delivery at the University of Rhode Island.

Policy on Contracts

In accordance with Federal and State legislation, the University will continue to monitor the compliance of sub-contractors with regard to equal employment opportunity and affirmative action laws, executive orders, guidelines, rules and regulations. The University will continue to seek out and promote the inclusion of minority-owned businesses in its procurement process. Elizabeth Gil, Director Purchasing and University Stores is the contact person.

[Signature]
David M. Dooley
Ph.D.
President

2-20-18
Date
Policy Statement for Individuals with Disabilities and Veterans

The University of Rhode Island is fully committed to meet the specialized affirmative action requirements to employ and advance individuals with disabilities and veterans in accordance with the Americans with Disabilities Act of 1990, RI General Law 28-5.1, Executive Order 92-2 and the Vietnam Era Veterans Re adjustment Act of 1974.

It is the policy and practice of the University of Rhode Island to provide equal opportunity for every employee. The University encourages qualified individuals with disabilities, disabled veterans and qualified veterans to participate fully in all employment opportunities. This policy applies to all decisions about recruiting, hiring, compensation, benefits, transfers, promotions, layoffs and other conditions of employment.

Accordingly, all employment decisions shall be consistent with the principles of equal employment opportunity.

The University will communicate to all employees and applicants its obligation to take affirmative action to employ qualified individuals with disabilities, and covered veterans, in such a way as to ensure understanding and acceptance.

The University will contact recruiting sources such as Vocational Rehabilitation Services, the Department of Human Services and appropriate educational or training institutions to assist in recruiting qualified individuals with disabilities and covered veterans.

The Director of the Affirmative Action Office is designated as the 504 Coordinator for the University of Rhode Island. This entails coordination of all divisions in the implementation of all Federal rules and regulations affecting the University in terms of compliance with the mandates of Section 504 of Title V of the Rehabilitation Act of 1973.

Director

Affirmative Action, Equal Opportunity and Diversity

Date: 2.20.18

David M. Dooley, Ph.D.
President

Date: 2.20.18
Compliance with Guidelines on Discrimination Because of Religion or National Origin

The University does not discriminate against employees or applicants for employment because of religion or national origin and takes affirmative action to insure that applicants are employed, and that employees are treated equitable during employment without regard to their religion or national origin. Such action includes, but is not limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training including tuition waiver.

The University communicates throughout the entire campus community that their obligation and commitment to provide equal employment opportunity without regard to religion or national origin is being fully implemented.

The University accommodates the religious observances and practices of an employee or prospective employee unless it demonstrates undue hardship on the conduct of the University. As part of its obligation, the University gives such employees the option to use their personal leave, vacation leave or leave without pay as a reasonable accommodation to the religious observances and practices of an employee or prospective employee who regularly observes certain religious holidays during the year, and who is conscientiously opposed to performing work or engaging in similar activity on such days.

David M. Dooley
President

2-20+18
Date
Compliance with Sex Discrimination Guidelines

The University recruits for all job vacancies without regard to sex. When it becomes necessary to advertise for employees, the University does not express a sex preference. The University of Rhode Island takes affirmative action to recruit women to apply for those jobs where they have been previously underrepresented.

The University of Rhode Island’s written personnel policies expressly indicates that there shall be no discrimination against employees on the basis of sex.

The University of Rhode Island does not make any distinction based on sex in employment opportunities, compensation, hours, seniority lists, promotions, transfers, in-service training courses, tuition waivers, social and recreational programs, positions, job titles and benefits.

The University’s wage schedules are not related to or based on the sex of the employees. The University does not discriminatorily restrict one sex to certain job classifications. The University ensures that all jobs are available to all qualified employees without regard to sex.

The University does not discriminate against employees with young children. The University maintains a Maternity Leave Policy, Family Medical Leave Act that is available to all faculty and staff members. Parental leave is afforded to all employees for the purpose of child raising in accordance with Personnel Rule 5.0661 (d) and State and Federal FLMA provisions.

Mandatory or optional ages for retirement will be equal without regard to sex.

The University recognizes its obligation to provide a work atmosphere free of harassment and intimidation. (See Council on Postsecondary Sexual Harassment and Violence Policy in Appendix)

David M. Dooley
President

2.20.18
Date
SECTION D

D. PROGRAM CHARTS

1. EEO/Civil Rights Complaint Profile
2. Training Participation Summary
3. Disciplinary Action
4. Applicant Data
5. Applicant Flow Data
6. Applicant Refusal of Positions Offered
7. Affirmative Action Statistical Summary
8. Job Group Analysis Summary
9. Job Group Analysis
### EEO/Civil Rights Complaint Profile

<table>
<thead>
<tr>
<th>Date Filed</th>
<th>Type (Internal or External)</th>
<th>Basis (Race, Sex, etc.)</th>
<th>Pending</th>
<th>Under Investigation</th>
<th>Resolved</th>
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</thead>
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<td>9/9/2016</td>
<td>Internal moved to external - OCR</td>
<td>Age, Disability, Pregnancy/Parenting Discrimination, Harassment, Intimidation/Retaliation,</td>
<td>External</td>
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<td>Resolved internal</td>
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<td>Harassment and Sexual Harassment</td>
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<td>6/23/17</td>
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<td>Gender, Discrimination/Harassment</td>
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## Training Participation Summary

**AGENCY:** University of Rhode Island  
**DATE:** 6/30/2017

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<thead>
<tr>
<th>Job Categories</th>
<th>Total Trainees</th>
<th>Number Disabled</th>
<th>Number Veterans</th>
<th>Number Minority</th>
<th>Number Female</th>
<th>White %</th>
<th>Black %</th>
<th>Hispanic %</th>
<th>Asian/ Pacific Islander %</th>
<th>American Indian Alaskan %</th>
<th>White %</th>
<th>Black %</th>
<th>Hispanic %</th>
<th>Asian/ Pacific Islander %</th>
<th>American Indian Alaskan %</th>
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<td>8%</td>
<td>3%</td>
<td>3%</td>
<td>3%</td>
<td>5%</td>
<td>2%</td>
<td>8%</td>
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<td>1%</td>
<td>2%</td>
<td>2%</td>
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<td>0%</td>
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<td>0%</td>
<td>0%</td>
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<td>Skilled Craft</td>
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<td>0%</td>
<td>0%</td>
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<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
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<tr>
<td>Service Maintenance</td>
<td>29</td>
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<td>3</td>
<td>4</td>
<td>14</td>
<td>12</td>
<td>41%</td>
<td>3%</td>
<td>10%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
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<tr>
<td>Totals</td>
<td>428</td>
<td>1</td>
<td>18</td>
<td>66</td>
<td>282</td>
<td>112</td>
<td>26%</td>
<td>5%</td>
<td>1%</td>
<td>9%</td>
<td>2%</td>
<td>6%</td>
<td>1%</td>
<td>9%</td>
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**Total Percent:**  
- Minority: 15%  
- Female: 66%  
- Disabled: 0%  
- Veterans: 4%
Disciplinary Action

<table>
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<tr>
<th>DISCIPLINARY ACTION TAKEN</th>
<th>White</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian/Pacific Islander</th>
<th>American Indian</th>
<th>Disabled</th>
<th>Veterans</th>
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<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
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<tr>
<td>Suspension (Indefinitely)</td>
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<td>Suspension (one day)</td>
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<td></td>
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<td></td>
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<td></td>
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<td>Loss of Pay</td>
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</table>

The disproportionate treatment of any class should be a warning to an administrator that counseling of supervisors is necessary.

Oral reprimands, if noted in supervisors' ratings or written reprimands, should be included in the graph.
### Applicants

<table>
<thead>
<tr>
<th>Classification</th>
<th>Position Number</th>
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<th>Non-Union</th>
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<th>Minority</th>
<th>Female</th>
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<th>Veterans</th>
<th>Hire</th>
<th>Promotion</th>
<th>Transfer Within</th>
<th>Terminations</th>
<th>Grade</th>
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<tr>
<td>Assoc Vice Pres Student Affairs</td>
<td>106807</td>
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<td>0</td>
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<td></td>
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<td>Assoc Dean, Collof Ed &amp; ProfSt</td>
<td>107344</td>
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<td>0</td>
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<tr>
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<td>0</td>
<td>1</td>
<td>0</td>
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**Totals:**

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<tbody>
<tr>
<td>A - Officials/Managers/Administrators</td>
<td>E- Paraprofessionals</td>
<td>F - Female</td>
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<td>B - Professionals</td>
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<td>CF - Faculty</td>
<td>H - Service Maintenance</td>
<td>3 - American Indian/Alaskan Native</td>
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<td>D - Protective Services</td>
<td>4 - Asian American/Pacific Islander</td>
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### Applicants

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#### Totals

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**EEO Category**
- A - Officials/Managers/Administrators
- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services
- E - Paraprofessionals
- F - Administrative Support
- G - Skilled Craft
- H - Service Maintenance

**Race/Ethnic Code**
- 1 - Black
- 2 - Hispanic
- 3 - American Indian/Alaskan Native
- 4 - Asian American/Pacific Islander
- 5 - White

**Gender Code**
- F - Female
- M - Male

**Disabled Code**
- D - Disabled

**Veteran Code**
- V - Veteran
### APPLICANT DATA

**AGENCY:** University of Rhode Island  
**DATE:** 07/01/2016 - 6/30/2017

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**EEO Category**
- A - Officials/Managers/Administrators
- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services
- E - Paraprofessionals
- F - Administrative Support
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- H - Service Maintenance
- M - Skilled Craft
- N - Other

**Race/Ethnic Code**
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- 4 - Asian American/Pacific Islander
- 5 - White

**Gender Code**
- F - Female
- M - Male

**Disabled Code**
- D - Disabled

**Veteran Code**
- V - Veteran
**APPLICANT DATA**

**AGENCY:** University of Rhode Island  
**DATE:** 7/1/2016 - 6/30/2017

| Classification | Position Number | EEO Category | Union | Non-Union | List | No List | White Male | Minority | Female | Disabled | Veterans | Hire | Promotion | Transfer Within | Terminations | Grade |
|----------------|-----------------|--------------|-------|-----------|------|---------|------------|----------|--------|---------|----------|---------|------|----------|-----------------|-------------|-------|
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| Marine Research Specialist III | 108340 | B | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 5F | 9 |
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| Lead Information Technologist | 107699 | B | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 5M | 14 |
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| Asst Business Mgmt Officer | 900106 | B | 1 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 0 | 5F | 19 |
| Assoc Dir, Athl/Facility&Ops | 107887 | B | 1 | 0 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 5M | 14 |
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**EEO Category**  
A - Officials/Managers/Administrators  
B - Professionals  
C - Technicians  
CF - Faculty  
D - Protective Services  
E - Paraprofessionals  
F - Administrative Support  
G - Skilled Craft  
H - Service Maintenance  
**Race/Ethnic Code**  
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4 - Asian American/Pacific Islander  
5 - White  
**Gender Code**  
M - Male  
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**Veteran Code**  
V - Veteran
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**DATE:** 7/1/16 - 6/30/17

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**DATE:** 07/01/2016 - 6/30/2017

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**DATE:** 7/1/16 - 6/30/17

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### APPLICANT DATA

**AGENCY:** University of Rhode Island  
**DATE:** 06/30/2017

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  - B - Professionals
  - C - Technicians
  - CF - Faculty
  - D - Protective Services

- Race/Ethnic Code:
  - E - Paraprofessionals
  - F - Administrative Support
  - G - Skilled Craft
  - H - Service Maintenance
  - 1 - Black
  - 2 - Hispanic
  - 3 - American Indian/Alaskan Native
  - 4 - Asian American/Pacific Islander
  - 5 - White

- Gender Code:
  - F - Female
  - M - Male

- Disabled Code:
  - D - Disabled

- Veteran Code:
  - V - Veteran

- Grade:

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### APPLICANT DATA

**AGENCY:** University of Rhode Island  
**DATE:** 07/01/2016 - 6/30/2017

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### EEO Category
- A - Officials/Managers/Administrators
- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services
- E - Paraprofessionals
- F - Administrative Support
- G - Skilled Craft
- H - Service Maintenance

### Race/Ethnic Code
- 1 - Black
- 2 - Hispanic
- 3 - American Indian/Alaskan Native
- 4 - Asian American/Pacific Islander
- 5 - White

### Gender Code
- F - Female
- M - Male

### Disabled Code
- D - Disabled

### Veteran Code
- V - Veteran
## Applicant Data

### Agency: University of Rhode Island

#### Date: 07/01/2016 - 6/30/2017

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### EEO Category

- A - Officials/Managers/Administrators
- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services
- E - Paraprofessionals
- F - Administrative Support
- G - Skilled Craft
- H - Service Maintenance
- M - Male

### Race/Ethnic Code

- 1 - Black
- 2 - Hispanic
- 3 - American Indian/Alaskan Native
- 4 - Asian American/Pacific Islander
- 5 - White

### Veteran Code

- V - Veteran

### Grade

- 10
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68
## APPLICANT DATA

### AGENCY: University of Rhode Island

### DATE: 07/01/2016 - 6/30/2017

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**EEO Category**

- A - Officials/Managers/Administrators
- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services

**Race/Ethnic Code**

- E - Paraprofessionals
- F - Administrative Support
- G - Skilled Craft
- H - Service Maintenance

**Gender Code**

- 1 - Black
- 2 - Hispanic
- 3 - American Indian/Alaskan Native
- 4 - Asian American/Pacific Islander
- 5 - White

**Disabled Code**

- M - Male

**Veteran Code**

- V - Veteran
### APPLICANT DATA

**AGENCY:** University of Rhode Island  
**DATE:** 07/01/2016 - 6/30/2017

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**EEO Category**  
A - Officials/Managers/Administrators  
B - Professionals  
C - Technicians  
CF - Faculty  
D - Protective Services  
**Race/Ethnic Code**  
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4 - Asian American/Pacific Islander  
5 - White  
**Gender Code**  
F - Female  
M - Male  
**Disabled Code**  
D - Disabled  
**Veteran Code**  
V - Veteran

71
### Applicant Data

**Agency:** University of Rhode Island  
**Date:** 07/01/2016 - 6/30/2017

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- D - Disabled

**Veteran Code**

- V - Veteran
### APPLICANT DATA

**AGENCY:** University of Rhode Island  
**DATE:** 7/1/16 - 6/30/17

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- A - Officials/Managers/Administrators
- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services

**Race/Ethnic Code**
- E - Paraprofessionals
- F - Administrative Support
- G - Skilled Craft
- H - Service Maintenance
- I - American Indian/Alaskan Native
- J - Asian American/Pacific Islander
- K - White

**Gender Code**
- F - Female
- M - Male

**Veteran Code**
- V - Veteran

**Disabled Code**
- D - Disabled

**Hire**
- 5M - Within Terminations

**Promotion**
- 2F - Hire

**Grade**
- 7 - First Assistant Engineer
- 10 - Information Technologist
- 12 - Technician (Digital Media)
## Applicant Data

### University of Rhode Island

#### Date: 07/01/2016 - 6/30/2017

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**Date:** 7/1/16 - 6/30/17

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76
# APPLICANT DATA

**AGENCY:** University of Rhode Island  
**DATE:** 7/1/16 - 6/30/17

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**EEO Category**  
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B - Professionals  
C - Technicians  
CF - Faculty  
D - Protective Services  
E - Paraprofessionals  
F - Administrative Support  
G - Skilled Craft  
H - Service Maintenance  

**Race/Ethnic Code**  
1 - Black  
2 - Hispanic  
3 - American Indian/Alaskan Native  
4 - Asian American/Pacific Islander  
5 - White  

**Gender Code**  
F - Female  
M - Male  
V - Veteran  

**Disabled Code**  
D - Disabled  

**Veteran Code**  
V - Veteran

77
### Applicant Data

**Agency:** University of Rhode Island  
**Date:** 7/1/16 - 6/30/17

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**EEO Category:**
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B - Professionals  
C - Technicians  
CF - Faculty  
D - Protective Services  
E - Paraprofessionals  
F - Administrative Support  
G - Skilled Craft  
H - Service Maintenance  
I - Professionals  
J - Technicians  
K - Faculty  
L - Protective Services  
M - Official/Manager/Administrator  
N - Paraprofessional  
O - Administrative Support  
P - Skilled Craft  
Q - Service Maintenance  
R - Professionals  
S - Technicians  
T - Faculty  
U - Protective Services  
V - Official/Manager/Administrator  
W - Paraprofessional  
X - Administrative Support  
Y - Skilled Craft  
Z - Service Maintenance

**Race/Ethnic Code:**
1 - Black  
2 - Hispanic  
3 - American Indian/Alaskan Native  
4 - Asian American/Pacific Islander  
5 - White  
6 - Other  
7 - Prefer Not to Indicate  
8 - Unknown  
9 - Other Race/Ethnicity

**Gender Code:**
F - Female  
M - Male  
V - Veteran

**Disabled Code:**
A - Administrators/Officials  
B - Professionals  
C - Technicians  
D - Protective Services  
E - Paraprofessionals  
F - Administrative Support  
G - Skilled Craft  
H - Service Maintenance  
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N - Paraprofessional  
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Q - Service Maintenance  
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S - Technicians  
T - Faculty  
U - Protective Services  
V - Official/Manager/Administrator  
W - Paraprofessional  
X - Administrative Support  
Y - Skilled Craft  
Z - Service Maintenance

**Veteran Code:**
V - Veteran  
W - Disabled  
H - Veterans

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78
## Applicant Data

**Agency:** University of Rhode Island  
**Date:** 7/1/16 - 6/30/17

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**DATE:** 7/1/16 - 6/30/17

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**DATE:** 07/01/16 - 6/30/17

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- CF - Faculty
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- American Indian/Alaskan Native
- Asian American/Pacific Islander
- White

**Race/Ethnic Code**
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### APPLICANT DATA

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- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services

**Race/Ethnic Code:**
- E - Paraprofessionals
- F - Administrative Support
- G - Skilled Craft
- H - Service Maintenance

**Gender Code:**
- 1 - Black
- 2 - Hispanic
- 3 - American Indian/Alaskan Native
- 4 - Asian American/Pacific Islander
- 5 - White

**Disabled Code:**
- 6 - Disabled

**Veteran Code:**
- 7 - Veteran

82
**APPLICANT DATA**

**AGENCY:** University of Rhode Island  
**DATE:** 07/01/2016 - 6/30/2017

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**AGENCY:** University of Rhode Island  
**DATE:** 07/01/2016 - 6/30/2017

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- C - Technicians
- CF - Faculty
- D - Protective Services
- E - Paraprofessionals
- F - Administrative Support
- G - Skilled Craft
- H - Service Maintenance

### Race/Ethnic Code

- 1 - Black
- 2 - Hispanic
- 3 - American Indian/Alaskan Native
- 4 - Asian American/Pacific Islander
- 5 - White

### Gender Code

- F - Female
- M - Male

### Disabled Code

- D - Disabled

### Veteran Code

- V - Veteran
## Applicant Data

### AGENCY: University of Rhode Island  
**DATE:** 07/01/2016 - 06/30/2017

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**AGENCY:** University of Rhode Island  
**DATE:** 07/01/2016 - 6/30/2017

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**EEO Category**  
A - Officials/Managers/Administrators  
B - Professionals  
C - Technicians  
CF - Faculty  
D - Protective Services

**Race/Ethnic Code**  
E - Paraprofessionals  
F - Administrative Support  
G - Skilled Craft  
H - Service Maintenance  
I - American Indian/Alaskan Native  
J - Asian American/Pacific Islander  
K - White

**Gender Code**  
F - Female  
M - Male

**Disabled Code**  
D - Disabled

**Veteran Code**  
V - Veteran
### APPLICANT DATA

**AGENCY:** University of Rhode Island  
**DATE:** 07/01/2016 - 6/30/2017

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### APPLICANT DATA

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**DATE:** 7/1/16 - 6/30/17

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**EEO Category**
- A - Officials/Managers/Administrators
- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services
- E - Paraprofessionals

**Race/Ethnic Code**
- 1 - Black
- 2 - Hispanic
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- 4 - Asian American/Pacific Islander
- 5 - White

**Gender Code**
- D - Disabled
- F - Female
- M - Male

**Disabled Code**
- V - Veteran

**Veteran Code**
# APPLICANT DATA

**AGENCY:** University of Rhode Island  
**DATE:** 07/01/2016 - 6/30/2017

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  - B - Professionals
  - C - Technicians
  - CF - Faculty
  - D - Protective Services
- **Race/Ethnic Code**
  - 1 - Black
  - 2 - Hispanic
  - 3 - American Indian/Alaskan Native
  - 4 - Asian American/Pacific Islander
  - 5 - White
- **Gender Code**
  - F - Female
  - M - Male
- **Disabled Code**
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**AGENCY:** University of Rhode Island  
**DATE:** 07/01/2016 - 6/30/2017

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**EEO Category**  
A - Officials/Managers/Administrators  
B - Professionals  
C - Technicians  
CF - Faculty  
D - Protective Services  
E - Paraprofessionals  
F - Administrative Support  
G - Skilled Craft  
H - Service Maintenance  
**Race/Ethnic Code**  
1 - Black  
2 - Hispanic  
3 - American Indian/Alaskan Native  
4 - Asian American/Pacific Islander  
5 - White  
**Gender Code**  
F - Female  
M - Male  
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D - Disabled  
**Veteran Code**  
V - Veteran

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### EEO Category

- A - Officials/Managers/Administrators
- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services
- E - Paraprofessionals
- F - Administrative Support
- G - Skilled Craft
- H - Service Maintenance
- I - Scientific and Technical
- J - Other Scientific/Technical

### Race/Ethnic Code

- 1 - Black
- 2 - Hispanic
- 3 - American Indian/Alaskan Native
- 4 - Asian American/Pacific Islander
- 5 - White

### Gender Code

- F - Female
- M - Male

### Disabled Code

- D - Disabled

### Veteran Code

- V - Veteran
## Applicant Data

**Agency:** University of Rhode Island  
**Date:** 7/1/16 - 6/30/17

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**DATE:** 7/1/16 - 6/30/17

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**DATE:** 7/1/16 - 6/30/17

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**Date:** 7/1/16 - 6/30/17

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**EEO Category:**
- A - Officials/Managers/Administrators
- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services

**Race/Ethnic Code:**
- E - Paraprofessionals
- F - Administrative Support
- G - Skilled Craft
- H - Service Maintenance

**Gender Code:**
- 1 - Black
- 2 - Hispanic
- 3 - American Indian/Alaskan Native
- 4 - Asian American/Pacific Islander
- 5 - White

**Disabled Code:**
- M - Male

**Veteran Code:**
- V - Veteran
## APPLICANT DATA

**AGENCY:** University of Rhode Island  
**DATE:** 7/1/16 - 6/30/17

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### Notes

- EEO Category Codes:
  - A: Officials/Managers/Administrators
  - B: Professionals
  - C: Technicians
  - CF: Faculty
  - D: Protective Services

- Race/Ethnic Code Codes:
  - E: Paraprofessionals
  - H: Administrative Support
  - G: Skilled Craft
  - H: Service Maintenance

- Gender Code Codes:
  - F: Female
  - M: Male

- Disabled Code Codes:
  - D: Disabled

- Veteran Code Codes:
  - V: Veteran

- Numbers indicate the count of applicants in each category.
### APPLICANT DATA

**AGENCY:** University of Rhode Island  
**DATE:** 07/01/2016 - 6/30/2017

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- Race/Ethnic Code: 0
- Gender Code: 3
- Disabled Code: 2
- Veteran Code: 2

**EEO Category:**
- A - Officials/Managers/Administrators
- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services

**Race/Ethnic Code:**
- 1 - Black
- 2 - Hispanic
- 3 - American Indian/Alaskan Native
- 4 - Asian American/Pacific Islander
- 5 - White

**Gender Code:**
- F - Female
- M - Male

**Disabled Code:**
- D - Disabled

**Veteran Code:**
- V - Veteran
### APPLICANT DATA

**AGENCY:** University of Rhode Island  
**DATE:** 07/01/2016 - 6/30/2017

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**EEO Category**
- A - Officials/Managers/Administrators
- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services

**Race/Ethnic Code**
- 1 - Black
- 2 - Hispanic
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- M - Male

**Disabled Code**
- D - Disabled

**Veteran Code**
- V - Veteran
# APPLICANT DATA

**AGENCY:** University of Rhode Island  
**DATE:** 07/01/2016 - 6/30/2017

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**EEO Category**  
A - Officials/Managers/Administrators  
B - Professionals  
C - Technicians  
CF - Faculty  
D - Protective Services  
E - Paraprofessionals  
F - Administrators Support  
G - Skilled Craft  
H - Service Maintenance  
|

**Race/Ethnic Code**  
1 - Black  
2 - Hispanic  
3 - American Indian/Alaskan Native  
4 - Asian American/Pacific Islander  
5 - White

**Gender Code**  
F - Female  
M - Male

**Disabled Code**  
D - Disabled

**Veteran Code**  
V - Veteran
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### Totals

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### EEO Category Codes
- A - Officials/Managers/Administrators
- B - Professionals
- C - Technicians
- CF - Faculty
- D - Protective Services
- E - Paraprofessionals
- F - Administrative Support
- G - Skilled Craft
- H - Service Maintenance

### Race/Ethnic Code
- 1 - Black
- 2 - Hispanic
- 3 - American Indian/Alaskan Native
- 4 - Asian American/Pacific Islander
- 5 - White

### Gender Code
- M - Male
- F - Female
- E - Paraprofessional
- H - Service Maintenance

### Disabled Code
- D - Disabled

### Veteran Code
- V - Veteran
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**Date:** 6/30/2017

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</table>

**TOTAL**

- **Applicants:** 9844  
- **Hires:** 337  
- **Promotions:** 163  
- **Terminations:** 259
Applicant Refusal of Positions Offered

| EEO Job Categories       | Total Applicants | Number Disabled | Number Veterans | Number Minority | Number Female | White | % | Black | % | Hispanic | % | Asian/Pacific Islander | % | American Indian | % | % | Black | % | Hispanic | % | Asian/Pacific Islander | % | American Indian | % | % |
|--------------------------|------------------|-----------------|-----------------|-----------------|---------------|-------|---|-------|---|----------|---|----------------------|---|---------------------|---|----------------------|---|---------------------|---|---------------------|---|---------------------|---|---------------------|
| Officials/Managers       | 1                | 0               | 0               | 0               | 0             | 1     | 100% | 0     | 0% | 0        | 0% | 0                   | 0% | 0                   | 0% | 0                   | 0% | 0                   | 0% | 0                   | 0% | 0                   |
| Professionals            | 12               | 2               | 0               | 9               | 7             | 1     | 8%   | 2     | 17% | 0        | 0% | 2                   | 17% | 0                   | 0% | 2                   | 17% | 3                   | 25% | 1                   | 8% | 1                   | 8% | 0                   |
| Faculty                  | 18               | 0               | 0               | 5               | 10            | 4     | 22%  | 0     | 0% | 0        | 0% | 4                   | 22% | 0                   | 0% | 9                   | 50% | 1                   | 6% | 0                   | 0% | 0                   |
| Technicians              | 2                | 0               | 0               | 1               | 1             | 1     | 50%  | 0     | 0% | 0        | 0% | 0                   | 0% | 0                   | 0% | 0                   | 0% | 1                   | 50% | 0                   | 0% | 0                   |
| Protective Services      | 1                | 0               | 0               | 0               | 0             | 1     | 100% | 0     | 0% | 0        | 0% | 0                   | 0% | 0                   | 0% | 0                   | 0% | 0                   | 0% | 0                   |
| Para-Professionals       | 0                | 0               | 0               | 0               | 0             | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Administrative Support   | 7                | 0               | 0               | 1               | 7             | 0     | 0%   | 0     | 0% | 0        | 0% | 0                   | 0% | 0                   | 0% | 6                   | 86% | 1                   | 14% | 0                   | 0% | 0                   | 0% | 0                   |
| Skilled Craft            | 0                | 0               | 0               | 0               | 0             | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! | #DIV/0! |
| Service Maintenance      | 6                | 1               | 0               | 0               | 2             | 4     | 67%  | 0     | 0% | 0        | 0% | 0                   | 0% | 0                   | 0% | 2                   | 33% | 0                   | 0% | 0                   | 0% | 0                   | 0% | 0                   |
| Totals                   | 47               | 3               | 0               | 16              | 27            | 12    | 26%  | 2     | 4%  | 0        | 0% | 6                   | 13% | 0                   | 0% | 19                  | 40% | 5                   | 2% | 4                   | 1% | 2                   | 2% | 0                   |

Total Percent:
- Minority: 34.0%
- Female: 57.4%
- Disabled: 6.4%
- Veterans: 0.0%
## Annual Affirmative Action Statistical Summary

**Agency:** University of Rhode Island  
**Date:** 6/30/2017

### Job Categories

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<tr>
<th>Category</th>
<th>Current</th>
<th>Last Year's Workforce</th>
<th>Difference</th>
<th>Hires</th>
<th>Total Hires</th>
<th>Goals Met</th>
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### Percent

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### Goals Met

- A = Achieved
- A+ = Achieved Plus
- N = Did Not Achieve
- P = Partially Achieved
- = Did Not Meet

**Current Workforce:** As of June 30th, 2017  
**Last Year's Workforce:** As of June 30th, 2016

**Goals:** Numerical projections, July 1st, 2017 To June 30th, 2018 for employment of minorities and women.
## Job Group Analysis Summary

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<th>EEO Job Categories</th>
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<th>American Indian Alaskan</th>
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</table>

### Percentages by Category:

- Male: 13.04%  1.05%  3.66%  44.49%  37.28%  2.50%  3.40%  0.41%  55.51%  49.65%  1.23%  1.31%  2.84%  0.45%  0.04%
- Female:
## Job Group Analysis – Officials

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<th>JOB TITLE</th>
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**Percentages by Category:**

- **Black:** 9.23%
- **Hispanic:** 0.00%
- **American Indian:** 0.00%
- **Asian Pacific:** 1.54%
## Job Group Analysis – Faculty

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**PERCENTAGES BY CATEGORY:** 19.37% 0.68% 3.41% 51.84% 40.79% 1.91% 1.50% 7.50% 0.14% 48.16% 39.84% 0.95% 1.50% 5.59% 0.27%
## Job Group Analysis – Professionals

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| Coord, NBC/Astrobio &amp; Geochem | 9 | 1 | 0 | 0 | 1 | 1 |
| Coord, NBC/Facility Operations | 12 | 1 | 0 | 1 | 1 | 0 |
| Coord, NFS/Food Stfy Ed &amp; Res | 14 | 1 | 0 | 0 | 1 | 1 |
| Coord, Nursing Services | 16 | 1 | 0 | 0 | 1 | 1 |
| Coord, Nursing/Clinical Pgm | 14 | 1 | 0 | 0 | 1 | 1 |
| Coord, Osher Lfing Lrng Inst | 7 | 1 | 0 | 0 | 1 | 1 |
| Coord, Pharm/Cont Prof Dev Pgm | 13 | 1 | 0 | 0 | 1 | 1 |
| Coord, Pharm/Prof'l Exper Pgm | 16 | 2 | 0 | 1 | 1 | 1 | 1 |
| Coord, Plant Biotechnology Lab | 10 | 1 | 0 | 0 | 1 | 1 |
| Coord, Property Acquisitions | 10 | 1 | 0 | 0 | 1 | 1 |
| Coord, Pub Stfy/Com Otrch &amp; Ed | 9 | 1 | 0 | 0 | 1 | 1 |
| Coord, Public Safety Admin | 9 | 1 | 0 | 0 | 1 | 1 |
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### Job Group Analysis – Administrative Support

| JOB TITLE                        | GRADE | TOTAL EMPLOYEES | TOTAL MINORITIES | TOTAL DISABLED | TOTAL VETERANS | Male | White | Black | Hispanic | American Indian | Alaska Native | Minority | Total | Female | Black | Hispanic | American Indian | Alaska Native | Minority |
|----------------------------------|-------|-----------------|------------------|----------------|----------------|-----|------|------|---------|----------------|--------------|----------|-------|-------|--------|----------|----------------|--------------|----------|---------|
| Admin Asst III                   | 6     | 1               | 0                | 0              | 0              |     |      |      |         |                 |              |          |       |       |        |          |                |              |          |         |
| Asst Administrative Officer     | 21    | 5               | 0                | 1              | 1              |     | 1    | 1    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Chief Clerk                      | 16    | 3               | 0                | 1              | 1              |     |      |      |         |                 |              |          |       |       |        |          |                |              |          |         |
| Coord, Facilities Services       | 7     | 1               | 0                | 0              | 0              |     |      |      |         |                 |              |          |       |       |        |          |                |              |          |         |
| Coord, Hlth Svcs/Admin Svcs     | 7     | 1               | 0                | 0              | 0              |     |      |      |         |                 |              |          |       |       |        |          |                |              |          |         |
| Data Control Clerk              | 15    | 4               | 0                | 0              | 0              |     |      |      |         |                 |              |          |       |       |        |          |                |              |          |         |
| Data Entry Operator              | 10    | 1               | 1                | 0              | 0              |     |      |      |         |                 |              |          |       |       |        |          |                |              |          |         |
| Enrollment Svcs Representative  | 15    | 18              | 0                | 1              | 1              |     |      |      |         |                 |              |          |       |       |        |          |                |              |          |         |
| Executive Assistant I           | 7     | 21              | 0                | 1              | 0              |     | 21   | 21   |         |                 |              |          |       |       |        |          |                |              |          |         |
| Executive Assistant II          | 8     | 10              | 2                | 0              | 0              |     | 10   | 1    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Fiscal Clerk                    | 14    | 55              | 0                | 2              | 1              |     | 54   | 52   |         |                 |              |          |       |       |        |          |                |              |          |         |
| Higher Ed Fin Off Prenad Clk     | 17    | 15              | 1                | 1              | 1              |     | 14   | 13   |         |                 |              |          |       |       |        |          |                |              |          |         |
| Higher Ed Pyssl Off Prenad Clk   | 17    | 7               | 1                | 0              | 0              |     | 6    | 6    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Information Aide                | 15    | 10              | 1                | 1              | 1              |     | 9    | 9    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Information Svs Tech I          | 16    | 17              | 2                | 2              | 2              |     | 15   | 13   |         |                 |              |          |       |       |        |          |                |              |          |         |
| Legal Assistant                 | 8     | 1               | 0                | 0              | 0              |     | 6    | 6    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Medical Records Clerk           | 11    | 6               | 0                | 0              | 0              |     | 1    | 1    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Medical Records Codr/AbsTrc     | 18    | 1               | 0                | 0              | 0              |     | 1    | 1    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Personnel Aide                  | 19    | 1               | 0                | 0              | 0              |     | 1    | 1    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Principal Clerk                 | 12    | 1               | 1                | 0              | 0              |     | 1    | 1    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Principal Clerk Stenographer    | 13    | 3               | 0                | 0              | 0              |     | 3    | 3    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Senior Clerk Stenographer       | 10    | 2               | 1                | 0              | 0              |     | 2    | 1    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Sr Enrollment Svcs Repsrtt      | 16    | 5               | 0                | 1              | 1              |     | 4    | 4    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Sr Reconciliation Clerk         | 14    | 2               | 0                | 0              | 0              |     | 2    | 2    |         |                 |              |          |       |       |        |          |                |              |          |         |
| Sr Word Processing Typist       | 12    | 81              | 3                | 1              | 1              |     | 79   | 76   |         |                 |              |          |       |       |        |          |                |              |          |         |
| Supervising Pre Audit Clerk     | 21    | 3               | 0                | 0              | 0              |     | 3    | 3    |         |                 |              |          |       |       |        |          |                |              |          |         |
| **SUBTOTAL**                     | **275**| **13**         | **4**           | **3**         | **11**        | **0**| **263**| **250**| **2**     |                 |              | **0**      | **1**  | **1**  | **4**   | **0**   | **1**   | **30** | **3**  | **1**  |

### PERCENTAGES BY CATEGORY:

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<th>Female%</th>
<th>Other%</th>
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<td>1.09%</td>
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<td>TOTAL MINORITIES</td>
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**PERCENTAGES BY CATEGORY:**

- Black: 3.92%
- Hispanic: 1.96%
- American Indian: 0.98%
- Asian Pacific: 3.52%
### Job Group Analysis - Skilled Craft

**EEO JOB Category:** Skilled Craft  
**DATE:** Filled Positions As of July 1, 2017

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<th>TOTAL MINORITIES</th>
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</tbody>
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**PERCENTAGES BY CATEGORY:**

- Black: 5.71%
- Hispanic: 2.86%
- American Indian: 0.00%
- Asian Pacific: 2.86%

### Job Group Analysis – Protective Services

**EEO JOB Category:** Protective Services  
**DATE:** Filled Positions As of July 1, 2017

<table>
<thead>
<tr>
<th>JOB TITLE</th>
<th>GRADE</th>
<th>TOTAL EMPLOYEES</th>
<th>TOTAL MINORITIES</th>
<th>TOTAL DISABLED</th>
<th>TOTAL VETERANS</th>
<th>Total</th>
<th>White</th>
<th>Black</th>
<th>Hispanic</th>
<th>Asian</th>
<th>Pacific</th>
<th>Indian</th>
<th>Alaskan</th>
<th>Total</th>
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<th>Asian</th>
<th>Pacific</th>
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<th>Alaskan</th>
</tr>
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<tbody>
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**PERCENTAGES BY CATEGORY:**

- Black: 5.36%
- Hispanic: 3.57%
- American Indian: 0.00%
- Asian Pacific: 1.79%
### Job Group Analysis – Service Maintenance

**EEO JOB Category:** Service/Maintenance  
**DATE:** Filled Positions As of July 1, 2017

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<td>Wiper/Ordinary Seaman</td>
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<tr>
<td><strong>SUBTOTAL</strong></td>
<td>478</td>
<td>41</td>
<td>9</td>
<td>23</td>
<td>274</td>
<td>245</td>
<td>13</td>
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<td>204</td>
<td>192</td>
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**Percentages by Category:**

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<tr>
<th></th>
<th>8.58%</th>
<th>1.88%</th>
<th>4.81%</th>
<th>57.32%</th>
<th>51.26%</th>
<th>2.72%</th>
<th>0.84%</th>
<th>0.84%</th>
<th>1.67%</th>
<th>42.68%</th>
<th>40.17%</th>
<th>0.21%</th>
<th>0.63%</th>
<th>1.26%</th>
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<tr>
<td>Black</td>
<td>2.93%</td>
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<tr>
<td>American Indian</td>
<td>2.99%</td>
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<tr>
<td>Asian Pacific</td>
<td>2.99%</td>
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</table>
SECTION E

E. IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS
E. IDENTIFICATION AND ANALYSIS OF PROBLEM AREAS

E. 1. SELF-EVALUATION OF AFFIRMATIVE ACTION PROGRAM PERFORMANCE:

a. Description of Affirmative Action Program

In an effort to enhance the URI workforce, the President of the University fully endorsed the development of a new position within the Office of CED, the Director of Recruitment and Retention of Faculty and Staff. The basic function of the position is to direct a focused effort to recruit and retain a diverse faculty and staff. Consult regularly with the Associate Vice President of Community, Equity and Diversity, the Diversity Liaison and Director of Affirmative Action, Equal Opportunity and Diversity (AAEOD), Human Resource Administration (HRA) and the Office of the Provost, to manage diversity initiatives to recruit and retain diverse employees. Develop strategies to provide support and direction to search committees. Establish national and international recruitment networks to identify diverse candidates.

The Human Resources Office, the Office of Community, Equity and Diversity’s Director of Recruitment and Retention of Faculty and Staff and the Office of Affirmative Action all serve as resources to the URI community in providing assistance and training throughout the non-classified staff and faculty search process. The offices work with search chairs and committees to provide information, guidance and training, toward the development of job descriptions and qualifications that accurately reflect the needs of the positions. The offices assist with identifying effective diverse recruitment strategies that enable the search committee to maximize the number of resumes received. The HRA and AAEOD offices monitor the decision-making process and identify critical stages in the search process where the university can demonstrate its commitment to equal opportunity, diversity and affirmative action.

Strategies included in the URI selection process incorporate the guidance of laws and regulations that prohibit discrimination and require affirmative action have certain requirements concerning the retention and analysis of applicant information. At the University of Rhode Island the steps implemented during the recruitment and selection process are promulgated under the Uniform Guidelines on Employee Selection procedures guidelines Chapter 41, Section 60-3 of the Code of Federal Regulations.

Search committees are recommended to attend search procedures training. Trainings are held throughout the year. In addition, per request, individual search committee trainings are conducted.

University of Rhode Island’s efforts to recruit from the underrepresented populations within Rhode Island, regional and nationwide continue to be a primary focus. On a weekly basis, at minimum, 36 Rhode Island minority, women and veteran offices and organizations receive information on where and how to access to URI job posting information.

The University of Rhode Island continues to demonstrate its commitment to diversity in the following:

The President’s Transformation Goals for the 21st Century identified as the forth transformation goal: Building a Community at the University of Rhode Island that Values Equity and Diversity.

As a result of this effort in all of the non-classified staff and faculty job posting include the required qualification: Demonstrated ability to work with diverse groups.

Search committees are requested to use networks, professional organizations and associations, agencies, educational institutions and direct contacts when marketing a position. We will work with the diverse committees at the divisional and college levels to identify resources to direct the recruitment efforts for positions within their colleges and divisions.
• The Office administrators of Affirmative Action, Equal Opportunity and Diversity (AAEOD) met with the President’s Leadership team to review the URI Workforce data by EEO job categories, demographics along with disability and veteran’s status. The goals pending in each of the divisions’ areas were discussed. Meetings took place in December 2016 and February 2017.

• AAEOD met with the Vice President of Research and Economic Development March 2017 to discuss the divisions’ workforce data by the above mentioned categories to review and discuss the divisions’ diverse hiring goals.

• AAEOD met with the Vice President of Student Affairs in March 2017 discuss the divisions’ workforce data by the above mentioned categories to review and discuss the divisions’ diverse hiring goals. A second meeting was scheduled in June 2017 to meet with the Student Affairs staff to discuss the workforce demographics and strategies to employ when recruiting for staff.

Continued diversity and inclusion efforts within the University community include the following:

Note: The Director and Assistant Director of Affirmative Action, Equal Opportunity and Diversity are members of The President’s Commissions.

President’s Commission on Lesbian, Gay, Bisexual, Transgendered and Queer

Mission

The President’s Commission on Lesbian, Gay, Bisexual, Transgendered and Queer (LGBTQ) works collaboratively to ensure that LGBTQ issues concerning discrimination, harassment, and safety of LGBTQ students, faculty and staff are addressed. The Commission will research, monitor, and report on the status of the LGBTQ community on campus and of institutional initiatives; identify major needs and topics of concern; propose policies and programs to address these needs and concerns, collaborate with campus organizations with complementary goals and objectives; monitor the effectiveness of any proposed policies and initiatives upon implementation; and regularly communicate the progress of these efforts to the university and surrounding community. The President’s Commission on LGBTQ will report and make recommendations to the President and Chief Diversity Officer.

President’s Commission on LGBTQ Membership:

| Jared Abdirken | Stephen Baker | Deborah Bergner |
| Susan Brand    | Yuwen Chen    | Erin Earle      |
| Dominic Ferraro| Cheryl Foster | Megan Fox       |
| Diane Goldsmith| Roxanne Gomes | Jenna Guitar    |
| Laura Kenerson | Annie Kosar   | Kyle Kusz       |
| Ann Morrissey  | Alexandria Nash| Holly Nichols |
| Patricia Parkes| Rosaria Pisa  | Miriam Reumann  |
| Pamela Rohland | Annie Russell | Amanda Self     |
| Richard Song   | Gina Sperry   | Robert Vincent  |
President’s Commission on the Status of Women

Mission

The President’s Commission on the Status of Women shall promote an environment free of gender-based discrimination by establishing an agenda around issues that concern women at the university and recommending to the President strategies to enhance or change existing policies and programs at URI. To accomplish its mission, the Commission shall work with members of the university community and in collaboration with organizations and structures within The University of Rhode Island.

Membership:

<table>
<thead>
<tr>
<th>Racine Amos</th>
<th>Pamela Jackson</th>
<th>Debbie Suggs (Co-Chair)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bret Anderson</td>
<td>Kathryn Jervis</td>
<td>Carolyn Thomas</td>
</tr>
<tr>
<td>Faye Boudreaux-Bartels</td>
<td>MJ (Mary Jane) Kanaczet</td>
<td>Michael Vocino</td>
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<tr>
<td>Susan Brand</td>
<td>Laura Kenerson</td>
<td>Christine Wilkinson</td>
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<tr>
<td>Lori Ciccomascolo</td>
<td>Linda Lyons</td>
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<tr>
<td>Catherine DeCesare</td>
<td>Jackie Moreino</td>
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<tr>
<td>Amanda Downey</td>
<td>Aimee Phelps-Lee</td>
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<tr>
<td>Roxanne Gomes</td>
<td>Ellen Reynolds</td>
<td></td>
</tr>
<tr>
<td>Yvette Harps-Logan</td>
<td>Anne Seitsinger</td>
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</table>

President’s Commission on the Status of Students, Staff and Faculty of Color

Mission

The President’s Commission on the Status of Students, Staff and Faculty of Color at the University of Rhode Island was created in 2005 to examine the current status of people of color at the University and to develop recommendations designed to promote the development of an environment conducive to the full inclusion and development of students, staff and faculty of color.

<table>
<thead>
<tr>
<th>Shirley Consegra</th>
<th>Carnell Jones, Chair</th>
<th>Hilda Llorens</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Cruz</td>
<td>Sean Thompson</td>
<td>Gerard Holder</td>
</tr>
<tr>
<td>Michelle Fontes-Barros</td>
<td>Nasser Zawia</td>
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</tr>
<tr>
<td>Fernand Guzman</td>
<td>Dr. Kendal Moore</td>
<td></td>
</tr>
</tbody>
</table>

College and Department Diversity Committees Include:

College of Arts and Sciences
College of Business Administration
College of Continuing Education and Professional Studies
College of Engineering
College of Nursing
College of Pharmacy
Information Technology Services
University College of Academic Success
Department of Athletics
b. Workforce Composition

As of June 30, 2017

<table>
<thead>
<tr>
<th>EEO-4 Job Categories</th>
<th>Total Employees</th>
<th>HIRING GOALS</th>
<th>HIRED</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>White</td>
<td>Male</td>
<td>Minority</td>
<td>Female</td>
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<tr>
<td>Officials/Managers</td>
<td>65</td>
<td>36</td>
<td>7</td>
<td>29</td>
</tr>
<tr>
<td>Professionals</td>
<td>933</td>
<td>366</td>
<td>127</td>
<td>567</td>
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<tr>
<td>Faculty</td>
<td>733</td>
<td>380</td>
<td>142</td>
<td>353</td>
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<tr>
<td>Technicians</td>
<td>102</td>
<td>43</td>
<td>11</td>
<td>59</td>
</tr>
<tr>
<td>Protective Services</td>
<td>56</td>
<td>47</td>
<td>6</td>
<td>9</td>
</tr>
<tr>
<td>Administrative Support</td>
<td>275</td>
<td>12</td>
<td>13</td>
<td>263</td>
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<tr>
<td>Skilled Craft</td>
<td>35</td>
<td>33</td>
<td>2</td>
<td>2</td>
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<tr>
<td>Service Maintenance</td>
<td>478</td>
<td>274</td>
<td>41</td>
<td>204</td>
</tr>
<tr>
<td>TOTALS</td>
<td>2,677</td>
<td>1,191</td>
<td>349</td>
<td>1,486</td>
</tr>
</tbody>
</table>

c. Numerical Goals Not Met

Identify numerical goals not met by job category and submit a detailed explanation as to why they were not achieved.

Note: This report requires the University to provide a numerical comparison of the workforce in each of the EEO job categories between the current year end June 30, 2017 and the previous year end June 30, 2016. The comparisons reflect the numerical differences between the workforces and are a factor when determining if we met our goals. The attrition rate, a factor reflecting the degree of losses of personnel due to various causes within a specified period of time is not taken into consideration in goal achievements.

- **In the Officials/Managers category,** the goal was to hire one minority and four females.

  - **We did not meet our hiring goals in either area.** We did not hire any minorities. We did hire three females.
    - During this reporting period terminations included two minorities and three females, we did not meet our goals for this report’s purpose.

- **In the Professional category,** the goal was to hire thirty minorities and seventy females.

  - **We exceeded our goals.** We hired thirty three minorities and eighty three females.
    - During this reporting period terminations included eighteen minorities and fifty females, due to the attrition rate we did not meet our goals for this report’s purpose.

- **In the Faculty category,** the goal was to hire twenty five minorities and fifty females.

  - **We exceeded our goals in both areas.** We hired twenty-six minorities and fifty-four females.
    - During this reporting period terminations included ten minorities and thirty-seven females, due to the attrition rate we did not meet either goal for this report’s purpose.
• **In the Technicians category**, the goal was to hire four minorities and six females.

**We exceeded our minority goal.** We hired five minorities. **We met our goal of six female hires.**

- During this reporting period terminations included two minorities and nine females, due to the attrition rate we did not meet our goals for this report’s purpose.

• **In the Protective Services category**, the goal was to hire one minority and one female.

**We did not meet either goal.** We continue to work with the department in an effort to diversify the applicant pool and recruitment strategies.

- During this reporting period terminations included one female.

• **In the Administrative Support category**, the goal was to hire one minority and zero females.

**We did not meet our minority goal.** We will continue to identify and work towards gaining more diverse applicants. We will seek assistance from the DOA’s Office of Diversity, Equity and Opportunity in this area twenty-one females were hired. .

- During this reporting period terminations included one minority and seventeen females.

• **In the Skilled Craft category**, the goal was to hire one minority and one female.

**We did not meet either of the goals.** Neither minorities nor females were hired during this period. We seldom have the latitude to hire freely. We are constrained by union contracts and the Civil Service System.

- During this reporting period terminations included three white males.

• **In the category of Service Maintenance**, the goal was to hire six minorities and twenty females.

**We met our minority goal.** We hired six minorities. **We exceeded our goal and hired twenty-two females.**

- During this reporting period terminations included eleven minorities and thirteen females, due to the attrition rate we did not meet our goals for this report’s purpose.

**Terminations:** 10.81% Minority, 51.35% White Female and 37.84% White Male.

**E. 2. Employment Recruitment and Selection Process**

Recruitment initiatives during this 2016 – 2017 reporting period resulted in the following:

- Total of 21.07% Minority hires.  
- Total of 54.90% Female hires.

The total current workforce percentage:

- Minorities comprise 13.04% and Females comprise 55.51%.

The demographic breakdown is as follows:

- 3.62% Black, 2.20% Hispanic, 0.86% American Indian and 6.24% Asian Pacific.

The total current workforce percentage of disabled is 1.05% and the current workforce percentage of Veterans is 3.66.

In a collaborative effort between faculty search chairs and the Director of Recruitment and Retention for Diverse Faculty and Staff the job postings are developed. Upon completion the AAEOD office reviews and approves the postings. Non-classified staff postings are reviewed and approved by both the AAEOD and HRA offices. Recommendations for diverse search committees, diverse advertisement sources, and posting application periods are included in the reviews. Job postings are advertised locally, regionally and nationally. Continuous efforts are made to reach the Rhode Island minority, disabled and veteran communities.

We view the selection procedure as any measure, combination of measure, or procedures used as a basis for an employment decision. We require documentation on the analysis of applicant information. Applicant material may include application forms, resumes or curriculum vitae, cover letters, and anything submitted for or pertinent to the selection process; we also retain the interview notes, the position descriptions, advertisement, and the EEO summary. The search committee is required to complete a master applicant rubric which is used to analyze their applicant pool as a means to insure that there is no discrimination in regard to the consideration of applicants. Master rubric templates, include the requiring criteria used to determine the candidates referred and selected, thus the selection process is fair, equitable and unbiased. A rubric template is available on the AAEOD website for the search committees. The above documents become part of the overall documentation supporting the selection procedures.

E. 3. Exit Interviews

In accordance with Rhode Island General Law 28-5.1, an exit interview program has been established in order to assure that terminating/transferring employees are not leaving because of discriminatory circumstances. All employees who have left the institution are provided a formalized exit interview letter and informational forms required to document the job action. The Office of Human Resource Administration will afford any terminated/transferring employee a personal exit interview with the Director of Personnel upon request or with an HRA representative for all non-classified employees on unlimited appointments who are scheduled to terminate their employment with the University for any of the following reasons, resignation, retirement, lay-off (lack of work or funding) or discharged for just cause. HRA encourages all terminating employees to exercise the option of a “face-to-face” interview. The State Equal Opportunity Office receives forms for all classified employees in addition to regular reporting on the composition of the total workforce.

E. 4. Flex-Time:

Flextime is addressed in some of our union contracts and must be approved by Human Resources. There is an application form that needs to be completed and approved by the manager, and there are core hours that all staff must be in attendance. There must, of course, be an assurance in approving flextime for individuals that departmental operations will not be hindered.

E. 5. Posting of Positions

The University’s posting of positions is available on-line and continues in a manner designed to provide all segments of our available workforce with accessibility on a 24 hour basis. We will continue to post vacancy notices and recruit through publications, community-based organizations, and institutions that have significant minority, veteran and female participation. We will also continue to survey on-line services focusing on women, minority, veteran and disabled recruitment, and ask all search committees to use networking, professional organizations, associations, agencies and direct contact when marketing a position. The University Human Resource Administration’s website identifies employment opportunities for interested applicants to access electronically. Efforts will continue with individual departments and divisional diversity committees regarding ways to identify recruitment sources that can significantly impact the representation of women, veterans, the disabled and minorities in applicant pools. Postings, voluntarily ask for demographics, if they are
disabled and have veteran’s status. This tracking information is used in our calculations for the Applicant Flow Data Report.

E. 6. **Transfers and Promotion Practices**

The University is committed to non-discriminatory actions with regard to recruitment, hiring, and promotion of persons in all job classifications. The University of Rhode Island normally posts all vacancies, including transfers, in an attempt to promote equal employment opportunity and affirmative action in all job classifications. Posting and application periods are in compliance with union contracts. Access to an applicant online tracking system is available 24 hours a day, up until midnight of the posting’s closing date. This allows the greatest number of applicants to apply within that given time.

E. 7. **Technical Compliance**

The University is in compliance with Federal mandates regarding proper grievance procedures. The Director of Affirmative Action, Equal Opportunity and Diversity is a certified Title IX Administrator, a Senior Certified Affirmative Action Professional and the Assistant Director has completed trainings on Title IX investigations and is a Certified Affirmative Action Professional.

“Equal Employment Opportunity is the Law” Poster

“EEO is the Law” Poster
[http://www1.eeoc.gov/employers/poster.cfm](http://www1.eeoc.gov/employers/poster.cfm)

E. 8. **Terminations**

Terminations are in accordance with the provisions of our ten (10) collective bargaining agreements and council on Postsecondary Education Personnel Policy.

E. 9. **Training Programs**

Training opportunities are sent to the university community electronically, established annually and/or per request.
SECTION F

F. AFFIRMATIVE ACTION PLAN FOR INDIVIDUALS WITH DISABILITIES, DISABLED VETERANS AND VIETNAM ERA VETERANS
F. AFFIRMATIVE ACTION PLAN FOR INDIVIDUALS WITH DISABILITIES, DISABLED VETERANS AND VIETNAM ERA VETERANS

POLICY STATEMENT

It is the University’s policy to employ and promote qualified personnel without discrimination against any employee or applicant for employment because of a physical or mental disability or veteran, recently separated veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

The implementation of the University’s Affirmative Action Program is a concerted effort on the part of management and employees. This commitment is stated in our policy so that all employees, prospective employees, sources of employment and community leaders are aware of the University’s commitment.

The University continually removes any existing physical barriers and safety hazards to individuals with disabilities so reasonable accommodations can be made consistent with the critical job tasks required for the work to be performed and within the effective operation of the University.

David M. Dooley
President

2.20.18
Date
Name of Title of Person Responsible for Implementation of the Program

Roxanne Gomes, Director of Affirmative Action, Equal Opportunity and Diversity, is designated as the Americans with Disabilities Act/504 Coordinator. Laura Kenerson, Director of the Office of Human Resource Administration, is responsible for approving and monitoring qualified disability status and requests for accommodations.

Internal and External Dissemination of the Policy

Information regarding the University’s policy on employment of individuals with disabilities, covered veterans, and disabled veterans; includes recently separated veterans, Vietnam era veterans, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized is disseminated to recruiting resources, applicants, supervisory and management personnel, and employees in the following ways:

Internal Dissemination

The University disseminates its policy internally as follows:

(a) The University’s policy to hire individuals with disabilities, special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized is explained to employees and management personnel;
(b) The University has developed internal procedures to ensure implementation of the policy;

External Dissemination

The University disseminates its policy externally as follows:

(a) The University statement on HRA website under employment opportunities informs all applicable recruiting sources of its policy of non-discrimination.
(b) URI is committed to the principles of affirmation action and the attainment of equal employment and equal educational opportunities for all qualified individuals.

Procedures

Outreach and Recruitment

The University request from employment agencies referrals of qualified individuals with disabilities, special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized for consideration under its policy on non-discrimination.

The University will continue to strengthen its commitment to the recruitment and hiring of qualified individuals with disabilities and protected veteran status by working with the RI Department of Labor and Training and through collaborative initiatives with RI Veterans Offices. We will create and provide special opportunities for the above to learn how to apply to the university. Create and maintain working relationships with programs and agencies in Rhode Island that specifically work with individuals who are disabled.
Physical and Mental Qualifications

The Americans with Disabilities Act Amendments Act of 2008 defines disability as follows:

Basic Three Parts:

DISABILITY – The term “disability” means with respect to an individual –

A. A physical or mental impairment that substantially limits one or more major life activities of such individual; “(B) a record of such an impairment; or “(C) being regarded as having such an impairment.

B. Definition of Impairment:

1. Any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin, and endocrine; or

2. Any mental or psychological disorder, such as an intellectual disability (formerly termed “mental retardation”), organic brain syndrome, emotional or mental illness, and specific learning disabilities.

C. MAJOR LIFE ACTIVITIES – IN GENERAL

Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

BODILY FUNCTIONS – A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

The definition of disability in this Act shall be construed in favor of broad coverage of individuals under this Act, to maximum extent permitted by the terms of this Act.

The term “substantially limits” shall be interpreted consistently with the findings and purposes of the ADA Amendments Act of 2008.

An impairment that substantially limits one major life activity need not limit other major life activities in order to be considered a disability.

An impairment that is episodic in remission is a disability if it would substantially limit a major life activity when active.

The determination of whether an impairment substantially limits a major life activity shall be made without regard to the ameliorative effects of mitigating measures such as –

(1) medication, medical supplies, equipment, or appliances, low-vision devices (which do not include ordinary eyeglasses or contact lenses), prosthetics including limbs and devices, hearing aids and cochlear implants or other implantable hearing devices, mobility devices, or oxygen therapy equipment and supplies; (II) use of assistive technology; (III) reasonable accommodations or auxiliary aids or services or (IV) learned behavior or adaptive neurological modifications.

Except: The ameliorative effects of the mitigating measures of ordinary eyeglasses or contact lenses shall be considered in determining whether an impairment substantially limits a major life activity.
As used in this Act:

(1) AUXILIARY AIDS AND SERVICES – The term “auxiliary aids and services” includes – (A) qualified interpreters or other effective methods of making aurally delivered materials available to individuals with hearing impairments; (B) qualified readers, taped texts, or other effective methods of making visually delivered materials available to individuals with visual impairments; (C) acquisition or modification of equipment or devices; and (D) other similar services and actions.

COVERED VETERANS AND DISABLED VETERANS:


A covered veteran means any of the following:

1. Disabled veterans;
2. Veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge have been authorized;
3. Veterans who, while serving on active duty with the Armed Forces, participated in a United States military operation for which an Armed Forces Service Medal (AFSM) was awarded pursuant to Executive Order 12985; and
4. Recently separated veterans

Work Environment

1. The University does not discriminate against any applicant or employee because of a physical or mental disability, or any other covered veteran service, in regard to any position for which the applicant or employee is qualified. The University’s commitment to equal opportunity includes, but is not limited to, the following areas:
   (a) Hiring
   (b) Upgrading
   (c) Recruitment or recruitment advertising
   (d) All forms of compensation
   (e) Selection for training
   (f) Education or tuition assistance
   (g) Leave of absence

2. The University continually reviews its personnel procedures to ensure that careful and thorough consideration is given to the job qualifications of individuals with disabilities, special disabled veterans, recently separated veterans, Vietnam era veterans, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized applicants and employees. Whenever it is determined that modification of personnel procedures is necessary, it is addressed.

3. The University will ensure that job qualification requirements that tend to screen out individuals with disabilities are related to the specific job or jobs for which the person is being considered and are consistent with business necessity and safe performance of the job.
**Reasonable Accommodations**

The University makes reasonable accommodations to the physical and mental limitations of individuals with disabilities and disabled veterans unless it imposes an undue hardship. Once an accommodation is made for an employee, both the employee and the Office of Human Resources Administration will periodically monitor its effectiveness. If at some point the accommodation ceases to be effective in enabling the person to perform the job, or is no longer deemed to be necessary, (upon medical documentation) alternative accommodation will be sought if appropriate.

a. **Modifying Job-Site**

Colleagues from diverse areas of expertise collaborate to create an accessible environment. To this end, the University will continue to strive to achieve excellence in its services and to assure that its services are delivered equitably and efficiently to all of its members.

**ADA Access and Improvements 2016 – 2017**

**Landscape and Grounds, Kingston**

1. Chemistry / Fiji - Replace asphalt walkway due to cracks and trip hazards. Install new ADA curb cut at Chemistry lot end.

2. Butterfield Rd - East Side - At white hall lot - Move walkway inbound from roadway to make safer during snow removal operations and after storms. New ADA curb cuts.

3. Flagg Rd - South Side - Butterfield Road to CBLS roadway Sidewalk - Move walk inbound from roadway, safer during snow removal operations and after storms. Removed all trip hazards, new ADA curb cuts.

4. Coastal - North Side - (Possible 2016 project, unsure) Added walkway from Handicapped Ramp to Walkway along Flagg Rd. This allows all pedestrians to avoid the traffic gate at Greenhouse Rd and Flagg Rd.

5. West Alumni Ave - South Side - Move walkway inbound from roadway, safer during snow removal, new ADA curb cuts. Old walkway had major trip hazards.


7. Woodward - South West Corner - Added 2 handicapped parking spots

8. Quad - Replaced angled walkway from Davis to Lippitt. Walkway was replaced due to major trip hazards and deteriorating concrete.

9. Library Parking Lot - Moved new walkway inbound of parking lot. Makes walkway safer during snow removal and more accessible due to cars not hanging over the walkway.

10. General pot hole repairs on walkways, trip hazards, etc.

11. Quinn - North Side - Replace and redesign walkways - Remove step at entrance, making it more ADA accessible. Replaced walks due to redesign and poor condition of old walkways.

12. Quinn - West Side - Replace all walkways leading along Lower College Rd and into building entrances. This was to repair badly damaged walks with major trip hazards. Included was a new ADA walkway for the entrance at Quinn.
13. Quinn - South Side - Replace all broken and cracked panels. Minor trip hazards.


15. Pastore - West Side - Fix broken panels, remove major trip hazards.

16. Bressler - East Side - All asphalt walkways replaced from Campus Ave to the Elephant Walk/Memorial Union. This was replaced due to a utilities upgrade project, but old walkways were in desperate need of replacement due to broken asphalt, trip hazards, and poor slopes.

17. Gorham - North West Corner - Walk replacement due to broken panels creating trip hazards.

18. Adams Lot - Fix asphalt sink hole in the Handicapped Spots and replace walkway heading towards the Barlow and Weldin common area. This area had major trip hazards.

19. Alumni Walkway East Entrance/Walkway Along Parking Lot - Project starts 10/30/17 and slated for completion within a week. Replace walkway and ADA curb cuts due to major concrete cracking and trip hazards.

20. Library - Replaced ADA pavers where needed.

21. Davis Hall to Hammerschlag Walkway - Replace panels with major trip hazards.


Facilities Services, Kingston

1. Chaffee – Bridge Entrance – 1 pair (2 operators)
2. Chaffee – 2nd Floor – North Entrance – 1 single
3. Chaffee -Barry Marks Auditorium Upper Level – 1 single
4. Quinn – Men’s Restroom – 1 single
5. Hillside Residence Hall – 1 Automatic Sliding Door

Major Renovations, All Campuses

1. Ranger Hall Elevator/ADA upgrades - wheelchair lift, bathrooms on all four floors, new elevator all four floors
2. Chaffee elevators – replaced two cabs in this eight story building controls and indicators
3. Roosevelt/Davis Hall Fire Code and Exterior upgrades – new exterior doors and accessible hardware, new stair doors with accessible hardware, upgrade of fire notification devices strobe/dB level and pull station heights to comply with ADA
4. Paff Auditorium renovation at CCE, Providence Campus – threshold improvements and flooring/ramp re-surfacing that complied with accessibility standards
5. ICubed renovations to move existing lab CCE Providence Campus– changed out two hallway doors with accessible hardware and approaches.
Support Services and Special Equipment

b. The University of Rhode Island has and will continue to provide reasonable accommodations in a timely and cost-effective manner for qualified individuals with disabilities upon certification of need.

c. & d. Reasonable accommodation and restructuring job is an adaptation of the workplace, the equipment, or the job itself that enables a disabled employee to do a particular job for which s/he is qualified in training and abilities. Such accommodation may include:

1. Making facilities accessible and modifying job sites as needed.
2. Providing assistive devices or special equipment such as adjustable desks.
3. Adjusting work schedules, assignments and locations.

AFFIRMATIVE ACTION ACTIVITIES 2016-2017

The Office of Affirmative Action, Equal Opportunity and Diversity offered the following to the URI community:

• Discovering our Hidden Bias workshop was facilitated to Admission staff
• Webinar:: LGBTQ Employees: Creating an Inclusive Workplace
• Webinar: Session I Micro-Aggression’s & Workplace Bullying
• Webinar: Session II Micro-Aggression’s & Workplace Bullying
• Webinar: Beyond LGBTQ: Supporting the Spectrum of Sex and Gender
• Webinar: ADA Compliance and Learning Disabilities: Transition, Access and Persistence
• Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy.
• Civility Presentation
• Awareness of Sexual Assault Training

Planned 2017 – 2018

The University will continue to provide reasonable accommodations for the university community. The University will continue to make job site modifications in accordance with the Americans Disabilities Act Amendments of 2008.

The University will continue to recruit from the underrepresented populations within Rhode Island; minority, women and veteran offices and organizations will receive information weekly on where and how to access to URI job posting information.
SECTION G

G. DETERMINING UNDERREPRESENTATION & GOAL SETTING
### G. DETERMINING UNDERREPRESENTATION & GOAL SETTING

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ADDENDUM
Addendum – Diversity Plan to Improve Minority Hiring and Workplace Inclusion

The University’s Academic Strategic Plan for 2016-2021 identifies a total of six goals to accomplish with the timeframe identified. (The complete plan: web.uri.edu/academic-planning/files/academic_plan_handbook.pdf)

Goal 1: Enhance Student Success; Goal 2: Expand Research, Scholarship, and Creative Work; Goal 3: Grow a Global Presence; Goal 4: Embrace Diversity and Social Justice; Goal 5: Streamline Processes to Improve Effectiveness; Goal 6: Implement a Bold Advancement Agenda.

I would like to point out those strategic plans that identify goals, strategies and action items to improve the representation of minorities, and to create workplace culture that values diversity and inclusion and ensures quality service to the people of Rhode Island.

Goal 4: Embrace Diversity and Social Justice.

Inspire an enlightened community that is characterized by vibrant cultural diversity; embraces differences; is built upon a learning environment that fosters respect, understanding, and social justice; and rejects prejudice and intolerance.

Strategy 1: Develop robust plans for diversifying faculty and staff by employing new and novel approaches that realize and retain greater numbers of diverse faculty.

**ACTIONS**

1. Encourage and support departments and colleges in using URI’s Affirmative Action Plan, institutional data, and best practices to increase the number of diverse faculty and staff.
2. Educate the community about systemic and structured discrimination and marginalization.
3. Inform the community of the success of efforts to diversify faculty, staff, and students.
4. Secure institutional commitment to eliminating disparities in recruitment, hiring, and retaining of employees, and ensure that all departments are accountable for diversity hiring and retention.
5. Ensure that search committees within departments and colleges understand and implement affirmative recruitment, hiring, and retention plans sensitive to diversity.
6. Elevate institutional recognition and visibility at all levels of teaching and scholarship that focus on diversity, equity, and social justice, including ensuring appropriate consideration in the promotion and tenure process.
7. Develop professional development and mentoring programs for staff and faculty from underrepresented groups at all career levels.
8. Further advance and support work/life flexibility policies and practices.
9. Engage college diversity committees and presidential commissions in recruitment and retention, and in fostering a welcoming, supportive, and inclusive climate for faculty.

Strategy 2. Increase the recruitment, retention, and graduation of students from underrepresented groups, and provide support for their inclusion and success in the academic environment

**ACTIONS**

1. Designate academic program liaisons to work with the Office on recruitment efforts and to develop outreach to engage and excite underrepresented K–12 students about URI.
2. Examine the use and impact on student success of diversity coordinators/advisors as mentors of undergraduate and graduate students from underrepresented groups.
3. Expand peer tutoring and support programs for underrepresented groups to increase success in Gateway courses and other challenging courses.
4. Seek and secure external funding for programs (e.g., Ford and Gates Foundations) that support the inclusion and success of marginalized students in the academic environment.
5. Educate faculty about effective mentorship of graduate students from underrepresented groups and develop other targeted opportunities to increase diversity among graduates.
6. Develop targeted opportunities to increase diversity among graduate students.
Strategy 3: Create an active learning community among students, faculty, staff, and administrators that engages in open discourse and enhanced understanding about what it means to be a diverse and socially just community.

ACTIONS
1. Engage and inform faculty about inclusive pedagogy, classroom climate, practices and policies, and diverse learning styles and encourage faculty scholarship in these areas.
2. Expand undergraduate coursework addressing diversity and inclusion through infusion of diverse course material in existing courses and development of new courses.
3. Urge graduate students from all departments and programs to participate in cultural competency courses as part of postgraduate education.
4. Leverage the Multicultural and Diversity Enhancement Fund for course development in multicultural competency.
5. Advance awareness and pedagogical sensitivity related to equity and diversity through faculty and staff orientation and professional development programs.
6. Incentivize faculty to integrate diversity and inclusion principles and practices in their work.

Goal 5. Streamline Processes to Improve Effectiveness

Engender a highly professional work culture that celebrates service and is characterized by flexible, effective, and efficient processes and by trust, support, and recognition towards greater institutional effectiveness.

Strategy 1: Develop new strategic and supportive human resource, affirmative action, and payroll administrative processes within all divisions of the University that enable efficiency and effectiveness in hiring and retaining excellent employees, and in performance management.

ACTIONS
1. Lead a collaborative process to develop a workplace vision and organizational values for the University.
2. Propose changes to the hiring process without compromising recruitment of diverse applicants such as:
   a. Update personnel classifications and re-engineer human resource processes to promote additional paperless electronic processes (including internal payroll.)
   b. Develop a system designed to hire qualified people for jobs at all levels in a timely manner.
      i. Determine optimal position approval process for most efficient hiring.
      ii. Improve timing in processes related to all aspects of hiring including processing forms, approval to interview, approvals for hiring offers, and appointments
   c. Formally propose greater autonomy from the state classification system.
      i. Explore opportunities to allow for greater autonomy for approvals of new positions and performance-based merit pay.
      ii. Forms should reflect greater sensitivity to diversity (e.g., gender orientation.)
3. Ensure comprehensive recruitment strategies with competitive salaries, dual professional employment opportunities, faculty start-ups, and relocation assistance.
4. All divisional/department heads should assess position descriptions annually to determine if required skill sets are current and to propose updates to better meet current and future workplace needs.
   a. Document the essential functions performed by current employees.
   b. Review job responsibilities to ensure they meet current needs and anticipate future needs; determine desired changes and work with HR to update and keep current.
   c. Identify new positions, taking into account creative ways to accomplish goals (e.g., shared positions, hourly work, and other employment arrangements.)
   d. Prioritize positions strategically and develop a long-range (2–4 years) timeline for future funding requests.
5. Reinvest in a staff development program and performance management system.
   a. Institute cross training or similar mechanism to allow decision-making and response time to flow more quickly for hiring offers, search-related decisions, and performance management.
   b. Examine compensation and merit pay connected to performance management and professional development for greater organizational effectiveness.
c. Strengthen coordination between the areas of community, equity, and diversity (including the Office of Affirmative Action, Equal Opportunity and Diversity) and Human Resource Administration, and other areas as applicable.
d. Incorporate diversity and equity training into staff development programs.
SECTION H

APPENDIX
H. APPENDIX

- Council on Postsecondary Education Complaint Procedures for Discrimination, Sexual Harassment and Sexual Violence
- Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy
- University of Rhode Island Incident Report Form
- Description of Job Categories
- Racial/Ethnic Identification
- Title 28 Labor and Labor Relations
- State Executive Orders
- Public Law 97-118
- State of Rhode Island Sexual Harassment Guidelines
- Department of Administration Guidelines For Ensuring Unbiased Work Environments
- Employee Self-Identification of Disability and Request for Reasonable Accommodations
- Sample – Americans With Disabilities/504 Complaint Procedure
- State Equal Opportunity Office – Discrimination Complaint Procedures
- State Equal Opportunity Office – Complaint Information Form
- Retaliation or Coercion Statement
- State Equal Opportunity Office – Exit Interview Procedure
- Equal Opportunity Advisory Committee Guidelines
- Diversity Advisory Council Guidelines
- Enforcement Agencies
COUNCIL ON POSTSECONDARY EDUCATION  
COMPLAINT PROCEDURES  
for  
DISCRIMINATION, SEXUAL HARASSMENT & SEXUAL VIOLENCE  
Approved June 17, 2015  

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INTRODUCTION: GENERAL COMPLAINT PROCEDURES  
PERTAINING TO EMPLOYEES  

These complaint procedures apply to complaints by or regarding employees of the Council on Postsecondary Education (the “Council”), at the University of Rhode Island, Rhode Island College, and The Community College of Rhode Island (the “Institutions”) and the Office of the Postsecondary Commissioner (“OPC”), alleging unlawful discrimination, harassment, and retaliation as well as all types of sexual harassment and sexual violence that are prohibited by Title IX (including sexual assault, sexual battery, rape and sexual coercion) and all types of sexual or relationship assault or violence that are prohibited by the Violence Against Women Reauthorization Act (“VAWA”) of 2013, (which are sexual assault, domestic violence, dating violence,
and stalking). All of the sexual and relationship offenses prohibited under Title IX and VAWA, which are also all prohibited by the Council’s Sexual Harassment and Sexual Violence Policy, will hereinafter be collectively referred to by the general term “sexual violence.”

The Council prohibits discrimination, including harassment and retaliation, on the basis of race, color, creed, national or ethnic origin, gender, gender identity or expression, religion, disability, age, sexual orientation, genetic information, marital status, citizenship status or status as a special disabled veteran, recently separated veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized. The Council also prohibits all forms of sexual harassment and sexual violence.

These procedures are also applicable to complaints and cases that may arise under, and are intended to be consistent and compliant with the procedural and substantive provisions of, applicable state and federal law and regulations including but not limited to Titles VI and VII of the Civil Rights Act of 1964, as amended; Title IX of the 1972 Educational Amendments to the Higher Education Act; the Age Discrimination in Employment Act of 1967; Sections 503 and 504 of the Rehabilitation Act of 1973, as amended; Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974, as amended; the Equal Pay Act of 1963; the Americans with Disabilities Act of 1990; ADA Amendment Act of 2008; the Higher Education Act of 1965, as amended; the Violence Against Women Reauthorization Act of 2013; the Genetic Information Nondiscrimination Act, Executive Order 11246, as amended; Executive Order 91-39; Executive Order 92-2; and Rhode Island General Law §28-5.1, as amended.

These procedures also describe the process for individual members of the relevant campus communities (e.g., faculty, staff or students), and employees of the Office of Postsecondary Commissioner (“OPC”), to follow in the event they believe themselves or others, to have been victim of unlawful discrimination, harassment, retaliation, sexual harassment, or sexual violence. These procedures also describe the required process for the investigation and resolution of allegations of such wrongful conduct by the institutions and OPC.

Complaints regarding the institutions’ President or the Commissioner of Postsecondary Education should be filed with the Office of General Counsel for the Council on Postsecondary Education.

A complaint may also be filed against institutional service providers, vendors, and other contractors. In these instances, the Affirmative Action Office shall determine, within its discretion, appropriate response and action.

The provisions of the collective bargaining agreements governing unionized employees may provide additional mechanisms for addressing allegations of discrimination.

OFFICES FOR COMPLAINANTS TO CONTACT
If any member of the relevant campus communities (e.g.: faculty, staff or students) or employees of the OPC believe that their rights (and/or the rights of others) have been violated and wish further information, advice or assistance in filing a complaint, they should, as a first step contact:

**University of Rhode Island**
Affirmative Action Office/ Title IX Coordinator (Roxanne Gomes)
201 Carlotti Administration Building
Kingston, Rhode Island 02881
Phone: (401) 874-2442
TTY - via RI Relay at 1-800-745-5555

**Rhode Island College**
Affirmative Action Office/Title IX Coordinator (Maggie Sullivan)
600 Mt. Pleasant Avenue
Providence, Rhode Island 02908
Phone: (401) 456-8000
TTY - via RI Relay at 1-800-745-5555

**Community College of Rhode Island**
Affirmative Action Office/Title IX Coordinator (Sheri Norton)
400 East Avenue
Warwick, Rhode Island 02886
INFORMATION FOR COMPLAINANTS ALLEGING SEXUAL VIOLENCE

In cases involving allegations of sexual violence, Complainants shall, in addition, be provided an explanation of his/her rights and options, which shall include a description of available options for, and assistance in, changing academic, living, transportation, and working situations, as well as information about:

1. the importance of seeking immediate medical attention for sexual violence
2. other available health care and counseling services
3. the importance of preserving evidence for proof in the investigation or subsequent proceedings, or for obtaining a protective order
4. to whom the alleged sexual violence should be reported
5. options regarding notifying law enforcement and/or campus authorities, including notification of the Complainant regarding the Complainant’s right to:
   a. notify either police (local or campus) or campus authorities
   b. be assisted by campus authorities in notifying law enforcement if the Complainant so chooses
   c. decline to notify such authorities
6. the rights of Complainants and the institutions in notifying law enforcement if the protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court.

If the Complainant alleging sexual violence is a student, the student shall also be referred to the appropriate Student Affairs Office responsible for advising student victims of alleged sexual violence, which shall provide further relevant information and assistance to the student, as required by Title IX, VAWA, local law and institution/OPC policies. If the complaint alleges sexual violence, the complaint investigation and proceedings shall provide a prompt, fair and impartial process (which includes the provision to the parties of timely and equal access to any information that will be used during the formal resolution process) and shall be conducted by an official (or officials) who do not have a conflict or bias for or against the Complainant or Respondent and who have received annual training on methods and processes for conducting complaint investigations and proceedings in a manner that protects the safety of victims and promotes accountability, and any other training required by law or University policy.

COMPLAINTS AGAINST STUDENTS

In the event that an employee files a complaint against a student, the Affirmative Action Officer/Title IX Coordinator and the Division/Office of Student Affairs will determine which office will proceed with the processing of the complaint. Proceedings involving student-to-student complaints will be adjudicated through the Division/Office of Student Affairs and must comply with the procedural guidelines contained in the institution’s student handbook.
REPORTING BY RESPONSIBLE EMPLOYEES

The required general procedures pertaining to the reporting of instances or complaints of sexual harassment and sexual violence are set forth in the Council on Postsecondary Education Sexual Harassment and Sexual Violence Policy. The more specific reporting procedures established by each Institution and the OPC are set forth in Attachments B, C, D and E of that Policy. Those specific reporting procedures list the “responsible employees” at each of the Institutions and the OPC who are required to report complaints and incidents of sexual harassment and sexual violence reported to them or of which they become aware. Those same “responsible employees” shall also be required under these Procedures to report all other instances and allegations of other types of discrimination (i.e. discrimination other than sexual harassment and sexual violence), including but not limited to racial or gender discrimination, or retaliation, to their institution’s/OPC’s Affirmative Action Office.

FILING DEADLINES

To provide adequate opportunity for a prompt investigation, that enables access to the most current evidence, parties are encouraged to file complaints as soon as possible. All complaints under this procedure must normally be filed within 365 days after the last of alleged discriminatory act occurred. The Institution’s/Office’s ability to respond to complaints filed beyond this time is limited. However, complaints or cases involving allegations of continuing unlawful discrimination, harassment, sexual harassment, sexual violence, or retaliation may be fully investigated, including occurrences beyond the 365-day time frame, so long as the last act of alleged discrimination occurred within the prescribed filing deadline (365 days).

ADVISORS AND SUPPORTERS

All parties meeting with an Affirmative Action Officer/Title IX Coordinator may be accompanied by an individual of their choice (who may be an attorney) for support and/or advice. This individual: may not address or question the investigator, other parties or witnesses; may not present evidence or make arguments; and shall not have any role other than to accompany and communicate with the party requesting support.

DISCRIMINATION AGAINST GROUPS

Cases involving unlawful discrimination, including harassment or retaliation, against a group or class of individuals, reflecting an apparent pattern and practice of discrimination, must be appropriately acted upon by the Affirmative Action Officer/Title IX Coordinator regardless of whether there is an identified complainant.

CRIMINAL VIOLATIONS

If a complaint or case reported to the Title IX Coordinator or Affirmative Action Office involves potential criminal violations, that Coordinator or Office shall forward a report of the complaint or case to the campus police and to the appropriate President or the Commissioner of Postsecondary Education where applicable. In cases involving allegations of sexual violence or other crimes, Complainants shall also be informed of their right to file a complaint with campus police or local law enforcement authorities. However, regardless of whether a Complainant files a complaint with local law enforcement authorities, and regardless of any investigations or other actions taken by local law enforcement, the Institution/OPC will continue to have an obligation to undertake and duly complete its own internal complaint and investigation procedure.

NON-RETALIATION

Retaliation against any Complainant or witness is prohibited and shall be treated as a separate violation of the Institution’s or OPC’s community standards and Non-Discrimination Policy. Specifically, no officer, employee, or agent of the Institutions or OPC under the Council’s jurisdiction shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for filing a complaint or participating in any investigation or proceeding brought pursuant to this policy. There shall be no disciplinary action, retaliation or reprisal for bringing a complaint in good faith. Individuals shall not, however, knowingly make false charges of discrimination, harassment, retaliation, sexual harassment, or sexual violence.
MODIFICATION OF PROCEDURES

These procedures constitute the general complaint process to be followed by the Institutions and OPC in addressing and resolving complaints and cases of unlawful discrimination, harassment, retaliation, sexual harassment and sexual violence. The Institutions and OPC shall have the right to reasonably alter and/or deviate from the procedural guidelines contained herein when it is warranted by either the circumstances of a case or required by applicable state and federal law and regulations. The Institutions and OPC shall also have the right to authorize and appoint a designee to serve in the Affirmative Action Officer's capacity in the execution of these procedures. The parties are to be provided timely written notice of any such designation and of any substantive deviation from the procedural guidelines.

SPECIFIC PROCEDURES

INITIAL CONSULTATION

The Affirmative Action Officer/Title IX Coordinator shall meet with the Complainant to discuss the Complainant's concerns, and review the complaint procedure, determine the appropriate jurisdiction, and explain the different methods available to resolve the complaint under these procedures. (See: formal resolution and informal resolution, where applicable).

The purpose of this initial step is to assist individuals to identify the source of the concern and provide the Complainant with information concerning Institutional/OPC resources, policies and procedures; so that the Complainant might best assess the most appropriate course of action, given their circumstances.

PROCEDURAL OPTIONS

If it is determined that the Affirmative Action Office shall retain responsibility for the case, the Affirmative Action Officer/Title IX Coordinator will ascertain from the Complainant which of the following procedural resolution options he/she prefers to utilize.

Informal Resolution (Not an Option for Sexual Violence Cases)

Formal Resolution

The selected option will be verified by the Complainant's signature. Selection of an option at this time will not preclude the Complainant from electing another option at a later time, where appropriate, as determined in consultation with the Affirmative Action Officer/Title IX Coordinator. Informal Resolution may only be utilized when both the Complainant and Respondent agree to it.

If it is determined that the case should not be addressed by the Affirmative Action Office, the Affirmative Action Officer or Title IX Coordinator will refer the Complainant to the appropriate office or department.

INTERIM PROTECTIVE MEASURES

If, during the initial consultation, the Affirmative Action Officer/Title IX Coordinator determines that immediate action may be necessary to protect the rights, interests, or safety of the Complainant, Respondent or the campus community, the Affirmative Action Officer/Title IX Coordinator will advise the institution's/OPC’s human resources office and Division/Office of Student Affairs (if applicable) of the situation. Upon consultation with appropriate institution/OPC officials, immediate action may be taken which may include temporary changes in duties and responsibilities, directives to Complainant and Respondent regarding personal contact, warnings to the Respondent and, in severe cases, and the immediate suspension of the Respondent pending the completion of a formal investigation. These remedial and protective actions may be coordinated with any similar actions independently provided by the Institution upon the request of the Complainant.
WITNESSES

The Affirmative Action Officer/Title IX Coordinator may contact any other pertinent individuals who may have knowledge of or information relating to the matter.

CONFIDENTIALITY

At the time at which a procedural option is selected, the Complainant will also be asked to make a decision regarding confidentiality. The Institution/OPC will make all reasonable efforts to honor requests for confidentiality, to the extent permitted by law. However, it must be understood that while some concerns or complaints can be resolved without disclosing one's identity, often successful resolution cannot be achieved under such circumstances. Further, individuals who are directly accused of unlawful and/or discriminatory behavior and who, as a result, may be subject to disciplinary action, are entitled to a copy of the formal complaint and/or a summary of the charges against them so that they may prepare a proper defense.

Any member of the Council, employees of the Office of the Postsecondary Commissioner, or students or employees of the colleges or university who participate in formal or informal proceeding under this policy or otherwise gain knowledge thereof shall treat all information acquired, whether written or oral, as confidential, provided however, that the parties to a proceeding may share such information with their personal advisors, advocates and representatives.

The Institutions and OPC will keep identifying information about Complainants and victims confidential in accordance with all applicable legal requirements, and such information will generally only be shared on a need-to-know basis with those college, university, and OPC officials such as investigators, campus security personnel, student affairs officials, and other institutional or OPC officials who are involved in responding to the complaint or who are legally required to receive such information. In cases where an individual wishes to file a complaint but not be identified, their request will be honored to the full extent permitted by law, but the individual will be advised that the college’s, university’s, or OPC’s ability to investigate the complaint or proceed with appropriate corrective or disciplinary action may be prevented or significantly hampered. The identity of, and identifying information about, Complainants and victims will not be disclosed in any public safety notices, final determination reports, or statistical reports that may be issued or made publically available as required or permitted by law. If the Institution or Office is compelled by law, such as through a subpoena or court order issued in a legal proceeding, or through a public records request, to provide such information to third parties, the Institution or Office will make a reasonable effort, prior to complying with the request, to notify the individual, so that the individual may seek a protective order or take other actions as they may deem appropriate.

INFORMAL RESOLUTION

This informal procedure is intended to affect the resolution of a complaint by reconciling the parties' differences and/or rectifying the alleged discriminatory action(s). Complaints that the Affirmative Action Officer/Title IX Coordinator determines as involving discrimination against a group or class of individuals, or involving likely criminal violations may not be resolved through use of the informal resolution process. Informal resolution will also not be used in cases involving allegations of sexual violence.

If, after preliminary review of the matter, it is the judgment of the Affirmative Action Officer/Title IX Coordinator that the case should not be addressed by the Affirmative Action Office/Title IX Coordinator, the informal procedure shall be terminated and the case shall, if applicable, be referred to the appropriate office.

If the parties agree to the informal resolution procedure, the Affirmative Action Officer/Title IX Coordinator will make all reasonable attempts to resolve the matter within thirty (30) days. The specific details of each case will determine the best possible means for achieving a satisfactory resolution. If attempts at informal resolution are not effective, if the terms of the informal resolution are subsequently broken, or if for any reason the Complainant wishes to discontinue the informal resolution process, the Complainant may exercise the remaining option.

If the complaint is resolved during the informal procedure the terms of the resolution will be reduced to writing and signed by the parties.

The Informal Resolution Procedure offers an option to discuss, evaluate and resolve allegations of discrimination without beginning a Formal Resolution/Investigation.
No official findings of fact are made about the alleged behavior, which may be discriminatory and/or violate Institution/OPC policy. Rather, emphasis is placed on:

1. Identifying the source of the allegations/concerns(s).
2. Exploring alternatives to resolve the complaint.
3. Instituting solutions to address the current concerns(s) and eliminate the possibility of similar issues occurring in the future.

Steps in the Informal Resolution Process
The following steps shall be taken in an effort to resolve complaints in an informal manner.

Step 1: Notifying the parties
Upon receipt of a complaint, the Office of Affirmative Action/Title IX Coordinator shall notify and meet with the Complainant and the Respondent.

Step 2: Information gathering
In an effort to fully understand the facts and positions of the Complainant and the Respondent, the Investigator shall take steps that he/she deems necessary to gather additional information from the parties or from others perceived to have knowledge of the allegations.

Step 3: Resolution or Next Steps
If all parties agree to the informal resolution process, the Affirmative Action Officer/Title IX Coordinator will make all reasonable attempts to resolve the matter within thirty (30) days. The specific details of each case will determine the best possible means for achieving a satisfactory resolution.

If the informal resolution process fails to resolve the matter to the satisfaction of both the parties, or the terms of the informal resolution as subsequently broken, either may request a Formal Resolution/Investigation of the charge within 10 calendar days of concluding the Informal Resolution Process.

FORMAL RESOLUTION

Any person(s) who believes they have been the victim of discrimination, harassment, retaliation, sexual harassment or sexual violence, or who witnesses acts of discrimination, harassment, retaliation, sexual harassment or sexual violence against others, may file a formal complaint with the Affirmative Action Office/Title IX Coordinator. Utilizing the informal process is not a prerequisite. A formal review consists of conducting an investigation, fact-finding, determining whether sufficient credible evidence exists to support the allegation(s), and issuing written findings. The formal investigation and related proceedings, which are described below, shall provide a prompt, fair, and impartial investigation and resolution of the allegations.

Step 1: Complainant’s Written Statement

Normally, a signed incident complaint form containing a written statement of allegations initiates the formal process. In order to enable the Investigator to most effectively investigate the complaint, the written statement of allegations should contain a detailed description of the conduct being complained about, the name(s) of the alleged offender(s), the name(s) of the alleged victim(s), the names of any alleged witnesses, and the name of the person filing the complaint. The Affirmative Action Officer/Title IX Coordinator will provide assistance to anyone for whom completion of the complaint form is difficult or impractical. The person or persons filing the complaint and/or the alleged victim of discrimination shall be referred to hereinafter as the “Complainant.” Anonymous complaints, and complaints filed by individuals who request confidentiality, will be investigated by the Institution/OPC to the extent possible pursuant to the procedures set forth herein.

Step 2: Notifying the Respondent

The person or persons identified as the alleged offender shall be referred to hereinafter as the “Respondent.” Once the complaint has been filed, the Affirmative Action Officer/Title IX Coordinator will notify the Respondent(s) by written letter of its existence and provide him/her/ them with a copy of the signed complaint.

Step 3: Respondent’s Written Response

The Respondent(s) will be provided an opportunity to file a formal response. The formal response shall be filed with the Affirmative Action Office/Title IX Coordinator by the Respondent(s) within twenty (20) days from the date the Respondent(s) received the signed complaint.
If the Respondent fails to timely file a formal response and/or elect(s) not to participate in the formal resolution process, the case will proceed and be investigated with or without the involvement of the Respondent.

If, during the investigation, the Complainant indicates a desire to withdraw his/her complaint, the Complainant shall sign a written statement of withdrawal containing the reasons therefore and the case may be closed in the discretion of the Affirmative Action Officer/Title IX Coordinator. However, the Affirmative Action Officer/Title IX Coordinator may continue to conduct the investigation and take action to address the issues raised by the Complainant regardless of the Complainant’s wishes.

**Step 4: Investigation Process**

The Affirmative Action Officer/Title IX Coordinator or designee will act as investigator. The investigator is neutral, objective, and does not act as an advocate for either party. The investigator is authorized to contact any and all persons who may have information relevant to the complaint and shall have access to all relevant College/University/OPC records. The investigator shall also collect and evaluate other available records and information relevant to the complaint and investigation (e.g. email communications, medical test results, photographs), as appropriate. The investigator shall maintain a record of the investigation, including any interviews, which shall be retained as an official Affirmative Action Office record.

**Step 5: Final Investigative Report**

A final investigative report shall be prepared which sets forth the findings of the Affirmative Action Officer/Title IX Coordinator or designee and the basis and rationale for his/her conclusion(s). Unless otherwise indicated in the report, the date of the report shall be considered the date upon which the results of the investigation become final. In making his/her findings, the Affirmative Action Officer/Title IX Coordinator or designee shall utilize the evidentiary standard of “preponderance of the evidence.” The final investigative report shall normally be issued within sixty (60) days after the complaint is filed. When more than sixty (60) days is needed to complete the investigation, the Affirmative Action Officer/Title IX Coordinator or designee shall notify the parties and proceed as expeditiously as possible. Allegations or evidence of violations of policies and procedures that are discovered during the investigation but which are outside the jurisdiction of the Affirmative Action Officer/Title IX Coordinator shall be referred to the appropriate office for resolution. The Affirmative Action Officer/Title IX Coordinator or designee will simultaneously provide copies of the report to the Complainant and the Respondent, and will also send a copy to the appropriate Vice President/Provost or Associate Commissioner. The Complainant and Respondent will also be advised of the appeal process at that time.

**POST-INVESTIGATION PROCEDURES**

**APPEAL PROCEDURES**

Either party (Complainant or Respondent) may appeal the Affirmative Action Officer's/Title IX Coordinator’s findings. Such appeals shall be filed with the Institution’s President or the Commissioner of Postsecondary Education as appropriate. The Appeal may be conducted by the President or the Commissioner or their designee. Parties wishing to file an appeal must do so within ten (10) days after receiving the Affirmative Action Officer's/Title IX Coordinator’s final report. The appeal process will not involve reinvestigation of the complaint. Appeals must raise specific issues related to the Affirmative Action Officer's/Title IX Coordinator’s findings. Appeal decisions (which shall include a statement of the rationale for the decision) shall be rendered within thirty (30) days after the request for appeal is received unless extended for good cause as reasonably determined by the Appeals Officer. Copies of the appeal decision shall be simultaneously provided to the parties, with a copy also to be sent to the appropriate Vice President/Provost or Associate Commissioner.

**DISCIPLINARY ACTION**

When the investigative findings of the Affirmative Action Officer/Title IX Coordinator or designee (together with the appeal decision in cases in which there is an appeal) are received by the appropriate Vice President, Provost, or Associate Commissioner, he/she in consultation with the Institution’s OPC’s Office of Human Resources, shall render a written determination (which includes a statement of the rationale for the determination) regarding the appropriate disciplinary and/or corrective action, if any, and provide a copy of the written determination to the Respondent. In cases involving allegations of sexual violence, a copy of the written determination will also be provided to the Complainant. Such disciplinary and/or corrective action may include
but are not limited to: reprimand, required counseling, suspension, demotion, or termination. Disciplinary action will follow the procedural requirements of applicable collective bargaining agreements and any applicable statutory and judicial mandates. The Vice President/Provost/Associate Commissioner will be responsible for the implementation of all such disciplinary/corrective action measures. A record of the outcome of each case will remain a part of the permanent file of the case maintained by the Affirmative Action Office/Title IX Coordinator.

POST-PROCEEDING PROTECTIVE MEASURES

In appropriate cases, the Vice President/Provost or Associate Commissioner, in consultation with the Institution’s/OPC’s Office of Human Resources and/or Director/Office of Student Affairs, may direct that certain measures be instituted or provided, to protect or safeguard the Complainant or victim of the misconduct, and/or to prevent or minimize the possibility of a further harmful incident or offense. Such protective measures may include: no trespass orders, no contact directives, counseling, reassignment of work duties, workplace relocation, referral to institutional offices capable of providing support, advice or other resources (e.g. EAP, Housing, Woman’s Center, Residence Life), or any such other action(s) that may be described in the Institution’s/OPC’s policies and that are deemed appropriate under the circumstances.

OUTSIDE AGENCIES

All individuals shall be informed regarding their right to seek redress through the following outside agencies:
Office of Civil Rights, Region I
US Department of Education
5 Post Office Square, 8th Floor
Boston, MA 02109-3921
Tel.: (617) 289-0111
Fax: (617) 289-0150
http://www2.ed.gov/about/offices/list/ocr/docs/howto.html

United States Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
Phone: 1-800-669-4000
Fax: 617-565-3196 http://www.eeoc.gov/field/boston/index.cfm

Rhode Island Commission for Human Rights
180 Westminster Street, 3rd Floor
Providence, Rhode Island 02903
Tel: 401-222-2661 401-222-2664
Fax: 401-222-2616
http://www.richr.state.ri.us/frames.html
COUNCIL ON POSTSECONDARY EDUCATION
SEXUAL HARASSMENT AND
SEXUAL VIOLENCE POLICY
COUNCIL ON POSTSECONDARY EDUCATION
SEXUAL HARASSMENT AND SEXUAL VIOLENCE POLICY

POLICY STATEMENT

It is the policy of the Council on Postsecondary Education ("CPE"), its constituent institutions of higher education (specifically, the University of Rhode Island, Rhode Island College, the Community College of Rhode Island) and the Office of Postsecondary Commissioner (collectively referred to as the “Covered Entities”) to prohibit all forms of unlawful sexual harassment and sexual violence, as those terms are defined herein.

PURPOSE AND GOALS OF POLICY

(5) Defines the types of conduct that will be considered to be prohibited sexual harassment, sexual assault and sexual violence at the Covered Entities;
(6) Provides examples of such prohibited conduct;
(7) Sets forth the mandatory and discretionary reporting obligations and procedures pertaining to such conduct that is witnessed, experienced or learned about by, or reported to, employees of the Covered Entities.
(8) Provides a list of contacts, and internal and external resources, available to individuals who experience or witness acts of sexual harassment, sexual assault and sexual violence or who have questions relating to those subjects.

BACKGROUND

Sexual harassment, as defined herein, is prohibited in employment by Title VII of the 1964 Civil Rights Act and the Rhode Island Fair Employment Practices Act, and in education programs, activities and benefits by Title IX of the Educational Amendments of 1972 and Title VI of the 1964 Civil Rights Act.

Sexual violence (as defined herein) is prohibited in both the employment context, as well as in the educational programs, activities and benefits context, under Title IX of the Educational Amendments of 1972 ("Title IX") and the Violence Against Woman Reauthorization Act of 2013 ("VAWA").

APPLICABILITY

All faculty, staff, and students at all Covered Entities must comply with this policy in an effort to foster an inclusive and safe academic and work environment. This policy applies to the perpetration of sexual harassment, sexual assault or sexual violence by one member of the Covered Entity’s community (faculty, staff, student, or volunteer) against another. Depending on the context, the policy may also apply where one of the involved or affected parties is a visitor or a contractor performing work on behalf of the Covered Entity. The policy applies to all such behavior occurring on campus, and to behavior occurring off campus when the behavior arises in the context of a Covered Entity event or otherwise has a significant relation to, or could have a significant impact on, the Covered Entity’s living, learning or employment environments.

REQUEST FOR CONFIDENTIALITY

Student, faculty or staff requests that his or her name not be revealed to the alleged perpetrator or asks that the University not investigate or seek action against the alleged perpetrator, the student, faculty or staff should understand that honoring such a request may limit the University’s ability to respond fully to the reported incident, including pursuing disciplinary action against the alleged perpetrator. The University will determine whether we can honor such a request while still providing a safe and nondiscriminatory environment for all students, faculty and staff. If the University determines that we must disclose a student, faculty or staff’s identity to an alleged perpetrator, the University has an obligation should inform the student, faculty or staff prior to making this disclosure.
In determining whether the University can honor such request, we will assess, but not limited to, determining whether the perpetrator is known for other sexual harassment/violence acts,

**SEXUAL HARASSMENT**

Sexual Harassment is defined as unwelcome sexual advances, request for sexual favors, and any other verbal, non-verbal or physical conduct of a sexual nature when:

(1) Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual’s education, employment, or participation in programs or activities at the Covered Entity;

(2) Submission to or rejection of such conduct by an individual is used as a basis for decisions affecting that individual’s education, employment, or participation in programs or activities at the Covered Entity; or

(3) Such conduct is so severe and pervasive that is has the purpose or effect of unreasonably interfering with an individual’s education, employment or participation in programs or activities at the Covered Entity and/or creating an intimidating, hostile, offensive or abusive employment, academic, extracurricular or living or learning environment for the individual at the Covered Entity.

The following are just two examples of conduct and behavior that will very likely be considered sexual harassment under this policy:

(1) A faculty member conditions a student’s favorable evaluation on the student’s submission to sexual advances. The faculty member then gives the student a poor evaluation after the student rejects the faculty member’s advances.

(2) A student editor for the college newspaper continually and inappropriately touches another student newspaper staff member in a sexual manner over an extended period of time. The touching is unwelcome and continues even after the student editor is asked to stop. The conduct makes the staff member uncomfortable and creates an offensive and hostile environment in the newsroom.

Sexual harassment can arise from many different types of unwelcome verbal, nonverbal and physical conduct ranging from sexual gestures or teasing to sexual assault, acts of sexual violence, including domestic and dating violence, stalking and other coercive activity.

Examples of such conduct and behaviors that may be lead to a finding of sexual harassment include, but are not limited to, the following:

(1) Verbal: Sexual remarks, comments, jokes and innuendos, communicating unwelcome stories about someone’s social or sexual life, and propositions or pressure for social or sexual contact.

(2) Non-verbal: The display of sexually explicit stares, gestures or suggestive pictures, including secretly video recording sexual acts or objects.

(3) Physical: Unwanted touching, patting, grabbing, pinching, including sexual assault, domestic violence, dating violence stalking and rape.

Sexual harassment need not be intentional. The intent of the person who is alleged to have committed such behavior may not be relevant to determining whether a violation has occurred. The relevant determination is
whether a reasonable person similarly situated could have reasonably considered the alleged behavior to be sexual harassment.

Acts that do not necessarily involve conduct of a sexual nature but are based on sex or gender-stereotyping, and which may include physical aggression, intimidation, hostility, humiliation, insulting and hazing, may also be considered sexual harassment under this policy. Specific examples of such behavior that may lead to a finding of sexual harassment include the following:

(1) A male employee is repeatedly taunted and insulted verbally by his co-workers for his “looking like a girl,” “for acting like a girl” and “acting like a queer.”
(2) A female program director is repeatedly called “bossy”, “overly aggressive” and “un-lady like” by her male supervisors with some of these criticisms noted in her performance evaluations.

SEXUAL VIOLENCE

As used in this policy, the term sexual violence shall refer to (a) “sexual violence under Title IX” as that term is defined herein; (b) “sexual or relationship assault or violence under VAWA” as that term is defined herein; and/or (c) “sexual assault or relationship violence under Rhode Island law” as defined herein. All forms of sexual assault and violence are prohibited under this policy.

SEXUAL VIOLENCE UNDER TITLE IX

Sexual violence under Title IX, as described in the April 4, 2011 guidance issued by the U.S. Department of Education, is a form of sexual harassment, and refers to: physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and other forms of sexual coercion.

SEXUAL OR RELATIONSHIP VIOLENCE OR ASSAULT UNDER VAWA

Sexual or relationship violence or assault under VAWA refers to the following offenses, as defined herein: Sexual Assault-VAWA; Domestic Violence-VAWA; Dating Violence-VAWA; and Stalking-VAWA.

SEXUAL ASSAULT- VAWA

An offense that meets one of the following definitions of rape, fondling, incest, or statutory rape used in the FBI’s Uniform Crime reporting Program.

Rape ---The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Fondling—The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest—Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape—Sexual intercourse with a person who is under the statutory age of consent.

DATING VIOLENCE- VAWA
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.  
The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
For the purposes of this definition—
(A) Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
(B) Dating violence does not include acts covered under the definition of domestic violence.

DOMESTIC VIOLENCE - VAWA

A felony or misdemeanor crime of violence committed—
(A) By a current or former spouse or intimate partner of the victim;
(B) By a person with whom the victim shares a child in common;
(C) By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
(D) By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or
(E) By any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

STALKING - VAWA

(i) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to—
(A) Fear for the person’s safety or the safety of others; or
(B) Suffer substantial emotional distress.

(ii) For the purposes of this definition—
(A) Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, including social media, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person’s property.
(B) Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.
(C) Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

SEXUAL OR RELATIONSHIP VIOLENCE OR ASSAULT UNDER RHODE ISLAND LAW

Sexual or Relationship Assault or Violence under Rhode Island Law refers to the following offenses, as defined herein and fully set forth on EXHIBIT A attached hereto and made a part hereof:

SEXUAL ASSAULT – RI (as defined in R.I.G.L §11-37-1 through §11-37-6)

DATING VIOLENCE – RI (as defined in R.I.G.L. §16-22-24)
DOMESTIC VIOLENCE –RI (as defined in R.I.G.L.§12-29-2)

STALKING – RI (as defined in R.I.G.L. §11-59-1 though §11-59-2)

RETAIATION

Retaliation against any complainant or witness is prohibited and shall be treated as a separate violation under this policy as well as any of the Covered Entity’s community standards and Non-Discrimination Policy.

Furthermore, no officer, employee, student or agent of any of the Covered Entities shall retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights or responsibilities under any provision of law, or any of the Covered Entity’s policies or procedures, relating to campus security or campus crime reporting, including any laws and policies relating to the reporting of, and required responses to, allegations of sexual violence.

REPORTING PROCEDURES AND AVAILABLE RESOURCES

Each of the Covered Entities shall establish, and make known to their students and employees, their (legally compliant) “reporting procedures” for the reporting of instances or complaints of sexual harassment and sexual violence, including a description of which employees shall be responsible for reporting, and which official(s) shall be responsible for receiving such reports. The Covered Entities shall also publish and make available to all of their students and employees information about “available resources” for individuals who believe they are victims of, witnesses to, or are simply concerned about, sexual harassment or sexual violence. Such “available information” should include a list of internal and external agencies, offices, hotlines, websites, or other information resources or service providers the Covered Entity believes would be important or valuable resources for their students and employees. The current “reporting procedures” descriptions, and “available resources” listings, for the University of Rhode Island, Rhode Island College, the Community College of Rhode Island, and the Office of the Postsecondary Commissioner, are attached hereto as Exhibits B, C, D and E respectively, and are incorporated by reference into this policy. Each Covered Entity shall be obligated to keep their “reporting procedures” descriptions and “available resources” listings current, and to promptly provide all updates to them (i.e. revisions to Exhibits B, C, D or E) to the Council, which will substitute the updated exhibits for the old ones and attach them to this policy.

INVESTIGATIONS AND DISCIPLINARY ACTIONS

Each Covered Entity shall investigate complaints and allegations of sexual harassment and sexual violence against their employees, pursuant to the Council for Postsecondary Education Discrimination Complaint Procedures. Each Covered Entity shall also investigate complaints and allegations of sexual harassment and sexual violence against their students in accordance with procedures described in their respective student conduct policies. Individual Covered Entity employees found in violation of this policy may be subject to disciplinary action up to and including remedial education, written reprimand, suspension and/or termination.
EXHIBIT A

ADDITIONAL DEFINITIONS RELEVANT TO “SEXUAL OR RELATIONSHIP ASSAULT OR VIOLENCE UNDER RHODE ISLAND LAW”

SEXUAL ASSAULT- RI (R.I.G.L. 11-37-1 thru 11-37-6)

“First degree sexual assault” – A person is guilty of first degree sexual assault if he or she engages in sexual penetration with another person, and if any of the following circumstances exist:
   (1) The accused, not being the spouse, knows or has reason to know that the victim is mentally incapacitated, mentally disabled, or physically helpless.
   (2) The accused uses force or coercion.
   (3) The accused, through concealment or by the element of surprise, is able to overcome the victim.
   (4) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification, or stimulation.

“Second degree sexual assault” – A person is guilty of a second-degree sexual assault if he or she engages in sexual contact with another person and if any of the following circumstances exist:
   (1) The accused knows or has reason to know that the victim is mentally incapacitated, mentally disabled, or physically helpless.
   (2) The accused uses force, element of surprise, or coercion.
   (3) The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification, or stimulation.

“Third degree sexual assault” – A person is guilty of third degree sexual assault if he or she is over the age of eighteen (18) years and engaged in sexual penetration with another person over the age of fourteen (14) years and under the age of consent, sixteen (16) years of age.

The following words and phrases, when used in the above definition, have the following meanings:

(1) "Accused" means a person accused of a sexual assault.

(2) "Force or coercion" means when the accused does any of the following:
   (i) Uses or threatens to use a weapon, or any article used or fashioned in a manner to lead the victim to reasonably believe it to be a weapon.
   (ii) Overcomes the victim through the application of physical force or physical violence.
   (iii) Coerces the victim to submit by threatening to use force or violence on the victim and the victim reasonably believes that the accused has the present ability to execute these threats.
   (iv) Coerces the victim to submit by threatening to at some time in the future murder, inflict serious bodily injury upon or kidnap the victim or any other person and the victim reasonably believes that the accused has the ability to execute this threat.

(3) "Intimate parts" means the genital or anal areas, groin, inner thigh, or buttock of any person or the breast of a female.

(4) "Mentally disabled" means a person who has a mental impairment which renders that person incapable of appraising the nature of the act.

(5) "Mentally incapacitated" means a person who is rendered temporarily incapable of appraising or controlling his or her conduct due to the influence of a narcotic, anesthetic, or other substance administered to that person without his or her consent, or who is mentally unable to communicate unwillingness to engage in the act.
(6) "Physically helpless" means a person who is unconscious, asleep, or for any other reason is physically unable to communicate unwillingness to an act.

(7) "Sexual contact" means the intentional touching of the victim's or accused's intimate parts, clothed or unclothed, if that intentional touching can be reasonably construed as intended by the accused to be for the purpose of sexual arousal, gratification, or assault.

(8) "Sexual penetration" means sexual intercourse, cunnilingus, fellatio, and anal intercourse, or any other intrusion, however slight, by any part of a person's body or by any object into the genital or anal openings of another person's body, or the victim's own body upon the accused's instruction, but emission of semen is not required.

(9) "Spouse" means a person married to the accused at the time of the alleged sexual assault, except that such persons shall not be considered the spouse if the couple are living apart and a decision for divorce has been granted, whether or not a final decree has been entered.

(10) "Victim" means the person alleging to have been subjected to sexual assault.

**DATING VIOLENCE- RI (R.I.G.L. 16-22-24)**

"Dating violence" means a pattern of behavior where one person uses threats of, or actually uses, physical, sexual, verbal or emotional abuse to control his or her dating partner.

The following words and phrases, when used in the above definition, have the following meanings:

"Dating partner" means any person involved in an intimate association with another primarily characterized by the expectation of affectionate involvement whether casual, serious or long-term.

**DOMESTIC VIOLENCE- RI (R.I.G.L. 12-29-2)**

"Domestic violence" includes, but is not limited to, any of the following crimes when committed by one family or household member against another:

(1) Simple assault (§ 11-5-3);
(2) Felony assaults (§§ 11-5-1, 11-5-2, and 11-5-4);
(3) Vandalism (§ 11-44-1);
(4) Disorderly conduct (§ 11-45-1);
(5) Trespass (§ 11-44-26);
(6) Kidnapping (§ 11-26-1);
(7) Child-snatching (§ 11-26-1.1);
(8) Sexual assault (§§ 11-37-2, 11-37-4);
(9) Homicide (§§ 11-23-1 and 11-23-3);
(10) Violation of the provisions of a protective order entered pursuant to § 15-5-19, chapter 15 of title 15, or chapter 8.1 of title 8 where the respondent has knowledge of the order and the penalty for its violation or a violation of a no contact order issued pursuant to § 12-29-4;
(11) Stalking (§§ 11-59-1 et seq.);
(12) Refusal to relinquish or to damage or to obstruct a telephone (§ 11-35-14);
(13) Burglary and Unlawful Entry (§ 11-8-1 et seq.);
(14) Arson (§ 11-4-2 et seq.);
(15) Cyberstalking and cyberharassment (§ 11-52-4.2); and
(16) Domestic assault by strangulation § 11-5-2.3.

The following words and phrases, when used in the above definition, have the following meanings:

“Family or household member” means spouses, former spouses, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past three (3) years, and persons who have a child in common regardless of whether they have been married or have lived together, or if persons who are or have been in a substantive dating or engagement relationship within the past one year which shall be determined by the court's consideration of the following factors:

(1) the length of time of the relationship;
(2) the type of the relationship;
(3) the frequency of the interaction between the parties.

"Victim" means a family or household member who has been subjected to domestic violence.

STALKING- RI (R.I.G.L. 11-59-1 through 11-59-2)

“Stalking” means when a person: (1) harasses another person; or (2) willfully, maliciously, and repeatedly follows another person with the intent to place that person in reasonable fear of bodily injury.

The following words and phrases, when used in the above definition, have the following meanings:

(1) "Course of conduct" means a pattern of conduct composed of a series of acts over a period of time, evidencing a continuity of purpose. Constitutionally protected activity is not included within the meaning of "course of conduct."

(2) "Harasses" means a knowing and willful course of conduct directed at a specific person with the intent to seriously alarm, annoy, or bother the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, or be in fear of bodily injury.
EXHIBIT B
Reporting Procedures and Resource Listings
for
The University of Rhode Island

REPORTING

Any person who feels that they may have been the target of or witness to sexual harassment, including sexual violence or sexual assault is encouraged to seek redress through the following:

(1) Student-to-student complaint - Office of Student Life, URI Police Department
(2) Student-to-faculty complaint - Department Chair, College Dean, URI Police Department
(3) Student-to-staff or staff-to-staff or faculty-to-faculty or faculty-to-staff complaint: Human Resources, Chair or Dean, URI Police Department or:

The University of Rhode Island’s Office of Affirmative Action, Equal Opportunity and Diversity Title IX Coordinator - Roxanne M. Gomes, Administrator
Deputy Title IX Coordinator - Gerard J. Holder, Investigator
201 Carlotti Administration Building
Kingston, Rhode Island 02881
Phone: 401-874-2442
Fax: 401-874-2995
TTY Via Relay 711
uri.edu/affirmativeaction

The following individuals shall be considered “responsible employees” at URI for purposes of reporting complaints and incidents of sexual harassment and sexual violence under the CPE’s Sexual Harassment and Sexual Violence Policy: All Senior University Officials, including all University Officers and all Senior Administrators with a rank of Director or higher (e.g. Directors, Vice Presidents, President); All Full Time and Part Time Faculty; All Academic Deans and Department Chairs; All employees who are responsible supervisors for one or more other employees; All Resident Assistants; All coaches; and All other individuals designated as “Campus Security Authorities,” as listed in the University’s Annual Crime Statistics and Fire Safety Report (“Clery Report”). Notwithstanding the foregoing, mental health counselors, pastoral counselors, psychologists, health services employees or other employees with a professional license that requires confidentiality, or employees supervised by any such employees, are not considered responsible employees for reporting purposes, and shall not report incidents of sexual harassment or sexual violence in a way that identifies the student, without the student’s consent.

All such responsible employees are obligated to report all actual, suspected or alleged incidents of sexual harassment and sexual violence which are reported to them, or of which they become aware, to the Office of Affirmative Action/Title IX Coordinator (when the alleged perpetrator is an employee) or the Office of Student Life (when the alleged perpetrator is a student).

AVAILABLE RESOURCES

The University recognizes that some individuals, for a variety of reasons, may be reluctant to cooperate or participate in the investigation or file a complaint without the advice or counsel of a sympathetic party. The following resources are available to provide assistance and information to anyone who is concerned or witnessed incident(s) of sexual harassment and sexual violence or sexual assault:
**Internal Resources:**

Counseling Center – 401-874-2288  Health Services – 401-874-2246  
Office of Student Life – 401-874-2101  Women’s Center 401-874-2097  
CCE Department of Student Services – 401-277-5000

**Campus Police:**

Kingston Campus 401-874-2121  
College of Continuing Education 401-277-5155  
Narragansett Bay Campus 401-874-4910

**External Resources:**

U.S. Department of Education  
Office for Civil Rights, Boston Office  
5 Post Office Square, 8th Floor  
Boston, MA 02109-3921  
617-289-0111

Rhode Island Commission for Human Rights  
180 Westminster Street, 3rd Floor  
Providence, RI 02903  
401-222-2662

Equal Employment Opportunity Commission  
Boston Area Office  
J.F.K. Federal Building, Room 475  
475 Government Center  
Boston, MA 02203  
Toll Free 1-866-408-8075  
617-565-3200

Other Resources: [Click here](#) for emergency services.
INCIDENT REPORT FORM

Complainant Information

☐ FORMAL
☐ INFORMAL

Name ____________________________________________ Date ____________________________

Campus Address ________________________________ Work Telephone: _________________

Home Address ________________________________ Home Telephone: _________________

City __________________________________________ State _____ Zip ________________

Gender of complainant: ☐ Female ☐ Male

Are you ☐ student ☐ employee ☐ job applicant ☐ other ________________________________

Name of department: ______________________________________________________________

Name of immediate supervisor: ______________________________________________________

Name and title of person(s) charged: _________________________________________________

If you are a student and the alleged violation is against your professor and occurred while you were taking a class, please provide the semester, class title and section number. ________________________________

Where did the alleged violation take place? ___________________________________________

Basis of alleged complaint:

☐ Age (40 and older) ☐ Race/color: Specify __________________________

☐ Disability ____________________________________________ ☐ Race by association

☐ Gender ________________________________ ☐ Religion

☐ National Origin ____________________________ ☐ Sexual Orientation

☐ Race/color: Specify ____________________________ ☐ Other___________

Nature of charge:

☐ Access/accommodation ☐ Discrimination

☐ Harassment ☐ Sexual ☐ Racial

☐ Gender ☐ Other___________ ☐ Hiring

☐ Intimidation/Retaliation ☐ Other_________________

☐ Other

Name of witnesses, if any. Date of alleged violation: _________________________________

Have you brought this charge to anyone else’s attention? ☐ Yes, to whom ____________________ ☐ No

What action would you like taken?

5/4/16
Explain as briefly as possible the nature of your complaint and indicate who was involved. Be sure to include how other persons were treated differently from you. Also, attach any written material pertaining to your case. If necessary, please attach sheets of paper.

Complainant Signature

Date

PLEASE RETURN THE COMPLETED FORM TO THE OFFICE OF AFFIRMATIVE ACTION, EQUAL OPPORTUNITY AND DIVERSITY (AAEOD), 201 CARLOTTI BUILDING, MAIN CAMPUS. THIS FORM WILL BE RETAINED BY THE AAEOD OFFICE. IF YOU HAVE ANY QUESTIONS, PLEASE CALL US AT 874-2442.

Person Receiving Complaint
DESCRIPTION OF JOB CATEGORIES

OFFICIALS AND ADMINISTRATORS:
Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies or direct individual departments or social phases of the agency's operations or provide specialized consultation on a regional, district or area basis. Includes: Department heads, Bureau Chiefs, Division Chiefs, Directors, Deputy Directors, Controllers, Wardens, Superintendents, Sheriffs, Police and Fire Chiefs and Inspectors, Examiners (Bank, Hearing, Motor Vehicle, Warehouse), Inspectors (Construction, Building, Safety, Rent-and-Housing, Fire, A.B.C. Board, License, Dalry, Livestock, Transportation), Assessors, Tax Appraisers and Investigators, Coroners, Farm Managers and kindred workers.

PROFESSIONALS:
Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: Personnel and Labor Relations workers, Social Workers, Doctors, Psychologists, Registered Nurses, Economists, Dieticians, Lawyers, Systems Analysts, Accountants, Engineers, Employment and Vocational Rehabilitation Counselors, Teachers or Instructors, Police & Fire Captains and Lieutenants, Librarians, Management Analysts, Airplane Pilots and Navigators, Surveyors & Mapping Scientists and kindred workers.

TECHNICIANS:
Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: Computer Programmers, Drafters, Survey and Mapping Technicians, Licensed Practical Nurses, Photographers, Radio Operators, Technical Illustrators, Highway Technicians, Technicians (Medical, Dental, Electronic, Physical Sciences), Police and Fire Sergeants, Inspectors (Production or Processing Inspectors, Testers and Weighers) and kindred workers.

PROTECTIVE SERVICE WORKERS:
Occupations in which workers are entrusted with Public Safety, Security and Protection from destructive forces. Includes: Police Patrol Officers, Fire Fighters, Guards, Deputy Sheriffs, Bailiffs, Correctional officers, Detectives, Marshals, Harbor Patrol Officers, Game and Fish Wardens, Park Rangers (except Maintenance) and kindred workers.

PARAPROFESSIONALS:
Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience that is normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Includes: Research Assistants, Medical Aids, Child Support Workers, Policy Auxiliary, Welfare Service Aids, Recreation Assistants, Homemakers Aides, Home Health Aides, Library Assistants and Clerks, Ambulance Drivers and Attendants and kindred workers.
ADMINISTRATIVE SUPPORT:
Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: Bookkeepers, Messengers, Clerk Typists, Stenographers, Court Transcribers, Hearing Reporters, Statistical Clerks, Dispatchers, License Distributors, Payroll Clerks, Office Machine and Computer Operators, Telephone Operators, Legal Assistants, Sales Workers, Cashiers, Toll Collectors and kindred workers.

SKILLED CRAFT WORKERS:
Occupations in which workers perform jobs which require special manual skill and a thorough and comprehensive knowledge of the processes involved in the work which is acquired through on-the-job training and experience or through apprenticeship or other formal training programs. Includes: Mechanics and Repairers, Electricians, Heavy Equipment Operators Stationary Engineers, Skilled Machining Occupations, Carpenters, Compositors and Typesetters, Power Plant Operators, Water and sewage Treatment Plant Operators and kindred workers.

SERVICE/MAINTENANCE:
Occupations in which workers perform duties which result in or contribute to the comfort, convenience, hygiene, safety of the general public or which contribute to the upkeep and care of group may operate machinery. Includes: Chauffeurs, Laundry and Dry Cleaning Operatives, Truck Drivers, Bus Drivers, Garage Laborer, Custodial Employees, Gardeners and Groundskeepers, Refuse Collectors and Construction Laborers, Park Ranger Maintenance, Farm Workers (except Managers), Craft Apprentices/Trainees/Helpers and kindred workers.
Racial / Ethnic Designations
Minority Group

An employee may be included in the group by which he or she appears to belong, identifies with or is regarded in the community as belonging. However, no person should be counted in more than one racial/ethnic group.

BLACK/AFRICAN AMERICAN (not of Hispanic Origin): All persons having origins in any of the Black Racial Groups of Africa.

HISPANIC/LATINO: All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race. Only those persons of Central or South American Countries who are of Spanish origin, descent or culture should be included in this classification. Persons from Brazil, Guyana, Surinam or Trinidad, for example, would be classified according to their race and would not necessarily be included in the Hispanic classification. In addition, this classification does not include persons from Portugal who should be classified according to race.

ASIAN OR PACIFIC ISLANDER: All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands. This area includes, for example, China, Japan, Korea the Philippine Islands and Samoa. The Indian subcontinent takes in the countries of India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim and Bhutan.

AMERICAN INDIAN or ALASKAN NATIVE: A person having origins in any of the original peoples or North America and who maintain cultural identification through tribal affiliation or community recognition.

WHITE (not of Hispanic origin): All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.

TITLE 28
Labor and Labor Relations

CHAPTER 28-5.1
Equal Opportunity and Affirmative Action

SECTION 28-5.1-1

§ 28-5.1-1 Declaration of policy.

(a)(1) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation.

(2) All policies, programs, and activities of state government shall be periodically reviewed and revised to assure their fidelity to this policy.

(3) Each department head shall make a report to the governor and the general assembly not later than September 30 of each year on the statistical results of the implementation of this chapter and to the state equal opportunity office; provided, that the mandatory provisions of this section do not apply to the legislative branch of state government.

(b) The provisions of this chapter shall in no way impair any contract or collective bargaining agreement currently in effect. Any contract or collective bargaining agreements entered into or renewed after July 6, 1994 shall be subject to the provisions of this chapter.

§ 28-5.1-2 State equal opportunity office.

(a) There shall be a state equal opportunity office. This office, under the direct administrative supervision of the office of diversity, equity and opportunity, shall report to the governor and to the general assembly on state equal opportunity programs. The state equal opportunity office shall be responsible for ensuring compliance with the requirements of all federal agencies for equal opportunity and shall provide training and technical assistance as may be requested by any company doing business in Rhode Island and all state departments as is necessary to comply with the intent of this chapter.

(b) The state equal opportunity office shall issue any guidelines, directives, or instructions that are necessary to effectuate its responsibilities under this chapter, and is authorized to investigate possible discrimination, hold hearings, and direct corrective action to the discrimination.

§ 28-5.1-3 Affirmative action.

(a) The state equal opportunity office shall assign an equal opportunity officer as a liaison to agencies of state government.

(b) Each state department or agency, excluding the legislative branch of state government, shall annually prepare an affirmative action plan. These plans shall be prepared in accordance with the criteria and deadlines set forth by the state equal opportunity office. These deadlines shall provide, without limitation, that affirmative action plans for each fiscal year be submitted to the state equal opportunity office and the house fiscal advisor no later than March
31. These plans shall be submitted to and shall be subject to review and approval by the state equal opportunity office.

(c) Any affirmative action plan required under this section deemed unsatisfactory by the state equal opportunity office shall be withdrawn and amended according to equal opportunity office criteria, in order to attain positive measures for compliance. The state equal opportunity office shall make every effort by informal conference, conciliation and persuasion to achieve compliance with affirmative action requirements.

(d) The state equal opportunity office shall effect and promote the efficient transaction of its business and the timely handling of complaints and other matters before it, and shall make recommendations to appropriate state officials for affirmative action steps towards the achievement of equal opportunity.

(e) The state equal opportunity administrator shall serve as the chief executive officer of the state equal opportunity office, and shall be responsible for monitoring and enforcing all equal opportunity laws, programs, and policies within state government.

(f) No later than July 1 each state department or agency, excluding the legislative branch of state government, shall submit to the state equal opportunity office and the house fiscal advisor sufficient data to enable the state equal opportunity office and the house fiscal advisor to determine whether the agency achieved the hiring goals contained in its affirmative action plan for the previous year. If the hiring goals contained in the previous year's plan were not met, the agency shall also submit with the data a detailed explanation as to why the goals were not achieved.

(g) Standards for review of affirmative action plans shall be established by the state equal opportunity office, except where superseded by federal law.

(h) For purposes of this section, "agency" includes, without limitation, all departments, public and quasi-public agencies, authorities, boards, and commissions of the state, excluding the legislative branch of state government.

(i) The state equal opportunity office shall continually review all policies, procedures, and practices for tendencies to discriminate and for institutional or systemic barriers for equal opportunity, and it shall make recommendations with reference to any tendencies or barriers in its annual reports to the governor and the general assembly.

(j) Relevant provisions of this section also apply to expanding the pool of applicants for all positions where no list exists. The equal opportunity administrator is authorized to develop and implement recruitment plans to assure that adequate consideration is given to qualified minority applicants in those job categories where a manifest imbalance exists, excluding those job categories in the legislative branch of state government.

§ 28-5.1-3.1 Appointments to state boards, commissions, public authorities, and quasi-public corporations.

(a) The general assembly finds that, as a matter of public policy, the effectiveness of each appointed state board, commission, and the governing body of each public authority and quasi-public corporation is enhanced when it reflects the diversity, including the racial and gender composition, of Rhode Island's population. Consequently, each person responsible for appointing one or more individuals to serve on any board or commission or to the governing body of any public authority or board shall endeavor to ensure that, to the fullest extent possible, the composition of the board, commission, or governing body reflects the diversity of Rhode Island's population.

(b) During the month of January in each year the boards, agencies, commissions, or authorities are requested to file with the state equal opportunity office a list of its members, designating their race, gender, and date of appointment.

(c) Of the candidates considered for appointment by the governor and the general assembly, the governor and the general assembly shall give due consideration to recommendations made by representatives of Rhode Island's
minority community-based organizations. The human resources outreach and diversity office shall act as the liaison with state government and shall forward the recommendations to appointing authorities.

(d) The appointing authority, in consultation with the equal employment opportunity administrator and the human resources outreach and diversity administrator within the department of administration, shall annually conduct a utilization analysis of appointments to state boards, commissions, public authorities and quasi-public corporations based upon the annual review conducted pursuant to § 28-5.1-3.

(c) The equal employment opportunity administrator shall report the results of the analysis to the Rhode Island commission for human rights and to the general assembly by or on January 31 and July 31 of each year, consistent with § 28-5.1-17. The report shall be a public record and shall be made available electronically on the secretary of state's website.

§ 28-5.1-3.2 Enforcement.

(a) The state equal opportunity administrator is authorized to initiate complaints against any agencies, administrators, or employees of any department or division within state government, excluding the legislative branch, who or which willfully fail to comply with the requirements of any applicable affirmative action plan or of this chapter or who or which fail to meet the standards of good faith effort, reasonable basis, or reasonable action, as defined in guidelines promulgated by the federal Equal Employment Opportunity Commission as set forth in 29 CFR 1607.

(b) Whenever the equal employment opportunity administrator initiates a complaint, he or she shall cause to be issued and served in the name of the equal employment opportunity office a written notice, together with a copy of the complaint, requiring that the agency, administrator, agent, or employee respond and appear at a hearing at a time and place specified in the notice. The equal employment opportunity office shall follow its lawfully adopted rules and regulations concerning hearings of discrimination complaints.

(c) The equal employment opportunity office shall have the power, after a hearing, to issue an order requiring a respondent to a complaint to cease and desist from any unlawful discriminatory practice and/or to take any affirmative action, including, but not limited to, hiring, reinstatement, transfer, or upgrading employees, with or without back pay, or dismissal, that may be necessary to secure compliance with any applicable affirmative action plan or with state or federal law.

(d) A final order of the equal employment opportunity office constitutes an "order" within the meaning of § 42-35-1(1); is enforceable as an order; is to be rendered in accordance with § 42-35-12; and is subject to judicial review in accordance with § 42-35-15.

§ 28-5.1-4 Employment policies for state employees.

(a) Each appointing authority shall review the recruitment, appointment, assignment, upgrading, and promotion policies and activities for state employees without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. All appointing authorities shall hire and promote employees without discrimination.

(b) Special attention shall be given to the parity of classes of employees doing similar work and the training of supervisory personnel in equal opportunity/affirmative action principles and procedures.

(c) Annually, each appointing authority shall include in its budget presentation any necessary programs, goals and objectives that shall improve the equal opportunity aspects of their department's employment policies.

(d) Each appointing authority shall make a monthly report to the state equal opportunity office on persons hired, disciplined, terminated, promoted, transferred, and vacancies occurring within their department.

§ 28-5.1-5 Personnel administration.

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(a)(1) The office of personnel administration of the department of administration, in consultation with the office of diversity, equity and opportunity, shall prepare a comprehensive plan indicating the appropriate steps necessary to maintain and secure the equal-opportunity responsibility and commitment of that division. The plan shall set forth attainable goals and target dates based upon a utilization study for achievement of the goals, together with operational assignment for each element of the plan to assure measurable progress.

(2) The office of personnel administration shall:

(i) Take positive steps to ensure that the entire examination and testing process, including the development of job specifications and employment qualifications, is free from either conscious or inadvertent bias, and

(ii) Review all recruitment procedures for all state agencies covered by this chapter for compliance with federal and state law, and bring to the attention of the equal opportunity administrator matters of concern to its jurisdiction.

(3) The division of budget shall indicate in the annual personnel supplement progress made toward the achievement of equal-employment goals.

(4) The division of purchases shall cooperate in administering the state contract-compliance programs.

(5) The division of statewide planning shall cooperate in ensuring compliance from all recipients of federal grants.

(b) The office of labor relations shall propose in negotiations the inclusion of affirmative-action language suitable to the need for attaining and maintaining a diverse workforce.

(c) There is created a six-member (6) committee that shall monitor negotiations with all collective bargaining units within state government specifically for equal-opportunity and affirmative-action interests. The members of that committee shall include the director of the Rhode Island commission for human rights, the associate director of the office of diversity, equity and opportunity, the equal opportunity administrator, the personnel administrator, one member of the house of representatives appointed by the speaker, and one member of the senate appointed by the president of the senate.

§ 28-5.1-6 Commission for human rights.

The Rhode Island commission for human rights shall exercise its enforcement powers as defined in chapter 5 of this title and in this chapter, and shall have the full cooperation of all state agencies. Wherever necessary, the commission shall, at its own initiative or upon a complaint, bring charges of discrimination against those agencies and their personnel who fail to comply with the applicable state laws and this chapter. This commission also has the power to order discontinuance of any departmental or division employment pattern or practice deemed discriminatory in intent by the commission, after a hearing on the record, and may seek court enforcement of such an order. The commission shall utilize the state equal opportunity office as its liaison with state government. The Rhode Island commission for human rights is authorized to make any rules and regulations that it deems necessary to carry out its responsibilities under this chapter, and to establish any sanctions that may be appropriate within the rules and regulations of the state.

§ 28-5.1-7 State services and facilities.

(a) Every state agency shall render service to the citizens of this state without discrimination based on race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. No state facility shall be used in furtherance of any discriminatory practice nor shall any state agency become a party to any agreement, arrangement, or plan which has the effect of sanctioning those patterns or practices.
(b) At the request of the state equal opportunity office, each appointing authority shall critically analyze all of its operations to ascertain possible instances of noncompliance with this policy and shall initiate sustained, comprehensive programs based on the guidelines of the state equal opportunity office to remedy any defects found to exist.

§ 28-5.1-8 Education, training, and apprenticeship programs.

(a) All educational programs and activities of state agencies, or in which state agencies participate, shall be open to all qualified persons without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability. The programs shall be conducted to encourage the fullest development of the interests, aptitudes, skills, and capacities of all participants.

(b) Those state agencies responsible for educational programs and activities shall take positive steps to insure that all programs are free from either conscious or inadvertent bias, and shall make quarterly reports to the state equal opportunity office with regard to the number of persons being served and to the extent to which the goals of the chapter are being met by the programs.

(c) Expansion of training opportunities shall also be encouraged with a view toward involving larger numbers of participants from those segments of the labor force where the need for upgrading levels of skill is greatest.

§ 28-5.1-9 State employment services.

(a) All state agencies, including educational institutions, which provide employment referral or placement services to public or private employees, shall accept job orders, refer for employment, test, classify, counsel and train only on a nondiscriminatory basis. They shall refuse to fill any job order which has the effect of excluding any persons because of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

(b) The agencies shall advise the commission for human rights promptly of any employers, employment agencies, or unions suspected of practicing unlawful discrimination.

(c) The agencies shall assist employers and unions seeking to broaden their recruitment programs to include qualified applicants from minority groups.

(d) The department of labor and training, the governor's commission on disabilities, the advisory commission on women, and the Rhode Island economic development corporation shall fully utilize their knowledge of the labor market and economic conditions of the state, and their contacts with job applicants, employers, and unions, to promote equal employment opportunities, and shall require and assist all persons within their jurisdictions to initiate actions which remedy any situations or programs which have a negative impact on protected classes within the state.

§ 28-5.1-10 State contracts.

The division of purchases shall prepare any rules, regulations, and compliance reports that shall require of state contractors the same commitment to equal opportunity as prevails under federal contracts controlled by federal executive orders 11246, 11625 and 11375. Affirmative action plans prepared pursuant to those rules and regulations shall be reviewed by the state equal opportunity office. The state equal opportunity office shall prepare a comprehensive plan to provide compliance reviews for state contracts. A contractor's failure to abide by the rules, regulations, contract terms, and compliance reporting provisions as established shall be ground for forfeitures and penalties as established by the department of administration in consultation with the state equal opportunity office.

§ 28-5.1-11 Law enforcement.

The attorney general, the department of corrections, and the Rhode Island justice commission shall stress to state
and local law enforcement officials the necessity for nondiscrimination in the control of criminal behavior. These agencies shall develop and publish formal procedures for the investigation of citizen complaints of alleged abuses of authority by individual peace officers. Employment in all state law enforcement and correctional agencies and institutions shall be subject to the same affirmative action standards applied under this chapter to every state unit of government, in addition to applicable federal requirements.

§ 28-5.1-12 Health care.

The state equal opportunity office shall review the equal opportunity activity of all private health care facilities licensed or chartered by the state, including hospitals, nursing homes, convalescent homes, rest homes, and clinics. These state licensed or chartered facilities shall be required to comply with the state policy of equal opportunity and nondiscrimination in patient admissions, employment, and health care service. The compliance shall be a condition of continued participation in any state program, or in any educational program licensed or accredited by the state, or of eligibility to receive any form of assistance.

§ 28-5.1-13 Private education institutions.

The state equal opportunity office shall review all private educational institutions licensed or chartered by the state, including professional, business, and vocational training schools. These state licensed or chartered institutions shall at the request of the board of regents of elementary and secondary education be required to show compliance with the state policy of nondiscrimination and affirmative action in their student admissions, employment, and other practices as a condition of continued participation in any state program or of eligibility to receive any form of state assistance.

§ 28-5.1-14 State licensing and regulatory agencies.

State agencies shall not discriminate by considering race, color, religion, sex, sexual orientation, gender, identity or expression, age, national origin, or disability in granting, denying, or revoking a license or charter, nor shall any person, corporation, or business firm which is licensed or chartered by the state unlawfully discriminate against or segregate any person on these grounds. All businesses licensed or chartered by the state shall operate on a nondiscriminatory basis, according to equal employment treatment and access to their services to all persons, except unless otherwise exempted by the laws of the state. Any licensee, charter holder, or retail sales permit holder who fails to comply with this policy is subject to any disciplinary action that is consistent with the legal authority and rules and regulations of the appropriate licensing or regulatory agency. State agencies which have the authority to grant, deny, or revoke licenses or charters will cooperate with the state equal opportunity office to prevent any person, corporation, or business firm from discriminating because of race, color, religion, sex, sexual orientation, gender, identity or expression, age, national origin, or disability or from participating in any practice which may have a disparate effect on any protected class within the population. The state equal opportunity office shall monitor the equal opportunity activities and affirmative action plans of all such organizations.

§ 28-5.1-15 State financial assistance.

State agencies disbursing financial assistance, including, but not limited to, loans and grants, shall require recipient organizations and agencies to undertake affirmative action programs designed to eliminate patterns and practices of discrimination. At the request of the state equal opportunity office, state agencies disbursing assistance shall develop, in conjunction with the state equal opportunity office, regulations and procedures necessary to implement the goals of nondiscrimination and affirmative action and shall be reviewed for compliance according to state policy.

§ 28-5.1-16 Prior executive orders – Effect.

All executive orders shall, to the extent that they are not inconsistent with this chapter, remain in full force and effect.
§ 28-5.1-17 Utilization analysis.

(a)(1) The personnel administrator, in consultation with the equal employment opportunity administrator, and the human resources outreach and diversity administrator within the department of administration, shall annually conduct a utilization analysis of positions within state government based upon the annual review conducted pursuant to §§ 28-5.1-3 and 28-5.1-4.

(2) To the extent the analysis determines that minorities as currently defined in federal employment law as Blacks, Hispanics, American Indians (including Alaskan natives), Asians (including Pacific Islanders), are being underrepresented and/or underutilized, the personnel administrator shall, through the director of administration, direct the head of the department where the under-representation and/or under-utilization exists to establish precise goals and timetables and assist in the correction of each deficiency, to the extent permitted by law and by collective bargaining agreements.

(3) The initial analysis shall be directed toward service oriented departments of the state, state police, labor and training, corrections, children, youth and families, courts, transportation, and human services.

(4) The equal employment opportunity administrator shall be consulted in the selection process for all positions certified as underrepresented and/or underutilized and shall report the results of progress toward goals to the governor and to the general assembly by January 31 and July 31 of each year. A copy of these results which shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The results shall be a public record and shall be made available electronically on the secretary of state's website.

(b)(1) In the event of a reduction in force, the personnel administrator, in consultation with the equal employment opportunity administrator and director of the department(s) where the reduction is proposed, shall develop a plan to ensure that affirmative action gains are preserved to the extent permitted by law and by collective bargaining agreements. A copy of this plan shall be referred to the Rhode Island commission for human rights which may, in its discretion, investigate whether a violation of chapter 28-5 has occurred. The plan shall be a public record and shall be made available electronically on the secretary of state's website.

(2) The equal employment opportunity administrator shall report the results of the plans and their subsequent actions to the governor and to the general assembly by January 31 and July 31 of each year, to the Rhode Island commission for human rights. The report shall be a public record and shall be made available electronically on the secretary of state's website. Consistent with § 28-5.1-6, the Rhode Island commission for human rights shall have the power to order discontinuance of any department or division employment pattern or practice deemed discriminatory in intent or result by the commission.

(3) The equal opportunity administrator shall notify the commission of reports and results under this chapter.
§ 28-5-41.1 Right to fair employment practices — Gender identity or expression. — Whenever in this chapter there appears the terms "race or color, religion, sex, disability, age, country of ancestral origin, or sexual orientation" there shall be inserted immediately thereafter the words "gender identity or expression."
STATE EXECUTIVE ORDERS

EXECUTIVE ORDER 13-05
Promotes Diversity, Equal Opportunity and Minority Business Enterprises in Rhode Island

EXECUTIVE ORDER 05-02
Establishes the Human Resources Outreach and Diversity Office and their responsibilities

EXECUTIVE ORDER 05-01
Promotes Equal Opportunity and the Prevention of Sexual Harassment in State Government

EXECUTIVE ORDER 94-22
Promotes Minority Business Enterprises in Rhode Island State Government.

EXECUTIVE ORDER 93-1

EXECUTIVE ORDER 92-2
Compliance with Americans with Disabilities Act.

EXECUTIVE ORDER 86-10
Establishes the Refuge Policy for the State.

EXECUTIVE ORDER 85-16
Designates the State 504 coordinator to create policies, practices and programs regarding accessibility of State buildings and properties to disabled persons.
Lincoln D. Chafee  
Governor

EXECUTIVE ORDER

13-05

May 9, 2013

PROMOTION OF DIVERSITY, EQUAL OPPORTUNITY AND MINORITY BUSINESS ENTERPRISES IN RHODE ISLAND

WHEREAS, Rhode Island was founded on the principles of tolerance and diversity; and

WHEREAS, for generations, minority populations have enriched the fabric of our State, strengthened our economy, and made Rhode Island a better place to live; and

WHEREAS, it is vitally important for the State to acknowledge the changing demographics of our population and actively recruit minority talent to the workforce; and

WHEREAS, it is a priority of the Chafee Administration to reflect these changing demographics through substantial minority employment in State government and increased opportunities for minority business enterprises to participate in State procurement and construction projects; and

WHEREAS, by drawing from the entire pool of human resources and talent, and by creating a culture that values diversity and inclusion, we strengthen our collective performance as a State workforce and thereby improve the State’s ability to serve the people of Rhode Island; and

WHEREAS, over the past 30 years, Rhode Island’s population has increased from seven percent (7%) to twenty-four percent (24%) people of color. In addition, in just the last decade, Rhode Island’s Latino population grew forty-four percent (44%), adding almost 40,000 residents. The Asian-American and African-American populations also grew by twenty-eight percent (28%) and twenty-three percent (23%), respectively, over the same time period; and
Executive Order 13-05  
May 9, 2013  
Page 2

WHEREAS, by the year 2040 the population of the State as a whole is projected to be forty-one percent (41%) people of color; and

WHEREAS, R.I. Gen. Laws § 37-14.1-1 et seq., enacted in 1986, declared a State policy by which minority business enterprises (MBEs), which include minority-owned, women-owned and disadvantaged business enterprises, shall be awarded a minimum of ten percent (10%) of all dollars in State procurement and construction projects and a preference in State contracts and subcontract awards; and

WHEREAS, R.I. Gen. Laws § 28-5.1-1 et seq., the Equal Opportunity and Affirmative Action Act, enacted in 1988, declared a policy of affirmative action to achieve equal opportunity in all units of State government, and established a State Equal Opportunity Office within the Department of Administration.

NOW, THEREFORE, I, LINCOLN D. CHAFEE, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. The Director (Director) of the Department of Administration (Department), shall review all divisions and offices within the Department charged with facilitating equal opportunity employment and MBEs, including, but not limited to, the Division of Human Resources, the State Equal Opportunity Office, the Human Resources Outreach and Diversity Office, the Division of Purchases, and the MBE Program, and shall make recommendations to the Governor to improve collaboration between these offices and all executive departments to ensure these programs are more effective. These recommendations shall encourage measures of quality and accountability in equal opportunity and affirmative action hiring and MBE procurement as allowed by law. In addition, these recommendations shall include strategies for recruiting, hiring, promoting and retaining a more diverse workforce. The Director shall submit these recommendations to the Governor for approval on or before August 1, 2013. All executive departments shall comply with the Director's recommendations and shall cooperate fully with taking steps to increase minorities in the State's workforce and increase the usage of MBEs with State contracts.

2. Every State agency, in partnership with the Office of Equal Opportunity, shall track and maintain hiring data as part of the agency's performance management functions. Each agency shall provide the Office of Equal Opportunity, which shall coordinate with the Office of Management and Budget's Office of Performance Management and the Office of Outreach and Diversity, with a plan for improving minority hiring no later than October 1, 2013.
3. The Division of Purchases MBE Compliance Office shall identify State contracts and sub-contracts that could increase the number of minority-owned businesses participating in State work where strategic efforts can be undertaken. Each agency shall provide a list of contracts and sub-contracts that should be reviewed for MBE recruiting potential as part of the plan which shall coordinate with the Office of Management and Budget’s Office of Performance Management and the Division of Purchases MBE Compliance Office on or before December 1, 2013.

4. The Director shall prepare an annual report to the Governor due on August 1, 2013 and every August 1 thereafter, for the prior fiscal year, demonstrating the State’s progress in minority employment and MBE procurement and any recommendations for continued improvements in these programs. This report shall take into account the Affirmative Action Plans that are submitted by every State agency on an annual basis, as required under R.I. Gen. Laws Chapter 28-5.1.

5. The Department and the Human Resources Outreach and Diversity Office shall develop and conduct a diversity training program within one year of the effective date of this Order. For future hires, such training may be part of the standardized orientation provided to new employees.

This Order shall take effect immediately.

So Ordered:

[Signature]

Lincoln D. Chafee
State of Rhode Island and Providence Plantations
State House
Providence, Rhode Island 02903-1196
401-222-2280

Donald L. Carcieri
Governor

EXECUTIVE ORDER

05-02

January 17, 2005

PROMOTION OF A DIVERSE STATE GOVERNMENT WORKFORCE

WHEREAS, Rhode Island State Government is committed to fostering a competitive and diverse workforce comprised of highly skilled and capable employees through recruitment, training, retention, and promotion of qualified men and women from diverse racial, ethnic, linguistic, socioeconomic, and educational backgrounds as well as individuals with disabilities; and

WHEREAS, it is in the best interests of business and government to create an open, inclusive and equitable human resources paradigm that capitalizes on workforce excellence and the strength of individual differences; and

WHEREAS, the Rhode Island General Assembly has determined there exists a compelling interest in promoting equal opportunity; and

WHEREAS, diversity requires leadership commitment and accountability, along with the assessment and development of policies and practices to assure that the State’s operating system is based on principles of equity and inclusion; and

WHEREAS, the state’s commitment to equal opportunity, diversity, and conduct that fosters respect in the workplace is unwavering.

NOW, THEREFORE, I, DONALD L. CARCIERI, by the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:
1. There shall be established within the Department of Administration a Human Resources Outreach and Diversity Office. This Office shall report directly to the Director of the Department of Administration or designee on the state of diversity in Rhode Island State government and shall work towards developing a business case for equity with an emphasis on building a diverse workforce to guarantee fair and reasonable opportunities for public service.

2. The Human Resources Outreach and Diversity Office responsibilities shall include:

   • Developing guidelines to effectuate its mission;
   • Researching and developing best practices for the promotion of diversity throughout State government;
   • Providing guidance and technical support to state entities;
   • Developing a strategic and focused recruitment and tracking initiative for individuals interested in state employment including fostering relationships with community-based organizations to strengthen and support recruitment and outreach activities;
   • Initiating training seminars including a diversity awareness program to share the benefits of diversity and to encourage a culturally sensitive workforce environment;
   • Submitting an annual benchmark report to the Director of the Department of Administration or designee.

3. To assist the Office in carrying out its responsibilities there shall be established a Diversity Advisory Council, selected and appointed by the Governor, and comprised of fifteen (15) members, consisting of four (4) members of the public and one (1) member from each of the following governmental entities:

   Office of the Governor
   Human Resources Outreach and Diversity Office
   Department of Labor & Training
   Office of Personnel Administration Human Resources
   Office of Labor Relations
   Office of Equal Opportunity
   Governor’s Commission on Women

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Governor's Commission on Disabilities
Office of Higher Education
Rhode Island Commission on the Deaf and Hard of Hearing
Division of Legal Services within the Department of Administration

The Director of Administration or designee shall chair the Council. The Council shall meet quarterly.

This Executive Order supersedes and rescinds Executive Order No. 00-4, and is effective immediately upon the date hereof.

So Ordered:

[Signature]

Donald L. Carcieri

Dated: January 17, 2005
State of Rhode Island and Providence Plantations  
State House  
Providence Rhode Island 02903-1196  
401-222-2080

Donald L. Carcieri  
Governor

EXECUTIVE ORDER  
05-01  
January 17, 2005

PROMOTION OF EQUAL OPPORTUNITY AND  
THE PREVENTION OF SEXUAL HARASSMENT IN STATE GOVERNMENT

WHEREAS, there is a compelling interest in the promotion and achievement of equal opportunity; and concerted commitment is necessary to prevent discrimination and sexual harassment in all departments and agencies of Rhode Island state government; and

WHEREAS, Rhode Island has an unwavering commitment to providing equal employment opportunity in state government to all qualified individuals without sexual harassment or discrimination on the basis of race, color, creed, religion, age, sex, ethnicity, national origin, veteran status, marital status, sexual orientation, gender identity, or the presence of a sensory, mental, or physical disability; and

WHEREAS, the prevention and elimination of discrimination and sexual harassment requires continued action to ensure that all employment opportunities existing in or through state government are available to all qualified individuals; and

WHEREAS, to provide equal opportunity for all employees and applicants in all aspects of employment including, but not limited to recruitment, hiring, retention, training, compensation, benefits, leave, assignment, transfer, promotion, discipline, demotion, terminations, and layoffs, and to ensure reasonable steps are taken to actively promote employment opportunities to all qualified individuals that historically have been underutilized in the state government workforce there is a need to reaffirm policies, practices consistent with State and Federal law.
NOW, THEREFORE, I, DONALD L. CARCIERI, by the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. All Directors, their senior staff and all supervisory employees of agencies, departments, state boards, commissions, public authorities and quasi-public corporations of state government ("Agencies") are responsible for ensuring that all aspects of state programs for which they manage are available without discrimination or sexual harassment.

2. Pursuant to all applicable Federal and State law, all Agencies are to develop, promote, monitor, implement, and maintain equal employment opportunity policies and practices that:
   a) do not discriminate against any employees or applicants for state employment in all aspects of employment including contract procurement and service delivery;
   b) establish guidelines to prevent discrimination and sexual harassment of any employees or applicants for state employment;
   c) identify and actively promote employment opportunities for qualified individuals that historically have been underutilized in the state government workforce;
   d) describe the notice and filing provisions that enable any employee or applicant for state employment who believes he/she has been discriminated against or sexually harassed to immediately report such conduct to appropriate official(s).

3. All Agency Directors shall designate an individual as the Agency’s Equal Employment Opportunity Officer and American with Disabilities Act Coordinator (the Officer). Such Officers, with the assistance of the State Equal Opportunity Office (EOO) as set forth in Title 28, Chapter 5.1 et seq. of the Rhode Island General Laws, shall be responsible for the formulation, drafting and reporting of plans and policies relating to nondiscrimination as well as the prevention of sexual harassment as required by Title 28, Chapter 51-2.

All Agency Officers shall annually attend one (1) Equal Employment Opportunity training session and one (1) training session on the prevention of sexual harassment. Each Agency Officer shall work cooperatively with the Diversity Advisory Council as established by Executive Order 05-02 and the State EOO to conduct a semi-annual review and evaluation of hiring/promotion activity within their unit.

All Agency Directors shall work cooperatively with the Agency Officer to monitor and maintain compliance according to the guidelines outlined in the Agency’s EOO plan.

4. All Agencies shall comply with Federal laws pertaining to the promotion of equal opportunity for all qualified individuals and the prevention of sexual harassment including but not limited to the following provisions:
   - Title VII of the Civil Rights Act of 1964, as amended, that prohibits employment discrimination on the basis of race, color, religion, sex or national origin;
   - The Age Discrimination in Employment Act of 1967, as amended, that prohibits employment discrimination against individuals 40 years of age or older;
   - The Equal Pay Act of 1963 that prohibits discrimination on the basis of gender in compensation for substantially similar work under similar conditions;
Title I of the Americans with Disabilities Act of 1990, as amended, that prohibits employment discrimination on the basis of disability in both the public and private sector, excluding the federal government;

The Civil Rights Act of 1991, as amended, that provides for monetary damages in case of intentional discrimination;

Section 501 of the Rehabilitation Act of 1973, as amended, that prohibits employment discrimination against federal employees with disabilities;

Title IX of the Education Act of 1972, as amended, that forbids gender discrimination in education programs, including athletics that receive federal dollars;

The Pregnancy Discrimination Act of 1978, as amended, that makes it illegal for employers to exclude pregnancy and childbirth from their sick leave and health benefits plans; and


5. All Agencies of Rhode Island State Government shall also comply with State laws pertaining to the promotion of equal opportunity for all qualified individuals and the prevention of sexual harassment including but not limited to Article 1, Section 2 of the Rhode Island Constitution; all applicable provisions of Rhode Island General Laws Chapter 5 through 6, and Chapter 51 of Title 28. These statutes require Fair Employment Practices regardless of race, color, religion, sex, sexual orientation, gender identity, expression, disability, age, or country of origin; positive action be taken to affirm the civil rights of protected classes of individuals; promote nondiscrimination, and prohibit sexual harassment.

6. Pursuant to Rhode Island General Laws Title 28, Chapter 5.1, the State EOO shall be responsible for assuring compliance with State and Federal laws prohibiting discrimination and all applicable provisions of this Executive Order.

7. Pursuant to Rhode Island General Laws Title 28 Chapter 51, the Office of Labor Relations within the Department of Administration shall be responsible for assuring compliance with State and Federal laws prohibiting sexual harassment and all applicable provisions of this Executive Order.

8. Pursuant to Rhode Island General Laws Title 28, Chapter 5 Sections 8 through 40, the Rhode Island Commission for Human Rights shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.

9. Pursuant to Rhode Island General Laws Title 42, Chapter 51, the Governor’s Commission on Disabilities shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.

10. Pursuant to Rhode Island General Laws Title 23 Chapter 23-1.8, the Commission on Deaf and Hard-of-Hearing shall be responsible for assuring compliance with all applicable provisions of this Executive Order.

11. Pursuant to Rhode Island General Laws Title 28-5.1-5 and Title 36 Chapter 4-26.1, the Office of Personnel Administration within the Department of Administration and the State EOO
shall be responsible for assuring compliance with State and Federal laws and all applicable provisions of this Executive Order.

12. Pursuant to Rhode Island General Laws Title 28-5.1-3.1 each Agency of State Government is responsible for assuring compliance with all applicable provisions of this Executive Order.

Individuals believing that they have been discriminated against or sexually harassed in employment by or through state government should immediately contact:

Rhode Island State Equal Opportunity Office
Department of Administration, Personnel Office
One Capitol Hill
Providence, RI 02908
Tel (401) 222-3090; Fax (401) 222-6391; TTD (401) 222-6144

Rhode Island Commission for Human Rights

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180 Westminster Street, 3rd Floor Providence, RI 02903 Tel (401) 222-2661; Fax (401) 222-2616; TTY (401) 222-2664

Governor’s Commission on Disabilities
41 Cherry Dale Court
Cranston, RI 02920
Tel (401) 462-0100; Fax (401) 462-0106; TTY (401) 462-0101

This Executive Order supersedes and rescinds Executive Order No. 96-14 and No. 95-11, and is effective immediately upon the date hereof.
So Ordered:

[Signature]
Donald L. Carcieri
Dated: January 17, 2005
EXECUTIVE ORDER

No. 94-22

December 23, 1994

MINORITY BUSINESS ENTERPRISE

WHEREAS, it is the policy of the State of Rhode Island and of this administration that Minority Business Enterprises and Women Business Enterprises, (herein defined as "MBEs") shall have the fullest possible opportunity to participate in State funded and State directed public construction programs and projects and in State purchases of goods and services; and

WHEREAS, the General Assembly in 1986 enacted Title 37, Chapter 14.1, (herein defined as the MBE statute) and therein authorized the Director of the Department of Administration to establish rules and regulations for giving MBEs a preference in contract and subcontract awards; and

WHEREAS, on June 23, 1994, I signed Executive Order 94-9, reorganizing and enhancing the powers and duties of the MBE Program, and there is now a need to restructure and clarify the responsibilities of the MBE program; and

WHEREAS, as Governor, I intend to affirm and carry out the State's policy of encouraging full compliance with the MBE statute throughout State government;

NOW, THEREFORE, I, BRUCE SUNDLUN, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

Article I - Applicability

This Executive Order shall apply to any and all State purchasing, including but not limited to construction projects or contracts, professional services, and purchase of goods and services funded in whole or in part by State funds, or funds which the State expends or administers as the recipient of a federal grant, or in which the State is a signatory to the contract.
Article II - Minority Business Enterprise Program

(A) The Director of the Department of Administration shall assume overall responsibility for the MBE Compliance Program. The Director of Administration shall create the position of Administrator - MBE Compliance and shall delegate day to day operational responsibility to that official. The Administrator - MBE Compliance shall serve as the primary operational officer of the MBE Program and shall be supported by staff as determined by the Director, Department of Administration. The Administrator - MBE Compliance shall assume responsibility as the Executive Director of the MBE Commission and provide staff support for the Commission. The Administrator - MBE Compliance shall, with the support of the MBE Program staff, advise and assist the Governor, the Director of Administration, the Purchasing Agent, and other entities and individuals directly affected by the contract and procurement practices of State government. The Administrator - MBE Compliance shall assist in the development of effective and innovative strategies for promoting MBE participation in the State’s procurement, construction, professional, consulting, and legal service contracts in order to comply with R.I. General Laws Section 37-14.1-7.

(B) The MBE Program shall:

1. Assist the Director of Administration to issue rules, regulations and reporting requirements necessary to implement the objective of this Executive Order.

2. Monitor the progress of each department, agency, and quasi-state authority or corporation in the attainment of MBE policy objectives, participation goals, and requirements.

3. Conduct such activities as visits to job sites, public hearings and examination of records and practices of various departments as may be necessary to ensure compliance with the requirements of this Executive Order.

4. Arrange for technical assistance, support and resource identification to assist the various department, agency and quasi-state authority or corporation purchasing entities in attaining the objectives of this Executive Order.

5. Identify and seek assistance from various community based organizations, local, state and federal agencies active in the field of MBE development as well as offices in other state and federal jurisdictions.
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December 23, 1994
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6. Act as a coordinating body to bring MBEs into active participation in the purchasing procedures of the various departments of the State.

7. Develop a statewide reporting system for all MBE activities under R.I. General Laws Section 37-14.1.

8. Conduct research and analysis to strengthen the State's MBE Program.

9. Develop for the Director of the Department of Administration recommended rules and regulations to insure compliance and sanctions for non-compliance by departments, agencies and quasi-state authorities or corporations.

10. Submit an Annual Report to the Governor, by November 30th of each year (for the prior fiscal year) recommending procedures, activities, etc. to improve the program.

(C) The MBE Program shall certify MBEs:

The responsibility for MBE certification has been assumed by the Department of Administration:

1. Pursuant to R.I. General Laws Section 37-14.1 (relating to MBE) and Section 42-35-1 (relating to Administrative Procedures), the Department of Administration shall adopt, transfer and/or modify rules and regulations for the certification of MBEs.

2. Develop a database of certified MBEs to be maintained as a public record.

3. Notify the purchasing agent of the State and quasi-state authorities or corporations of any determination of non-compliance with the requirements of this Executive Order or the removal of the certification of an MBE.
Article III - MBE Commission

(A) There is hereby established a Minority Business Enterprise Commission (herein defined as the "MBE Commission") to advise and assist the MBE Program, the Director, Department of Administration and the Administrator - MBE Compliance in meeting and carrying out the MBE compliance rules and regulations promulgated by the Department of Administration.

(B) The following officials and individual persons are hereby appointed as members of the MBE Commission, to serve at the pleasure of the Governor:

A cabinet level official to be appointed by the Governor

Director of the Department of Administration (or designee), Chair

Representative Joseph Newcombe

Executive Director, Commission for Human Rights

Cavby Harrison, III
Licht & Semenoff

President (or designee)
Black Contractors Association of Rhode Island

Executive Director (or designee)
Rhode Island Commission on Women

President (or designee)
Hispanic Contractors Association

(C) The following officials shall serve as non voting advisors to the MBE Commission:

Director of Policy
Governor's Office
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Associate Director and Purchasing Agent  
Department of Administration - Division of Purchasing

Associate Director - Department of Administration  
Division of Human Resources

State Controller  
Department of Administration - Office of Accounts and Control

Chief Civil Rights Officer  
Department of Transportation

(D) The following official shall serve as the Executive Director of the MBE Commission:

Administrator - MBE Compliance  
Department of Administration - Division of Human Resources

The MBE Commission shall meet no less than six times per year and upon the call of the Chairperson or four (4) Commission members to consider whatever business the Chairperson or Commission members may deem appropriate. Four (4) members shall constitute a quorum of the Commission.

Article IV - Responsibility of Departments, Agencies, and Quasi-State Authorities or Corporations Empowered to Expend State Funds

(A) Each governmental department, agency and quasi-state authority or corporation empowered to expend or administer State funds shall develop and submit as part of its annual budget, an MBE plan to meet the goal of awarding 10% of the dollar value of all procurements and construction projects to certified MBEs.

(B) The Director of each department, agency or quasi-state authority or corporation empowered to expend State funds, shall designate a highly placed official ("MBE Coordinator") to have overall responsibility for promoting greater participation of MBE in his or her department or agency or quasi-state authority or corporation.
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December 23, 1994
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(C) If the rules and regulations promulgated by the Department of Administration are not being met, the Department, agency or quasi-state authority or corporation shall submit a report to the Department of Administration's Administrator - MBE Compliance stating the reasons for its inability to comply with such rules and regulations, and identify the remedial steps it shall take. Such remedial steps may include:

1. Targeting some bids invitations to MBEs.

2. Promoting joint ventures between MBEs and non-MBEs.

3. Requiring prime contractors, where subcontracting opportunities exist, to subcontract a minimum amount of work on projects to MBEs.

4. Designating MBEs as suggested vendors when submitting requests to the purchasing agent.

5. Dividing large contracts into smaller units to afford opportunities for MBEs, where legally permissible.

6. Developing a plan to require prime contractors, whenever possible, to purchase supplies, services and equipment from MBEs.

Article V - Responsibility of State Purchasing Agent and Quasi-State Authority or Corporation Purchasing Agents

The State Purchasing Agent and quasi-state authority or corporation purchasing agents will provide maximum support to comply with the requirements of the MBE statute as stated herein. Such efforts will include:

1. Notifying all possible bidders, especially potential MBE suppliers of purchasing for departments, agencies and quasi-state authorities or corporations. Such notification might include direct mail, advertising in media reaching the minority community, and such other outreach efforts as may be necessary.

2. Seeking out MBEs from the list of certified MBEs to be included in prospective bidder lists, and targeting some bid invitations to MBEs.
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3. Providing information to minority suppliers and conducting outreach and information sessions for existing and potential MBEs.

4. Monitoring the utilization of MBEs in the area of Utility Order Purchases.

5. Provide such information as may be requested by the MBE Commission.

6. Performing any such other activities that generally support objectives of this Executive Order and R.I. General Laws Section 37-14.1 et seq.

This Executive Order effectively rescinds, supersedes and replaces Executive Order No. 94-9.

This Executive Order shall take effect immediately upon the date hereof.

12/27/94

DATE

[Signature]

GOVERNOR
EXECUTIVE ORDER
No. 93-1
JANUARY 18, 1993

AFFIRMATIVE ACTION POLICY STATEMENT

I, BRUCE SUNDBLUN, by the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. Equal Opportunity and Affirmative Action towards its achievement is the firm and unswerving policy of all units of Rhode Island State Government.

2. Rhode Island State Government is committed to providing equal opportunity in every aspect of its programs and will not discriminate because of race, sex, national origin, age, religion, sexual orientation, or disability. Because my administration recognizes the need to eliminate the vestiges of past societal discrimination, it will take affirmative action to ensure that its employment opportunities are available to every qualified Rhode Islander.

3. Within agencies, departments of state government, and those agencies created by legislative statute, the following areas will be administered without regard to race, color, sex, age, religion, sexual orientation, or disability:

   HIRINGS
   Salary/Wage
   Lay-offs
   Transfers
   Promotions
   Demotions

   Work Assignments
   Leave
   Training
   Recall From Lay-offs
   Appointments
   Discipline

4. In addition, my administration will not tolerate discrimination by any recipient of state government funds. This includes lending institutions, developers, contractors, sub-contractors and entities doing business with the State. Deliberate or persistent violation of the affirmative action policies set forth herein may result in the withdrawal of State support or involvement in a project and/or debarment from further State involvement. Any person or corporation doing business with the State shall cooperate with the monitoring of this policy. The Director of Administration shall promulgate such rules and regulations as are necessary to effectuate compliance with this paragraph.
5. In addition to Rhode Island State Government, each and every employee of state government is responsible for assuring that all aspects of state programs for which he/she is responsible for are available without discrimination. Department Directors and their senior staff are responsible for the implementation of this policy and they will be evaluated as to their role in this implementation.

6. All Department Directors and appointing authorities shall appoint a highly placed person, who shall report to the Department Director and who shall be designated as the Departmental Affirmative Action Officer. The Departmental Affirmative Action Officer shall attend at least one EEO training session annually and the officer shall assist in the development and enforcement of affirmative action plans. Each Departmental Affirmative Action Officer shall work cooperatively with the Personnel Administrator to conduct a quarterly review of hiring/promotion activity within their unit to evaluate and report to his/her Department Director on affirmative action progress or lack thereof. Each Departmental Affirmative Action Officer shall submit information on the status of their plans twice annually to their respective Department Directors.

7. The Governor's Executive Committee for Affirmative Action is hereby established and its membership shall hereafter consist of the following: the EEO Administrator, the Executive Director of the Human Rights Commission, the Executive Secretary of the Governor's Commission on the Handicapped, the Director of the Commission on Women, the Executive Director of the Minority Business Enterprise Commission, the Chief of the Merit Selection and Classification Unit, the Administrator of Purchasing Systems, and the Personnel Administrator who shall Chair this Committee.

8. The Committee shall advise the Governor in the formulation and coordination of plans, policies and programs relating to equal opportunity and affirmative action in all State departments and agencies and in assuring effective implementation of such policies, plans and programs by such agencies.

9. Upon the request of the Executive Committee, the Department Director of each State agency and the Departmental Affirmative Action Officer shall meet with the Committee and report in person to such Committee on the agency's affirmative action program. It shall be the Executive Committee Chair's responsibility to schedule such meetings, and it shall be the duty of every agency head to comply
with such requests for data or other information or reports as the Executive Committee may deem appropriate for analysis and review in advance of such meeting.

10. In addition to the duties of the State EEO Office set forth in Title 28, Chapter 5.1 of the Rhode Island General Laws, the State EEO Office shall:

A) review the Affirmative Action plans submitted annually by each state department or agency and prepare a comparative analysis of the strengths and weaknesses of the plans;

B) make recommendations to the departments on proactive policy initiatives that may enhance affirmative action plan objectives;

C) prepare an Executive Summary of the departmental plans for submission to the Governor annually on November 15th; and

D) work cooperatively and in conjunction with the Departmental Affirmative Action Officers, Departmental MBE Coordinators, and State Officials serving on the Governor's Executive Committee for Affirmative Action.

11. The State Equal Opportunity Office shall be responsible for assuring compliance with Rhode Island General Laws Title 28, Chapter 5.1 and the provisions of this Executive Order.

12. The Rhode Island Commission for Human Rights shall be responsible for assuring compliance with Rhode Island General Laws Title 28, Chapter 5, Sections 8 through 40 and the provisions of this Executive Order.

13. The Rhode Island Governor's Commission on the Handicapped shall be responsible for assuring compliance with Rhode Island General Laws Title 42, Chapter 51 and the provisions of this Executive Order.
14. All units of Rhode Island State Government shall comply with all state and federal laws pertaining to equal opportunity and affirmative action including:

Rhode Island Fair Employment Practices Act,
Rhode Island Handicapped Products Procurement Act,
Rhode Island AIDS Discrimination Act,
Federal Executive Order 11246, as amended,
Title VI and Title VII of the Civil Rights Act of 1964, as amended,
Age Discrimination in Employment Act of 1967,
Equal Pay Act of 1963,
Rehabilitation Act of 1973, Section 504,
Americans with Disabilities Act (ADA) of 1990,
Vietnam Era Veterans Act of 1974,
Age Discrimination Act of 1975,
Education Amendments Act of 1972 (Title IX),
Civil Rights Act of 1991,
Rhode Island Executive Order 92-2 (Americans with Disabilities Act),
Rhode Island Executive Order 91-39 (Sexual Harassment),
Rhode Island Executive Order 92-4 (Minority Business Enterprise Commission), and

15. Persons with disabilities requesting reasonable accommodation should contact their own department/agency’s personnel office or ADA Coordinator.

16. Persons having questions or needing assistance for minority or women business enterprises should contact the Executive Director of the Minority Business Enterprise Commission at 277-6246(v) 277-3090 (tdd).
17. Citizens of Rhode Island believing that they have been discriminated against in the pursuit of achieving the quality of life as aforementioned should contact:

Governor's Commission on the Handicapped
555 Valley Street, Building #51
Providence, RI 02908-5686
TEL. #277-3731
TDD #277-3701
FAX #277-2813

RI Commission for Human Rights
10 Abbott Park Place
Providence, RI 02903-3768
TEL. #277-2661
TDD #277-2664
FAX #277-2616

RI State Equal Opportunity Office
One Capitol Hill
Providence, RI 02908-5865
TEL. #277-3090
TDD #277-6144
FAX #277-6378

This Executive Order shall supersede and rescind Executive Order No. 65-11, and become effective immediately on the date hereof.

1-12-93

DATE

GOVERNOR
EXECUTIVE ORDER
NO. 92-2
JANUARY 23, 1992

COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

WHEREAS, the Americans with Disabilities Act ("ADA") was enacted by the United States Congress on July 26, 1990 to expand the civil rights of individuals with disabilities in the areas of employment, transportation, public accommodations and communications; and

WHEREAS, the primary objective of the ADA is to require employers and public service providers to eliminate any and all barriers, practices or policies that may discriminate against or otherwise deprive individuals with disabilities of the full use and enjoyment of public accommodations, public transportation, telecommunication systems and employment opportunities; and

WHEREAS, it was anticipated that the process of removing any and all such barriers would best be effectuated by developing a comprehensive statewide plan; and

WHEREAS, in June of 1991, I directed the Governor's Commission on the Handicapped to create a Coordinating Committee on the ADA that would bring representatives from all segments of State government together to participate in joint self evaluation and ADA compliance planning; and

WHEREAS, the Coordinating Committee, chaired by Nancy Hustad-Jensen has developed and presented me with a statewide plan for meeting the mandates of the ADA entitled "AMERICANS WITH DISABILITIES ACT; SELF EVALUATION AND COMPLIANCE PLAN FOR THE STATE OF RHODE ISLAND;" (hereinafter "ADA Compliance Plan")

NOW, THEREFORE, I, BRUCE SUNDLUN, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, do hereby order as follows:

1. The Rhode Island State ADA Compliance Plan shall be implemented forthwith so that individuals with disabilities may be fully integrated into all aspects of Rhode Island life in the most expeditious manner possible.
2. There shall be a State ADA Coordinator to assume overall, day-to-day responsibility for implementing the ADA Compliance Plan.

3. The Chairperson of the Governor's Commission on the Handicapped is hereby designated to serve at the Governor's pleasure as the State ADA Coordinator. The Executive Secretary of the Governor's Commission on the Handicapped is hereby designated to serve as Deputy Coordinator.

4. The duties of the ADA Coordinator shall include:

   A. monitoring the State's compliance with all federal and state laws and regulations affecting individuals with handicaps, including but not limited to Section 504 of the 1973 Rehabilitation Act and the Americans with Disabilities Act;

   B. establishing a technical assistance program to inform and advise State and local government agencies, human service providers, providers of public accommodations, real estate agents, brokers, developers, architects, landlords, builders, and other affected entities and individuals on their obligations under the ADA;

   C. establishing a grievance procedure to promptly and equitably resolve complaints of noncompliance with the ADA involving departments, agencies or divisions of State government;

   D. establishing a procedure for initiating complaints against any department, agency or division within State government that willfully fails to comply with the requirements of the ADA or the ADA Compliance Plan.

   E. developing, making periodic revisions to, and overseeing implementation of an ADA Transition Plan for the removal of environmental and communication barriers in State owned facilities;

   F. presiding at future meetings of the State Coordinating Committee on the ADA.
5. The State Coordinating Committee on the ADA shall continue to exist and shall continue to be staffed by the Governor's Commission on the Handicapped. The Committee shall advise and assist the ADA Coordinator in the implementation of the ADA Compliance Plan. It shall also prepare a status report to the Governor on or before October 1, 1992, and annually thereafter.

6. The Governor's Commission on the Handicapped, the State Building Commission and the Commission for Human Rights shall, whenever possible and appropriate, cooperate with and assist the ADA Coordinator to:

   A. Assure compliance with the building accessibility and public accommodations sections of the ADA; and
   
   B. Carry out the duties of the ADA Coordinator enumerated above.

This Executive Order shall take effect on the date hereof.

1/23-92
Date

Governor
WHEREAS, the State of Rhode Island has been a home and a haven for immigrants and refugees since the beginning of its recorded history; and

WHEREAS, for more than three centuries people driven from their homelands by various forms of persecution have come to Rhode Island and found the opportunity and the means to establish a new life here; and

WHEREAS, the United States Refugee Act of 1980, Pub. L. No. 96-212, authorizes the grant of asylum to refugees who are defined as any person outside his or her country of nationality "who is unable or unwilling to return to, and is unable or unwilling to avail himself or herself of the protection of that country because of persecution or a well-founded fear of persecution on account of race, religion, nationality, membership in a particular social group, or political opinion"; and

WHEREAS, Rhode Island accepts and welcomes the opportunity to take part in our national refugee resettlement program and to carry out our state's exemplary historical role in assisting people fleeing dangers and undue hardships; and

WHEREAS, the refugee experience is a major upheaval in the lives of these individuals, and in order for them to adjust successfully to a new country and culture, a period of transition is necessary to learn a new language and culture; and

WHEREAS, Rhode Island recognizes that refugees have great potential to contribute to the state and its communities, and that it is in the interest of all that their potential be nurtured and encouraged; and
WHEREAS, the Rhode Island Office of Refugee Resettlement was created for the purpose of implementing the requirements of the Refugee Act of 1980 (P.L.95-212) to assist refugees in the state to become self-sufficient as rapidly as possible; and

WHEREAS, the Governor's Advisory Council on Refugee Resettlement, created by Executive Order 85-24, was established for the purpose of forging a linkage between the refugee community and the larger Rhode Island society; and

NOW, THEREFORE, I, Edward D. DiPrete, by virtue of the authority vested in me as Governor of the State of Rhode Island and Providence Plantations, hereby order and direct the following:

1. The Rhode Island Office of Refugee Resettlement shall be authorized to coordinate consultations among the following entities and agencies: voluntary agencies ("VOLAGs") and their national offices; local officials; state departments; namely, the Department of Employment Security, the Department of Health, the Department of Human Services, the Department of Mental Health, Retardation, and Hospitals, the Department for Children and Their Families, the Department of Economic Development, the Department of Transportation, the Department of Education, the Office of the Attorney General and other appropriate public and private agencies.

2. The above consultations shall be to determine the availability of needed services such as housing availability and community responsiveness; to evaluate economic conditions, and to determine the proximity of organizations and institutions which provide support.

3. All transitional services shall be provided with a view to maximize their accessibility and cultural appropriateness. The characteristics and concerns of the refugee communities should be taken into account in the shaping of specific service delivery procedures and mechanisms and the determination of their cultural and linguistic sensitivity.
4. Those state agencies as previously stated that conduct programs and activities directly or indirectly relating to the service needs of the refugee population shall immediately undertake an affirmative planning process with regard to refugees. This planning process shall be completed by October 1, 1986, and shall include the following elements:

A. Needs Assessment: Determining the current and potential requirements refugees have for the agencies' services;

B. Current Use: Measuring and documenting the extent to which refugees now use the services;

C. Agency Service Plan for Refugees: Formulating a plan, including a timetable for implementation, that ensures that delivery of the agencies' services to refugees meets the needs identified in the needs assessment and are in compliance with Title VI of the United States Civil Rights Act of 1964.

5. Rhode Island Office of Refugee Resettlement and Rhode Island Equal Opportunity Office Assistance -

The Rhode Island Office of Refugee Resettlement and the Rhode Island Office of Equal Opportunity shall provide technical assistance to the agencies throughout the planning process and shall monitor the agencies' progress in the implementation of their plans. Technical assistance when necessary will be requested from the Federal Offices for Civil Rights Compliance.

6. State Agencies Preparing Agency Service Plans -

The following state agencies shall engage in the planning process: the Department of Human Services, the Department of Health, the Department of Employment Security, the Department of Mental Health, Retardation and Hospitals, the Department for Children and Their Families, the Department of Education,
the Department of Economic Development, and the Department of Transportation.

7. **Transitional Education Program** -

RIORR shall meet regularly with the Department of Education to coordinate the provision of the transitional program for refugee children, bilingual education programs, adult education services, and other educational programs of special concern to the refugee communities.

8. **Consultation with Attorney General** -

RIORR shall work with the Office of the Attorney General, specifically the Civil Rights Division and the Division of Consumer Protection, in its effort to ensure that necessary state protection and services are available to the refugee population.

This Executive Order shall take effect on the date hereof.

Edward D. DiPrete
Governor
WHEREAS, Title V of the Rehabilitation Act of 1973 sets forth the
civil rights of handicapped persons; and

WHEREAS, handicapped persons have a right to expect and gain access to
various buildings and properties which exist for the betterment of all
persons; and

WHEREAS, under Section 504 of Title V of the Rehabilitation Act of
1973 the State has been mandated to create policies, practices and
programs regarding accessibility of State Buildings and properties to
handicapped persons; and

WHEREAS, such a designation would allow for the expeditious compliance
with the mandate of Section 504 thereby serving the needs of
handicapped persons in the best possible manner;

NOW, THEREFORE, by virtue of the authority vested in me as Governor of
the State of Rhode Island and Providence Plantations, it is ordered as
follows:

1. The Director of Administration is hereby designated the
State's 504 Coordinator and shall delegate operational
control to the State Building Code Commissioner as his
designee.

2. The duties of the Coordinator shall be to coordinate all
State agencies in the implementation of all federal rules
and regulations affecting the State in terms of compliance
with the mandates of Section 504 of Title V of the

3. The Coordinator's duties shall include:

a. Authority to order departments to prepare and complete
   transition plans in accordance with 504 regulations.
b. Coordinating the formulation and review of transition plans with advisory panels who may represent handicapped organizations.

c. Granting final approval of transition plans and department use of program accessibility.

d. Managing the construction, design or alterations of buildings and sites necessary to bring all programs into compliance.

e. Authorization to coordinate and mediate matters concerning 504 compliance.

f. Assisting public and private sectors through the use of proper agencies on technical, employment and architectural matters concerning 504 compliance.

g. Establishment of a consumer complaint procedure necessary to resolve all complaints to agencies pertaining to 504.

h. The State 504 Coordinator or the State Building Code Commissioner as his designee is hereby authorized to initiate complaints against those agencies, administrators, agents or employees of any department or division within state government who willfully fail to comply with the requirements.

i. The 504 Coordinator and the State Building Code Commissioner as his designee shall consult with the Chairman of the Governor's Commission on the Handicapped with respect to implementation of the above duties and responsibilities.

This Executive Order shall take effect on the date hereof. This Executive Order rescinds Executive Order No. 80-16 dated September 29, 1980.

Respectfully yours,

Edward D. DiPrimo
GOVERNOR
§ 28-51-1. Definitions. — (a) As used in this chapter the term “sexual harassment” means any unwelcome sexual advances or requests for sexual favors or any other verbal or physical conduct of a sexual nature when submission to such conduct or such advances or requests is made either explicitly or implicitly a term or condition of an individual's employment.

(b) As used in this chapter, the term “employer” means any entity employing fifty (50) or more employees.

§ 28-51-2. Adoption of workplace policy and statement. — (a) All employers and employment agencies shall promote a workplace free of sexual harassment.

(b) Every employer shall:

(1) adopt a policy against sexual harassment which shall include:

   (i) a statement that sexual harassment in the workplace is unlawful;

   (ii) a statement that it is unlawful to retaliate against an employee for filing a complaint of sexual harassment or for cooperating in an investigation of a complaint for sexual harassment;

   (iii) a description and examples of sexual harassment;

   (iv) a statement of the range of consequences for employees who are found to have committed sexual harassment;

   (v) a description of the process for filing internal complaints about sexual harassment and the work addresses and telephone numbers of the person or persons to whom complaints should be made; and

   (vi) the identity of the appropriate state and federal employment, as amended, discrimination enforcement agencies, and directions as to how to contact such agencies as amended.
(2) provide to all employees a written copy of the employer's policy against sexual harassment; provided, however, that a new employee shall be provided such a copy at the time of his or her employment.

(c) Employers are encouraged to conduct an education and training program for new employees and members, within one (1) year of commencement of employment or membership, which includes at a minimum the information set forth in this section. Employers are encouraged to conduct additional training for new supervisory and managerial employees within one (1) year of commencement of employment which shall include at a minimum the information set forth in subsection (b), the specific responsibilities of supervisory and managerial employees and the methods that such employees should take to ensure immediate and appropriate state agencies are encouraged to cooperate in making such training available.

(d) Employers shall provide amended copies of their written policies on sexual harassment to all employees upon their request on or before September 1, 1997.

§ 28-51-3. Education and training programs. — Employers are encouraged to conduct an education and training program on sexual harassment consistent with the aims and purposes of this chapter for all employees, including, but not limited to the supervisory or managerial personnel, on or before September 1, 1997.
State of Rhode Island
Guidelines For Preventing Sexual Harassment

Harassment on the basis of sex is a violation of RIGL 28-5.1 and Executive Order No. 05-01. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or, (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

In determining whether alleged conduct constitutes sexual harassment, the State Equal Opportunity Office will look at the record as a whole and at the totality of the circumstances, such as the nature of the sexual advances and at the legality of a particular action. A determination of what constitutes sexual harassment will be made from the facts, on a case-by-case basis.

The appointing authority is responsible for the acts of its agents and supervisory employees with respect to sexual harassment, regardless of whether or not the specific acts complained of were authorized or even forbidden by the appointing authority and regardless of whether or not the appointing authority knew or should have known of their occurrence. The State Equal Opportunity Office will examine the circumstances of the particular employment relationship and the job functions performed by the individual in determining whether or not the individual is serving in either a supervisory or agency capacity.

With respect to persons other than those mentioned in the previous paragraph, an appointing authority is responsible for acts of sexual harassment in the workplace where that appointing authority or its agents or supervisory employees knew or should have known of the conduct. An appointing authority may rebut apparent liability for such acts by showing that it took immediate and appropriate corrective action.

Prevention is the best tool for the elimination of sexual harassment. An appointing authority should take all steps necessary to prevent sexual harassment from occurring such as affirmatively raising the subject of sexual harassment, expressing strong disapproval, developing appropriate sanctions, informing the employees of their right to raise and how to raise the issue of harassment and developing methods to sensitize all concerned.

If any State Employee believes that they have been sexually harassed, they may contact:

STATE EQUAL OPPORTUNITY OFFICE
ONE CAPITOL HILL PROVIDENCE, RI 02908-5865
PHONE (401) 222-3090 FAX (401) 222-2490 RI Relay: 711
Revised (2005)
GUIDELINES FOR ENSURING UNBIASED WORK ENVIRONMENTS

Rhode Island General Law 28-5.1, Executive Order No. 05-01 of the State of Rhode Island and Title VII of the 1964 Civil Rights Act, mandates employers to maintain a working environment free of discriminatory insults, intimidation and other forms of harassment. Both an employee’s psychological and economic well being are protected. While an employer cannot be held accountable for the prejudices of its workers clientele, it must take reasonable measures to control or eliminate the overt expression of those prejudices in the workplace. Prompt action by an employer to prevent or correct discriminatory harassment can go a long way in lessening employer liability.

Perhaps the most common type of harassment to which workers are subjected is verbal abuse. Racial and ethnic epithets, slurs or jokes directed at or made in the presence of minority group employees, are not to be tolerated. An example of unlawful race and sex bias in the work environment is the use of the diminutive term “boys” when referring to minority male employees and “girls” when referring to female employees.

Another common type of verbal abuse is either spreading rumors or joking about an employee’s assumed sexual preference or orientation. One’s personal preference does not determine how one performs at his or her job and therefore, this type of bias does not belong in the workplace.

An employer is under a two-pronged duty to maintain a working atmosphere free of national origin bias. First, the employer itself must refrain from ridicule or harassment on the basis of national origin. Second, an employer should not tolerate such behavior by its employees. Ethnic slurs or jokes based on national origin are unlawful.

An employer is also under obligation to maintain a work environment free of religious bias. Permitting a supervisor to espouse his or her beliefs to employees while at work may amount to religious discrimination.

Any unwelcome sexual advances, requests for sexual favors and other verbal and physical conduct of a sexual nature is unlawful sexual harassment when the response or reaction to the advances or requests is permitted to affect the employment decisions. It is also illegal for an employer to permit any conduct that is sexually offensive, intimidating, hostile or interferes with an individual’s work performance. Sexual advances by co-workers who have no control over a person’s employment may be unlawful if it has such an intimidating effect that job status is affected.

(2005)
Employee Self-Identification of Disability Form and Request for Reasonable Accommodation

CONFIDENTIAL

In accordance with the Americans with Disabilities Act of 1990, Rhode Island General Laws §28-5.1 et. seq., and Executive Order #92-2, the State Equal Opportunity Office invites a qualified individual with a disability to self-identify to be provided reasonable accommodations if necessary to perform the essential function for the desire position.

NAME: ___________________________ AGENCY: ___________________________

JOB TITLE: ___________________________ DATE: ___________________________

Please Check ☒ the category that best describes your disability. (Upon request, verification of disabling condition must be obtained from your physician.)

Disabling conditions include, but are not limited to:

☐ AIDS
☐ Alcoholism
☐ Blindness or Visual Impairment
☐ Cancer
☐ Cerebral Palsy
☐ Deafness or Hearing Impairment
☐ Diabetes
☐ Drug Addiction
☐ Epilepsy
☐ Heart Disease
☐ Mental Retardation
☐ Mental or Emotional Illness
☐ Multiple Sclerosis
☐ Muscular Dystrophy
☐ Orthopedic
☐ Perceptual Disabilities such as: Dyslexia, Minimal Brain Dysfunction, Development Aphasia or Speech Impairment
☐ Other

☐ Yes, I request a Reasonable Accommodation Needs Assessment Review
☐ No Reasonable Accommodation is needed at this time

Additional Comments:

Signature: ___________________________ Date: ___________________________

RI EEO 5/09A
REvised 7/02/2002
RI SEOO (401) 222-3090
*** SAMPLE ***

AMERICANS WITH DISABILITIES/504 COMPLAINT PROCEDURE

( Agency/Department ) has adopted an internal procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the Americans with Disabilities Act of 1990.

Complaints should be addressed to: (J.B. Person) who has been designated to coordinate ADA/504 Compliance efforts.

A complaint should be filed in writing or verbally. They should contain the name and address of the person filing the complaint and a brief description of the alleged violations of the regulation.

A complaint should be filed within (# of Days) after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, will follow the filing of a complaint. The investigation will be conducted by (J.B. Person). These rules contemplate informal but thorough investigations affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, will be issued by and a copy forwarded to the complainant no later than (# of days).

The ADA/504 Coordinator will maintain the files and records relating to the complaints filed.
DISCRIMINATION COMPLAINT PROCEDURE

OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY
STATE EQUAL OPPORTUNITY OFFICE
TELEPHONE: (401) 222-3090  FAX: (401) 222-2490

The State Equal Opportunity Office will accept, from both State Employees and Applicants for State employment, complaints of discrimination that are based on race, sex, age, national origin, religion, color, sexual orientation, gender identity or expression, and sexual harassment.

1. A complaint must be filed formally on the “Complaint Information Form”; available through the State Equal Opportunity Office within ten (10) working days from the knowledge of the alleged incident of discrimination, unless it is an ongoing discrimination.

   All complaints will remain confidential except to the extent necessary to conduct a review of the facts.

2. An Equal Opportunity Officer will be assigned to investigate the complaint.

3. The Agency Director (Responder) will be notified of the alleged charge.

4. Upon the completion of the investigation, the State Equal Opportunity Office will make a determination as to probable cause based on the summary of facts.

5. When probable cause is not evident, the parties are so informed by the State Equal Opportunity Office.

6. When there is probable cause of discrimination, the State Equal Opportunity Office will try to conciliate the complaint.

7. If an agreement between both parties is not reached, a formal hearing will be scheduled and a Hearing Officer will be assigned by the State Equal Opportunity Office.

8. If and when it has been determined by the Hearing Officer that discrimination exists, the Hearing Officer will advise the State Equal Opportunity Office in writing. The State Equal Opportunity Office will then, by written notification, present findings and recommended corrective action to both parties.

If the corrective action is not implemented within the specified time frame, the State Equal Opportunity Office will notify the Governor.

An individual may also file a complaint with the Rhode Island Commission for Human Rights or the U.S. Equal Employment Opportunity Commission. If a charge has been filed, either simultaneously or at a later date with Rhode Island Commission for Human Rights or the U.S. Equal Employment Opportunity Commission, the State Equal Opportunity Office will defer to either commission for investigation and any resolution and/or prosecution of any charge.
DISCRIMINATION COMPLAINT INFORMATION FORM

1. Complainant Information:
   State your name and address:
   __________________________________________
   __________________________________________
   __________________________________________
   ___________________________   _______   _______
   City                      State    Zip Code

   Telephone Number (S)
   Work: __________________________
   Home: __________________________
   Email: __________________________
   Cell Phone: __________________________

2. Name of Department

   __________________________________________

3. Name of Immediate Supervisor:

   __________________________________________

4. Respondent Information:
   Name and address of agency involved:
   __________________________________________
   __________________________________________
   __________________________________________
   ___________________________   _______   _______
   City                      State    Zip Code

5. Name and Title of person(s) charged:
   __________________________________________
   __________________________________________
   __________________________________________

6. Date of alleged violation:
   __________________________

7. Place of alleged violation:
   __________________________________________

   (________________________)  
   Case Number

8. Basis of Alleged Complaint:
   ______ Race/Color: Specify________
   ______ Sex:         Male ______ Female
   ______ Age: ______ Date of Birth: ______
   ______ National Origin: Specify________
   ______ Disability:
   ______ Religion: Specify
   ______ Sexual Harassment
   ______ Sexual Orientation
   ______ Gender Identity or Expression
   ______ Unlawful Questions (arrest record, criminal conviction, or other)
   ______ Retaliation

9. Nature of Change:
   ______ Refusal to Hire
   ______ Compensation (unequal pay)
   ______ Job Classification
   ______ Discharge/Termination
   ______ Denial of Promotion
   ______ Unequal Access to Training
   ______ Demotion
   ______ Qualifications/testing bias
   ______ Layoff
   ______ Recall
   ______ Seniority
   ______ Intimidation/Reprisal
   ______ Harassment
   ______ Maternity
   ______ Discriminatory Treatment/Work Environment
   ______ Failed to Provide Reasonable Accommodation (ADA)
10. Explain briefly as possible what happened and how you were discriminated against. Indicate who was involved. Be sure to include how other persons were treated differently from you. Also attach any written material pertaining you your case.

__________________________________________________________________________

__________________________________________________________________________

11. What harm, if any, was caused to you as a result of that action?

__________________________________________________________________________

12. Have you brought this complaint to anyone else’s attention?

__________________________________________________________________________

13. Please list below any persons (witnesses, fellow employees, supervisors, or others) that we may contact for additional information to support or clarify your complaint.

__________________________________________________________________________

__________________________________________________________________________

14. Please provide the name of a person not living with you, who would know how to contact you:

Name: ___________________________ Telephone: ___________________________

Address: __________________________

__________________________________________________________________________

Complainant Signature _______________ Date _______________ Interviewing Officer _______________
RETAIATION OR COERCION STATEMENT

An employee or agent of State Government who shall discriminate against an individual through the use of retaliation, coercion, intimidation, threats or other such action because such individual has filed a complaint, testified or participated in any way in any investigation proceeding or hearing regarding discrimination in employment or public service or because such individual has opposed any act made unlawful under the Americans with Disabilities Act (ADA) or Rhode Island Fair Employment Practices Act or any rules and regulations issued pursuant to either, shall be subject to disciplinary action. Said action may include suspension from employment or dismissal where the discrimination is found to be willful or repeated.
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY (ODEO)
STATE EQUAL OPPORTUNITY OFFICE
One Capitol Hill
Providence, RI 02906-5865

Rhode Island Department of:

EXIT INTERVIEW SIGN-OFF FORM*

Name of Employee (Please print or type)

In accordance with Rhode Island General Law 28-5.1, an Exit Interview Program has been established in order to assure that terminating/transferring employees are not leaving because of discriminatory circumstances. I understand that all terminating/transferring employees have the option of an exit interview with the ODEO/State Equal Opportunity Office. I hereby certify that I have received a Confidential Exit Survey Inquiry form from the Division of Human Resources and, that the completed Confidential Exit Survey Inquiry form must be forwarded to the ODEO/State Equal Opportunity Office. I also understand that a copy of this completed Exit Interview Sign-Off Form will be placed in my personnel file.

_________________________  _______________________
Signature of Employee      Date Employee Signed

**************************

_________________________  _______________________
Date Exit Interview Was     Signature of Personnel Officer
Mailed to Employee

* Instructions:

The Human Resources Office must distribute a copy of the Confidential Exit Survey Inquiry form along with termination/ transfer papers to the employee. The Human Resources Office must place a signed copy of the Exit Interview Sign-Off Form in the employee’s personnel file and forward a second copy of the sign-off form to the ODEO/State Equal Opportunity Office immediately upon completion.

Rev. 7/02
OFFICE OF DIVERSITY, EQUITY AND OPPORTUNITY (ODEO)
State Equal Opportunity Office
CONFIDENTIAL EXIT SURVEY INQUIRY

All information obtained from this inquiry will be handled in a confidential manner and will not be divulged to supervisors, co-workers, or anyone inside or outside the agency. The information will be used as a tool for change and improvements, and will not be made part of your personnel record and will not be used to respond to reference checks by future employers. We ask that you be as honest and fair as possible. Please complete and return to the ODEO/State Equal Opportunity Office, One Capitol Hill, Providence, RI 02908. Thank you.

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Department/Agency</td>
</tr>
<tr>
<td></td>
<td>Division/Unit</td>
</tr>
<tr>
<td>Telephone</td>
<td>Date of Separation</td>
</tr>
</tbody>
</table>

(Please check for Equal Opportunity Purposes Only)

- Female ☐  White ☐  Asian Amer./Pacific Islander ☐  Hispanic ☐
- Male ☐  Black ☐  Amer. Indian/AK Native ☐  Disabled ☐

What is your main reason for leaving?

________________________________________________________________________

What did you like best about your job?

________________________________________________________________________

What did you dislike about your job?

________________________________________________________________________

Did you find your employment worthwhile in terms of personal growth and achievement?

________________________________________________________________________

Do you feel career opportunities were adequately afforded to you?

________________________________________________________________________

Did you feel free to go to your supervisor to discuss problems about your job?

________________________________________________________________________

(Rev. 07/02)
<table>
<thead>
<tr>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was your supervisor effective in handling problems or complaints?</td>
<td></td>
</tr>
<tr>
<td>Was the Leave of Absence Procedure clearly explained to you?</td>
<td></td>
</tr>
<tr>
<td>Did you receive fair treatment while employed?</td>
<td></td>
</tr>
<tr>
<td>Would you seek employment with the State of Rhode Island at a future date?</td>
<td></td>
</tr>
<tr>
<td>Do you feel you were discriminated against?</td>
<td></td>
</tr>
</tbody>
</table>

**INTERVIEWING OFFICER**

**DATE**

**COMMENTS:**
EQUAL OPPORTUNITY ADVISORY COMMITTEE
GUIDELINES

MISSION:
To provide two-way communication and suggestions on various aspects of the equal opportunity program to the director in a department or agency in state government.

1. ESTABLISHING THE COMMITTEE:
   A. All employees should be informed of opportunities to serve on the committee.
   B. Agency head appoints the committee from a list of volunteers.
   C. Volunteers should include staff from:
      1. Each division of agency
      2. Various job levels
      3. Diverse group of employees; i.e. minorities, women, persons with disabilities, and veterans

2. STRUCTURE:
   A. Terms of membership
   B. Elections of officers
   C. How many members
   D. Alternates
   E. Sub-committees
   F. Meetings
   G. Minutes

3. FUNCTIONS (ROLE):
   A. Advise – not perform
   B. Develop short-term objectives
   C. Identify areas of possible discrimination
   D. Assist the designee of the agency head with preparing the affirmative action plan
   E. Monitor the progress of the action goals and programs, if necessary, make recommendations to improve
   F. Review monthly progress reports
   G. Issue a progress report to agency head quarterly

4. CHAIRPERSON (DUTIES):
   A. Prepare agenda for meeting
   B. Preside over committee meetings
   C. Submit any committee recommendations to the agency head

5. SECRETARY (DUTIES):
   A. Preside over meeting in absence of chairperson
   B. Record minutes of the meeting
   C. Prepare minutes for distribution.

6. AGENCY HEAD:
Should make a commitment that all recommendations will be reviewed and acknowledged

7. **EMPLOYEES SHOULD BE INFORMED OF AGENCY POLICY:**
   1. Newsletter
   2. Pay envelopes
   3. Employee handbooks
   4. Copies of the affirmative action plan policy statement of key program elements

8. The state equal opportunity office may issue such guidelines, directives, or instructions as necessary to carry out Rhode Island General Laws § 28-5.1.

For additional guidance and/or technical assistance, contact:

Cheryl A. Burrell, Associate Director
Department of Administration
Office of Diversity, Equity and Opportunity
One Capitol Hill
Providence, RI 02908
TEL # (401) 222-6397
Rhode Island Relay: 711
FAX # (401) 222-1453
Email: Cheryl.Burrell@doa.ri.gov
DIVERSITY ADVISORY COUNCIL
GUIDELINES

MISSION:

To guide and support a state department or agency director on developing organizational changes and strategies that will advance the goals of diversity and inclusion in the workplace, as well as to assist in the implementation of approved strategies and changes.

1. ESTABLISHING THE COMMITTEE:

   A. All employees should be informed of opportunities to serve on the council.
   B. Agency head appoints the council from a list of volunteers.
   C. Diversity Liaison(s) will serve as ex-officio council member
   D. Volunteers should include staff from:

      1. Each division of agency
      2. Various job levels
      3. Diverse group of employees; i.e. senior leadership, minorities, women, persons with disabilities, and veterans

2. STRUCTURE:

   A. Terms of membership
   B. Elections of officers
   C. How many members
   D. Alternates
   E. Sub-committees
   F. Meetings
   G. Minutes

3. FUNCTIONS (ROLE):

   A. Advise – not perform
   B. Leverage diversity to improve employee and organizational performance
   C. Link diversity strategy with the department’s/agency’s business strategy
   D. Develop metrics to measure progress
   E. Develop short- and long-term plans for advancing the goals of diversity and inclusion

4. CHAIRPERSON (DUTIES):

   A. Prepare agenda for meeting
   B. Preside over council meetings
   C. Submit any council recommendations to the department/agency director
5. SECRETARY (DUTIES)

A. Preside over meeting in absence of chairperson
B. Record minutes of the meeting
C. Prepare minutes for distribution

6. AGENCY HEAD:

Should make a commitment to support the work of the council and ensure that all recommendations will be reviewed and acknowledged.

For additional guidance and/or technical assistance, contact:

Sabina Matos, Chief Program Development
Department of Administration
Office of Diversity, Equity and Opportunity
Human Resources Outreach and Diversity Office
One Capitol Hill
Providence, RI 02908-5865
TEL # (401) 222-5813
Rhode Island Relay: 711
Email: Sabina.Matos@doa.ri.gov
ENFORCEMENT AGENCIES

Department of Administration
Office of Diversity, Equity and Opportunity
State Equal Opportunity Office
One Capitol Hill
Providence, RI 02908
TEL # (401) 222-3090
FAX # (401) 222-2490

RI Commission for Human Rights
180 Westminster St. Ste. 3
Providence, RI 02903-1918
TEL # (401) 222-2661/ Voice
TDD # (401) 222-2664
FAX # (401) 222-2616

U.S. Equal Employment Opportunity Commission
1801 L Street NW
Washington, D.C. 20507
TEL # (202) 663-4900/ Voice
TDD # (800) 800-3302
TDD # (202) 663-4494 (for all Area Codes)

Department of Justice
Office of the Americans with Disabilities Act
Civil Rights Division
P.O. Box 66118
Washington, D.C. 20035-6118
TEL # (202) 514-0301/ Voice
TDD # (202) 514-0381
# (202) 514-6193 (Electronic Bulletin Board)
IV. Addendum – Diversity Plan to Improve Minority Hiring and Workplace Inclusion

According to the U.S. Census Bureau, 2014 American Community Survey (ACS), minorities make up roughly twenty-four percent (24.0%) of Rhode Island’s labor force; i.e. twelve point eight percent (12.8%) are Hispanic, six point two percent (6.2%) are Black, three point four percent (3.4%) are Asian/Pacific Islander, point four percent (0.4%) are American Indian/Alaskan Native, and one point two percent (1.2%) are other minorities. It is also important to note that, according to this same ACS report, women make up roughly forty-eight point three percent (48.3%) of Rhode Island’s labor force. Additionally, by the year 2040, our state’s population as a whole is projected to be forty-one percent (41%) people of color.

It is also important to note that in 2013, the federal government established a workforce goal of seven percent (7%) for persons with disabilities, and eight percent (8%) for veterans. We have incorporated these goals within the statistical portion of this year’s plan and will rely on your support to assist us as we work toward the achievement of these goals.

As the diversity of Rhode Island’s population continues to increase, it is imperative that each state agency develop and implement a plan to improve the representation of women, minorities, persons with disabilities, and veterans in their overall workforce, and especially in the upper echelon of those job categories where policy decisions are made and managed. Moreover, each agency is encouraged to create a workplace culture that values diversity and inclusion, so that our collective performance and service to others will be enhanced.

Accordingly, please provide a detailed summary of:

A. Your agency’s plan to improve the representation of women, minorities, persons with disabilities, and veterans throughout your workforce, and specifically within the upper echelons of the job categories where they may be underrepresented. When summarizing these efforts, a comparison should be made between the percentages of each racial/ethnic minority group in the labor force to their representation within your workforce. Identify the strategies you will use to address underutilization gaps between the two.

B. Your agency’s plan to create a workplace culture that values diversity and inclusion, and ensures quality customer/client services to the people of Rhode Island.

C. Your agency’s plan to ensure that new and existing employees within your workforce take part in a diversity orientation training program, as well as any other training topics related to diversity, equity, and inclusion, which are facilitated by the Office of Diversity, Equity and Opportunity or their designee.